

<b>Title</b>	<b>Set up and operate single function machinery for print production</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>15</b>

<b>Purpose</b>	People credited with this unit standard are able to: follow safety requirements for the machinery used in the workplace; check documentation and confirm requirements for the job are available; set up and operate single function machinery; and clean and maintain single function machinery.
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<b>Classification</b>	Printing > Printing Production
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<b>Available grade</b>	Achieved
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<b>Prerequisites</b>	Unit 340, <i>Demonstrate knowledge of safe working practices in the print industry</i> , or demonstrate equivalent knowledge and skills.
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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;
- Privacy Act 2020;
- 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 of the print workplace and/or organisation.

*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     Range  
Machines may include – collating machines, gathering machines, and adhesive binding machines.
- 4     Assessment information  
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.
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## **Outcomes and performance criteria**

### **Outcome 1**

Follow safety requirements for the machinery used in the workplace.

#### **Performance criteria**

- 1.1       Explain and follow machine start-up, shutdown, and emergency procedures in the workplace.
- 1.2       Describe and follow risk awareness and hazard control measures.
- 1.3       Identify and report potential and actual hazards in the workplace.

### **Outcome 2**

Check documentation and confirm requirements for the job are available.

#### **Performance criteria**

- 2.1       Check job documentation to ensure that all specifications for the process being undertaken are met, and report any discrepancies.
- 2.2       Check required job components against the job documentation and confirm their availability.
- 2.3       Confirm equipment is available, as determined by the job documentation.

### **Outcome 3**

Set up single function machinery.

#### **Performance criteria**

- 3.1       Set up single function machinery to meet the job requirements.
- 3.2       Undertake trial run.

**Outcome 4**

Operate single function machinery.

**Performance criteria**

- 4.1 Operate single function machinery to meet the job requirements.  
Range running speed, required quality, safety.
- 4.2 Complete job documentation.
- 4.3 Note amendments and variations on job documentation for future reference.

**Outcome 5**

Clean and maintain single function machinery.

**Performance criteria**

- 5.1 Inspect, clean and maintain single function machinery to ensure efficient operation.
- 5.2 Report adjustments and/or maintenance that cannot be carried out.
- 5.3 Clean work area surrounding machinery.
- 5.4 Follow waste control procedures.  
Range recyclable waste, non-recyclable waste, security waste.

<b>Replacement information</b>	This unit standard replaced unit standard 3660, unit standard 3662, and unit standard 3663.
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<b>Planned review date</b>	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 November 2000	31 December 2025
Review	2	26 January 2005	31 December 2025
Revision	3	12 December 2008	31 December 2025
Review	4	21 August 2009	31 December 2025
Review	5	30 March 2023	N/A

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

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### Comments on this unit standard

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