



Australian Government

MSS403087 Mistake proof an operational process

Release: 1

MSS403087 Mistake proof an operational process

Modification History

Release 1. Updated unit code. Changes to elements and performance criteria. Range of conditions removed. Assessment requirements amended. Equivalent outcome.

Application

This unit describes the skills and knowledge to analyse a process that a team is responsible for and determine methods of mistake proofing it. This includes determining, implementing and sustaining improvement activities.

The person will typically be a technical expert, team leader or be in a role where they have sufficient technical understanding of processes in their own work and that of others to be able to mistake proof the production process in their area.

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

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	Analyse process	1.1	Identify sources of variability and non-conformance in the process
		1.2	Identify critical control points in process
		1.3	Analyse causes of variability and non-conformance
2	Develop preventative	2.1	Liaise with team members and other people to develop mistake proof options for performing operation

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
	options	2.2	Test and validate mistake proofing options
3	Implement permanent fix	3.1	Liaise with relevant people to have systems and procedures changed to implement solution
		3.2	Liaise with relevant people to implement the solution
		3.3	Liaise with relevant people to ensure self and others in the team or work area have appropriate skills
		3.4	Follow through to ensure implementation occurs
4	Monitor implementation	4.1	Critically observe the implementation
		4.2	Compare the results of the implementation against the expected outcomes
		4.3	Modify solution to improve outcomes
		4.4	Confirm procedures reflect change
		4.5	Confirm training and assessment reflects change
		4.6	Audit change at agreed period or cycle
		4.7	Address any observed deviation
5	Seek improvements	5.1	Observe and monitor changes
		5.2	Analyse process again to ensure improvements are sustained

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

Release 1. Supersedes and is equivalent to MSS403051 Mistake proof an operational process.

Links

The MSS Sustainability Companion Volume implementation Guides are available from VETNet: -

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