

## Set and operate ink drying equipment

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### Overview

This standard is about setting and operating ink drying equipment.

It involves sourcing materials, operating the machinery, checking the outputs meet the requirements and identifying faults. You will need to take action to deal with any faults in accordance with your organisational procedures.

This standard is for you if you work in print administration and your job requires you to set and operate ink drying equipment.

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### Performance criteria

You must be able to:

#### **Set up ink drying equipment**

1. comply with health and safety requirements and procedures at all times
2. obtain specifications and requirements of the items to be produced following standard operating procedures
3. obtain equipment and materials required to carry out the job following standard operating procedures
4. check equipment is set up and in good working order following standard operating procedures and any manufacturer's instructions
5. check all materials required are to specification and free from faults
6. confirm ink drying equipment is synchronised with printing machines
7. produce samples and check they match required standards
8. make adjustments when standards are not met following standard operating procedures
9. report if standards cannot be met following standard operating procedures\*\*

#### Run and monitor ink drying equipment

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10. maintain drying temperatures at levels required
11. run machines at required speeds to meet specifications
12. maintain supply of materials throughout runs to meet specifications
13. identify and rectify mechanical faults which it is your job to rectify
14. report mechanical faults, which it is not your job to correct following standard operating procedures
15. check equipment is safe to operate, once faults are corrected
16. record production and quality assurance details
17. check quality of images meets required standards during drying activities
18. check drying is achieved in expected times
19. mark waste materials for disposal following standard operating procedures
20. remove waste following standard operating procedures
21. stack work using approved methods
22. forward finished work following standard operating procedures

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### Knowledge and understanding

You need to know and understand:

#### **Set up drying equipment \*\***

1. details needed for work
  2. principles of ink curing and drying
  3. risks associated with ink drying units and how to avoid them
  4. safety procedures for operating ink drying equipment
  5. common faults which can occur when operating ink drying equipment, what causes them and how to correct them
  6. how to recognise when you should correct faults yourself and when you should ask for help
  7. who you must report faults to
  8. production and quality assurance records, you are required to keep
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#### Run and monitor ink drying equipment

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9. your company's quality standards
10. why it is important to maintain quality of images throughout
11. procedures for removal of waste from machines
12. production and quality assurance records to keep

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