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| <b>Title</b> | <b>Operate a guillotine for print production</b> |                |           |
| <b>Level</b> | <b>3</b>   | <b>Credits</b> | <b>20</b> |

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| <b>Purpose</b> | People credited with this unit standard are able to: check documentation and confirm requirements for the job are available; use safe cutting practices when operating a guillotine; operate a guillotine in accordance with workplace practices to meet the job requirements; remove knife ready for replacement in accordance with workplace practices, and install new knife, change cutting stick, and store tools in accordance with workplace practices. |
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| <b>Classification</b> | Printing > Printing Production |
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| <b>Available grade</b> | Achieved |
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| <b>Entry information</b>                        |  |
| <b>Critical health and safety prerequisites</b> | Unit 340, <i>Demonstrate knowledge of safe working practices in the print industry</i> , or demonstrate equivalent knowledge and skills. |

### Explanatory notes

- 1 All workplace practices must meet any applicable and recognised codes of practice, and documented workplace health, safety, and environmental procedures for personal, product, and workplace health, safety, and environmental matters, and the obligations required under current law including the Health and Safety in Employment Act 1992, and its subsequent amendments.
- 2 Assessment against this unit standard will be undertaken on either a programmatic or a manual guillotine.
- 3 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 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 workplace and/or company;  
*workplace practices* refer to the documented procedures for the machine and/or workplace.

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## Outcomes and evidence requirements

### Outcome 1

Check documentation and confirm requirements for the job are available.

#### Evidence requirements

- 1.1 Job documentation is checked to ensure that all specifications for the process being undertaken are complete, and any discrepancies are reported.
- 1.2 Components required for the job are checked against the job documentation and their availability confirmed.
- 1.3 Equipment, as determined by the job documentation, is confirmed as available.

### Outcome 2

Use safe cutting practices when operating a guillotine.

#### Evidence requirements

- 2.1 Components of a guillotine are identified and their functions described.  
  
Range components include – knife, clamps, back and side frames, bed, cutting stick, measuring scale, safety devices, split gauge.
- 2.2 Safe cutting methods and good housekeeping procedures are followed in accordance with workplace practices.

### Outcome 3

Operate a guillotine in accordance with workplace practices to meet the job requirements.

Range job must be more than 1 up and involve a minimum of ten cuts; cutting can be undertaken either by using the machine's programmatic capabilities or under manual operation.

#### Evidence requirements

- 3.1 Economical cutting sequence and required position of cuts are determined and drawn on the sheet.
- 3.2 Job is cut using appropriate clamp pressure, ensuring that cuts are clean and clamp marks have been avoided.
- 3.3 Job is prepared for forwarding to the next process.  
  
Range knocked up, stacked, labelled for identification.

### Outcome 4

Remove knife ready for replacement in accordance with workplace practices.

### Evidence requirements

- 4.1 Need for knife replacement is recognised, and the knife sharpening process is described.  
Range bevels, honing.
- 4.2 Tools required for carrying out knife replacement are checked for availability and safe condition.
- 4.3 Replacement knife is confirmed as having been sharpened.
- 4.4 Knife requiring replacement is removed following the steps set out in the machine operating manual.
- 4.5 Blunt knife is put into blade carrier and labelled.

### Outcome 5

Install new knife, change cutting stick, and store tools in accordance with workplace practices.

### Evidence requirements

- 5.1 New knife is installed and cutting stick is changed following the steps set out in the machine operating manual.
- 5.2 Tests are taken and adjustments made to achieve even cutting for knife, following the steps set out in the machine operating manual.
- 5.3 Tools are packed up and stored in their designated locations.

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| <b>Planned review date</b> | 31 December 2017 |
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### Status information and last date for assessment for superseded versions

| Process      | Version | Date             | Last Date for Assessment |
|--------------|---------|------------------|--------------------------|
| Registration | 1       | 30 November 2000 | 31 December 2011         |
| Review       | 2       | 26 January 2005  | 31 December 2014         |
| Review       | 3       | 21 August 2009   | 31 December 2015         |
| Review       | 4       | 19 July 2012     | N/A                      |

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| <b>Consent and Moderation Requirements (CMR) reference</b> | 0005 |
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Please note**

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

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**Comments on this unit standard**

Please contact [Competenz info@competenz.org.nz](mailto:Competenz_info@competenz.org.nz) if you wish to suggest changes to the content of this unit standard.