



Australian Government

MSS405029 Develop quick changeover procedures

Release: 1

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Modification History

Release 1. Unit code changed. Application changed. Performance Criteria changed. Foundation Skills populated. Range of Conditions removed. Assessment Requirements changed. Workplace outcome changed. Supersedes and is not equivalent to MSS405020 Develop quick changeover procedures.

Application

This unit describes the skills and knowledge required to develop (improve) quick changeover procedures for equipment, processes or operations requiring formal trialling and risk management.

This unit applies to managers, technical specialists or similar roles with responsibility for critically analysing existing changeovers, applying quick changeover and risk management principles and trialling and implementing improved changeover procedures.

This unit applies to any organisation that is implementing continuous improvement or more formal competitive systems and practices.

No licensing or certification requirements exist at the time of publication. Relevant legislation, industry standards and codes of practice within Australia must be applied.

Competency Field

Competitive systems and practices

Elements and Performance Criteria

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Analyse changeover	1.1 Evaluate changeover process through observation and discussion with key stakeholders 1.2 Identify steps in changeover 1.3 Identify start situation and required finish situation for changeover
2. Apply quick changeover principles	2.1 Identify changes to start situation and required finish situation which are possible 2.2 Identify internal and external changeover activities 2.3 Identify activities which could be improved or eliminated 2.4 Eliminate or reduce adjustments required after changeover

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	2.5 Develop improved changeover process and recommendations for implementation procedure 2.6 Consult with key stakeholders to confirm or amend recommendations
3. Assess and minimise risks in changeover	3.1 Analyse hazards and risks from all steps in changeover 3.2 Apply ergonomic principles and hierarchy of control to each equipment and manual hazard 3.3 Assess regulatory risk in changeover 3.4 Minimise hazards during changeover ensuring final risk profile is acceptable
4. Implement improved changeover	4.1 Acquire required resources and approvals 4.2 Organise trial of improved changeover 4.3 Monitor trial and make adjustments to improve changeover process 4.5 Oversee implementation of improved changeover process into operations and procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

- Reading skills to interpret workplace documentation
- Writing skills to document results and obtain approvals and resources
- Oral communication skills to facilitate engagement and participation
- Numeracy skills to interpret KPIs and results of trials.

Other foundation skills essential to performance are explicit in the performance criteria of this unit.

Unit Mapping Information

Release 1. No equivalent unit.

Links

Companion Volume Implementation Guides are found in VETNet –

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=5b04f318-804f-4dc0-9463-c3fb9a3fe998>

