



Australian Government

MSS402022 Apply 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. Supersedes and is equivalent to MSS402020 Apply quick changeover procedures.

Application

This unit describes the skills and knowledge required to prepare for and apply quick changeover according to procedures.

This unit applies to individuals who are required to apply quick changeover of equipment, processes, batches, product or service type or other aspects of the work.

This unit applies to any organisation that is implementing quick changeover, typically within competitive systems and practices.

This unit may not be applicable to a totally continuous operation producing only one product, or simultaneous range of products. The unit is also not applicable to a maintenance/pressure vessel inspection shutdown as experienced by continuous process manufacturers.

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. Prepare for changeover	1.1 Determine when changeover will be required 1.2 Review plans and instructions for quick changeover 1.3 Identify role of others in quick changeover 1.4 Obtain and organise all tools, parts and materials required for changeover 1.5 Organise changeover process taking into account internal and external set-up activities 1.6 Identify quality specifications and targets relevant to changeover

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
2. Make quick changeover	2.1 Plan changeover according to quick changeover principles 2.2 Liaise and work with relevant people in quick changeover 2.3 Complete changeover according to procedures 2.4 Check output meets specification 2.5 Debrief with all relevant stakeholders 2.6 Note any steps which result in waste 2.7 Recommend changes to reduce waste
3. Improve work health and safety (WHS)	3.1 Identify hazards to self or others in all steps or actions in changeover process 3.2 Determine risks from each hazard 3.3 Identify actions which may be performed in a more ergonomic manner 3.4 Recommend changes to improve WHS

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 understand workplace documentation
- Oral communication skills to debrief and make recommendations
- Numeracy skills to check outputs, identify waste.

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

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS402020 Apply quick changeover 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 MSS402022 Apply quick changeover procedures

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Performance Evidence

There must be evidence the candidate has completed the tasks outlined in the elements and performance criteria of this unit, and demonstrated the ability to:

- perform, and suggest improvements to, at least 3 quick changeovers.
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Knowledge Evidence

There must be evidence the candidate has knowledge of:

- principles of quick changeover, including:
 - setting of target time for changeover
 - conversion of internal set-up time to external set-up time, where appropriate
 - simplification of changeover steps
 - monitoring and continuous improvement of changeovers
- purpose and requirements of changeover
- types of muda (waste) relevant to the changeover, including 'required' muda
- methods of minimising muda
- quality requirements for process, products or services affected by changeover
- relevant operational procedures
- health, safety and environment (HSE) procedures relevant to own job.
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Assessment Conditions

and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - documented quick changeover processes or procedures
- modelling of industry operating conditions.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

Links

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