

# PROPF331

## Control materials handling for newspaper and periodicals print finishing



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### Overview

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

This standard consists of two elements:

Element 331.1 Plan materials handling for finishing operations

Element 331.2 Monitor the movement of materials for finishing operations

### **This is what the standard covers**

- 1 Determining when and what materials will be required for production;
- 2 Liaison with other departments;
- 3 Setting machine controls;
- 4 Testing settings and identifying faults and taking action to deal with them

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### Performance criteria

#### Plan materials handling for finishing operations

*You must be able to:*

- P1 identify accurately
  - P1.1 the type and quantity of materials required for production
  - P1.2 the location and availability of materials
- P2 check and confirm that materials handling machinery is safe and suitable for the work you have to do
- P3 maintain effective communications and good working relationships with departments affected by the movement of materials
- P4 arrange for the replacement or repair of machinery which is faulty or not suitable
- P5 allocate materials handling tasks according to people's ability to handle the task safely and efficiently
- P6 explain to staff what the movement requirements and deadlines are
- P7 check that staff are aware of the safety precautions they must take when operating materials handling machinery and machines

#### Monitor the movement of materials for finishing operations

*You must be able to:*

- P8 check that materials are delivered on time
- P9 monitor materials handling to check that
  - P9.1 machines and machinery operate safely, without damage
  - P9.2 materials operators use safe and efficient working methods
- P10 maintain effective communications and good working relationships with departments affected by the movement of materials
- P11 accurately identify problems which
  - P11.1 produce a shortfall in the supply of materials cause damage to the materials
  - P11.2 affect the efficient operation of machinery create risks to health and safety
- P12 promptly report problems which are not your responsibility to rectify
- P13 use approved methods and machinery to rectify faults which it is your job to deal with
- P14 co-operate with colleagues who are responsible for remedying faults
- P15 report recurring faults to the appropriate person
- P16 update machine records after adjustment or repair
- P17 keep accurate records of materials handling

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### Knowledge and understanding

*You need to know and understand:*

#### Plan materials handling for finishing operations

##### Health and safety

- K1 your duties and responsibilities for health and safety as defined by any specific legislation covering your job role
- K2 knowledge of regulations such as those covering:
  - K2.1 manual handling;
  - K2.2 noise at work;
  - K2.3 personal protective equipment;
- K3 workplace policies and procedures
  - K3.1 written health and safety policy statement;
  - K3.2 provision and use of workplace equipment regulations;
  - K3.3 training;
  - K3.4 prohibited equipment;
  - K3.5 young persons;
  - K3.6 written operating procedures for equipment use and processes, including safe systems of work

##### Working practices

*You need to know and understand:*

- K4 the way you actually do your job, more particularly the activities and techniques and the way that materials and equipment are used.
- K5 hazards and risks in your own job, their assessment and the action to take to deal with them
  - K5.1 including relevant regulations on the safe handling of equipment and materials, and the safe use of computer equipment;
  - K5.2 codes of practice issued by the health and safety executive or the printing industry advisory committee (PIAC);
  - K5.3 guarding of machinery;
  - K5.4 typical hazards and risks in the printing industry;
  - K5.5 risk assessment techniques
- K6 manufacturers' and suppliers' health and safety instructions / advice
  - K6.1 operating instructions for machinery;
  - K6.2 data sheets for substances harmful to health;
- K7 personal presentation
  - K7.1 personal hygiene
  - K7.2 clothing and accessories suitable to the particular workplace
  - K7.3 fitness for work, e.g. not under the influence of drugs, alcohol or medication
  - K7.4 smoking policies in the workplace
- K8 how to stop a machine in the event of an emergency

##### The causes and treatment of common faults

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*You need to know and understand:*

- K9 This knowledge will be specific to the materials, processes and equipment used by individual businesses - technical units, where necessary, will detail the scope of knowledge of faults for the standard
  - K6.1 raw material faults
  - K6.2 processing faults
  - K6.3 machine faults

### Quality assurance and control

*You need to know and understand:*

- K10 techniques for controlling quality
  - K10.1 inspection,
  - K10.2 testing,
  - K10.3 sampling,
  - K10.4 use of input and output controls

### Problem solving

*You need to know and understand:*

- K11 types of problems that may need to be solved
  - K11.1 machinery - electrical, mechanical, electronic, settings, component wear and tear, consumables needing replacement
  - K11.2 materials - defects, shortages, incompatibility
  - K11.3 systems,
  - K11.4 organisation
  - K11.5 lack of skills or knowledge
- K12 sources of information
  - K12.1 manufacturer's documentation / troubleshooting guides
  - K12.2 colleagues
  - K12.3 tutors / trainers / mentors
  - K12.4 reference material - in house or external, e.g. internet
- K13 techniques for solving complex problems
  - K13.1 change one thing only at a time and assess effect of the change
  - K13.2 problem solving cycle
  - K13.3 root cause analysis brainstorming
  - K13.4 visual representations, e.g. fishbone / mindmap diagrams
- K14 techniques for assessing machine faults
  - K14.1 observation
  - K14.2 listening
  - K14.3 inspection of product
  - K14.4 reports from colleagues / log reports
  - K14.5 touch or smell (if safe to do so)
  - K14.6 testing - e.g. electrical, mechanical, electronic

### Materials

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*You need to know and understand:*

- K15 the types and characteristics of paper, board and other commonly used substrates
  - K12.1 includes the range of commonly used uncoated, coated, embossed papers and boards;
  - K12.2 grammage, thickness, opacity, brightness/whiteness, strength, dimensional stability, gloss
- K16 maintaining the quality of materials during storage and handling
  - K16.1 humidity and temperature;
  - K16.2 protection from physical damage
  - K16.3 labelling / identification

### **Cleaning, lubrication and maintenance**

*You need to know and understand:*

- K17 the principal activities involved with machine cleaning, lubrication and maintenance roles and responsibilities for cleaning, lubrication and maintenance
  - K17.1 engineers
  - K17.2 manufacturer's agents
  - K17.3 machine operators

### **Machine assistants**

*You need to know and understand:*

- K18 machine faults and how they can be rectified
  - K18.1 types of faults, e.g. electrical, mechanical, electronic
  - K18.2 skills needed to repair particular types of faults
- K19 the maintenance plans for machines which you operate
  - K19.1 manufacturer's specifications / recommended maintenance plans
  - K19.2 company plans / arrangements for maintenance
- K20 which components wear or become degraded over time
  - K20.1 filters
  - K20.2 bearings
  - K20.3 belts
  - K20.4 chains
  - K20.5 machine or process specific components
- K21 what is meant by the phrase 'safe system of work' and how it applies to cleaning, lubrication and maintenance activities
  - K21.1 codes of practice issued by HSE or PIAC
  - K21.2 documented procedures to be followed
  - K21.3 isolating equipment before commencing cleaning and maintenance
  - K21.4 replacement of all guards after cleaning and maintenance
- K22 the choice and use of suitable cleaning agents and lubricants
  - K22.1 manufacturer's specification / recommendations
  - K22.2 environmental considerations
  - K22.3 toxicity / health issues

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- K22.4 disposal of contaminated cleaning materials
- K23 what parts of the machine you are allowed to clean, lubricate and maintain
- K24 preventive v. predictive maintenance

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### Additional Information

#### Scope/range

#### Plan materials handling for finishing operations

The operator should be able to deal with all running 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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<b>Originating organisation</b>	Proskills
<b>Original URN</b>	331
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<b>Suite</b>	Print Finishing
<b>Key words</b>	case making; folding; booklet making; foil blocking; laminating; slitting and re-reeling; auto-palletising; mail processing; cutting and creasing