

Organised by:

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Conference & Event Management
Pte Ltd (Reg. No. 200210370R)

Seminar A: **Maintenance Management**

3 - 4 July 2007, Orchard Hotel, Singapore
9 - 10 July 2007, Prince Hotel Kuala Lumpur, Malaysia



Accredited with
14 Professional Development Units
(PDUs) by the Professional Engineers Board
of Singapore.

Seminar B: **Managing Maintenance Shutdowns, Turnarounds And Outages**

5 - 6 July 2007, Orchard Hotel, Singapore
11 - 12 July 2007, Prince Hotel Kuala Lumpur, Malaysia

Seminar Leader:

JOEL D. LEVITT

- Top-notch trainer for maintenance professionals with over 15 years experience.
- Has personally trained more than 9,000 maintenance professionals in more than 3,000 organisations from over 20 countries.
- Founder and President of Springfield Resources
- Author of a series of maintenance books



Seminar A: Maintenance Management

Bookable in 2 venues:
3 - 4 July 2007, Orchard Hotel, Singapore
9 - 10 July 2007, Prince Hotel Kuala Lumpur, Malaysia

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!

WHO SHOULD ATTEND

This programme is highly beneficial to:
Maintenance Engineers / Managers • Plant Engineers / Managers •
Production Managers • Operations Managers • Technical Managers
• Industrial Engineers • Superintendents • Factory Managers

KEY LEARNING BENEFITS

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 programs;
- 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

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

PROGRAMME AGENDA

1. Strategic Assessment of Maintenance Operations

- How to examine your current maintenance operation?
- How to find dominant maintenance operations patterns?
- 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?
- Step-by-step approach to RCM
(Examples from case studies, interactive worksheets and models for solving real world maintenance problems and challenges)

4. Preventive Maintenance

- What is preventive maintenance – really?
- The complete picture of PM and PdM.
- How to configure preventive maintenance to be the most effective in high uptime and lowest cost?
- Use TLC (Tighten, Lubricate, Clean) to minimise breakdowns

5. Maintenance Insourcing

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

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

- 6 major predictive maintenance approaches?
- How does predictive maintenance and technology "foresee" future maintenance requirements?
- 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.
- 5 alternatives examined.

8. Computer Maintenance Management Systems (CMMS)

- What are the popular systems and what questions to ask the vendor (and your own management)?
- Newest trends in CMMS
- How to maximise benefit from an existing system?

9. Working with Vendors and Justification of Contracting

- Justifying contracting.
- 14 reasons to hire a contractor and 11 reasons NOT to hire a contractor.
- Tips to avoid claims and problems.
- Strategies for building "win-win" long-term relationships
- 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?
- Strategies for working together with vendors

11. Developing a Work Plan

- How to calculate available hours?
- How to determine how much time is available for backlog relief?

12. Maintenance Planning

- Why is planning for maintenance operations so important?
- Incorporate proper planning into your maintenance function
- Create a maintenance-planning package.
- Complete a job plan case study.

13. Benchmarking Maintenance

- Apply tried and proven concepts of benchmarking to maintenance.
- Lay the groundwork for benchmarking in your operation.
- Specific formulas, performance measures and techniques for benchmarking maintenance.

14. Special Issues in Maintenance

- Challenges and unique opportunities of each type of maintenance.
- 7 best practices in minimising breakdowns.
- What you can learn from other maintenance professionals outside your area? (A cross section overview of all the above topics and various types of maintenance including factory, fleet, building and field service)

15. Putting it All to Work

- Specific steps you need 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.

Seminar B: Managing Maintenance Shutdowns, Turnarounds And Outages

Bookable in 2 venues:
5 – 6 July 2007, Orchard Hotel, Singapore
11 – 12 July 2007, Prince Hotel Kuala Lumpur, Malaysia

Could missing this course cost you a \$1,000,000 on your next outage?

Unique programme where results are guaranteed

Small increases in your effectiveness will result in big reductions in labour, contract costs and materials. The return on your training investment can be immediate, at your next shutdown. How much did you spend on your last outage or shutdown? This training programme guarantees results. Follow these ideas and we will guarantee that you save FIVE times or more the cost of the session!

WHO SHOULD ATTEND

Designed for heavy maintenance environments including mines, refineries, power plants, airports, large factories and large facilities. It is designed specifically for project teams that consist of:

Maintenance Managers • Project and Maintenance Engineers • Supervisors
• Planners • Clerks, and people who are in training for these positions.

Prior background in Project Management would be useful but not essential. The best use of this course would be for an organisation planning a shutdown or outage in the near future.

BENEFITS OF ATTENDING THIS SEMINAR

Our promise for this programme is that you will have a new and deeper understanding of how to effectively manage large maintenance jobs such as power plant outages, refinery refits, etc. With this understanding will be the increased ability to plan for and manage such projects.

This course includes specific checklists, procedures, strategies and important outside resources that will improve your current shutdown planning and execution. The course also includes examples to demonstrate the major points.

Attend this Seminar and You can Reap Immediate Benefits at your next Shutdown! Register NOW!

SMALL SAMPLING OF BENEFITS

- How to limit extra jobs coming in late in the project?
- What kind of management style works in different kinds of outages?
- How to know when and what to contract out?
- What kind of contracts work best?
- How to use MS Project?
- Where to find inexpensive project management software?
- Where to find out tips and tricks of outages?
- How to avoid contract claims?
- What are pitfalls to avoid in outage management?
- Who should be on the shutdown team?
- What is the difference between project management and outage, shutdown and turnaround management?
- How to justify a maintenance shutdown?
- A trick to promote buy-in in your shutdown.
- A master checklist for all shutdowns.
- Safety checklist to make sure you have identified hazards.
- How to set-up Gantt and PERT Charts?
- How to organise the documents so you don't make the same mistakes?
- How to master the critical path?
- Specifics on how to manage risks in your shutdowns.

PROGRAMME AGENDA

1. Introduction

- Basic information about your shutdowns (a questionnaire)
- Basics of shutdowns, turnarounds and outages
- Drivers for the need for shutdowns
- Project management phases
- Framework for success & how to measure success
- Project management styles
- What is the basic difference between traditional project management and what we do with a typical shutdown?

2. Master Schedule for Whole Effort

- Overview of the 50 over possible tasks for a shutdown, turnaround or outage

3. Detailed Review of Phase One Feasibility of Shutdown

- How to justify the project?
- Conducting meetings (A skill for all phases)

4. A Short Course in MS Project

5. Detailed Review of Phase Two

- Scope
 - Allocating the shutdown budget
 - How do we prioritise other work for the shutdown?
 - Soliciting input from stakeholders
 - Sources of shutdown work
 - Identifying needed work from existing maintenance files
- Setting up shutdown files
 - Element #1 Planned job package
 - Element #2 Schedule
 - Element #3 Control

- Project management
- Control
- Final deliverable for this phase is the whole turnaround package

6. Phase Three - Execution

- Managing the shutdown
- Pitfalls
- Manager's daily routines establish good practices
- Risk management
- Working a safe shutdown
- Managing contractors
- Scope creep

7. Phase Four - Turnover, Quality Assurance, Life Safety Testing and Start-up, Punch List Completion

- Three steps of completion

8. Phase Five - Reporting: Completion of Project Paperwork, Close out and Review Meetings

- Project review meetings
- Files to review and keep

Programme Schedule for Both 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(s).

Certification

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

**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.

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
- Maintenance Planning & Scheduling

For enquiries on public or 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

"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, SCEC Maintenance (S) Pte Ltd

"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

For registration / enquiries, please contact:

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	Singapore	Malaysia
Maintenance Management (MM)	3 – 4 Jul 2007	9 – 10 Jul 2007
Managing Maintenance Shutdowns, Turnarounds & Outrages (STO)	5 – 6 Jul 2007	11 – 12 Jul 2007
Registration Fees (for per person per seminar)	S\$1,795 nett per person	
<i>Enjoy group discounts when you register 3 more seminar sessions from each organisation.</i>		
<i>PLUS, if the same person registers for both seminars, he / she will enjoy an extra 5% discount AND receive a CD on "World Class Maintenance" worth US\$49.</i>		

Yes, please register me / us for
Name of Delegates

Designation

Email

Choice of Event(s)

Singapore

Malaysia

1. _____ _____ _____ MM STO MM STO
2. _____ _____ _____ MM STO MM STO
3. _____ _____ _____ MM STO MM STO

Approving Manager

Name _____ Designation _____

Email _____ Organisation _____

Address _____

Postal Code _____ Country _____ Tel _____ Fax _____

Methods of Payment**Bank Transfer**

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Kindly mail your cheque and registration form to:

Partners Conference & Event Management Pte Ltd

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