

Asset Management and Maintenance Management

General Objectives

This course aims to discuss and present tools for the effective evaluation and control of existing assets, properly controlling the assets of companies, from the initial physical survey, to the implementation, when necessary, of specific control and computerization system applied to the company's fixed assets. In parallel there is the need to understand the function of heritage maintenance, performing the necessary actions for its preservation in good condition.

Specific Objectives

At the end of this course participants will be able to:

- Know concepts and definitions involved;
- Do a more effective heritage management;
- Recognize the care to be taken in heritage preservation;
- Implement a more effective asset management;
- Better manage warehouse stocks;
- Increase the effectiveness and efficiency of actions.

Recipients:

This Course is intended for all Professionals involved in and with responsibilities for the planning, control and management of corporate assets, regardless of whether they belong to operational or management functions.

Duration:

30 Hours

Content Program:

Module I - Asset Management

1. Definitions

- Tangible and intangible assets;
- Physical survey of assets;
- Individual identification of assets;
- Method and criteria of definition;

- Preparation of procedures for inventorying and physical measurement of assets;
- Preparation of instructions for disposal, destruction and transformation of heritage assets;
- Creation of routines/forms for physical control of the movement of assets.

2. Book assets

- Electronic data processing system (computerization);
- Organizational and management effects and implications.
- Efficient organization of archives and asset inventory;
- Control of information flow and document storage.

3. Management of subsystems

- Fleet Management of Furniture Equipment;
- Building Maintenance Management;
- Asset Security;
- Elements of Innovation in Estate Management.

4. Accounting definition of fixed assets

- Tangible;
- Intangible;
- Financial;
- In progress.

Module II - Maintenance Management

1. Definitions

- Reliability
- Maintenance methods
- Maintenance Planning
- Planning techniques (PERT)

2. Service Requests and Work Orders

3. Records and costs

4. Autonomous Maintenance

- Ensure reliability of your equipment;
- Act "preventively" before breakdown
- Implementation of a maintenance program

5. Planned Maintenance

- Absence of failures in the operation of equipment and facilities;
- Optimization of the availability of equipment operation at an optimal cost level;
- Ensuring the good quality of the final product produced;
- Improving the maintainability of equipment and facilities.

6. Maintenance warehouse

- Materials management;
- Stock control system;
- Determination of ordering points;
- Calculation of stock costs

7. Elimination of Efficiency Losses