

## Assist machine operator to cut and crease substrates for print production

**Level** 2

**Credits** 8

**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; undertake pre-make ready for cutting and creasing substrates; unload machine safely, and prepare for forwarding to the next process; and stack jobs.

**Subfield** Printing

**Domain** Printing Production

**Status** Registered

**Status date** 21 August 2009

**Date version published** 21 August 2009

**Planned review date** 31 December 2014

**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 10911 and unit standard 10921.

**Accreditation** Evaluation of documentation 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>.

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### 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, Resource Management Act 1991, 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 Assessment against this unit standard must be carried out while under the direction of the machine operator.

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## 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 and shutdown, and emergency procedures 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 Substrate issued is confirmed with the machine operator as being correct for the job.
- 2.3 Substrate quantity issued is checked against the job documentation and confirmed with the machine operator.
- 2.4 Printed substrate is checked for printing faults and any faults are reported to the machine operator.

Range faults include but are not limited to – set-off, catch-up, hickies, lamination, warp in board, mis-registration.

### Element 3

Undertake pre-make ready for cutting and creasing substrates in accordance with workplace practices.

#### Performance criteria

- 3.1 Substrate is moved to location ready for loading into machine.
- 3.2 Substrate is loaded into machine, positioned to meet job requirements, and operator is advised that machine is set and loaded.
- 3.3 Faults found while loading substrate are identified and reported to the machine operator.

Range faults may include but are not limited to – damaged corners and edges, wavy edged stock, tight edged stock, foreign matter, grip, marking.

### Element 4

Unload machine safely, and prepare for forwarding to the next process, in accordance with workplace practices.

#### Performance criteria

- 4.1 Substrate is unloaded safely, and any defects identified are reported to the machine operator.  
  
Range defects may include but are not limited to – marking, mis-registration, bad stacking, stripping, cutting going off, damaged creasing, over pressurised scoring.
- 4.2 Jobs are prepared for forwarding to the next process as determined by the job documentation.
- 4.3 Plate is cleaned and stored.
- 4.4 Machine and work area surrounding the machine are cleaned.
- 4.5 Waste control procedures are followed.

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

## Element 5

Stack jobs in accordance with workplace practices.

### Performance criteria

5.1 Stacking methods for avoiding problems are identified.

Range ties for stability, height, separation by station.

5.2 Materials handling equipment is used safely.

Range may include but is not limited to – hand trolleys, banding machines, transporters, manual lifters.

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### 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.

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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.