



# Implementing Facility, Maintenance and Asset Management

تتفيذ وتطبيق المعايير العالمية في إدارة المرافق والأصول  
والصيانة

15 – 19 July 2024

Istanbul / Turkey

## Introduction

The program is designed in the form of a series of lectures and case studies to provide an understanding of the concept of operations and maintenance and the efficient management of facilities. This program offers an opportunity to improve knowledge and skills of those who are responsible in managing and supervising the operations and management of facilities and for those who desires an uninterrupted service to clients and users of facilities. All these targets will be achieved as participants are exposed to the experiences and knowledge of speakers who have been in this business for more than a decade.

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Managing Equipment Maintenance and Reliability is vitally important for all capital-intensive industries which rely on cost effective and trouble free operation of their plants and equipment's. Such management system shall take place for right dialogue between operation & maintenance, and the life cycle costs of assets that it required to be minimized.

## Who Should Attend?

Participants from organizations where the reliability, performance and attendant risks of fixed assets have a significant impact on business performance, will benefit most from this course. This course is suitable for engineering and technical managers, project managers and project engineers, operations managers, maintenance managers, Facilities Managers, EHS and quality managers, and procurement and supply chain managers.

## Course Outline

### Day One

#### **Overview of Asset Management**

- Understanding Asset Life Cycle
- Operation & Maintenance versus Facilities Management
- Asset and Facilities Management Challenges and Future Trend
- Facility Planning and Design
- Service Delivery Philosophy and Strategy
- Implementation Plan, Cost Strategy and Organization Structure
- Integrating Sustainable Development in FM
- Decision Making and Thinking Theory
- Conceptual Framework of Thinking Skills and Decision Making.
- Divergent and Convergent Thinking in Decision Making.
- Critical Constructive Thinking in Decision Making.

#### **Facilities Planning and Design**

- Facilities Management
- Principles and Techniques

#### **Facility Operation**

- Challenges
- Performance Indicators
- Evaluation

### Day Two

#### **Operations Management Implementation**

- Understanding Operations and Maintenance Management
- Analyzing Operation Processes & Developing Operation Strategies
- Developing Operation Strategies

#### **Contract Types**

#### **Decision Making and Thinking Theory**

- Conceptual Framework of Thinking Skills and Decision Making.
- Divergent and Convergent Thinking in Decision Making.
- Critical Constructive Thinking in Decision Making.

#### **The Need for Strategic Planning for facility Management**

- Organizational Performance
- Problems
- Quality
- Power/Authority
- Competitiveness

## **Day Three**

### **Principles of Strategic Planning**

#### **Facilities Management**

- Service Delivery Philosophy and Strategy
- Implementation Plan, Cost Strategy and Organization Structure

#### **Management Reports**

##### **Maintenance Backlog Report**

- Maintenance Performance Report

## **Day Four**

### **Monthly Status Report**

#### **Facilities Planning and Design**

- Facilities Management
- Principles and Techniques
- Key Aspects of Facility Planning & Design

#### **An Overview of Key Maintenance Work Processes**

- Introduction to Maintenance Management
- Definitions of key terms
- Types of Maintenance - Reactive, planned and improvement jobs, Preventive and Proactive

#### **Maintenance Management Systems**

- Maintenance Planning and Scheduling
- Computerized Maintenance Management Systems
- Developing Maintenance Key Performance Indicators

## **Day Five**

### **Preventive Maintenance and Maintenance Strategy**

- Maintenance Organization Structure and Policies
- Developing and Implementing a Preventive Maintenance Program
- Applying Reliability Based principles to Maintenance Strategy Development

#### **Maintenance Logistics and Cost Control**

- Managing Maintenance Spare Parts and Logistics
- Optimizing Spare Parts Inventory Levels
- Maintenance Budgeting
- Controlling Maintenance Costs
- Introduction to Life Cycle Cost Concepts

#### **Maintenance Team Work**

- Engineering, Production & Maintenance Teams
- Benefits of Integrated teams
- Motivation and empowerment
- Total Productive Maintenance Concepts
- Implementing Team Based Continuous Improvement in Maintenance



## Training Method

- Pre-assessment
- Live group instruction
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- Each participant receives a 7” Tablet containing a copy of the presentation, slides and handouts
- Post-assessment

## Program Support

This program is supported by interactive discussions, role-play, case studies and highlight the techniques available to the participants.

## Schedule

### The course agenda will be as follows:

- |                     |                  |
|---------------------|------------------|
| • Technical Session | 08.30-10.00 am   |
| • Coffee Break      | 10.00-10.15 am   |
| • Technical Session | 10.15-12.15 noon |
| • Coffee Break      | 12.15-12.45 pm   |
| • Technical Session | 12.45-02.30 pm   |
| • Course Ends       | 02.30 pm         |

## Course Fees\*

- **4,300 USD**  
*\*VAT is Excluded If Applicable*

## المقدمة

تم تصميم البرنامج على شكل سلسلة من المحاضرات ودراسات الحالة لتوفير فهم لمفهوم العمليات والصيانة والإدارة الفعالة للمرافق. يوفر هذا البرنامج فرصة لتحسين المعرفة والمهارات لأولئك المسؤولين في إدارة والإشراف على عمليات وإدارة المرافق وأولئك الذين يرغبون في خدمة مستمرة للعملاء ومستخدمي المرافق. سيتم تحقيق كل هذه الأهداف حيث يتعرض المشاركون لتجارب ومعرفة المتحدثين الذين عملوا في هذا المجال لأكثر من عقد من الزمان.

يوفر هذا البرنامج فرصة لتحسين المعرفة والمهارات لأولئك المسؤولين في إدارة والإشراف على عمليات وإدارة المرافق وأولئك الذين يرغبون في خدمة مستمرة للعملاء ومستخدمي المرافق. سيتم تحقيق كل هذه الأهداف حيث يتعرض المشاركون لتجارب ومعرفة المتحدثين الذين عملوا في هذا المجال لأكثر من عقد من الزمان.

تعد إدارة صيانة المعدات والموثوقية أمرًا حيويًا لجميع الصناعات كثيفة رأس المال والتي تعتمد على التشغيل الفعال من حيث التكلفة والخالية من المشاكل لمصانعها ومعداتنا. يجب أن يتم تنفيذ نظام الإدارة هذا من أجل الحوار الصحيح بين التشغيل والصيانة، وتكاليف دورة حياة الأصول التي يجب تقليلها.

## الحضور

سيستفيد المشاركون من المنظمات التي يكون لموثوقية الأصول الثابتة والأداء والمخاطر المصاحبة لها تأثير كبير على أداء الأعمال. هذه الدورة مناسبة للمديرين الهندسيين والفنيين ومديري المشاريع ومهندسي المشاريع ومديري العمليات ومديري الصيانة ومديري المرافق ومديري البيئة والصحة والسلامة والجودة ومديري المشتريات وسلسلة التوريد.