



MSSC Key Work Activities for Standards, Training and Assessments

SAFETY

- Work in a Safe and Productive Manufacturing Workplace
- Perform safety and environmental inspections
- Perform emergency drills and participate in emergency teams
- Identify unsafe conditions and take corrective action
- Provide safety orientation for employees
- Train personnel to use equipment safely
- Suggest processes and procedures that support safety of work environment
- Fulfill safety and health requirements for maintenance, installation, and repair
- Monitor safe equipment and operator performance
- Utilize effective, safety-enhancing workplace practices

MANUFACTURING PROCESSES AND PRODUCTION

- Identify customer needs
- Determine resources available for the production process
- Set up equipment for the production process
- Set team production goals
- Make job assignments
- Coordinate work flow with team members and other work groups
- Communicate production and material requirements and product specifications
- Perform and monitor the process to make the product
- Document product and process compliance with customer requirements
- Prepare final product for shipping or distribution

QUALITY PRACTICES AND MEASUREMENT

- Participate in periodic internal quality audit activities
- Check calibration of gages and other data collection equipment
- Suggest continuous improvements
- Inspect materials and product/process at all stages to ensure they meet specifications
- Document the results of quality tests
- Communicate quality problems.
- Take corrective actions to restore or maintain quality
- Record process outcomes and trends
- Identify fundamentals of blueprint reading
- Use common measurement systems and precision measurement tools

MAINTENANCE AWARENESS

- Perform preventive maintenance and routine repair
- Monitor indicators to ensure correct operations
- Perform all housekeeping to maintain production schedule
- Recognize potential maintenance issues with basic production systems, including knowledge of when to inform maintenance personnel about problems with:
 - Electrical systems
 - Pneumatic systems
 - Hydraulic systems
 - Machine automation systems
 - Lubrication processes
 - Bearings and couplings
 - Belts and chain drives