

<b>Title</b>	<b>Operate a guillotine for print production</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>20</b>

<b>Purpose</b>	People credited with this unit standard are able to: check documentation and confirm requirements for the job are available; use safe cutting practices when operating a guillotine; operate a guillotine to meet the job requirements; remove knife ready for replacement; and install new knife, change cutting stick, and store tools.
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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:
  - 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 documentation* refers to the documentation that is used in the workplace that contains the instructions and requirements for a particular production job. This may include but is not limited to – workplace orders, production orders, workplace specifications, samples, lay cards.

*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.

*Specifications* – detail that defines an object being made; commonly communicated by annotated and dimensioned drawings; by written description, or by other communication media. External references may also be used to specify objects such as tables or industry standards.

*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.

2 Range

Guillotine may include – programmatic guillotine, manual guillotine.

3 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

Check documentation and confirm requirements for the job are available.

#### Performance criteria

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

### Outcome 2

Use safe cutting practices when operating a guillotine.

#### Performance criteria

- 2.1 Identify components of a guillotine and describe their functions.  
  
Range components include – knife, clamps, back and side frames, bed, cutting stick, measuring scale, safety devices, split gauge.
- 2.2 Follow safe cutting methods and good housekeeping procedures.

**Outcome 3**

Operate a guillotine to meet the job requirements.

Range job must be more than 1 up and involve a minimum of ten cuts; cutting can be undertaken either by using the machine's programmatic capabilities or under manual operation.

**Performance criteria**

- 3.1 Determine economical cutting sequence and required position of cuts and draw on the sheet.
- 3.2 Cut job using appropriate clamp pressure, ensure that cuts are clean and avoid clamp marks.
- 3.3 Prepare job for forwarding to the next process.

Range knocked up, stacked, labelled for identification.

**Outcome 4**

Remove knife ready for replacement.

**Performance criteria**

- 4.1 Identify need for knife replacement, and describe the knife sharpening process.  
Range bevels, honing.
- 4.2 Check tools required for carrying out knife replacement are available and in a safe condition.
- 4.3 Confirm replacement knife has been sharpened.
- 4.4 Remove knife requiring replacement following the steps set out in the machine operating manual.
- 4.5 Put blunt knife into blade carrier and label.

**Outcome 5**

Install new knife, change cutting stick, and store tools.

**Performance criteria**

- 5.1 Install new knife and change cutting stick in accordance with the machine operating manual.
- 5.2 Take tests and make adjustments to achieve even cutting for knife, in accordance with the machine operating manual.

### 5.3 Pack up tools and store in their designated locations.

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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 2011
Review	2	26 January 2005	31 December 2014
Review	3	21 August 2009	31 December 2015
Review	4	19 July 2012	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>.

#### 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.