

### Overview

This standard is for people who set in-line converting and/or enhancing equipment on a printing machine. In-line converting or enhancing equipment is equipment which is used to apply a coating or other image-enhancing material to the substrate or any form of finishing or converting technique which is run in-line immediately before or after the printing units. It includes techniques such as cutting and creasing, rotary die-cutting, laminating, embossing, foiling and coating.

This kind of in-line converting equipment is found on sheet-fed and web-fed presses and usually consists of dedicated units or additional equipment fitted to printing units, which may also have their own supply of materials such as varnish, laminate, and foil.

In-line processes can add significant value to a product as well as creating productivity benefits by removing the need for a separate operation after printing. However, benefits can be lost if the set up of the inline equipment takes too long, if the operation of the equipment slows down the print production to the point at which it would be more cost effective for the work to be done off-line (assuming that is possible) or if the equipment spoils an otherwise perfectly printed product. Operating the in-line converting or enhancing equipment therefore requires a speedy but accurate set up and the rectification of any problems so that the required converting or enhancing runs flawlessly during production.

### Performance criteria

#### Set in-line converting or enhancing equipment

- You must be able to:
- P1 check that you have all the details you need for the job and that the requirements for the converting or enhancing are clear and understood
  - P2 check that the work area is safe and, if required, you have permission from the machine manager to begin setting up the equipment
  - P3 obtain any materials, dies or formes, that are to be used for the job
  - P4 carefully mount dies, formes, cylinders and blankets onto or into the unit, ensuring that any register requirements are met
  - P5 correctly install any enhancing materials to the equipment
  - P6 produce a sample from the equipment and check that it matches the required standards
  - P7 make adjustments when the standards are not met
  - P8 report promptly to your manager, if the standards cannot be met

#### Run and monitor in-line converting or enhancing equipment

- You must be able to:
- P9 run the in-line converting or enhancing equipment
    - P9.1 at the required speed
    - P9.2 safely and efficiently
  - P10 keep up the supply of materials throughout the run
  - P11 regularly check that quality standards are met
  - P12 accurately identify the cause of faults which:
    - P12.1 would reduce the rate of output
    - P12.2 cause damage or distortion to the end product
    - P12.3 affect the efficient operation of equipment
    - P12.4 create risks to health and safety
  - P13 promptly correct faults which it is your job to correct
  - P14 promptly report faults which are not your job to correct
  - P15 check that machines are safe to run, once faults are corrected
  - P16 co-operate with colleagues who are responsible for correcting faults
  - P17 accurately record the production and quality assurance details required

### 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
- K6 the range of work carried out in the workplace

#### Time and resources

You need to know and understand:

- K7 how to maximise productivity

#### The operation of equipment

You need to know and understand:

- K8 the principles of in-line converting and enhancing equipment
- K9 the common types of cutting, folding and enhancing processes
- K10 the risks associated with in-line converting equipment and the material used in the converting process, and how to avoid them
- K11 the common in-line converting faults, what causes them and how to correct them

#### The causes and treatment of common faults

You need to know and understand:

- K12 raw material faults
- K13 processing faults
- K14 machine faults

#### Administrative procedures

K15 recording and reporting

### **Environmental**

You need to know  
and understand:

K16 any specific environmental legislation that covers processes in your  
company

K17 control of pollution

### **Quality assurance and control**

You need to know  
and understand:

K18 techniques for controlling quality

### **Problem solving**

You need to know  
and understand:

K19 sources of information

K20 techniques for assessing machine faults

### **Materials**

You need to know  
and understand:

K21 the types and characteristics of paper, board and other commonly used  
substrates

K22 the types and characteristics of inks and coatings

K23 how to maintain the quality of materials during storage and handling

**PROMP262 (SQA Unit Code – H9J9 04)**  
Set in-line converting or enhancing equipment



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