

COURSE OVERVIEW RE0045
Material Cataloguing, Specification and Contract

Course Title

Material Cataloguing, Specification and Contract

Course Date/Venue

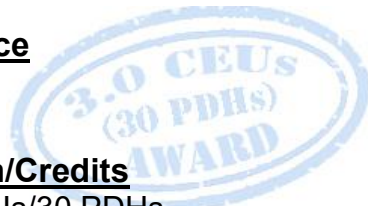
November 02-06, 2025/Zafran Meeting Room, The Tower Plaza Hotel, Dubai, UAE

Course Reference

RE0045

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.



Proper materials management techniques are critical to the success of any organization as they are key components in determining the success of a company. These techniques invoke fiscal responsibility in the management of funds, thereby ensuring the company receives full value and benefit for the dollars they spend. The techniques also provide the overall direction to purchasing, production, inventory, control and traffic.



This course is designed to provide participants with an up-to-date knowledge and skills on material cataloguing, specifications, handling and storage. It covers the material basics that includes the detailed engineering specifications, brand name specifications and commercial standards; inventory basics for stock activity graphs, economic order quantity (EOQ), dual re-order points and inventory automation examples; inventory control; spare parts lists and spare optimization; and the equipment spares.

At the completion of the course, participants will be able to apply spares demand planning for equipment reliability and supply chain management; employ storeroom procedures, material cataloguing and bar coding; carryout proper techniques from bar coding to smart labelling (RFID), label certification, encoding, printing and validating smart labels; recognize RFID architecture, RFID tags and computerized inventory management systems; explain engineering materials; and apply material specifications, preservation, packaging and storage for bearings, belts, couplings, gaskets, seals, roller chains and sprockets, valves, pipelines, pipings, fittings, flanges, bolts, nuts and blinds.

Course Objectives

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

- Apply and gain systematic techniques on material cataloguing specifications, handling and storage
- Review, analyse and classify the stock (inventory) line items for its adequacy and completeness of specification, catalogue group, validity, compliance and its linkage of the user's requirement
- Gather and assemble data of non-stock materials (direct purchase materials) from various user divisions/departments
- Classify and assign appropriate product group and to integrate with master product catalogue
- Develop unique product/catalogue identification code/part identifications for all products and services in line with international accepted cataloguing system and procedure to ensure technical and commercial integrity of the product and equipment
- Use Configuration Management Systems
- Appraise standard technical specification, acceptable quality standards and in compliance with global health, safety, environment and quality management systems
- Assign storage and handle procedure based on the manufacturer's guidelines
- Discuss material basics covering the detailed engineering specifications, brand name specifications, commercial standards, etc.
- Interpret inventory basics that includes stock activity graphs, economic order quantity (EOQ), dual re-order points, inventory automation examples, etc.
- Implement inventory control comprising of perpetual inventory, variations on the perpetual, inventory method, cycle counts, annual inventory and controlling the value in the storeroom
- Describe spare parts lists and spare optimization
- Identify the equipment spares and apply spares demand planning for equipment reliability and supply chain management
- Employ storeroom procedures, material cataloguing and bar coding
- Carryout proper techniques from bar coding to smart labelling (RFID), label certification, encoding, printing and validating smart labels
- Recognize RFID architecture, RFID tags and computerized inventory management systems

- Explain engineering materials including iron and steel, alloy steels, cast iron, copper and its alloys, aluminum and its alloys, other non-ferrous metals and alloys, plastic materials and rubbers, ceramics, glasses, composite materials and fibre-reinforced composite materials
- Apply material specifications, preservation, packaging and storage for bearings, belts, couplings, gaskets, seals, roller chains and sprockets, valves, pipelines, pipings, fittings, flanges, bolts, nuts and blinds
- Discuss the concept of configuration management and its importance to manage and control configuration in AS&D
- Define the applicable terms and recognize the objectives of configuration management and the benefits for an enterprise gained through application of CM
- Identify the CM and documents control in 9100:2009, the configuration continuum, functions, engineering change and tools

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 material cataloguing, specifications, handling and storage for maintenance, materials and project staff including project managers, maintenance managers, material managers, material engineers, maintenance engineers, planning engineers, MAXIMO engineers, CMMS engineers, planners, project engineers, plant engineers, material officers, senior buyers, purchasing managers, storeroom managers, store keepers, inventory control staff, CMMS professionals, maintenance planners, maintenance supervisors, IT professionals, operations managers, and manufacturing managers.

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

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



Course Certificate(s)

Internationally recognized certificates will be issued to all participants of the course who completed a minimum of 80% of the total tuition hours

Certificate Accreditations

Haward's certificates are accredited by the following international accreditation organizations:

-  British Accreditation Council (BAC)

Haward Technology is accredited by the **British Accreditation Council** for **Independent Further and Higher Education** as an **International Centre**. Haward's certificates are internationally recognized and accredited by the British Accreditation Council (BAC). 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.

-  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.

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 Mechanical & Maintenance Engineer** with over **25 years** of extensive experience within the **Oil & Gas, Refinery, Petrochemical & Power** industries. His expertise widely covers in the areas of **Maintenance Optimization & Best Practices, Process Plant Shutdown & Turnaround, Maintenance Auditing & Benchmarking, Reliability Management, Reliability Centered Maintenance Principles & Application, Efficient Shutdowns, Machinery Lubrication, Maintenance Planning & Scheduling, Coupling & Shaft Alignment Techniques, Maintenance Auditing & Benchmarking, Reliability Management, Reliability Centered Maintenance Principles & Application, Efficient Shutdowns, Machinery Lubrication, Maintenance Planning & Scheduling, Coupling & Shaft Alignment Techniques, Reliability, Availability & Maintainability (RAM), Root Cause Analysis, Maintenance Process, Reliability-Centered Maintenance (RCM), Reliability Engineering Analysis (RE), Root Cause Analysis (RCA), Asset Integrity Management (AIM), Reactive & Proactive Maintenance, Pressure Safety Relief Valve Repair & Recalibration, PSV/PRV Troubleshooting, PRV Testing & Repair, Valve Testing & Inspection, Valve Sealing, Valve Calibration, Control Valves & Actuators, Boiler Inspection & Maintenance, Boiler Systems, Boiler instrumentation & Controls, Boiler Start-up & Shutdown, Boiler Operation & Steam System Management, Boiler Water Chemistry & Treatment, Boiler Efficiency & Waste Heat Recovery, Boiler Inspection & Testing, Boiler Maintenance, Boiler Troubleshooting & Safety, Boiler Emissions & Pollution Control, Combustion Analysis & Tuning Procedures, Water Treatment Technology, Heat Recovery Steam Generating (HRSG), Impulse Tube Installation & Inspection, Parker Compression Fittings, Pipes & Fittings, PSV Inspection, Root Cause Failure Analysis, Tank Design & Engineering, Tank Shell, Tanks & Tank Farms, Vacuum Tanks, Gas Turbine Operating & Maintenance, Reciprocating & Centrifugal Compressors, Screw Compressor, Compressor Control & Protection, Gas & Steam Turbines, Turbine Operations, Gas Turbine Technology, Valves, Process Control Valves, Bearings & Lubrication and Advanced Machinery Dynamics.**

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.

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, 02nd of November 2025

0730 – 0800	Registration & Coffee
0800 – 0815	Welcome & Introduction
0815 – 0830	PRE-TEST
0830 – 0930	Material Basics Detailed Engineering Specifications • Brand Name Specifications • Commercial Standards • Purchase Materials in the Proper Quantity • Receive Materials at the Optimum Time • MRO Control Goals • Supervising Storeroom Benefits and Justifications
0930 – 0945	Break
0945 – 1100	Inventory Basics Stock Activity Graphs • Economic Order Quantity (EOQ) • Dual Re-order Points • Inventory Automation Examples • Open or Closed Storeroom • Physical Storage • Return to Stores
1100 – 1230	Inventory Control Perpetual Inventory • Variations on the Perpetual • Inventory Method • Cycle Counts • Annual Inventory • Controlling the Value in the Storeroom
1230 – 1245	Break
1245 – 1420	Spare Parts Lists Plant Hierarchy • Preparation and Maintenance of Part Lists • Parts List Standard
1420 – 1430	Recap 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, 03rd of November 2025

0730 – 0930	Spare Optimization Stock Level Establishment • Min-Max Stocks • Lead Time Delivery
0930 – 0945	Break
0945 – 1100	Equipment Spares Identification Equipment Types • Spares Identification • Stock Level • Equipment Criticality
1100 – 1230	Spares Demand Planning Equipment Reliability • Spares Demand Planning • Supply Chain Management
1230 – 1245	Break
1245 – 1420	Storeroom Procedures Primary ID • Store Stock Catalog • Part Descriptions • Adequate Information on every Potential Item • Store Stock Numbering • Everything Identified All
1420 – 1430	Recap 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 Two



Day 3: Tuesday, 04th of November 2025

0730 – 0930	Material Cataloguing Describing the Part • Other Uses of the Description • A Case for Descriptive Item Numbers • Hierarchical Systems • Stock Index for ID • Inventory Classification
0930 – 0945	Break
0945 – 1100	Material Cataloguing (cont'd) Location Codes • Stock Number of Bin Location • Bill of Materials (BOM) • Consignment Inventory • Rebuilt Parts • Used Parts
1100 – 1230	Bar Coding Bar Code Readers • Bar Code Systems • Bar Code Printing • Moving to Bar Codes • Bar Code Support Suppliers
1230 – 1245	Break
1245 – 1420	From Bar Codes to Smart Labels (RFID) Label Certification • Encoding, Printing and Validating Smart Labels • Readers and Printers • Building Blocks of an RFID Reader • Logical Components of an RFID Reader • Building Blocks of RFID Printers • Types of Readers • Trends and Possibilities
1420 – 1430	Recap 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 Three

Day 4: Wednesday, 05th of November 2025

0730 – 0930	RFID Architecture Key Building Blocks and Functionalities • Faraday's Magnetic Field Induction Experiment • What Constitutes an RFID System? • RFID System Components • Systemic Quality Considerations • Architecture and System Guidelines • System Management
0930 – 0945	Break
0945 – 1100	RFID Tags Tag Types (Active and Passive Tags) • Data Carrying Options • Tag Construction • Tag Frequencies • Passive Tag Communication • dEPC Tag Classes • Tag Singulation Process • Tag Selection and Placement
1100 – 1230	Computerized Inventory Management Systems Building Blocks • Canned Report Generator • Ad-Hoc Report Generator • Data Mining Tools • Report Mining Tools
1230 – 1245	Break
1245 – 1420	Engineering Materials Overview Iron and Steel • Alloy Steels • Cast Iron • Copper and its Alloys • Aluminum and its Alloys • Other Non-ferrous Metals and Alloys • Plastic Materials and Rubbers • Ceramics • Glasses • Composite Materials • Fibre-reinforced Composite Materials
1420 – 1430	Recap 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, 06th of November 2025

0730 – 0930	Material Specifications, Preservation, Packaging & Storage Bearings • Belts • Couplings • Gaskets
0930 – 0945	Break
0945 – 1100	Material Specifications, Preservation, Packaging & Storage (cont'd) Seals • Roller Chains and Sprockets • Valves • Pipelines • Pippings
1100 – 1230	Material Specifications, Preservation, Packaging & Storage (cont'd) Fittings • Flanges • Bolts • Nuts • Blinds
1230 – 1245	Break
1245 – 1345	Configuration Management What is Configuration? • Why it is Important to Manage & Control Configuration in AS&D • Applicable Terms & Definitions • The Objectives of Configuration Management • Benefits for an Enterprise Gained Through Application of CM • CM & Documents Control in 9100:2009 • The Configuration Continuum • CM Functions • CM vs. Engineering Change • CM Tools
1345 – 1400	Course Conclusion Using this Course Overview, the Instructor(s) will Brief Participants about the Course Topics that were Covered During the Course
1400 – 1415	POST-TEST
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 “ITIL CMDB Configuration Management System”.

ITIL CMDB Configuration Management System

Course Coordinator

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