

**COURSE OVERVIEW RE0946**  
**Material Handling, Control and Spare Parts Movements**

**Course Title**

Material Handling, Control and Spare Parts Movements

**Course Reference**

RE0946

**Course Duration/Credits**

Five days/3.0 CEUs/30 PDHs

**Course Date/Venue**

Session(s)	Date	Venue
1	April 28-May 02, 2024	Oryx Meeting Room, Doubletree By Hilton Doha-Al Sadd, Doha, Qatar
2	September 01-05, 2024	Kizkulesi, Crown Plaza Istanbul Asia Hotels & Convention Center, Istanbul, Turkey
3	January 19-23, 2025	The Kooh Al Noor Meeting Room, The H Dubai Hotel, Sheikh Zayed Rd - Trade Centre, Dubai, UAE



**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.***

When asked to describe the largest issue they face in organizing maintenance work, many planners, engineers and supervisors reply "Finding materials and getting them to the right place at the right time". Spare Parts and materials are a large part of any plant's costs and not having the right materials in the right place at the right time is a common cause of productivity loss and reduced reliability.

This course has been designed to challenge, motivate and educate participants in reliability based spare parts and materials management. The course is based on Results Oriented Reliability & Maintenance philosophy which emphasizes achieving results through people, execution and common sense.

The course provides real solutions to maintenance storeroom management problems. Management team from the maintenance storeroom, purchasing and IT must attend this powerful and practical course. They will take away tools and knowledge to dramatically improve their spare parts and materials management.

With the knowledge from this course, participants will specifically be able to increase plant reliability, improve their productivity, streamline their materials management business processes, reduce costs and reduce maintenance storeroom spare parts and materials inventory.

### **Course Objectives**

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

- Gain in-depth knowledge on maintenance material/inventory management and identify benefits of good maintenance materials management
- Apply integration of maintenance materials management and reliability management and define inventory management basics including stock activity graphs, Economic Order Quantity (EOQ), dual re-order points, physical storage & return-to-stores
- Select proper equipment for maintenance material/inventory management and analyze the factors of the decision stock/don't stock
- Describe anti-friction bearings, recognize plant standards and list the spare parts
- Analyze interchangeability and prevent obsolete and surplus stock
- Identify inventory and manage work kits and delivery systems

### **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 maintenance inventory, spare parts and materials management for maintenance and project personnel such as project managers, maintenance managers, project engineers, plant engineers, maintenance engineers, senior buyers, purchasing managers, storeroom managers, store keepers, 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 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:-


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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. Ahmed Mady** is a **Senior Mechanical & Maintenance Engineer** with over **40 years** of practical experience. His experience covers **Reliability Maintenance Management, Maintenance Planning & Scheduling, Shutdown & Turnaround, Spareparts & Inventory Management, Pump Selection, Installation, Performance & Control, Pump & Valve Operation, Control, Maintenance & Troubleshooting, Aviation Fueling Operations, Pumps, Compressors & Turbines Selection, Operation, Heat Exchanger Design, Operation, Performance, Inspection, Maintenance & Repair, Steam Boilers Operation, Maintenance and Control System, Heat Exchangers Operations, Maintenance & Troubleshooting, Water Tanks Filling Station Operation, Water Pipes Inspection & Repair, Water Treatment Technology, RO Plants, MSF Plants, Industrial Water Treatment, Piping System, Water Filtering, Pump Selection, Installation, Performance & Control, Compressors & Turbines Selection & Operation, Heat Exchangers Design & Selection, TEMA & ASME Section VIII Requirements, Steam Boilers Operation & Maintenance, Valve Operation & Troubleshooting, Aviation Fueling Operations, Maintenance Management, Reliability Engineering, Maintenance Auditing, Reliability Centered Maintenance, Maintenance Benchmarking, Maintenance Planning, Root Cause Failure Analysis, Lubrication Technology, Cost Control & Performance Improvement.**

Mr. Ahmed has travelled all over **Europe, Asia** and the **Americas** joining numerous conferences and workshops with international companies such as **IBM, System Science Corporation (SSC)** and **International Air Transport Association (IATA)**.

Earlier in his career, he had occupied several challenging roles with several large Logistics and maintenance companies as a **Maintenance Manager, Maintenance Engineer, Logistics Planning Branch Chief, Commander** of the Air Force Logistics, **Systems Analyst, Training Branch Chief, Systems & Communication Engineer** and **Computer Programmer**.

Mr. Ahmed has a **Bachelor’s** degree in **Mechanical Engineering** and a **Certified Trainer/Instructor**. Further, he has gained **Diplomas** on **Civil Aviation Engineering, Islamic Studies** and **Information Systems & Technology**. Moreover, he is a **Certified Internal Verifier** by **City & Guilds Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes & Practice** under the **IQA Qualification (Internal Quality Assurance)** and a **Certified Assessor** by **City & Guilds Level 3 Certificate in Assessing Vocational Achievement** under the **TAQA Qualification (Training, Assessment & Quality Assurance)** and a **Certified Trainer/Assurance/Internal Verifier** of the **British Institute of Leadership & Management (ILM), UK**. Further, he has delivered numerous trainings, workshops and conferences and projects worldwide.

**Accommodation**

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

### Course Fee

Doha	<b>US\$ 6,000</b> per Delegate. This rate includes H-STK® (Howard Smart Training Kit), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Istanbul	<b>US\$ 6,000</b> per Delegate + <b>VAT</b> . This rate includes Participants Pack (Folder, Manual, Hand-outs, etc.), buffet lunch, coffee/tea on arrival, morning & afternoon of each day.
Dubai	<b>US\$ 5,500</b> per Delegate + <b>VAT</b> . This rate includes H-STK® (Howard 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

0730 – 0800	<i>Registration &amp; Coffee</i>
0800 – 0815	<i>Welcome &amp; Introduction</i>
0815 – 0830	<b>PRE-TEST</b>
0830 – 0930	<b>Introduction</b> <i>Organizing for Effective Maintenance Materials Management • Business Processes • Materials Management Business Processes • Continuous Improvement • Buyers vs. Maintenance Planners • Maintenance Materials Management is Different • Maintenance Materials Data Management</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<b>Benefits of Good Maintenance Materials Management</b>
1100 – 1215	<b>Alignment of Objectives</b>
1215 – 1230	<i>Break</i>
1230 – 1420	<b>Integration of Maintenance Materials Management &amp; Reliability Management</b>
1420 – 1430	<b>Recap</b>
1430	<i>Lunch &amp; End of Day One</i>

#### Day 2

0730 – 0930	<b>Inventory Management Basics</b> <i>Stock Activity Graphs • Economic Order Quantity (EOQ) • Dual Re-Order Points • Inventory Automation Examples • Open or Closed Storeroom? • Physical Storage • Return-to-Stores</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<b>Integration of Maintenance Materials Information</b>
1100 – 1215	<b>Integrated Non-Stock Catalog</b>
1215 – 1230	<i>Break</i>
1230 – 1420	<b>Database Principles</b>
1420 – 1430	<b>Recap</b>
1330 - 1430	<b>Equipment Selection</b>
1430	<i>Lunch &amp; End of Day Two</i>

### Day 3

0730 – 0930	<b>To Stock or Not to Stock?</b> <i>Stock/Don't Stock Decision Factors • If it's Stocked, then How Many? • New Stock Request • Management of New Stock</i>
0930 – 0945	<i>Break</i>
0945 – 1100	<b>Anti-Friction Bearings</b>
1100 – 1215	<b>Plant Standards</b>
1215 – 1230	<i>Break</i>
1230 – 1420	<b>Spare Parts Lists</b> <i>Plant Hierarchy • Preparation and Maintenance of Parts Lists • Parts List Standard</i>
1420 – 1430	<b>Recap</b>
1430	<i>Lunch &amp; End of Day Three</i>

### Day 4

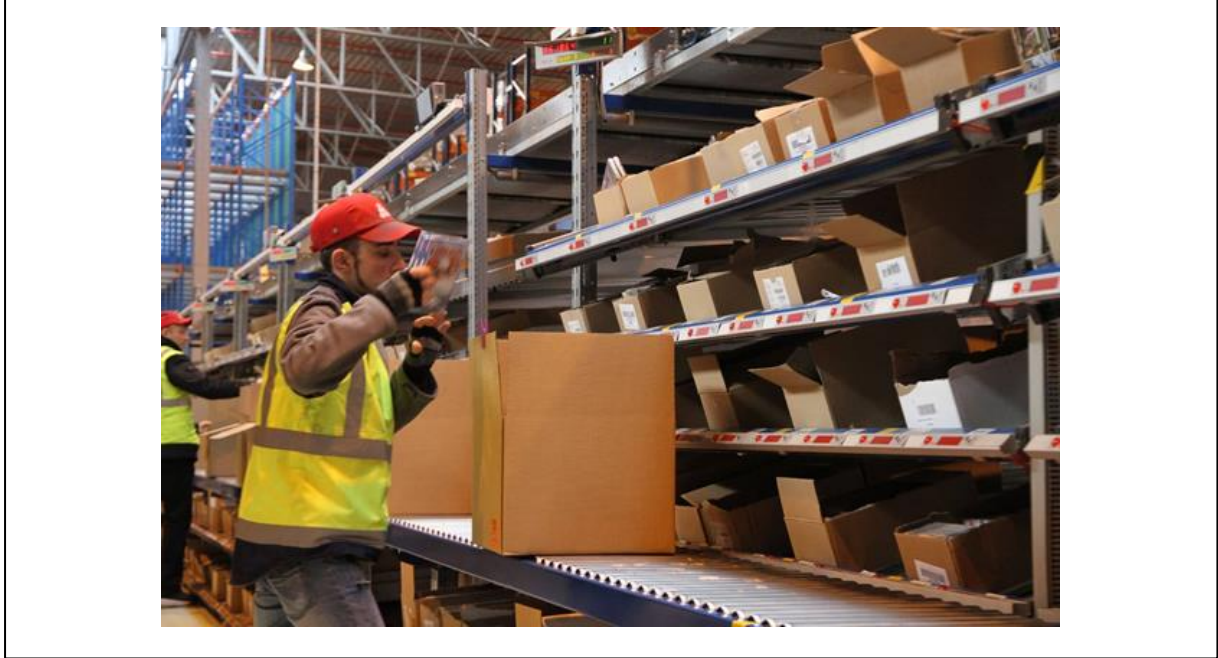
0730 – 0930	<b>Interchangeability</b>
0930 – 0945	<i>Break</i>
0945 – 1100	<b>Using Non-OEM Parts</b>
1100 – 1215	<b>Obsolete and Surplus Stock</b>
1215 – 1230	<i>Break</i>
1230 – 1420	<b>Repair-&amp;-Return Management</b>
1420 – 1430	<b>Recap</b>
1430	<i>Lunch &amp; End of Day Four</i>

### Day 5

0730 – 0830	<b>Inventory Value</b>
0830 – 0930	<b>Work Kits &amp; Delivery Systems</b>
0930 – 0945	<i>Break</i>
0945 – 1100	<b>Other Storeroom Services</b>
1100 – 1215	<b>Summary of CMMS Requirements</b>
1215 – 1230	<i>Break</i>
1230 – 1350	<b>Some Other Possibilities</b> <i>Outsourcing of Materials Management • Centralized Warehousing for Multiple Plants • Sharing of Materials among Multiple Plants</i>
1350 – 1400	<b>POST-TEST</b>
1400 – 1415	<b>Course Conclusion</b>
1415 – 1430	<i>Presentation of Course Certificates</i>
1430	<i>Lunch &amp; End of Course</i>

**Practical Sessions**

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



**Course Coordinator**

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