



Certificate in Advanced Maintenance

PLANNING

Superior maintenance tactics to deliver uninterrupted operations

28 - 29 May 2012, Sheraton Hotel & Towers, Karachi
31 May - 1 June 2012, Pearl Continental Hotel, Lahore
9:00 am - 5:00 pm

Key Benefits:

On completion of this course, delegates will:

- Understand how Planning and Scheduling will affect the performance and quality of the work delivered by the Maintenance Department
- Have explored and discussed best practices in relation to Planning and Scheduling
- Have learned about some KPI's for Planning and Scheduling
- Have worked through and discussed many case studies and workshops
- Build a self-development plan including many ideas from the course that are directly applicable to their own workplace
- Understand the different maintenance tactics and how they best fit the type of equipments and equipment failures
- Learn how to select the right tactic and when to use it to increase reliability and reduce failure
- Explore practical examples of how to measure the effectiveness of tactics

Course Director:
Ben Stevens

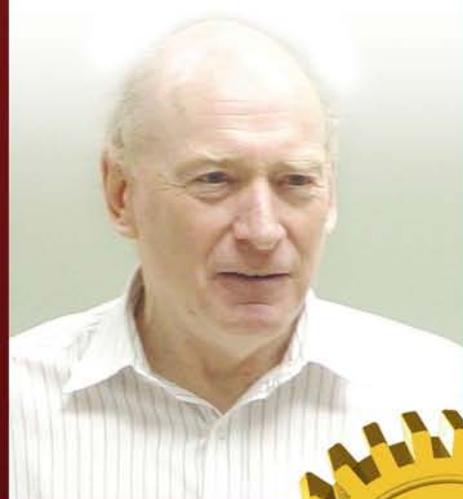
President, DataTrak Systems Inc.

Former President, OMDEC Inc.

Former Consultant at Physical Asset Management Group, PWC Consulting

Over 20 years of cross-industry experience at key positions

Delivered well over 100 training programs



Participants will also be awarded a DataTrak Systems Inc, Canada certificate once they have successfully cleared the assessment at the end of the workshop.

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Certified by DataTrak Systems Inc, Canada



DataTrak Systems Inc, was founded in 1984 as a high-tech startup company designing, manufacturing and marketing both the hardware and software for bar-code-based Production Monitoring, Time and Attendance Systems. Subsequently DataTrak won the Canadian Distributorship for two leading CMMS (Computerized Maintenance Management Software) systems, being responsible for all customer-related activities.

Fast forward to the present and DataTrak's focus is the improvement of maintenance and reliability management through consulting and training. It covers a broad range of supervisory, senior management and executive subjects including EAM/CMMS analysis and business process improvement, RCM, expert systems, performance management, asset management strategy and tactics, data collection, best practices, etc.

In the interim, DataTrak was on contract with Pricewaterhouse Coopers (a major management consultancy) and OMDEC (innovators in reliability software). DataTrak has to its credit many recent maintenance and reliability projects in power generation, the steel industry, property development, public utilities, construction and other heavy maintenance-oriented industries around the world.



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Course Overview:

This two-day Advanced Maintenance Planning program is the first in a series of professional level programs in our Maintenance Management Masterclass series, led by Ben Stevens-a recognized leader in the field of Physical Asset Management Training.

Maintenance and Reliability-the essential cores of Physical Asset Management-are rapidly being accepted as one of the critical components of effective operations. Yet only recently have new developments and improved standards been applied to this essential part of business. Starting with important building blocks-Planning & Scheduling and Maintenance Tactics-the program concentrates on sharing and learning the accepted Best Practices that have been adopted by the most advanced practitioners.

The course will explore the essential steps in building a solid, but advanced, process for delivering practical Planning and Scheduling as part of the daily maintenance activities. Following this, attendees will learn the importance of selecting the right maintenance tactics for the right asset management situation. Techniques for choosing the right tactic will be learned, as well as methods for evaluating why each tactic is the best.

3 Prominent Features

- 1** Attendees have the option of receiving a DataTrak Certificate of Accomplishment – based upon attendance, participation and passing a test. This certificate will be sent two days after the training.
- 2** Attendees are encouraged to stay in email contact to discuss progress and problems with the Course Director for as long as they wish – some are still in active contact after 8 years!
- 3** Throughout the program, attendees will develop a Personal Development Plan, which identifies key priorities and actions as they return to their workplace.

Who Should Attend?

- Maintenance Engineers, Senior Technicians and Specialists
- Operations Managers, Directors, Heads, Superintendents and Engineers
- Mechanical Engineers, Electrical Engineers, Civil Engineers
- Plant Managers, Production and Manufacturing Managers
- Maintenance and Operations Planning Managers and Engineers
- Physical Asset and Equipment Managers, Supervisors and Engineers
- Facility Managers, Supervisors and Engineers
- Maintenance and Technical Support Managers and Engineers
- Inspection Superintendents, Supervisors and Engineers
- Warehouse and Parts Managers and Supervisors

DAY ONE

Session - 1

The Basic Building Blocks: Where to Start

The focus of this opening session will place the Planning and Scheduling functions within the overall Organization and Maintenance Objectives and explore how good management of Planning and Scheduling contributes to Maintenance quality and effectiveness.

- The role of Planning and Scheduling in Maintenance, their key elements and what happens if they fail to be completed adequately
- Defining the objectives of Planning and Scheduling in terms that support the organization's overall goals, benefits and pay-offs
- The role of Planning and Scheduling in Reliability and Quality
- How Maintenance Performance is dependent on Planning and Scheduling
- Setting the stage for measuring success or failure
- The human element behind Planning and Scheduling
- Standard tools in Planning and Scheduling such as CMMS, Work Order templates, Reports and KPI's
- Measuring the results and outputs of Planning and Scheduling

Session - 2

Maintenance Planning

This session will open with a discussion of the various types of planning that are essential to best maintenance practices and the role that each plays. A key element will be the central role of the CMMS and the Work Order, with special emphasis being placed on how the work order is developed and what it should contain.

- The role of Planning in maintenance management
- Effective work planning through the work order
- The key elements of work planning – manpower and skills, materials, equipment and tools
- Integrating work planning with operations and production
- Applying Planning to enhanced safety, quality and environmental issues
- How planning standards and KPI's can improve the quality of Maintenance
- How much Planning is the right amount of Planning

Session - 3

Maintenance Scheduling

Scheduling best practices will be explored with the concentration on what will work in the delegates own workplace – each delegate should take away a focused 'Best Practices' implementation plan. Other topics for this session will include:

- Scheduling tools such as PERT, Gantt charts, Microsoft Project and Excel, resource levelling
- The role of Scheduling in backlog management
- Dealing with priorities
- Improved PM management through better Scheduling.
- KPI's and output reports
- Integrating different time frequencies into a single schedule
- When and why to redo the Schedule

DAY TWO

Session - 1

Maintenance Tactics - Introduction

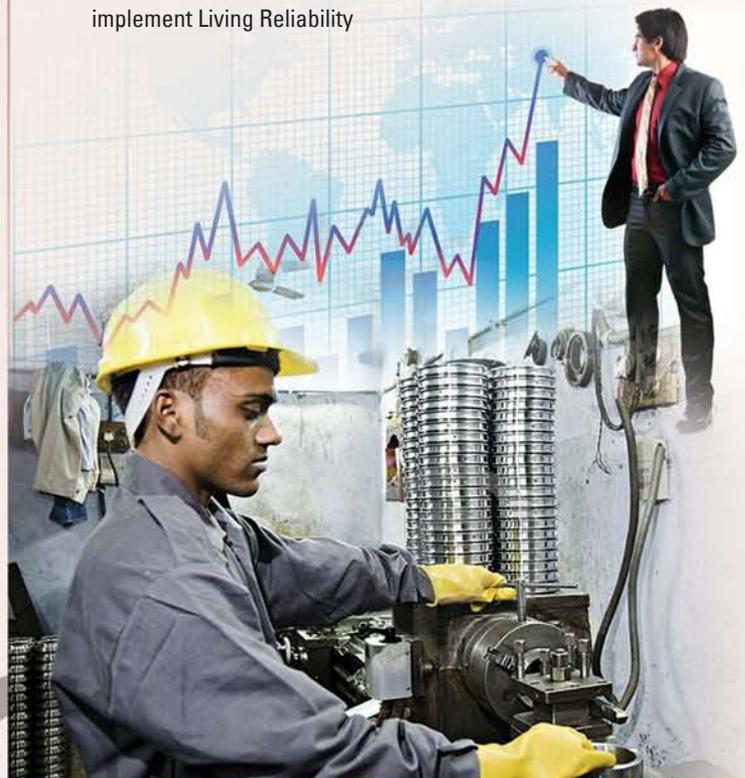
With the emphasis on active participation and workshops, delegates will start with the basics of reliability and equipment failure – focusing on understanding the underlying causes and their implication. Next, delegates will examine the various maintenance tactics that can be used, such as Condition Based Maintenance, Run To Failure, Time Based Maintenance, etc, what their impact is and how they can best be selected. Practical improvements will depend on their effective use and measurement, so implementation of the tactics is a key topic.

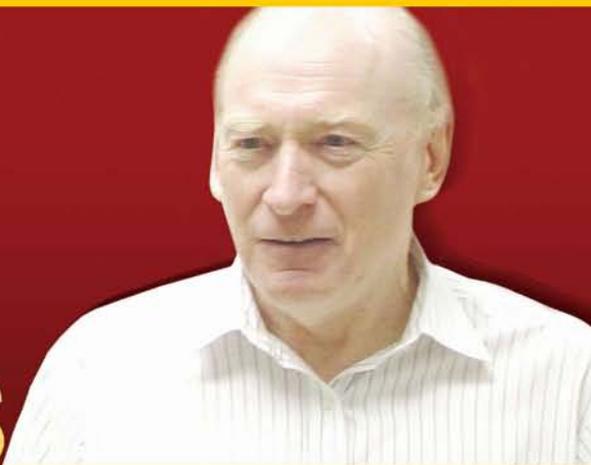
Session - 2

Maintenance Tactics – Selection and Comparative Benefits

This session will introduce Delegates to some of the more advanced areas of maintenance tactics - understanding the practical implications of the maintenance alternatives and how to convert static maintenance procedures into the ultimate goal of Living Reliability.

- Introduction to Reliability – defining and measuring reliability; why reliability matters
- Understanding and Tracking Equipment Failures – applying failure curves to equipment; the importance of good data in equipment reliability
- Maintenance Tactics – their role in managing failure; tactics versus strategy and what's the difference; how tactics affect reliability
- Best Practices in Maintenance Tactics - their selection and use; which tactic fits which failure; conditions to apply in selecting tactics; when is "run to failure" good maintenance
- Best Practices in Preventive Maintenance - why PM is preferred, and when they are not
- From Reliability to Living Reliability - definition of Living Reliability; how Living Reliability reduces equipment failure; how to implement Living Reliability





Course Director: **Ben Stevens** President, DataTrak Systems Inc.

Ben Stevens, President of DATA TRACK SYSTEMS Inc, Ontario, a company dedicated to developing and selling products and services focused on training and consulting in equipment reliability and maintenance improvement.

He has been fully involved with the maintenance and reliability business for almost 25 years and has experience in all aspects of Maintenance and Physical Asset Management and CMMs/EAM systems, built on a base of a blend of a post-graduate degree in economics, CFO and CAO positions in several manufacturing companies, entrepreneurial experience in the high tech sector, and business development for one of the 5 big consultants.

His prior experience included **President of Data Trak Systems** - a CMMS distribution, sales and implementation company. He was Vice President Finance for a number of manufacturing companies.

He was a Business Development Manager of Price Waterhouse Coopers, Canada for International Centre of Excellence in Maintenance Management. And was a Senior Associate Consultant at the same company. In addition, he was CFO and CAO of Nanotec Limited and Atomic Energy of Canada Ltd.

He is a frequent speaker at conferences, has chaired the International Maintenance conferences in Dubai on numerous occasions, and has been published in several languages. He is well-known for his work around the world, having delivered many successful workshops over the past twelve years.

He completed long term engagements with a power generation company in Indonesia, a leading steel company in Japan and a resort development company in Bahrain during the time he served as President of OMDEC Inc, Optimal Maintenance Decisions Inc (www.omdec.com) is a spinoff of the CBM (Condition Based Maintenance) Laboratory of the University of Toronto.

Ben Steven's work has been featured in prominent publications including:

- MRO Handbook - PEM 1998 (Contributing Author)
- CMMS and Productivity Improvement- Entek 1999
- Reliability Handbook - PEM 2000 (Contributing Author)
- Standard Software for Maintenance,- PWC (Contributing Author)
- Maintenance Excellence - Dekker 2001 (Contributing Author)
- Numerous magazine and web articles



Here's what participants have said about Ben Stevens:

"It was put together in a very well structured manner on all issues, facts related to the world of CMMS. This is therefore an excellent reference for any future upgrades, implementations or improvements"
Ali Al-Hammad, ADMA-OPCO

"He has good experience in his field"
Suhail, Elajou Group.

"Very good quality, It is very relevant to what I do at work"
Ali Hasan Al Mohsen, Zadco

" I will encourage others to attend more courses with him"
Mahmoud Ghanayem, NMH

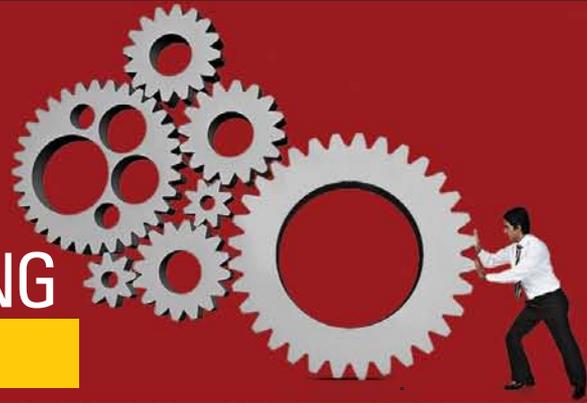
"It was one of the best workshops I have ever attended-many thanks.
Very useful and full of good knowledge"
Samir Hussain, Abu Dhabi Distribution Co.

Ben Stevens's top global clients:



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Workshop Investment

PKR **44,999/-**
per participant

10% Group Discount
on 2 or more nominees

Course material, Octara certificate of attendance, DataTrak Systems Inc Certificate (after assessment), lunch, refreshments & business networking

5 Easy Ways to Register



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Our Cancellation Policy is activated as soon as the duly filled signed & stamped Octara Registration Form is received from the client. Cancellations made at least 10 working days prior to the course will be refunded in full. If a booking is cancelled 10 to 7 working days before a course, a Cancellation Fee of 25% of the course fee is payable. For cancellations made within 7 working days, no refunds can be given. Cancellations must be confirmed by letter, fax or email. Substitutions may be made at any time. Notwithstanding the above, delegates may transfer to another course to be run within 6 months. Variance in the course fee will be invoiced or adjusted accordingly.

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