

PROMP261 (SQA Unit Code – H9J8 04)

Use reel handling equipment



Overview

This standard is for people who use reel handling equipment on web printing machines.

Reel handling equipment on a large web-offset press is often complex machinery designed to allow continuous high speed running of the press. In order to achieve a seamless switch from one reel to the next, the reels must be carefully and skilfully prepared.

Bringing reels to the machine and loading them also requires a high level of skill and knowledge, not least because a large reel of paper can weigh hundreds of kilos; so an accident with a reel can be extremely serious.

This standard requires you to understand the operation and risks associated with reel handling and reel handling equipment on printing machines, to be able to prepare and operate reel handling equipment safely and to ensure that the equipment is ready to supply paper to the press when required.

Performance criteria

Set up reel handling equipment

- You must be able to:
- P1 ensure the equipment and your work area are safe and ready for production
 - P2 check that you have all the details you need for the job
 - P3 check that you have enough reels for the job
 - P4 prepare reel handling equipment, so that:
 - P4.1 reels are selected and held safely and securely
 - P4.2 the equipment operates smoothly and efficiently
 - P5 accurately identify and correct mechanical faults which it is your job to correct
 - P6 report promptly any mechanical faults which are not your job to correct

Operate reel handling equipment safely and efficiently

- You must be able to:
- P7 keep up the supply of reels throughout the run
 - P8 replace reels safely and securely without damage to the reel or machines
 - P9 accurately identify the cause of problems which
 - P9.1 produce a shortfall in the number of reels required
 - P9.2 affect the efficient operation of equipment
 - P9.3 create risks to health and safety
 - P10 accurately identify and correct mechanical faults which it is your job to deal with
 - P11 report promptly mechanical faults which it is not your job to correct
 - P12 co-operate with colleagues who are responsible for correcting faults
 - P13 check that equipment is safe to operate, once faults are corrected

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Knowledge and understanding

You need to know and understand:

Health and Safety

- K1 your duties and responsibilities for health and safety as defined by any specific legislation covering your job role
- K2 manufacturer's health and safety requirements relevant to your job
- K3 how to stop a machine in the event of an emergency

Communication

You need to know and understand:

- K4 how to communicate with colleagues

Workplace policy and practice

You need to know and understand:

- K5 workplace objectives, priorities, standards and procedures

Time and Resources

You need to know and understand:

- K6 how to maximise productivity

The operation of equipment

You need to know and understand:

- K7 the risks associated with preparing and operating reel handling equipment and how to avoid them
- K8 the common reel handling faults, what causes them and how to correct them

The causes and treatment of common faults

You need to know and understand:

- K9 raw material faults
- K10 machine faults

Administrative procedures

You need to know and understand:

- K11 recording and reporting
- K12 product labelling



Environmental

You need to know and understand:

K13 any specific environmental legislation that covers processes in your company

K14 control of pollution

Problem Solving

You need to know and understand:

K15 sources of information

K16 techniques for assessing machine faults

Materials

You need to know and understand:

K17 the types and characteristics of paper, board and other commonly used substrates

K18 how to maintain the quality of materials during storage and handling

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