

Set up and operate single function machinery for print production

Level 3

Credits 15

Purpose People credited with this unit standard are able to: follow safety requirements for the machinery being operated; check documentation and confirm requirements for the job are available; set up and operate single function machinery to meet the job requirements; and clean and maintain single function machinery.

Subfield Printing

Domain Printing Production

Status Registered

Status date 21 August 2009

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Entry information Prerequisite: Unit 340, *Demonstrate knowledge of safe working practices in the print industry*, or demonstrate equivalent knowledge and skills.

Replacement information This unit standard replaced unit standard 3660, unit standard 3662, and unit standard 3663.

Accreditation Evaluation of documentation and visit by NZQA and industry.

Standard setting body (SSB) Competenz

Accreditation and Moderation Action Plan (AMAP) reference 0005

This AMAP can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Special 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, Hazardous Substances and New Organisms Act 1996, Resource Management Act 1991, Privacy Act 1993 and their subsequent amendments.

- 2 Definitions
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.
- 3 This unit standard covers single function machinery used for print production. It covers such machinery as collating machines, gathering machines, and adhesive binding machines. Assessors or candidates who are unsure of the suitability of the selected machinery for assessment against this unit standard should contact Competenz, PO Box 9005, Newmarket, Auckland 1149 or info@competenz.org.nz.

Elements and performance criteria

Element 1

Follow safety requirements for the machinery being operated in accordance with workplace practices.

Performance criteria

- 1.1 Machine start-up, shutdown, and emergency procedures in the workplace are explained and followed.
- 1.2 Risk awareness and hazard control measures, as circulated by the company, are described and followed.
- 1.3 Potential and actual hazards in the workplace are identified and reported.

Element 2

Check documentation and confirm requirements for the job are available in accordance with workplace practices.

Performance criteria

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

Element 3

Set up single function machinery in accordance with workplace practices to meet the job requirements.

Performance criteria

3.1 Single function machinery is set up.

3.2 Trial run is undertaken.

Element 4

Operate single function machinery in accordance with workplace practices.

Performance criteria

4.1 Single function machinery is operated to meet the job requirements.

Range running speed, required quality, safety.

4.2 Job documentation is completed.

4.3 Amendments and variations are noted on job documentation for future reference.

Element 5

Clean and maintain single function machinery in accordance with workplace practices.

Performance criteria

5.1 Single function machinery is inspected, cleaned, and maintained to ensure efficient operation.

5.2 Adjustments and/or maintenance unable to be carried out are reported.

5.3 Work area surrounding machinery is cleaned.

5.4 Waste control procedures are followed.

Range recyclable waste, non-recyclable waste, security waste.

Please note

Providers must be accredited by NZQA, or an inter-institutional body with delegated authority for quality assurance, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be accredited by NZQA before they can register credits from assessment against unit standards.

Accredited providers and Industry Training Organisations assessing against unit standards must engage with the moderation system that applies to those standards.

Accreditation requirements and an outline of the moderation system that applies to this standard are outlined in the Accreditation and Moderation Action Plan (AMAP). The AMAP 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.

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.