

## Set up and control booklet making machinery

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### Overview

This standard is for print finishers using booklet making machinery. This can include in-line booklet making machinery. They will be expected to set up the equipment and control it whilst running production jobs.

This standard consists of two elements:

- Set up booklet-making machinery
- Run booklet-making machinery and monitor quality

This is what the standard covers:

1. identifying the job requirements
2. checking that the booklet making machinery is working properly
3. checking that safety devices are working properly
4. running the folding machinery safely
5. adjusting settings, where necessary to maintain the required standard
6. checking that work meets the required standard
7. identifying faults and taking action to deal with them
8. unloading and stacking the finished product

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### Performance criteria

You must be able to:

#### Set up booklet making machinery

1. check that you have all the job details you need
2. check that you have enough materials of the right type to meet job requirements
3. report when materials provided are not correct or sufficient in accordance with organisational procedures
4. set up the machinery in accordance with organisational requirements: flat sheets are in the correct sequence with each pile showing its different, correctly-positioned printed image mis-feed and double detector(s) are working properly staples are correctly positioned the fold is made in the correct position the fore-edge trim is correctly positioned the settings are appropriate for the booklet thickness
5. check that samples produced by the machine match the required standard
6. make any necessary adjustments to enable standards to be met
7. report when standards cannot be met in accordance with organisational procedures
8. prepare your work area so that it is safe and ready for production in accordance with organisational procedures

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9. \*\*\*monitor and run booklet making machinery so that it is safe and efficient and at the required speed in accordance with organisational procedures
10. monitor and run booklet making machinery to the required quality standard with minimum downtime
11. check that materials are correctly loaded and unloaded in accordance with organisational procedures
12. check at regular intervals that materials meet specification and printed output is forwarded to the next stage in accordance with production requirements
13. keep up sufficient supplies of materials so that runs continue as long as necessary to meet job requirements
14. check at regular intervals that image quality meets the required standards for strength, evenness, register, position and size
15. follow the organisational procedures for the removal of waste
16. record the production and quality assurance details, checking information meets organisational procedures

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## Knowledge and understanding

## You need to know and understand:

1. your duties and responsibilities for health and safety as defined by any specific legislation covering your job role
2. regulations such as those covering manual handling, noise at work, personal protective equipment, safe handling of equipment and materials, and the safe use of computer equipment
3. workplace policies and written operating procedures relating to written health and safety policy statement, provision, use and processes of workplace equipment, training, prohibited equipment, young persons, safe systems of work
4. the way you actually do your job, more particularly the activities and techniques and the way that materials and equipment are used
5. typical hazards and risks in the printing industry and those that relate to your own job
6. risk assessment techniques and the action to take to deal with them
7. codes of practice relevant to your role and where to obtain information on them
8. manufacturers' and suppliers' health and safety instructions and advice for operating machinery, guarding machinery and data sheets for substances harmful to health
9. the requirements for personal presentation including personal hygiene, suitable clothing and accessories, fitness for work, such as not under the influence of drugs, alcohol or medication, smoking policies in the workplace
10. how to stop a machine in the event of an emergency
11. the purpose of booklet making
12. the information and materials required to meet job specification
13. safety devices found on booklet making machinery, their purpose and how to check they are functional
14. how to set up and adjust booklet making machinery to meet job requirements
15. the causes of common faults and how to rectify them including poor quality of image in relation to strength, evenness, register, image in the wrong position or the wrong size
16. the causes of faults with raw materials, processes and machinery used in your business and how to identify and treat them
17. techniques for controlling quality including inspection, testing, sampling and use of input and output controls
18. the impact that faults, in the process you are involved with, have on later processes and the quality of the end product
19. types of problems that may need to be solved including machinery - electrical, mechanical, electronic, settings, component wear and tear, consumables needing replacement, materials - defects,

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- shortages, incompatibility, systems, organisation and lack of skills or knowledge
- 20. sources of information for solving problems including manufacturer's documentation / troubleshooting guides, colleagues, tutors / trainers / mentors and reference material – in house or external, such as the internet
- 21. techniques for assessing machine faults including observation, listening, inspection of product, reports from colleagues / log reports, touch or smell (if safe to do so) and testing, such as electrical, mechanical, electronic
- 22. the types of paper, board and other commonly used substrates including commonly used uncoated, coated, embossed papers and boards
- 23. the grammage, thickness, opacity, brightness/whiteness, strength, dimensional stability, gloss of paper, board and other commonly used substrates
- 24. how to maintain the quality of materials and protect them from damage, humidity and temperature during storage and handling
- 25. how to label and identify materials

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