

## Who Should Attend

Maintenance Engineers / Managers • Plant Engineers / Managers • Production Managers • Operations Managers • Technical Managers • Industrial Engineers • Superintendents • Factory Managers • Equipment / Asset Managers • Building, Estate Managers • Property Managers • Facilities Managers • Manufacturing Managers / Directors • Shutdown Managers • Reliability Managers / Directors

### Certification

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

## Joel D Levitt

Joel D Levitt is a top-notch trainer of maintenance professionals. He has personally trained over 9,000 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 session 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](http://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
- Managing Maintenance Shutdowns, Turnarounds and Outages
- 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
- Lean Maintenance

For enquiries on public or in-house sessions, please contact us at 65-6288 1273 or email us at [enquiries@partners-conference.com](mailto:enquiries@partners-conference.com)

### Programme Schedule for All Sessions

Registration: 08:30 – 09:00 hours Session: 09:00 – 17:00 hours  
Luncheon, morning and afternoon tea-breaks will be provided for during the session(s).

## Testimonial

- “Excellent 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 Khoo, 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:  
**Partners Conference & Event Management Pte Ltd**

Tel: 65-6288 1273 Fax: 65-6288 1293

Email: [enquiries@partners-conference.com](mailto:enquiries@partners-conference.com) [www.partners-conference.com](http://www.partners-conference.com)

Events	Malaysia	Singapore	Fees (Nett per person)
Maintenance Certification Bootcamp (5 days)	11 – 15 Aug 2008	18 – 22 Aug 2008	S\$4,485 (save S\$500)
<b>2 Combined Sessions</b>			
Session A & B (4 days)	11 – 14 Aug 2008	18 – 21 Aug 2008	S\$3640 (save S\$350)
Session A & C (3 days)	11 – 12 & 15 Aug 2008	18 – 19 & 22 Aug 2008	S\$2,740 (save S\$250)
Session B & C (3 days)	13 – 15 Aug 2008	20 – 22 Aug 2008	S\$2,740 (save S\$250)
<b>Individual Sessions</b>			
Session A	11 – 12 Aug 2008	18 – 19 Aug 2008	S\$1,995
Session B	13 – 14 Aug 2008	20 – 21 Aug 2008	S\$1,995
Session C	15 Aug 2008	22 Aug 2008	S\$995

Enjoy group discounts when you register at least 3 persons from the same organisation.

Yes, please register me / us for		Choice of Event(s) Please tick				
Name of Delegates	Designation	Email	Malaysia		Singapore	
1. _____	_____	_____	<input type="checkbox"/> CBC	<input type="checkbox"/> SA	<input type="checkbox"/> SB	<input type="checkbox"/> SC
2. _____	_____	_____	<input type="checkbox"/> CBC	<input type="checkbox"/> SA	<input type="checkbox"/> SB	<input type="checkbox"/> SC
3. _____	_____	_____	<input type="checkbox"/> CBC	<input type="checkbox"/> SA	<input type="checkbox"/> SB	<input type="checkbox"/> SC
4. _____	_____	_____	<input type="checkbox"/> CBC	<input type="checkbox"/> SA	<input type="checkbox"/> SB	<input type="checkbox"/> SC
5. _____	_____	_____	<input type="checkbox"/> CBC	<input type="checkbox"/> SA	<input type="checkbox"/> SB	<input type="checkbox"/> SC

#### Approving Manager

Name \_\_\_\_\_ Designation \_\_\_\_\_  
Email \_\_\_\_\_ Organisation \_\_\_\_\_  
Address \_\_\_\_\_  
Postal Code \_\_\_\_\_ Country \_\_\_\_\_ Tel \_\_\_\_\_ Fax \_\_\_\_\_

#### Methods of Payment

**Bank Transfer**  
Account Name: **Partners Conference & Event Management Pte Ltd**  
Account Number: 501-584692-001 (Bank Code: 7339)  
Pay to: OCBC Bank (SWIFT Code: OCBCSGSG)  
Branch: OCBC Centre

#### Cheque

Please make your crossed cheque payable to:  
**Partners Conference & Event Management Pte Ltd**  
Kindly mail your cheque and registration form to:  
**Partners Conference & Event Management Pte Ltd**  
30 East Coast Road, #02-27, Paramount Shopping Complex, Singapore 428751

# Maintenance Certification bootcamp

Including 'LIVE FIRE' Exercises

11 – 15 Aug 2008, Crowne Plaza Mutiara Kuala Lumpur Malaysia

18 - 22 Aug 2008, Furama Riverfront, Singapore

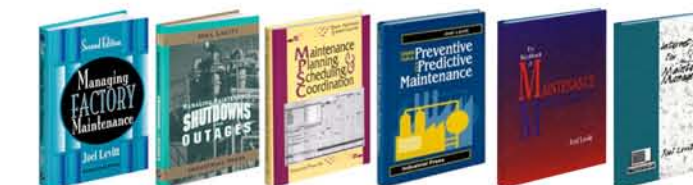


Conducted by:

**Joel D Levitt**



- International maintenance expert with close to 20 years' experience
- Top-notch trainer for maintenance professionals having personally trained more than 9,000 people in more than 3,000 organisations from over 20 countries.
- Author of 6 maintenance books



Or you can choose from any of these sessions:

#### Session A:

##### Maintenance Management

11 – 12 Aug 2008, Crowne Plaza Mutiara Kuala Lumpur, Malaysia  
18 – 19 Aug 2008, Furama Riverfront, Singapore

#### Session B:

##### Maintenance Planning, Scheduling & Co-ordination

13 – 14 Aug 2008, Crowne Plaza Mutiara Kuala Lumpur, Malaysia  
20 – 21 Aug 2008, Furama Riverfront, Singapore

#### Session C:

##### Total Productive Maintenance

15 Aug 2008, Crowne Plaza Mutiara Kuala Lumpur, Malaysia  
22 Aug 2008, Furama Riverfront, Singapore

Supported by:



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Save \$500 and get a free CD when you sign up for the 5-day bootcamp!

## Session A

### Maintenance Management

11 – 12 Aug 2008, Crowne Plaza Mutiara Kuala Lumpur, Malaysia

18 – 19 Aug 2008, Furama Riverfront, Singapore

This session 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 session is just for YOU!

#### Key Learning Benefits

Learn how to:

- Develop, install and fine-tune your maintenance system;
- Achieve optimum use of existing labour, 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

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 session, you will receive an information-packed reference book – **“The Handbook of Maintenance Management”** (worth US\$59.90) that includes:

- Charts
- Checklists
- How-to-do Lists
- Action Sheets

#### Answers to your Questions!

### Session Agenda

#### 1. Assessing and Auditing your Maintenance Programmes

- Evaluating your current maintenance operation
- Identifying dominant (and dated) maintenance operations practices and patterns
- Understanding common maintenance strategies – deploying the appropriate one at the appropriate time and space.
- Creating a mission for the department
- Selling maintenance improvements to the whole organisation and securing buy-in

#### 2. Estimating Maintenance Budget for Buildings and Equipment

- Determining budgets using quick formulas
- Estimating the required staffing and relevant costings

#### 3. Improving Maintenance Reliability

- Understanding the principles of Reliability Centered Maintenance (RCM) techniques
- Effectively using the RCM in a 5 step process (P.S: Valuable take-aways for participants include examples from case studies, interactive worksheets and models for solving real world maintenance problems and challenges)

#### 4. Preventive Maintenance

- Getting the complete picture of PM and PdM
- Configuring and deploying PM effectively in high uptime and cost-efficiently
- Using TLC (Tighten, Lubricate, Clean) to minimise breakdowns (75% of breakdowns are from defects in these areas)

#### 5. Predictive Maintenance, Conditioned-Based Maintenance and Computerisation Techniques

- Understanding the six major predictive maintenance approaches
- Utilising predictive maintenance and technology to plan and “foresee” future maintenance requirements
- Optimising CBM decision
- Knowing what are the popular predictive maintenance tools (detailed rundown) and how to use them

#### 6. Micro Economic Modeling of Maintenance Alternatives

- Studying real life example and using actual data of different maintenance alternatives
- Exploring and examining the five possible alternatives

#### 7. Mapping a Blue-Print for Installing Computer Maintenance Management Systems (CMMS)

- Identifying and assessing the various popular systems
- Determining the best system – what to look out for and what questions to ask your vendors and your management
- Getting an update of the newest trends in CMMS
- Maximising benefit and leveraging from an existing system

#### 8. Parts, Supplies, Inventory and Purchasing

- Knowing simple ways to save money in the storeroom
- Using proven techniques in reducing purchasing costs
- Maximising cost-saving through effective inventory control
- Applying common sense strategies when working together with vendors (contracting, stock room, vendor partnership)

#### 9. Lean Maintenance

- Knowing how to find waste
- Designing a lean project
- Learning the systematic approach to reporting success

#### 10. Benchmarking Maintenance

- Using tried and proven concepts of benchmarking to maintenance
- Laying the groundwork for benchmarking in your operation
- Understanding the specific formulas, performance measures and techniques for benchmarking maintenance

#### 11. Managing Shutdowns and Turnarounds

- Making shutdowns as part of asset life cycles
- Getting a quick overview of a successful shutdown
- Overcoming possible pitfalls
- Measuring the effectiveness of a successful shutdown

#### 12. Special Issues in Maintenance

- Understanding the challenges and unique opportunities of each type of maintenance
- Learning 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 and field service)

#### 13. Putting it All to Work

- Taking the specific action steps to make this session work for you
- Knowing 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.

**‘LIVE FIRE’ Exercises have been specially included to ensure that the attendees have something that is of immediate use and application at work place after the training. A run-down of the ‘LIVE FIRE’ exercises for all 5 days:**

Day 1: Maintenance fitness questionnaire

Day 2: Building economic models for maintenance alternatives, designing a lean project and saving real money.

Day 3: Job planning exercises of different types likely to be encountered

Day 4: Real time weekly Shop scheduling exercise

Day 5: Set-up TPM tasking and design implementation plan based on rules presented and how to conduct maintenance training

#### Bonus for Bootcamp Attendees

**Attendees who signed up for the 5-day training will receive:**

A copy of “The Handbook of Maintenance Management” – worth US\$59.90

A copy of “Maintenance Planning, Scheduling, and Co-ordination” - worth US\$41.95

A copy of “Managing Factory Maintenance” - worth US\$41.95

A copy of CD – worth US\$49.95 – choice of 3 titles: “Time Management for Maintenance Professionals”, “Lean Maintenance” and “Maintenance Planning and Scheduling”

## Session B

### Maintenance Planning, Scheduling & Co-ordination

13 – 14 Aug 2008, Crowne Plaza Mutiara Kuala Lumpur, Malaysia

20 – 21 Aug 2008, Furama Riverfront, Singapore

This session is specially tailored to those who are designed for 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 co-ordinate 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;
- at lower cost;
- with fewer disturbances to operations;
- 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 session, you will receive a valuable guide **“Maintenance Planning, Scheduling, and Co-ordination** (worth US\$41.95) co-authored by Joel D Levitt.

## Programme Agenda

#### 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 a 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 constrains?
- 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.

## Session C

### Total Productive Maintenance

15 Aug 2008, Crowne Plaza Mutiara Kuala Lumpur, Malaysia

22 Aug 2008, Furama Riverfront, Singapore

#### Key Learning Benefits

At the end of the session, you will:

- Have a detailed understanding and the overall picture of what TPM is;
- Find out how to keep TPM going after the initial roll-out;
- Learn how to set up TPM is a systematic approach;
- Know how to run teams, design task lists and implement the system;
- Uncover the simple techniques of designing effective TPM activity for different types of equipment

Packed with insightful case studies, real-life examples and interactive group discussions and exercises, this session is highly comprehensive and participation-driven. As attendees to the session, you will each get a copy of **“Managing Factory Maintenance”** (worth US\$41.95)!

### Session Agenda

#### 1. What is Total Productive Maintenance (TPM) and where did it come from?

#### 2. Why we are here: World Class Maintenance

#### 3. TPM should be part of a Preventive maintenance program

- What is PM?
- PM systems also include
- Be sure to look at...

#### 4. Economic Justification of TPM

- True Cost of breakdown
- Case study in TPM economics

#### 5. TLC a subset of PM and key to TPM

- Tighten
- Lubricate
- Clean

#### 6. TPM

- Installation of TPM
- Attention to the 6 losses
- Seven steps to autonomous maintenance
- Keeping TPM meeting minutes
- Measuring equipment effectiveness
- Case Study in measuring equipment effectiveness
- Exercise in choosing TPM tasks

#### 7. For TPM to work you'd better be great at Training

- Certified operator/mechanic
- Case study in training

#### 8. Look out; problems ahead

#### 9. Future of Maintenance

#### 10. Resources for your TPM programme