

<b>Title</b>	<b>Set up and operate a collator or gatherer, and adhesive binding machine for print finishing</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>35</b>

<b>Purpose</b>	People credited with this unit standard are able to: check documentation and confirm requirements for the job are available; use signature recognition or spine marks for print finishing; set up a collator or gatherer, auxiliary equipment, and an adhesive binding machine for print finishing; and operate a collator or gatherer, and adhesive binding machine for print finishing.
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<b>Classification</b>	Printing > Binding and Finishing
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<b>Available grade</b>	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.
- 3 Assessment information  
All activities and evidence must meet workplace procedures, accepted industry practice, job documentation, and job requirements.

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## 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 and any necessary changes are made.

### Outcome 2

Use signature recognition or spine marks for print finishing.

#### Performance criteria

- 2.1 Use of signature recognition or spine marks are demonstrated to ensure that correct sequences are achieved.

### Outcome 3

Set up a collator or gatherer, and auxiliary equipment for print finishing.

Range includes jobs of at least four sections and cover.

#### Performance criteria

- 3.1 Collator or gatherer is set up and hoppers are timed to collating chain.
- 3.2 Auxiliary equipment is set up.  
  
Range may include but is not limited to – cover folder feeder, reply card attachments, tippers.
- 3.3 Crew assisting on collator or gatherer is supervised.

**Outcome 4**

Set up an adhesive binding machine for print finishing.

Range binding methods may include but not limited to – notch bound, perfect bound, poly urethane resin (PUR) bound, sewn;  
evidence of two binding methods are required;  
jobs must include adhesive binding of at least four sections and cover.

**Performance criteria**

4.1 Factors to be considered in selecting adhesives are described.

Range may include but is not limited to – substrate, flexibility, temperature, working time, viscosity, machine or hand application, strength, acidity, speed of drying;  
a minimum of two of – life, humidity, acidity, previous printing processes, compatibility to substrate and production process.

4.2 Milling and roughing knives are set as required to suit the substrate.

4.3 Adhesives suitable for the substrate are selected and used.

4.4 Set up adhesive binding machine.

Range adhesive supply system set including pre-melt tank, spine, side glue and reverse spinner are set, cover feeder, creasing, and nipping units are set.

4.5 Delivery belt is set to meet requirements for speed, product thickness, and next process.

**Outcome 5**

Operate a collator or gatherer, and adhesive binding machine for print finishing.

Range notch bound, perfect bound, poly urethane resin (PUR) bound, sewn;  
evidence of two binding methods are required and jobs must include adhesive binding of at least four sections and cover.

**Performance criteria**

5.1 Collator or gatherer, and adhesive binding machine is operated.

Range production speed, required quality, safety.

5.2 Crew assisting on equipment is supervised.

5.3 Jobs are prepared for the next process.

Range knocked up, stacked, spines square, 3-knife trimmer requirements.

5.4 Adhesive binding machine is cleaned.

5.5 Waste control procedures are followed.

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

<b>Planned review date</b>	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

<b>Consent and Moderation Requirements (CMR) reference</b>	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](mailto:qualifications@competenz.org.nz) if you wish to suggest changes to the content of this unit standard.