

Title	Set up and operate a sewing machine for bookbinding		
Level	3	Credits	15

Purpose	People credited with this unit standard are able to: check documentation and confirm requirements for the job are available; demonstrate knowledge of the use of signature/section and spine marks to meet job requirements, and set up and operate a sewing machine in accordance with workplace practices.
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Classification	Printing > Binding and Finishing
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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

- 1 All workplace practices must meet 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 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

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 in accordance with workplace practices.
- 1.2 Components required for the job are checked against the job documentation and their availability confirmed.
- 1.3 Availability of equipment, as determined by the job documentation, is confirmed.

Outcome 2

Demonstrate knowledge of the use of signature/section and spine marks to meet job requirements.

Performance criteria

- 2.1 Demonstration includes use of signature/section marks to ensure that correct sequences are achieved.
- 2.2 Demonstration includes use of spine marks to ensure that correct sequences are achieved.

Outcome 3

Set up a sewing machine in accordance with workplace practices.

Range includes sixteen and thirty-two page sections and five or more sections.

Performance criteria

- 3.1 Automatic feeder (or feed mechanisms for semi-automatic sewing machines) and programme are set to meet the job requirements.
- 3.2 Intake roller is set to sewing saddle to ensure required thickness of book sections is achieved.
- 3.3 Sewing saddle is set to meet dimensions of book sections.
- 3.4 Needles, hooks, punches and hook carriers are set to meet book length, allowing for trims.
- 3.5 Delivery table is set to suit the dimensions of the book.

Outcome 4

Operate a sewing machine in accordance with workplace practices.

Range includes sixteen and thirty-two page sections and five or more sections.

Performance criteria

4.1 Sewing machine is operated to meet the job requirements.

Range production speed, required quality, safety.

4.2 Sewn books are flat on spine and sections are not rolling.

4.3 Sections are heading evenly without bouncing.

4.4 Cut off knives are working and cutting cleanly.

4.5 Sewn books are prepared for forwarding to the next process.

Range stacked, labelled to identify.

Replacement information	This unit standard, unit standard 3666, unit standard 3667, unit standard 3669, unit standard 17932, and unit standard 25346 were replaced by unit standard 32064 and unit standard 32065.
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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	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	31 December 2022
Review	7	26 March 2020	31 December 2022

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>.