

Title	Set up and operate a case making machine for bookbinding		
Level	4	Credits	35

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 case maker 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.
- 1.4 Sample book block meets the job requirements.

Outcome 2

Use adhesives.

Performance criteria

- 2.1 Factors to be considered when 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.
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- 2.2 Adhesives are used to suit the substrate and to meet the job requirements.

Outcome 3

Set up a case maker in accordance with workplace practices.

Performance criteria

- 3.1 Case maker is set up to meet the job requirements.
- 3.2 Check is made ensuring that cases fit trimmed books, squares are even, and hollows are the same thickness as spines of books.

Outcome 4

Operate a case maker in accordance with workplace practices.

Performance criteria

- 4.1 Case maker is operated to meet the job requirements.

Range	production speed, required quality, safety.
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4.2 Cases are prepared for forwarding to the next process.

Range knocked up, stacked, labelled to identify.

4.3 Case making machine is cleaned.

4.4 Waste control procedures are followed.

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

Replacement information	This unit standard, unit standard 3665, unit standard 3666, unit standard 3667, 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		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>.