Maintenance Management Online Certificate Course

Participants in this training program will learn:

- When to outsource
- How and when to in-source
- Planning and scheduling maintenance jobs to improve productivity
- How to make PM (Preventive Maintenance) work for you
- Ideas to manage the stockroom
- How to improve uptime
- How to insure the PM tasks are done as designed and how to design them
- Choosing and using contractors (as a competitive advantage)
- Maximizing benefits from your CMMS (Computerized Maintenance Management System)
- Ways to reengineer maintenance that enhance quality, safety, environmental security and uptime
- How to use financial modeling of maintenance alternatives
- Basics of RCM (Reliability-centered maintenance)
- How to use high technology inspections to make an impac

Module 1— Introduction to Managing Maintenance

(This module is based on ***The Handbook of Maintenance Management*****,** Second Edition by Joel Levitt, published by Industrial Press, NY)

Session 1 - Evaluating Your Operation

- Introducing assessment tools
- Identifying dominant patterns in departments

Session 2 - Maintenance Metrics and KPIs (Key Performance Indicators)

- Understanding formulas, measures, and techniques to evaluate effort
- Anticipating maintenance efforts

Session 3 - CMMS (Computerized Maintenance Management System)

- Reviewing the technology
- Outlining capabilities of popular systems

Session 4 - Maintenance Contracting and Outsourcing

- Building partnerships with other groups
- Utilizing readers as a resource

Session 5 - Maintenance Quality Improvement

- Reviewing the field of Quality Improvement
- Applying Deming's ideas to maintenance

Module1 Exam

Module 2— Planning and Scheduling Maintenance Activity

(This material is based on ***Maintenance Planning, Coordinating and Scheduling,*** Second Edition by Don Nyman and Joel Levitt, published by Industrial Press, NY)

Session 1 — What is planning and why plan maintenance jobs?

- How to sell planning & scheduling to your management
- Where does the ROI (Return on Investment) come from?
- The nature of maintenance activities
- Metrics of planning and scheduling

Session 2 — Planning

- What are the steps in effective planning?
- Job safety analysis (JSA)
- Complete description of the planner's job
- The complete planning process

Section 3 —Estimating, Crew Size & Manpower Requirements

- Estimation and slotting
- What are the contents of a complete planned job package?

Section 4 —Preparatory activity to scheduling

- Calculating available hours from maintenance workers
- Coordination with operations and coordination meeting

Section 5 —Scheduling Maintenance Work

- Job loading until available hours are used up
- Create a credible schedule that takes all the constraints into account
- Job execution and feedback with job closeout and follow-up

Module 2 Exam

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Module 3— Preventive and Predictive Maintenance

(This material is based on ***Maintenance Planning, Coordinating and Scheduling,*** Second Edition by Don Nyman and Joel Levitt, published by Industrial Press, NY)

Section 1 — Basic Understanding of PM (Preventive Maintenance)

- True breakdown costs
- Past sins
- What is PM?
- Understanding what PM is supposed to accomplish and the critical event
- Maintenance improvement curve
- Short repairs and high productivity
- Four types of task lists
- PM frequency and its effect on breakdown

Section 2 — TLC (Tighten, Lubricate and Clean)

Section 3 — Guidelines for involvement with predictive techniques

- P-F Curve
- Questions to ask before PdM (Predictive Maintenance)
- Oil analysis
- Vibration analysis
- Temperature measurement
- Ultrasonic inspection

Section 4 — Reliability enhancement programs

- RCM (Reliability Centered Maintenance)
- PMO
- Task list development

Section 5 — Management of PM activity

- Access to equipment
- Interruptive maintenance and non-interruptive maintenance
- Metrics
- Outsourcing PM

Module 3 Exam