

<b>Title</b>	<b>Make ready and print four colour process sheet-fed offset work</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>35</b>

<b>Purpose</b>	People credited with this unit standard are able to: make ready a sheet-fed offset printing press for four colour process work; print four colour process sheet-fed offset work; check job is complete before wash-up and undertake post-press; and make adjustments to press and equipment for sheet-fed offset printing.
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<b>Classification</b>	Printing > Printing - Sheet-Fed
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<b>Available grade</b>	Achieved
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<b>Prerequisites</b>	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 factory orders, production orders, factory 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.

*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 26319, *Print spot colour close register sheet-fed offset work*, before being assessed against this unit standard.
- 4 **Range**  
Candidates must submit a portfolio of a minimum of four production jobs that have been printed in four colour process;  
Portfolio must include – work for a minimum sheet size of A3 using a variety of stock and sizes, halftones and solids, reversed out type, colour matching, text and photographs, vignettted tints and type on full sheet.
- 5 **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.

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## Outcomes and performance criteria

### Outcome 1

Make ready a sheet-fed offset printing press for four colour process work.

#### Performance criteria

- 1.1 Determine the sequence order of inks to meet the job requirements.
- 1.2 Carry out make ready for four colour process work.
- 1.3 Check quality of tonal values and secondary colours produced meets the job requirements.

### Outcome 2

Print four colour process sheet-fed offset work on a sheet-fed offset press.

**Performance criteria**

2.1 Print four colour process work to meet the job requirements.

Range may include but is not limited to – proofs, progressives, customer standards, company standards.

2.2 Use densitometer to determine colour consistency, dry back, dot gain and ink trapping.

2.3 Maintain production standards throughout the print runs.

**Outcome 3**

Check job is complete before wash-up and undertake post-press tasks.

**Performance criteria**

3.1 Check quantity printed against job documentation before wash-up is commenced or plates are removed from cylinders.

3.2 Rectify or report any discrepancies in quantity.

3.3 Explain correct shut-down sequence.

3.4 Complete job documentation.

3.5 Note amendments and variations on the job documentation for future reference.

3.6 Carry out other post-press tasks as required by the job documentation.

Range indicate lay and grip edge, knock up and sort job, prepare for forwarding to next process, file plates.

**Outcome 4**

Make adjustments to press and equipment for sheet-fed offset printing.

**Performance criteria**

4.1 Identify printing press and auxiliary equipment adjustments and repairs required for optimum operation while carrying out inspection and maintenance.

Range may include – ink delivery and control system, rollers, damping system, press cylinders, feeder, sheet transfer system, register system, delivery system.

4.2 Carry out or report identified adjustments and repairs.

4.3 Adjust and calibrate measuring gauges and instruments available in the workplace.

<b>Replacement information</b>	This unit standard replaced unit standard 3715 and unit standard 3716.
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<b>Planned review date</b>	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

<b>Consent and Moderation Requirements (CMR) reference</b>	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](mailto:qualifications@hangaarorau.nz) if you wish to suggest changes to the content of this unit standard.