PROPF363 (SQA Unit Code – H9JD 04)

Run and monitor folding machinery

Overview

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

This involves:

1 understanding the job requirements
2 checking that safety devices are working properly
3 starting up the folding machine
4 running the folding machinery safely
5 reporting problems
6 checking that work meets the required standard
7 unloading and stacking the finished product

Performance criteria

Run folding machinery 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 safety devices are working properly
- P4 check that your work area is safe and ready for production
- P5 correctly start up the folding machine
- P6 run the folding machine:
  - P6.1 at the required speed
  - P6.2 safely and efficiently
- P7 promptly report to your manager if:
  - P7.1 the machine ceases to function properly
  - P7.2 you are running out of correct materials
- P8 accurately record the production details
- P9 follow the correct procedures for the removal of waste
- P10 stack work safely using the approved method.

Monitor quality of folding

You must be able to:

- P11 regularly check that your company's quality standards are met
- P12 accurately identify faults in the product, which result in:
  - P12.1 sheets folded out of square
  - P12.2 slitting and perforating not parallel to sheet edge
  - P12.3 unacceptable creasing of sections
  - P12.4 sections not in page sequence
  - P12.5 marking of sections
- P13 promptly and accurately report quality defects to your manager
- P14 check that the machine is safe to operate, once quality defects are corrected
- P15 accurately record the quality assurance details

Knowledge and understanding

Run folding machinery under supervision

You need to know and understand:

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

Monitor quality of folding

You need to know and understand:

K11 your company's quality standards for folding work
K12 your company's methods for detecting defects in the product
K13 the common folding faults
K14 what other faults can occur during folding
K15 to whom you should report faults
K16 what quality assurance records you are required to keep
K17 how grain direction affects the folding process
K18 which types of material are most at risk of rub marking
K19 which printed colours are most at risk of marking
K20 the purpose of pre-creasing

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