BOOST
THE LEADING TRAINING PROVIDER

Maintenance & Reliability Management

Planning, scheduling, monitoring and documenting maintenance work

Course Introduction

Planning, scheduling, monitoring, and documenting maintenance work are critical to ensuring the smooth operation of machinery and equipment in any organization. These practices help prevent unexpected downtime, optimize resource use, and ensure that maintenance activities are carried out efficiently and in compliance with regulatory standards. A well-managed maintenance program leads to increased equipment reliability, reduced operational costs, and better long-term performance.

This training program covers the entire maintenance workflow, from the planning stage to the final documentation of completed tasks. Participants will learn how to create effective schedules, monitor maintenance performance, and document their work to improve efficiency and communication. The course includes hands-on exercises, case studies, and practical tools to help implement and optimize maintenance processes in real-world scenarios.

Target Audience

This course is designed for maintenance managers, planners, coordinators, and technicians involved in the scheduling, monitoring, and documentation of maintenance work in industrial or commercial settings.

Learning Objectives

- Understand the importance of planning and scheduling in maintenance work for efficiency.
- Learn best practices for developing effective maintenance schedules and resource allocation.
- Gain skills in monitoring maintenance work progress and analyzing performance.

- Understand how to properly document maintenance activities for compliance and record-keeping.
- Learn how to integrate all aspects of maintenance management into a cohesive system.

Course Outline

- **01 DAY ONE**

  Introduction to CEMS (Continuous Emissions Monitoring Systems)

  - **Day 1: Introduction to Maintenance Planning and Scheduling**
  - Overview of maintenance planning and its importance in ensuring operational efficiency
  - Key components of a maintenance plan
  - The role of preventive and predictive maintenance in planning
  - How to prioritize maintenance tasks based on criticality and urgency
  - The importance of resource allocation in maintenance scheduling
  - Setting up a maintenance schedule and timeline
- **02 DAY TWO**

  Maintenance Scheduling Best Practices

  - Understanding maintenance scheduling vs. planning
  - Creating a daily, weekly, and monthly maintenance schedule
  - How to balance planned and unplanned maintenance activities
  - Techniques for minimizing downtime while performing scheduled maintenance
  - The role of software tools in scheduling and tracking maintenance tasks
  - How to manage equipment availability and downtime during maintenance
  - Best practices for adjusting schedules based on emergencies or unexpected issues
- **03 DAY THREE**

  Monitoring Maintenance Work and Performance

  - Key performance indicators (KPIs) for monitoring maintenance effectiveness
  - Tools and techniques for tracking the progress of maintenance tasks
  - How to monitor the performance of equipment before and after maintenance
  - Real-time tracking of labor and resources during maintenance activities
  - Reporting on maintenance work completed and tasks remaining
  - How to analyze downtime and its impact on overall productivity

- **04 DAY FOUR**

Documenting Maintenance Work

  - The importance of proper documentation in maintenance activities
  - Key elements of maintenance documentation (work orders, reports, logs)
  - Best practices for creating clear and accurate work orders
  - How to document maintenance tasks and maintenance history
  - The role of documentation in regulatory compliance and audits
  - Techniques for storing and retrieving maintenance records efficiently
  - Using maintenance data to improve decision-making and future planning

- **05 DAY FIVE**

Integrating Maintenance Planning, Scheduling, Monitoring, and Documentation

  - How to integrate planning, scheduling, monitoring, and documentation into one cohesive system
  - Using maintenance management software to streamline the process
  - How to optimize maintenance workflows and reduce redundancies
  - Establishing a continuous improvement process based on collected data
  - Communicating with teams to ensure alignment in maintenance processes
  - How to analyze the effectiveness of maintenance strategies over time
  - Future trends in maintenance management and automation

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 5, 2025	May 9, 2025	5 days	4250.00 $	UAE - Dubai
Sept. 1, 2025	Sept. 5, 2025	5 days	5950.00 $	switzerland - Geneva
Dec. 1, 2025	Dec. 5, 2025	5 days	4250.00 $	UAE - Dubai