

Learn About:

- How Inventory Impacts the Bottom Line
- Different Inventory Management Concepts
- Design a Good Storeroom
- Identify and Solve Store-room Security Problems
- The Entire Maintenance Inventory Process
- Who has an Impact on Maintenance Inventory and How to Control Them
- Team Purchasing and Inventory Management
- Common Storeroom Procedures
- Identify and Solve Store-room Security Problems
- Maximize Your Maintenance Inventory Value
- Minimize Waste and Downtime as it Relates to Inventory
- How a CMMS Works with Inventory Management
- Measure Your Inventory Efficiency
- Leverage Your Vendors

Inventory Control for Maintenance



Learn to Reduce Inventory Costs and Optimize Parts & Materials!

- This seminar can also be presented at your facility for larger groups
- Reserve your space now! **CALL 1-877-978-7246**
- Check us out online at **www.TPCTrainco.com** for a complete listing of all seminars coming to your area



Inventory Control for Maintenance

▶ *“Down to earth and practical information I can use.”*

SEMINAR OVERVIEW

Inventory Control for Maintenance means having the right product and materials when you need it and where you need it. Having too much material, not enough material or having to search for the material leads to higher costs and can mean longer downtimes, not to mention the frustration!

This 2-day plant management seminar focuses on building an inventory management system that will lead to better control through optimization of inventory quantities, organization of inventory and access to inventory. Having the right data and implementing procedural controls for your inventory will help maximize the value of every dollar spent on maintenance and reduce the time it takes to have the right part on hand when you need it.

By the end of this seminar, students will be able to go back to their facility and immediately apply what they learned to help implement a system that organizes their inventory and lowers their inventory costs. Training like this never costs-it pays.

▶ *“I didn’t realize what an impact a storeroom could have on budget and uptime.”*

▶ *“Now I feel like I can control where my inventory is and who has it!”*

WHO SHOULD ATTEND?

This seminar is a must for anyone who is involved with maintenance at industrial plants, utilities or commercial and private building facilities. Attendees come from a wide variety of industries, skill levels, company sizes, and job titles, so if you’re not sure you’ll fit in or will benefit from the class, don’t worry-you will-as long as your job involves maintenance inventory!

CONTINUING EDUCATION UNITS

Upon completion of this seminar, the student will receive a three-star certification of completion with 8 classroom hours (.8 TPC Trainco CEUs) per day attended. Most employers and many government agencies accept TPC Trainco CEUs to fulfill their continuing education requirements.

TESTING & CERTIFICATION

Our optional ATMT® testing and certification sets the standard for measuring maintenance worker knowledge. Employers can use it to assess training needs prior to training or to measure training outcomes, or as documentation for a qualified electrical worker program or other internal safety or training program. Individuals use our testing and certification to demonstrate knowledge to a current or potential employer.

Our exams can be done online or on paper. The paper exam can be taken in a proctored or non-proctored setting. If you would like to take the paper test in a proctored setting, a manager in your company must apply to become a proctor with TPC Trainco.

Please contact our Testing Administrator at 303-867-5035 or at testing@tpctrainco.com for a study guide or exam orders, proctor applications, or specific certification questions.

OUR EXPERT INSTRUCTORS

Our team of 60 field-experienced instructors is the backbone of training seminar schedule, from HVAC certification and maintenance to PLC courses. Together they’ve logged more than 200,000 hours in the classroom — by far the deepest experience in the industry.

Our instructors must meet three core requirements:

- Relevant formal education in the seminar topic area
- Documented hands-on work experience
- Specific experience as a maintenance training instructor

Many of our instructors’ credentials extend even further, including experience as authors, speakers, and industry organization board members within their fields of expertise. And they stay current on technology and industry trends through their own ongoing education, field visits, and peer review meetings.

TRAINING PHILOSOPHY

Our training is designed with practical, real-world facility and industrial applications in mind. It is unbiased, unaffiliated and non-commercial so you are assured of a real education and not a product sales pitch. It focuses less on theory and more on the actual steps students need to properly maintain equipment or fix specific problems at their own plant or facility.

Our instructors will simplify the subject matter for the novice or go in-depth to answer an engineer’s toughest question. We have over thousands of hours of experience of live classroom training using these methods, and it is why our students keep coming back.

SEMINAR OVERVIEW

DAY ONE - DISCUSSION TOPICS

Overview of Maintenance Inventory Management

- Role of Maintenance in Organizations
- Importance and Impacts of Maintenance Inventory Management
 - How Inventory Impacts Profits
 - How Inventory Impacts Uptime and Downtime
- Methods and Concepts of Inventory Management

World Class Inventory Management

- World Class Management Defined
- How do You Compare to World Class?
- Understanding World Class Management
- Common Problems in Inventory Management

Inventory Management Team Concepts

- Roles and Responsibilities in Inventory Management
- Building an "Inventory Team" throughout the Organization
 - Committees
 - Setting Goals
 - Measuring Success
 - Rewards
 - Problem Solving
- Building an "Inventory Team" with Vendors
 - What is a Good Vendor?
 - What can a Vendor Do for Me?
 - Selling the Vendor Your Program
 - Maximizing Your Vendor's Value
- Working with Management on the Program
- Accountability and Ownership

Storeroom Requirements

- Physical
- Environmental / Climate Control
- Receiving Doors and Locations
- Documentation of Movement of Inventory
- Housekeeping
- Keeping Storerooms Clean

Storeroom Layouts

- Physical Layout - ABC Analysis
- Ideal Locations for Parts
- Bins, Drawers, or Carousels
- Item Location Systems
- Security Systems
- Stopping the Open Door Inventory Dilemma
- Storeroom Process & Procedures

DAY TWO - DISCUSSION TOPICS

Storeroom Security

- Types, Levels, and Options
- Why you Need a Secure Environment
- Different Security Types
- Who is Part of the Security Team?

Storeroom Procedures

- Primary ID
- Stores Stock Catalog
- Part Descriptions
- Getting Information on Potential Items
- Store Stock Numbering
- Identification of all Parts & Materials
- Order Quantity EOQ
- Order Point
- Stock Index for ID
- Inventory Classification
- Location Codes
- Stock Number or Bin Location
- Bill of Materials (BOMs)
- Consignment Inventory
- Inventory Accuracy - Cyclical Count
- Used Parts
- Rebuilt Parts
- Planning & Inventory Control
- Insurance Items
- Parts vs Kits vs Materials
- Obsolete Items
- Optimization of Inventory
- Return Policies
- Pre-Picking / Pre-Staging

Storeroom Contents

- What Do You Need?
- How Much Do You Need?
- Open Stock vs. Free Issue
- Controlling Additions and Deletions

Working with a CMMS (Computerized Maintenance Management System)

- Bar Coding and Micro-Chip Technology
- Connecting with your CMMS

Metrics & Decision Making Tools

- Practical Measurements and Accounting Systems
- Measuring Inventory Turns
- Minimum / Maximum Levels
- Service Levels
- Analysis of Storeroom Measures Procedure
- Measuring Vendors

Implementing a World Class Storeroom

- Designing a Plan
- Implementing a Plan

SEMINAR AGENDA

7:30 am	Registration
8:00 am	Class Begins
12:00 -1:00 pm	Lunch (on your own)
4:30 pm	Class Ends

SEMINAR FEE

\$1100 Both Days

NO RISK REGISTRATION & MONEY-BACK GUARANTEE

If you're not yet sure you'll be able to attend this seminar, we can still hold a spot for you in the class. While payment is due prior to the start of the seminar, you may choose a full refund or credit for cancellations made at least 24 hours in advance. Substitutions are also freely allowed. Please register early!

IN-HOUSE TRAINING

TPC Trainco offers an extensive list of courses available for convenient, in-house training at your facility. We can provide the same expert air conditioning, boilers, HVAC, facility and plant management, Fluid hydraulics, piping, and electrical training courses at your facility that we offer in public seminars.

Advantages of On-Site Training

1. Modify the content to your specific needs
2. Protect company privacy
3. Workers remain on site in case of an emergency
4. Saves time and travel costs
5. Instructors can discuss your specific equipment
6. Problems can be openly discussed
7. Flexible scheduling
8. Increased price savings as the groups get larger
9. Promote teamwork & camaraderie among workers
10. More comfortable learning environment

Contact us if you have any questions and to get a no-obligation quote.

Reserve Your Space Risk-Free!

CALL 1-877-978-7246

or Online at www.TPCTrainco.com

Only \$1100 for Both Days

PLEASE HELP OUR LOGISTICS TEAM AND REGISTER EARLY. CANCEL UP TO 24 HOURS IN ADVANCE WITHOUT PENALTY.

ATTENDEE NAME	ATTENDEE EMAIL	COURSE TITLE	DATE(S)	CITY/STATE	PRICE

(*See Public Seminar Pricing Schedule on Previous Page)

TOTAL \$ _____

AUTHORIZING PERSON / SUPERVISOR:

Name _____

Title _____ Company Name _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

(Needed for Confirmation & Sending Pre-Reading Materials)

BILL TO: *(If Different than Authorizing Person)*

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Title _____ Company Name _____

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City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

(Needed for Confirmation & Sending Pre-Reading Materials)

PAYMENT METHOD: *(Please make Checks Payable to TPC Trainco)*

Visa MC AMEX Discover Check Enclosed Bill Purchase Order #: _____

Card Number _____ Card Authorization Code (CVC) _____ Expiration Date _____

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PUB IM-GEN

QUESTIONS & HOW TO REGISTER

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Fax: (303) 531-4565 | **E-mail:** CustomerService@TPCTrainco.com
Send by Mail: TPC Trainco, P.O. Box 3397, Englewood, CO 80155

