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COURSE BROCHURE

# Maintenance Data Integrity and Asset Records Training Course

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Registered in the United Kingdom and Saudi Arabia

# Maintenance Data Integrity and Asset Records Training Course

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Maintenance Data Integrity and Asset Records is a 1-week training course for maintenance planners, reliability engineers and asset data stewards who need equipment history they can trust, and each participant builds an Asset Data Integrity Plan for one plant area. Reliability decisions, spares stocking and shutdown scopes all lean on work order history, so gaps and miscoded failures now carry a direct operating cost. The course is delivered by Jupiter Prime Training.

## Why Maintenance Data Integrity Matters Now

Three forces push maintenance records into the spotlight. Condition monitoring and predictive models are only as sound as the failure history used to train them. Experienced technicians are retiring, taking unwritten knowledge of equipment quirks with them. Auditors ask for proof that safety-critical inspections happened on time. Clean hierarchies and consistent coding let a site rank bad actors and defend budgets; free-text notes and duplicate tags leave it arguing from opinion. The course rests on recognised practice for equipment taxonomy, reliability data collection and data quality dimensions, described in plain terms.

## Who Gains Most from Maintenance Data Integrity

- People who plan and schedule work orders and close them out with labour, parts and findings
- People who analyse failure patterns and recommend changes to maintenance strategies
- People who own equipment registers, functional locations and technical attributes
- People who supervise craft teams and approve completion notes on the shop floor

A maintenance department gains most when its planner, reliability engineer and data steward attend together.

## Maintenance Data Integrity Capabilities

Participants leave able to judge whether an equipment record can carry a reliability decision, and to repair it when it cannot.

- Assess an asset hierarchy for missing levels, orphan tags and inconsistent naming — plant engineering and the register owner
- Design a failure coding set of problem, cause and remedy codes — reliability engineers analysing recurring breakdowns
- Specify mandatory fields and validation rules for work order closure — planners and craft supervisors
- Build a cleansing routine for duplicate equipment, obsolete materials and blank attributes — the data steward and stores team
- Calculate completeness, validity and timeliness scores for maintenance records — the maintenance manager reporting on record health
- Communicate ownership and audit duties for each record type — department heads assigning accountability

## Key Maintenance Data Integrity Terms

- Functional location — A position in the plant where a function is performed, independent of the physical equipment currently installed there.
- Equipment taxonomy — A classification that groups assets by class and type so failure rates can be compared across sites.
- Failure mode code — A standard label describing how an item lost its function, such as leakage, vibration or failure to start.
- Work order close-out — The step where technicians record labour, parts, findings and codes before a job is marked complete.
- Master data steward — The person accountable for creating, changing and retiring equipment and material records to agreed rules.
- Data quality dimension — A measurable property of a record, such as completeness, accuracy, consistency or timeliness.

## Maintenance Data Integrity Day by Day

## Day 1: Records as Evidence for Reliability

- Maintenance Record Life Cycle — Where Errors Enter From Request to History
- Bad Actor Ranking — Why Coded History Drives Improvement Choices
- Inspection Evidence Trails — What Auditors Expect for Safety-Critical Equipment
- Cost of Poor Records — Failed Analyses, Wrong Spares and Repeat Breakdowns
- Record Health Baseline — Choosing Sample Areas for the First Assessment

## Day 2: Hierarchy and Master Record Design

- Functional Location Structures — Separating Position From Installed Equipment
- Equipment Class and Type Taxonomy — Comparing Failure Rates Across Sites
- Technical Attribute Templates — Which Nameplate Fields Each Class Requires
- Criticality Ranking Fields — Linking Consequence Scores to Planning Priority
- Spares and Bill of Material Links — Matching Stocked Items to Equipment

## Day 3: Failure Coding and Work Order History

- Problem, Cause and Remedy Code Sets — Keeping Lists Short and Distinct
- Close-Out Field Rules — Mandatory Entries Before a Job Is Completed
- Free-Text Mining of Old Notes — Recovering Codes From Historical Jobs
- Downtime and Labour Capture — Separating Waiting Time From Repair Time
- Technician Coding Guides — Pocket References That Reduce Miscoding

## Day 4: Cleansing, Ownership and Audits

- Duplicate Tag Detection — Matching Rules for Merging Equipment Records
- Completeness and Validity Scorecards — Tracking Record Health by Area
- Change Request Workflow — Approving New, Changed and Retired Records
- Steward and Owner Assignments — Accountability for Each Record Type
- Periodic Record Audits — Sampling Plans and Corrective Follow-Up

## Day 5: Practising the Asset Data Integrity Plan

- Hierarchy Gap Review — Applying Day 2 Templates to a Live Register Extract
- Failure Code Trial — Recoding a Sample of Closed Jobs With Day 3 Lists
- Scorecard Build — Setting Day 4 Measures and Targets for One Area
- Stakeholder Briefing — Presenting Findings to Operations and Engineering Leads
- Asset Data Integrity Plan — Priorities, Owners and Audit Cycle Agreed

## Applying Maintenance Data Integrity After the Course

- Run a completeness and validity scorecard on one production unit.
- Recode the last quarter of closed jobs for the top ten bad actors and test whether the ranking changes.

## Maintenance Data Integrity Questions FAQ

### What is maintenance data integrity and why does it matter now?

Maintenance data integrity means equipment, failure and work order records are complete, consistent and current. It matters now because predictive tools and audits depend on trusted history.

### Which roles gain most from maintenance data integrity training?

Planners, reliability engineers and asset data stewards gain most. Craft supervisors and stores staff also benefit.

### How does a maintenance data integrity course differ from a reliability engineering course?

A maintenance data integrity course fixes the records that analysis depends on. A reliability engineering course applies statistical and strategy methods to that history.

## What do you bring back from maintenance data integrity training?

You bring back a plan for one plant area that sets hierarchy fixes, failure coding rules, record owners and an audit cycle.

## Maintenance Data Integrity: The Way Forward

The Asset Data Integrity Plan first informs which plant area is cleansed and recoded before the next reliability review. Planners, stewards and engineers each use it to enforce their part of the record life cycle. After the first audit cycle, revisit the failure code lists: codes nobody selects, or one code chosen for everything, show where the set needs trimming.