

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 standard.

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 methodically in order to achieve the correct output and to avoid delay to production and waste.

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Performance criteria

You must be able to:

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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. set folding equipment, confirm any register requirements are met following standard operating procedures
7. set up gluing, sheeting or rotary cutting equipment to meet specifications
8. connect the supply of consumables to equipment following standard operating procedures
9. produce samples and check that it matches the required standards
10. make adjustments when the standards are not met
11. report if the standards cannot be met to the appropriate person(s)

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Diagnose and correct faults in in-line folding equipment

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12. identify the cause of problems following standard operating procedures
13. correct faults which it is your job to rectify
14. report faults which it is not your job to correct
15. co-operate with colleagues who are responsible for correcting faults
16. check 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

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

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Communication

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4. *how to communicate with colleagues*

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Workplace policy and practice

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5. *workplace objectives, priorities, standards and procedures*
6. *the range of work carried out in the workplace*

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Time and resources

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7. *how to maximise productivity*

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The operation of equipment

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8. the principles of in-line converting and enhancing equipment
9. the common types of cutting, folding and enhancing processes
10. the risks associated with in-line converting equipment and the material used in the converting process, and how to avoid them
11. the common in-line converting faults, what causes them and how to correct them

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The causes and treatment of common faults

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12. raw material faults
13. processing faults
14. machine faults

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**Administrative procedures

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15. recording and reporting

**Environmental

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16. any specific environmental legislation that covers processes in your company

17. control of pollution

**Quality assurance and control

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18. techniques for controlling quality

**Problem solving

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19. sources of information

20. techniques for assessing machine faults

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Materials

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21. *the types and characteristics of paper, board and other commonly used substrates*

22. *the types and characteristics of inks and coatings*

23. *maintaining the quality of materials during storage and handling*

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Cleaning, lubrication and maintenance

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24. the principal activities involved with machine cleaning, lubrication and maintenance

25. roles and responsibilities for cleaning, lubrication and maintenance

26. machine faults and how they can be rectified

27. the maintenance plans for machines which you operate

28. which components wear or become degraded over time

29. the choice and use of suitable cleaning agents and lubricants

30. what parts of the machine you are allowed to clean, lubricate and maintain

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