

Title	Produce glued cartons on a clamshell erector for fibreboard packaging		
Level	3	Credits	15

Purpose	People credited with this unit standard are able to: demonstrate knowledge of a clamshell machine used in the workplace; check documentation and confirm that the components and equipment required for the job are available; make ready and operate a clamshell machine to make glued cartons to meet job requirements; stack glued cartons into a shipper and stack on a pallet or slip sheet; 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.

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 For assessment of this unit standard the candidate must produce glued cartons in two different sizes.
- 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

Demonstrate knowledge of a clamshell machine used in the workplace.

Evidence requirements

1.1 Main components of a clamshell machine are identified, and their functions are described in terms workplace practices.

Range components include but are not limited to – feeder belts, lifters, support frame, support bars, side rails, feeder delivery, forming blocks.

1.2 Adjustments to the various components are explained in accordance with workplace practices.

Outcome 2

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

Evidence requirements

2.1 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.

2.2 Components required for the job are checked against job documentation and their availability and preparedness is confirmed.

2.3 Availability of equipment, as determined by the job documentation, is confirmed.

Outcome 3

Make ready a clamshell machine to make glued cartons to meet job requirements.

Evidence requirements

3.1 Make ready process is completed in accordance with workplace practices.

Range forming blocks, feeder delivery, feeder belts, lifters, support frame, support bars, side rails, carton blanks.

3.2 Checks on carton blanks are carried out and any faults found are rectified or reported in accordance with workplace practices.

Outcome 4

Operate a clamshell machine to make glued cartons to meet job requirements.

Evidence requirements

- 4.1 Production running speed is maintained ensuring that required quality and production standards are met.
- 4.2 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.

Outcome 5

Stack glued cartons into a shipper and stack on a pallet or slip sheet in accordance with workplace practices.

Evidence requirements

- 5.1 Glued cartons are continuously stacked throughout production.
- 5.2 Checks for obvious visible faults are carried out and actions to be taken in the event of faults occurring are followed.
- 5.3 Load format and load identification are carried out.

Range load format may include – specific requirements for counts, bundling, strapping, unitising, palletising.

Outcome 6

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

Evidence requirements

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

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

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.