

## Writing Practical Maintenance Routines

**5-6 May 2020**  
**Maldron Hotel**  
**Newcastle Upon Tyne**  
**NE1 5RE**



“Learn how to create Planned Maintenance routines that

- Are robust, quick to develop and easy to apply”
- Make best use of maintenance resources
- Improve the quality of maintainer reporting
- Reduce human error risk,
- Remove non value adding routines and raise maintainability standards

Everybody needs effective and efficient maintenance routines, in this workshop learn...

- How to write concise and unambiguous task instructions
  - What maintenance can and cannot be expected to achieve
  - Realistic objectives of maintenance tasks
- How to establish and sustain and standards of maintenance
  - Failure patterns and appropriate maintenance to combat them
  - How to determine the frequency of maintenance tasks
  - The function of asset care plans
  - How asset care plans are developed into maintenance routines

•And much more...

- Course content includes case studies and practical exercises to reinforce key learning points.
- Delegates develop their own 90 day plan to begin application of the lessons learned when they get back to the workplace.

For more information and a copy of our prospectus please email [info@dakconsulting.com](mailto:info@dakconsulting.com), log onto our website at [www.dakacademy.com](http://www.dakacademy.com) or call +44 (0)1491 845504.

## Writing Practical Maintenance Routines

**Location:** Maldron Hotel, Newcastle Upon Tyne. NE1 5RE

**Cost:** £795.00 per delegate plus VAT

Price includes all course materials, refreshments and lunch on both days. Accommodation can be arranged at an additional cost.

**Note:** *Candidates are advised to bring a laptop or similar with Office Excel loaded.*

## Why attend this workshop?

### Learn how to

- Develop asset care plans that can provide a holistic care package for major equipment
- Determine appropriate tasks and frequencies
- Write precise and unambiguous task instruction

### Understand how

- Maintenance tactics need to be appropriate to the machine, likely failures and failure patterns
- To construct an Asset Care Package (ACP)
- To collate ACP into practicable maintenance routines
- Adjust the frequency of maintenance routines with confidence

### Know how to

- View all aspects of an asset care package
- Produce effective and efficient maintenance tasks
- Standardise Planned Maintenance Routines

## Workshop Agenda

### Why Maintenance?

- Maintenance scope
  - Sustain, Ensure, Combat
  - Types of failure and countermeasures
  - Tasks.
- Statutory requirements
- Maintenance standards (PAS55, ISO 55000)
- Reliability drivers
- Maintenance infrastructure

### Maintenance Strategies

- Impact and influence
- Planned
  - Asset life cycle considerations
  - Safe limits
  - Maintenance intervals
  - Understanding failure
- Corrective
  - Restore condition
  - MTBF, MTTR

### Designing Maintenance Routines

- Asset categories
- Asset life and that of any limiting components
- Failure pattern(s) the asset or its components might demonstrate
- Compliance requirements
- Historic performance - availability and reliability

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- Deterioration characteristics
- Maintainability (access, spares, tools, skills required)
- Generic to equipment type and operation
- Specific (to equipment sighting/ method of operation, etc)
- Failure modes,
- Feasibility and cost effectiveness of tasks
- Useful life or that of any limiting components failure pattern(s) the asset or its components might demonstrate

## Writing Maintenance Routines

- Asset care plans
- Terminology
- Key term definition
- Standardising work instructions:
  - Visual indicators
  - Setting condition standards

## Continuous Improvement

- Assessing PM value added
- Refining PM working methods
- Improving maintainability
- Preventing recurring problems

## Action Planning

- Priorities for action
- 90 day plan development

## Review of the workshop and close

### **Who Should Attend?**

The course is designed to meet the needs of maintenance professionals, personnel from functions that rely on effective maintenance planning, scheduling and work packet control and change agents tasked with improving the maintenance value for money.

These include:

- Maintenance Planners/deputies, Maintenance Managers and supervisors
- Key leaders from each Maintenance craft, CMMD administrators and key users
- Key Operations Supervisors
- Maintenance support assistants
- Change agents and engineering business sponsors

### **Workshop Leader**

The workshop will be led by Colin Sanders. Colin served a Royal Air Force apprenticeship as an aircraft mechanical engineering technician. After serving his apprenticeship he progressed through trade (Licentiate of City & Guilds) and supervisory management development (MISM, management and instructor training) to become a senior operational manager and planner.

As a consultant Colin has supported maintenance improvement and change management programmes as a project manager, advisor, and facilitator in a range of operational excellence projects. He has extended his consultancy experience to include the application of business process reengineering and implementation of performance measurement to clarify operations and maintenance accountabilities and support the delivery of business improvement goals.

Industry experience includes food manufacturing and processing, engineering, medical supplies and steel fabrication. This has included working with well respected and award winning companies such as Glanbia, Kepak, Johnson and Johnson and AEA Technology.



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<p><b>Writing Practical Planned Maintenance Routines</b></p> <p><b>Date/Venue</b>                  5-6 May 2020                  Maldron Hotel                  Newcastle Upon Tyne                  NE1 5RE</p> <p><b>Timing</b>                  Day 1: 09:00 to 17:00                  Day 2: 09:00 to 16:00</p>	<p><b>Workshop Fees:</b> £795.00 + VAT</p> <p><b>3rd delegates</b> 15% discount</p> <p>Workshop fees include all course materials, refreshments and lunch on all 2 days.</p> <p>Accommodation can be arranged at an additional cost.                  Full payment is required before places can be reserved. Cancellation charges apply.                  8 weeks – no fee due                  6-8 weeks – 25% of fees due                  4-6 weeks – 75% of fees due                  2-4 weeks – 100% of fees due                  We regret that bookings cannot be accepted from consultants</p>																																				
<p>Complete and return this booking form to</p> <p><b>DAK Consulting, Chiltern House,                  45 Station Road, Henley on Thames,                  RG9 1AT</b></p> <p>Or contact Karen Aston on                  Tel: +44(0)1491 845504                  Karen.Aston@dakconsulting.co.uk</p> <p><b>Payment</b> can be made by:                  1. attaching a cheque made payable to "DAK Consulting"                  2. requesting us to invoice your company against purchase order number: _____</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">Name</td><td style="width: 50%;"></td></tr> <tr><td>Position</td><td></td></tr> <tr><td>Company</td><td></td></tr> <tr><td>Address</td><td></td></tr> <tr><td>Post Code</td><td></td></tr> <tr><td>Telephone</td><td></td></tr> <tr><td>Facsimile</td><td></td></tr> <tr><td>Email</td><td></td></tr> <tr><td>Nights Accommodation required</td><td></td></tr> </table>	Name		Position		Company		Address		Post Code		Telephone		Facsimile		Email		Nights Accommodation required																			
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