



Australian Government

MSS403084 Improve changeovers

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSS403084A Improve changeovers

Application

This unit of competency covers the basic skills and knowledge required to improve changeovers.

This unit applies to an individual who is required to work on more than one product and to change between them as part of their work role. The product may be a physical or non-physical product and changeover may require a change of equipment or parts or it may require changing files, computer software, templates or some other changeover. It applies to the individual's own job at whatever organisational level they are employed and also applies to individuals who are assisting (or could assist) others to make a changeover.

The individual will typically be working closely with others, as part of a formal team, an ad hoc team or otherwise. They will liaise and communicate with these others, as required.

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	Record changeover process	1.1	Identify customer requirements and other specifications for required product or service.
		1.2	Identify last off good product or service and check against customer requirements and specifications.
		1.3	Identify likely start and required finish situations for last

- off or first off good product or service.
- 1.4 Process map required steps in changeover.
 - 1.5 Identify any optional or alternative process steps.
 - 1.6 Record times and other relevant data on map.
 - 1.7 Confirm changeover map with relevant people.
- 2 **Identify waste in changeover map**
 - 2.1 Identify all muda (waste) in changeover map.
 - 2.2 Identify internal and external changeover activities.
 - 2.3 Propose changes to reduce changeover time.
- 3 **Make quicker changeover**
 - 3.1 Obtain any required authorisations and resources for proposed changes.
 - 3.2 Check there are no adverse quality, health, safety and environment (HSE) implications.
 - 3.3 Try out proposed changeover.
 - 3.4 Standardise improvement in accordance with procedures.

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**
- lean operations
 - agile operations

practices include one or more of:

- 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.

Changeover requires one or more of:

- a change of equipment or parts
- changing (computer or paper) files
- changing computer software or templates
- other changes.

Muda (waste) includes all of:

- overproduction
- waiting
- transporting
- inappropriate processing
- unnecessary inventory
- excess motion
- defects
- underutilised employees
- having no-one follow.

Unit Mapping Information

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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 MSS403084 Improve changeovers

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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 at least two (2) changeovers, to:

- follow process maps
- categorise changeover steps as either internal or external
- perform changeovers in accordance with procedures
- recommend improvements to the changeover procedure.

Knowledge Evidence

Must provide evidence that demonstrates knowledge relevant to their job role sufficient to fulfil their job role independently, including:

- equipment and processes subject to changeover in own area
- drawing and interpretation of process maps
- principles and purpose of quick changeover
- authorisation processes for change.

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 improvement of changeovers 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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