

COURSE OVERVIEW ME0754 Basic Planning for Technician

Course Title

Basic Planning for Technician

Course Date/Venue

April 20-24, 2025/Boardroom 1, Elite Byblos Hotel, Al Barsha, Sheikh Zayed Road, Dubai, UAE

Course Reference

ME0754

Course Duration/Credits

Five days/3.0 CEUs/30 PDHs

Course Description









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

This course is designed to provide participants with a detailed and up-to-date overview of Basic Planning for Technician. It covers the key components and operations of district cooling systems; the importance of planning in maintenance and operations and the basic principles of planning; the common planning tools and techniques for effective planning; the preventive. predictive corrective and developing following maintenance; and maintenance schedules; the work orders, standard operating procedures (SOPs) and best practices for documentation and record keeping; and the technical drawings interpretation, spare parts and materials management and tracking inventory levels.

During this interactive course, participants will learn the resource allocation and scheduling, communication in planning and preparing and presenting reports; developing maintenance plans and creating maintenance schedules; emergency maintenance the planning, developing work orders and conducting maintenance inspections: collecting analyzing maintenance data and using data to improve planning; the advanced planning techniques, energy efficiency planning and system performance optimization; and the methods for improving planning processes and long-term planning strategies.























Course Objectives

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

- Apply and gain a basic knowledge on planning for technician
- Discuss the key components and operations of district cooling systems as well as the importance of planning in maintenance and operations
- Explain the basic principles of planning, the common planning tools and techniques for effective planning
- Carryout preventive, predictive and corrective maintenance and develop and follow maintenance schedules
- Create and manage work orders, employ standard operating procedures (SOPs) and apply best practices for documentation and record keeping
- Read and interpret technical drawings, manage spare parts and materials and track inventory levels
- Apply resource allocation and scheduling, communication in planning, preparing and presenting reports and maintenance planning
- Develop maintenance plans, create maintenance schedules and implement preventive and predictive maintenance
- Carryout emergency maintenance planning, develop work orders and conduct maintenance inspections
- Implement maintenance tasks, collect and analyze maintenance data and use data to improve planning
- Employ advanced planning techniques, plan for energy efficiency and optimize system performance
- Apply methods for improving planning processes and long-term planning strategies

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

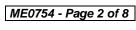
This course provides an overview of all significant aspects and considerations basic planning for technician for supervisors and managers, new technicians, apprentices, cross-functional teams, career changers, refresher for experienced technicians, safety officers, human resources personnel.















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

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, researchbased 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.



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

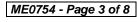
Accommodation is not included in the course fees. However, any accommodation required can be arranged at the time of booking.



















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. Rod Larmour, PEng, MSc, BSc, is a Senior Mechanical Engineer with over 40 years of Onshore & Offshore practical experience within the Power, Petrochemical, Oil & Gas industries. His expertise greatly covers the application of Rotating Machinery, Mechanical Alignment, Stress Analysis, Thermodynamics, Fluid Mechanics, Heat & Mass Transfer Engineering, Air Conditioning & Technology, Cooling Towers, Gas & Steam Turbines, Centrifugal

Compressor & Pumps and the design, failure investigation, and maintenance of Atmospheric Storage Tanks & Tank Farms and Bolted Flanges & Joints.

Currently, Mr. Larmour is working with Transnet overseeing the performance and safety of several fuel pipelines including pumping stations and inland tank farms locally. He also takes lead in the planning of detailed design of a fuel gas supply system from a site to the proposed new power station, the management of an EPC booster gas compressor station including an overland piping, and spearheads the commercial & contractual management within the Ilitha Process Group.

Throughout Mr. Larmour's lengthy career, he has worked with several international companies like Mobil, Mossgas, Stewarts & Lloyds and Ilitha with prime positions such as Operations Manager, Principal Project Manager, Senior Mechanical Engineer, Offshore Projects Manager, Design Manager, Quality Assurance Manager and Project Engineer.

Mr. Larmour's experience was not only confined to the industry alone. He was also able to largely contribute his expertise and impart his knowledge in the academe. He has engaged himself with researches and lectures in for several universities and companies and has held numerous training courses on Thermomechanics & Fluid mechanics, Engineering Design, Refrigeration & Air Conditioning and Heat Transfer.

Mr. Larmour is Registered Professional Engineer and has Master & Bachelor degrees in Mechanical Engineering and has a Diploma in Nuclear Science. Further, he is a Certified Instructor/Trainer.

Training Methodology

All our Courses are including Hands-on Practical Sessions using equipment, Stateof-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

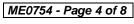
In an unlikely event, the course instructor may modify the above training methodology before or during the course for technical reasons.



















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:

Sunday 20th of April 2025

Sunday, 20" of April 2025
Registration & Coffee
Welcome & Introduction
PRE-TEST
Overview of District Cooling Systems
Understanding District Cooling ● Key Components and Operations
Importance of Planning in Maintenance & Operations
Role of Planning in System Efficiency • Benefits of Effective Planning
Break
Basic Principles of Planning
Planning Concepts and Definitions • Types of Plans (Short-Term, Long-Term)
Planning Tools & Techniques
Introduction to Common Planning Tools • Techniques for Effective Planning
Break
Understanding Maintenance Schedules
Types of Maintenance (Preventive, Predictive, Corrective) • Developing and
Following Maintenance Schedules
Work Order Management
Creating and Managing Work Orders • Tracking and Documentation
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
Lunch & End of Day One

Monday, 21th of April 2025 Day 2:

Standard Operating Procedures (SOPs)1mportance of SOPs in Planning ● Developing and Implementing SOPs0830 - 0930Documentation & Record Keeping Importance of Accurate Documentation ● Best Practices for Record Keeping0930 - 0945Break0945 - 1100Reading & Understanding Technical Drawings Introduction to Technical Drawings ● Interpreting Plans and Schematics1100 - 1230Inventory Management Managing Spare Parts and Materials ● Tracking Inventory Levels1230 - 1245Break1245 - 1330Resource Allocation & Scheduling
Importance of SOPs in Planning ● Developing and Implementing SOPs Documentation & Record Keeping Importance of Accurate Documentation ● Best Practices for Record Keeping
Importance of Accurate Documentation Best Practices for Record Keeping 0930 - 0945 Break Reading & Understanding Technical Drawings Introduction to Technical Drawings Interpreting Plans and Schematics Inventory Management Managing Spare Parts and Materials Tracking Inventory Levels Break Resource Allocation & Scheduling
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Resource Allocation & Scheduling
Resource Allocation & Scheduling
1245 – 1330 Allocating Resources Efficiently • Creating Effective Schedules
Reporting & Communication
1330 - 1420 Importance of Communication in Planning • Preparing and Presenting Reports
Recap
Using this Course Overview, the Instructor(s) will Brief Participants about the
1420 – 1430 Topics that were Discussed Today and Advise Them of the Topics to be
Discussed Tomorrow
1430 Lunch & End of Day Two





















Tuesday, 22th of April 2025 Day 3:

<u>Day 5.</u>	racsday, 22 or April 2020
	Basic of Maintenance Planning
0730 – 0830	Key Concepts in Maintenance Planning • Role of Technicians in Maintenance
	Planning
0830 - 0930	Developing Maintenance Plans
	Steps to Create a Maintenance Plan • Examples of Maintenance Plans
0930 - 0945	Break
0945 – 1100	Scheduling Maintenance Activities
	Creating Maintenance Schedules • Tools for Scheduling
1100 – 1230	Preventive & Predictive Maintenance
	Differences and Benefits • Implementing Preventive and Predictive
	Maintenance
1230 - 1245	Break
1245 – 1330	Emergency Maintenance Planning
	Planning for Unscheduled Maintenance • Responding to Emergencies
1330 - 1420	Case Studies in Maintenance Planning
	Real-World Examples ● Lessons Learned and Best Practices
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, 23th of April 2025

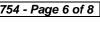
Duy T.	Wednesday, 25 Of April 2020
0730 - 0830	<i>Using Planning Software Introduction to Planning Software</i> ● <i>Training with Common Tools</i>
0830 - 0930	Developing Work Orders
	Creating Detailed Work Orders • Managing and Tracking Work Orders
0930 - 0945	Break
0945 – 1100	Conducting Maintenance Inspections
	Performing Routine Inspections ● Documenting Inspection Results
1100 – 1215	Implementing Maintenance Tasks
	Practice with Maintenance Tasks ● Following Maintenance Procedures
1215 - 1230	Break
1230 – 1330	Data Analysis for Planning
	Collecting and Analyzing Maintenance Data • Using Data to Improve
	Planning
1330 - 1420	Practical Workshop: Developing a Maintenance Plan
	Group Activity to Create a Maintenance Plan • Presenting and Discussing
	Plans
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, 24th of April 2025
0730 - 0830	Advanced Planning Techniques
	Introduction to Advanced Planning Concepts • Techniques for Complex
	Planning Scenarios
0830 - 0930	Energy Efficiency & Optimization
	Planning for Energy Efficiency • Techniques for Optimizing System
	Performance
0930 - 0945	Break
0945 – 1100	Continuous Improvement in Planning
	Importance of Continuous Improvement • Methods for Improving Planning
	Processes
1100 – 1215	Planning for Future Developments
	Anticipating and Planning for Future Needs ◆ Long-Term Planning Strategies
1215 – 1230	Break
1230 - 1345	Review & Assessment
1230 - 1343	Review of Key Concepts and Techniques • Practical and Written Assessments
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 "MS Project" and "Mindview Software".

























<u>Course Coordinator</u>
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