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# Maintenance Planning and Scheduling for World Class Reliability Live Webinars

The maintenance planning and scheduling course that teaches best practices in scoping jobs, making work orders, developing job plans, writing job procedures, compiling maintenance work packs, and communicating and coordinating maintenance and operations crews, supervision, and management.

## Choose the Course Time that Suits You

**2-hour sessions live-streamed each week over 8 weeks.**

First course at UTC 00.00: 9PM **Rio De Janeiro** previous day, 8PM **New York** previous day, 5PM **Los Angeles** the previous day, Midnight **London**, 4AM **Dubai**, 8AM **Singapore**, 10AM **Sydney**, Noon **Auckland**

Second course at UTC 12.00: 9AM **Rio De Janeiro**, 8AM **New York**, 5AM **Los Angeles**, Midday **London**, 4PM **Dubai**, 8PM **Singapore**, 10PM **Sydney**, Midnight **Auckland**

The course is suitable for people doing the roles of Maintenance Planner, Maintenance Scheduler, Maintenance Supervisor, Maintenance Coordinator, Shutdown / Turnaround Planner, Maintenance Engineer, Maintenance Manager, Maintenance Team Leader, and like positions.

## Training Course Content and Coverage

<b>Maintenance Planning and Scheduling for World Class Reliability Training Course Content</b>			
Module 1	Module 2	Module 3	Module 4
<b><i>Maintenance Planning and Scheduling in Maintenance Management</i></b>  - Purposes of Maintenance - Fundamentals of equipment reliability - Maintenance in business risk management - The role of Maintenance Planning and Scheduling	<b><i>Develop the Planning Workflow Process</i></b>  - Planning process with all process steps - Business-wide requirements to plan, coordinate, and do maintenance work - Measures and performance indicators for planning process	<b><i>Planning a Support System to Identify, Specify, and Confirm Job Requirements</i></b>  - CMMS with job costing, technical information, and records management databases - Materials procurement and warehousing - Job tasks, resources, workfront access & safety	<b><i>Plan All Steps to Complete Each Task in the Job</i></b>  - Ensure efficient conduct of work to specifications - Job steps are planned in conjunction with others to achieve needed outcomes - Address human factors and human error
Module 5	Module 6	Module 7	Module 8
<b><i>Do the Work Order and Review Performance for Feedback</i></b>  - Work is organised with other involved personnel	<b><i>Develop the Scheduling Workflow Process and Support System</i></b>  - Scheduling process with all steps	<b><i>Determine Work Order Sequence and Develop the Fixed Week Schedule</i></b>  - Determine duration, effort, sequence, and	<b><i>Coordinate Resources and Prepare Scheduled Work</i></b>  - Confirmed all resources, parts, man-power, and external services meet the work schedule



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- Complete work pack with all information, parts, and outside services ready - Job feedback is sought - All job records are completed and stored	- Requirements for maintenance work are identified and described - Scheduling reports, work control and cost monitoring documents	dependencies of work orders - Jobs identified and prioritised - Set timelines, personnel & equipment for each job	- Allocate technicians with right skills & competence - Strategies for prevention of problems and risks (+ 2 sample work packs from certificated students)
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## Choose to Do the Training in One of Two Ways

1. Training Attendance Level, where you simply attend the online presentations. A Record of Attendance (PDF) is issued after you complete all sessions. Total cost, including live-streamed webinars, training materials in PDF, and PDF Record of Attendance is USD \$697 per student.
2. Tutored and Certificated Level, where you join each presentation and submit weekly assignments to the tutor for review and feedback. You also join a 1-hour long, weekly group tutorial held two days after the training presentation. Upon successfully completing all assignments you get a Certificate of Attainment (PDF) confirming your achievement. This option gives you the best chance to understand and master the learnings in the course. The cost, including live-streamed webinars and tutorials, all training materials in PDF, tutor coaching and feedback; and a PDF Certificate of Attainment is USD \$1,394 per student.

## Training Course Presentation and Tutorial Dates and Times

<b>Maintenance Planning and Scheduling for World-Class Reliability Live-Streamed Online Training Course Dates and Times</b>		
<b>Course Session</b>	<b>Presentations and Tutorials</b>	
	<i>2-Hour Presentation</i>	<i>1-Hour Tutorial</i>
1	Start on the date advised	Two workdays later
2	A week later	Two workdays later
3	A week later	Two workdays later
4	A week later	Two workdays later
5	A week later	Two workdays later
6	A week later	Two workdays later
7	A week later	Two workdays later
8	A week later	Two workdays later

Following registration and receipt of full payment, confirmations of webinars and tutorials are sent to the registered student's email address the day prior to the webinar and tutorial sessions.

**Group Discount:** 1 person attends free for every five 5 persons registering from the same organisation on the same course.

**In-House Training:** The course is also available on a 'by appointment' basis for organisations that want to have the training provided to in-house personnel via live-streamed presentations.



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**NOTE:** Students that do the Training Attendance Level course who later want to upgrade to the Tutored and Certificated Level will need to pay the difference in the costs of the two courses and then submit and pass all assignments to the standard required by their tutor.

## **Refund and Cancellation Policies**

Every student registered and paid for a course has a 28-day, no questions asked, full refund guarantee from the start date of the course. Students can also reschedule to a future course at no cost, or a substitute person can take the course in their place. After 28 days only course rescheduling and student substitution are allowed.

If a course is cancelled a full refund is returned to you or you can reschedule to another available course for no extra cost.

## **Registration Form and Payment Options**

Register onto the course and training level you want by completing the registration form on the last page of this flier and then sending a scanned copy to our email address, [info@lifetime-reliability.com](mailto:info@lifetime-reliability.com).

Once you get email conformation from us that you can join the course, you then make payment by one of the three options noted in the form.



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# Maintenance Planning and Scheduling for World-Class Reliability Live-Streamed Online Training Course

## Registration Form

### Select Your Time, and Course Level:

UTC Midnight, or  UTC Midday

Training Attendance Level

Online live presentations, PDF training materials, & PDF Record of Attendance

Full Fee = **USD \$697** (+GST in Australia)

Tutored and Certificated Level

Online live presentations and tutorials; PDF training materials; professional tutor, assessed assignments; & PDF Certificate of Attainment.

Full Fee = **USD \$1,394** (+GST in Australia)

### Contact Head Office:

**By Phone:** (+61 8) 9457 6297

**By Mob/Cell:** (+61) (0) 402 731 563

**By Email:** [info@lifetime-reliability.com](mailto:info@lifetime-reliability.com)

**By Post:** General Training Pty Ltd  
PO Box 2091,  
Rossmoyne, WA, 6148  
Australia

### Payment Options:

*Full payment is required prior the course start date.  
Funds transfer fees and charges are to your account.*

#### **A. Bank-to-Bank Funds Transfer**

Our Bank: National Australia Bank  
Branch: Bull Creek Branch Office  
Shop 33 Stockland Bull Creek  
Cnr South Street & Benningfield Rd  
Bull Creek, WA 6149, Australia

Account Name: General Training Pty Ltd  
BSB No: 086138  
Account No: 580663221  
Swift Code: NATAAU3306P

Ask us to send an invoice to your email address if you need written proof of payment.

#### **B. Western Union Funds Transfer**

Ask us to send our bank details, our registered address, phone no., and purpose of remittance.

#### **C. Credit Card Payment**

Visa, AmEx, or MasterCard (*fee applies*). Ask to send a PayPal or Stripe invoice to your email address.

### Delegate Details: (One form per person attending):

Name: .....

Job Title: .....

Company: .....

Street/Box: .....

Suburb: .....

Zip/Post Code: ..... State/Country: .....

Email: .....

Phone No: .....