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**Overview**

This standard is for print finishers who work on gluing and finishing machinery. They will be expected to control the equipment whilst running production jobs.

You must show that you can:

- 1 Make gluing and finishing machinery ready for production
- 2 Run gluing and finishing machinery

This involves:

- 1 identifying the job requirements;
- 2 checking that gluing and finishing machinery is working properly;
- 3 checking that safety devices are working properly;
- 4 running gluing and finishing 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.

**Performance  
criteria**

**Make gluing and finishing machinery ready for production**

- You must be able to:
- P1 check that you have all the details required for the job
  - P2 check that you have enough materials of the right type for the job
  - P3 promptly report to your manager, if the material provided is not correct or sufficient
  - P4 check that your work area is safe and ready for production
  - P5 correctly load materials
  - P6 make gluing and finishing machinery ready to run efficiently and safely, so that:
    - P6.1 material is fed squarely and consistently, without damage or distortion
    - P6.2 mis-fed material is detected by the machine's devices
    - P6.3 folds are made without damage or unacceptable creasing
    - P6.4 glue is applied evenly
    - P6.5 glue penetration achieves the required bond
  - P7 produce a sample from the machine and check that it matches the required standards
  - P8 make adjustments when standards are not met
  - P9 report promptly to your manager, if the standards cannot be met

**Run gluing and finishing machinery**

- You must be able to:
- P10 run gluing and finishing machinery
    - P10.1 at the required speed
    - P10.2 safely and efficiently
  - P11 keep up the supply of materials throughout the run
  - P12 regularly check that quality standards are met
  - P13 accurately identify production faults which result in:
    - P13.1 material failing to enter or leave the folding standard
    - P13.2 folds out of square
    - P13.3 too much or too little glue penetration
    - P13.4 marking, damage or distortion to the product
  - P14 correct faults within your area of responsibility
  - P15 promptly report any faults that are not within your area of responsibility
  - P16 check that the machine is safe to operate, once faults have been corrected
  - P17 accurately record production and quality assurance details
  - P18 follow the correct procedure for the removal of waste

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P19 stack work safely, using the approved method

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**Knowledge and understanding**

You need to know and understand:

**Make gluing and finishing machinery ready for production**

- K1 what details you need for the job
- K2 various types and grades of carton board: characteristics, grain, sizes, weight, thickness, calliper and various finishes, storage conditions
- K3 the principles of folding and gluing for straight line, crash lock, 4 corner
- K4 the sequence of set up tasks for gluing and finishing machinery
- K5 how to synchronise gluing and finishing standards
- K6 the various types of adhesives, their uses and working temperatures
- K7 the risks associated with making ready gluing and finishing machinery and how to avoid them
- K8 what the common gluing and finishing faults are, what causes them and how to prevent them
- K9 the emergency shut down procedures

**Run gluing and finishing machinery**

You need to know and understand:

- K10 your company's quality standards
- K11 the principles of gluing and finishing for straight line, crash lock, 4 corner
- K12 how grain direction affects the gluing and finishing process
- K13 the risks associated with running gluing and finishing machines and how to avoid them
- K14 the emergency shut down procedures
- K15 the common gluing and finishing faults, what causes them and how to correct them
- K16 what other faults can occur during gluing and finishing
- K17 how to recognise when you should correct faults yourself and when you should ask for help
- K18 to whom you must report faults
- K19 the procedures for the removal of waste from your machine
- K20 what production and quality assurance records you are required to keep

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**Additional information**

**Scope / range:** You must show that you can make gluing and finishing machinery ready for production consistently, over a period of time.

You must show that:

1 you obtain the following types of material:

1.1 input materials (which may be output from the printing process)

1.2 processing materials

2 you can confirm that machinery is in a fit condition by:

2.1 visual examination

2.2 test run

2.3 worker report

PROCTN402 (SQA Unit Code – H7T8 04)  
Control gluing and finishing machinery



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<b>Suite</b>	Carton Manufacture
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