



Overview

This standard covers the skills and knowledge required to run and monitor guillotines.

This involves:

- 1 understanding the job requirements
- 2 checking that safety devices are working properly
- 3 operating the guillotine safely
- 4 reporting problems
- 5 checking that work meets the required standard
- 6 unloading and stacking the finished product

Performance criteria

Run guillotines under supervision

- You must be able to:
- P1 check that you have the job specification
 - P2 identify the materials you must use for the job
 - P3 check that an up-to-date test certificate is in force for the guillotine and the daily checklist has been completed
 - P4 check that safety devices are working properly
 - P5 check that your work area is safe and ready for production
 - P6 correctly start up the guillotine
 - P7 run the guillotine:
 - P7.1 at the required speed of output
 - P7.2 safely and efficiently
 - P8 promptly report to your manager if:
 - P8.1 the machine ceases to function properly
 - P8.2 you are running out of correct materials
 - P9 accurately record the production details
 - P10 follow the correct procedures for the removal of waste
 - P11 stack work safely using the approved method

Monitor quality of guillotine cutting

- You must be able to:
- P12 regularly check that your company's quality standards are met
 - P13 accurately identify faults in the product, which result in:
 - P13.1 cut work being out of square
 - P13.2 cut work being under or over size
 - P13.3 cut edges not smooth
 - P13.4 unacceptable size variation between top and bottom of pile
 - P13.5 marking of material from clamp
 - P14 promptly and accurately report quality defects to your manager
 - P15 check that the machine is safe to operate, once quality defects have been corrected
 - P16 accurately record the quality assurance details

Knowledge and understanding

You need to know and understand:

Run guillotines under supervision

- K1 what details should be in a job specification
- K2 the principles of guillotining
- K3 the risks associated with running a guillotine, and how to avoid them
- K4 what types of problems can occur when running guillotines
- K5 the emergency shut-down procedures
- K6 to whom you should report problems
- K7 what production records you are required to keep
- K8 the procedures for the removal of waste from your machine
- K9 your company's method for stacking of finished work from your machine
- K10 the requirements of other processes which follow cutting

Monitor quality of guillotine cutting

You need to know and understand:

- K11 your company's quality standards for guillotine work
- K12 your company's methods for detecting defects in the product
- K13 what are the common guillotining faults
- K14 what other faults can occur during guillotine cutting
- K15 to whom you should report defects in the product
- K16 what quality assurance records you are required to keep
- K17 which printed colours are most at risk of marking

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