

Title	Make ready a sheet-fed offset printing press for spot colour work		
Level	3	Credits	30

Purpose	People credited with this unit standard are able to: check job documentation and confirm that the requirements for the job are available; load the feeder stack; set the sheet control and inking systems; carry out other make ready tasks for sheet-fed offset spot colour printing; and take a print and prepare for sheet-fed offset spot colour printing.
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Classification	Printing > Printing - Sheet-Fed
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Available grade	Achieved
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Prerequisites	Unit 340, <i>Demonstrate knowledge of safe working practices in the print industry</i> , or demonstrate equivalent knowledge and skills.
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Guidance Information

- 1 Legislation, regulations and/or industry standards relevant to this unit standard include but are not limited to the:

- Hazardous Substances and New Organisms Act 1996;
- Health and Safety at Work Act 2015;
- Privacy Act 2020;
- Resource Management Act 1991.

Any new, amended or replacement Acts, regulations, standards, codes of practice, guidelines, or authority requirements or conditions affecting this unit standard will take precedence for assessment purposes, pending review of this unit standard.

- 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 print 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 print workplace and/or organisation.

Press requirements refer to the specific requirements for the press being operated as set out in the operating manual or in accordance with workplace practices.

Service information refers to the recommended use and maintenance of machinery, tools and equipment.

Spot colour refers to a colour that is added in a specific region of a printed sheet, used to highlight individual page elements such as logos or headlines.

Workplace procedures refer to organisation policies and procedures that are documented in memo, electronic, or manual format and available in the workplace. They may include but are not limited to – standard operating procedures, site specific procedures, site safety procedures, equipment operating procedures, quality assurance procedures, product quality specifications, manufacturer's requirements, references, approved codes of practice, housekeeping standards, environmental considerations, on-site briefings, supervisor's instructions, and procedures to comply with legislative and local body requirements relevant to the print sector.

- 3 It is recommended that people hold credits for Unit 355, *Undertake pre-make ready for sheet-fed offset printing*, before being assessed against this unit standard.

- 4 **Assessment Information**
Candidates undertaking this unit standard must provide evidence of normal colour vision.

Evidence presented for assessment against this unit standard must be consistent with safe working practices and be in accordance with applicable service information, workplace procedures and legislative requirements.

Outcomes and performance criteria

Outcome 1

Check job documentation and confirm that the requirements for the job are available.

Performance criteria

- 1.1 Check job documentation to ensure that all specifications for the process being undertaken are complete and report any discrepancies.
- 1.2 Check required job components against the job documentation and confirm their availability.
- 1.3 Confirm equipment is available, as determined by the job documentation.

Outcome 2

Load the feeder stack.

Performance criteria

- 2.1 Prepare and load substrate to meet the job and press requirements.
- 2.2 Adjust feeder stack components to suit the substrate.

Outcome 3

Set the sheet control systems.

Performance criteria

3.1 Set press to meet the substrate feeding requirements.

Range feeder and feedboard system, sheet control system, lay and transfer system.

3.2 Set delivery stack, sheet transfer and control systems, and anti set-off systems to meet the press and job requirements.

3.3 Run press and ensure that the sheet control system is set to transport the substrate through the press.

Range check – two sheet detecting device setting, feed gripper settings, suction, airblast, registration, delivery.

Outcome 4

Set the inking system.

Performance criteria

4.1 Set inking system to meet the press and job requirements.

Range may include but is not limited to – duct, feed or doctor roller, intermediary rollers, oscillating rollers, plate inking rollers.

4.2 Add correct amount of ink to duct to meet the image requirements and the run length.

4.3 Determine the sequence order of ink to meet the job requirements.

Range ink drying, paper stretch, overprint finishes, backing up.

4.4 Set ink delivery system and ink up rollers to meet the image requirements.

Range duct, ink flow, duct roller sweep.

Outcome 5

Carry out other make ready tasks for sheet-fed offset spot colour printing.

Performance criteria

5.1 Mount plate/s and packing, tension plate/s for stability during printing, and adjust cylinder pressure to suit substrate calliper.

5.2 Check blanket and blanket cylinder packing for damage and change as necessary to meet the job requirements.

- 5.3 Set impression cylinder and make adjustments to achieve the required print quality.
- 5.4 Rectify roller defects.
- Range may include but is not limited to – perished, swollen or shrunken ends, blemishes, glazing.
- 5.5 Set dampening system to meet the press and job requirements.
- Range install and adjust dampers, fountain solution.
- 5.6 Carry out make ready for the first colour.
- 5.7 Carry out make ready for second and/or subsequent colours to achieve both fit and register.
- 5.8 Position and set auxiliary equipment to meet the job requirements.
- Range may include – numbering units, imprinting units, perforating devices, perfecting devices.

Outcome 6

Take a print and prepare for sheet-fed offset spot colour printing.

Performance criteria

- 6.1 Prepare plate/s, ink the image for print, and rectify any faults.
- Range faults – blinding, scumming, tinting.
- 6.2 Establish ink and water balance to meet the required production standards.
- 6.3 Take prints and confirm against job documentation for correct image transfer and register.
- 6.4 Select and use plate cleaners, desensitisers and deletion fluids to produce a clean image for printing.
- 6.5 Fine-tune press to achieve the required production standards and quality.
- Range may include but is not limited to – pressures, inking, register, delivery, ink and water balance.
- 6.6 Place lay marks on the plate to achieve consistent registration.
- Range side lays, head lays.
- 6.7 Pass prints for production run and obtain approval to run.

- 6.8 Check counter and delivery systems, to ensure that job requirements are met, and set counters ready for start of run.

Replacement information	This unit standard and unit standard 26319 replaced unit standard 3710, unit standard 3711, unit standard 3712, unit standard 3713, and unit standard 3714.
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Planned review date	31 December 2027
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	18 June 2010	31 December 2027
Review	2	30 March 2023	N/A
Revision	3	27 February 2025	N/A

Consent and Moderation Requirements (CMR) reference	0013
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council qualifications@hangaarorau.nz if you wish to suggest changes to the content of this unit standard.