

<b>Title</b>	<b>Set up and operate a 3-knife trimmer for print finishing and bookbinding</b>		
<b>Level</b>	<b>4</b>	<b>Credits</b>	<b>15</b>

<b>Purpose</b>	People credited with this unit standard are able to: check documentation and confirm requirements for the job are available; remove knives from a 3-knife trimmer ready for replacement; install new knives on a 3-knife trimmer, change cutting sticks, and store tools; and set up and operate a 3-knife trimmer.
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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 tools and equipment is confirmed.

### Outcome 2

Remove knives from a 3-knife trimmer ready for replacement.

#### Performance criteria

- 2.1 The need to replace knives is recognised.  
Range        blunt, damaged.
- 2.2 Replacement knives are confirmed as having been sharpened.
- 2.3 Knives requiring replacement are removed following the steps set out in the machine operating manual.
- 2.4 Blunt or damaged knives are put into blade carrier and labelled.

### Outcome 3

Install new knives in a 3-knife trimmer, change cutting sticks, and store tools.

#### Performance criteria

- 3.1 New knives are installed.
- 3.2 Cutting sticks are changed.
- 3.3 Knife positioning is checked, and any necessary adjustments are made to achieve even cutting.
- 3.4 Tools are stored correctly in their designated locations.

### Outcome 4

Set up a 3-knife trimmer.

**Performance criteria**

- 4.1 3-knife trimmer is set up.
- 4.2 Adjustments are made to ensure book is trimmed.
- 4.3 Cutting sticks are set to ensure that there are no rough edges on books.
- 4.4 Clamp is set and clamp pad where used, is cut to fit the size and swell of the book.

**Outcome 5**

Operate a 3-knife trimmer.

**Performance criteria**

- 5.1 Books are cut square with correct for-edge, head and tail trim.
- 5.2 Production speeds are maintained at a level that ensures that the required quality and production standards are achieved.
- 5.3 Books are stacked for the next process or packed for dispatch.
- 5.4 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>.

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**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.