# Initial Spares

Parts Planning

& Procurement

How to improve the effectiveness of the initial spares planning process for new equipment, the benefits more cost effective purchasing of initial spares to minimize costs and the number of items purchased. We will covers the process from initial specification through to handover to the operations phase of the life cycle.

28th – 29th March 2016, **Bangkok, Thailand**
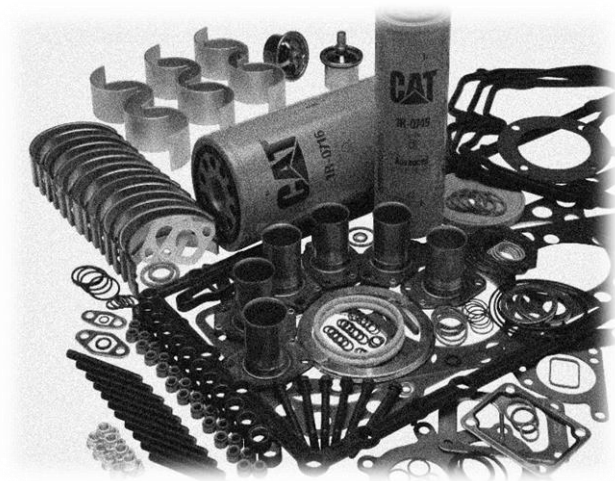
Extended course from the popular Optimizing Maintenance Spares Inventories

HRDF claimable

Program Overview

This 2 day workshop is new and focuses on the important activity of purchasing spares during the project phase. The workshop will provide the delegates with best practices and processes related to the planning and procurement of initial spares. This activity is usually done badly, resulting in duplication of stock, poor cataloguing, under or over stocking and poor ordering rationalisation.

Initial spares planning starts in the design phase with equipment specifications and the request for recommended spares parts list, until the items are handed-over to the warehouse and the items set-up in the CMMS. ISO55000 stipulates we have to demonstrate that all assets are effectively managed from cradle to grave, then initial spares planning and procurement process is an important element of the asset management process.

The course will focus:
- Will look more at responsibilities of who does what and the timing, who buys the customer or the EPC contractor and this will cover commissing & start up spares, 2 year spares and insurance spares.
- Achieving rationalisation in the initial spares phase by creating a master RSPL & Spares list, e..g. rather than purhase spares RSPL by RSPL we need to leverage grouping common items.
- The need to build into the design phase standardization.

Attend this course to Master:
- What is required under ISO55000 to manage the initial spares procurement process
- Why existing RSPL/SPIR forms are ineffective
- How to rationalize initial spares procurement using MS Access
- How to challenge vendors spares recommendation and specify inventory parameters
- The importance of assigning a spares criticality
- How to select stocking strategies to minimize stock holding
- How to justify the financial case for high value spares
- KPIs to measure inventory performance
- Understand basic MS Access functionality can be applied to a SPIR tracking & Spares Build Tool.

Unique features of this training:

Having the ability to implement directly once you are back at your workplace is crucial for every participant. During the 2 days training, practical involvement and exercises will be share.

- Discuss delegate's issues with the initial spares process.
- Develop a process map (using post-Its) to cover specification, RSPLs, purchase, receiving, preservation, handover.
- Building a list of standard components.
- Converting vendors RSPL quantities into inventory control parameters.
- Reviewing RSPL procedures and formats and developing the ideal electronic RSPL.

This program is intended

This training course is designed for:

- Maintenance Managers, Engineers,
- CMMS super users
- Warehouse Managers & Supervisors
- Project Engineers
- Spares & Inventory Personnel
- Purchasing & Logistics

Initials spare parts planning & procurement (2 Days)

Topic 1   **Common Issues with the Initial Spares**

Delegates state their issues in this process

Common issues found in the process and industrial sectors, e.g. as lack of effective procedures, poor specifications, purchasing duplicates,

The above will be supported by examples/case studies
Discussion on stocking objectives

Topic 2   **Initial Spares Planning & Procurement Process**

Review of the spares planning & procurement process.

Delegates should understand their company's process so that areas of opportunity can be identified

Group exercise develop a process map (using post-Its) to cover specification, RSPLs, purchase, receiving, preservation, handover

Documents required to support the Strategic Asset Management Plan for initial spares

Topic 3   **Effective Recommended Spare Parts List (RSPL) from Vendors**

SPIRs, their purpose and why they are submitted incorrectly, principles good spares cataloguing to ensure zero duplicates, and ease of searching

A critical review of a typical RSPL form known as a SPIR (Spare Parts Interchangeability Record and associated procedures sent to vendor's

Examples of good and bad RSPL/SPIR

Proposed improved format for the electronic RSPL/SPIR

Topic 4   **Building the spares information Database (Spares Set Up)**

Information required in the spares data required in the pre-operations phase, spares categories, spares class and sub class, BOM, lead times, part descriptions, buying descriptions, Criticality, etc.

Different spares replenishment strategies (ROP, DIR, CVD, Min-Max and when to select.)

Examples of supporting documents

Whether to use Excel or MS Access database solutions

CMMS Data migration process

Topic 5   **Building the SPIR Build & Tracking Tool**

How MS Access can provide a useful tool to support the SPIR process

Database structure

Importing data

Identifying duplicates

Updating installed populations

Exporting to the CMMS for purchasing

Topic 6   **Deciding Whether to Stock**

Factors in deciding whether to stock

Alternative spares

Company's maintenance strategy

Capital spares

Topic 7   **How to Challenge Vendors Recommended Quantities**

Introduction to reliability principles

How to estimate annual demand rates from populations or generic data sources

Topic 8   **Converting Annual Demand Rates to Inventory Control Parameters**

How to uses the estimated data to establish the CMMS parameters, e.g. ROP, Order Quantities, Max, Replenishment Strategies

Bulk analysis is Excel

Topic 9   **Completing the CMMS Spares Build**

Spares class and type codes

Spares attributes & purchase descriptions

ABC classification

Unit costs

Topic 10   **Insurance Spares & Their Evaluation**

Definition of the insurance spares

What is required to support the decision whether to purchase or not

Introduction to RAM Software

Visit us: www.petro1.com.my

Principal Program Facilitator

David Thompson, RAMsoft UK

David extensive experience covers all aspects in Maintenance, Reliability and Operation management. His area of strength covers specifically in maintenance management audit reports , RCA , Shutdown planning and failure code systems ,CMMS , KPIs , Spares Optimization , RCM and RAM Modelling

RAMsoft, UK

For the past 40 years, David had been actively involved in:

- Conducted over 400 audits including fast track audits, in-depth audits and distance audits in maintenance management
- Developed Policy and procedures documents for a number of Oil & Gas Companies.
- Currently working for Worley Parsons in UK writing document for a number of FEED projects worldwide.
- Wrote standard and guidelines on many topics on maintainability, RCA, workpacks, Shutdown planning and failure code systems.
- Wrote over 400 audits reports covering excellence in Maintenance management and in specialist topics spares, CMMS, KPIs and Reliability Management system.
- Presented Papers at several Maintenance & Reliability Symposiums in Europe, Malaysia and Brazil.
- Online distant learning instructor for Robert Gordon University in Assets integrity and Reliability Management.
- Undertaking a major CMMS data Cleansing Project as part of a CMMS upgrading.
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Symposiums
- European & world Maintenance Congress 2007
- Applied Reliability Symposiums – Europe 2009, Brazil 2008, Asia 2006,2007, 2010.
- Presented paper at the Applied Reliability Symposium Singapore 2013 (4th Year)

David has worked for many blue chip companies either directly or through a consulting role.

David,s International Clients : Nippon Oil , Talisman , Petrofac , State Oil Dubai Petroleum , Novartis , EGGBOROUGH POWER STATIONS , Chinese Oil & Gas company ,worley parsons , sabic, Qatar petroleum , Scottish power , wood group , shell Nigeria , hustsman , ENI oil , Saudi Aramco and SONANDOL P&P

David has conducted many audits of maintenance practices and CMMS use spanning the last 20 years. David has a particular interest in helping companies collect better data and to try and make reliability of interest to the regular maintenance engineer by concentrating on applications rather than complex mathematical theory.

David is a certified instructor in RCA, and Reliability Methods and Techniques. David has developed and delivered training programs world-wide including both offshore and onshore facilities topics include Maximo CMMS, RCM, FMECA, Weibull Analysis, RAM Modelling, Reliability Growth, Analysis, and Fault Tree Analysis, Incident / Root Cause Analysis, work planning and control, spares optimisation. In addition David has conducted training in many other maintenance management topics.

Early days

David initially started in the steel making and mining sectors and for the past 15 years in the oil & gas sector. David was the UK partner for Reliasoft one of the world's leading reliability engineering companies, and is currently part of a team to implement improved Asset Reliability in the Middle East, including RAM and RCM studies.

REGISTRATION DEADLINE

As an internationally operating training organization, PETRO1 would appreciate receiving registrations at least one (1) month prior to course commencement. Registrations after this date will be accepted provided that places are available. We strongly recommend early enrolment to avoid disappointment!

Investment Packages

Initial spares parts planning & procurement	Early Bird Full 2 Days	Standard Price Full 2 Days
Per Delegate	SGD 1998 ( )	SGD 2437 ( )

REGISTER 3 AND SENT THE 4ᵀᴴ FREE

- Please note that all registration must be made at the same time to qualify.
- Early Bird Promotion Deadline – 28th Feb 2016

Delegate 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:_____

REGISTRATION FORM

PROGRAM DETAILS
Venue: Bangkok, Thailand.
Date: 28ᵗʰ – 29ᵗʰ march 2016

REGISTER NOW
CONTACT: kelvin
MAIN: +603 7727 3952
FAX: +603 7727 5278
Email: registration@petro1.com.my

Credit Card Payment

Please Debit my credit card:

☐ VISA   ☐ MASTERCARD

Card Number: _____ - _____ - _____ - _____

Security Code: ☐☐☐☐   Expiry Date: ☐☐☐☐

Named printed on card:_____

Signature:_____

Payment Method
By cheque/ Bank Draft: Made Payable to PETRO1 SDN BHD
By Direct Transfer: Please quote invoice numbers on remittance advice.

GST input Tax claim
Organization who have register under GST is allow to claim on any GST incurred (Known as input tax) on their purchase to the business.

ACCOUNT NAME : PETRO1 LIMITED
BANK : MAYBANK
ACCOUNT NO : 7151 2001 3353 (SGD)
SWIFT CODE : MBBEMYKL
All bank charges to be borne by payers. Please ensure that PETRO1 SDN BHD received the full invoice amount.
* Credit card payment will include a charges 2.8%

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.

Venue: All of our training courses are held in 4 – 5 star venues.
The course fee does not include accommodation or travel cost. It's recommended to book the hotel room early as there are only limited room available at the discounted corporate rate.

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 come s to protection of our client data.

Cancellation & Substitutions: 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. Should you be unable to attend, substitutes are always welcome 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 a substitute is welcome at no additional charges. If cancellation occurs 5 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.

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.

Walk in Registration: Walk-in participants with payment will only be admitted on the basis of seat availability at the event and with immediate full payment.

Program Change policy: The organizer reserves the right to make any amendments and/or changes to the workshop, venue, facilitator replacements and/or modules if warranted by circumstances beyond its control.