

Title	Produce slotted and creased board for fibreboard packaging		
Level	3	Credits	15

Purpose	People credited with this unit standard are able to: demonstrate knowledge of the requirements for slotting and creasing equipment used in the workplace; make ready slotting and creasing equipment; produce slotted and creased board to meet job requirements; and confirm job is completed and undertake post production tasks.
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Classification	Fibreboard Packaging > Fibreboard Packaging Production
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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

- 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.
- 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 equipment and/or workplace.

Outcomes and performance criteria

Outcome 1

Demonstrate knowledge of the requirements for slotting and creasing equipment used in the workplace.

Performance criteria

- 1.1 Components of slotting and creasing equipment are identified, and their functions are described.
- 1.2 Requirements for centring the equipment are explained in terms of workplace practices.
- Range identification, zero line or zero point, importance of zeroing equipment, possible faults.
- 1.3 Adjustments requiring to be made to the equipment are identified and the reasons for making these adjustments are explained in terms of the faults arising from failure to do so.
- Range impression pressures for creasers and slotting heads, slot registration, slot to crease alignment.
- 1.4 Knife styles used at the work station are identified by type and size, and their functions are explained.

Outcome 2

Make ready slotting and creasing equipment in accordance with workplace practices.

Performance criteria

- 2.1 Spare creasers and knife blades are held at the work area ready for use.
- 2.2 Initial settings are made to the equipment to meet the job requirements.
- 2.3 The first sheet to be slotted and creased is checked for job specification accuracy, and any faults are rectified or reported.

Outcome 3

Produce slotted and creased board to meet job requirements.

Performance criteria

- 3.1 Production running speed is maintained in accordance with workplace practices ensuring that required quality and standards are met.
- 3.2 Checks for faults are undertaken and any adjustments required are carried out in accordance with workplace practices.
- 3.3 Problems that might occur at board changes, and any proactive measures available in the workplace to minimise them, are explained.

Outcome 4

Confirm job is completed and undertake post production tasks in accordance with workplace practices.

Performance criteria

- 4.1 Quantity and other job requirements are checked against job documentation before job is removed from equipment and any discrepancies in quantity are rectified.
- 4.2 Correct shut-down sequence is followed.
- 4.3 Job documentation is completed and any amendments and variations are noted for future reference.
- 4.4 Other post production tasks are carried out as required by the job documentation.

Replacement information	This unit standard was replaced by skill standard 40345. This unit standard replaced unit standard 10139 and unit standard 10140.
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This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	20 September 2012	31 December 2027
Review	2	28 November 2024	31 December 2027

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