

Title	Assist machine operator to cut and crease substrates for print production		
Level	2	Credits	8

Purpose	People credited with this unit standard are able to: follow safety requirements for the machinery being operated; check documentation and confirm requirements for the job are available; undertake pre-make ready for cutting and creasing substrates; unload machine safely, and prepare for forwarding to the next process; and stack jobs.
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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 All workplace practices must meet any applicable and recognised codes of practice, and documented workplace health, safety, and environmental procedures for personal, product, and workplace health, safety, and environmental matters, and the obligations required under current law including the Health and Safety in Employment Act 1992, Resource Management Act 1991, and their subsequent amendments.
- 2 **Definitions**
Job requirements refer to specific requirements for the 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 workplace and/or company.
Workplace practices refer to the documented procedures for the machine and/or workplace.
- 3 Assessment against this unit standard must be carried out while under the direction of the machine operator.

Outcomes and performance criteria

Outcome 1

Follow safety requirements for the machinery being operated in accordance with workplace practices.

Performance criteria

- 1.1 Machine start-up and shutdown, and emergency procedures are explained and followed.
- 1.2 Risk awareness and hazard control measures, as circulated by the company, are described and followed.
- 1.3 Potential and actual hazards in the workplace are identified and reported.

Outcome 2

Check documentation and confirm requirements for the job are available in accordance with workplace practices.

Performance criteria

- 2.1 Job documentation is checked to ensure that all specifications for the process being undertaken are complete, and any discrepancies are reported.
- 2.2 Substrate issued is confirmed with the machine operator as being correct for the job.
- 2.3 Substrate quantity issued is checked against the job documentation and confirmed with the machine operator.
- 2.4 Printed substrate is checked for printing faults and any faults are reported to the machine operator.

Range faults include but are not limited to – set-off, catch-up, hickies, lamination, warp in board, mis-registration.

Outcome 3

Undertake pre-make ready for cutting and creasing substrates in accordance with workplace practices.

Performance criteria

- 3.1 Substrate is moved to location ready for loading into machine.
- 3.2 Substrate is loaded into machine, positioned to meet job requirements, and operator is advised that machine is set and loaded.
- 3.3 Faults found while loading substrate are identified and reported to the machine operator.

Range faults may include but are not limited to – damaged corners and edges, wavy edged stock, tight edged stock, foreign matter, grip, marking.

Outcome 4

Unload machine safely, and prepare for forwarding to the next process, in accordance with workplace practices.

Performance criteria

4.1 Substrate is unloaded safely, and any defects identified are reported to the machine operator.

Range defects may include but are not limited to – marking, mis-registration, bad stacking, stripping, cutting going off, damaged creasing, over pressurised scoring.

4.2 Jobs are prepared for forwarding to the next process as determined by the job documentation.

4.3 Plate is cleaned and stored.

4.4 Machine and work area surrounding the machine are cleaned.

4.5 Waste control procedures are followed.

Range recyclable waste, non-recyclable waste, security waste.

Outcome 5

Stack jobs in accordance with workplace practices.

Performance criteria

5.1 Stacking methods for avoiding problems are identified.

Range ties for stability, height, separation by station.

5.2 Materials handling equipment is used safely.

Range may include but is not limited to – hand trolleys, banding machines, transporters, manual lifters.

Replacement information	This unit standard replaced unit standard 10911 and unit standard 10921.
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This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	28 February 2001	31 December 2025
Rollover and Revision	2	26 March 2007	31 December 2025
Rollover	3	12 December 2008	31 December 2025
Review	4	21 August 2009	31 December 2025
Review	5	30 March 2023	31 December 2025

Consent and Moderation Requirements (CMR) reference

0005

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.