

## Set up and operate an inserter for print production

**Level** 3

**Credits** 15

**Purpose** People credited with this unit standard are able to: check documentation and confirm requirements for the job are available; set up and operate an inserter to meet job requirements, and clean and maintain an inserter.

**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.

**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>.

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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, 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.

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## Elements and performance criteria

### Element 1

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

#### Performance criteria

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

### Element 2

Set up an inserter in accordance with workplace practices to meet the job requirements.

#### Performance criteria

- 2.1 Inserter is set up.
- 2.2 Hoppers are set up and adjusted.
- 2.3 Batching, counting, and delivery systems are set.

### Element 3

Operate an inserter in accordance with workplace practices.

#### Performance criteria

- 3.1 Inserter is operated to meet the job requirements.  
Range          running speed, required quality, safety.
- 3.2 Crew assisting on the inserter is supervised to ensure job requirements are met and safety procedures are followed.

- 3.3 Product is prepared for forwarding to the next production process.  
Range stacked, labelled for identification.
- 3.4 Job documentation is completed.
- 3.5 Amendments and variations are noted on job documentation for future reference.

#### **Element 4**

Clean and maintain an inserter in accordance with workplace practices.

#### **Performance criteria**

- 4.1 Inserter is inspected, cleaned, and maintained to ensure efficient operation.
- 4.2 Adjustments and/or maintenance unable to be carried out are reported.
- 4.3 Work area surrounding the inserter is cleaned.
- 4.4 Waste control procedures are followed.  
Range recyclable waste, non-recyclable waste, security waste.

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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.