



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>