

Assist press operator for sheet-fed offset printing

Level 2

Credits 15

Purpose People credited with this unit standard are able to: follow safety requirements for the press being used; check documentation and confirm that the requirements for the job are available; handle substrates for sheet-fed printing; identify and use chemicals required for sheet-fed offset dampening systems; assist in make ready and printing tasks in accordance with press operator's instructions to meet job requirements; and carry out post-press tasks in accordance with workplace practices.

Subfield Printing

Domain Printing - Sheet-Fed

Status Registered

Status date 18 June 2010

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Entry information Prerequisite: Unit 340, *Demonstrate knowledge of safe working practices in the print industry*, or demonstrate equivalent knowledge and skills.

Accreditation Evaluation of documentation by NZQA and industry.

Standard setting body (SSB) Competenz

Accreditation and Moderation Action Plan (AMAP) reference 0005

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

Special notes

- 1 All workplace practices must meet 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 All production tasks in this unit standard are to be carried out under the direction of the press operator.

3 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;

press requirements refer to the specific requirements for the press being operated as set out in the operating manual or in accordance with workplace practices;

workplace practices refer to the documented procedures for the machine and/or workplace.

Elements and performance criteria

Element 1

Follow safety requirements for the press being used.

Range operating manual, workplace practices.

Performance criteria

- 1.1 Press start-up and shut-down procedures are followed in accordance with workplace practices.
- 1.2 Emergency procedures for the press are demonstrated in accordance with workplace practices.

Element 2

Check documentation and confirm that the requirements for the job are available.

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 in accordance with workplace practices.
- 2.2 Components required for the job are checked against the job documentation and confirmed with the press operator.
- 2.3 Availability of equipment, as advised by the press operator, is confirmed.

Element 3

Handle substrates for sheet-fed printing.

Range any of the following to meet production requirements – paper, board, other.

Performance criteria

- 3.1 Characteristics of substrates used on sheet-fed presses are identified.
- Range grammage, calliper, grain direction, pH, strength, coatings.
- 3.2 Handling of substrates is carried out in accordance with press operator's instructions.
- Range may include but is not limited to – clean working environment, clean hands, transporting methods, stacking, knocking-up, grain direction, working side, avoidance of physical injury, avoidance of damage to substrate.
- 3.3 Substrate quantity issued is confirmed against job documentation.

Element 4

Identify and use chemicals required for sheet-fed offset dampening systems.

Performance criteria

- 4.1 Fountain additives used in the workplace are identified.
- Range may include but is not limited to – water, fountain concentrate, alcohol or alcohol substitutes, driers.
- 4.2 Fountain concentrate is measured and diluted in accordance with press operator's instructions.
- 4.3 Fountain solution is checked for pH and conductivity and is confirmed with press operator.

Element 5

Assist in make ready and printing tasks in accordance with press operator's instructions to meet job requirements.

Performance criteria

- 5.1 Sheet control system is set to suit the substrate feeding requirements.
- Range feeder, feed board, sheet guide, sheet infeed system, delivery, double sheet detection.
- 5.2 Plates are mounted square, centred, and tensioned to meet press requirements.
- 5.3 Ink is added to duct in the correct amount ensuring colour consistency of job is achieved.
- 5.4 Plate cleaners and desensitisers are used.

- 5.5 Substrate is loaded into press and positioned in accordance with job requirements, and press operator is advised that press is set and loaded.
- Range loading – manual, lifting gear, press and job requirements;
position – grip and side lays, registration.
- 5.6 Faults found while loading substrate are identified and reported in accordance with workplace practices.
- Range may include, but is not limited to – damaged corners and edges, wavy edged stock, tight edged stock, foreign matter, grip, marking.
- 5.7 Substrate is unloaded safely in accordance with workplace practices and any defects identified are reported to the press operator.
- Range may include but is not limited to – marking, misregistration, bad stacking.

Element 6

Carry out post-press tasks in accordance with workplace practices.

Performance criteria

- 6.1 Job documentation is completed.
- 6.2 Quantity printed is checked against job documentation before wash-up is commenced or plate removed from cylinder, and any discrepancies in quantity are rectified or reported.
- 6.3 Other post press tasks are carried out.
- Range may include but is not limited to – prepare for forwarding to next process, labelling, substrate handling, filing plates, quality assurance (QA) requirements.
- 6.4 Waste control procedures are followed.
- Range recyclable waste, non-recyclable waste, security waste.

Please note

Providers must be accredited by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by NZQA before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP 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 if you wish to suggest changes to the content of this unit standard.