

Title	Manage production planning and control processes, and quality control in a print industry company		
Level	5	Credits	20

Purpose	<p>This unit standard is intended for people working towards a management role in the print industry.</p> <p>People credited with this unit standard are able to, for a print industry company: explain the principles of optimising workflow; manage production planning; manage production control processes; and manage quality control.</p>
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Classification	Printing > Print Industry Management
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Available grade	Achieved
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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:

- 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 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 print workplace and/or organisation.

Print industry refers to all sectors involved in print and packaging industries including pre-production, production, and post-production activities, suppliers and distributors. The sectors include graphic pre-press, digital output, sheet-fed, reel-fed, screen, binding and finishing, and fibreboard packaging.

Print industry company is a production company within any of the print industry sectors.

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

Explain the principles of optimising workflow in a print industry company.

- 1.1 Explain the 'theory of constraints' principle as it applies to print production.
- 1.2 Explain the 'overall equipment effectiveness' principle as it applies to print production.
- 1.3 Explain the 'priority management' principle as it applies to print production.

Outcome 2

Manage production planning in a print industry company.

Performance criteria

- 2.1 Carry out the production of workplace resources to meet the job requirements.

Range equipment availability and capacity; labour availability; substrates; materials; other requirements.
- 2.2 Route jobs through the workplace to achieve maximum efficiency of resource utilisation while meeting the job requirements.

Range workflow, workload, completion date, ancillary processes, outsourcing, theory of constraints.
- 2.3 Schedule required production hours and commencement times to meet the completion requirements of the job.
- 2.4 Carry out allocation of instructions, materials, and other processes to meet the job requirements.

Range job specifications, materials requisitions, ancillary processes required, completion times.
- 2.5 Monitor work-in-progress against planned production schedules.

2.6 Use production planning board or system to schedule work.

Range may include but is not limited to – work-in-progress, expected completion dates, work constraints, bottlenecks, outsourcing.

Outcome 3

Manage production control processes in a print industry company.

Performance criteria

3.1 Monitor equipment capacity and utilisation to maximise plant throughput.

Range under and/or over utilisation, co-ordination of labour resources to meet demands.

3.2 Monitor inventory control to ensure the availability of substrates and other materials.

Range movements in stock levels, receipts, issues, wastage, loss.

3.3 Monitor effectiveness of purchasing and supply of materials and outside services to maximise plant throughput.

Range delivery performance, quality, quantity, just in time, financial management, and inventory control.

3.4 Allow for and monitor scheduled downtime and maintenance programmes when undertaking production planning.

Outcome 4

Manage quality control in a print industry company.

Performance criteria

4.1 Gather statistical data from production processes and materials.

4.2 Select and calibrate measuring equipment or resources to perform the required quality control task.

Range may include but is not limited to – densitometers, spectrophotometers, pH meters, conductivity meters, relative density hydrometers, blanket packaging gauges, feeler gauges, shore hardness gauges, micrometers, barcode verifiers, sword hydrometers, thermometers, lighting source.

4.3 Review recorded data for completeness, reliability, and validity in accordance with task requirements.

4.4 Document anomalies and variation from pre-determined standards.

Range job specifications, company requirements, customer requirements.

4.5 Maintain variation within acceptable limits as determined by customer requirements.

4.6 Describe five situations where variation may exceed acceptable limits and describe the required corrective actions.

4.7 Monitor the achievement of quality standards and procedures.

Range job specifications, company requirements.

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	30 July 1999	31 December 2020
Revision	2	9 July 2003	31 December 2020
Rollover and Revision	3	12 December 2008	31 December 2020
Review	4	20 March 2009	31 December 2022
Rollover and Revision	5	31 May 2018	31 December 2025
Review	6	23 July 2020	31 December 2025
Review	7	30 March 2023	N/A

Consent and Moderation Requirements (CMR) reference	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 if you wish to suggest changes to the content of this assessment standard.