

Title	Set up and operate single function machines for bookbinding		
Level	3	Credits	25

Purpose	People credited with this unit standard are able to: check documentation and confirm requirements for the job are available; set up and operate single function machines for bookbinding; and prepare jobs for the next process.
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Classification	Printing > Binding and Finishing
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Available grade	Achieved
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Guidance Information

- 1 Legislation
Health and Safety at Work Act 2015.
- 2 Definitions

Accepted industry practice – approved codes of practice and standardised procedures accepted by the wider binding and finishing industry as examples of best practice.

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, components and equipment required.

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.

Single function machines for bookbinding – machines that that perform a single task such as sewing machine; book smashing, nipping, back gluing and drying machines; rounding and backing; case making; pressing and casing-in.

Workplace procedures refer to documented policies and procedures set by the organisation carrying out the work, and to documented or other directions provided to staff, and applicable to the tasks being carried out. They may include but are not limited to – standard operating procedures, site specific procedures, site safety procedures, equipment operating procedures, quality assurance procedures, product quality specifications, references, approved codes of practice, housekeeping standards, environmental considerations, on-site briefings, supervisor’s instructions, and procedures to comply with legislative and local body requirements relevant to the industry sector.
- 3 Assessment information
All activities and evidence must meet workplace procedures, accepted industry practice, job documentation, and job requirements.

4 Range

Evidence of operation of two single function machines for bookbinding are required.

Outcomes and performance criteria**Outcome 1**

Check documentation and confirm requirements for the job are available.

Performance criteria

- 1.1 Job requirements are checked to ensure that all specifications for the process being undertaken are complete and any discrepancies are reported.
- 1.2 Availability of components is confirmed.
- 1.3 Availability of equipment is confirmed.

Outcome 2

Set up single function machines for bookbinding.

Performance criteria

- 2.1 Machines are set up.
- 2.2 Sequence of operations is planned.
- 2.3 Machine condition and capability are checked.
- 2.4 Speeds and feeds are selected relevant to machine, and material.
- 2.5 Potential hazards are identified and managed.

Outcome 3

Operate single function machines for bookbinding.

Performance criteria

- 3.1 Machines are operated.
Range production speed, required quality, safety.
- 3.2 Machine adjustments are set where required.

Outcome 4

Prepare jobs for the next process.

Performance criteria

- 4.1 Jobs are taken off the machine.
- 4.2 Jobs are checked for quality and prepared for the next process.
- 4.3 Waste control procedures are followed.

Range recyclable waste, non-recyclable waste, security waste.

Replacement information	This unit standard and unit standard 32065 replaced unit standard 3665, unit standard 3666, unit standard 3667, unit standard 3669, unit standard 17932, and unit standard 25346.
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Planned review date	31 December 2024
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	26 March 2020	N/A

Consent and Moderation Requirements (CMR) reference	0013
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

Comments on this unit standard

Please contact Competenz qualifications@competenz.org.nz if you wish to suggest changes to the content of this unit standard.