

<b>Title</b>	<b>Troubleshoot and rectify faults for print finishing production and solve workplace problems</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>20</b>

<b>Purpose</b>	People credited with this unit standard are able to troubleshoot and rectify faults for print finishing production and solve workplace problems.
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<b>Classification</b>	Printing > Binding and Finishing
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 Legislation  
Health and Safety at Work Act 2015.
- 2 Definitions  

*Accepted industry practice* – approved codes of practice and standardised procedures accepted by the wider print industry as examples of best practice.

*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, components and equipment required.

*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.

*Workplace procedures* refer to documented policies and procedures set by the organisation carrying out the work, and to documented or other directions provided to staff, and applicable to the tasks being carried out. 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, 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 industry sector.
- 3 Range  

Evidence is required to demonstrate that a minimum of 20 faults have been rectified. The range of faults must include the following:

  - a three binding and finishing faults related to materials which may include –substrates, embellishments, adhesives, packaging, freighting;
  - b four binding and finishing production faults related to the set up and operation of machinery and/or equipment;

- c two problems occurring in the workplace. These may include but are not limited to problems relating to – people, workflow, workplace procedures, workplace systems, record keeping, communication of information.

4 Assessment information

- a All activities and evidence must meet workplace procedures, accepted industry practice, job documentation, and job requirements.
- b Candidates must complete a logbook which will be signed off by the candidate's supervisor.

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## Outcomes and performance criteria

### Outcome 1

Troubleshoot and rectify faults for print finishing production and solve workplace problems.

### Performance criteria

- 1.1 Binding and finishing production faults encountered when undertaking production operations are identified, analysed, and their possible causes are explained.
- 1.2 Print finishing production faults are rectified, and the procedures for rectifying these faults are explained and recorded.
- 1.3 Workplace problems are solved and the procedures for solving these problems are explained and recorded.

<b>Replacement information</b>	This unit standard replaced unit standard 21790.
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<b>Planned review date</b>	31 December 2024
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### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	19 July 2012	N/A
Review	2	26 March 2020	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>.

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### Comments on this unit standard

Please contact Competenz [qualifications@competenz.org.nz](mailto:qualifications@competenz.org.nz) if you wish to suggest changes to the content of this unit standard.