

<b>Title</b>	<b>Set up and operate a hopper feeder for fibreboard packaging</b>		
<b>Level</b>	<b>3</b>	<b>Credits</b>	<b>10</b>

<b>Purpose</b>	People credited with this unit standard are able to: check documentation and confirm that the components and equipment required for the job are available; demonstrate knowledge of a hopper feeder used in the workplace; set up a hopper feeder prior to production; and operate a hopper feeder during production.
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<b>Classification</b>	Fibreboard Packaging > Fibreboard Packaging Production
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<b>Available grade</b>	Achieved
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<b>Entry information</b>	
<b>Critical health and safety prerequisites</b>	Unit 340, <i>Demonstrate knowledge of safe working practices in the print industry</i> , or demonstrate equivalent knowledge and skills.

### Explanatory notes

- 1 Candidates must follow 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 **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.  
*Workplace practices* refer to the documented procedures for the machine and/or workplace.

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## Outcomes and evidence requirements

### Outcome 1

Check documentation and confirm that the components and equipment required for the job are available.

#### Evidence requirements

- 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 job documentation and their availability is confirmed.
- 1.3 Availability of equipment, as determined by the job documentation, is confirmed.

### Outcome 2

Demonstrate knowledge of a hopper feeder used in the workplace.

#### Evidence requirements

- 2.1 Components of a hopper feeder are identified, their functions are described and faults resulting from incorrect settings are explained in terms of workplace practices.

Range feed mechanisms, callipers, side guides, feed roll, backstop.

### Outcome 3

Set up a hopper feeder prior to production.

#### Evidence requirements

- 3.1 Side lays are set in accordance with workplace practices to meet job requirements.
- 3.2 Callipers are set to feed single sheets only.
- 3.3 Backstops are set square, and to accommodate board dimensions in accordance with job requirements.
- 3.4 Feed mechanisms are set in accordance with workplace practices.
- 3.5 Board is loaded so that upper surface and flute direction are in accordance with job requirements and board edges are confirmed as being parallel to the callipers.
- 3.6 Where pre-printed board is being fed, its orientation at loading is in accordance with workplace practices.

**Outcome 4**

Operate a hopper feeder during production.

**Evidence requirements**

- 4.1 Production is maintained ensuring that the gap between the edge of board and side lay is in accordance with workplace practices.
- 4.2 Faulty and substandard board is identified, and rejected as unsuitable for feeding in accordance with workplace practices.
- 4.3 Board is continuously loaded ensuring that no production delays are experienced through inadequate supply, misfeeding, or board damage.
- 4.4 Machine and board checks are made during production running in accordance with workplace practices.
- 4.5 Proactive measures are taken at board changes to minimise delays and misfeeds.

<b>Replacement information</b>	This unit standard replaced unit standard 10112 and unit standard 10113.
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<b>Planned review date</b>	31 December 2017
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**Status information and last date for assessment for superseded versions**

Process	Version	Date	Last Date for Assessment
Registration	1	20 September 2012	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0005
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

**Please note**

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.

Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR 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:info@competenz.org.nz) if you wish to suggest changes to the content of this unit standard.