

Title	Set up and operate multifunction machinery for print production		
Level	4	Credits	20

Purpose	People credited with this unit standard are able to: follow safety requirements for the machinery being operated; check documentation and confirm that requirements for the job are available; set up and operate multifunction machinery; and clean and maintain multifunction machinery.
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Classification	Printing > Printing Production
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Available grade	Achieved
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Prerequisites	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 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.

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

This unit standard covers multifunction machinery used for printing production where a specific unit standard has not been developed.

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

Follow safety requirements for the machinery being operated.

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 that requirements for the job are available.

Performance criteria

- 2.1 Check job documentation to ensure that all specifications for the process being undertaken are complete, 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 multifunction machinery.

Performance criteria

- 3.1 Set up multifunction machinery in accordance with the machine operating manual and to meet the job requirements.
- 3.2 Undertake trial run on multifunction machinery.

Outcome 4

Operate multifunction machinery.

Performance criteria

- 4.1 Operate multifunction 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 multifunction machinery.

Performance criteria

- 5.1 Inspect, clean and maintain multifunction 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.

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 November 2000	31 December 2025
Review	2	26 January 2005	31 December 2025
Review	3	21 August 2009	31 December 2025
Review	4	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.