

Title	Cut and crease printed substrates for fibreboard packaging		
Level	3	Credits	45

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; make ready for cutting and creasing printed substrates; cut and crease printed substrates to the required quality and production standards; finish job and carry out post-press tasks; and carry out maintenance on the machinery being operated; in accordance with workplace practices.
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Classification	Fibreboard Packaging > Fibreboard Packaging Production
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Available grade	Achieved
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Entry information	
Critical health and safety prerequisites	Unit 340, <i>Demonstrate knowledge of safe working practices in the print industry</i> , or demonstrate equivalent knowledge and skills.

Explanatory notes

- 1 Candidates must follow any applicable and recognised codes of practice, and documented workplace health, safety, and environmental procedures for personal, product, workplace health, safety, and environmental matters, and the obligations required under current law including the Health and Safety in Employment Act 1992 and its subsequent amendments.
- 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 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.
Workplace practices refer to the documented procedures for the machine and/or workplace.

Outcomes and evidence requirements

Outcome 1

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

Evidence requirements

- 1.1 Machine start-up, shutdown, and emergency procedures in the workplace 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.

Evidence requirements

- 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 specifications are checked against the job documentation, and availability of required quantity is confirmed.
- 2.3 Equipment, as determined by the job documentation, is confirmed as available.
- 2.4 Make-ready material suitable for the substrate is selected to meet the job requirements.

Range may include but is not limited to – adhesive, rubber, cork, creasing matrix, knifeline/dieline.
- 2.5 Cutting forme is checked for condition to ensure that the job requirements are met.
- 2.6 Printed substrate is checked for printing faults, and any faults are reported or rectified.

Range includes but is not limited to – print against knifeline/dieline, print and gloss-free gluing areas, print registration, bleed, position, set-off, catch-up, hickies, lamination, warp in board, mis-registration.
- 2.7 Lead-in or break-away knives are checked against sheet size and any faults are rectified.

Outcome 3

Make ready for cutting and creasing printed substrates in accordance with workplace practices.

Evidence requirements

- 3.1 Cutting forme nicking requirements are confirmed, and cutting forme is nicked to meet the requirements of further processes.
- 3.2 Cutting forme is rubbered up to meet the requirements of the cutting and creasing process.
- 3.3 Cutting forme is positioned and locked up to meet machine specifications, and clean cutting plate is secured in the machine.
- 3.4 Sheet detectors and lay positions are set to suit the printed sheet.
- 3.5 Position is confirmed from a pull (proof).
- 3.6 Feeder and delivery positions are set to meet the job requirements.
- 3.7 Patch sheet is prepared, avoiding excessive local or overall pressure and ensuring that damage to cutting forme is prevented.
- 3.8 Final make-ready is undertaken in preparation for run.
- 3.9 Counting system is set to meet the job requirements.

Outcome 4

Cut and crease printed substrates to the required quality and production standards in accordance with workplace practices.

Evidence requirements

- 4.1 Substrate is loaded into machine and positioned to meet the job requirements.
- 4.2 Machine is run to allow final adjustments to be made to ensure the job requirements are met.
- 4.3 Job is run at an output level consistent with the required standards to ensure the job requirements are met.
- 4.4 Production of required quantity is confirmed before lifting job from machine.

Outcome 5

Finish job and carry out post-press tasks in accordance with workplace practices.

Evidence requirements

- 5.1 Job documentation is completed.
- 5.2 Pressure is recorded on the patch sheet, and the patch sheet is filed.
- 5.3 Forme is checked for damaged rules, and any faults are reported.
- 5.4 Forme is stored.
- 5.5 Plate is cleaned and stored.
- 5.6 Machine and surrounding work area are cleaned.
- 5.7 Waste control procedures are followed.
- Range recyclable waste, non-recyclable waste, security waste.

Outcome 6

Carry out maintenance on the machinery being operated in accordance with workplace practices.

Evidence requirements

- 6.1 Press is inspected, adjusted, and maintained to ensure efficient operation.
- 6.2 Adjustments and/or maintenance unable to be carried out are reported.

Planned review date	31 December 2017
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	21 August 1997	31 December 2014
Revision	2	16 March 1999	31 December 2014
Review	3	28 February 2001	31 December 2014
Review	4	18 December 2006	31 December 2016
Review	5	21 August 2009	31 December 2016
Review	6	19 September 2013	N/A

Consent and Moderation Requirements (CMR) reference	0005
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

Please contact [Competenz info@competenz.org.nz](mailto:Competenz_info@competenz.org.nz) if you wish to suggest changes to the content of this unit standard.