

PROMP263

Set in-line folding equipment



Overview

This standard is for people who set in-line folding equipment on a printing machine.

This kind of in-line equipment is often found on web-fed presses and is sometimes associated with a sheeter, rotary cutter, gluer and perforating or edge trimming. Where any of this equipment is used in combination with folding, it is to be taken as forming part of the inline folding equipment for the purpose of this unit.

In-line folding is typically found in the book, magazine and direct mail areas of the printing industry. The use of such equipment on a printing machine permits the creation of either a folded 'section' for stitching or binding, or a finished item, such as a mailing piece or a leaflet.

Setting in-line folding equipment needs to be done accurately and methodically in to achieve the correct output and to avoid delay to production and waste.

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Performance criteria

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You must be able to:

- P1 check that you have all the details you need for the job and that the requirements for the fold are clear and understood
- P2 check that the work area is safe and you have permission from the machine manager to begin setting up the equipment
- P3 set the folding equipment accurately, ensuring that any register requirements are met
- P4 correctly set up any gluing, sheeting or rotary cutting equipment
- P5 where required, connect the supply of consumables to the equipment
- P6 produce a sample from the equipment and check that it matches the required standards
- P7 make adjustments when the standards are not met
- P8 report promptly to your manager, if the standards cannot be met.

Diagnose and correct faults in in-line folding equipment

You must be able to:

- P9 accurately identify the cause of problems which:
 - P9.1 would reduce the rate of output
 - P9.2 cause damage or distortion to the end product
 - P9.3 affect the efficient operation of equipment
 - P9.4 create risks to health and safety
- P10 promptly correct faults which it is your job to correct
- P11 promptly report faults which it is not your job to correct
- P12 co-operate with colleagues who are responsible for correcting faults
- P13 check that machines are safe to run, once faults are corrected

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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
- K6 the range of work carried out in the workplace

You need to know and understand:

Time and resources

- K7 how to maximise productivity

You need to know and understand:

The operation of equipment

- K8 the principles of in-line converting and enhancing equipment
- K9 the common types of cutting, folding and enhancing processes
- K10 the risks associated with in-line converting equipment and the material used in the converting process, and how to avoid them
- K11 the common in-line converting faults, what causes them and how to correct them

You need to know and understand:

The causes and treatment of common faults

- K12 raw material faults
- K13 processing faults
- K14 machine faults

You need to know and understand:

Administrative procedures

- K15 recording and reporting

You need to know and understand:

Environmental

- K16 any specific environmental legislation that covers processes in your company
- K17 control of pollution

You need to know and understand:

Quality assurance and control

- K18 techniques for controlling quality

You need to know and understand:

Problem solving

- K19 sources of information
- K20 techniques for assessing machine faults

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You need to know and understand:

Materials

- K21 the types and characteristics of paper, board and other commonly used substrates
- K22 the types and characteristics of inks and coatings
- K23 maintaining the quality of materials during storage and handling

You need to know and understand:

Cleaning, lubrication and maintenance

- K24 the principal activities involved with machine cleaning, lubrication and maintenance
- K25 roles and responsibilities for cleaning, lubrication and maintenance
- K26 machine faults and how they can be rectified
- K27 the maintenance plans for machines which you operate
- K28 which components wear or become degraded over time
- K29 the choice and use of suitable cleaning agents and lubricants
- K30 what parts of the machine you are allowed to clean, lubricate and maintain

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