



# ME188: Maintenance Inventory, Spare Parts & Materials Management



## Training Description:

When asked to describe the largest issue they face in organizing maintenance work, many planners, engineers and supervisors reply "Finding materials and getting them to the right place at the right time". Spare Parts and materials are a large part of any plant's costs and not having the right materials in the right place at the right time is a common cause of productivity loss and reduced reliability.

This intensive training course has been designed to challenge, motivate and educate participants in reliability based spare parts and materials management. The course is based on Results Oriented Reliability & Maintenance philosophy which emphasizes achieving results through people, execution and common sense.

The training course provides real solutions to maintenance storeroom management problems. Management team from the maintenance storeroom, purchasing and IT must attend this powerful and practical course. They will take away tools and knowledge to dramatically improve their spare parts and materials management.

With the knowledge from this course, participants will specifically be able to increase plant reliability, improve their productivity, streamline their materials management business processes, reduce costs and reduce maintenance storeroom spare parts and materials inventory.

## Training Objectives:

**By the end of the training, participants will be able to:**

- ✓ Gain in-depth knowledge on maintenance material/inventory management and identify benefits of good maintenance materials management
- ✓ Apply integration of maintenance materials management and reliability management and define inventory management basics including stock activity graphs, Economic Order Quantity (EOQ), dual re-order points, physical storage & return-to-stores
- ✓ Select proper equipment for maintenance material/inventory management and analyze the factors of the decision stock/don't stock
- ✓ Describe anti-friction bearings, recognize plant standards and list the spare parts
- ✓ Analyze interchangeability and prevent obsolete and surplus stock
- ✓ Identify inventory and manage work kits and delivery systems

## Training Designed for:

This course is intended for maintenance inventory, spare parts and materials management for maintenance and project personnel such as project managers, maintenance managers, project engineers, plant engineers, maintenance engineers, senior buyers, purchasing managers, storeroom managers, store keepers, CMMS professionals, maintenance planners, maintenance supervisors, IT professionals, operations managers, and manufacturing managers.

## Training Program:

### DAY ONE:

- ❖ PRE-TEST
- ❖ Introduction





- Organizing for Effective Maintenance Materials Management
- Business Processes
- Materials Management Business Processes
- Continuous Improvement
- Buyers vs. Maintenance Planners
- Maintenance Materials Management is Different
- Maintenance Materials Data Management
- ❖ **Benefits of Good Maintenance Materials Management**
- ❖ **Alignment of Objectives**
- ❖ **Integration of Maintenance Materials Management and Reliability Management**
- ❖ **Recap**

#### DAY TWO:

- ❖ **Inventory Management Basics**
  - Stock Activity Graphs
  - Economic Order Quantity (EOQ)
  - Dual Re-Order Points
  - Inventory Automation Examples
  - Open or Closed Storeroom?
  - Physical Storage
  - Return-to-Stores
- ❖ **Integration of Maintenance Materials Information**
- ❖ **Integrated Non-Stock Catalog**
- ❖ **Database Principles**
- ❖ **Equipment Selection**
- ❖ **Recap**

#### DAY THREE:

- ❖ **To Stock or Not to Stock?**
  - Stock/Don't Stock Decision Factors
  - If it's Stocked, then How Many?
  - New Stock Request
  - Management of New Stock
- ❖ **Anti-Friction Bearings**
- ❖ **Plant Standards**
- ❖ **Spare Parts Lists**
  - Plant Hierarchy
  - Preparation and Maintenance of Parts Lists
  - Parts List Standard
- ❖ **Recap**

#### DAY FOUR:

- ❖ **Interchangeability**
- ❖ **Using Non-OEM Parts**
- ❖ **Obsolete and Surplus Stock**



- ❖ Repair-and-Return Management
- ❖ Recap

#### DAY FIVE:

- ❖ Inventory Value
- ❖ Work Kits and Delivery Systems
- ❖ Other Storeroom Services
- ❖ Summary of CMMS Requirements
- ❖ Some Other Possibilities
  - Outsourcing of Materials Management
  - Centralized Warehousing for Multiple Plants
  - Sharing of Materials among Multiple Plants
- ❖ Course Conclusion
- ❖ POST-TEST and EVALUATION

#### **Training Requirement:**

“Hand’s 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 01<sup>st</sup> 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](mailto:aisha@cmc-me.com)

Tel.: +971 2 665 3945 or +971 2 643 6653 | Mob.: +971 52 2954615

Training & Career Development Department

