

<b>Title</b>	<b>Assist press operator for sheet-fed offset printing</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: follow safety requirements for the press being used; check documentation and confirm that the requirements for the job are available; handle and store substrates for sheet-fed printing; identify and use additives and chemicals; assist in make ready and printing tasks; and carry out post-press tasks.
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<b>Classification</b>	Printing > Printing - Sheet-Fed
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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:

- 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 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 procedures.

*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

All production tasks in this unit standard are to be carried out under the direction of the press operator.

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

Follow safety requirements for the press being used.

#### Performance criteria

- 1.1 Follow press start-up and shut-down procedures.
- 1.2 Demonstrate emergency procedures for the press.
- 1.3 Describe and follow hazard control measures in the workplace.
- 1.4 Identify and report hazards or potential hazards in the workplace.

### Outcome 2

Check documentation and confirm that the 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 confirmed their availability with the press operator.
- 2.3 Confirm equipment is available, as advised by the press operator.

**Outcome 3**

Handle and store substrates for sheet-fed printing.

Range any of the following to meet production requirements – paper, board, plastic film, foil, metallised film, plastic, metal, rubber, glass, ceramics, textiles, other.

**Performance criteria**

3.1 Describe substrates in terms of their characteristics.

Range may include but is not limited to – grammage, calliper, width, coatings, pH, bulk value, smoothness, opacity, transparency, absorbency, strength, colour, finish, receptivity, flexibility, size, dimensional stability, job suitability, grain direction, texture, surface finish, dye migration, post print migration.

3.2 Handle and store substrates in accordance with press operator's instructions.

Range may include but is not limited to –  
handling – clean working environment, clean hands, transporting methods, stacking, knocking-up, grain direction, working side, avoidance of physical injury, avoidance of damage to substrate, affinity to ink, avoidance of personal injury;  
storage – light, temperature, air flow control, relative humidity, age (substrate rotation), ease of access.

3.3 Confirm substrate quantity issued against job documentation.

**Outcome 4**

Identify and use additives and chemicals.

Range may include but is not limited to – ink additives, fountain additives, driers, water treatment agents, water, alcohol or alcohol substitutes, cleaners, desensitisers, deletion fluids.

**Performance criteria**

4.1 Identify additives and chemicals used in the workplace.

4.2 Use additives and chemicals in accordance with press operator's instructions to meet press and job requirements.

**Outcome 5**

Assist in make ready and printing tasks.

**Performance criteria**

- 5.1 Set the sheet control system to meet the substrate feeding requirements.
- Range feeder, feed board, sheet guide, sheet infeed system, delivery, double sheet detection.
- 5.2 Mount plates square, centred, and tensioned to meet press requirements.
- 5.3 Add correct amount of ink to duct or reservoir to achieved the required colour consistency.
- 5.4 Use plate cleaners and desensitisers.
- 5.5 Load substrate into press, position in accordance with job requirements, and advise press operator that press is set and loaded.
- Range loading – manual, lifting gear, press and job requirements;  
position – grip and side lays, registration.
- 5.6 Identify or report any faults found while loading substrate.
- Range may include but is not limited to – damaged corners and edges, wavy edged stock, tight edged stock, foreign matter, grip, dimensional distortion, marking.
- 5.7 Unload substrate safely and identify and report any defects to the press operator.
- Range may include but is not limited to – marking, misregistration, bad stacking, drying, adhesion, splitting, crushing, drying system faults, inking system faults.

**Outcome 6**

Carry out post-press tasks.

**Performance criteria**

- 6.1 Check quantity printed against job documentation before wash-up is commenced or image carrier is removed from cylinder, and rectify or report any discrepancies in quantity.
- 6.2 Complete job documentation.
- 6.3 Carry out other post press tasks as required by the job documentation.
- Range may include but is not limited to – prepare for forwarding to next process, labelling, substrate handling, filing image carriers, quality assurance (QA) requirements.

6.4 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	21 August 1997	31 December 2025
Review	2	25 May 1999	31 December 2025
Review	3	22 October 2003	31 December 2025
Rollover and Revision	4	12 December 2008	31 December 2025
Review	5	18 June 2010	31 December 2027
Review	6	30 March 2023	N/A
Revision	7	27 February 2025	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>.

#### 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.