



Australian Government

MSS405020 Develop quick changeover procedures

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MSS405020A Develop quick changeover procedures

Application

This unit of competency covers the skills and knowledge required to develop/improve changeovers for equipment, processes or operations. It includes critically analysing existing changeovers, applying quick changeover principles, and developing improved changeover procedures.

This unit applies to managers, technical specialists or similar in an organisation that has adopted or is adopting a quick changeover approach to its changeovers.

This unit requires the application of skills associated with communication, problem solving, initiative, enterprise, planning and organising in order to analyse and determine changeover procedures. This unit also requires aspects of self-management and learning to ensure feedback and new learning is integrated into the development of procedures.

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	Analyse changeover	1.1	Critically observe changeover process.
		1.2	Identify steps in changeover.
		1.3	Identify start situation and required finish situation for changeover.

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| 2 | Apply quick changeover principles | 2.1 | Identify changes to the start situation and required finish situation which are possible. |
| | | 2.2 | Identify internal and external changeover activities. |
| | | 2.3 | Identify activities which could be improved/eliminated. |
| | | 2.4 | Eliminate/reduce adjustments required after changeover. |
| | | 2.5 | Develop improved changeover process and recommendations for implementation procedure. |
| | | 2.6 | Liaise with relevant people to validate recommendations. |
| 3 | Assess and minimise risks in changeover | 3.1 | Analyse hazards and risks from all steps in changeover. |
| | | 3.2 | Apply ergonomic principles and hierarchy of control to each equipment and manual hazard. |
| | | 3.3 | Assess any regulatory risk in changeover. |
| | | 3.4 | Minimise hazards during changeover ensuring final risk profile is acceptable. |
| 4 | Implement improved changeover | 4.1 | Acquire any required resources and approvals. |
| | | 4.2 | Organise trials of improved changeover. |
| | | 4.3 | Monitor trial. |
| | | 4.4 | Make adjustments to changeover process. |
| | | 4.5 | Implement improved changeover process. |

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.

Changeover refers to one or more of:

- equipment exchanges, such as an exchange of dies/tools (traditional)
- change between batches
- change between campaigns (process manufacturing)
- quantum equipment/process change to produce a different product.

Activities which should be improved/eliminated include one or more of:

- those which take time or are unreliable in terms of outcome
- those which are difficult to do or have adverse work health and safety (WHS) implications (e.g. repetitive strain injury, back injury and finger injuries).

Hazards and risks are related to one or more of:

- WHS
- regulatory compliance
- environment

- commercial and contractual obligations.

Procedures (written, verbal, visual, computer based, etc.) include one or any combination 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.

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>