

MAINTENANCE PLANNING SCHEDULING AND CONTROL



Real Time Online Classroom Training



20+ Hours Live Interactive Sessions



Comprehensive Learning Kit



Continuous Learning Validation Certificate

**11th
Virtual
Edition**

16 - 20 September 2024

10:00 - 14:45 Eastern Standard Time (EST)

15:00 - 19:45 Greenwich Mean Time (GMT)



David Dyer

David is a Senior Associate Consultant for award winning consultancy, Carcharodon. He is a highly experienced facilitator in maintenance improvement, change management, continuous improvement and capability development as a management coach and trainer. He has a strong focus on people with an emphasis on developing people and the practicalities of improving maintenance performance rather than just the theory.

David has worked internationally across Europe, America, the Middle East and Africa with extensive experience in Oil and Gas, the Chemicals sector and manufacturing as well as working with clients in Steel and Power Generation. As a consequence, he can bring best practice from a wide variety of sources.

David spent the first fifteen years of his career as a specialist trainer working for companies such as Lloyds British Training Services and Rolls Royce. He then went on to work as a Principal consultant for ABB consulting for 15 years. During this time, he refined some of the established improvement tools including how and when to apply them for maximum impact whilst still continuing to develop and deliver training in support of this. Recent work has included improvements to the Work Order to Work Execution processes of Engineering departments and focused on Reliability, Planning and Scheduling. This ongoing field experience has helped him test and refine specialist training in a number of areas.

As a Carcharodon Associate, David has been able to use his own experience to contribute with other maintenance specialists to the Carcharodon models of excellence. The Carcharodon methodologies are recognised as “Best of the best” standards providing the inspiration for two books, projects that have won awards such as the prodigious UK Chemical Industries annual Excellence in Engineering award and form the basis of this training.

David was recently awarded a national award as coach of the year. He uses the same skills to ensure that he does not just preach maintenance best practice, he discusses it, explains it and ensures that delegates have a much more personal and flexible experience.



About this course



Whether you are maintaining an oil rig or processing plant, good quality maintenance is critical to delivering a safe reliable product to your customers. Whatever your level of maintenance experience, this course will equip you with the valuable skills and understanding that will enhance your maintenance career.

Too often the maintenance department is seen as the cause of why assets are unavailable, in poor condition yet are costing too much to maintain. By comparison, pace setting companies see maintenance as adding value to their assets and employ an integrated, holistic approach to their maintenance activities. This 5 day course will help you move towards that pace setting performance.

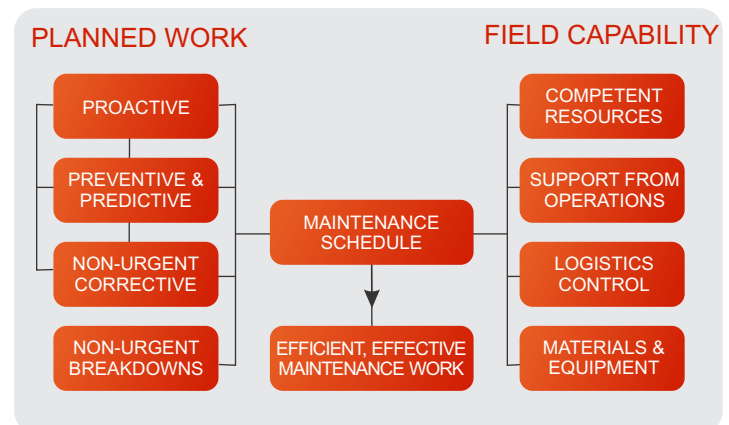
Maintenance teams cannot perform without effective integration with operations and supply chain functions. Availability losses are often caused by operations or design issues and pace setting companies have generated significant benefits by integrating operation and maintenance strategies and working more collaboratively.

This course will help all members of the operations and maintenance teams and their supply chain better understand their respective roles in ensuring that maintenance is benefitting and not hurting their business.

This course also has some specific COVID-19 content, specifically a risk assessment model along with the latest thinking on how to minimise the impact as we move into a COVID constrained world. Your lecturer has been involved in two of the largest maintenance projects in the UK as the outbreak hit as well as facilitating digitisation projects that will help not just react to COVID but also use this as a chance to evolve in a way we will value once the COVID risk passes. This experience will be used to provide case studies and exercises for the course.

This course is based on an integrated maintenance model that has been used by leading companies and consultants with success and recognised as best practice. Participants will learn the total impact that maintenance can have on a business, identify key elements (and value) of effective maintenance for their own plants to not only reduce costs but also improve performance. The critical types of maintenance will be covered from day-to-day activities to shutdowns and reliability improvement. The course will break down traditional functional boundaries and encourage a holistic approach to maintenance.

With an organisation's maintenance process only as good as its weakest link, this course will guide participants through all the key steps of a maintenance process and its supply chain. Participants will understand what is considered a good standard for each step in the maintenance process, how to identify the weakest links and subsequently how they can accelerate their performance improvement.



Course Objectives



By the end of the course participants will be able to:

- Explain the challenges and objectives facing maintenance organisations today
- Demonstrate the importance of work order systems and use techniques for time estimations and priority assignments
- Prepare a preventive maintenance program
- Apply project management techniques to effectively manage major maintenance activities and shut downs
- Prepare the right Key Performance Indicators (KPIs) to evaluate and improve performance in maintenance
- Use continuous improvement processes in maintenance to drive performance

Who should attend?



This course is not just for maintenance professionals. Maintenance teams cannot perform without effective integration with operations and supply chain functions. Availability losses are often caused by operations or design issues and pace setting companies have generated significant benefits by integrating operation and maintenance strategies and working more collaboratively.

This course will help all members of the operations and maintenance teams and their supply chain better understand their respective roles in ensuring that maintenance is benefitting and not inhibiting their business.

Training Methodology:



- Real Time Virtual Training: This course in an online format in principle does not differ to the direct presentation and assessment (face to face training). This course is organised as a five-day course and all the material in the original syllabus will be presented.
- 20+ Hours of Live Interactive Sessions: Q&A round will be provided to interact with the trainer online. Trainer will also be available post course to interact with the attendees.
- Comprehensive Learning Kit: Trainer will provide course materials after the training which will be helpful for the attendees as the future reference in their continuous learning journey

Break Down Day Timing

Session 1	75 Minutes
1st Break	10 Minutes
Session 2	60 Minutes
2nd Break	10 Minutes
Session 3	60 Minutes
3rd Break	10 Minutes
Session 4	60 Minutes

Continuous Learning Validation Certificate:

The attendees will receive soft copy of this certificate only after attending all the 5 days of training.

This certificate will validate and certify the attendees' credibility shown in continuous learning.



Agenda (5 online tutorial days of 4-5 hours)

MODULE 1: GETTING AHEAD OF THE CURVE OF COVID-19

- The impact we have seen
 - Safety
 - Efficiency
 - Collaboration
- The need to innovate and digitalise radically, but effectively
- What to expect in a post COVID world

MODULE 2: OBJECTIVES OF MAINTENANCE

- Definition of maintenance and asset management
- Challenges and objectives of maintenance
- The modern maintenance strategy
- Maintenance windows
- The benefits case of planning and scheduling
- Classification of roles in maintenance
- Customer service in maintenance

MODULE 3: THE WORKFLOW AND WORK ORDER SYSTEM

- A generic model for managing the maintenance workflow
- Key methods to manage the maintenance workflow efficiently
- Where people go wrong and how to avoid these
- Purpose of the Work Order (WO) system
- Information collected on a WO
- Prioritising maintenance work orders

MODULE 4: MAINTENANCE STRATEGIES AND TYPES OF MAINTENANCE

- Definitions of each maintenance type (reactive, preventive, predictive and proactive)
- The relative strengths and weaknesses of each type
- The importance of implementing planned maintenance
- Establishing the schedule
- Job estimating methods
- Understanding risks associated with a PM program



MODULE 5: MAJOR MAINTENANCE, SHUTDOWNS & TURNAROUNDS

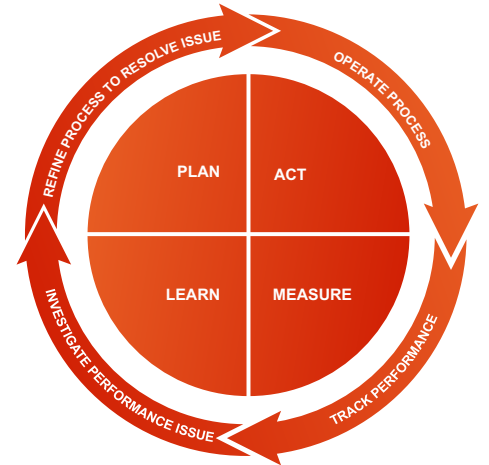
- The unique challenge of maintenance shutdowns
- A model of excellence for shutdowns and turnarounds
- Scope control
- Critical Path Method (CPM)
- Pace setter habits

MODULE 6: CONTROLLING MAINTENANCE WORK

- Developing SMART objectives
- Key Performance Indicators (KPIs)
- Using KPIs to drive the maintenance workflow
- The role of KPIs in fixing problems early at root cause
- Generic maintenance indicators

MODULE 7: THE ROLE OF PLANNING AND SCHEDULING IN PERFORMANCE IMPROVEMENT

- Maintenance as a business process
- How planned maintenance can lock in waste and cost
- Drawing learning from recurring maintenance tasks
- Reviewing planned maintenance
- Dealing with the productivity challenge and improving wrench time
- Refining maintenance policies



MODULE 8: KEY DIGITAL AND SYSTEM CHANGES FOR A POST-COVID WORLD

- Risk assessment process
- Digital solutions that we are seeing work
- Simple non-digital solutions that make a difference

Does BII Online Virtual Training have the same value as traditional classroom training?

Yes, BII Online Virtual Training offers participants; same training system as in-person, i.e face-to-face engagement with instructors, course material, interactive participation of all delegates, and personal support that they would expect to find in a traditional classroom.

What are main features of your online courses? Are they on-demand? Is it different content from the in-person offering?

The content of the virtual training is similar to the in-person sessions and customized presentation makes it a richer online learning experience. As always, we will share presentation materials with attendees for later reference.

The online courses are not on-demand and recordings cannot be purchased. They are set on scheduled dates, live with an instructor and co-host via webinar software. While the day is shorter than an in-person session (4hrs vs 8hrs), timing are adjusted to accommodate attendees in different time zones and allow more time for one-on-one conversations via the Q & A.

What are the technical requirements for participation in a virtual course?

All you need to participate in virtual training are:

- Desktop or Laptop or Tablet Computer, and Internet connection
- Webcam
- Headset with built-in microphone

Can I attend an online training session if I have a Macintosh computer?

Yes, Our Online training systems does allow Macintosh computers, PCs, and computers running Linux to easily enter any of our online training sessions.

What type and version of browser will I need for online classes?

It is recommended that you use the latest version of Firefox, Chrome or Internet Explorer for Windows and Firefox or Safari for Mac. Each of these is available for free download and also suggested you have the PDF Reader

How do I have access to the trainer for questions?

As in the classroom, you will see the trainer in front of you and have the opportunity to ask questions at any time - all via audio and video transmission.

Is there a mute option within an online training session to minimize background noise from my audio connection?

Yes, the Mute button will display to the right of your name as you hover your mouse over your name shown in the Participants panel on the top, right side of the Web conferencing screen.

Do I get a Certificate at the end?

Yes, you will get a PDF version of your certificate of completion



Please complete this form and send it back to
mithun.siddartha@biiworld.com

Event Code: OL TE 94

Delegate Details	Payment Details																			
<p>1. Name: Mr/Mrs/ Ms</p> <p>.....</p> <p>Job Title:</p> <p>Email:</p> <p>2. Name: Mr/Mrs/ Ms</p> <p>.....</p> <p>Job Title:</p> <p>Email:</p> <p>3. Name: Mr/Mrs/ Ms</p> <p>.....</p> <p>Job Title:</p> <p>Email:</p>	<p>METHOD: CREDIT CARD <input type="checkbox"/> OR WIRE TRANSFER <input type="checkbox"/></p> <hr/> <p>Please debit my</p> <p> <input type="checkbox"/> Visa <input type="checkbox"/> Eurocard /Mastercard <input type="checkbox"/> Amex <input type="checkbox"/> Diners club </p> <p>Card Billing Address:.....</p> <p>Street:City:.....</p> <p>Zip/Postal:</p> <p>Card Holders Name:</p> <p>Email Address:</p> <p>Card Holders Signature:</p> <p>Card Number</p> <table border="1" style="width:100%; text-align: center; border-collapse: collapse;"> <tr> <td style="width: 25px; height: 20px;"> </td> <td style="width: 25px; height: 20px;"> </td> <td style="width: 25px; height: 20px;"> </td> <td style="width: 25px; height: 20px;"> </td> <td style="width: 25px; height: 20px;"> </td> <td style="width: 25px; height: 20px;"> </td> <td style="width: 25px; height: 20px;"> </td> <td style="width: 25px; height: 20px;"> </td> <td style="width: 25px; height: 20px;"> </td> <td style="width: 25px; height: 20px;"> </td> <td style="width: 25px; height: 20px;"> </td> <td style="width: 25px; height: 20px;"> </td> <td style="width: 25px; height: 20px;"> </td> <td style="width: 25px; height: 20px;"> </td> <td style="width: 25px; height: 20px;"> </td> <td style="width: 25px; height: 20px;"> </td> <td style="width: 25px; height: 20px;"> </td> <td style="width: 25px; height: 20px;"> </td> <td style="width: 25px; height: 20px;"> </td> </tr> </table> <p>Credit Card CVV2/ CVC / CID Number:</p> <p> Visa / Mastercard <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Amex (4-digit code <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (3-digit code on the back) on the front) </p> <p>Valid from: <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> Expiry Date: <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/></p> <p style="text-align: center;">I agree to BII debiting my card</p> <hr/> <p>Authorization and Acceptance of Sales Contract & Terms & Conditions</p> <p>I hereby declare I am authorised to sign this contract and terms & conditions in the name of the company/organisation:</p> <p>Name:.....</p> <p>Date:.....</p> <p>Signature:.....</p> <hr/> <p>Delegate Fee <input type="checkbox"/> USD 1199 Per Delegate</p> <p style="text-align: center; font-size: small;">20 USD administration charge and any applicable withholding or any other tax or fee will be applied</p>																			
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TERMS & CONDITIONS:

1. Payment terms: BII World LTD requires the full payment of the invoiced amount within 7 working days from the issue date of the invoice. BII World LTD reserves the right to refuse entry to any client who does not pay the invoice in full and on time. The registration fee includes: Training documentation and admission to all training sessions.

2. Cancellation by client: The client has the right to cancel his/her participation in the event. Cancellation must be received by BII World LTD in writing either by mail or fax. If the client cancels the event, he/she will get two options:

A. CREDIT NOTE: Choose 2-year credit note, BII World LTD will send all the schedule training event details throughout the year. Delegate has the right to choose and attend any of the training programs (valid 2 years).

B. NOMINATION: In this option delegate can nominate/refer someone from his/her group/company to attend the particular training program on behalf of the actual delegate.

3. Cancellation by BII World LTD : While every reasonable effort is made to adhere to the advertised program, circumstances can arise which may cause changes in the program, including but not limited to changes in the content, date(s), or special features of the planned event. Such circumstances include but are not limited to acts of terrorism, war, extreme weather conditions, compliance with government requests, orders and legal requirements, failure of third-party suppliers to timely deliver, and failure to register the minimum target number of attendees for a given event. BII World LTD reserves the right to change the content, date(s), and/ or special features of an event, to merge the event with another event, or to postpone it or cancel it entirely as appropriate under the circumstances. Client agrees that BII World LTD shall not be liable for any cost, damage or expense which may be incurred by client as a consequence of the event being so changed, merged, postponed or cancelled and client agrees to hold BII World LTD harmless and to indemnify BII World LTD in case of liability caused by any such changes, mergers, postponements or cancellations.

4. Cancellation of the event: In case BII World LTD cancels an event, then client can choose any of the below mentioned options:

(a) BII World LTD will refund full payment to the client within 15 business days.
 (b) Client can choose the credit option for 2 years, for more details please read term no-2 part (a)

5. Postponement of the event : In case BII World Ltd postpones the event to a new date, then client can choose any of the below mentioned options.

(a) The client can attend the course on the postponed dates.
 (b) Client can choose the credit option for 2 years, for more details please read term no-2 part (a)

6. Client's identification information. By signing of this sales contract and these terms and conditions the client gives full right to BII World LTD to share the client's identification information, i.e. client's name, address, email addresses, phone numbers and names of representatives and website with other clients who participated in the same event. The client has the right to opt out of this clause by written notice to BII World LTD.

7. Governing law: This contract shall be governed by and construed in accordance with the laws of the Province of Alberta, Canada. Any disputes arising under or in connection with this registration form shall be settled before the competent court in Canada.

8. Indemnification: To the fullest extent permitted by the law, you agree to protect, indemnify, defend and hold harmless BII World LTD, its owners, managers, partners, subsidiaries, affiliates, officers, directors, employees and agents, from and against any and all claims, losses or damages to persons or property, governmental charges or fines, penalties, and costs (including reasonable attorney's fees) (collectively "the Claims"), in any way arising out of or relating to the event that is the subject of this contract, and regardless of negligence, included but not limited to, Claims arising out of the negligence, gross negligence or intentional misconduct of BII World LTD employees, agents, contractors, and attendees; provided, however, that nothing in this indemnification shall require you to indemnify BII World LTD indemnified parties for that portion of any Claim arising out of the sole negligence, gross negligence or intentional misconduct of the BII World LTD parties.

9. Other currencies. In case that client requests payment in other than official currency (USD), BII World LTD reserves the right to apply 5% currency risk surcharge to the actual exchange rate.

10. Other Conditions: Any terms or conditions contained in the client's acceptance which contradict or are different from the terms and conditions of this registration document shall not become part of the contract unless individually negotiated with BII World LTD and expressly accepted by BII World LTD.