Basic Fundamentals of Maintenance Management for Engineers & Managers

develop more useful estimates, better status tracking information, and improved maintenance performances in the future. Proper and effective maintenance management will have dramatic impact on the company output level and bottom-line profitability no matter what size of your organization's are. As the need for increasing productivity and business results continues across all industries, the effective management of maintenance becomes crucial. Good and effective Maintenance Management and its implementations are essential to achieving desired output levels and business success. Implementation of a maintenance is always aimed to meet four main criteria: high standard of HSE, good working quality, optimum cost and optimum duration. The maintenance team generates work activities starting with clearly defined maintenance mission, key performance indicators that assist the team to align their work activities to meet all these targets. Planning, integration and managing maintenance are complex and demanding functions. If maintenance activities are not properly planned, managed and controlled, companies run the risks of serious budget overruns, costly schedule delays and negative impacts on customers and also key stakeholders. The effective maintenance is a critical feature of plant operation, both in establishing the conditions for safe ongoing operation of the plant after commissioning, and in supporting the commercial success of the business. This four day course aims as a first step, to help participants define maintenance and understand the importance of Maintenance Management in a manner that is logically consistent with the organization's vision. Participants who understand these Maintenance Management concepts, terminology and tools will provide more useful estimates, better status tracking information, and improved maintenance performances in the future.

COURSE INTRODUCTION
Participants attending the programme will:
- Know how to determine key management issues that influence organizational maintenance cost and expenditure
- Produce best practices, policies and procedures in maintenance management
- Master the process needed to reduce cost while gaining best practice standards in maintenance strategy
- Have a comprehensive understanding of effective and latest Maintenance Management techniques and implementation
- Create awareness of planning methods and an integrated organisational approach in the execution of successful Maintenance
- Incorporate latest developments in Maintenance planning and management techniques and emerging industry trends

COURSE OUTLINES
Day 1: Fundamentals Of Maintenance Management
- Introduction to Business Objective & Asset Management
- Key Success Factors and Failures in Maintenance Management performance
- Barriers in the implementation of the Maintenance Management
- Self reflections of Maintenance Management
- Characteristics of world class maintenance performers

Day 2: Maintenance Management Strategy
- Main drivers of maintenance strategy
- Proper Maintenance Budgetting
- Maintenance cost control and review
- Maintenance contracting strategy
- Performance based contract and its challenges
- Spare parts strategy & its optimisation

Day 3: Maintenance Execution Process
- Job identification and screening
- Assess the work priority
- Plan the tasks and resources
- Schedule the activities
- Execute the works
- Closure and Learnings

Day 4: Maintenance Performance Measurement KPIs and Benchmarking
- What it is and some of the challenges faced
- Performance Measurement is a continuous process
- What to measure and how to measure
- What to do with the data
- Basic definitions of some KPIs
- Desirable features in the Maintenance Performance
- Internal Benchmarking and External Benchmarking
- World class maintenance performance

COURSE BENEFITS
In this training program you will learn and benefit:
- How to develop a Maintenance Strategy
- Management of all stages of the Maintenance process
- Develop the management plan, work plans, resource plans and budget
- How to deal with maintenance related issues such as risk and safety
- Review and learn current industry trends in handling Maintenance related tasks
- Minimizing Maintenance over-runs and costs with effective scope development
- Optimizing Maintenance requirements to minimize planning duration and consequently reduce its cost

COURSE METHODOLOGY
Managing Maintenance is a hands-on, stimulating learning experience. This training programme will be highly interactive, with opportunities to advance your opinions and ideas. Participation is encouraged in a supportive environment. To ensure the concepts introduced during the program are understood, they will be reinforced through a mix of learning methods, including lecture style presentation, open discussion, case studies, and group work. Main key learnings from this training programme will be embedded as part of the participants continuous improvement efforts at the their workplaces in order to improve in the next maintenance preparations.
COURSE TUTOR

Mr. Zainudin Zulkifli  |  Mr. Zainudin Zulkifli has been in the business of oil & gas, refinery and petrochemical and chemicals in the last 21 years. Prior to joining BASF he was General Manager for the Malaysia’s pioneer boiler and pressure vessel manufacturer and directly involved with the most Malaysia’s prestigious multi billion projects such KLCC(Tallest Twin Towers in the world) and Kuala Lumpur International Airport(KLIA).He had also hands on experiences in the Project Management involved in the Shell New Jetty, Import & Export New Facility,ExxonMobil Jetty Refurbishment & Upgrading in Port Dickson and Melaka  Petronas Second Refinery while working with International EPC company.
He has been with BASF in last 15 years,involved in the Project Management Team for the construction of integrated chemical plants and later involved with day to day plant maintenance, safety improvements to the plants and also manage several shutdowns and major Turnaround. He also looked after Reliability and Site Inspection Group, Rotating Equipment Group and Contractor Management Group where he was heavily involved with authorities on plant fitness certificate, pressure vessel inspection, Risk Based Inspection program, Rotating equipment reliability programs and also responsible for the in house contractor management. Later he looked after Engineering and Maintenance for the whole site of multi billion joint venture petrochemical plants between Shell and BASF located in Jurong Island,Singapore. Currently he is a Site Director for BASF (Malaysia) Sdn Bhd responsible for looking after Manufacturing, HSE, Security and Quality Management for all sites and future new plant investment in Malaysia.

Who should attend
This program is designed to address the needs of:
• Maintenance Directors, Managers, Engineers and Contract Administrators
• Manufacturing Directors & Managers
• Planning/Scheduling and Cost Control Staff
• Turnarounds or Shutdown Managers and Coordinators
• Maintenance Superintendents and Supervisors
Participation from Contracts & Procurement, HSE group and Engineering groups are also encouraged.

Basic Fundamentals of Maintenance Management for Engineers and Managers
7th - 10th June, 2012 | Kuala Lumpur

YES ! I would like to register the following participants

Name 1
Job Title
Name 2
Job Title

COMPANY INFORMATION
Company
Address
Town
State
Tel     Fax

Email
Authorised Signatory *(This registration is invalid without signature from an authorised officer)

Name
Job Title

Tel     Fax

Email

Signature

COURSE FEE
Fee is inclusive of lunch, refreshments and course materials. Accommodation is not included

Local Participant
RM3000

International Participant
EURO1850

Method of payment
Please kindly complete and return the reply form 3 weeks before the commencement date together with:

Cheque / Bank draft which are made payable to PHYTO BIZNET SDN. BHD.

International Participants Direct Transfer/Bank Draft:
IBD Bank details:
CIMB Bank Berhad,
Universiti Teknologi Malaysia
81310 UTM Skudai, Johor, Malaysia
Please instruct your bank to remit us the full amount, net of bank charges
Account No : 0118 - 0004178 - 05 - 7
Swift Code CIBBMYKL

Cancellation & Substitutions
A full refund will be promptly made for all written cancellations 2 weeks before the course. 50% refund will be made for written cancellations received 7 days before the course. A substitute may be made at any time.

NOTE
A) The organiser has the right to make any amendments that they deem to be in the best interest of the course and to cancel the course if insufficient registrations are received a week before course commencements date.
B) CERTIFICATE OF ATTENDANCE will be awarded at the end of the course.