

Materials and Spare Parts Management

Course Description and Outline



Introduction/Overview of the Course

Maintenance materials are a large part of any plant's operating costs and not having what is needed when it is needed, impacts productivity, reliability, morale and the bottom line.

Course Objectives/Benefits to Participant

Participants will better understand the opportunities of increased plant reliability and maintenance performance through improved management of spare parts and materials related information.

Training Method

In this instructor led course participants will explore ways to implement better practices that will support the long-term objectives of their organization.

Recommended Attendees

Anyone who interacts with inventory management and storerooms is a good candidate for this course, including but not limited to: maintenance managers, storeroom managers, purchasing buyers, storeroom attendants, supervisors, and operations maintenance coordinators.

Course Outline

1. Introductions. Participants will learn:
 - Objectives
 - Results Oriented Reliability and Maintenance
 - Workflows/process
 - Definitions
 - What are spare parts
 - What is MRO
 - Inventory Value
 - Bill of Materials (BOMs)
 - Carrying costs

2. Master Data. Participants will learn:

- What is it?
- Relevant information fields
- Meaningful descriptions
- Naming conventions
- Other fields
 - Specifications
 - Information for future use
- How to gather master data information
- How to maintain master data information

3. Spare parts classifications: Participants will learn:

- Equipment criticality
 - What it is
 - How to determine
 - Tool to use
- Critical
- Insurance
- Low risk
- Non-stock

4. Spare parts stocking decisions. Participants will learn:

- What impacts decisions

5. Inventory Levels. Participants will learn:

- For new parts
- Existing inventory
- Maximums and minimums
- Reorder points
- Safety stock
- Economic order quantity
- Reserving parts

6. Storeroom organization. Participants will learn:

- Parts bin locations
 - Vertical storage
 - Open racks
 - Closed cabinets
 - Format numbering
- Centralized vs. Satellite Stores
- Parts issuing areas
- Parts receiving areas
- Part kitting area
- Housekeeping and parts cleanliness
- Vending machines
- High density stores

7. Inventory control. Participants will learn:

- Parts issuing
- Parts receiving
- Parts returning
- Parts requisitioning/purchasing
- Access to stores
- Physical inventory
 - Cycle count
 - 100% count
 - IDCON I.R.A.
- Stock-outs

8. Repairable spares. Participants will learn:

- Process
- Purchasing/Vendor relations
- How to manage in CMMS

9. Quality Program

- Parts receiving process
- Storage Best practices
 - Bearings
 - Electrical/electronic components
 - Lubricants

10. Preventive Maintenance Program. Participants will learn:

- Motors
- Gearboxes
- Rotating spares

11. Reports, KPIs and data analysis. Participants will learn:

- Parts catalogue
- Usage trend
- Fast Movers

12. Inventory Optimization. Participants will learn:

- Duplicate parts
- Parts movement
 - Fast
 - Slow
 - Very Slow
 - No
- Obsolescence
 - How to identify
 - Managing

13. Basic Accounting. Participants will learn:

- Expense
- Parts in inventory
- Parts bought for capital projects

14. Purchasing and Contracts. Participants will learn:

- Who's responsible
- Approval process
- P Cards
- Supplier Contracts

15. Vendor relationships. Participants will learn:

- Team vendor concept
- Consignment
- Vendor managed inventory (VMI)

IDCON In-house Training and On-site Implementation Support

IDCON can customize any of our training courses for your plant and provide the coaching and implementation support to ensure your organization really uses the processes to garner the best results.

IDCON Consulting & Training Services

- Leadership and Organization
- Reliability and Maintenance Assessments
- Planning and scheduling improvement
- Preventive Maintenance/Essential Care and Condition Monitoring
- Operator Essential Care
- Materials and Spare Parts Management
- Root Cause Problem Elimination
- Shutdown Turnaround Optimization Program