COURSE BROCHURE

Computerized Maintenance Management Systems

A vendor-neutral, applied course on how asset data is structured and how work orders and preventive maintenance are run in a CMMS, and how its records become indicators that managers can trust.

Code	HT-OGE-154
Category	Oil & Gas, Engineering & Maintenance
Duration	1 week
Level	Intermediate

Introduction

Many organizations own a maintenance management system yet do not believe its reports, because the asset register is incomplete and work orders are closed with no useful data. A CMMS is only as good as what goes into it and the work process behind it.

Objectives

- Explain the modules of a CMMS and where it sits alongside enterprise asset management and ERP systems
- Design an asset hierarchy that separates functional locations from equipment
- Manage the work order cycle from request to close-out with usable failure data
- Set up preventive maintenance schedules and standard job plans in the system
- Extract maintenance performance indicators and judge how reliable the underlying data is

Who should attend

- Maintenance planners and schedulers
- Maintenance and reliability engineers
- CMMS administrators and data custodians
- Maintenance and technical stores supervisors

Skills you will develop

- Asset hierarchy design and tagging
- Work order planning and scheduling
- Failure coding and equipment history recording
- Maintenance reporting and dashboards

Learning Outcomes

- Build a multi-level asset hierarchy for a process unit with clear numbering rules
- Write a standard job plan listing tasks, crafts, hours, materials and isolation steps
- Calculate preventive maintenance compliance, backlog size and the share of emergency work
- Outline a plan to cleanse system data or migrate it to a new system

Course Outline

Day 1: Role and Components of the System

- CMMS modules and how a CMMS differs from enterprise asset management systems
- Integration with stores, purchasing, finance and permit to work
- The maintenance work process the system supports, user roles and access rights

Day 2: Asset Master Data

- Asset hierarchy: functional location, equipment and component following the ISO 14224 taxonomy
- Criticality ranking, nameplate data and equipment bills of materials
- Failure codes for problem, cause and remedy, and keeping code lists short enough to be used

Day 3: Work Order Management and Preventive Maintenance

- Work order cycle: request, approval, planning, scheduling, execution and close-out
- Priority matrix, backlog management and the weekly schedule
- Calendar-based and meter-based preventive maintenance, standard job plans and inspection routes

Day 4: Materials, Costs and Field Work

- Reserving and issuing materials and raising purchase requisitions from the work order
- Booking labor hours and contractor costs and tracking maintenance cost per asset
- Mobile applications, links to condition monitoring readings and data quality control

Day 5: Indicators and Implementation

- Preventive maintenance compliance, schedule compliance, MTBF and emergency work ratio
- Selecting and implementing a system: requirements, data migration and user training
- Applied workshop in which participants build an asset hierarchy, a preventive maintenance plan and failure codes for a model pumping unit

Training methodology

Exercises on Excel templates that mirror work order and preventive maintenance screens
Audit of a sample of closed work orders to expose data gaps
Group design of an asset hierarchy and failure codes for a process unit
Closing workshop preparing the data set and indicators for a model pumping unit

Certification

Participants receive a Harbor Training Center certificate of attendance on completing the course.

Upcoming dates

City	Dates	Language	Fee
Istanbul	26 – 30 April 2027	AR	EUR 5,400
Dubai	3 – 7 May 2027	AR	EUR 4,800
London	10 – 14 May 2027	EN	EUR 5,800
Amsterdam	17 – 21 May 2027	AR	EUR 6,100
Online	24 – 28 May 2027	EN	EUR 2,800
Istanbul	25 – 29 October 2027	EN	EUR 5,400
Dubai	1 – 5 November 2027	EN	EUR 4,800

Fees are per participant.

Contact us

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To register and for details, scan the code or visit:

https://harbor4training.com/en/courses/cmms-maintenance-systems