

EFFECTIVE CRITICAL SPARE PARTS MANAGEMENT & MATERIALS CATALOGUING

“Enhancing Uptime, Cost Control, and Inventory Accuracy through Strategic Spare Parts Management”

Schedule

Date	Venue	Fees (Face-to-Face)
17 - 19 Feb 2026	Manama, Bahrain	USD 2,495 per delegate
03 - 05 Mar 2026	Doha, Qatar	USD 2,495 per delegate
29 - 31 Jul 2026	Dubai, UAE	USD 2,495 per delegate
12 - 14 Aug 2026	Dubai, UAE	USD 2,495 per delegate
02 - 04 Sep 2026	Dubai, UAE	USD 2,495 per delegate
20 - 22 Oct 2026	Kuwait	USD 2,495 per delegate
03 - 05 Nov 2026	Dubai, UAE	USD 2,495 per delegate

► Available delivery methods: Face-to-Face & Online Training

Introduction

Managing critical spare parts is vital for operational continuity, cost efficiency, and asset reliability. In many organizations, excessive stock, duplicate records, poor cataloguing, or missing parts can lead to downtime, delayed repairs, and inflated procurement costs. This intensive three-day training program focuses on the principles, tools, and best practices of managing spare parts inventory and materials cataloguing. Participants will gain practical techniques to enhance material master data accuracy, improve availability, and support plant reliability and maintenance excellence.

Objectives

By the end of this course, participants will be able to:

- Classify and manage critical spare parts across business operations.
- Reduce excess inventory and avoid part stockouts.
- Apply techniques for identifying, coding, and cataloguing spare parts accurately.
- Streamline the link between maintenance, procurement, and inventory functions.
- Implement parts risk-based planning and reorder strategies.
- Establish KPIs and dashboards for parts performance and control.

Why Attend

- Solve issues of overstock, stockouts, and obsolete parts in your operations.
- Learn how to clean, standardize, and structure your materials master database.
- Improve coordination between technical, warehouse, and procurement teams.
- Reduce costs while increasing part availability and reliability.
- Receive practical templates, checklists, and real-case cataloguing examples.

Target Audience

This program is designed for:

- Maintenance, warehouse, and logistics professionals
- Supply chain managers and spare parts coordinators
- ERP/CMMS and materials master data administrators
- Procurement and inventory controllers
- Technical storekeepers and cataloguers

Individual Benefits

Key competencies that will be developed include:

- Spare parts strategy and inventory segmentation
- Stock analysis, classification, and optimization
- ERP-based master data structuring
- Risk-based planning and usage forecasting
- Parts cataloguing and naming standards

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Improved uptime and repair response times
- Lower inventory carrying costs and better cash flow
- Enhanced data quality in ERP/CMMS systems
- Reduced duplication and obsolescence in stores
- Stronger audit readiness and materials traceability

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Lectures – Spare parts and MRO best practices
- Tools – Inventory analysis models and reorder formula templates
- Case Studies – Failure due to part mismanagement
- Cataloguing Exercises – Real samples of naming and classification
- Group Workshops – Problem-solving and collaborative diagnostics
- Templates – Spare parts coding guides and optimization checklists

MAWA EVENTS

Address: No. 857, Block A2, Leisure Commerce Square - No 9., 46150 Petaling Jaya, Selangor, Malaysia

Phone: +601116373203 | **Email:** info@mawaevents.net



Course Outline

Detailed 4-Day Course Outline

Training Hours: 7:30 AM – 3:30 PM Daily Format: 3–4 Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Spare Parts Inventory Strategy and Planning

- **Module 1: Role of Spare Parts in Operations Continuity (07:30 – 09:30)**
 - Link between availability, maintenance, and cost
 - Symptoms of poor parts control and their business impacts
 - Importance of cataloguing and governance
- **Module 2: Spare Parts Classification and Criticality (09:45 – 11:15)**
 - ABC, VED, XYZ and FSN classification models
 - Determining critical vs. non-critical parts
 - Aligning with reliability and asset risk
- **Module 3: Demand Analysis and Stocking Policy (11:30 – 01:00)**
 - Consumption patterns and lead time planning
 - Min-max, EOQ, and safety stock determination
 - Emergency vs. routine spares planning
- **Module 4: Group Exercise – Risk-Based Spare Parts Planning (02:00 – 03:30)**
 - Participants apply prioritization and reorder logic to case data

Day 2: Materials Cataloguing and Master Data Quality

- **Module 5: ERP Materials Master Structure (07:30 – 09:30)**
 - Catalog hierarchy: groups, classes, characteristics
 - Roles and fields in CMMS/ERP systems (SAP, Maximo, Oracle)
- **Module 6: Naming Standards and Data Governance (09:45 – 11:15)**
 - ISO standards and attribute structuring
 - Templates for consistent naming, description, and coding
 - Avoiding duplicates and classification errors
- **Module 7: Data Cleansing and Part Consolidation (11:30 – 01:00)**
 - Obsolete and duplicate material removal
 - Maintenance and procurement input coordination
 - Data ownership and approval workflows
- **Module 8: Practical Session – Materials Description Structuring (02:00 – 03:30)**
 - Cataloguing and renaming actual spare part entries
 - Group feedback and case correction

Day 3: Performance Monitoring, Collaboration & Continuous Improvement

- **Module 9: Spare Parts KPIs and Analytics (07:30 – 09:30)**
 - Fill rate, stock accuracy, part turnover
 - Dead stock, stock-outs, and consumption variability
 - Building dashboards for maintenance-supply insight
- **Module 10: Procurement and Technical Collaboration (09:45 – 11:15)**
 - Interface between stores, procurement, and engineers
 - Specification alignment and vendor part duplication
 - Coordination of bill of materials (BoMs) and catalogs
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Module 11: Parts Optimization and Continuous Improvement (11:30 - 01:00)

- Periodic reviews, audits, and catalog refresh
- Change management in parts rationalization
- Inventory reduction without compromising availability

Module 12: Final Workshop - Building a Cataloguing Strategy (02:00 - 03:30)

- Teams create a parts catalog plan
- Peer review and improvement recommendations

Certification

Participants who complete the program will receive a **Certificate of Completion in Effective Critical Spare Parts Management & Materials Cataloguing**, recognizing their expertise in optimizing inventory, master data, and operational performance.

Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation's unique goals.

In-House / Customized Training

Interested in running this course for your team?

Please contact us:

TEL:

+601116373203

EMAIL:

info@mawaevents.net

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