

# Rules of Thumb for Maintenance and Reliability Leadership

Interested? Contact us at [rsmith@worldclassmaintensnce.org](mailto:rsmith@worldclassmaintensnce.org)

## Day 1: Introduction of Maintenance and Reliability Optimization

1. How Best Practices was Created at World Class Maintenance in Aluma Mt Holly and what it Impacts on Production
2. What is Maintenance and Reliability Best Practices
3. Reliability Engineering Best Practices
4. Preventive (PM) and Predictive Maintenance (PdM) Best Practices
5. How the ROI is impacted through Reliability and Maintainability Best Practices
6. Key Maintenance and Reliability Principles
7. How to Mitigate Failures with FRACAS
8. Root Cause Analysis (RCA) Best Practices
9. Key Performance Indicators (KPIs) and How to Manage Maintainability and Reliability through accurate data
10. KPIs dashboard create, or development required data and source data
11. Documentation - data source calculation method
12. How to Measure Maintainability and Reliability of Your Assets
13. Using KPIs to Drive Maintenance Process improvement
14. How to develop RACI Charts to ensure everyone is aligned in all Maintenance/Reliability Processes
15. Why Maintenance Procedures are Critical to Success of Maintenance and Process Reliability

## Day 2: Planning and Scheduling/ MRO Best Practices

1. Guiding Principles of Maintenance Planning and Scheduling
2. Why MRO is critical to be Successful in Maintenance Planning and Scheduling

3. Maintenance Planning and Scheduling Best Practices and why Wrench-Time is critical
4. What is MRO Best Practices and How it impacts Equipment Reliability
5. Maintenance Planning and Scheduling Best Practices Attributes
6. Why Planning and Scheduling is important?
7. The Benefit of Planning and Scheduling / ROI
8. What is Maintenance Wrench-Time and how Planning and Scheduling impacts Wrench-time and Maintenance Cost.
9. Benefits of a Proactive Maintenance Planning and Scheduling Process
10. What a Day in the Life of a Proactive Maintenance Planner Looks Like
11. What is MRO Best Practices
12. Attributes of MRO Best Practices
13. Inventory Management, MRO/Kitting
14. What is MRO Cycle Counting and is and “How it Impacts Equipment Reliability and Maintainability”
15. How to Manage Stockouts to ensure Process Reliability meets expectations
16. How to manage Spare Part Effectively
17. How Maintenance Planning and Scheduling Impacts Production Output and Quality of their Products

### Day 3: Maintenance Excellence for Maintenance Supervisors

1. Maintenance Supervisor provides weekly Single Point Lesson Training based on issues they face week to week with their Maintenance Technicians
2. Day in the Life of a Proactive Maintenance Supervisor
3. Best Maintenance Supervisor Attributes
4. Maintenance Supervisor Guiding Principles
5. How to create a scorecard to Manage Maintenance/ Reliability
6. The Benefits of Asset Criticality Analysis
7. Preventive Maintenance Optimization (PMO)
8. PdM/Predictive Maintenance Best Practice, Predictive Maintenance – Lube, Vibe, UT, IR
9. Maintenance Technician Best Practices and How they Impact Reliability
10. Day In the Life of a Proactive Maintenance Technician
11. Requirements for Maintenance Procedures
12. Roles and Responsibility for Proactive Technicians
13. What Motivates Maintenance Technicians

- 14. How to Close Out Work Orders to Ensure the Data is accurate
- 15. Why parts must be checked out to reduce stockouts
- 16. Maintenance parts must be charged to a work order in order to
- 17. What are the causes of Breakdowns and How to Mitigate Breakdowns
- 18. Why Maintenance parts are must be charged to a work order in order to track and manage costs, improve inventory control, and gain insights into asset performance.
- 19. How to Train Maintenance Technician how to perform Root Cause Analysis

**Final Exercise: Create a Master Plan using the methodology “Quick wins, Crawl, Walk, Run Methodology”**