



Australian Government

Department of Education, Employment and Workplace Relations

MSACMT440A Lead 5S in a manufacturing environment

Revision Number: 1

MSACMT440A Lead 5S in a manufacturing environment

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers the competencies needed to facilitate and improve the 5S housekeeping environment.
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Application of the Unit

Application of the unit	In a typical scenario, an organisation is implementing or practising a 5S approach to housekeeping. While 5S places much of the responsibility on team members, team leaders need to support, encourage and facilitate effective 5S in the workplace. The manufacturing environment for 5S may include the warehouse, tool shops, office etc. This unit requires the application of skills associated with communication, teamwork, problem solving, initiative, enterprise, planning, organising and self management in order to provide leadership in a 5S environment. This unit has a strong emphasis on planning and change management, but also requires an ability to learn from experience and feed new information back into strategies to improve performance.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	
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Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Facilitate the set up of 5S	1.1. Assist team members to determine what are necessary and unnecessary items in the work area 1.2. Assist team members to determine optimum assigned location for all necessary items 1.3. Liaise with relevant production and occupational health and safety (OHS) personnel in determining optimum locations 1.4. Assist team members to determine optimum location for unnecessary items 1.5. Assist team members to determine 5S schedule 1.6. Ensure procedures reflect 5S practices 1.7. Assist team members to achieve the required level of skill
2. Monitor 5S	2.1. Check work area for 5S implementation as part of normal routine 2.2. Identify non-conformances 2.3. Negotiate solutions to non-conformances
3. Improve the 5S	3.1. Work with team members to find areas for improvement 3.2. Assist team members to develop improvement solutions 3.3. Facilitate the availability of resources required for the improvement solution 3.4. Facilitate the implementation of the improvement solution

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills:

- communication
- planning
- organising
- prioritising
- reading and interpretation
- recording
- problem solving
- teamwork.

Required knowledge:

- meaning and application of 5S to their job
- principles of efficient workplace organisation
- purposes of 5S
- procedures relevant to job
- identification of skill gaps
- methods of addressing skill gaps
- ways of encouraging team members to find and suggest areas for improvement
- methods of making/recommending improvements
- methods of accessing required resources
- OHS

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the Performance Criteria, required skills and knowledge, the Range Statement and the Assessment Guidelines for this Training Package.	
Overview of assessment requirements	There should be evidence of successful application of 5S in the person's work group and their positive interaction with it.
What critical aspects of evidence are required to demonstrate competency in this unit?	There should be evidence of the person's assisting team members to implement 5S and/or to implement improvements to 5S. There should be evidence of continuous improvement.
In what context should assessment occur?	Assessment needs to occur in a workplace practising or implementing 5S.
Are there any other units which could or should be assessed with this unit or which relate directly to this unit?	This unit could be assessed concurrently with other units relating to the team leader's interactions with their team. This unit differs from <i>MSACMT240A Apply 5S procedures in a manufacturing environment</i> which covers the application of 5S to the person's own work.
What method of assessment should apply?	Assessors must be satisfied that the person can consistently perform the unit as a whole, as defined by the elements, performance criteria, skills and knowledge. A holistic approach should be taken to the assessment. Assessors should gather sufficient, fair, valid, reliable, authentic and current evidence from a range of sources. Sources of evidence may include direct observation, reports from supervisors, peers and colleagues, project work, samples, organisation records and questioning. Assessment should not require language, literacy or numeracy skills beyond those required for the unit. The assessee will have access to all techniques, procedures, information, resources and aids which would normally be available in the workplace. The method of assessment should be discussed and agreed with the assessee prior to the commencement

EVIDENCE GUIDE	
	of the assessment.
What evidence is required for demonstration of consistent performance?	5S needs to be a routine, natural part of everyone's job. As such there should be evidence of consistent application of 5S over an extended period.
What are the specific resource requirements for this unit?	Access to a workplace implementing or practising 5S. No other specific resources are required.

Range Statement

RANGE STATEMENT

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Procedures	Procedures include all work instructions, standard operating procedures, formulas/recipes, batch sheets, temporary instructions and similar instructions provided for the smooth running of the plant. They may be written, verbal, computer based or in some other form. For the purposes of this Training Package, 'procedures' also includes good operating practice as may be defined by industry codes of practice (e.g. Good Manufacturing Practice (GMP), Responsible Care) and government regulations.
5S	5S is a system of work organisation originally developed in Japan based around: A close translation of the five stages in the housekeeping approach is: • sort • set in order • shine • standardise • sustain

Unit Sector(s)

Unit Sector	CM Tools
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corequisite units

Corequisite units	
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Functional area

Functional Area	
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