

<b>Title</b>	<b>Make ready a press for dry offset single colour printing</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>30</b>

<b>Purpose</b>	People credited with this unit standard are able to: check documentation and confirm requirements for the job are available; prepare substrates for printing; check and confirm plates; identify, calculate quantities, and use inks and ink additives; position and secure plates on the press; pre-set the inking system; load machine, position substrate, and unload safely; and take a print and prepare for production run.
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<b>Classification</b>	Printing > Dry Offset
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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 workplace job documentation and may include special instructions or quality requirements expected by the customer and/or the production standards of the print workplace and/or organisation.

*Substrates* – plastic, metal and other materials that images and/or text are printed onto.

*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

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 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.
- 1.3 Confirm equipment is available, as determined by the job documentation.

### Outcome 2

Prepare substrates for printing.

#### Performance criteria

- 2.1 Confirm substrate suitability meets the job requirements and the production process.
- 2.2 Confirm substrate quantity issued against the job documentation.
- 2.3 Condition substrates for surface tension.

Range may include but is not limited to – corona discharge, flaming, chemical treatment.

### Outcome 3

Check and confirm plates.

**Performance criteria**

3.1 Check the sizes and position of plates meet job and press requirements.

3.2 Check plates against proof for image defects, and report any defects.

Range image defects include but are not limited to – missing images, unwanted images, position of image.

**Outcome 4**

Identify, calculate quantities, and use inks and ink additives.

**Performance criteria**

4.1 Identify and use inks to meet the substrate and press requirements.

4.2 Calculate ink quantities to meet the job requirements.

4.3 Select and use ink additives to ensure quality of print meets the job requirements.

Range any of – reducers, extenders, photoinitiators, slip additives.

**Outcome 5**

Position and secure plates on the press.

**Performance criteria**

5.1 Position and secure plates on the press to meet the job requirements.

**Outcome 6**

Pre-set the inking system.

**Performance criteria**

6.1 Explain the operation of the inking system on the press in terms of make ready.

6.2 Add correct quantity of ink to the duct to meet the image requirements and the run length.

6.3 Pre-set ink keys to meet the job requirements.

Range factors to be considered – time reduction, waste reduction, allow preliminary proof to be taken for checking purposes.

**Outcome 7**

Load machine, position substrate, and unload safely.

**Performance criteria**

- 7.1 Load and position substrate into machine to meet the job requirements.
- 7.2 Identify and report faults found while loading substrate.
- Range faults may include but are not limited to – damaged edges, dimensional distortion, foreign matter, marking.
- 7.3 Unload substrate safely, and rectify or report any defects.
- Range defects may include but are not limited to – marking, mis-registration, damage caused by bad stacking, drying, adhesion, splitting, crushing, drying system faults, inking system faults.

**Outcome 8**

Take a print and prepare for production run.

**Performance criteria**

- 8.1 Follow machine start up and shut down procedures during the print run.
- 8.2 Identify and report potential hazards for the equipment being used.
- 8.3 Check impression for image transfer and adjust to meet the job requirements.
- 8.4 Take print and confirm against job documentation and available sample or proof for correct image transfer.
- 8.5 Fine tune press to achieve the required quality and production standards.
- Range pressures, inking, register, delivery, drying, adhesion, surface tension.
- 8.6 Pass print for production run, and obtain approval to run.
- 8.7 Set counters ready for commencement of the run.

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<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 February 1998	31 December 2025
Revision	2	20 April 2001	31 December 2025
Revision	3	19 November 2003	31 December 2025
Review	4	27 October 2006	31 December 2025
Revision	5	12 December 2008	31 December 2027
Review	6	30 March 2023	N/A
Revision	7	27 February 2025	N/A

**Consent and Moderation Requirements (CMR) reference**

0013

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.