

SEMBIT2-03 - SQA Unit Code F9JR 04

Contributing to the application of workplace organisation techniques



Overview

This unit covers the competencies required to carry out a systemic approach to continuously make improvements to workplace organisation. It involves carrying out the principles and techniques of a workplace organisation activity such as 5S or 5C. You will need to consider the work area and its activity and determine where information, materials, tools and/or equipment are missing, or require a new location and where improvements to the area or activity could be made.

You will also be expected to actively contribute to making recommendations for the creation of, or changes to, standard operating procedures and visual controls that everyone works to within the area, which could cover such things as producing shadow boards to standardise the storage and location of area equipment, colour coding of equipment, cleaning and maintenance of equipment, production operations and health and safety. The overall objective of the activity will be to improve the condition of the working environment and in doing so establish a new improved area score.

Your responsibilities will require you to comply with organisational policy and procedures for the activities undertaken and to report any problems that you cannot solve, or are outside your responsibility, to the relevant authority. You will be expected to take full responsibility for your own actions within the activity and for the quality and accuracy of the work you carry out.

Your underpinning knowledge will provide a good understanding of the workplace organisation activity and the area in which you are working, and provide an informed approach to the techniques and procedures used. You will need to understand the principles of workplace organisation and their application, in adequate depth to provide a sound basis for carrying out the activities to the required criteria.

Applying safe working practices will be a key issue throughout.

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Performance criteria

- You must be able to:*
- P1 work safely at all times, complying with health and safety and other relevant regulations and guidelines
 - P2 use workplace organisation techniques within the chosen work area and establish and agree the area score
 - P3 identify where information, resources or equipment is missing or is in surplus and where improvements can be made
 - P4 make recommendations for the creation of, or changes to, standard operating procedures (SOPs), and visual controls that everyone works to within the area
 - P5 make agreed improvements to the workplace organisation and establish and agree the new improved area score

Knowledge and understanding

You need to know and understand:

- K1 the health and safety requirements of the area in which you are carrying out the workplace organisation activity
- K2 the factors to be considered when selecting a work area for an activity (such as: cleanliness, health and safety product quality)
- K3 the procedure used to identify and address surplus or missing equipment or resources (such as carrying out a 'red tagging' exercise)
- K4 how to arrange and label the necessary resources or equipment for rapid identification and access
- K5 how to make recommendations for the creation of, or changes to, standard operating procedures (SOPs) or other approved documentation
- K6 how to score and audit the workplace organisation
- K7 the techniques required to communicate information using visual systems (such as shadow boards, performance charts, KPIs)
- K8 the extent of your own authority, and to whom you should report to, in the event of problems that you cannot resolve

Additional Information

Scope/range related to performance criteria

You must be able to:

1. make recommendations for the creation of or changes to standard operating procedures which cover **two** of the following:
 - 1.1. cleaning of equipment/work area
 - 1.2. maintenance of equipment
 - 1.3. health and safety
 - 1.4. process procedures
 - 1.5. manufacturing operations/working processes
 - 1.6. quality systems
 - 1.7. regulatory compliance system
2. make recommendations for the creation of changes to visual controls, which cover **two** of the
 - 2.1. shadow boards or an alternative (such a labelled racking and storage systems), to standardise the storage and location of area resources and/or equipment
 - 2.2. colour coding
 - 2.3. line status systems (such as line process system)
 - 2.4. skills matrix
 - 2.5. performance measures
 - 2.6. process control boards
 - 2.7. improvement systems
 - 2.8. planning systems

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