

DARTON COLLEGE

ON-LINE MAINTENANCE
MANAGEMENT

Certificate Series

Earn CEUs With Each Course Completion



DARTON COLLEGE
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Certificate Series

Preventive Maintenance | MRO Inventory and Purchasing

Work Management Processes | Successfully Utilizing CMMS/ EAM Systems

Training Programs for Maintenance Organizations | Reliability Strategies

Operator Involvement in Maintenance | Predictive Maintenance

Total Productive Maintenance | Continuous Improvement in Maintenance

On-Line Maintenance Management Certificate Series

Welcome to Darton College's new On-Line Maintenance Management Certificate Series. Courses may be taken individually or as a certificate program. Today, "Best Practice," competitive companies recognize the importance of maximizing their return on investment in their assets. Financial institutions routinely evaluate companies based on the ROFA (Return on Fixed Assets) or RONA (Return on Net Assets) indicators. This highlights the importance companies must place on achieving competitive and cost effective maintenance (or asset) management initiatives.

In the search for methodologies that will enable a company to achieve a competitive advantage in its respective marketplace, companies are demanding that their maintenance organizations increase their competitive positions. In order to respond to this demand, maintenance professionals are searching for information about how to increase their efficiency and effectiveness, instead of just "downsizing."

Successful organizations recognize they must streamline their operations to meet competitive challenges. As one of the most important functions in an organization, management is looking to the Maintenance Department to find new ways of optimizing productivity of equipment, facilities and people—while maintaining reliability of day-to-day operations.

This certificate program is designed to provide participants with the framework to collect information and tools to develop performance measures in order to have the business intelligence needed to improve performance of physical assets and employees.

Attaining the Maintenance Management Certificate demonstrates to others the achievement of a high degree of competency in the maintenance management field. It also provides evidence that the professional keeps up with the latest techniques and Best Practices in the maintenance field. The certificate allows maintenance professionals to transform their years of expertise into credentials that are recognized and accepted in their profession.

To earn the Maintenance Management Program Certificate, the maintenance professional must complete eight of the ten courses in a four year time period. Earn 3.0 CEUs for each course successfully completed.

THE COURSES ARE:

- Preventive Maintenance
- MRO Inventory and Purchasing
- Work Management Processes
- Successfully Utilizing CMMS/ EAM Systems
- Training Programs for Maintenance Organizations

ADDITIONAL COURSES THAT WILL BE AVAILABLE IN MID-2010 WILL INCLUDE:

- Operator Involvement in Maintenance
- Predictive Maintenance
- Reliability Strategies
- Total Productive Maintenance
- Continuous Improvement in Maintenance

D A R T O N C O L L E G E



Preventive Maintenance

The first course in the certificate series, Preventive Maintenance, begins by detailing the importance of preventive maintenance to an overall maintenance strategy. The course clearly illustrates how the components of any maintenance strategy are interlinked with dependencies and the performance measures necessary to properly manage the preventive maintenance program. A comprehensive process flow diagram details the steps of developing the preventive maintenance program, and also highlights numerous examples of preventive maintenance inspections for the student to begin applying to their program immediately.

This course also shows how to tactically develop a preventive maintenance program, answering questions, such as "What equipment to include?, What skill level of the technicians are required?, How to actually perform basic PM tasks?", and many others.

The course does not over-emphasize the value of preventive maintenance to the exclusion of other components of a maintenance strategy.

Topics covered include:

- Why Preventive Maintenance is important
- Steps to Developing a PM Program
- Identifying Equipment to Include PM
- How to Develop PM Requirements for Equipment
- How to Develop PM Task Sheets
- Determining Skill Requirements for PM Tasks
- Determining Parts Requirements for PM Tasks
- Executing PM Tasks
- Determining Scheduling Requirements for PM Tasks
- Consistent PM Program Follow-up
- Performance Management for PM Programs

The course includes a recognition of course completion with 3.0 CEUs and a copy of the textbook "Preventive Maintenance" - Industrial Press Publisher ISBN # 9780831133009



MRO Inventory and Purchasing

The second course in the certificate series, MRO Inventory and Purchasing, shows the student how to develop an inventory and purchasing program for MRO spares and supplies as part of an overall strategy. Specifically, the course focuses on the importance of a well organized storage location and part inventory numbering system detailing to the student the most effective ways to accomplish this goal. The receiving and parts issues disciplines are discussed in detail with a focus on the value proposition for spare parts controls and justification of storeroom overhead. In addition, the course provides examples of parts and detail storage conditions that can be utilized in developing or refining an inventory storage location.

Topics to be covered include:

- Organizing MRO Inventory and Purchasing
- MRO Definitions and Transactions
- Tool Management
- The Reordering Process
- Rebuildable Spares
- Returning Items to Stock
- Adding and Deleting MRO Parts
- Making Financial Adjustments to MRO Inventories
- Maximizing Investment in MRO Spares
- MRO Inventory and Purchasing Performance Indicators

The course includes a recognition of course completion with 3.0 CEUs and a copy of the textbook "MRO Inventory and Purchasing" - Industrial Press Publisher ISBN # 9780831133290



Maintenance Work Management Processes

The third course of the certificate series, Work Management Processes, focuses on developing a work management process that will support the maintenance strategy components. It outlines a financially cost effective process that collects the data to use advanced strategies such as RCM and TPM. The course extensively details the maintenance organizational development process and then outlines nine basic work management flows. The nine flows are then detailed and the potential problems with executing the flows are examined along with solutions to the most common problems.

Topics to be covered include:

- The Business of Maintenance
- Work Identification Process
- Emergency – Breakdown Work Process
- Work Request Process
- The Simple Planning Process
- The Complex Planning Process
- The Preventive Maintenance Process
- Project Planning Process
- The Weekly Scheduling Process
- The Work Closure and Analysis Process

The course includes a recognition of course completion with 3.0 CEUs and a copy of the textbook "Maintenance Work Management Processes" - Industrial Press Publisher
ISBN # 9780831133306



Successfully Utilizing CMMS/EAM Systems

The fourth course in the certificate series will show how CMMS/ EAM systems are necessary to support a maintenance and reliability organization in companies today. The course begins with the proper methodologies for selecting and implementing a CMMS/ EAM system. The course then discusses how to properly utilize the system to gain a maximum return on investment for the system. Finally, the course examines the organization and methodology to truly achieve Enterprise Asset Management - an elusive goal for most modern organizations.

Topics to be covered include:

- Understanding CMMS/EAM Systems
- Maintenance Strategy Assessment
- CMMS/EAM Systems - Types and Vendors
- The Selection Process
- The CMMS/EAM System Implementation Process
- Utilization of the CMMS/EAM System
- CMMS/EAM System Optimization
- How to calculate Return on Investment for implementations
- The Future of CMMS/EAM Systems
- Performance Indicators for CMMS/EAM Systems

The course includes a recognition of course completion with 3.0 CEUs and a copy of the textbook "Successfully Utilizing CMMS/EAM Systems" - Industrial Press Publisher
ISBN # 9780831133689



Training Programs for Maintenance Organizations

The fifth course in the certificate series will draw on the instructor's first-hand experience in developing and implementing comprehensive maintenance skills training programs. Training Programs for Maintenance Organizations provides a roadmap for addressing the current challenges facing maintenance workforces. While many of the concepts presented have been in the training realm for years, they have not been directly applied to training a technical workforce. This course makes that application. By using the course textbook as a guide, the student will be able to insure that their workforce has a solid skill foundation, an indispensable ingredient for an effective maintenance program.

Topics to be covered include:

- Developing a foundation training program that should be required for all skilled trades personnel.
- How to develop advanced trade specific training for each of the skilled trades.
- How to develop equipment specific training that will enable a company to fully utilize their assets.
- Practical examples from existing technical programs.

The course includes a recognition of course completion with 3.0 CEUs and a copy of the textbook "Training Programs for Maintenance Organizations" - Industrial Press Publisher ISBN # 9780831133696

Five Additional Courses



TO BE OFFERED IN MID-2010

Operator Involvement in Maintenance | Predictive Maintenance | Reliability Strategies
Total Productive Maintenance | Continuous Improvement in Maintenance

TERRY WIREMAN



About The Instructor

Terry Wireman has more than 35 years experience in the maintenance field and has become an international expert on maintenance management. Besides supervising, trouble-shooting, training and consulting, he is familiar with mechanical, electrical, and hydraulic equipment. Mr. Wireman has provided state-of-the-art management techniques to many of the Fortune 100 companies in the United States as well as assisted clients in Europe and Pacific Rim countries to improve their maintenance effectiveness.

In addition to having scores of articles published in various maintenance magazines, Terry was the Maintenance Editor for Engineer's Digest for 15 years, and is the author of 20 textbooks dealing with maintenance-related topics. Terry has been the keynote speaker for the National Plant Engineering and Maintenance Conference, the International Maintenance Conference, and the SAP-Centric EAM conference. He serves on the Board of Directors for the Association for Facility Engineering and serves on Benchmarking and Technical Education committees for the Society of Maintenance and Reliability Professionals. He is also a member of the Society of Manufacturing Engineers and has conducted numerous technical seminars for major colleges, universities, and technical societies.

REGISTRATION FORM

Please Print

To register (prepayment is required), please mail this completed form along with payment to:

Darton College/Continuing Education
2400 Gillionville Road, Albany Georgia 31707
Or call (229) 317-6730, fax (229) 317-6684

Name: _____

Mailing Address _____ City _____ State & Zip _____

Daytime phone _____ Alternate phone _____

Business/Company Name _____ email address _____

Business/Company Address _____ City _____ State & Zip _____

Fees: \$570.00 per on-line course and includes textbook

Course:

- _____ Preventive Maintenance
- _____ MRO Inventory and Purchasing
- _____ Maintenance Work Management Processes
- _____ Successfully Utilizing CMMS/EAM Systems
- _____ Training Programs for Maintenance Organizations

Session:

- _____ Session 1, 2010 (January 1 – March 30)
- _____ Session 2, 2010 (April 1 – June 30)
- _____ Session 3, 2010 (July 1 – September 30)
- _____ Session 4, 2010 (October 1 – December 31)

Payment enclosed for \$ _____ (check payable to Darton College)

Bill my _____ Master Card _____ Visa _____ Cardholder Name _____

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Purchase Order Enclosed

Course must be started within 14 days of receiving password to sign on.

Refund Policy: No refunds will be given after a participant has logged onto the class.

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