

## 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 in accordance with workplace practices; set the sheet control and inking systems in accordance with workplace practices; carry out other make ready tasks for sheet-fed offset spot colour printing in accordance with workplace practices, and take a print and prepare for sheet-fed offset spot colour printing in accordance with workplace practices.

**Subfield** Printing

**Domain** Printing - Sheet-Fed

**Status** Registered

**Status date** 18 June 2010

**Date version published** 18 June 2010

**Planned review date** 31 December 2015

**Entry information** Prerequisite: Unit 340, *Demonstrate knowledge of safe working practices in the print industry*, or demonstrate equivalent knowledge and skills.  
  
Recommended: Unit 355, *Undertake pre-make ready for sheet-fed offset printing*, or demonstrate equivalent knowledge and skills.

**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.

**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, 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 Candidates undertaking this unit standard must provide evidence of normal colour vision. Further information on Competenz's policy for colour vision can be obtained from Competenz, PO Box 9005, Newmarket, Auckland 1149 or <http://www.competenz.org.nz/>
- 3 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;  
*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;  
*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 practices* refer to the documented procedures for the machine and/or workplace.

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## Elements and performance criteria

### Element 1

Check job documentation and confirm that the 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 is confirmed.
- 1.3 Availability of equipment, as determined by the job documentation, is confirmed.

## Element 2

Load the feeder stack in accordance with workplace practices.

### Performance criteria

- 2.1 Substrate is prepared and loaded to meet the job and press requirements.
- 2.2 Feeder stack components are adjusted to suit the substrate.

## Element 3

Set the sheet control systems in accordance with workplace practices.

### Performance criteria

- 3.1 Press is set to suit the substrate feeding requirements.  
  
Range feeder and feedboard system, sheet control system, lay and transfer system.
- 3.2 Delivery stack, sheet transfer and control systems, and anti set-off systems are set to meet the requirements of the press and job requirements.
- 3.3 Press is run ensuring 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.

## Element 4

Set the inking system in accordance with workplace practices.

### Performance criteria

- 4.1 Inking system is set 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 Ink is added to duct in the correct amount to suit both the image on the plate and the run length.
- 4.3 Ink sequence order is determined to meet the job requirements.  
  
Range ink drying, paper stretch, overprint finishes, backing up.
- 4.4 Ink delivery system is set and rollers are inked up to meet the requirements of the image on the plate.  
  
Range duct, ink flow, duct roller sweep.

## Element 5

Carry out other make ready tasks for sheet-fed offset spot colour printing in accordance with workplace practices.

### Performance criteria

- 5.1 Plate/s and packing are mounted, plate/s tensioned for stability during printing, and cylinder pressure adjusted to suit substrate calliper.
- 5.2 Blanket and blanket cylinder packing are checked for damage and changed as necessary to meet the job requirements.
- 5.3 Impression cylinder is set and adjustments made to ensure that the required print quality is achieved.
- 5.4 Roller defects are rectified.
- Range may include but is not limited to – perished, swollen or shrunken ends, blemishes, glazing.
- 5.5 Dampening system is set to meet the press and job requirements.
- Range install and adjust dampers, fountain solution.
- 5.6 Make ready is carried out for the first colour.
- 5.7 Make ready is carried out for second and/or subsequent colours ensuring both fit and register are achieved.
- 5.8 Auxiliary equipment is positioned and set to suit the job requirements.
- Range may include – numbering units, imprinting units, perforating devices, perfecting devices.

## Element 6

Take a print and prepare for sheet-fed offset spot colour printing in accordance with workplace practices.

### Performance criteria

- 6.1 Plate/s are prepared, the image inked for print, and any faults are rectified.
- Range faults – blinding, scumming, tinting.
- 6.2 Ink and water balance are established to ensure that the required production standards are met.

- 6.3 Prints are taken and confirmed against job sample or layout for correct image transfer and register.
- 6.4 Plate cleaners, desensitisers and deletion fluids are selected and used to ensure that the plate produces a clean image for printing.
- 6.5 Press is fine-tuned ensuring that the required production standards and quality are achieved.
- Range may include but is not limited to – pressures, inking, register, delivery, ink and water balance.
- 6.6 Lay marks are placed on the plate ensuring consistent registration of the job is achieved.
- Range side lays, head lays.
- 6.7 Prints are passed for production run and approval to run is obtained.
- 6.8 Counter and delivery systems are checked, ensuring that the job requirements are met, and counters are set ready for start of run.

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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.