

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

Demonstrate knowledge of a clamshell machine used in the workplace.

Performance criteria

- 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.

Performance criteria

- 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.

Performance criteria

- 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.

Performance criteria

- 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.

Performance criteria

- 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.

Performance criteria

- 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.

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 2027
Review	2	28 November 2024	31 December 2027

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>.