

## Set up and control casing-in machinery

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### Overview

This standard is for print finishers using casing-in 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 casing-in machinery
- Run casing-in machinery and monitor quality

This is what the standard covers:

1. identifying the job requirements
2. checking that casing-in machinery is working properly
3. checking that safety devices are working properly
4. running the casing-in machine safely
5. adjusting settings, when 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 case 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 casing-in machine in accordance with organisational requirements:
  - book blocks and cases are transported squarely and evenly without distortion
  - books are delivered without damage or distortion
  - adhesive is applied evenly to book joints and endpapers
  - book blocks are securely and cleanly attached to cases
  - squares are of equal size all round
5. check that samples produced by the machine matches required standards
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

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\*\*\*Run casing-in machinery and monitor quality

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9. run casing-in equipment so that it is safe and efficient and at the required speed in accordance with organisational procedures
10. keep up the sufficient supplies of materials so that runs continue as long as necessary to meet job requirements
11. check at regular intervals that your company's quality standards are met
12. identify the causes of faults in production, which result in:
  - the book block incorrectly positioned within the case or not glued securely into the case

glue marking of the case and book block

lifting of endpapers from cover turn-in

13. adjust machines, using approved methods and equipment, to correct faults which it is your job to remedy
14. use agreed procedures to report faults which it is not your job to correct
15. check that machinery is safe to operate, once faults have been corrected, in accordance with organisational procedures
16. record the production and quality assurance details, checking information meets

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organisational procedures

17. follow the organisational procedures for the removal of waste

18. stack work using the approved method

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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 casing in
12. the information and materials required to meet job specification
13. safety devices found on casing in machinery, their purpose and how to check they are functional
14. how to set up and adjust casing in machinery to meet job requirements
15. the causes of common faults and how to rectify them including the book block incorrectly positioned within the case or not glued securely into the case, glue marking of the case and book block lifting of endpapers from cover turn-in
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

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- tear, consumables needing replacement, materials - defects, 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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