



## **COURSE OVERVIEW RE0247** **Certified Maintenance Coordinator (CMC)**

### **Course Title**

Certified Maintenance Coordinator (CMC)

### **Course Date/Venue**

August 03-07, 2025/The Mouna Meeting Room, The H Dubai Hotel, Sheikh Zayed Rd - Trade Centre, 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 (CMC)*”
- 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 “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 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 Card Certificates will be issued to participants who have successfully completed the course and passed the exam at the end of the course. Successful candidate will be certified as a “*Certified Maintenance Coordinator (CMC)*”. 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 *				
				
<b>Haward Technology Middle East</b>				
Continuing Professional Development (HTME-CPD)				
<b>CEU Official Transcript of Records</b>				
TOR Issuance Date:		15-Nov-23		
HTME No.		74851		
Participant Name:		Waleed Al Habeeb		
Program Ref.	Program Title	Program Date	No. of Contact Hours	CEU's
RE0247	Certified Maintenance Coordinator (CMC)	November 11-15, 2023	30	3.0
Total No. of CEU's Earned as of TOR Issuance Date				3.0
<b>TRUE COPY</b>				
				
Jaryl Castillo Academic Director				
<p>Haward Technology has been approved as an Accredited 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 1-2018 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 1-2018 Standard.</p> <p>Haward Technology's courses meet the professional certification and continuing education requirements for participants seeking Continuing Education Units (CEUs) in accordance with the rules &amp; regulations of the International Association for Continuing Education &amp; 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.</p>				
Haward Technology is accredited by				
				
P.O. Box 26070, Abu Dhabi, United Arab Emirates   Tel.: +971 2 3091 714   E-mail: info@haward.org   Website: www.haward.org				
* Haward Technology * CEUs * Haward Technology * CEUs * Haward Technology * CEUs * Haward Technology *				

### **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.

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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.

### **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 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 **Ammonia Manufacturing & Process Troubleshooting, Distillation Towers, Crude Oil Distillation, Ammonia Storage & Loading Systems, Operational Excellence in Ammonia Plants, Fertilizer Storage Management (Ammonia & Urea), Fertilizer Manufacturing Process Technology, Sulphur Recovery, Phenol Recovery & Extraction, Refining Process & Petroleum Products, Refinery Planning & Economics, Hydrotreating & Hydro-processing, Separators in Oil & Gas Industry, Gas Testing & Energy Isolations, Industrial Liquid Mixing, Extractors, Fractionation, Water Purification, Water Transport & Distribution, Environmental Emission Control, Process Plant Troubleshooting & Engineering Problem Solving, Process Plant Performance, Plant Startup & Shutdown, Process Troubleshooting Techniques and Oil & Gas Operation/Surface Facilities.** Further, he is also well-versed in **Rotating Machinery (BRM), Rotating Equipment Operation & Troubleshooting, Root Cause Analysis (RCA), Process Plant Shutdown, Turnaround & Troubleshooting, Planning & Scheduling Shutdowns & Turnarounds, Optimizing Equipment Maintenance & Replacement Decisions, Maintenance Planning & Scheduling, Material Cataloguing, Maintenance, Reliability & Asset Management Best Practices, Storage Tanks Operations & Measurements, Tank Inspection & Maintenance, Pressure Vessel Operation, Flare & Relief System, Flaring System Operation, PSV Inspection & Maintenance, Centrifugal & Reciprocating Compressor, Screw Compressor Troubleshooting, Heat Exchanger Overhaul & Testing, Pipe Stress Analysis, Control Valves & Actuators, Vent & Relief System, Centrifugal & Reciprocating Pump Installation & Repair, Heat Exchanger Troubleshooting & Maintenance, Steam Trapping & Control, Control & ESD System and Detailed Engineering Drawings, Codes & Standards.**

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 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 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, 03<sup>rd</sup> of August 2025**

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>
1430	Lunch & End of Day One





**Day 2: Monday, 04<sup>th</sup> of August 2025**

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> Roles & Responsibilities • Factors Influencing Planner/Scheduler Control Span
1100 – 1215	<b>Backlog Management &amp; Maintenance Calendar</b> Backlog Management • Job Status • Development of Work Programs & the Maintenance Calendar • Annual Master Schedules
1215 – 1230	Break
1230 – 1420	<b>Maintenance Staff</b> Staffing Processes • Temporary Staffing Demands • The Proactive Process of Work Preparation • Steps of the Work Preparation Process
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Two

**Day 3: Tuesday, 05<sup>th</sup> of August 2025**

0730 – 0930	<b>Detailed Planning of Individual Jobs</b> Screening Work Requests • Assessing & Scoping the Job • Dealing with Job “Creep” • Job Research
0930 – 0945	Break
0945 – 1100	<b>Detailed Planning of Individual Jobs (cont'd)</b> Detailed Build-Up of Job Steps & Requirements • Assembly of Job Package • Equipment Access, Safety & Statutory Permits
1100 – 1215	<b>Materials Support</b> Necessity • Materials Management • Tools of Materials Management • Roles & Responsibilities
1215 – 1230	Break
1230 – 1420	<b>Work Measurement</b> History • Applications of Maintenance Work Measurement • Levels of Maintenance Work Methodology • Best Methodology for Each Application
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Three

**Day 4: Wednesday, 06<sup>th</sup> of August 2025**

0730 – 0930	<b>Analytical Estimating</b> A Recommended Approach to Maintenance Work Measurement • Comparative Time Estimating • Building an Estimate
0930 – 0945	Break
0945 – 1100	<b>Coordination with Operations</b> Set Up the Coordination Process • Preparation for the Weekly Coordination Meeting
1100 – 1215	<b>Scheduling Maintenance Work</b> The Weekly Expectation • Instructions for Preparing Schedules
1215 – 1230	Break
1230 – 1420	<b>Scheduling Maintenance Work (cont'd)</b> Other Approaches to Scheduling • Additional Offerings
1420 – 1430	<b>Recap</b>
1430	Lunch & End of Day Four





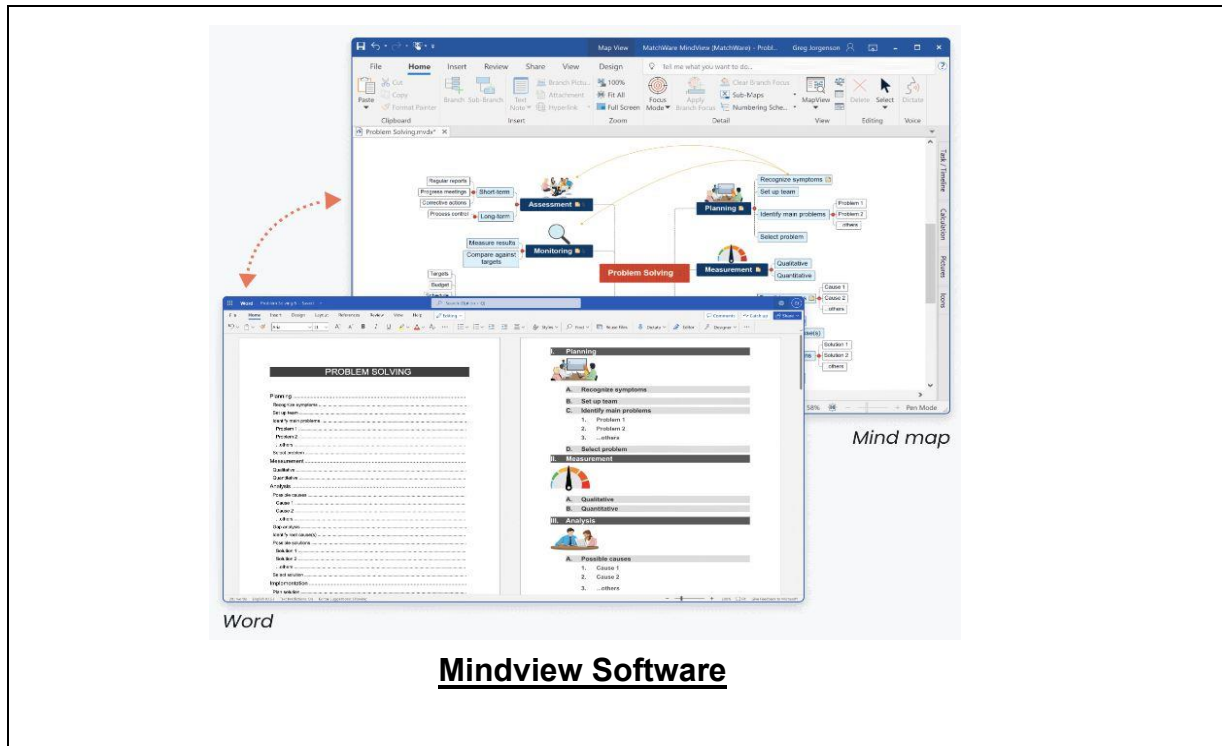
**Day 5: Thursday, 07<sup>th</sup> of August 2025**

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

**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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