



## COURSE OVERVIEW RE0247 Certified Maintenance Coordinator

### Course Title

Certified Maintenance Coordinator

### Course Date/Venue

December 22-26, 2024/Blossoms Meeting Room,  
Carlton Downtown Hotel, Sheikh Zayed Road,  
Dubai, UAE

### Course Reference

RE0247

### Course Duration/Credits

Five days/3.0 CEUs/30 PDHs

### Course Description



***This practical and highly-interactive course includes various practical sessions and exercises. Theory learnt will be applied using our state-of-the-art simulators.***

Based on real-world experience of this invaluable guide and reference tells the whole story of maintenance planning from beginning to end in a concise and easy-to-follow manner. This course focuses specifically on the preparatory tasks that lead to effective utilization and application of maintenance resources in the interest of the reliability essential to business objectives. It comprehensively examines the job preparation process from job scoping and planning, to determination of material requirements, estimation of labor requirements and job duration, coordination of all involved parties and job scheduling.

This course is designed to provide participants with a detailed and up-to-date overview of maintenance coordination. It covers the prerequisites to success preparation; the nature of maintenance activities and related organizational structure; managing the planning and scheduling function, backlog management and maintenance calendar; the temporary staffing demands; and the staffing process, the proactive process of work preparation and steps of the work preparation process.



During this interactive course, participants will learn the detailed planning of individual jobs, materials support and work measurement; analytical estimation, coordination with operations, scheduling maintenance work job execution and supervision; the job feedback, close out, analysis and schedule compliance; the planning of major maintenance projects and process for major maintenance effects; and the development and depiction of network analysis using CMMS.

### Course Objectives

Upon the successful completion of this course, each participant will be able to: -

- Get certified as a “*Certified Maintenance Coordinator*”
- Identify the prerequisites to success preparation including the nature of maintenance activities and related organizational structure
- Manage the planning and scheduling function and carryout backlog management and maintenance calendar
- Determine the temporary staffing demands and employ staffing process, the proactive process of work preparation and steps of the work preparation process
- Carryout detailed planning of individual jobs, materials support and work measurement
- Employ analytical estimating, coordination with operations, scheduling maintenance work and job execution and supervision
- Review and implement job feedback, close out, analysis and schedule compliance
- Plan major maintenance projects and process for major maintenance effects
- Employ development and depiction of network analysis using CMMS

### Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Howard Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials, sample video clips of the instructor’s actual lectures & practical sessions during the course conveniently saved in a **Tablet PC**.

### Who Should Attend

This course covers systematic techniques in maintenance planning to assist maintenance team responsible for delivering maximum reliability and availability of equipment at the lowest possible cost. It is intended for plant maintenance engineers, planning engineers, maintenance planners and maintenance coordinators.

To maximize the benefits of the course, delegates should be prepared to actively participate in the course and bring examples of standard work plans, a list of plant performance metrics, the work priority system in-place, and any other planning or scheduling material they would like to review and discuss.



**Course Certificate(s)**

- (1) Internationally recognized Competency Certificates and Plastic Wallet Cards will be issued to participants who completed a minimum of 80% of the total tuition hours and successfully passed the exam at the end of the course. Successful candidate will be certified as a "Certified Maintenance Coordinator". Certificates are valid for 5 years.

**Recertification is FOC for a Lifetime.**

**Sample of Certificates**

The following are samples of the certificates that will be awarded to course participants: -





- (2) Official Transcript of Records will be provided to the successful delegates with the equivalent number of ANSI/IACET accredited Continuing Education Units (CEUs) earned during the course.

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**Haward Technology Middle East**  
Continuing Professional Development (HTME-CPD)

**CEU Official Transcript of Records**

**TOR Issuance Date:** 28-Apr-17  
**HTME No.** PAR11317  
**Participant Name:** Eissa Al Dossari

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
RE247	Certified Maintenance Coordinator	April 24-28, 2017	30	3.0

Total No. of CEU's Earned as of TOR Issuance Date **3.0**

**TRUE COPY**

Maricel De Guzman  
Academic Director

Haward Technology has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 1760 Old Meadow Road, Suite 500, McLean, VA 22102, USA. In obtaining this approval, Haward Technology has demonstrated that it complies with the ANSI/IACET 1-2013 Standard which is widely recognized as the standard of good practice internationally. As a result of their Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for programs that qualify under the ANSI/IACET 1-2013 Standard.

Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules & regulations of the International Association for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology is accredited by


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**Certificate Accreditations**


Certificates are accredited by the following international accreditation organizations: -

- 
The International Accreditors for Continuing Education and Training (IACET - USA)

Haward Technology is an Authorized Training Provider by the International Accreditors for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, USA. In obtaining this authority, Haward Technology has demonstrated that it complies with the **ANSI/IACET 2018-1 Standard** which is widely recognized as the standard of good practice internationally. As a result of our Authorized Provider membership status, Haward Technology is authorized to offer IACET CEUs for its programs that qualify under the **ANSI/IACET 2018-1 Standard**.

Haward Technology’s courses meet the professional certification and continuing education requirements for participants seeking **Continuing Education Units (CEUs)** in accordance with the rules & regulations of the International Accreditors for Continuing Education & Training (IACET). IACET is an international authority that evaluates programs according to strict, research-based criteria and guidelines. The CEU is an internationally accepted uniform unit of measurement in qualified courses of continuing education.

Haward Technology Middle East will award **3.0 CEUs** (Continuing Education Units) or **30 PDHs** (Professional Development Hours) for participants who completed the total tuition hours of this program. One CEU is equivalent to ten Professional Development Hours (PDHs) or ten contact hours of the participation in and completion of Haward Technology programs. A permanent record of a participant’s involvement and awarding of CEU will be maintained by Haward Technology. Haward Technology will provide a copy of the participant’s CEU and PDH Transcript of Records upon request.

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British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council for Independent Further and Higher Education** as an **International Centre**. BAC is the British accrediting body responsible for setting standards within independent further and higher education sector in the UK and overseas. As a BAC-accredited international centre, Haward Technology meets all of the international higher education criteria and standards set by BAC.

**Course Fee**

**US\$ 5,500** per Delegate + **VAT**. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

**Accommodation**

Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.





### Course Instructor(s)

This course will be conducted by the following instructor(s). However, we have the right to change the course instructor(s) prior to the course date and inform participants accordingly:



**Mr. Andrew Ladwig** is a **Senior Process & Mechanical Engineer** with over **25 years** of extensive experience within the **Oil & Gas, Refinery, Petrochemical & Power** industries. His expertise widely covers in the areas of **Ammonia Manufacturing & Process Troubleshooting, Distillation Towers, Crude Oil Distillation, Fundamentals of Distillation for Engineers, Distillation Operation and Troubleshooting, Advanced Distillation Troubleshooting, Distillation Technology, Vacuum Distillation, Ammonia Storage & Loading Systems, Ammonia Plant Operation, Troubleshooting & Optimization, Ammonia Recovery, Ammonia Plant Safety, Hazard of Ammonia Handling, Storage & Shipping, Operational Excellence in Ammonia Plants, Fertilizer Storage Management (Ammonia & Urea), Fertilizer Manufacturing Process Technology, Sulphur Recovery, Phenol Recovery & Extraction, Wax Sweating & Blending, Petrochemical & Fertilizer Plants, Nitrogen Fertilizer Production, Petroleum Industry Process Engineering, Refining Process & Petroleum Products, Refinery Planning & Economics, Safe Refinery Operations, Hydrotreating & Hydro-processing, Separators in Oil & Gas Industry, Gas Testing & Energy Isolations, Gas Liquor Separation, Industrial Liquid Mixing, Wax Bleachers, Extractors, Fractionation, Operation & Control of Distillation, Process of Crude ATM & Vacuum Distillation Unit, Water Purification, Water Transport & Distribution, Steam & Electricity, Flame Arrestors, Coal Processing, Environmental Emission Control, R&D of Wax Blending, Wax Molding/Slabbing, Industrial Drying, Principles, Selection & Design, Certified Process Plant Operations, Control & Troubleshooting, Operator Responsibilities, Storage Tanks Operations & Measurements, Process Plant Troubleshooting & Engineering Problem Solving, Process Plant Performance, Efficiency & Optimization, Continuous Improvement & Benchmarking, Process Troubleshooting Techniques, Oil & Gas Operation/Introduction to Surface Facilities, Pressure Vessel Operation, Process Equipment Performance & Troubleshooting, Plant Startup & Shutdown, Startup & Shutdown the Plant While Handling Abnormal Conditions, Flare & Relief System, Process Gas Plant Start-up, Commissioning & Problem Solving, Process Liquid and Process Handling & Measuring Equipment. Further, he is also well-versed in Compressors & Turbines Operation, Maintenance & Troubleshooting, Heat Exchanger Overhaul & Testing Techniques, Balancing of Rotating Machinery (BRM), Pipe Stress Analysis, Valves & Actuators Technology, Inspect & Maintain Safeguarding Vent & Relief System, Certified Inspectors for Vehicle & Equipment, Optimizing Equipment Maintenance & Replacement Decisions, Certified Maintenance Planner (CMP), Certified Planning and Scheduling Professional (AACE-PSP), Tank Design, Construction, Inspection & Maintenance, Material Cataloguing, Specifications, Handling & Storage, Steam Trap Design, Operation, Maintenance & Troubleshooting, Steam Trapping & Control, Column, Pump & Exchangers, Troubleshooting & Design, Rotating Equipment Operation & Troubleshooting, Control & ESD System, Detailed Engineering Drawings, Codes & Standards, Budget Preparation, Allocation & Cost Control, Root Cause Analysis (RCA), Production Optimization, Permit to Work (PTW), Project Engineering, Data Analysis, Process Hazard Analysis (PHA), HAZOP Study, Sampling & Analysis, Training Analysis, Job Analysis Techniques, Storage & Handling of Toxic Chemicals & Hazardous Materials, Hazardous Material Classification & Storage/Disposal, Dangerous Goods, Environmental Management System (EMS), Supply Chain, Purchasing, Procurement, Logistics Management & Transport & Warehousing & Inventory, Risk Monitoring Authorized Gas Tester (AGT), Confined Space Entry (CSE), Personal Protective Equipment (PPE), Fire & Gas, First Aid and Occupational Health & Safety.**

During his career life, Mr. Ladwig has gained his practical experience through his various significant positions and dedication as the **Mechanical Engineer, Project Engineer, Reliability & Maintenance Engineer, Maintenance Support Engineer, Process Engineer, HSE Supervisor, Warehouse Manager, Quality Manager, Business Analyst, Senior Process Controller, Process Controller, Safety Officer, Mechanical Technician, Senior Lecturer and Senior Consultant/Trainer** for various companies such as the Sasol Ltd., Sasol Wax, Sasol Synfuels, just to name a few.

Mr. Ladwig has a **Bachelor's degree in Chemical Engineering** and a **Diploma in Mechanical Engineering**. Further, he is a **Certified Instructor/Trainer, a Certified Internal Verifier/Assessor/Trainer** by the **Institute of Leadership & Management (ILM)** and has delivered various trainings, workshops, seminars, courses and conferences internationally.





**Training Methodology**

All our Courses are including **Hands-on Practical Sessions** using equipment, State-of-the-Art Simulators, Drawings, Case Studies, Videos and Exercises. The courses include the following training methodologies as a percentage of the total tuition hours:-

- 30% Lectures
- 20% Practical Workshops & Work Presentations
- 30% Hands-on Practical Exercises & Case Studies
- 20% Simulators (Hardware & Software) & Videos

In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.

**Course Program**

The following program is planned for this course. However, the course instructor(s) may modify this program before or during the course for technical reasons with no prior notice to participants. Nevertheless, the course objectives will always be met:

**Day 1: Sunday, 22<sup>nd</sup> of December 2024**

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	<b>PRE-TEST</b>
0830 – 0930	<b>Introduction</b> Reactive Maintenance • Bottom Line Impact of Maintenance/Reliability Excellence • Contribution of Planning Coordination & Scheduling • Symptoms of Ineffective Job Planning • Convey the Many Benefits that Accrue to Each Stakeholder • Emphasize the Maintenance Deliverables
0930 – 0945	Break
0945 – 1100	<b>Prerequisites to Success Preparation</b> Environment • Organization • Informational Database • Materials Support • Reliability • Planning, Coordination & Scheduling • Job Execution
1100 – 1215	<b>The Nature of Maintenance Activities &amp; Related Organizational Structure</b> Organization by Work Type • Should Work Preparation be a Separate & Distinct Function? • The Proven Answer • Channels of Coordination & Communication
1215 – 1230	Break
1230 – 1420	<b>The Nature of Maintenance &amp; Related Organizational Structure (cont'd)</b> Working Liaisons • Should Planning be Separated from Scheduling? • Relationship with other Functions
1420 – 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day One

**Day 2: Monday, 23<sup>rd</sup> of December 2024**

0730 – 0930	<b>Managing the Planning &amp; Scheduling Function</b> Management of Planners • Managing Planning • Position Benefits – Manager of Maintenance/Reliability Support Services
0930 – 0945	Break



0945 – 1100	<b>Managing the Planning &amp; Scheduling Function (cont'd)</b> <i>Roles &amp; Responsibilities • Factors Influencing Planner/Scheduler Control Span</i>
1100 – 1215	<b>Backlog Management &amp; Maintenance Calendar</b> <i>Backlog Management • Job Status • Development of Work Programs &amp; the Maintenance Calendar • Annual Master Schedules</i>
1215 – 1230	Break
1230 – 1420	<b>Maintenance Staff</b> <i>Staffing Processes • Temporary Staffing Demands • The Proactive Process of Work Preparation • Steps of the Work Preparation Process</i>
1420 – 1430	<b>Recap</b> <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow</i>
1430	Lunch & End of Day Two

**Day 3: Tuesday, 24<sup>th</sup> of December 2024**

0730 – 0930	<b>Detailed Planning of Individual Jobs</b> <i>Screening Work Requests • Assessing &amp; Scoping the Job • Dealing with Job “Creep” • Job Research</i>
0930 – 0945	Break
0945 – 1100	<b>Detailed Planning of Individual Jobs (cont'd)</b> <i>Detailed Build-Up of Job Steps &amp; Requirements • Assembly of Job Package • Equipment Access, Safety &amp; Statutory Permits</i>
1100 – 1215	<b>Materials Support</b> <i>Necessity • Materials Management • Tools of Materials Management • Roles &amp; Responsibilities</i>
1215 – 1230	Break
1230 – 1420	<b>Work Measurement</b> <i>History • Applications of Maintenance Work Measurement • Levels of Maintenance Work Methodology • Best Methodology for Each Application</i>
1420 – 1430	<b>Recap</b> <i>Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow</i>
1430	Lunch & End of Day Three

**Day 4: Wednesday, 25<sup>th</sup> of December 2024**

0730 – 0930	<b>Analytical Estimating</b> <i>A Recommended Approach to Maintenance Work Measurement • Comparative Time Estimating • Building an Estimate</i>
0930 – 0945	Break
0945 – 1100	<b>Coordination with Operations</b> <i>Set Up the Coordination Process • Preparation for the Weekly Coordination Meeting</i>
1100 – 1215	<b>Scheduling Maintenance Work</b> <i>The Weekly Expectation • Instructions for Preparing Schedules</i>
1215 – 1230	Break







1215 – 1230	Break
1230 – 1420	<b>Scheduling Maintenance Work (cont'd)</b> Other Approaches to Scheduling • Additional Offerings
1420 – 1430	<b>Recap</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Topics that were Discussed Today and Advise Them of the Topics to be Discussed Tomorrow
1430	Lunch & End of Day Four

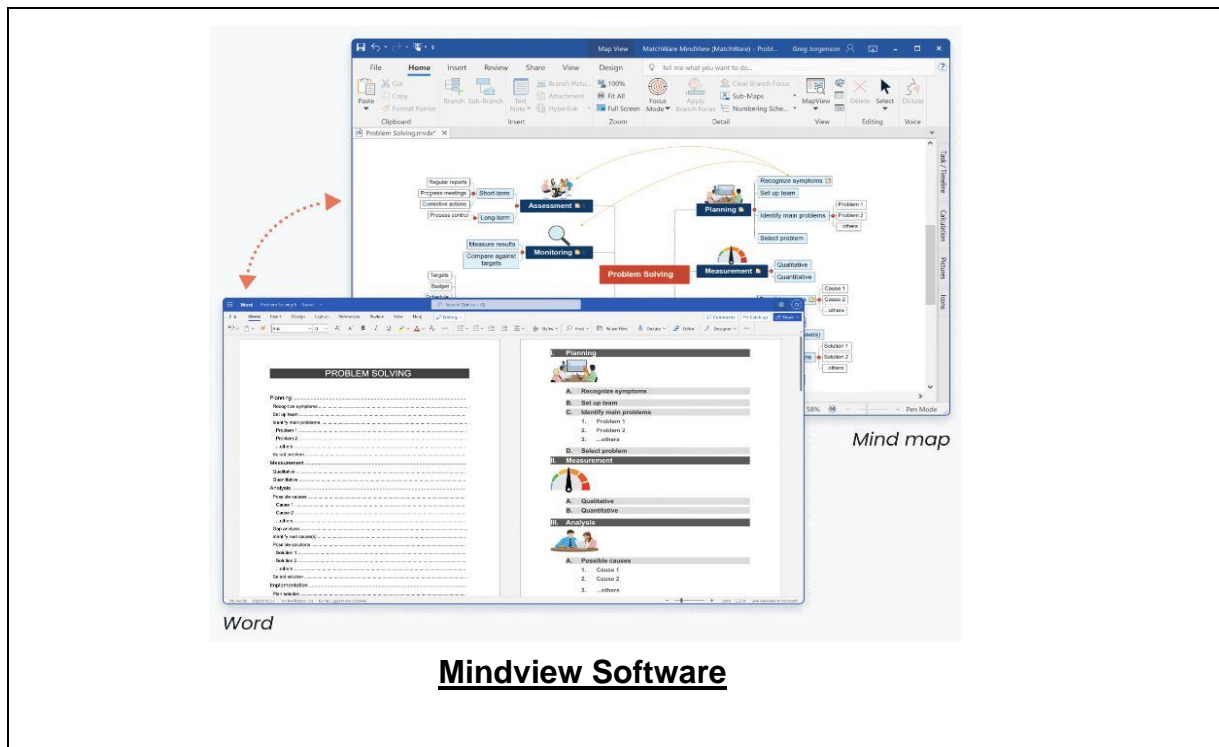
**Day 5: Thursday, 26<sup>th</sup> of December 2024**

0730 – 0930	<b>Job Execution &amp; Supervision</b> Linking the Schedule to Supervisor Responsibilities • The Morning Meeting
0930 – 0945	Break
0945 – 1100	<b>Job Feedback, Close Out, Analysis &amp; Schedule Compliance</b> Job Feedback • Job Closeout • Analysis • Reschedule Compliance • Reasons for Non-Compliance • Calculation of Schedule Compliance
1100 – 1215	<b>CMMS</b> Where Does Your Work Come From? • Planning Major Maintenance Projects • Planning Process for Major Maintenance Effects
1215 – 1230	Break
1230 – 1300	<b>CMMS (cont'd)</b> Who Should Apply Project Management Techniques • Network Analysis – Development & Depiction
1300 – 1315	<b>Course Conclusion</b> Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course
1315 – 1415	<b>COMPETENCY EXAM</b>
1415 – 1430	Presentation of Course Certificates
1430	Lunch & End of Course



**Simulator (Hands-on Practical Sessions)**

Practical sessions will be organized during the course for delegates to practice the theory learnt. Delegates will be provided with an opportunity to carryout various exercises using the “MS Project” and “Mindview Software”.



**Course Coordinator**

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