



Idaho Operations Office  
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## COURSE DESCRIPTION

- Course Title:** Conduct of Maintenance
- Course Length:** Sixteen hours
- Course Limit:** 30 students
- Intended Audience:** DOE and contractor personnel who are involved with the identification, planning, preparation, review, approval, execution, closeout, and/or oversight of maintenance activities at DOE facilities.
- Course Description:** This non-facility specific course teaches the requirements and intent of DOE O 430.1A, "Life Cycle Asset Management," DOE O 4330.4B, "Maintenance Management Program," and DOE O 433.1, "Maintenance Management Program for DOE Nuclear Facilities." This course incorporates the most recent application/implementation interpretations of the Department's policies pertaining to the Conduct of Maintenance at its facilities. Students will participate in an overview of maintenance programs and practices, a review of the Integrated Safety Management System (ISMS) program, a detailed discussion of each of the three DOE Orders driving DOE complex maintenance activities, and a detailed discussion of Conduct of Maintenance principles. The course includes at least four case study exercises in which the students will review real facility occurrences, evaluate the data, and apply the principles of an effective Conduct of Maintenance program to identify what went wrong and how the incident could have been avoided.
- Supporting Material:** Conduct of Maintenance student text, Case Study booklet
- Evaluation:** A written exam is administered upon completion of the training course.
- Prerequisites:** Familiarity with the following: DOE O 430.1A, "Life Cycle Asset Management," DOE O 4330.4B, "Maintenance Management Program," and DOE O 433.1, "Maintenance Management Program for DOE Nuclear Facilities"
- Cost:** Estimate available upon request
- Attachments:** Course outline
- Point of Contact:** Bill Lapsansky  
Manager, Idaho Operations  
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# Epsilon Systems Solutions, Inc.

## COURSE OUTLINE

**Course Title:** Conduct of Maintenance

**Outline:**

**1. Introduction to Conduct of Maintenance Awareness**

- a. Course Overview/Agenda
- b. Overview of Maintenance

**2. Overview of Maintenance**

- a. Maintenance: The Theory
- b. Maintenance: The Practice

**3. Integrated Safety Management System (ISMS)**

- a. ISMS: What is It and Where Did It Come From?
- b. ISMS Program Drivers and Requirements
- c. Seven Guiding Principles
- d. Five Core Functions
- e. ISMS Integrated with Maintenance: A Formula for Success
- f. How Do I Know It's Working?
- g. Case Study

**4. Maintenance and Work Control**

- a. Just What is Work Control Anyway?
- b. Work Control: An Overview of Essential Elements
- c. Minimum Requirements for Sound and Effective Work Control Programs
- d. Suggestions for Implementing Work Control Programs
- e. Case Study

**5. Maintenance Program Drivers**

- a. DOE O 430.1A
- b. DOE O 433.1-1
- c. DOE O 4330.4B

**6. DOE Principles of Conduct of Maintenance**

- a. Conduct of Maintenance: What It Is and What It Is Not
- b. Applying a Graded Approach
- c. Self Assessments
- d. Case Study

**7. Optional Final Written Examination**