



**Australian Government**

# **MSS403080 Improve changeovers**

**Release: 1**

## MSS403080 Improve changeovers

### 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 MSS403084 Improve changeovers.

### Application

This unit describes the skills and knowledge required to map the requirements for changeover and identify how to reduce waste in the changeover process.

This unit applies to an individual who is required to work on more than one process, product or service and to effect changeover between them. The changeover may require change of equipment, parts, materials, physical/electronic files, computer software, templates or other aspects of the work.

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.

### Pre-requisite Unit

Nil

### 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. Record changeover process              | <ul style="list-style-type: none"><li>1.1 Identify customer requirements and other specifications for required product or service</li><li>1.2 Identify last off good product or service and check against customer requirements and specifications</li><li>1.3 Identify likely start and required finish situations for last off or first off good product or service</li><li>1.4 Map required process steps in changeover</li></ul> |

| Elements                                  | Performance Criteria                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element.                                                                                                                                                                                                                            |
|                                           | 1.5 Identify any optional or alternative process steps<br>1.6 Record times, motion and other data that might indicate waste onto changeover map<br>1.7 Confirm changeover map with relevant people                                                                                                                         |
| 2. Identify waste in changeover map       | 2.1 Identify all muda (waste) in changeover map<br>2.2 Identify internal and external changeover activities<br>2.3 Identify required muda<br>2.4 Propose changes to reduce changeover time                                                                                                                                 |
| 3. Make quicker changeover                | 3.1 Obtain any authorisations and resources required for proposed changes<br>3.2 Check there are no adverse quality, work, health and safety (WHS) or environment implications from proposed changes<br>3.3 Try out revised changeover to confirm improvement<br>3.4 Standardise improvement in accordance with procedures |

## 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 workplace documentation
- Writing skills to document process steps and proposed improvements
- Oral communication skills to discuss changeover issues and solutions
- Numeracy skills to perform calculations using time, quantities, fractions and 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 MSS403084 Improve changeovers.

## 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 MSS403080 Improve changeovers

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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:

- map at least 2 changeover processes and identify and implement improvements for each one.

## Knowledge Evidence

There must be evidence the candidate has knowledge of:

- equipment and processes subject to changeover in own area
- drawing and interpretation of process maps
- internal and external changeover steps
- principles and purpose of quick changeover
- types of muda relevant to the process, products or services including 'required' muda
- methods of minimising muda
- authorisation processes for change.

## 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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