



COURSE NAME

Operation and Maintenance Contracts - Management and Supervision

COURSE DURATION

Five days

COURSE DESCRIPTION

The Operations and Maintenance Contracts – Management and Supervision course offered by Arcan Academy is designed to equip participants with the necessary knowledge and skills to effectively manage and supervise operations and maintenance contracts. The course covers the principles and concepts of operations and maintenance contract management, including contract planning, execution, monitoring, and control. Participants will also learn effective management and supervision techniques for ensuring high-quality work and adherence to contract specifications. This program includes lectures, case studies, group discussions, and practical exercises to provide participants with a comprehensive understanding of operations and maintenance contract management and supervision.

COURSE OBJECTIVES

The objective of the Operations and Maintenance Contracts – Management and Supervision course is to provide participants with a deep understanding of the principles and concepts of operations and maintenance contract management and supervision. By the end of the course, participants will be able to apply their knowledge to real-world situations, understand effective management and supervision techniques, communicate effectively with stakeholders, manage contract scope, schedule, cost, quality, resources, and risks, and understand professional and social responsibility in contract management. Additionally, participants will learn how to ensure high-quality work and adherence to contract specifications through effective management and supervision techniques. Upon completing this course, participants will be well-prepared to manage and supervise operations and maintenance contracts, ensure successful project outcomes, and advance their careers in contract management. This course is ideal for operations and maintenance managers, procurement professionals, and anyone responsible for managing and supervising operations and maintenance contracts.

COURSE OUTLINES

DAY 1

- Facilities Definition
- Maintenance Management
- The Maintenance Planner
- Design – construction process
- Structural behavior- natural vs. forced
- Design standards and their relationship to structural performance
- Degradation factors
- Maintenance levels
- Systematic maintenance programs

DAY 2

- Maintenance Management
 - Determining a Maintenance Strategy -
 - Preventive Maintenance
 - Determining Maintenance Strategy -
 - Predictive Maintenance

DAY 3:

- Total Productive Maintenance Strategy
- Maintenance Management
 - System Start-up
 - Maintenance Flow Chart
 - Introducing & Operating
 - Communication Planning
 - Data Collection & Input Methods
 - Interface & Auditing

DAY 4:

- Maintenance Management
- Maintenance Management Indicators

DAY 5:

Engineering Implementation Matrix Based on CMMS Software

1. Entering Supporting Data in "Building Block" Applications
2. More Building Block Steps; Develop equipment and operating location
3. Engineering Implementation Preventive Maintenance
4. Item Assembly Structures

TRAINING METHODOLOGY:

- Pre-assessment
- Use of real-world examples, case studies and exercises
- Interactive participation and discussion
- Power point presentation, LCD and flip chart
- Group activities and tests
- slides and handouts
- Post-assessment

DELIVERY METHOD:

- In person
- Online