

Title	Make ready and operate a folder gluer for complex work for fibreboard packaging		
Level	4	Credits	35

Purpose	People credited with this unit standard are able to: check documentation and confirm that the components and equipment required for the job are available; make ready and operate a folder gluer; 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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Entry information	
Critical health and safety prerequisites	Unit 340, <i>Demonstrate knowledge of safe working practices in the print industry</i> , or demonstrate equivalent knowledge and skills.
Recommended skills and knowledge	Unit 27798, <i>Make ready and operate a folder gluer for fibreboard packaging</i> .

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 **Assessment**
Evidence for assessment will be for three different production jobs, each requiring a minimum of four glue points involving infold to outfold, or outfold to infold. At least one job must be completed on a 6 corner folder gluer.
- 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.

Workplace practices refer to the documented procedures for the machine and/or workplace.

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

Make ready a folder gluer in accordance with workplace practices.

Evidence requirements

- 2.1 Machine crew and other staff are clearly advised of the make ready and production tasks they are responsible for ensuring that no avoidable delays occur.
- 2.2 Transportation system is set up and adjusted to meet job requirements.
Range feeder, carton blank pick-up, transfer, carton delivery.
- 2.3 Folding units are set up and adjusted to meet job requirements.
- 2.4 Gluing system is set up and adjusted to meet job requirements.
- 2.5 Sample run is conducted, any faults are rectified or reported and sample is approved.
Range accuracy of folds, fibre tear, opening force, fluff and glue placement.
- 2.6 Counter system is set and kicker counter adjusted to meet the job requirements.

Outcome 3

Operate a folder gluer in accordance with workplace practices.

Evidence requirements

- 3.1 Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention.
- 3.2 Systems are monitored and adjusted throughout the production run ensuring that required quality and production standards are met.
- Range feeder, carton blank pick-up and transport system, transfer system, delivery system.
- 3.3 Registration and squareness of folds are monitored and adjusted to ensure the quality of product meets the standard of the approved sample.
- 3.4 Registration and adhesion of gluing is monitored and adjusted to ensure quality meets the standard of the approved sample.
- 3.5 Checks for faults are carried out during production running and action is immediately taken to identify and rectify any faults, ensuring fault free production running is successfully resumed.
- 3.6 Load format and load identification are carried out to meet job requirements.
- Range specific requirements for counts, bundling, strapping, unitising, palletising.
- 3.7 Waste disposal requirements are met.

Outcome 4

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

Evidence requirements

- 4.1 Quantity and other job requirements are checked against job documentation before removing job from machine 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 replaced unit standard 3682, unit standard 10145, unit standard 10146, unit standard 10147, unit standard 10157, unit standard 10158, unit standard 10159, and unit standard 18245.
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Planned review date	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
Revision	2	15 November 2012	N/A

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>.

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.

Comments on this unit standard

Please contact Competenz info@competenz.org.nz if you wish to suggest changes to the content of this unit standard.