

PROPF309

Operate automated inserting equipment for newspapers and periodicals print finishing



Overview

This unit is for print finishers who work on newspapers and periodicals and control automated inserting equipment. They will be expected to control the equipment whilst running production jobs.

This unit consists of **three** elements:

Element 309.1 Maintain the throughput of automated inserting equipment

Element 309.2 Monitor the quality of output from automated inserting operations

Element 309.3 Diagnose and rectify faults in automated inserting machinery

This is what the unit covers

- 1 Identifying the job requirements;
- 2 Checking that machinery is in a fit condition and that safety devices are in place;
- 3 Co-ordinating the operation of machinery;
- 4 Checking and adjusting settings, where necessary to maintain production;
- 5 Checking that the output meets quality requirements;
- 6 Identifying faults and taking action to deal with them

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Performance criteria

Maintain the throughput of automated inserting equipment

You must be able to:

- P1 check continuously that machines are operating satisfactorily and that output meets production requirements
- P2 check regularly that the supply of materials is sufficient to maintain output at the required level
- P3 take appropriate action immediately to restore production, when shortfalls and stoppages occur
- P4 assist operators promptly, when they require your help
- P5 run machines at the speed required to meet production targets, achieve quality standards and minimise downtime
- P6 keep accurate and legible production records
- P7 deal with requests for information in a way that maintains goodwill

Monitor the quality of output from automated inserting operations

You must be able to:

- P8 regularly sample the output of all machines under your control to check the quality of output
- P9 accurately identify the reasons for reductions in quality standards, when these occur
- P10 report machine malfunction promptly, when this is the cause of variation in quality standards
- P11 check thoroughly reports of problems made by operators
- P12 use methods of testing tools and machinery which are appropriate to the type and condition of the output
- P13 accurately report the details of faults and their implications for production to those affected

Diagnose and rectify faults in automated inserting machinery

You must be able to:

- P14 accurately identify the cause of problems which
 - P14.1 produce a shortfall in output
 - P14.2 cause damage or distortion to the end product
 - P14.3 affect the efficient operation of machinery
 - P14.4 create risks to health and safety
- P15 determine logically the action required to remedy faults and solve problems
- P16 use approved methods and machinery to rectify faults
- P17 report promptly and accurately faults which are not your job to deal with
- P18 co-operate with colleagues who are responsible for remedying faults
- P19 test machines to confirm that they are safe to run, after faults are rectified
- P20 keep accurate records of recurring machine faults

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Knowledge and understanding

You need to know and understand:

Health and Safety

- K1 legal duties for health and safety in the workplace as defined by the relevant health and safety legislation
- K2 your duties and responsibilities for health and safety as defined by any specific legislation covering your job role
- K3 workplace policies and procedures
- K4 working Practices
- K5 manufacturers' and suppliers' health and safety instructions / advice
- K6 personal Presentation
- K7 how to stop a machine in the event of an emergency

Communication

You need to know and understand:

- K8 with colleagues
- K9 with visitors

Workplace policy and practice

You need to know and understand:

- K10 the working practices existing in the workplace

Environmental

You need to know and understand:

- K11 the legal requirements for the classification, storage, carriage and disposal of waste
- K12 any specific environmental legislation that covers processes in your company
- K13 control of pollution

Cleaning, Lubrication and Maintenance

You need to know and understand:

- K14 the principal activities involved with machine cleaning, lubrication and

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maintenance

Roles and responsibilities for cleaning, lubrication and maintenance

You need to know and understand:

- K15 engineers
- K16 manufacturer's agents
- K17 machine operators
- K18 machine assistants

Machine faults and how they can be rectified

You need to know and understand:

- K19 types of faults, e.g. electrical, mechanical, electronic
- K20 skills needed to repair particular types of faults

The maintenance plans for machines which you operate

You need to know and understand:

- K21 manufacturer's specifications / recommended maintenance plans
- K22 company plans / arrangements for maintenance

Which components wear or become degraded over time

You need to know and understand:

- K23 filters
- K24 bearings
- K25 belts
- K26 chains
- K27 machine or process specific components

What is meant by the phrase 'safe system of work' and how it applies to cleaning, lubrication and maintenance activities

You need to know and understand:

- K28 codes of Practice issued by HSE or PIAC

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K29 documented procedures to be followed

K30 isolating equipment before commencing cleaning and maintenance

K31 replacement of all guards after cleaning and maintenance

The choice and use of suitable cleaning agents and lubricants

You need to know and understand:

K32 manufacturer's specification / recommendations

K33 environmental considerations

K34 toxicity / Health issues

K35 disposal of contaminated cleaning materials

What parts of the machine you are allowed to clean, lubricate and maintain

Preventive v. predictive maintenance

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Additional Information

Scope/range

Your evidence should show that on a number of occasions you have cleaned, maintained the equipment and replaced parts within your capability. This unit is concerned with an overview of plant maintenance individual technical units will highlight specific concerns for that piece of equipment.

The operator should be able to deal with all maintenance problems within his/her responsibility. The operator is also responsible for ensuring that the machine is in a safe and clean condition for normal production operations.

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Originating organisation Proskills

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Relevant occupations Originators compositors and print preps; Printers; Screen Printers; Printing machine minders and assistants; Bookbinders and print finishers; Graphic designers

Suite Print Finishing

Key words case making; folding; booklet making; foil blocking; laminating; slitting and re-reeling; auto-palletising; mail processing; cutting and creasing
