ME127:
Maintenance Audit and Site Inspection:
Availability, Reliability and Compliance
Training Description:

Asset & Maintenance Management can deliver a major contribution to the return on investment and output of a company by realising the best balance between realised performance (availability, reliability), risk (safety, image, compliance) and cost. We can only do that by making sure that our maintenance process is as effective and efficient as possible. But how to do that in daily hectic practice?

Therefore, it is essential that asset & maintenance managers strive toward the implementation of maintenance best practices. And have insight in the possible performance gaps and how risky they are.

Maintenance Audits & Site Inspections are key enablers to identify performance gaps and hidden improvement potential with which participants are able to realize higher performance against lower cost. Acquiring strong audit and assessment techniques are essential for every successful asset & maintenance manager.

This highly interactive course enables participants to develop a powerful vision for asset & maintenance management improvement and improve your abilities to successfully promote and adapt changes in the workplace. Participants will learn how to apply several audit & assessment techniques to assess the asset & maintenance management maturity and identify performance gaps. They will learn how to relate the assessment results to external benchmarks like PAS 55 and ISO 55000. Participants will understand how to transfer the assessment results into an action plan that improves the business continuity of the organization.

The course will discuss:

➢ Developing a powerful vision for maintenance improvement
➢ How an audit fits in the asset management framework
➢ Overview and practical application of maintenance audit techniques
➢ Usage of international benchmark standards PAS 55 & ISO 55000
➢ How to transfer assessment results into a concrete action plan for improvement

Training Objectives:

By the end of the training, participants will be able to:
✓ Understand the added value of asset & maintenance management to the business process
✓ Explain how maintenance audits are related to the asset management framework and why they are beneficial
✓ Understand the basic principles of maintenance audits & site inspections
✓ Apply assessment techniques to identify performance gaps and improvement potential
✓ Benchmark their maintenance organization against international world class standards
✓ Set up a concrete implementation plan based on assessment results

Training Designed for:

This course is intended for a wide range of Professionals involved in the area of maintenance contracts, but will greatly benefit Operations & Maintenance Professionals, Asset Owners & Asset Managers, Maintenance Engineers & Business Improvement Leaders, all Professionals involved in asset & maintenance management auditing, Quality & Compliance Managers, Lead Auditors & Audit Team Members, and anyone who wishes to update themselves on asset & maintenance assessments.
Training Program:

**DAY ONE:**
- **PRE-TEST**
- **Introduction**
- **Asset & Maintenance Management Basics**
  - Asset & maintenance management as a business process
  - Asset management landscape model – The asset management system
  - Strategy framework
    - Line of sight
    - Asset management policy, asset strategy, asset management strategy
    - asset management objectives (goal setting)
    - (Strategic) Asset management plan
    - Measuring performance, feedback & improvement
  - International standards on asset & maintenance management: PAS 55 & ISO 55000
  - Where the maintenance audit fits in

**DAY TWO:**
- **Best Practices in Asset & Maintenance Management**
  - Risk management & risk-based maintenance concepts
  - RAMS – Systems engineering
  - Whole life costing principles
  - Workflow management
  - Organization, people & improvement
  - Performance monitoring – (Key) performance indicators

**DAY THREE:**
- **Maintenance Auditing Principles & Techniques**
  - Auditing principles – from preparation to reporting
  - Process audit
  - Site inspection
  - Asset & Maintenance assessment – gap analysis
  - Certification audit for ISO 55000
  - Benchmarking

**DAY FOUR:**
- **Interpreting Audit Results & Implementing the Improvement**
  - The performance gap – Defining the goals
  - Finding improvement potential & actions
  - Defining work packages & improvement plan
  - Develop the business case – Multi criteria analysis
  - Implementation aspects and periodic auditing
  - How to make it work? – Change management

**DAY FIVE:**
- **Interactive Workshop - Now We Do It Ourselves!**
  - Analysis of the business – Business goals
  - Preparing the audit, Execute the gap analysis
- Define actions, work packages & improvement plan
- The business case – Is it worth the money
- Present your results to management
- Evaluate the audit: WWW & WWW

❖ Course Conclusion
❖ POST-TEST and EVALUATION

**Training Requirements:**

“Hands-on practical sessions, equipment and software will be applied during the course if required and as per the client’s request.”

Please note that the above topics can be amended as per client’s learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

**Training Methodology:**

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Software & General Discussions
- Pre and Post Test

**Training Certificate(s):**

Internationally recognized certificate(s) will be issued to each participant who completed the course.

**Training Fees:**

As per the course location - This rate includes participant’s manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

**Training Timings:**

**Daily Timings:**
- 07:45 - 08:00 Morning Coffee / Tea
- 08:00 - 10:00 First Session
- 10:00 - 10:20 Recess (Coffee/Tea/Snacks)
- 10:20 - 12:20 Second Session
- 12:20 - 13:30 Recess (Prayer Break & Lunch)
- 13:30 - 15:00 Last Session

For training registrations or in-house enquiries, please contact:
Aisha Relativo: aisha@cmc-me.com
Tel.: +971 2 665 3945 or +971 2 643 6653 | Mob.: +971 52 2954615
Training & Career Development Department