

## Writing Practical Maintenance Routines

### 3 day training workshop

**5-7 April 2022**  
**Maldon 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

Whilst maintenance thinking has moved on in the last 20 years, the default ‘care’ approach for equipment relies heavily on maintenance routines that:

- May not have moved with the times
- Are not delivering the levels of availability and reliability modern business demands.

The workshop starts by looking at what could and should be being delivered and then introduces the Reliability Centred Maintenance thinking that can enable not just improvement but continuous improvement in the way we look after equipment.

There are plenty of books outlining what Best Practice might look like but transferring theory to practice can be a difficult path. This workshop explains best practice theories, provides practical advice on how they can be utilised to enhance equipment care together and the benefits they bring. Course content includes examples (and exercises) to demonstrate applications across a range of industries. Along the way the course leader will use his extensive experience to guide delegates on how to avoid common pitfalls and overcome barriers to progress when taking steps to improve maintenance effectiveness and asset performance.

Extensive course notes are included, along with a workbook for interactive exercises and worked examples and a spreadsheet template for future use. Attendees need to bring a laptop (with Office Excel) to allow full benefit from later exercises.

## Writing Practical Maintenance Routines

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

**Cost:** £1150.00 per delegate plus VAT

Price includes all course materials, refreshments and lunch for all 3 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

## 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 Agenda

### Day 1

- Why Maintenance?
- Maintenance Evolution
- Functional Failure
- Maintenance Summary
- Good Maintenance doesn't just happen (infrastructure)
- Maintenance Strategy and supporting systems

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.

## Day 2

- Asset Maintenance Strategy
- Maintenance Plans
- Failure Characteristics
- Summary to date
- Exercise

## Day 3

- Holistic Asset Care Plans
- Planned Maintenance Routines
- Asset Care Plans a structured approach
- Exercise and Case Study
- Continuous Improvement
- Course Review
  
- Action Planning
  - Priorities for action
  - 90 day plan development
  
- Review of the workshop and close

## 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.



<p><b>Writing Practical Planned Maintenance Routines</b></p> <p><b>Date/Venue</b>  <b>5-7 April 2022</b>                  Maldon Hotel                  Newcastle Upon Tyne                  NE1 5RE</p> <p><b>Timing</b>                  Day 1: 09:00 to 17:00                  Day 2: 09:00 to 17:00                  Day 2: 09:00 to 16:00</p>	<p><b>Workshop Fees:</b> £1150.00 + VAT</p> <p><b>3rd delegates</b> 15% discount</p> <p>Workshop fees include all course materials, refreshments and lunch on all 3 days.</p> <p>Accommodation can be arranged at an additional cost.                  Full payment is required prior to the course start date. 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 Nadine Edmonds on                  Tel: +44(0)1491 845504                  Nadine.Edmonds@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"> <tr><td>Name</td><td></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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