



Australian Government

MSS407010 Improve visual management in the workplace

Release: 1

MSS407010 Improve visual management in the workplace

Modification History

Release 1. Supersedes and is equivalent to MSS407010A Improve visual management in the workplace

Application

This unit of competency covers the skills and knowledge required to assess current visual management strategies and techniques in the workplace and improve the application of visual management strategies and techniques and their integration into the overall competitive improvement approach of the organisation.

This unit applies to improving an organisation's visual management in the workplace. The level of existing visual management is not required to be extensive for the unit to apply. This unit covers examining the workplace to determine the effectiveness of current visual management strategies and tools, the determination of additional/alternative visual management strategies and tools, and their integration into overall improvement strategies within the organisation.

The visual management may be applied to the whole organisation or a production area or a support area and can either be active visual management strategies, such as operator controlled status indicators, or passive, such as information boards or information islands containing production and other data, to give employees access to production, work health and safety (WHS), equipment availability or other data.

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	Determine	1.1	Identify current visual management activities and
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| current visual management activities and information needs | | provided information. |
| | 1.2 | Establish extent of linkage of visual management activities and provided information to other competitive systems and practices strategies and techniques. |
| | 1.3 | Identify problems and improvements which could be made. |
| | 1.4 | Determine root cause of problems. |
| | 1.5 | Determine visual management techniques and information needs for improvement to occur. |
| | 1.6 | Determine benefit which would accrue from improvement and cost of providing the information. |
| 2 | Choose which things to display visually | |
| | 2.1 | List all valuable information identified. |
| | 2.2 | Rank possible information based on benefit/cost or other agreed basis. |
| | 2.3 | Agree on the critical information and possible information sources which should be included in the visual management system. |
| | 2.4 | Negotiate the provision of this critical information to an adequate precision and in a timely manner. |
| 3 | Choose display method | |
| | 3.1 | Choose the most appropriate display method for each item of critical information. |
| | 3.2 | Determine the most appropriate location for the visual display of each item of critical information. |
| | 3.3 | Determine the appropriate source and approving authority for display information. |
| | 3.4 | Review the chosen information, information source, display method and location to ensure the right display of the right information. |
| | 3.5 | Validate data/information as required by methodology. |

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| 4 | Review the results of visual management | 4.1 | Review actual benefit gained and the actual cost of providing the information. |
| | | 4.2 | Validate the appropriateness of the information provided for delivering the intended outcome. |
| | | 4.3 | Initiate appropriate improvements to the visual management system. |
| | | 4.4 | Follow through on improvement actions to ensure they are fully implemented. |

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.
- Methods for displaying information include one or more of:**
- colour coding
 - pictures/graphics
 - kanban cards
 - coloured lines
 - signage
 - labelling
 - control boards
 - area information boards
 - gauges and dials
 - checklists
 - Gantt charts.
- Where to display includes one or more of:**
- at the machine or cell/on the plant or equipment (e.g. performance feedback and process conditions)
 - at a workstation (e.g. work instructions)
 - on a control panel
 - centrally (e.g. general plant or team information)
 - visible to all (e.g. Andon lights and HSE alarms).

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>