



Australian Government

Department of Education, Employment and Workplace Relations

MSACMT640A Manage 5S system in a manufacturing environment

Revision Number: 1

MSACMT640A Manage 5S system in a manufacturing environment

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit covers knowledge and skills needed for the overall management of the 5S system in a manufacturing organisation.
-----------------	---

Application of the Unit

Application of the unit	In a typical scenario, an organisation has decided to pursue competitive manufacturing and to adopt 5S as one of the tools. This unit covers the skills needed for ensuring the smooth operation and continuous improvement of the 5S system in plant or enterprise. This may be for an initial introduction of, or for the ongoing implementation and continuous improvement resulting from, 5S. This unit requires the application of skills associated with problem solving, initiative, enterprise, planning and organising in order to ensure a 5S system in implemented in a competitive manufacturing environment. This unit also requires communication and teamwork skills to gather information about processes and implement the 5S system.
-------------------------	---

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	
---------------------------	--

Employability Skills Information

Employability skills	This unit contains employability skills.
-----------------------------	--

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.
---	--

Elements and Performance Criteria

ELEMENT	
1. Organise an appropriate environment for 5S	1.1. Arrange for team leaders to develop/maintain skills required for 5S 1.2. Ensure team leaders are developing/maintaining skills required in their team members 1.3. Ensure procedures and work practices reflect 5S needs and regulatory requirements 1.4. Practise 5S in own work 1.5. Eliminate roadblocks to 5S
2. Audit 5S implementation	2.1. Undertake spot checks of compliance 2.2. Review workplace for indicators of compliance/non-compliance 2.3. Encourage operators to routinely suggest areas for improvement 2.4. Discuss 5S routinely with team leaders to seek ideas for improvement and encourage identification of non-conformance
3. Improve 5S	3.1. Negotiate solutions to non-conformances 3.2. Implement agreed solutions 3.3. Work with team leaders to develop opportunities for improvements 3.4. Provide necessary resources for improvements 3.5. Ensure procedures and practices change to reflect improvements

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
- negotiation

Required knowledge

- meaning and application of 5S to their job
- principles of efficient workplace organisation
- purposes of 5S
- procedures relevant to jobs
- relevant regulatory requirements
- identification of skill gaps
- methods of addressing skill gaps
- ways of encouraging team leaders and operators to find and suggest areas for improvement
- methods of making/recommending improvements
- methods of accessing required resources
- non-conformance, what they are, assessment of severity and action to be taken

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 individual's area of responsibility and their positive interaction with it.
What are the specific resource requirements for this unit?	Access to a workplace implementing or practising 5S. No other specific resources are required.
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 person's interactions with their team This unit differs from <i>MSACMT440A Lead 5S in a manufacturing environment</i> which covers the intermediate skill levels in CM.
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 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.

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.

Competitive manufacturing

Competitive manufacturing is used to describe the range of systemic manufacturing practice concepts and approaches. It covers but is not limited to:

- lean manufacturing
- agile manufacturing
- preventative and predictive maintenance approaches
- monitoring and data gathering systems such as Systems Control and Data Acquisition (SCADA) software, Enterprise Resource Planning (ERP) systems, Manufacturing Resource Planning (MRP), and proprietary systems such as SAP
- statistical process control systems, including six sigma and three sigma
- Just in Time (JIT), kanban and other pull related manufacturing control systems
- supply, value, and demand chain monitoring and analysis
- other continuous improvement systems.

Competitive manufacturing should be interpreted so as to take into account the stage of implementation of competitive manufacturing approaches, the enterprise's size and work organisation, culture, regulatory environment and manufacturing sector.

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 (eg Good Manufacturing Practice (GMP), Responsible Care) and government regulations.

RANGE STATEMENT	
Roadblocks	Includes all factors which are inhibiting the smooth implementation of 5S.
5S	5S is a system of work organisation originally developed in Japan based around housekeeping principles. 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
--------------------	----------

Co-requisite units

Co-requisite units	
---------------------------	--

Functional area

Functional Area	
------------------------	--