

Title	Set up and operate pressing and casing-in units for bookbinding		
Level	4	Credits	25

Purpose	People credited with this unit standard are able to: check documentation and confirm requirements for the job are available; set up and run an automatic casing-in machine and an automatic pressing machine in accordance with workplace practices; and inspect, pack and stack books.
----------------	---

Classification	Printing > Binding and Finishing
-----------------------	----------------------------------

Available grade	Achieved
------------------------	----------

Prerequisites	Unit 340, <i>Demonstrate knowledge of safe working practices in the print industry</i> , or demonstrate equivalent knowledge and skills.
----------------------	--

Guidance Information

- 1 All workplace practices must meet any applicable and recognised codes of practice, and documented workplace health, safety, and environmental procedures for personal, product, 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 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;

Workplace practices refer to the documented procedures for the machine and/or workplace.

Outcomes and performance criteria

Outcome 1

Check documentation and confirm requirements for the job are available.

Performance criteria

- 1.1 Job documentation is checked to ensure that all specifications for the process being undertaken are complete and any discrepancies are reported in accordance with workplace practices.
- 1.2 Components required for the job are checked against the job documentation and their availability confirmed.
- 1.3 Availability of equipment required, as determined by the job specifications, is confirmed.

Outcome 2

Set up and run an automatic casing-in machine in accordance with workplace practices.

Performance criteria

- 2.1 Machine is set up to meet the job requirements.

Range case hopper, rollers for case bender, spine former, stops for case pushers; book channel guides and stops.
- 2.2 Cases are checked ensuring they are free from marking.
- 2.3 Books are evenly split ensuring that the adhesive is distributed uniformly over both the front and back end sheets.
- 2.4 Glue rollers are set, including double glue in the spine area to penetrate the mull.
- 2.5 Case rubdown rollers are set to meet the job requirements.
- 2.6 Books are cased-in ensuring that they are square.
- 2.7 Delivery conveyor to the pressing unit is set.
- 2.8 Wash up procedures are followed.

Outcome 3

Set up and run an automatic pressing machine in accordance with workplace practices.

Performance criteria

- 3.1 Pressing machine is set up to meet the job requirements.
- 3.2 Quality control procedures for the first book off are followed.
- 3.3 Pressing machine is operated to meet the job requirements.

Range production speed, required quality, safety.

Outcome 4

Inspect, pack and stack books.

Performance criteria

- 4.1 Finished books are inspected in accordance with workplace practices ensuring that quality acceptable to both the company and the customer has been maintained.
- 4.2 Books are stacked ready for forwarding to the next process.
- 4.3 Books are packed to meet the job requirements.

Replacement information	This unit standard, unit standard 3665, unit standard 3666, unit standard 3667, unit standard 3669, and unit standard 25346 were replaced by unit standard 32064 and unit standard 32065.
--------------------------------	---

This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

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
Revision	3	12 December 2008	31 December 2015
Review	4	19 July 2012	31 December 2022
Review	5	26 March 2020	31 December 2022

Consent and Moderation Requirements (CMR) reference	0013
--	------

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