

# Maintenance Planning and Scheduling

Improve Your Maintenance Planning and Scheduling Performance From The Certified Facilitator

27<sup>th</sup> November - 01<sup>st</sup> December 2023 at Kuala Lumpur, Malaysia



**Petrosync Distinguished Instructor**

**Ahmed D., PHD, CMRP, CRE, PE.**

Maintenance and Reliability Expert

Case Studies,  
Discussion, and many  
Practical exercises!

## Position and Credentials:

- Certified Maintenance & Reliability Professional (CMRP)
- Certified RCM Facilitator (SKF / Aladon)
- Certified through the Institute of Asset Management (UK) as organization preparation facilitator / service provider respectively for the ISO 55000 (Asset Management) and ISO 31000 (Risk Management) standards.
- Certified Reliability Engineer (CRE)
- Certified ultrasonic testing specialist (BINDT)
- Certified vibration analyst level 1 (BINDT)
- Certified Investigator (Taproot)
- Certified Instructor (OSHA (Several areas))
- Certified Fire Investigator (OSHA)
- Certified Thermographic Imaging analyst 3 (FLIR)
- Certified Oil Analyst 3 and lubrication program developer (NOREA)
- Certified RBI Specialist and Inspection program developer (API) (API 580, 581, 570, 510)
- Certified Facilitator (GE)
- Certified Presenter and Public Speaker (GE)

## PROGRAM SCHEDULE

08:00	Registration (Day1)
08:10 – 10:00	Session I
10:00 – 10:15	1 <sup>st</sup> Tea Break
10:15 – 12:30	Session II
12:30 – 13:30	Lunch Break
13:30 – 15:00	Session III
15:00 – 15:15	2 <sup>nd</sup> Tea Break
15:15 – 16:00	Session IV
16:00	End of Day

\*Schedule may vary for each training

 Supported by

**HEDGE CONNECTION**  
Where Hedge Funds and Investors Come Together

**Worldoils**

**PETROFINDER**  
Global Oil & Gas Link

**IACCM**  
International Association for Contract and Commercial Management



**PetroEnergy**  
Vendor to Indonesian Oil, Gas & Energy Related

**CONFERENCE**  
locate.com

**Energy UPDATE**  
Voice of Energy Sector

**OilVoice**

## Maintenance Planning and Scheduling

27<sup>th</sup> November - 01<sup>st</sup> December 2023 at Kuala Lumpur, Malaysia

### Course Overview

Planning and scheduling is one of the most important activities to increase the efficiency in a maintenance organization and to reach "Maintenance in World Class." Surveys show that planning increases the productivity of work performance by as much as 77%.

However, during recent years planning and scheduling have been cut down and are becoming a "lost competence." Nowadays, service technicians are often responsible for both preparation and execution of their work tasks.

To make it work well, the service technician needs to communicate and cooperate in the right way with schedulers, work management, and Production/Operations. This requires a clear and communicated work process among the personnel involved, and not least, knowledge and skills necessary for planning and scheduling of maintenance job plans!

### Course Objectives

The objective of this training is to give the basic principles for planning and scheduling of maintenance work. The participants will understand the necessity of planned work and its effect on interest groups and on maintenance measurements.

### Target Audience

- Personnel from Production/Operations and Maintenance
- Planners and Schedulers
- Personnel responsible for Spare Parts
- Other personnel involved

## HYBRID TRAINING SOLUTIONS

### FOCUS TRAINING • REDUCE COST • ENHANCED RESULTS

Over the years, there has been a growing demand for hybrid training programs. It is an excellent option to maximize your training dollar for your specific training needs. We make it possible to run a training program that is customized totally to your training needs at a fraction of an in-house budget!

If you like to know more about this excellent program, please contact us on +65 3159 0800 or email [general@petrosync.com](mailto:general@petrosync.com)

## IN-HOUSE SOLUTIONS

### SAVE COST • IMPROVE PERFORMANCE • REDUCE RISK

PetroSync understands that in current economic climate, getting an excellent return on your training investment is critical for all our clients. This excellent training can be conducted exclusively for your organization. The training can be tailored to meet your specific needs at your preferred location and time. We will meet you anywhere around the globe.

If you like to know more about this excellent program, please contact us on +65 3159 0800 or email [general@petrosync.com](mailto:general@petrosync.com)

# Maintenance Planning and Scheduling

27<sup>th</sup> November - 01<sup>st</sup> December 2023 at Kuala Lumpur, Malaysia

## Training Agenda

### Day 1

#### Roles and responsibilities

- The role of planning in the organization
- Maintenance strategies and link to failure degradation characteristics (Physics of failure)
- Work order structure and contents
- International standard ISO 14224 and it's utilization
- Work flow (Day 1)
- Planning workflow (best practice)
- Data system management (CMMS / EAM)
- Permits and TRAs
- Handover procedures
- Scoping
- Work and resource assignment
- Error notification (Day 1)
- Error codes (Failure codes)
- Notification procedure
- Failure reporting and corrective action system development (FRACAS)

Case Study/Exercise: Developing the correct maintenance strategy for a system

### Day 2

#### Prioritizing of work orders

- Criticality, functional priority and Risk
- Developing criticality metrics
- Risk per ISO 31000
- Developing criticality studies for maintenance purposes (Norsok-Z008)
- Risk Priority Number in HAZOP and design
- Dependency diagrams
- Planning (Day 2)
- Planning process (What, Where, When, How)
- Planning and project management tools (Gant Charts, PERT charts, ..etc.)
- Assigning and following project critical path

Case Study/Exercise: Developing detailed work plans (SOP) or work instructions

### Day 3

#### Scheduling

- Scheduling process (Who, resource allocation, Expediting)
- Managing MRO inventory
- Skills Metrics
- Efficient planning and scheduling meetings (Day 3)
- Meeting schedule planning
- Meeting types
- Conflict resolution

### Day 4

#### Shutdown planning

- The reasons for shutdowns (Technical)
- The anatomy of a shutdown
- Planning a shutdown
- Shut down meetings
- Training and synchronization
- Scoping and verifying work
- Detailed planning and scheduling of activities
- Closeout and post mortem

### Day 5

#### Improvements

- Lessons learnt
- Optimizing performance
- Continuous improvement process
- Follow up and key performance indicators (KPI's) (Day 5)
- Setting objectives
- Identifying Key result areas
- Developing key performance indicators
- Tracking and monitoring

Case Study/Exercise: Be planned and scheduled and finally appropriate KPIs will be developed to monitor and track behavior and performance

## Maintenance Planning and Scheduling

27<sup>th</sup> November - 01<sup>st</sup> December 2023 at Kuala Lumpur, Malaysia



### PetroSync Distinguished Instructor

Ahmed D., PHD, CMRP, CRE, PE.

Maintenance and Reliability Expert

Ahmed is the CEO and President of Operational Excellence Experts Consultant and Training with 20 years experiences in asset management, technical asset integrity management, asset management, maintenance and reliability.

Ahmed is certified on Maintenance & Reliability Professional (CMRP). He is Founder and Chairman of the board of the Egyptian Society for Asset Management Professionals.

Ahmed Developed Reliability Departments and consulting divisions for GE (Bentley Nevada), Meridium, SKF in Middle East and Africa as well as several customer companies

### ➔ Position and Credentials:

- Certified Maintenance & Reliability Professional (CMRP)
- Certified RCM Facilitator (SKF / Aladon)
- Certified through the Institute of Asset Management (UK) as organization preparation facilitator / service provider respectively for the ISO 55000 (Asset Management) and ISO 31000 (Risk Management) standards.
- Certified Reliability Engineer (CRE)
- Certified ultrasonic testing specialist (BINDT)
- Certified vibration analyst level 1 (BINDT)
- Certified Investigator (Taproot)
- Certified Instructor (OSHA (Several areas)
- Certified Fire Investigator (OSHA)
- Certified Thermographic Imaging analyst 3 (FLIR)
- Certified Oil Analyst 3 and lubrication program developer (NOREA)
- Certified RBI Specialist and Inspection program developer (API) (API 580, 581, 570, 510)
- Certified Facilitator (GE)
- Certified Presenter and Public Speaker (GE)

### ➔ Publications:

- Introduction to and implementation of International Standard ISO 14224:2006 – Reliability and Maintenance Data Management and Transfer(Arabic / DPIC Publications 2014)
- Introduction to and implementation of International Standard ISO 55000:2014 – Asset Management (Arabic / DPIC publications Egypt 2014).
- Introduction to and implementation of International Standard ISO 31000:1998 – Risk Management (Arabic / DPIC Publications 2015).

### ➔ Partial Client Lists:

- |   |   |                         |
|---|---|-------------------------|
| • Saudi Aramco                              | • KNPC  | • Qatar Aluminum        |
| • Egyptian Ethylene and Derivatives Company | • Khartoum Refining Company                         | • Emal                  |
| • GASCO                                     | • Alexandria Mineral Oil Company                    | • UGDC                  |
| • ARAMCO - KSA (East West Pipeline)         | • Pharonic Oil Company                              | • Raya Network Services |
| • ADGAS                                     | • Galaya Metal                                      |                         |
| • ADMA – OPCO                               | • Ideal Standard                                    |                         |
| • OMV Petrom                                | • Smart Villages Development and Management Company |                         |
| • Middle East Refining Company              | • Amerya Petroleum Refining Company                 |                         |

## COURSE DETAILS

Title : Maintenance Planning and Scheduling

Date : 27<sup>th</sup> November - 01<sup>st</sup> December 2023

Location : Kuala Lumpur, Malaysia

## INVESTMENT PACKAGES

Please checklist the package that you are attending!

Maintenance Planning and Scheduling Schedule	Location	Price
<input type="checkbox"/> 27 <sup>th</sup> Nov - 01 <sup>th</sup> Dec 2023	Kuala Lumpur, Malaysia	USD 3,250

*\*All prices are subject to change without notice and are not guaranteed, except that prices for an order that have been accepted by PetroSync is not subject to change after acceptance.*

*\* Price is nett excluding Withholding Tax if any and will be quoted separately. Please send us the withholding tax payment receipt.*

## DELEGATE DETAILS

1st Delegate Name \_\_\_\_\_ Mr ☐ Mrs ☐ Ms ☐ Dr ☐ Others ☐

Direct Line Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Job Title: \_\_\_\_\_

Department: \_\_\_\_\_ Head of Department: \_\_\_\_\_

2nd Delegate Name \_\_\_\_\_ Mr ☐ Mrs ☐ Ms ☐ Dr ☐ Others ☐

Direct Line Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Job Title: \_\_\_\_\_

Department: \_\_\_\_\_ Head of Department: \_\_\_\_\_

3rd Delegate Name \_\_\_\_\_ Mr ☐ Mrs ☐ Ms ☐ Dr ☐ Others ☐

Direct Line Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Job Title: \_\_\_\_\_

Department: \_\_\_\_\_ Head of Department: \_\_\_\_\_

4th Delegate Name \_\_\_\_\_ Mr ☐ Mrs ☐ Ms ☐ Dr ☐ Others ☐

Direct Line Number: \_\_\_\_\_ Email: \_\_\_\_\_

Mobile Number: \_\_\_\_\_ Job Title: \_\_\_\_\_

Department: \_\_\_\_\_ Head of Department: \_\_\_\_\_

*\*Please fill all the details including mobile number. This help us to contact participant if they are late in class or if there is any urgent update (through whatsapp/call)*

## INVOICE DETAILS

Attention Invoice to: \_\_\_\_\_

Direct Line Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Company: \_\_\_\_\_ Industry: \_\_\_\_\_

Address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Country: \_\_\_\_\_ Email: \_\_\_\_\_

Please note:

- Indicate if you have already registered by Phone ☐ Fax ☐ Email ☐ Web ☐

- If you have not received an acknowledgement before the training, please call us to confirm your booking.

## PAYMENT METHODS

☐ By Credit Card

☐ By Direct Transfer : Please quote invoice number(s) on remittance advice

PetroSync Global Pte Ltd Bank details:

Account Name : PetroSync Global Pte Ltd

Bank Name : DBS Bank Ltd

Bank Code : 7171 • Bank Swift Code : DBSSSGSGXXX • Branch code : 288

Account No : 0288-002682-01-6-022 (USD)

Bank Address : 12 Marina Boulevard, Level 3. Marina Bay Financial Centre Tower 3. Singapore 018982

*All bank charges to be borne by payer. Please ensure that PetroSync Global Pte Ltd receives the full invoiced amount.*

## Confirmation

*I agree to PetroSync's payment terms and cancellation policy.*

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

PAYMENT TERMS : Payment is due in full at the time of registration. Full payment is mandatory for event attendance.

## PROGRAMME CONSULTANT

Contact : Cay Aagen

Email : registration@petrosync.com

Phone : +65 3159 0800

## TERMS AND CONDITIONS

### DISCLAIMER

Please note that trainers and topics were confirmed at the time of publishing; however, PetroSync may necessitate substitutions, alterations or cancellations of the trainers or topics or location (classroom / Virtual). As such, PetroSync reserves the right to change or cancel any part of its published programme due to unforeseen circumstances. Any substitutions or alterations will be updated on our web page as soon as possible.

### DATA PROTECTION

The information you provide will be safeguarded by PetroSync that may be used to keep you informed of relevant products and services. As an international group we may transfer your data on a global basis for the purpose indicated above. If you do not want us to share your information with other reputable companies, please tick this box ☐

### CANCELLATION POLICY

Delegates who cancel after the training is officially confirmed run by email, are liable to pay the full course fee and no refunds will be granted. You may substitute delegates at any time as long as reasonable advance notice is given to PetroSync.

In the event that PetroSync cancels or postpones an In the event that PetroSync cancels or postpones or change the trainer or change the training location (classroom / virtual) of an event for any reason and that the delegate is unable or unwilling to attend in on the rescheduled date, you will receive a credit voucher for 100% of the contract fee paid. You may use this credit voucher for another PetroSync to be mutually agreed with PetroSync, which must occur within a year from the date of postponement.

PetroSync is not responsible for any loss or damage as a result of the cancellation policy. PetroSync will assume no liability whatsoever in the event this event is cancelled, rescheduled or postponed due to any Act of God, fire, act of government or state, war, civil commotion, insurrection, embargo, industrial action, or any other reason beyond management control.

### CERTIFICATE OF ATTENDANCE

80% attendance is required for PetroSync's Certificate of Attendance.

## DETAILS

Please accept our apologies for mail or email that is incorrectly addressed.

Please email us at registration@petrosync.com and inform us of any incorrect details. We will amend them accordingly.

### Find us on Social Media:

 PetroSync Global Pte Ltd

 PetroSync

 PetroSync

## CHARGES & FEE(s)

- For Payment by Direct Telegraphic Transfer, client has to bear both local and overseas bank charges.

- For credit card payment, there is additional 4% credit card processing fee.