



Australian Government

MSS403040 Facilitate and improve implementation of 5S

Release: 1

MSS403040 Facilitate and improve implementation of 5S

Modification History

Release 1. Supersedes and is equivalent to MSS403040A Facilitate and improve implementation of 5S

Application

This unit of competency covers the skills and knowledge required by an individual to facilitate the implementation and improvement of the 5S by self and others in a team or work area. The facilitation may be undertaken by formally designated supervisory staff, such as team leaders or other individuals in a competitive systems and practices implementation role, who need to provide support and encouragement to others to facilitate the achievement of 5S outcomes in the workplace.

This unit requires the application of skills associated with communication, teamwork, problem solving, initiative and enterprise, planning and 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.

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.

1 **Facilitate the set-up of 5S**

1.1 Assist others to determine what are necessary and unnecessary items in the work area.

1.2 Assist others to determine optimum assigned location for all necessary items.

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| | | 1.3 | Liaise with relevant production and work health and safety (WHS) personnel in determining optimum locations. |
| | | 1.4 | Assist others to determine optimum location for unnecessary items. |
| | | 1.5 | Assist others to determine 5S schedule. |
| | | 1.6 | Assist others to achieve the required level of skill. |
| 2 | Facilitate the implementation of 5S | 2.1 | Ensure procedures reflect 5S practices. |
| | | 2.2 | Assess skill base of team or work group members in 5S and arrange for any required training. |
| | | 2.3 | Ensure that any damage and/or safety risks reported by the team or work group are addressed through correct mechanisms. |
| 3 | Monitor 5S | 3.1 | Check work area for 5S implementation as part of normal routine. |
| | | 3.2 | Identify non-conformances. |
| | | 3.3 | Negotiate solutions to non-conformances. |
| 4 | Improve 5S | 4.1 | Work with others to find areas for improvement. |
| | | 4.2 | Assist others to develop improvement solutions. |
| | | 4.3 | Facilitate the availability of resources required for the improvement solution. |
| | | 4.4 | Facilitate the implementation of the improvement solution. |

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.

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.

5S includes all of:

- sort
- set in order
- shine

- standardise
 - sustain.
- Sort includes all of:**
- separating necessary from unnecessary items (equipment and supplies)
 - keeping only what is absolutely necessary for the work processes that comprise the job
 - disposing of (or relocating) all other items.
- Set in order includes all of:**
- assigning required equipment and materials appropriate locations in the work area
 - consideration of frequency of use, ergonomics and WHS
 - provision of facilities to maintain the locations.
- Shine includes one or more of:**
- keeping the work area clean at all times which should be carried out to a regular daily schedule against allowed time, usually at the end of the day or of a particular process
 - keeping work area, including virtual work area, organised
 - noting any signs of wear, damage, leakage, safety risks or other issues that require immediate attention.
- Standardising includes one or more of:**
- activities that help maintain the order and the 5S standards
 - using procedures and checklists developed from a procedure.
- Sustain includes one or more of:**
- making sure that daily activities are completed every day regardless of circumstance
 - undertaking inspections, including:
 - informal inspections that should be carried often, at least weekly
 - formal inspections that should be carried out at least monthly.
- Items in work area include one or more of:**
- office supplies
 - materials
 - paperwork
 - furniture
 - storage systems and cabinets
 - lighting, wiring, plumbing and other services designed to support a working environment in the office
 - manuals

	• personal items (e.g. bags, phones, lunch boxes, clothing, photos and ornaments) • safety and personal protective equipment • any other item which happens to be in the work area.
Teams include one or more of:	• formal teams • informal teams • people working in the same area.
Target work area may be a physical and/or virtual workspace and includes one or more of:	• used by a person, a team or a cross-functional group • common to part/s of a process or value stream (already defined) • shared by people who undertake a defined procedure or set of procedures • needed to support a particular function.
Appropriate places include areas designated for one or more of:	• recycling • rubbish removal • staff room/lunch room/kitchen • office supplies, filing and other storage • functions, such as printing/copying • holding until status is confirmed.
Optimum assigned location includes:	• making changes to the layout of furniture, equipment and personnel in order to facilitate the smooth and continuous flow of work through process steps taking into account WHS considerations.
Non-conformance includes:	• incorrect or incomplete application of 5S procedures, including any daily tasks, scheduled inspections and continuous improvement procedures.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS403040A Facilitate and improve implementation of 5S

Links

Companion Volume implementation guides are found in VETNet -

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