

Title	Emboss cartons no less than two up for fibreboard packaging		
Level	4	Credits	15

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 for embossing and operate the machine for jobs of no less than two up; 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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Prerequisite	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 machine and/or workplace.

Outcomes and performance criteria

Outcome 1

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

Performance criteria

- 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 for embossing in accordance with workplace practices.

Performance criteria

- 2.1 Materials commonly used in the workplace for embossing dies are described.
Range male, female.
- 2.2 Factors affecting the placement of the female embossing die are listed.
Range register, proximity to rules.
- 2.3 Female embossing die is positioned to the sheet to obtain final position.
- 2.4 Male make ready material is selected to meet job requirements.
- 2.5 Male embossing dies are positioned to meet job requirements.

Outcome 3

Operate the machine for jobs of no less than two up in accordance with workplace practices.

Performance criteria

- 3.1 Machine is run to allow for final checking.
- 3.2 Counting system is set to ensure that the required quantity is produced.
- 3.3 Machine is operated at an output level consistent with maintaining the required production standards and quality.
- 3.4 Dies are removed from the machine and prepared for storage.

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 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 18246.
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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 2021
Review	2	30 September 2021	31 December 2021
Reinstatement	3	24 March 2022	31 December 2024

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>.