

<b>Title</b>	<b>Set up and operate an inserter 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: check documentation and confirm that requirements for the job are available; set up and operate an inserter to meet job requirements; and clean and maintain an inserter.
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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.

*Workplace procedures* refer to organisation policies and procedures that are documented in memo, electronic, or manual format and available in the workplace, and are consistent with manufacturer's requirements. 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, 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

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 that requirements for the job are available.

#### Performance criteria

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

### Outcome 2

Set up an inserter to meet the job requirements.

#### Performance criteria

- 2.1 Set up inserter.
- 2.2 Set up and adjust hoppers.
- 2.3 Set batching, counting, and delivery systems.

### Outcome 3

Operate an inserter.

**Performance criteria**

- 3.1 Operate inserter to meet the job requirements.  
Range running speed, required quality, safety.
- 3.2 Supervise assisting staff to follow safety procedures and meet job requirements.
- 3.3 Prepare product for forwarding to the next production process.  
Range stacked, labelled for identification.
- 3.4 Complete job documentation.
- 3.5 Note amendments and variations on job documentation for future reference.

**Outcome 4**

Clean and maintain an inserter.

**Performance criteria**

- 4.1 Inspect, clean and maintain inserter to ensure efficient operation.
- 4.2 Report any adjustments and/or maintenance that cannot be carried out.
- 4.3 Clean work area surrounding the inserter.
- 4.4 Follow waste control procedures.  
Range recyclable waste, non-recyclable waste, security waste.

<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	26 June 2005	31 December 2025
Rollover and Revision	2	12 December 2008	31 December 2025
Review	3	21 August 2009	31 December 2025
Review	4	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.