

COURSE OVERVIEW TM0116
Certified Asset Management Assessor (CAMA)
Asset Management Work Processes

Course Titles

Certified Asset Management Assessor (CAMA):
 Asset Management Work Processes

Course Date/Venue

Session 1: August 04-08, 2024/Boardroom,
 Warwick Hotel Doha, Doha, Qatar
 Session 2: November 24-28, 2024/Boardroom
 1, Elite Byblos Hotel Al Barsha,
 Sheikh Zayed Road, Dubai, UAE



Course Reference

TM0116



Course Duration/Credits

Five days/3.0 CEUs/30 PDHs

Course Description



This practical and highly-interactive course includes real-life case studies and exercises where participants will be engaged in a series of interactive small groups and class workshops.



This course is designed to provide participants with a detailed and up-to-date overview of Certified Asset Management Assessor (CAMA): Asset Management Work Processes. It covers the importance of asset management and the phases of asset life cycle from acquisition to disposal; the types of assets and the role of an asset management assessor; the key asset management principles and ISO 55000 standards for asset management; the importance of strategic asset management plan (SAMP); and how to manage and communicate with stakeholders.



Further, the course will discuss the ethical concerns and the importance and methodology of risk management in asset management; the types of risks and quantitative and qualitative risk assessment methods; the risk mitigation strategies, financial concepts in asset management, valuation of assets and cost-benefit analysis; the methods and calculations of depreciation and amortization; and the difference between capital expenditures versus operational expenditures.

During this interactive course, participants will learn the key performance indicators (KPIs), asset performance metrics, data collection methods and benchmarking; the performance data and proper auditing in asset management; the types of audits and audit planning, execution and reporting; the corrective actions and follow-ups; the technology in asset management and computerized maintenance management systems (CMMS); the enterprise asset management (EAM) systems, IoT and smart assets, blockchain and artificial intelligence in asset management; and the cybersecurity concerns, technology integration and future trends in asset management technology.

Course Objectives

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

- Get certified as a “*Certified Asset Management Assessor (CAMA)*”
- Explain the importance of asset management and the phases of asset life cycle from acquisition to disposal
- Identify the types of assets covering tangible and intangible assets and the role of an asset management assessor
- Discuss the key asset management principles and ISO 55000 standards for asset management
- Recognize the importance of strategic asset management plan (SAMP) and explain how to manage and communicate with stakeholders
- Analyze ethical concerns and discuss the importance and methodology of risk management in asset management
- Identify types of risks covering financial, operational and strategic risks and apply quantitative and qualitative risk assessment methods
- Carryout risk mitigation strategies, financial concepts in asset management, valuation of assets and cost-benefit analysis
- Employ methods and calculations of depreciation and amortization
- Recognize the difference between capital expenditures versus operational expenditures
- Apply key performance indicators (KPIs), asset performance metrics, data collection methods and benchmarking
- Analyze performance data and apply proper auditing in asset management
- Identify the types of audits and apply audit planning, audit execution and audit reporting
- Carryout corrective actions and follow-ups, technology in asset management and computerized maintenance management systems (CMMS)
- Recognize enterprise asset management (EAM) systems, IoT and smart assets, blockchain and artificial intelligence in asset management
- Determine cybersecurity concerns, technology integration and future trends in asset management technology

Exclusive Smart Training Kit - H-STK®



Participants of this course will receive the exclusive “Haward Smart Training Kit” (H-STK®). The H-STK® consists of a comprehensive set of technical content which includes **electronic version** of the course materials conveniently saved in a **Tablet PC**.

Who Should Attend

This course provides an overview of all significant aspects and considerations of certified asset management assessor (CAMA): asset management work processes for asset managers, maintenance managers, operations managers, reliability engineers, facilities managers, asset management consultants, asset data analysts, auditors and compliance officers, risk managers and those who are involved in or responsible for asset management within an organization.

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 Fee

Doha	US\$ 6,000 per Delegate. This rate includes H-STK® (Haward Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Dubai	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.

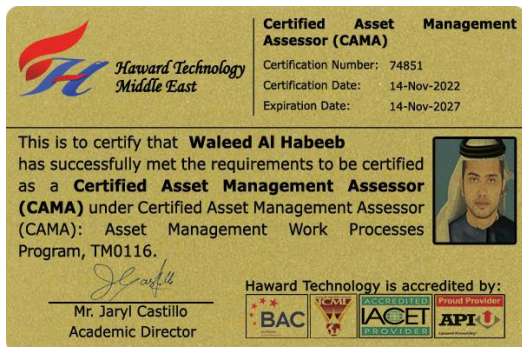
Course Certificate(s)

(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 Asset Management Assessor (CAMA)*”. 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

* Haward Technology * CEUs * Haward Technology * CEUs * Haward Technology * CEUs * Haward Technology *



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

CEUs

CEU Official Transcript of Records

TOR Issuance Date: 14-Nov-22

HTME No. 74851

Participant Name: Waleed Al Habeeb

Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
TM0116	Certified Asset Management Assessor (CAMA): Asset Management Work Processes	November 10-14, 2022	30	3.0

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

3.0

TRUE COPY



Jaryl Castillo
Academic Director

Haward Technology has been approved as an Authorized Provider by the International Association for Continuing Education and Training (IACET), 2201 Cooperative Way, Suite 600, Herndon, VA 20171, 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: -


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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 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. Pete Du Plessis is a **Senior Management Consultant** with over **40 years** of extensive experience. His expertise lies extensively in the areas of **Creative Thinking & Problem-Solving** Techniques, **Asset Management**, **Change Management**, **Negotiation Skills**, **Presentation Skills**, **Communication & Influencing Skills**, **Communication & Interpersonal Skills**, **Emotional Intelligence**, **Effective Business Writing Skills**, **Leadership Skills**, **Leadership & Team Building**, **Interpersonal Skills & Teambuilding**, **Coaching & Mentoring**, **Innovation & Creativity Skills**, **Office Management & Administration Skills**, **Time & Stress Management**, **Crisis Management**, **Human Resources Management**, **Customer Service Excellence**, **Essential Skills for Effective Training**, **Training & Designing a Training Plan**, **Identifying Training Needs & Evaluating Training**, **Executive Coaching**, **Mentoring & Team Building**, **Coaching & Counselling**, **Commercial Negotiation Skills**, **Contract Management**, **Contract Negotiation**, **Risk Management & Contractors Selection**, **Supplier Assessment**, **Supplier & Contractors' Management**, **Supplier Claim Management**, **Effective Tendering & Supplier Selection**, **Supplier Relationship Management**, **Suppliers & Contractors Management**, **Suppliers Assessment & Performance Measurement**, **Effective Purchasing & Supplier Selection**, **Essential Management of Suppliers & Contractors**, **Contractors Agreements & SLAs**, **Contractors Evaluation**, **Budgeting & Forecasting Skills**, **Effective Budgeting & Cost Control**, **Financial Analysis & Reporting**, **Budget Preparation Skills**, **Business Process Development**, **Business Process Optimization**, **Business Process Analysis**, **Business Process Improvement**, **Business Continuity Planning**, **Service Provider Performance & Monitoring**, **Cash Flow Fundamentals**, **Business Finance Fundamentals**, **Business Continuity Fundamentals**, **Situational Analysis Fundamentals**, **SWOT Analysis**, **Gap Analysis**, **Change Management**, **Human Resource Management (HRM)**, **Human Resource Development (HRD)**, **HR Business Development**, **HR Practices & Strategy**, **Behaviour Based Interviewing & Recruitment**, **Learning & Development**, **Project Management**, **Financial Management**, **Planning**, **Budgeting & Cost Control** and **Risk Management**. Previously, he was the **Quality Manager of Benteler Automotive**, where he was responsible for implementing, controlling and managing quality and technical department processes and systems and mobilizing the quality control department, procedures and quality management system.

During his career life, Mr. Plessis has worked with several prestigious companies occupying numerous challenging managerial and technical positions such as being the **Financial Manager**, **Operations Manager**, **Technical & Quality Manager**, **Logistics & Purchasing Manager**, **Head Metrologist**, **Quality Engineer**, **Project Engineer**, **Materials & Warehouse Planner & Controller**, **Quality Control Inspector**, **Consultant**, **Fitter & Machinist**, **Apprentice Fitter** and **Part-time Instructor**. All throughout his career, he has mastered and specialized in the application of project management, warehouse & inventory control, value chain analysis, logistics & strategic planning, process flow analysis, business process evaluation & re-engineering, master-plan development, capacity planning and site space-planning & development.

Mr. Plessis has **Bachelor's** degree with **Honours** in **Industrial Engineering & Management**. Further, he has gained **Diploma in Quality & Production Management**. He is also a **Certified Assessor & Moderator** with the Manufacturing, Engineering & Related Services Education and Training Authority (MERSETA), a **Certified Trainer/Assessor** by the **Institute of Leadership & Management (ILM)** and a **Certified Instructor/Trainer** by the APICS. He has further delivered numerous trainings, courses, seminars, conferences and workshops internationally.

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

0730 - 0800	Registration & Coffee
0800 - 0815	Welcome & Introduction
0815 - 0830	PRE-TEST
0830 - 0930	Introduction to Asset Management: Overview of What Asset Management is & Why It's Important
0930 - 0945	Break
0945 - 1015	Asset Life Cycle: Phases from Acquisition to Disposal
1015 - 1045	Types of Assets: Tangible & Intangible Assets
1045 - 1115	Role of an Asset Management Assessor: Job Description, Roles & Responsibilities
1115 - 1200	Key Asset Management Principles: The Framework Governing Asset Management
1200 - 1230	ISO 55000 Series: An Overview of the ISO 55000 Standards for Asset Management
1230 - 1245	Break
1245 - 1330	Strategic Asset Management Plan (SAMP): Overview & Importance
1330 - 1420	Stakeholder Engagement: How to Manage & Communicate with Stakeholders
1420 - 1430	Recap
1430	Lunch & End of Day One

Day 2

0730 - 0830	Ethical Considerations: Overview of Ethical Concerns in Asset Management
0830 - 0930	Risk Management in Asset Management: Importance & Methodology
0930 - 0945	Break
0945 - 1030	Types of Risks: Financial, Operational, Strategic Risks, etc.
1030 - 1115	Quantitative Risk Assessment Methods: FMEA, Bow-Tie Analysis, etc.
1115 - 1200	Qualitative Risk Assessment Methods: SWOT, Expert Judgment, etc.
1200 - 1230	Risk Mitigation Strategies
1230 - 1245	Break
1245 - 1330	Financial Concepts in Asset Management: Budgeting, Accounting & Forecasting
1330 - 1420	Valuation of Assets: Methods & Best Practices
1420 - 1430	Recap
1430	Lunch & End of Day Two

Day 3

0730 - 0830	Cost-Benefit Analysis: ROI, NPV, IRR
0830 - 0930	Depreciation & Amortization: Methods & Calculations
0930 - 0945	Break
0945 - 1030	Capital Expenditures versus Operational Expenditures: Understanding the Difference
1030 - 1115	Key Performance Indicators (KPIs): What they are & How to Set Them



1115 - 1200	Asset Performance Metrics: Specific Performance Indicators for Assets
1200 - 1230	Data Collection Methods: Manual & Automated Methods
1230 - 1245	Break
1245 - 1330	Benchmarking: How to Compare Performance Against Industry Standards
1330 - 1420	Analyzing Performance Data
1420 - 1430	Recap
1430	Lunch & End of Day Three

Day 4

0730 - 0830	Auditing in Asset Management: Compliance & Performance Audits
0830 - 0930	Types of Audits: Internal, External, Compliance, etc.
0930 - 0945	Break
0945 - 1030	Audit Planning & Execution: Steps & Best Practices
1030 - 1115	Audit Reporting: How to Create & Present Findings
1115 - 1200	Corrective Actions & Follow-Ups
1200 - 1230	Technology in Asset Management: Overview of How Tech Plays a Role
1230 - 1245	Break
1245 - 1330	Computerized Maintenance Management Systems (CMMS): Features & Benefits
1330 - 1420	Enterprise Asset Management (EAM) Systems: An Overview
1420 - 1430	Recap
1430	Lunch & End of Day Four

Day 5

0730 - 0830	IoT & Smart Assets: Incorporating IoT Technology for Smarter Asset Management
0830 - 0930	Blockchain in Asset Management: Benefits & Drawbacks
0930 - 0945	Break
0945 - 1030	Artificial Intelligence in Asset Management: Predictive Maintenance, Analytics
1030 - 1100	Cybersecurity Concerns: Protecting Digital Assets
1100 - 1130	Technology Integration: How to Integrate Various Technologies for Asset Management
1130 - 1215	Future Trends in Asset Management Technology
1215 - 1230	Break
1230 - 1300	Case Study Analysis: Participants Analyze & Present a Real-World Asset Management Case
1300 - 1315	Course Conclusion
1315 - 1415	COMPETENCY EXAM
1415 - 1430	Presentation of Course Certificates
1430	Lunch & End of Course

Practical Sessions

This practical and highly-interactive course includes real-life case studies and exercises:-



Course Coordinator

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