
Overview

This standard is for print finishers who make ready and run carton enhancing machinery.

You must show that you can:

- 1 Make carton enhancing machinery ready for production
- 2 Run carton enhancing machinery

This involves:

- 1 identifying the job requirements;
- 2 checking that carton enhancing machinery is working properly;
- 3 checking that safety devices are working properly;
- 4 running carton enhancing machinery safely;
- 5 adjusting settings, where necessary to maintain the required standard;
- 6 checking that work meets the required standard;
- 7 identifying faults and taking action to deal with them;
- 8 unloading and stacking the finished product.

**Performance
criteria**

Make carton enhancing machinery ready for production

- You must be able to:**
- P1 check that you have all the details required for the job
 - P2 check that you have enough materials of the right type for the job
 - P3 promptly report to your manager, if the material provided is not correct or sufficient
 - P4 check that your work area is safe and ready for production
 - P5 correctly load materials
 - P6 make carton enhancing machinery ready to run efficiently and safely, so that:
 - P6.1 material is fed squarely and consistently, without damage or distortion
 - P6.2 enhancements are made in the correct position on the material
 - P6.3 the finished product is free from unacceptable creasing, marking or distortion
 - P7 produce a sample from the machine and check that it matches the required standards
 - P8 make adjustments when standards are not met
 - P9 report promptly to your manager, if the standards cannot be met

Run carton enhancing machinery

- You must be able to:**
- P10 run carton enhancing machinery:
 - P10.1 at the required speed
 - P10.2 safely and efficiently
 - P11 keep up the supply of materials throughout the run
 - P12 regularly check that quality standards are met
 - P13 accurately identify production faults which result in:
 - P13.1 in-put material feeding out of square
 - P13.2 in-put material jamming
 - P13.3 unacceptable creasing, marking, damage or distortion to the product
 - P14 correct faults which it is your job to remedy
 - P15 promptly report any faults which it is not your job to correct
 - P16 check that the machine is safe to operate, once faults have been corrected
 - P17 accurately record production and quality assurance details
 - P18 follow the correct procedure for the removal of waste
 - P19 stack work safely, using the approved method

Knowledge and understanding

Make carton enhancing machinery ready for production

You need to know and understand:

- K1 what details you need for the job
- K2 the principles of carton enhancing
- K3 the sequence of set up tasks for carton enhancing machinery
- K4 the risks associated with making ready carton enhancing machinery and how to avoid them
- K5 what the common carton enhancing faults are, what causes them and how to prevent them
- K6 the emergency shut down procedures

Run carton enhancing machinery

You need to know and understand:

- K7 your company's quality standards
- K8 the principles of carton enhancing
- K9 the risks associated with running carton enhancing machines and how to avoid them
- K10 the emergency shut down procedures
- K11 the common carton enhancing faults, what causes them and how to correct them
- K12 what other faults can occur during carton enhancing
- K13 how to recognise when you should correct faults yourself and when you should ask for help
- K14 to whom you must report faults
- K15 the procedures for the removal of waste from your machine
- K16 what production and quality assurance records you are required to keep

Additional information

Scope / range: **Make carton enhancing machinery ready for production**

You must show that you can make carton enhancing machinery ready for production consistently, over a period of time.

You must show that:

- 1 you obtain the following types of material:
 - 1.1 input materials (which may be output from the printing process)
 - 1.2 processing materials

- 2 you can confirm that machinery is in a fit condition by:
 - 2.1 visual examination
 - 2.2 test run
 - 2.3 checking the control settings

- 3 you can make carton enhancing machinery ready for the following enhancing operations:
 - 3.1 window patching
 - 3.2 foil blocking
 - 3.3 coating and laminating

Run carton enhancing machinery

You must show that you can run carton enhancing equipment consistently, over a period of time.

You must show that:

- 4 you can run the machine for the following enhancing operations:
 - 4.1 window patching
 - 4.2 foil blocking
 - 4.3 coating and laminating

- 5 you can identify and report the following types of faults:
 - 5.1 damage to output

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| 5.2 | output out of specification |
| 5.3 | recurring machine faults |
| 5.4 | machine faults which require others' expertise to rectify |

PROCTN404
Control carton enhancing machinery



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