



Australian Government

MSS402021 Apply Just in Time procedures

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSS402021A Apply Just in Time procedures

Application

This unit of competency covers the skills and knowledge required to work in an organisation implementing and/or utilising Just in Time (JIT) procedures.

This unit applies to an individual working in an organisation following JIT who will need to follow procedures which are specific to JIT, such as the controlled flow of material (e.g. the use of kanban and elimination of waste). This will involve the individual in the application of the pull system to their job and the authorisation of product/material flows in accordance with procedures and their level of authority.

This unit requires the application of skills associated with planning and organising and self-management to deliver product on demand using necessary tools, equipment and processes to meet production requirements. The unit also requires an ability to recognise and act on problems that may interfere with meeting production demands.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Competitive systems and practices

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

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|---|--|
| 1 Respond to indicator of demand | 1.1 Identify pull of product through work role. |
| | 1.2 Recognise indicator of flow authorisation. |
| | 1.3 Identify production or service required. |

2	Make products or deliver service to demand	2.1	Make product or deliver service as required by ticket.
		2.2	Identify any factors likely to prevent demand being satisfied in own work or work of the team.
		2.3	Take action in accordance with procedures.
3	Update demand information as required	3.1	Record information on ticket to procedures, as required.
		3.2	Facilitate operation of flow authorisation as part of work.
4	Recommend improvements	4.1	Examine the operation of the JIT system as it relates to own work.
		4.2	Identify areas for improvement.
		4.3	Identify any additional personal skill requirements to implement JIT procedures.
		4.4	Recommend improvements.

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Competitive systems and practices include one or more of:

- lean operations
- agile operations
- preventative and predictive maintenance approaches
- statistical process control systems, including six sigma and three

	- sigma - Just in Time (JIT), kanban and other pull-related operations control systems - supply, value, and demand chain monitoring and analysis 5S - continuous improvement (kaizen) - breakthrough improvement (kaizen blitz) - cause/effect diagrams - overall equipment effectiveness (OEE) - takt time - process mapping - problem solving - run charts - standard procedures - current reality tree.
JIT requires availability:	- precisely when the service, product or operation is to be produced or undertaken - in the right quantity and at the right quality.
Product includes one or more of:	- a physical product - a supporting utility service, such as water, gas and power - some other service (e.g. cranes and forklifts).
Indicator of demand includes one or more of:	- kanban bin, ticket or similar - some other indicator of demand pull which authorises production or movement of an item (in some plants, this may also include authorisation using SCADA software).
Procedures (written, verbal, visual, computer based, etc.) include one or more of:	- work instructions - standard operating procedures (SOPs) - safe work method statements - formulas/recipes - batch sheets - temporary instructions - any similar instructions provided for the smooth running of the plant.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402021A Apply Just in Time procedures

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for MSS402021 Apply Just in Time procedures

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include the ability, for one (1) or more JIT procedures, to:

- identify the indicators of demand and the flow authorisation system in their own workplace
- relate products and services supplied by suppliers and customers to the flow authorisation system
- interpret received indicators of demand correctly for quantity, quality and time of delivery
- contribute suggestions for improvement.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role under routine only supervision, including:

- JIT methods relevant to own job
- relevant indicator of demands for own job
- own role in flow authorisation
- faults and other issues that may threaten the JIT delivery of own product or service
- procedures for recommending improvements.

Assessment Conditions

- The unit should be assessed holistically and the judgement of competence shall be based on a holistic assessment of the evidence.
- The collection of performance evidence:
 - should occur over a range of situations which include typical disruptions to normal, smooth operation of the workplace
 - will typically include a supervisor/third-party report focussing on consistent performance and problem recognition and solving. A supervisor/third-party report must be prepared by someone who has a direct, relevant, current relationship with the person being assessed and who is in a position to form a judgement on workplace performance relevant to the unit of competency
 - must include JIT procedures in own workplace
 - will typically include the use of appropriate tools, equipment and safety gear requiring demonstration of preparation, operation, completion and responding to problems.

- Assessment should occur in operational workplace situations. Knowledge evidence may be collected concurrently with performance evidence (provided a record is kept) or through an independent process such as workbooks, written assessments or interviews (provided a record is kept).
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.
- Foundation skills are integral to competent performance of the unit and should not be assessed separately.
- Assessors must satisfy the assessor competency requirements that are in place at the time of the assessment as set by the VET regulator.
- The assessor must demonstrate both technical competency and currency.
- Technical competence can be demonstrated through:
 - relevant VET or other qualification/Statement of Attainment AND/OR
 - relevant workplace experience
- Currency can be demonstrated through:
 - performing the competency being assessed as part of current employment OR
 - having consulted with an organisation providing relevant environmental monitoring, management or technology services about performing the competency being assessed within the last twelve months.

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