

Title	Explain production planning and control processes used in a print industry company		
Level	4	Credits	10

Purpose	People credited with this unit standard are able to, in a print industry company, explain: the principal elements of production planning; and production control processes.
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Classification	Printing > Print Industry Management
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Available grade	Achieved
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Guidance Information

1 Legislation, regulations and/or industry standards relevant to this unit standard include but are not limited to the:

- Hazardous Substances and New Organisms Act 1996;
- Health and Safety at Work Act 2015;
- Resource Management Act 1991.

Any new, amended or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.

2 Definitions

Job requirements refer to specific requirements for the print job at hand. These requirements may or may not be covered in the job documentation and may include special instructions, quality requirements expected by the customer, and/or production standards as set down by the print workplace and/or organisation.

Print industry refers to all sectors involved in print and packaging industries including pre-production, production, and post-production activities, suppliers and distributors. The sectors include graphic pre-press, digital output, sheet-fed, reel-fed, screen, binding and finishing, and fibreboard packaging.

Print industry company is a business involved within the print or packaging industries.

Workplace procedures refer to organisation policies and procedures that are documented in memo, electronic, or manual format and available in the workplace. They may include but are not limited to – standard operating procedures, site specific procedures, site safety procedures, equipment operating procedures, quality assurance procedures, product quality specifications, manufacturer's requirements, references, approved codes of practice, housekeeping standards, environmental considerations, on-site briefings, supervisor's instructions, and procedures to comply with legislative and local body requirements relevant to the print sector.

3 Assessment information

Candidates must follow the procedures and instructions for a sample production job. Although they do not have responsibility for implementing the production plan, they must demonstrate that they have a clear understanding of the processes and the reasons behind them.

Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable service information, workplace procedures and legislative requirements.

Outcomes and performance criteria

Outcome 1

Explain the principal elements of production planning in a print industry company.

Performance criteria

- 1.1 Explain production planning in relation to resources required to meet job requirements.
- 1.2 Explain the importance of routing to achieve maximum efficiency of resource utilisation and to meet job requirements.
- 1.3 Explain scheduling of required production hours and job commencement times in terms of meeting job completion dates.
- 1.4 Explain allocation of instructions, materials, and other processes in terms of meeting job requirements and completion dates.
- 1.5 Explain the importance of monitoring work-in-progress against production schedules.
- 1.6 Explain the use of a production planning board or system for scheduling work.

Outcome 2

Explain production control processes in a print industry company.

Performance criteria

- 2.1 Explain the need to monitor equipment capacity utilisation.
- 2.2 Explain the importance of inventory control to ensure the availability of substrates, materials, and supplies.
- 2.3 Explain the importance of monitoring the effectiveness of purchasing and supply of materials and outside services.
- 2.4 Explain the importance of monitoring the achievement of quality standards and procedures.

- 2.5 Explain the importance of allowances for downtime and maintenance programmes in relation to scheduling production.

Planned review date	31 December 2027
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 July 1999	31 December 2022
Review	2	26 September 2001	31 December 2022
Rollover and Revision	3	12 December 2008	31 December 2022
Review	4	20 March 2009	31 December 2022
Rollover and Revision	5	31 May 2018	31 December 2022
Review	6	23 July 2020	31 December 2022
Reinstatement	7	30 March 2023	N/A

Consent and Moderation Requirements (CMR) reference	0013
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council qualifications@hangaarorau.nz if you wish to suggest changes to the content of this unit standard.