



Australian Government

MSS402042 Apply 5S 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 MSS402041 Apply 5S in an office and MSS402040 Apply 5S procedures.

Application

This unit describes the skills and knowledge required to identify and implement 5S practices to make improvements in own job and work area.

This unit applies to workers who have a discrete role, individually manage a process or who have been given authority by a supervisor or manager to make changes to work practices in a work area.

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. Prepare for implementation of 5S	1.1 Identify own functions in target work area in terms of internal and/or external customer requirements 1.2 Identify how own and team tasks contribute to work area functions 1.3 Identify key steps in work tasks 1.4 Confirm arrangements for assistance and reporting for 5S implementation
2. Sort needed items from unneeded	2.1 Identify all items in target work area 2.2 Distinguish between essential items for achieving work area functions and non-essential items 2.3 Place any non-essential item in an appropriate location other than

Elements	Performance Criteria
Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	work area/space 2.4 Regularly check that only essential items are in work area 2.5 Seek input from supervisor and any team members to confirm non-essential items and what to do with them
3. Set the workplace in order	3.1 Identify best location, state or condition for each essential item to minimise waste (muda) 3.2 Set each essential item in its assigned location, state or condition 3.3 After use, immediately return each essential item to its assigned location, state or condition 3.4 Regularly check that each essential item is in its assigned location, state or condition
4. Shine the work area	4.1 Keep work area clean and organised before, during and after shift 4.2 Identify cleaning and maintenance routines within own area of responsibility in work area 4.3 Apply cleaning and maintenance routines according to schedules. 4.4 Check work area and essential items for signs of wear, malfunction, damage and/or safety risks that require immediate attention and report according to workplace procedures
5. Standardise activities	5.1 Identify and apply procedures or activities to maintain clean and organised work area 5.2 Apply standardised approach to procedures or activities using a simple checklist, schedule or reminder system 5.3 Keep work area to specified standard
6. Sustain the 5S system	6.1 Clean and organise work area after completion of job and before commencing next job 6.2 Identify situations where conformance to standards is unlikely and take actions specified in procedures 6.3 Inspect work area regularly for conformance to specified standard 6.4 Recommend improvements to lift the level of conformance in the workplace

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 familiar workplace procedures and work documentation
- Writing skills to complete familiar workplace documentation
- Oral communication skills to report issues and recommendations and participate in discussions
- Numeracy skills to perform simple arithmetic with whole numbers and routine fractions or percentages.

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 MSS402041 Apply 5S in an office and MSS402040 Apply 5S 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 MSS402042 Apply 5S 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:

- identify, apply and sustain 5S procedures to improve at least one aspect of a work area.
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Knowledge Evidence

There must be evidence the candidate has knowledge of:

- 5S concepts and procedures including:
 - meaning and application of 5S to own job and work area
 - purpose and steps of 5S
- workplace procedures, instructions or similar for own activities and of others in team or work area
- principles of efficient workplace organisation
- types of muda (waste) including:
 - defects/rework
 - overprocessing
 - overproduction
 - unnecessary motion
 - unnecessary transport
 - excess inventory
 - underutilised resources or talent
- potential muda (waste) within the work area and types of improvements related to location and use of:
 - supplies, equipment, materials, furniture
 - lighting, heating, cooling
 - paperwork, reference materials, files, storage systems
 - safety and personal protective equipment (PPE)
- simple methods to estimate the amount of muda (waste) and the benefits from improvements
- procedures for recommending improvements.

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Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions and contingencies. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources
- modelling of industry operating conditions.

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

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