

Specification of Competency Standards
for the Manufacturing Technology Industry
Unit of Competency

Functional Area - Product Manufacturing

Title	Continuously improve shopfloor environment and foster quality management in shopfloor
Code	106561L5
Range	This unit of competency is applicable to all corporations of Manufacturing Technology Industry. Practitioners should be capable to implement comprehensive quality management in shopfloor in accordance with the corporate requirements
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Understand the knowledge of shopfloor environment and quality management of shopfloor <ul style="list-style-type: none"> • Recognise all kinds of equipment in the workshop • Understand foundation manufacturing technologies • Understand the relevant legal requirements of Occupational Safety and Health • Understand the required working environment and conditions of normal operation of production equipment, such as temperature, humidity and levelness • Understand the foundation concepts of industrial engineering, such as Lean Manufacturing, Flexible Manufacturing System, Visual Management, 5S, shopfloor layout analysis techniques, quality management skills of shopfloor and ergonomics • Understand the concept of comprehensive quality management, all kinds of continuous improvement tools, including quality tools of circulation of plan - do - review - action (PDCA), 5W1H, Fishbone Diagram • In-depth understanding of the workflow of workshop 2. Continuously improve shopfloor environment and foster quality management in shopfloor <ul style="list-style-type: none"> • Draw the workflow diagram for each workflow of the shopfloor, analyse and make recommendations for improvement, such as value stream mapping and one piece flow • Apply all kinds of tools to analyse shopfloor layouts and make recommendations for improvement, such as Spaghetti Diagram, Production Equipment Relationship and Analysis Matrix and Workshop Simulation Software • Conduct shopfloor standardization, such as internal operating procedures, guidelines formats, storage methods or transportation quantity • Add all kinds of instruction labels, logo icon, colours, uniforms or charts in the work environment, enhance management efficiency, improve production processes, implement visual management • promote 5S to different staff, supervise the 5S practice and achieve clean shopfloor management • Carry out ergonomic analysis of work environment, such as brightness, weight, noise, limb extension, so as to ensure the staff's working environment is suitable to the work requirements and meet the relevant requirements of Occupational Safety and Health. • Ensure the working environment of production equipment meet the conditions and requirements of normal operation • In-depth analysis of all kinds of problems in shopfloor and identify the main causes and then improve 3. Professional handling of continuously improving shopfloor environment and fostering quality management in shopfloor <ul style="list-style-type: none"> • Follow the safety guidance of Occupational Safety & Health Ordinance Continuously, improve shopfloor environment and foster quality management culture in shopfloor

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Assessment Criteria	The integrated outcome requirements of this unit of competency are: <ul style="list-style-type: none">• Capable to improving shopfloor environment in accordance with the floorplan of the shopfloor and production equipment, foster quality management culture in shopfloor• Capable to Improve production efficiency and quality of the production line
Remark	