

Title	Handle and store substrates used for dry offset printing		
Level	3	Credits	4

Purpose	People credited with this unit standard are able to: demonstrate knowledge of substrates used in dry offset printing; and handle and store substrates used in dry offset printing.
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Classification	Printing > Dry Offset
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Available grade	Achieved
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Prerequisites	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;
- 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

Substrate refers to paper, board and other material 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.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of substrates used in dry offset printing.

Performance criteria

- 1.1 Identify substrates used in dry offset printing, and describe substrates used in the workplace.

Range may include but is not limited to – plastic, metal.

- 1.2 Identify the characteristics of substrates used in dry offset printing.

Range may include but is not limited to – calliper, smoothness, opacity, transparency, coatings, evaporation, strength, colour, flexibility, size, dimensional stability, job suitability, texture, surface finish, surface contamination, surface tension, age (substrate rotation).

- 1.3 Describe the effects of workplace conditions on substrates.

Range humidity, temperature, static electricity, airflow.

Outcome 2

Handle and store substrates used in dry offset printing.

Performance criteria

- 2.1 Carry out handling and storage of substrates and solve any problems.

Range handling – clean working environment, clean hands, carrying methods, stacking, avoidance of physical damage;
handling problems – static electricity, uneven substrates;
storage – light, temperature, air flow control, relative humidity, age (substrate rotation), ease of access.

Planned review date	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 if you wish to suggest changes to the content of this unit standard.