

Day 1: Introduction of Maintenance and Reliability Optimization

1. Describe How Best Practices lead to World Class Maintenance and what the impact may be
2. What is Maintenance and Reliability Best Practices
3. Reliability Engineering Best Practices
4. Preventive (PM) and Predictive Maintenance (PdM)
5. How the ROI is impacted through reliability
6. Key Maintenance and Reliability Principles
7. Reporting Failure with FRACAS
8. Root Cause Analysis (RCA)
9. Key Performance Indicators (KPIs)
10. KPIs dashboard with required data and source data
11. Using KPIs to drive maintenance process improvement

Day 2: Planning and Scheduling

1. Develop RACI Charts to ensure everyone is aligned in all Maintenance/Reliability Processes
2. Education and training program (RCA, PM & PdM...)
3. Attributes of Maintenance Planning and Scheduling
4. Maintenance Planning and Scheduling Best Practices and why Wrench-Time is critical
5. How to Plan and Schedule
6. Why Planning and Scheduling is important?
7. What is Maintenance Wrench-Time and how Planning and Scheduling impacts wrench-time and Maintenance Cost

Day 3: Planning and Scheduling Cont.

1. What a Day in the Life of a Proactive Maintenance Planner Looks Like
2. MRO Best Practices
3. Inventory Management, MRO/Kitting
4. MRO Cycle Counting, Stockouts
5. Critical Spares – “Always have one in stock”
6. How to Measure the Impact of Maintenance Planning and Scheduling
7. What is Maintenance Rework and how to manage Rework

Day 4: Maintenance Excellence for Maintenance Supervisors

1. Maintenance Supervisor provides weekly tool-Box Training based on issues they face week to week.
2. Day in the Life of a Proactive Maintenance Supervisor
3. Best Maintenance Supervisor Attributes
4. How to create a scorecard to Manage Maintenance/ Reliability
5. The Benefits of Asset Criticality Analysis
6. Preventive Maintenance Optimization (PMO)
7. PdM/Predictive Maintenance Best Practice, Predictive Maintenance – Lube, Vibe, UT, IR Why Maintenance Procedure are Critical to reducing Maintenance Rework

Day 5: Maintenance Technician Best Practices:

1. Day In the Life of a Proactive Maintenance Technician
2. Requirements for Repeatable Procedures
8. What is Reactive vs Proactive Maintenance?
9. Roles and Responsibility for Proactive Technicians
10. What Motivation of Maintenance Technicians
11. How to close Out Work Orders to Ensure the Data is accurate
12. Why parts must be checked out to reduce stockouts
13. Maintenance parts must be charged to a work order
14. What are the causes of Breakdowns and How to Mitigate Breakdowns
15. Maintenance parts must be charged to a work order in order to track and manage costs improve inventory control and gain insights into asset performance.
16. How to Train Maintenance Technician to perform Root Cause Analysis to include the “5 Whys”

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