

# PROMP279 (SQA Unit Code – H9JW 04)

## Control in-line folding equipment



### Overview

This standard is for people who control and have overall responsibility for in-line folding equipment on a printing machine.

This kind of in-line equipment is often found on web-fed presses and is sometimes associated with a sheeter, rotary cutter, gluer and perforating or edge trimming. Where any of this equipment is used in combination with folding, it is to be taken as forming part of the in-line folding equipment for the purpose of this unit.

In-line folding is typically found in the book, magazine and direct mail areas of the printing industry. The use of such equipment on a printing machine permits the creation of either a folded 'section' for stitching or binding, or a finished item, such as a mailing piece or a leaflet.

Controlling in-line folding equipment needs to be done accurately and methodically in order to achieve the correct output and to avoid delay to production and waste.

### Performance criteria

### Control in-line folding equipment

- You must be able to:
- P1 check 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 and that the requirements for the fold are clear and understood by you and the team
  - P3 check that enough consumables of the right type for the job are available
  - P4 brief other members of the team on the tasks required for the make ready
  - P5 monitor the progress of the make ready, making sure that tasks are completed correctly and are undertaken using safe systems of work
  - P6 assist members of the team where required and make sure that any problems are resolved effectively and efficiently
  - P7 manage adjustments to the equipment as necessary to achieve the required job specification and quality standards
  - P8 monitor the in-line folding equipment ensuring all elements are functioning

### Maintain the quality of output from in-line folding equipment

- You must be able to:
- P9 manage the team in a way that ensures good quality and productivity
  - P10 check regularly that the output meets the required quality
  - P11 identify and correct the cause of problems which affect the quality
  - P12 monitor the safe and efficient operation of in-line folding equipment
  - P13 identify and correct in-line folding equipment faults which it is your job to rectify
  - P14 follow the correct procedures for the removal of waste
  - P15 accurately record the production and quality assurance details



**Knowledge and understanding**

You need to know and understand:

**Health and Safety**

- K1 your legal duties for health and safety in the workplace as defined by the relevant health and safety legislation
- K2 your duties and responsibilities for health and safety as defined by any specific legislation covering your job role
- K3 workplace policies and procedures
- K4 working practices
- K5 hazards and risks in your own job/workplace, their assessment and the action to take to deal with them - including relevant regulations on the safe handling of equipment and materials
- K6 manufacturer's health and safety requirements relevant to your job
- K7 what personal protective equipment should be used in your job
- K8 how to stop a machine in the event of an emergency

**Communication**

You need to know and understand:

- K9 how to communicate with colleagues
- K10 how to communicate with customers
- K11 how to communicate with suppliers

**Workplace policy and practice**

You need to know and understand:

- K12 workplace objectives, priorities, standards and procedures
- K13 the range of work carried out in the workplace
- K14 the working practices existing in the workplace
- K15 the key job roles within the printing and graphic communications industry and their main purposes

**Time and resources**

You need to know and understand:

- K16 the different types of resource, including labour, materials, machinery
- K17 the relationship between resource usage and profitability
- K18 how to maximise productivity
- K19 the relationship between productivity and competitiveness

**The operation of equipment**

You need to know and understand:

- K20 the principles of in-line converting and enhancing equipment
- K21 the common types of cutting, folding and enhancing processes
- K22 the risks associated with in-line converting equipment and the material used in the converting process, and how to avoid them
- K23 your company's safety procedures for operating in-line converting equipment
- K24 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:

- K25 raw material faults
- K26 processing faults
- K27 machine faults

**Administrative procedures**

You need to know and understand:

- K28 recording and reporting

**Management**

You need to know and understand:

- K29 briefing techniques
- K30 business improvement techniques

**Environmental**

You need to know and understand:

- K31 the legal requirements for the classification, storage, carriage and disposal of waste
- K32 any specific environmental legislation that covers processes in your company
- K33 role of statutory authorities/agencies
- K34 control of pollution

**Quality assurance and control**

**You need to know  
and understand:**

- K35 the main features of quality assurance and quality control systems
- K36 techniques for controlling quality, including inspection, testing, sampling, use of input and output controls
- K37 equipment for controlling quality

### **Problem solving**

**You need to know  
and understand:**

- K38 types of problems that may need to be solved
- K39 sources of information
- K40 techniques for solving complex problems
- K41 techniques for assessing machine faults

### **Materials**

**You need to know  
and understand:**

- K42 the types and characteristics of paper, board and other commonly used substrates
- K43 the types and characteristics of inks and coatings
- K44 how to maintain the quality of materials during storage and handling

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