

<b>Title</b>	<b>Load and prepare substrates for reel-fed printing</b>		
<b>Level</b>	<b>2</b>	<b>Credits</b>	<b>3</b>

<b>Purpose</b>	People credited with this unit standard are able to load and prepare substrates for reel-fed printing.
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<b>Classification</b>	Printing > Printing - Reel-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;
- 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 of the print workplace and/or organisation.

*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.

*Splicing* refers to method of joining.

*Substrate* refers to paper, plastic film, foils, metallised film or other material that is 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

Load and prepare substrates for reel-fed printing.

#### Performance criteria

1.1 Identify different types of reel stands.

Range single, multiple.

1.2 Set up reel stands to meet the job requirements.

1.3 Confirm substrate is free of faults and meets the job requirements.

Range may include but is not limited to – out-of-round reels, damaged cores, 'telescoped' reels, edge and surface damage, contamination, changes through roll.

1.4 Load and position substrate on reel stands ready for feeding into the press.

1.5 Prepare substrate reel for splicing to suit job and press requirements.

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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	25 May 1999	31 December 2025
Review	2	22 March 2004	31 December 2025
Rollover	3	12 December 2008	31 December 2025
Review	4	18 June 2010	31 December 2027
Review	5	30 March 2023	N/A
Revision	6	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.