

<b>Title</b>	<b>Operate a semi-automatic stitcher 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 semi-automatic stitcher used in the workplace; set up and operate a stitching machine; and confirm job is completed 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 Competence in this unit standard may be demonstrated at any type of stitching machinery used in fibreboard packaging.
- 3 No assessment of outcome 4 is possible should final checks at outcome 3 indicate that squareness is not achievable in the board to be used in production running.
- 4 **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.

A *semi-automatic stitcher* refers to a stitcher requiring manual folding and feeding prior to the subsequent automatic stitching process.

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

### Outcome 2

Demonstrate knowledge of a semi-automatic stitcher used in the workplace.

#### Evidence requirements

- 2.1 Stitching machine components are identified, their functions described, and adjustments requiring to be made to them are explained in terms of workplace practices.
- 2.2 A wire spool is changed and replaced in accordance with workplace practices.
- 2.3 Stitching faults are identified from photographs or diagrams or physical samples.  
  
Range broken stitches, malformed stitches, improperly placed stitches, incorrect number of stitches, poor clinching, poor lateral placement, poor vertical placement, stitch lap breaking at stitches.
- 2.4 One cause for each of the faults in the evidence requirement 2.3 range is described and one corrective action for each cause is described.  
  
Range the causes and corrective actions described are those most common to the workplace.

### Outcome 3

Set up a stitching machine in accordance with workplace practices.

**Evidence requirements**

- 3.1 Machine settings are made ensuring that a secure closure is achieved, and that stitch position, number and formation meet job requirements.
- 3.2 Final checks to be undertaken prior to production running are carried out and action is immediately taken to rectify any faults found.
- Range squareness, make-up of box, glue stitch position, stitch number, stitch formation.

**Outcome 4**

Operate a stitching machine in accordance with workplace practices.

**Evidence requirements**

- 4.1 Production running is maintained ensuring that the required quality and production standards are maintained.
- 4.2 Sheets are physically checked throughout the production run ensuring that job requirements are met.
- Range checks must include but are not limited to, those for – squareness, make-up of box, stitch position, stitch number, stitch formation.
- 4.3 Communications are maintained with the take off crew during production running ensuring that required ongoing visual checks are made, and action is immediately taken to rectify any faults found.
- 4.4 Load format and load identification are carried out to meet job requirements.

**Outcome 5**

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

**Evidence requirements**

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

<b>Replacement information</b>	This unit standard replaced unit standard 21725.
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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.

#### 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.