

# PROMP254

## Prepare and monitor the performance of ancillary printing machine equipment



### Overview

This standard is for people who prepare and monitor the performance of printing machine equipment. Ancillary printing machine equipment is any piece of equipment which is associated with (and usually connected to) a printing machine but does not form part of the main printing machine itself.

Items of ancillary equipment include: water preparation or treatment equipment (e.g. reverse osmosis); re-circulating fount solution systems; ink roller temperature control equipment; pumped or cartridge ink supply systems; corona treating equipment; video inspection equipment; web guides; colour control equipment; digital imaging equipment; waste extraction equipment.

Ancillary equipment associated with printing machinery usually falls into one of the following categories: (i) equipment that aids quality (ii) equipment that adds automation or aids productivity

Most modern printing machines now include various additional pieces of plant or equipment that are not necessarily essential to the operation of the press (although some, such as fount re-circulating systems, may be) but which make a significant contribution to the output of the machine. Some ancillary equipment may need to be set up for each job, and/or may need to be monitored throughout production.

This standard requires the machine printer or assistant to be able to prepare for use and monitor the performance of all ancillary equipment associated with the printing machine on which they work, with the expectation that at least **two** such items as described above are included. (Note: ink drying equipment converting equipment and any form of numbering or coating equipment is not 'ancillary equipment for the meaning of this unit – please refer to other relevant units for such equipment).

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#### Performance criteria

*You must be able to:*

#### Prepare ancillary printing machine equipment for use

- P1 if required, make sure that the ancillary equipment has an adequate supply of water and/or air connected to it
- P2 if relevant, check that the right materials (for example inks, fount additives, plate material) is/are available to the equipment
- P3 if relevant, make sure any draining points are used to drain the equipment of excess fluid and that any waste has been properly removed from the equipment
- P4 replace any consumable items on the ancillary equipment that it is your job to replace, such as filters, bulbs
- P5 check and, if required, top up the level of any lubricants on the ancillary equipment.
- P6 check that the ancillary equipment is clean and fit for use
- P7 promptly report to your manager if the material provided is not correct or sufficient or if the equipment cannot be operated for some other reason
- P8 check that the equipment is safe to run
- P9 switch on the ancillary equipment and check that it is operating normally
- P10 where relevant, check that the equipment reaches operating temperature and that any essential operating conditions are met, either by checking displays or by taking measurements using suitable equipment
- P11 make any adjustments necessary to ensure the correct operation of the equipment
- P12 keep records as required of the performance or maintenance of the equipment
- P13 inform any relevant person that the equipment is ready for use.

*You must be able to:*

#### Monitor the performance of ancillary printing machine equipment

- P14 monitor the performance of the ancillary equipment during the running of the printing machine
- P15 make sure there is an adequate supply of materials to and from the equipment whilst in use
- P16 if it is your responsibility to do so, make any required adjustments to the ancillary equipment during production
- P17 if for any reason the ancillary equipment fails to perform as required during production, report it to the appropriate person.

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## Prepare and monitor the performance of ancillary printing machine equipment

### Knowledge and understanding

*You need to know and understand:*

### Health and Safety

- K1 your duties and responsibilities for health and safety as defined by any specific legislation covering your job role
- K2 manufacturer's health and safety requirements relevant to your job
- K3 how to stop a machine in the event of an emergency

*You need to know and understand:*

### Communication

- K4 with colleagues

*You need to know and understand:*

### Workplace policy and practice

- K5 workplace objectives, priorities, standards and procedures

*You need to know and understand:*

### The operation of equipment

- K6 the principles of operating the ancillary equipment
- K7 the risks associated with setting up ancillary equipment and how to avoid them
- K8 the location of switches, isolators and machine controls
- K9 what the common faults are with the ancillary equipment, what causes them and how to prevent them

*You need to know and understand:*

### The causes and treatment of common faults

- K10 machine faults

*You need to know and understand:*

### Administrative procedures

- K11 recording and reporting

*You need to know and understand:*

### Environmental

- K12 any specific environmental legislation that covers processes in your company
- K13 control of pollution

*You need to know and understand:*

### Quality Assurance and Control

- K14 techniques for controlling quality

*You need to know and understand:*

### Problem Solving

- K15 sources of information
- K16 techniques for assessing machine faults

*You need to know and understand:*

### Cleaning, Lubrication and Maintenance

- K17 the principal activities involved with machine cleaning, lubrication and maintenance
- K18 roles and responsibilities for cleaning, lubrication and maintenance

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- K19 machine faults and how they can be rectified
- K20 the maintenance plans for ancillary equipment which you operate
- K21 which components wear or become degraded over time
- K22 the choice and use of suitable cleaning agents and lubricants
- K23 what parts of the machine you are allowed to clean, lubricate and maintain

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