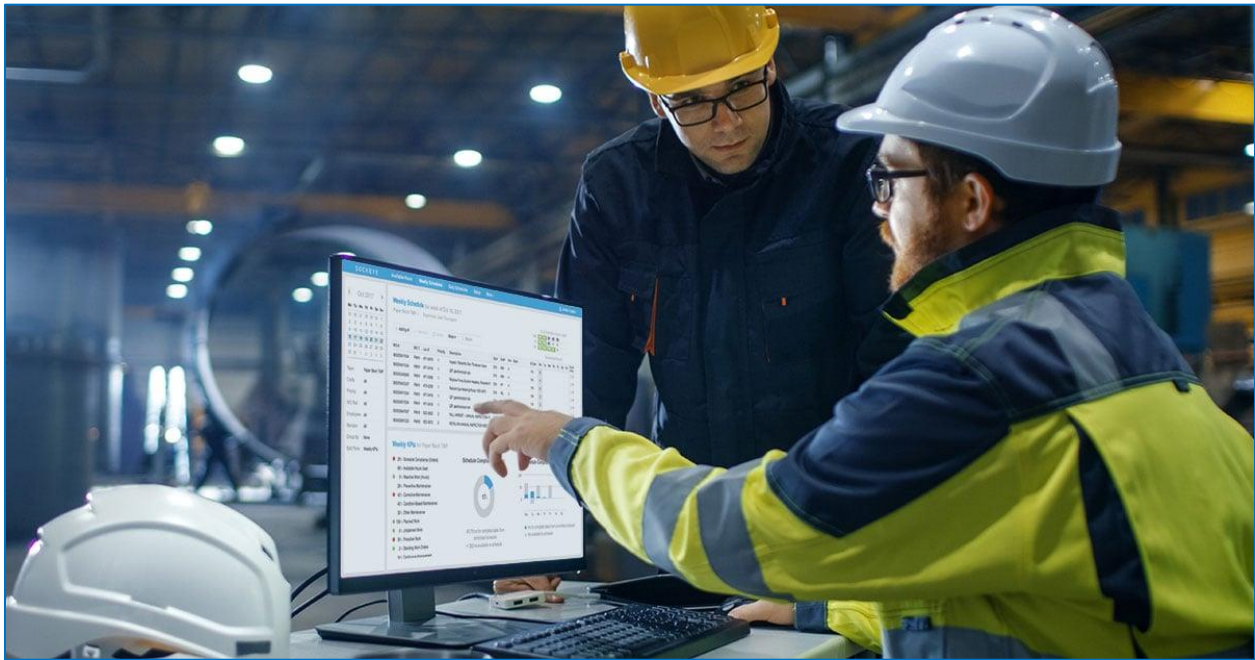




ME174: Certified Maintenance Planner (CMP)

Training Description:

Maintenance planning is a huge part of the overall physical asset management processes in an organisation. However, many firms still struggle to implement a proper maintenance process to reap the significant benefits that it can bring to the business. Whether you are a novice in the field of maintenance planning or an experienced professional, this comprehensive training program teaches you the skills, guidelines, and expertise necessary to establish a world-class maintenance function. This training and certification course focuses on the key policies and processes of maintenance planning that are essential to maintain the dependability of your assets.

Why is this “Certified Maintenance Planner” training program essential in today’s world?

Due to the high risks and costs involved in maintenance activities, the key to achieving operational excellence and avoiding cost-effective reliability begins with effective maintenance planning.

How do I become a maintenance scheduler?

This intensive training course will empower you with the expertise to become a maintenance planner. You will be able to eliminate equipment defects through maintenance planning, exposure, reporting, scheduling, and implementation.

Training Objectives:

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

- ✓ Increase equipment availability, reliability, safety, and asset profitability
- ✓ Achieve maximum effectiveness through proper planning and scheduling
- ✓ Distinguish between the planning and scheduling process
- ✓ Apply suitable risk management techniques based on business priorities
- ✓ Create a reusable process to reduce maintenance-driven failures
- ✓ Develop a scheduling process that aligns with other operations
- ✓ Assess and measure the effectiveness of the maintenance process
- ✓ Recognise the root causes for common maintenance problems, delays, and inefficiencies
- ✓ Utilise proactive rather than reactive methods to carry out maintenance activities

Personal Impact:

- ✓ Learn how to calculate the entire life-cycle costs of maintenance planning rather than only its initial costs
- ✓ Make more informed decisions to support the long-term success of your organisation’s mission, goals, and objectives
- ✓ Assess the risk implications of asset failure to help focus your resources on critical priorities and reduce overall risk
- ✓ Reduce unexpected failures with structured day-to-day attention to maintenance planning, thus minimising emergency repairs, costly lawsuits, and customer relations problems
- ✓ Become an expert in the field of maintenance planning to expand your professional horizons on a global scale
- ✓ Improve your work opportunities across industries like oil and gas, automobile, production, construction, aeronautics, etc. worldwide
- ✓ Secure a relevant job anywhere in the world with the right knowledge in maintenance planning

- ✓ Get promoted in your current job in the maintenance planning field
- ✓ Acquire the professional skills and knowledge required to accomplish your tasks with optimal competence and accuracy
- ✓ Master the knowledge and techniques to see the future of an effective maintenance planning process
- ✓ Discover how to work well with your equipment and the risks of not being able to use them effectively
- ✓ Contribute to your organisation by being knowledgeable enough to determine the need for a maintenance planning program/process at your workplace or understand an existing program better
- ✓ Get an opportunity to work through first-hand exercises in detail to gain the skills needed to facilitate a maintenance planning study
- ✓ Gain the skills to plan, manage, facilitate, and scribe for a maintenance planning project

Organisational Impact:

- ✓ Improve your technique of planning maintenance activities by tracking equipment throughout its life cycle
- ✓ Enhance compliance with government protocols and procedures on maintenance
- ✓ Assess which maintenance planning objectives are feasible and which ones need to be prioritised
- ✓ Benefit from training your employees on the definition and importance of planning mechanical tasks
- ✓ Benefit from the understanding of distinct roles played within the guidelines of maintenance planning
- ✓ Learn and apply standards in maintenance planning, safe operation and monitoring of equipment, and equipment maintenance
- ✓ Participants will be able to apply the gained knowledge through this course and practice skills that will impact their respective companies

Training Designed for:

This course is intended for Project Managers, Maintenance Planners, Maintenance Supervisors, Maintenance Managers, Maintenance Engineers, Planning Engineers, Operation Engineers, Operation Coordinators, Production Supervisors and Reliability Engineers.

Training Program:

FIVE DAYS:

- ❖ **MODULE 1: MAINTENANCE PLANNING & SCHEDULING**
 - Why should we focus on planning & scheduling?
 - Work management process
 - Work identification
 - Work prioritisation
 - Definition of planning
 - Definition of scheduling
 - Managing backlogs
 - Managing materials

- Work execution
- Managing data accuracy
- The planning window
- Key performance indicators

❖ **MODULE 2: WORKFORCE MANAGEMENT**

- Introduction to workforce management
- The change management process
- Workforce planning
- Employee life cycle
- Workforce generations
- Benchmarking in workforce management
- Organisation structure

❖ **MODULE 3: ROLE OF THE MAINTENANCE PLANNER**

- Importance of maintenance and asset management
- Objectives and types of maintenance
- Evolution of the maintenance function
- The planning processes
- Types of maintenance
- Clarification of roles in maintenance activities
- Defining the work order system
- Setting priorities to work orders
- Establishing a preventive maintenance program
- Preventive maintenance risks

❖ **MODULE 4: PROGRAMMED MAINTENANCE DEVELOPMENT AND PLANNING**

- Criticality grading
- Failure modes and effects analysis
- Programmed task selection criteria and tools
- Task plans and work orders
- Corrective maintenance task procedures
- Practical exercise and discussion

❖ **MODULE 5: PLANNING PROCESSES FOR MAINTENANCE WORK ORDERS**

- Work Order systems
 - Main steps
 - Workflow
 - Planning work process
 - Scoping
 - Creating a detailed plan
- The level of detail required
- Time and cost estimates
- Parts and tools
- Job safety
- Closure and feedback

❖ **MODULE 6: AUTOMATED MAINTENANCE MANAGEMENT SYSTEMS**

- Planning principles versus using a CMMS

- Helpful features for planning and scheduling
- Types of projects
- Planning for a CMMS
- Ongoing support
- Scheduling with computer spreadsheets
- The MPSH scheduler excel spreadsheet
- ❖ **MODULE 7: PERFORMANCE MANAGEMENT**
 - Setting up performance indicators and data sources
 - Work management performance indicators
 - Asset maintenance effectiveness performance indicators
 - Cost control performance indicators
 - Planning performance indicators
 - Practical exercise and discussion
- ❖ **MODULE 8: CONTRACTING OUT / OUTSOURCING WORK**
 - Benefits of contracting/outsourcing
 - Problems with contracting/outsourcing
 - Alternative forms of contracting/outsourcing
- ❖ Course Conclusion
- ❖ POST-ASSESSMENT 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.”

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course 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, Gamification, Software & General Discussions
- Pre and Post Test

Training Fees:

TBA 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 Certificate(s):

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

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 - 13:00	Recess (Prayer Break & Lunch)
13:00 - 14:00	Last Session

For training registrations or in-house enquiries, please contact:

Aisha Relativo - Training & Career Development Manager

aisha@cmc-me.com / training@cmc-me.com

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