



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Planning and organizing maintenance functions

Objectives

- Evaluating the contribution of maintenance in achieving the objectives of the institution.
- Implement the best practice for identifying equipment, documents and parts.
- Understand the impact of tight planning and effective scheduling on maintenance performance.
- Develop knowledge in planning, scheduling and effective utilization of maintenance resources.
- Identify the causes of the malfunctions, the extent of their impact and the methods of tracking them
- Improve the ability to manage and control spare parts inventory efficiently and effectively.
- Review how to use the computer to perform maintenance work efficiently

Who Should Attend?

- Health and Safety Managers
- Field supervisors
- Engineers and specialists in safety
- Webmasters and anyone who requires a better knowledge of the rules and regulations of safety requirements in the workplace.

Seminar Outline

DAY 1

- Maintenance function
- Planned maintenance and types
- Organization of maintenance
- Recent trends in maintenance management



DAY 2

- Development of strategic programs
- Study cases

DAY 3

- Expect the burden of maintenance activities
- Setting priorities
- Develop plans
- Schedule
- Principles of scheduling
- Coordination with equipment users

DAY 4

- Quantitative methods for analyzing faults
- Workshop using Excel software to determine the type of faults
- Qualitative methods for analyzing faults.

DAY 5

- Organization of spare parts warehouses
- Procedures and policies for the control of spare parts
- Identification of spare parts needs
- Study cases



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