

Facilities Administration

Guidelines for Standards, Procedures, and Implementation

Introduction

For an organisation to remain operational, asset and facilities management of physical assets such as power plants, electricity distribution networks, utility plants, roads, pipes, buildings, housing, etc., is essential. The way we handle our physical assets and facilities ultimately dictates how competitive we are in the global market and how efficient our businesses are. Each year, a significant amount of money is spent on expanding and preserving the asset base as well as offering services to enhance asset management, which has grown into a highly competitive global industry in and of itself.

Asset and facilities management is becoming more widely acknowledged as the secret to better investment decision-making in all industries, including manufacturing, oil and gas, aerospace, public transportation, and the production and distribution of electricity and water. Regulators mandate that many of them create and submit asset management strategies. Through the presentation of standards, procedures, and advice on how to set up effective Asset & Facilities Management, this Facilities Management training course seeks to support the movement to enhance management practices.

This training programme in Facilities Administration will emphasise:

- ISO 55000: The Fundamentals of Asset and Facilities Administration International Standard
- Putting Good Facilities and Asset Management Practices into Practice
- How to Achieve Better Outcomes at Reduced Costs While Maintaining Compliance
- Numerous Methods for Evaluating Your Asset & Facilities Management Process's Present Status
- How to Create an Implementation Plan for Asset & Facilities Management

Objectives

After completing this course on facilities management, you can:

- Describe asset and facilities management and the ways in which it can help your company achieve its corporate plan.
- Recognise the purpose and content of the ISO 55000 international standard for asset management.
- Implement sound asset and facilities management procedures, working your way up to best practices that will yield the greatest possible business returns.
- Evaluate the state of asset and facilities management best practices at the moment.

- Create a plan of action for asset and facilities management.

Training Methodology

All professionals interested in managing or executing asset management processes can take this Facilities Administration training course because of its design. A variety of presentations and hands-on activities are planned. Diverse experiences will be talked about. There will be lots of chances to talk and exchange experiences.

Organizational impacts

The company will:

- Recognise the ways in which Asset & Facilities Management may help the company achieve its goals.
- Recognise the history, uses, and advantages of ISO 55000.
- Recognise the most crucial key performance areas, as well as the associated tasks and techniques, in asset and facilities management.
- Possess the ability to use the fundamental technologies and processes for asset and facilities management.
- Understand the state of the Asset & Facilities Management procedures as of right now.

Personal Impact

Participants in this training programme for Facilities Administration will:

- Acquire knowledge and useful insight on appropriate asset and facilities management practices.
- Boost their degree of self-knowledge
- Focus on the procedures and tasks that actually advance the organization's corporate objectives to increase productivity.
- Increase their own worth
- Possess the ability to plan and grow a future career

Who should attend?

A wide range of professionals can benefit from this Course N Carry Facilities Administration training course, but the following will be especially beneficial:

- Everyone who works in the Asset Management & Maintenance department, Facilities Management, Building Maintenance, IT, Operations, and Finance departments, as well as everyone else who oversees or participates in Asset & Facilities Management processes
- Anyone who wants to stay up to date on the latest developments in asset and facilities management and how to apply them to their organisations' advantage

Course Outline

Day 1

Overview of Facilities and Asset Management

- Overview of the Subject: Facilities and Asset Management as a Business Process
- Asset & Facilities Management policy, Asset & Facilities Management Strategy, Asset Management Landscape Model, Strategy Framework, Line of Sight
- Establishing Strategic Goals Plan for Asset and Facility Management: Evaluation and Enhancement
- Roles in Asset Management: An Overview of Duties, Expectations, and Roles
- The International Standard on Asset Management Certification Process, or ISO 55000

Day 2

"Good Asset & Facilities Management Practice":

- Identifying Risk and Its Significance
- Risk Based Maintenance (RBM) for Assets & Facilities
- Stakeholder Management at the Business Level

Day 3

"Good Asset & Facilities Management Practice"

- Purchasing and Contracting: Who Acts Where and Why?
- Aspects of Procurement
- Determining the Service Level
- Selecting the Appropriate Key Performance Measures
- How to Evaluate the Performance of Contractors using Vendor Management

Day 4

Good Asset & Facilities Management Practice

- Demand Forecasting with Life Cycle Management for Assets and Facilities
- Systems Engineering: Evaluation
- Monitoring of RAMS Conditions

- Life Cycle Costing (LCC)

Day 5

Aspects of Assessment and Implementation

- Tools for Assessing Asset Management Assessment
- Teams for Asset Management
- Modifying Individuals' Conduct with the Application of Asset Management