

Title	Set up and operate collator, stitcher, and trimmer for print finishing		
Level	4	Credits	40

Purpose	People credited with this unit standard are able to: check documentation and confirm requirements for the job are available; maintain the stitching head of a stitcher; install new knives onto a trimmer; and set up and operate a trimmer, stitcher, and collator and auxiliary equipment.
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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 print 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.

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.

A4, A5, DL, and tabloid are examples of paper sizes used in the print industry.
- 3 Assessment information
All activities and evidence must meet workplace procedures, accepted industry practice, job documentation, and job requirements.

Outcomes and performance criteria

Outcome 1

Check documentation and confirm requirements 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.
- 1.2 Availability of components is confirmed.
- 1.3 Availability of equipment is confirmed.
- 1.4 Sample copies of the job are hand assembled.

Outcome 2

Maintain the stitching head of a stitcher.

Performance criteria

- 2.1 Stitching head is stripped and cleaned to ensure trouble free operation.
- 2.2 Stitching head is reassembled and checked for optimum operation.

Outcome 3

Install new knives onto a trimmer.

Performance criteria

- 3.1 Availability of sharpened knives is confirmed.
- 3.2 Tools required to remove and install new knives are checked to ensure that they are in a safe condition.
- 3.3 Knives are removed, and blunt knives are placed in blade carrier and labelled.
- 3.4 New knives are installed onto trimmer.
- 3.5 Installed knives are tested for even cutting and any necessary adjustments are made.

Outcome 4

Set up trimmer.

Performance criteria

- 4.1 Trimmer is timed to the chain for correct alignment and size.

4.2 Batching, counting, and delivery system is set.

Outcome 5

Set up stitcher.

Performance criteria

5.1 Stitching heads are set in position.

5.2 Wire is selected to suit the stitching head used.

5.3 Stitching heads are threaded, and adjustments made to the length of the wire.

Outcome 6

Set up collator and auxiliary equipment.

Range may include but is not limited – sheet fed collator, folded section collator; evidence of one is required;
may include but not limited to – A4, A5, DL, tabloid;
work to include jobs of at least four sections.

Performance criteria

6.1 Collator is set up and hoppers are timed to the collating chain.

Range lap opening, suction opening, calliper settings.

6.2 Auxiliary equipment is set up.

Range may include but is not limited to – copy control, cover feeder, tip-ons, double sheet detector.

Outcome 7

Operate collator, stitcher, and trimmer.

Range may include but not limited to – A4, A5, DL, tabloid;
work to include jobs of at least four sections.

Performance criteria

7.1 Collator, stitcher, and trimmer are operated.

Range production speed, required quality, safety.

7.2 Crew assisting on collator, stitcher, and trimmer is supervised.

7.3 Jobs are prepared for the next process.

Range knocked up, stacked, job instructions followed.

7.4 Jobs are packed.

7.5 Waste control procedures are followed.

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

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	16 February 1995	31 December 2011
Revision	2	20 July 1998	31 December 2011
Revision	3	20 September 1999	31 December 2011
Review	4	30 November 2000	31 December 2014
Review	5	26 January 2005	31 December 2015
Review	6	19 July 2012	N/A
Review	7	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.