

Control in-line folding equipment

Overview

This standard is for people who control and have overall responsibility for 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 in-line 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.

Controlling 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. monitor make ready progress, making sure that tasks are completed and are undertaken using safe systems of work
2. assist members of the team and confirm problems are resolved
3. adjust equipment to meet specifications and quality standards
4. monitor in-line folding equipment ensuring all elements are functioning

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Maintain the quality of output from in-line folding equipment

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5. manage the team in a way that ensures good quality and productivity
6. check output meets specifications
7. identify and correct problems which affect the quality
8. monitor the safe operation of in-line folding equipment following standard operating procedures
9. identify and correct in-line folding equipment faults which it is your job to rectify
10. remove waste following standard operating procedures
11. record production and quality assurance details

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Knowledge and understanding

You need to know and understand:

Health and Safety

1. your legal duties for health and safety in the workplace as defined by the relevant health and safety legislation
2. your duties and responsibilities for health and safety as defined by any specific legislation covering your job role
3. workplace policies and procedures
4. working practices
5. hazards and risks in your own job/workplace, their assessment and the action to take to deal with them - including relevant regulations on the safe handling of equipment and materials
6. manufacturer's health and safety requirements relevant to your job
7. personal protective equipment used
8. how to stop machinery in the event of an emergency

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Communication

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9. *how to communicate with colleagues*
10. *how to communicate with customers*
11. *how to communicate with suppliers*

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Workplace policy and practice

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12. *workplace objectives, priorities, standards and procedures*
13. *the range of work carried out in the workplace*
14. *the working practices existing in the workplace*
15. *the key job roles within the printing and graphic communications industry and their main purposes*

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Time and resources

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16. the different types of resource, including labour, materials, machinery
17. the relationship between resource usage and profitability
18. how to maximise productivity
19. the relationship between productivity and competitiveness

**The operation of equipment

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- 20. the principles of in-line converting and enhancing equipment
- 21. the common types of cutting, folding and enhancing processes
- 22. the risks associated with in-line converting equipment and the material used in the converting process, and how to avoid them
- 23. your company's safety procedures for operating in-line converting equipment
- 24. 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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- 25. *raw material faults*
- 26. *processing faults*
- 27. *machine faults**

Administrative procedures

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- 28. *recording and reporting*

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Management

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- 29. *briefing techniques*
- 30. *business improvement techniques*

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Environmental

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- 31. *the legal requirements for the classification, storage, carriage and disposal of waste*
- 32. *environmental legislation that covers processes in your company*
- 33. *role of statutory authorities/agencies*
- 34. *control of pollution*

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Quality assurance and control

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- 35. *the main features of quality assurance and quality control systems*
- 36. *techniques for controlling quality, including inspection, testing, sampling, use of input and output controls*
- 37. *equipment for controlling quality*

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Problem solving

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38. *types of problems that may need to be solved*

39. *sources of information*

40. *techniques for solving complex problems*

41. *techniques for assessing machine faults*

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Materials

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

43. the types and characteristics of inks and coatings

44. how to maintain the quality of materials during storage and handling

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