



Routine Maintenance Work Process Development Workshop

Consultant / Trainer:

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Some organizations feel that they don't have an efficient work process for their routine maintenance system. This **Petrogenium**. Workshop for Routine Maintenance Work Process Development delves into the issues that plague the maintenance and operations organizations with regards to a best-in-class work process.

The following are the pre-requisites for this course:

- A documented work order/work prioritization process and in place
- SAP-PM in place
- Company Risk Matrix in place

This workshop is conducted for 5 days on client site.

Participants

This **Petrogenium**. course can be tailored for awareness/inexperienced staff, for intermediate and for experienced personnel. Furthermore the course can be customized for a specific refinery, plant or unit. The option for post-course consultancy/help-desk support is also available.

Participants may include: Operations (operators and/or supervisors), maintenance field engineers, maintenance planners and schedulers, workshop supervisors and reliability engineers.

Learning Objectives

This workshop aims to develop a best-in-class and fit-for-purpose work process for maintenance and operations organizations. It allows a critical assessment of the gaps found in the "As-Is" work process and ensures that these gaps are effectively closed or eliminated in the development of the "To-Be" work process. Process KPIs will continuously monitor the effectiveness of the implementation of each step of the work process. The end of the course requires the participants to present to management the output "new look" work process for approval and implementation.

Programme

Day 1

- Introduction
 - Personal Introductions (participants)
 - Vision Statement
 - Participant's Expectations
 - Workshop Objectives, Tasks and End Results
- What is a "Brown Paper" Exercise?
- "As-Is" Work Process
 - Work Identification
 - Planning
 - Execution
 - Close-out
 - Brown Paper Construction Considerations

Day 2

- Review of "As-Is" Work Process
 - Good Points
 - Areas for Improvement (Process/Tools/People)
- Best Practice Introduction
 - Client Risk Matrix
 - Process Steps World Class Practice

Day 3

- "To-Be" Work Process
 - Work Identification
 - Work Order Planning
 - Scheduling
 - Execution
 - Close-out

Day 4

- RACI Identification
- Process KPI Identification
- Benefits / Challenges of New Work Process

Day 5

- Workshop Evaluation
- Preparation for presentation to Management
- Presentation to Management