

ACCREDITATION

The seminars are accredited by the
Professional Engineers Board, Singapore
& Board of Engineers, Malaysia

- See details inside



Seminar Leader

Joel D. Levitt

A top-notch trainer of maintenance professionals,
Author of "The Handbook of Maintenance Management" and "Maintenance Planning, Scheduling and Co-ordination"

MAINTENANCE PLANNING & SCHEDULING

14 - 15 March 2006
JW Marriott Kuala Lumpur, MALAYSIA

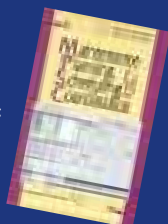
22 - 23 March 2006,
Orchard Hotel, SINGAPORE

This programme is specially designed for:

Supervisors, representatives from Operations and Store and those who have to manage the planning function, involved in creating job plans.

- Maintenance Planners
- Planners in training
- Schedulers
- Material Co-ordinators
- Maintenance Engineers

All participants will receive a FREE copy of



MAINTENANCE MANAGEMENT

16 - 17 March 2006
JW Marriott Kuala Lumpur, MALAYSIA

20 - 21 March 2006
Orchard Hotel, SINGAPORE

This programme is highly beneficial to:

- Maintenance Engineers / Managers
- Plant Engineers / Managers
- Production Managers
- Operations Managers
- Technical Managers
- Industrial Engineers
- Superintendents
- Factory Managers

All participants will receive a FREE copy of



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MAINTENANCE PLANNING & SCHEDULING

14 - 15 March 2006
JW Marriott Kuala Lumpur, MALAYSIA

22 - 23 March 2006,
Orchard Hotel, SINGAPORE

This seminar is specially tailored to those who are responsible for their organisation's maintenance planning and scheduling activities. It is also relevant for people involved in operations and store. Our promise for this programme is that you will be conversant with the techniques and procedures of effective planning and scheduling. You will also be trained to coordinate the maintenance schedule with production control and operations. This new understanding will lead to better job plans and more effective scheduling.

Well-planned, properly scheduled and effectively coordinated jobs can be accomplished

- more efficiently; (with fewer disturbances to operations)
- at lower cost;
- with higher quality (reduce variability in your process);
- greater safety;
- improve morale (by providing greater job satisfaction);
- increase longevity of equipment.

A few extras like reduce parts usage and higher organisational morale (in production departments) are also direct benefits of planning and scheduling. Effective planning and scheduling also helps increase the professionalism of the maintenance effort. In short, more work is completed more promptly, thereby increasing customer service. It's simple, you reduce wasted resources and save money.

Using practical case study examples, specific techniques and simple exercises, this two-day event will be very comprehensive and useful. To add value to your learning at this seminar, you will receive a valuable guide *"Maintenance Planning, Scheduling, and Co-ordination"* (worth US\$41.95) co-authored by Joel D Levitt.

1. Introduction and Overview of Maintenance Planning

- What is planning and why plan maintenance jobs?
- How to sell planning and scheduling to your management and operations?
- Specifically where does the ROI (Return On Investment) come from with planning?
- Understanding the nature of maintenance activities.
- Where planning fits into good maintenance practices?

2. Understanding the Work Flow and Work Orders

- Design of work order systems, auditing work orders and training in completing work order preparation.
- This session will also cover a short discussion on work flow with a job control function.

3. Managing the Planning and Scheduling Function

- How does your planning operation fare in comparison against the competent and world-class organisations? Complete a Planning Questionnaire and evaluate your current operations against others?
- Complete description of the planner's job.
- How to effectively manage the planning and scheduling functions against the setting of different organisational structures?

4. Ensuring Effective Planning

- What are the conditions necessary for effective planning?
- This section includes a discussion of the institutional systems necessary for successful planning and scheduling. Specific areas include storerooms, PM programmess, planner libraries, supervision and high level sign-off.
- What are the steps in effective planning?

5. Understanding the Complete Planning process

- This session will include a hands-on workshop exercise in specific job planning. This is called micro-planning (job by job).

6. Sizing the Maintenance Staff

- Estimating, crew size, manpower requirements and slotting
- What are the contents of a complete planned job package? The contents are based on the complexity, hazard, experience and size of the job.
- Calculating available hours from maintenance workers. Given your straight time year, how many hours are actually available for maintenance scheduling.
- For this session, you will get samples of work sheets.

7. Scheduling Maintenance Work

- What to look out for?
- Co-ordinating with people from the Operations
- What should be covered in a Coordination meeting? You will each get a generic agenda for the weekly coordination meeting.

8. Job Loading

- What is job loading?
- How do you utilise the available hours?
- During this session, there will be a job loading exercise in practice.

9. Creating a Credible and Workable Schedule

- How to work out a credible schedule, taking into account all the constraints?
- Job execution and feedback
- Job closeout and follow up

10. How to use CMMS to Aid Planning and Scheduling

11. Metrics and Benchmarking Planning and Scheduling

- The session will look at both direct and indirect measures of maintenance effectiveness



Programme Schedule for All Seminars

Registration: 08:30 – 09:00 hours Seminar: 09:00 – 17:00 hours
Luncheon, morning and afternoon tea-breaks will be provided for during the seminar.

Certification

All participants will receive a certificate upon successful completion of training.

All seminars have each been accredited by:

- Professional Engineers Board, Singapore
14 Professional Development Units (PDU)
- Board of Engineers, Malaysia
14 Continuing Professional Development (CPD)



MAINTENANCE MANAGEMENT

16 - 17 March 2006
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20 - 21 March 2006
Orchard Hotel, SINGAPORE

This seminar is designed for those who are responsible for their organisation's maintenance programme. It is appropriate for a variety of maintenance specialties including manufacturing plants, buildings, equipment and fleets. If you are responsible for cutting costs and maximising productivity in your organisation, this seminar is just for YOU! Learn how to:

- Develop, install and fine-tune your maintenance system;
- Achieve optimum use of existing labor, parts and equipment;
- Increase maintenance efficiency by targeting the trouble spots;
- Optimise your use of scarce resources;
- Reduce downtime up to 75%;
- Assess and audit the effectiveness of your current and future maintenance programmes;

- Design a responsive reporting system that will meet your changing needs;
- Schedule repairs and deliver reliable results even with emergencies;
- Formulate an effective maintenance marketing effort with operations and top management

Illustrated with practical real-life examples, specific ideas and hands-on exercises, this two-day event will be very practical and informative. To add value to your learning at this seminar, you will receive an information-packed reference book (worth US\$59.90)

Let Joel show you how you can establish an effective and positive programme that lowers overall company costs and improves total company productivity!

1. Strategic Assessment of Maintenance Operations

- How to examine your current maintenance operation?
- How to find dominant maintenance operations patterns?
- What are the tools for evaluating the importance and consequence of maintenance patterns?
- Create a mission for maintenance.

2. How to Estimate Maintenance for Buildings and Equipment (Macro Analysis)?

- Quick method to determine budget and staffing.
- Formulas for determining staffing.

3. Improving Maintenance Reliability

- Key concept is consequence driven maintenance.
- How to improve maintenance reliability through Reliability Centered Maintenance (RCM) techniques?
- What is the step-by-step approach to RCM?
(You will receive examples from case studies, interactive worksheets and models for solving real world maintenance problems and challenges)
- The death of maintenance - What is the holy grail of maintenance efforts and how do we achieve it?

4. Preventive Maintenance – What is it – Really?

- The complete picture of PM and PdM.
- How to configure PM to be the most effective in high uptime and lowest cost?
- How to use TLC (Tighten, Lubricate, Clean) to minimise breakdowns?

5. Maintenance Insourcing

- How to identify your best partners for maintenance innovation and management?
- How, why, when and where to build internal partnerships with other departments?
- How to apply the state-of-the-art “Total Productive Maintenance (TPM)” strategies and techniques?

6. Predictive Maintenance, Conditioned-Based Maintenance and Computerisation Techniques

- What are the six major predictive maintenance approaches?
- How does predictive maintenance and technology “foresee” future maintenance requirements?
- What are the popular predictive maintenance tools and how to use them?

7. Micro Economic Modeling of Maintenance Alternatives

- Case study from actual data of different maintenance alternatives.
- Five alternatives examined.

8. Computer Maintenance Management Systems (CMMS)

- What are the popular systems and what questions to ask the vendor (and your own management)?
- What are the newest trends in CMMS that will turn this industry on its ear?
- How to maximise benefit from an existing system?

9. Working with Vendors and Justification of Contracting

- Fourteen reasons to hire a contractor and 11 reasons NOT to hire a contractor.
- Tips to avoid claims and problems.
- What are the strategies for building “win-win” long-term relationships?
- What are the new maintenance tools? (Grainger's CD ROM and the Internet)

10. Parts, Supplies, Inventory and Purchasing

- How to save money in the storeroom?
- How to reduce purchasing costs?
- What is the status of your storeroom now and what should be done?
- How to apply common sense strategies for working together with vendors (contracting, stock room, vendor partnership)?

11. Developing a Work Plan

- How to calculate available hours?
- How to determine how much time is available for backlog relief?
- How do your hours compare to EU and US?

12. Maintenance Planning (Complete a Job Plan Case Study)

- Why is planning for maintenance operations so important?
- How to incorporate proper planning into your maintenance function?
- How to create a maintenance-planning package.

13. Benchmarking Maintenance

- How to apply tried and proven concepts of benchmarking to maintenance?
- We lay the groundwork for benchmarking in your operation.
- What are the specific formulas, performance measures and techniques for benchmarking maintenance?

14. Special Issues in Maintenance

- What are the challenges and unique opportunities of each type of maintenance?
- What are the seven best practices in minimising breakdowns?
- What you can learn from other maintenance professionals outside your area?
(This session will also cover a cross section overview of all the above topics and various types of maintenance including factory, fleet, building & field service)

15. Putting it All to Work

- What are the specific steps to take to make this seminar work for you?
- How to apply your new skills to specific situations?

Bonus Session:

Supervisor evaluation clinic: Every supervisor brings something unique to the supervisory relationship. Self-assessment test is provided and explained during this session. This test will show the participants how they are as supervisors, where they need development and where they have weaknesses that can be exploited by their subordinates, peers or bosses.

- The key attributes of a good supervisor.
- The self-audit.
- A tool-box for success and what the results mean for your future.

About Joel D Levitt

Joel D Levitt is a top-notch trainer of maintenance professionals. He has personally trained over 8,500 managers and supervisors from over 3,000 organisations in 20 countries in over 400 sessions. With over 20 years' of training experience, Joel brings to the seminar a unique blend of real-world experience as a skilled electrician and computer technician and expert in high technology, psychology and organisational behaviour. Ninety-eight percent rated his training very good or excellent.

Joel is the Founder and President of Springfield Resources (SRC), a company that designs and installs management systems in a wide variety of industries including airports, hospitals, high tech manufacturing, primary metal, mining, universities, school systems, military, government, etc. He has extensive experience in all facets of maintenance management including preventive maintenance, inventory control, computerised maintenance, system design and system installation.

Joel has conducted custom-made training and consulting for industry leaders such as BP, General Electric, Seagate Technologies, Sony, Coca Cola Bottlers, Exxon, MAS Aerotechnologies Sdn Bhd, Motorola, Osram Opto Semiconductors, Siemens, SCM Chemicals and many others.

Prior to SRC, Joel was a Senior Consultant at Computer Cost Control Corp. He assisted its president design & market computerised maintenance management systems to organisations including FedEx, United Airlines, JFK Airport, BFI, etc. He had also designed, installed and serviced complete automation with rack control, accounting and inventory control for BP North America's 30,000-barrel/day-oil terminal. He has designed the railroad fuel security and accounting system that was adopted by the American RR Association as the recommended standard.

Joel has written six books on maintenance management and chapters of two other books. He has written over two dozens of articles for trade publications on maintenance topics.

Click onto www.maintrainer.com to find out more about Joel D Levitt, his training and subscribe to his FREE monthly newsletter.

Other Related Programmes

Joel also conducts these training programmes:

- Maintenance Leadership Skills
- Management Skills for Maintenance Supervisors and Team Leaders
- Advanced Management Skills for Maintenance Supervisors and Team Leaders
- Managing Maintenance Storerooms
- Planning and Scheduling Using CMMS
- Maintenance Process Improvement
- Preventive and Predictive Maintenance
- Managing Maintenance Shutdowns, Turnarounds and Outages

For enquiries on public or tailor-made in-house sessions, please contact us at 65-6288 1273 or email us at enquiries@partners-conference.com



Hear What Others Have to Say About Joel's Seminars

"I was truly enlightened on the matters of real maintenance and all associated practices that make up the system. It has also drawn me to implement and establish a good maintenance system in my company in days to come. I appreciate mostly the real case studies used in class and can relate to every topic."

- Joshua Sang, Mechanical Engineer, JAC Malaysia Sdn Bhd

"Course content was concise, course delivery was clear and understandable."

- Noor Azimah Ismail, Engineer, Petronas Dagangan Berhad

"This course is very easy to understand, with accurate explanations."

- Kemal Miftah Muthi, Maintenance Supervisor, PT Chubb Safes & Security Indonesia

"Very good illustrations and calculations."

- Jimmy Chia, Assistant Logistics Officer, Singapore Police Force

"A concise course on maintenance management."

- Lim Hong Khoon, Mechanical Maintenance Manager, Schering-Plough Ltd

"Areas covered that applied to my business were excellent. Motivation to analyze my facility maintenance."

- Phil Balmer, Director of Maintenance, Jet Aviation (Asia Pacific) Pte Ltd

"Excellently presented. A very rewarding experience. Very comprehensive summary of major maintenance issues. Lively delivery. Provided insights on how I can improve the maintenance operations in my company."

- H Y Low, Engineer, SSEC Maintenance (S) Pte Ltd

To register, please contact **Partners Conference & Event Management Pte Ltd (Reg. No. 200210370R)**

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	Malaysia	Singapore
Maintenance Planning and Scheduling (MPS)	14 – 15 Mar 2006	22 – 23 Mar 2006
Maintenance Management (MM)	16 – 17 Mar 2006	20 – 21 Mar 2006
Registration Fees (for per person per seminar)	US\$1,100 nett	S\$1,795 nett
Register by 31 Jan 2006	US\$900 nett	S\$1,495 nett
Register by 28 Feb 2006	US\$1,000 nett	S\$1,695 nett

Enjoy group discounts off early bird fees when you register 3 more seminar sessions from each organisation.

PLUS, if the same person registers for both seminar, he / she will enjoy an extra 5% discount AND receive a CD on "World Class Maintenance" worth US\$49.

YES! Please register me / us:

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