

**ENERGY1 Asia - Virtual instructor-led Training (Online)**

Due to the recent developments with COVID-19 we have, for the health and safety of our speakers and attendees, our selected multi-day courses will be delivered live online led by experience practitioners. This will enable you to experience a similar engagement experience to our successful traditional classroom setting which includes exercises, answering your question and provide feedback – all without having to travel anywhere!

# MRO Spares Best Practices Cataloguing Principles & Implementation

How to improve spares parts cataloguing and reduce stocking costs.

14<sup>th</sup> – 16<sup>th</sup> March 2022 | 12:30 – 17:00 (GMT+8) ONLINE Virtual instructor-led Training

New Part Description

New Mfr P/N

Part_Desc	Std_Part_Desc	AsRecd_MPN	MPN
ARING DEEP GROOVE BALL;SKF 6000-2Z	BEARING. BALL. SRDG 10x26mm 6000-2Z	SKF 6000-2Z	6000-2Z
<b>Ball Bearing (Short Description)</b>			
			S
			Z
			RS
			RS
			Z
			JR
			K/C3
ARING DEEP GROOVE BALL;SKF 6005-2RS	BEARING, BALL. SRDG 25x47mm 6005-2RS	SKF 6005-2RS	6005-2RS
ARING DEEP GROOVE BALL;SKF 6205-2Z	BEARING, BALL. SRDG 25x52mm 6205-2Z	SKF 6205-2Z	6205-2Z
ARING DEEP GROOVE BALL;SKF 6209 2RS	BEARING, BALL. SRDG 45x85mm 6209-2RS	SKF 6209 2RS	6209 2RS
ARING DEEP GROOVE BALL;SKF 6311	BEARING, BALL. SRDG 55x120mm 6311	SKF 6311	6311

Seq	Attribute	Value
1	NOUN/QUALIFIER	BEARING, BALL.
2	TYPE	SRDG (Single Row Deep Grove)
3	SIZE (IdxOd)	25x52mm
4	Mfr's P/N	6205-2Z/C3



In collaboration:

# MRO Spares Best Practices Cataloguing Principles & Implementation (3 Half-Days) Online Virtual instructor-led Training

**Poor Cataloguing** is still being done poorly in most companies due to a bad job in populating their MRO spares parts master data such as:

- Poor & Inconsistent part naming,
- Lack of attributes,
- No BOMs created,
- Mfg's P/N & Vendor P/Ns are mixed,
- Standardised Mfr P/N formatting has not been used
- All master data fields are not populated.

**This results in:**

- High number of duplicates 10-15% is normal,
- Inefficient use of tradesman time looking for spares,
- Emergency purchases, Excess machine downtime,
- Cannibalization of a stand-by machine,
- Lack of focus on standardisation & rationalization and
- Higher inventory costs.

**The root causes of this poor population are** lack of training and experience, lack of cataloguing standards and guides, poor initial spares process and using Excel with no governance build in, i.e. no tool utilized specific for this activity.

This 3 half-day **Online Virtual instructor-led Training (VILT)** will focus on the principles of good cataloguing, auditing cataloguing data and Best practices in cataloguing and the causes of duplication and excess stocking. This course includes new material on the key spares topic of cataloguing and covers the process of how the instructor carries out cleansing projects presently.

The objective of this Online training is to go into more detail on cataloguing principles, highlight some of data validation and standardization experience and pitfall plus covers practical implementation step by step.

**Advance your knowledge and learn about:**

- How to audit inventory data.
- UNDERSTAND the advantage of a database solution over MS Excel.
- UNDERSTAND how to catalogue spares parts effectively.
- UNDERSTAND different approaches to data cleansing.
- UNDERSTAND the difference between data validation and standardization versus just standardization.
- UNDERSTAND why there are duplicates, and how to highlight them including cross checking new spares against the current inventory database
- UNDERSTAND the importance of getting it right in the project phase.
- How good cataloguing supports cost reduction / How to build BOMs

**I'm using SAP, Maximo and etc, will this be beneficial to me?**

CMMS is a generic term, the principle of the master data build is the same whether you use SAP, Maximo, Datastream, JD Edwards, Coswin, etc. Our experience (based on many audits and conducting many workshops) tells us that most companies have done a poor job, this results in excess stocking and excess costs.

Typically, the data is never entered directly into the CMMS, but is created in MS Excel or MS Access. You will have to map the data to the CMMS (Maximo, SAP, Datastream, etc. Irrespective of the CMMS used, it is necessary the master data follows strict guidelines and rules. For Auditing & Cleansing MS Access is the preferred approach, because you can link different sets of data easier than MS Excel, can create and save many filters of the data and establish data quality checks using SQL.

**This program is intended for:**

**This course is designed for people who are involved in CMMS data management (SAP, Maximo, Oracle and etc):**

- Maintenance planners / engineers and support engineers
- Preventive Maintenance / Equipment Engineers / Spares personnel
- CMMS Engineers / CMMS IT administrators / CMMS planers or anyone who populated data into CMMS Project
- Engineers responsible for specifying, buying spares and setting up the spares information in the CMMS
- Anyone who wants to understand how to achieve an effective CMMS system (same concepts can be used to evaluate Equipment, Assets, PM routines)
- Companies already with a populated CMMS, considering upgrade of their existing system (e.g Maximo to SAP etc) or considering implementing a CMMS will benefit.

# MRO Spares Best Practices Cataloguing Principles & Implementation (3 Half-Days)

## Online Virtual instructor-led Training

### DAY 1

#### Main Issues with MRO Cataloguing

- Delegates Issues with Master Data/Cataloguing
- MRO common issues with examples classified by life cycle phases
- **Initial cataloguing exercises and Poll**

#### Auditing Cataloguing Data

- 6 or 7 step MRO Improvement Process
- Scope of the MRO Audit (cataloguing, procedures and data)
- MRO Data Build Process
- Case study examples: Noun/Qualifiers, Attributes, P/Ns, Company Names
- **Exercise Bearing Data set in Excel and demo of a dB solution**

#### Building and Effective Spares Catalogue

- Brief introduction to ISO55000
- Overview of the spares-part set-up in the CMMS
- 10 step effective cataloguing process
- Use of abbreviations
- Importance of abbreviations and what to do when the same spares part has more than one part number
- Building templates

#### Initial Spares Request Process

- Introduction to the process used by leading companies
- 10 tactics to ensure improved data from vendors
- Proposed improved spares request worksheet

### DAY 2

#### Cleansing Implementation – Part 1

- Developing the scope of work
- Who will carry out the cleansing?
- MS Excel versus MS Access
- Deciding which cleansing option (we highlight 5 options)
- **Cleansing exercise using MS Excel**

#### Cleansing Implementation – Part 2

- Overview of the 12 step Cleansing Process
- Where to start
- Dealing with multi stocking locations
- Filling the data gaps
- Status Control
- Noun or Noun/Modifier SQL queries including advanced quality checking
- Reporting project progress
- Preparing presentation of your findings

### DAY 3

- **Exercises based on Cleansing Part 2**

### DAY 3

#### Auditing and Creating BOMs

- Issues with BOMS (project and operational phase) including the asset register.
- Data requirements for data cleansing and building.
- Audit existing BOMs.
- Building BOMs both in the project and operational phase

#### Rationalisation & Reducing Stocking Costs with Good Data

- Removing duplicates based on P/Ns and Descriptions
- Looking for rationalisation opportunities

#### Online Exercises and Case Studies:

Having the ability to implement directly once you are back at your workplace is crucial for every participant. During the 3 days online training, mini exercises and case studies will be shared.

Delegates will be able to immediately apply the knowledge gained in the training and will be in a better position to catalogue future spares better.

#### Mini Online Exercises:

- Understand The template Approach to Data Standardisation this provides data governance and is the same approach we use for our cleansing /standardisation activities, but we use a database solution.
- Duplicate Analysis how to be more effective in identifying duplicates.

#### Better Virtual Learning Experience:

Its recommended to have 2 devices, 1 for (Microsoft Team) and for (MS Excel) Open to populate the Excel Audit Worksheet.

# MRO Spares Best Practices Cataloguing Principles & Implementation (3 Half-Days)

## Virtual instructor-led Training (VILT)

### Registration Form

MRO Spares Best Practices Cataloguing Principles & Implementation	Per Participant	<b>PROGRAM DETAILS</b> ONLINE Virtual instructor-led Training Date: 14 <sup>th</sup> – 16 <sup>th</sup> March 2022 Time: 12:30 – 17:00 (GMT+8)
Full 3 half-Days	USD 999 ( )	<b>STEPS TO REGISTER:</b> Simply fill up the registration form and email it to: Email to : <a href="mailto:registration@petro1.com.my">registration@petro1.com.my</a> Call us : +603 7727 3952 Mobile /Whatsapp: +6012 568 4696 (Harn)
<ul style="list-style-type: none"><li>The above investment fee is inclusive of course material.</li><li>This course is limited to 15 attendees to ensure that the course can remain interactive.</li><li>Please note the Online Virtual Instructor Led Training (VILT) time zone will be as "Malaysia / Singapore" time zone (GMT+8).</li></ul>		
If you or your company is facing travel restrictions, we may be able to arrange the training at your preferred location for remote participation or conduct the training in-house with minimum 10 pax. Please contact <a href="mailto:ihtraining@petro1.com.my">ihtraining@petro1.com.my</a> to discuss this possibility.		

#### Delegates Details

1. Name: \_\_\_\_\_ Mr  Mrs  Ms  Dr

Job Title: \_\_\_\_\_

Email : \_\_\_\_\_

Contact No: \_\_\_\_\_

Department: \_\_\_\_\_

2. Name: \_\_\_\_\_ Mr  Mrs  Ms  Dr

Job Title: \_\_\_\_\_

Email : \_\_\_\_\_

Contact No: \_\_\_\_\_

Department: \_\_\_\_\_

3. Name: \_\_\_\_\_ Mr  Mrs  Ms  Dr

Job Title: \_\_\_\_\_

Email : \_\_\_\_\_

Contact No: \_\_\_\_\_

Department: \_\_\_\_\_

Head of Department: \_\_\_\_\_

#### Invoice Details

Invoice Attention to: \_\_\_\_\_

Company: \_\_\_\_\_

Industry: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Authorized Signature : \_\_\_\_\_

#### Payment Method

By Direct Transfer: Please quote invoice numbers on remittance advice.

ACCOUNT NAME : PETRO1 LIMITED

BANK : United Overseas Bank (Malaysia) BHD

ACCOUNT NO : 2609008514 (USD)

All bank charges to be borne by payers. Please ensure that PETRO1 SDN BHD received the full invoice amount.

#### CREDIT CARD PAYMENT

Credit card payment will include a charge 3.1%.

**Payment Policy:** Upon receipt of a completed registration form, it confirms that the organization is registering for the seat(s) of the participant(s) to attend the conference or training workshop. Payment is required with registration and must be received prior to the event to guarantee the seat. Payment has to be received 7 working days prior to the event date to confirm registration.

#### DATA PROTECTION

The information you provide will be safeguarded by Petro1 that may be used to keep you informed of relevant products and services. We take it seriously when it comes to protection of our client data.

#### Sales and service Tax (SST):

Apply to Malaysia register company only.

The above investment fee is excluding of SST 6%. The SST charges of 6% will be include during issuance of the invoices.

#### Cancellation & Substitutions:

Should you be unable to attend, substitutes are always welcome anytime at no additional cost. Please inform us as early as possible. Payment is non-refundable if cancellation occurs 7 working days prior to event commencement. However, delegates will receive a 100% credit on the amount paid which can be used in another PETRO1 SDN BHD training course for up to one year from the date of issuance. The credit is transferable to other persons in the same company and applicable against any future PETRO1 SDN BHD public course/ Online Live Webinar. If cancellation occurs 7 working days prior to the registration date and there is no substitute, the organizer reserves the right to charge 50% of the total investment from your organization.

In the event that, PETRO1 SDN BHD, postpones or cancels a course, delegate payments at the date of cancellation or postponement will be credited to a future PETRO1 SDN BHD course. This credit will be available for up to one year from the date of issuance, and it is transferable to other persons in the same company and applicable against any future PETRO1 SDN BHD public course.

PETRO1 SDN BHD is not responsible for any loss or damage as a result of a substitution, alteration or cancellation/postponement of an event. PETRO1 SDN BHD shall assume no liability whatsoever in the event this training course is cancelled, rescheduled or postponed due to a fortuitous event, Act of God, war, fire, labor strike, extreme weather or other emergency.

#### Program Change policy:

The organizer reserves the right to make any amendments and/or changes to the webinar, Date/ time, facilitator replacements and/or modules if warranted by circumstances beyond its control.

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