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| <b>Title</b> | <b>Set up and operate a slitter creaser and a chop knife for fibreboard packaging</b> |                |           |
| <b>Level</b> | <b>3</b>  | <b>Credits</b> | <b>10</b> |

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| <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; set up and operate a slitter creaser and a chop knife; and undertake post production tasks. |
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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 Assessment may be undertaken on a corrugator or laminator.
- 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.

*Machine requirements* refer to the specific requirements for the machine being operated as set out in the operating manual or in accordance with workplace practices.

*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 Spare creasers and slitter knife blades are confirmed as being available in the work area in accordance with workplace practices.
- 1.3 All spare blades are confirmed as being in good condition in accordance with workplace practices.

### Outcome 2

Set up and operate a slitter creaser in accordance with workplace practices.

#### Evidence requirements

- 2.1 Settings of the creasers and slitter knives on the first bar to be used are confirmed as being those specified in the job documentation.
- 2.2 Settings of slitter knives and creasers are changed for production run and knives and creasers are securely locked onto the bar to meet job requirements.
- 2.3 Slitter-creaser is operated to meet job requirements.
- 2.4 Lateral adjustments are made at the start of each new production run ensuring minimum waste is produced and trim waste is removed continuously from equipment.  
  
Range        trim waste suction systems, diverting ramps.
- 2.5 At an order change, no turnover is made until confirmation is provided that the existing run is completed.
- 2.6 Equipment is cleaned, damaged and blunt slitter knife blades are replaced or maintained, and stocks of spare equipment are stored.

### Outcome 3

Set up and operate chop knife in accordance with workplace practices.

#### Evidence requirements

- 3.1 Equipment is switched on in the correct sequence and all checks are made.
- 3.2 Chop lengths are set in accordance with the job requirements and confirmed against the job documentation.
- 3.3 Actions to be taken if the chop knife or any component fails to perform in accordance with machine requirements are explained.
- 3.4 Chop lengths outside specified dimensions are reported or rectified immediately.
- 3.5 Board is chopped to meet the job requirements.  
Range clean cuts, free of crush or other damage.
- 3.6 The pull roller and any other peripheral components perform in accordance with machine requirements.

#### Outcome 4

Undertake post production tasks in accordance with workplace practices.

#### Evidence requirements

- 4.1 Job documentation is completed and any amendments and variations are noted for future reference.
- 4.2 Other post production tasks are carried out as required by the job documentation.

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| <b>Replacement information</b> | This unit standard replaced unit standard 3774 and unit standard 3775. |
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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                      |

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| <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:Competenz_info@competenz.org.nz) if you wish to suggest changes to the content of this unit standard.