



Australian Government

MSS405040 Manage 5S system in an organisation

Release: 1

MSS405040 Manage 5S system in an organisation

Modification History

Release 1. Supersedes and is equivalent to MSS405040A Manage 5S system in an organisation

Application

This unit of competency covers the skills and knowledge required for the overall management of the 5S system in an organisation.

This unit applies to an individual who is responsible for ensuring the smooth operation and continuous improvement of the 5S system in an organisation. This may be for an initial introduction of, or for the ongoing implementation and continuous improvement resulting from, 5S.

This unit requires the application of skills associated with problem solving, planning, communication and teamwork.

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	Organise an appropriate environment for 5S	1.1	Ensure managers and other key stakeholders support and understand 5S.
		1.2	Arrange for team leaders to develop/maintain skills required for 5S.
		1.3	Ensure team leaders are developing/maintaining skills required in their team members.

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| | | 1.4 | Ensure procedures and work practices reflect 5S needs and regulatory requirements. |
| | | 1.5 | Practise 5S in own work. |
| | | 1.6 | Eliminate roadblocks to 5S. |
| 2 | Audit 5S implementation | 2.1 | Undertake spot checks of compliance. |
| | | 2.2 | Review workplace and records for indicators of compliance/non-compliance. |
| | | 2.3 | Encourage all levels of the workforce to routinely suggest areas for improvement. |
| | | 2.4 | Discuss 5S routinely with team leaders to seek ideas for implementation of improvement suggestions and encourage identification of non-conformance. |
| 3 | Improve 5S | 3.1 | Negotiate solutions to non-conformances. |
| | | 3.2 | Implement agreed solutions. |
| | | 3.3 | Work with team leaders to develop opportunities for improvements. |
| | | 3.4 | Provide necessary resources for improvements. |
| | | 3.5 | Ensure procedures and practices change to reflect improvements. |

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.

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.

5S includes all of:

- sort
- set in order
- shine
- standardise
- sustain.

Sort includes all of:

- separating necessary from unnecessary items (equipment and supplies)
- keeping only what is absolutely necessary for the work processes

- that comprise the job
 - disposing of (or relocating) all other items.
- Set in order includes all of:**
- assigning required equipment and materials appropriate locations in the work area
 - consideration of frequency of use, ergonomics and work health and safety (WHS)
 - provision of facilities to maintain the locations.
- Shine includes one or more of:**
- keeping the work area clean at all times which should be carried out to a regular daily schedule against allowed time, usually at the end of the day or of a particular process
 - keeping work area, including virtual work area, organised
 - noting any signs of wear, damage, leakage, safety risks or other issues that require immediate attention.
- Standardising includes one or more of:**
- activities that help maintain the order and the 5S standards
 - using procedures and checklists developed from a procedure.
- Sustain includes one or more of:**
- making sure that daily activities are completed every day regardless of circumstance
 - informal inspections that should be carried often, at least weekly
 - formal inspections that should be carried out at least monthly.
- Items in work area may include one or more of:**
- tools
 - jigs/fixtures
 - materials/components
 - plant and equipment
 - manuals
 - personal items (e.g., lunch boxes and posters)
 - safety equipment and personal protective equipment
 - other items which happens to be in the work area.

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 MSS405040 Manage 5S system in an organisation

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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, across an organisation or department/section, to:

- encourage and monitor a systematic approach to implementing 5S
- analyse areas and records for evidence of 5S conformance/non-conformances
- manage non-conformances in implementation of 5S
- lead and motivate others in achieving 5S outcomes and making improvements to the 5S systems.

Knowledge Evidence

Must provide evidence that demonstrates sufficient knowledge to interact with relevant personnel and be able to manage 5S systems, including knowledge of:

- organisation operations and structure
- principles of efficient workplace organisation
- purposes and methodology of 5S
- operation procedures relevant to jobs in the organisation
- relevant regulatory requirements
- processes for identification of skill gaps
- methods of addressing skill gaps
- ways of encouraging team leaders and operators to find and suggest areas for improvement
- methods of making/recommending improvements
- methods of accessing required resources
- non-conformance, what they are, assessment of severity and action to be taken.

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 is best done from a report and/or folio of evidence drawn from:

- a single project which provides sufficient evidence of the requirements of all the elements and performance criteria
- multiple smaller projects which together provide sufficient evidence of the requirements of all the elements and performance criteria.
- A third-party report, or similar, may be needed to testify to the work done by the individual, particularly when the project has been done as part of a project team.
- Assessment should use a real project where initial introduction of, or ongoing implementation and continuous improvement resulting from 5S occur in an operational workplace.
- Knowledge evidence may be collected concurrently with performance evidence 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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