Title | Set up and operate book smashing and nipping and back gluing and drying machines for bookbinding
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Level | 3
Credits | 15

**Purpose**
People credited with this unit standard are able to: check documentation and confirm requirements for the job are available; use adhesives; set up and operate a book smashing and nipping machine in accordance with workplace practices; and set up and operate a back gluing and drying machine in accordance with workplace practices.

**Classification**
Printing > Binding and Finishing

**Available grade**
Achieved

**Entry information**

**Critical health and safety prerequisites**
Unit 340, *Demonstrate knowledge of safe working practices in the print industry*, or demonstrate equivalent knowledge and skills.

**Explanatory notes**

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 evidence requirements

Outcome 1

Check documentation and confirm requirements for the job are available.

Evidence requirements

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

Use adhesives.

Evidence requirements

2.1 Factors to be considered in using adhesives are described.

Range includes - substrate, flexibility, temperature, working time, viscosity, machine or hand application, strength, acidity, speed of drying; may include, a minimum of two of – life, humidity, acidity, previous printing processes, compatibility to substrate and production process.

2.2 Adhesives are used to suit the substrate and to meet the job requirements.

Outcome 3

Set up and operate a book smashing and nipping machine in accordance with workplace practices.

Range includes jobs of five or more sections.

Evidence requirements

3.1 Book smashing and nipping machine is set up ensuring a solid uniform book block is produced.

3.2 Books are smashed, nipped, stacked, and labelled ready for forwarding to next process.
Outcome 4

Set up and operate a back gluing and drying machine in accordance with workplace practices.

Range includes jobs of five or more sections.

Evidence requirements

4.1 Back gluing and lining machine is set up to meet the job requirements.

4.2 Glue is applied to spine and calico to meet the substrate requirements.

4.3 Books are brushed down with sufficient force to push glue into spine.

4.4 Back gluing and drying machine is operated to meet the job requirements.

Range production speed, required quality, safety.

4.5 Back gluing and drying machine is cleaned.

4.6 Waste control procedures are followed.

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

| Planned review date | 31 December 2017 |

Status information and last date for assessment for superseded versions

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Consent and Moderation Requirements (CMR) reference 0005

This CMR can be accessed at http://www.nzqa.govt.nz/framework/search/index.do.

Please note

Providers must be granted consent to assess against standards (accredited) by NZQA, before they can report credits from assessment against unit standards or deliver courses of study leading to that assessment.

Industry Training Organisations must be granted consent to assess against standards by NZQA before they can register credits from assessment against unit standards.
Providers and Industry Training Organisations, which have been granted consent and which are assessing against unit standards must engage with the moderation system that applies to those standards.

Requirements for consent to assess and an outline of the moderation system that applies to this standard are outlined in the Consent and Moderation Requirements (CMR). The CMR also includes useful information about special requirements for organisations wishing to develop education and training programmes, such as minimum qualifications for tutors and assessors, and special resource requirements.

Comments on this unit standard

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