

<b>Title</b>	<b>Manage production planning and quality control in a print industry company</b>		
<b>Level</b>	<b>5</b>	<b>Credits</b>	<b>20</b>

<b>Purpose</b>	<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: explain the principles of optimising workflow; manage production planning in a print industry company; manage production control processes in a print industry company; and manage quality control in a print industry company.</p>
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<b>Classification</b>	Printing > Print Industry Management
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<b>Available grade</b>	Achieved
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## Guidance Information

### 1 Definitions

*Accepted industry practice* – approved codes of practice and standardised procedures accepted by the wider print industry as examples of best practice.

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

*Workplace procedures* – procedures used by the organisation carrying out the work and applicable to the tasks being carried out. They may include but are not limited to – standard operating procedures, site safety procedures, equipment operating procedures, codes of practice, quality management practices and standards, procedures to comply with legislative and local body requirements.

### 2 Assessment information

All evidence presented for this unit standard must be in accordance with workplace procedures and accepted industry practices.

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## Outcomes and performance criteria

### Outcome 1

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

1.1 The 'theory of constraints' principle is explained as it applies to print production.

- 1.2 The 'overall equipment effectiveness' principle is explained as it applies to print production.
- 1.3 The 'priority management' principle is explained as it applies to print production.

## Outcome 2

Manage production planning in a print industry company.

### Performance criteria

- 2.1 Production planning of workplace resources is carried out to meet the requirements of the job.
- Range equipment availability and capacity; labour availability; substrates; materials; other requirements.
- 2.2 Jobs are routed through the workplace to achieve maximum efficiency of resource utilisation while meeting the requirements of the job.
- Range workflow, workload, completion date, ancillary processes, outsourcing, theory of constraints.
- 2.3 Required production hours and commencement times are scheduled to meet the completion requirements of the job.
- 2.4 Allocation of instructions, materials, and other processes are carried out to meet the requirements of the job.
- Range job specifications, materials requisitions, ancillary processes required, completion times.
- 2.5 Work-in-progress is monitored against planned production schedules.
- 2.6 Production planning board or system is used for scheduling 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 Equipment capacity and utilisation is monitored to maximise plant throughput.
- Range under and/or over utilisation, co-ordination of labour resources to meet demands.

3.2 Inventory control is monitored to ensure availability of substrates and other materials.

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

3.3 Effectiveness of purchasing and supply of materials and outside services is monitored to maximise plant throughput.

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

3.4 Scheduled downtime and maintenance programmes are allowed for and monitored when undertaking production planning.

#### **Outcome 4**

Manage quality control in a print industry company.

#### **Performance criteria**

4.1 Statistical data from production processes and materials is gathered.

4.2 Measuring equipment or resources are selected and calibrated 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 Recorded data is reviewed for completeness, reliability, and validity in accordance with task requirements.

4.4 Anomalies and variation from pre-determined standards are documented.

Range job specifications, company requirements, customer requirements.

4.5 Variation is maintained within acceptable limits as determined by customer requirements.

4.6 Five situations where variation may exceed acceptable limits are described and the required corrective actions are described.

4.7 The achievement of quality standards and procedures is monitored.

Range job specifications, company requirements.

<b>Planned review date</b>	31 December 2024
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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	N/A
Review	6	23 July 2020	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 Competenz [qualifications@competenz.org.nz](mailto:qualifications@competenz.org.nz) if you wish to suggest changes to the content of this assessment standard.