

PRODPP126 - SQA Unit Code F3LG 04

Maintain digital systems in working order



Overview

This standard covers the routine start-up and shut-down of digital systems and routine care and upkeep.

It requires the operator to understand the hardware and software in the system, how hardware devices are connected and communicate with each, and to be able to troubleshoot problems that occur with the system.

Important factors here are computer system security, and the security and storage of individual files.

The standard also covers what you have to do to work efficiently and effectively.

PRODPP126 - SQA Unit Code F3LG 04

Maintain digital systems in working order

Performance criteria

Start up and close down imaging systems

- You must be able to:*
- P1 start up the digital system hardware correctly
 - P2 set up the digital system hardware correctly for the work to be carried out
 - P3 open the correct software application program(s)
 - P4 follow workplace security procedures for the following:
 - P4.1 file security
 - P4.2 system security
 - P4.3 virus protection
 - P5 save data files correctly at appropriate intervals
 - P6 archive completed data files correctly in the file storage system
 - P7 exit the application and system software correctly after use
 - P8 close down the hardware correctly after use

Contribute to the effective operation of digital systems, in compliance with standard operation procedures

- You must be able to:*
- P9 recognise any problems in the operation of the digital system
 - P9.1 do what you can to solve the problems, being aware of the service and operational manuals
 - P9.2 tell the correct people immediately if you cannot solve the problems
 - P9.3 follow their instructions on how to respond to the problems
 - P10 carry out the following upkeep activities correctly, and at the required times:
 - P10.1 cleaning
 - P10.2 replacement of consumables
 - P10.3 replacement of faulty user-serviceable components
 - P11 carry out the following system “housekeeping” activities correctly, and at the required times:
 - P11.1 software and system checks
 - P11.2 hardware checks
 - P11.3 organisation of digital filing systems
 - P11.4 back-up of stored files
 - P11.5 deletion of unwanted files
 - P11.6 hard-drive maintenance

Contribute to efficient and effective production

- You must be able to:*
- P12 organise your work schedule to take account of the following:
 - P12.1 customer requirements
 - P12.2 workplace priorities
 - P12.3 the efficient use of equipment and material

PRODPP126 - SQA Unit Code F3LG 04

Maintain digital systems in working order

- P13 where it proves impossible to complete your work within the agreed time:
 - P13.1 tell the correct people
 - P13.2 agree how to progress the work
- P14 tell the correct people about any problems and questions raised by your work
- P15 produce the required volume and quality of work
- P16 produce your work within workplace wastage limits
- P17 complete all work records clearly and accurately

PRODPP126 - SQA Unit Code F3LG 04

Maintain digital systems in working order

Knowledge and understanding

Contribute to efficient and effective production

You need to know and understand:

- K1 **health and safety**
 - K1.1 your duties and responsibilities for health and safety as defined by any specific legislation covering your job role
 - K1.2 hazards and risks in your own job, their assessment and the action to take to deal with them
 - K1.3 manufacturers' and suppliers' health and safety instructions/advice
- K2 **the safe handling of customer material**
- K3 **security and storage**
 - K3.1 computer system security and virus protection
 - K3.2 secure means of archiving digital and conventional artwork
 - K3.3 referencing manuals
- K4 **communication**
 - K4.1 with colleagues
 - K4.2 with suppliers
- K5 **workplace policy and practice**
 - K5.1 workplace objectives, priorities, standards and procedures
 - K5.2 the range of work carried out in the workplace
 - K5.3 the working practices existing in the workplace
- K6 **time and resources**
 - K6.1 the relationship between resource usage and profitability
 - K6.2 how to maximise productivity
 - K6.3 the relationship between productivity and competitiveness
- K7 **the operation of equipment**
 - K7.1 the assembly and set-up of digital systems
 - K7.2 the operation of digital systems
- K8 **digital imaging**
 - K8.1 file formats for digital images - the differences between them and the reasons for using them
 - K8.2 how to deal with digital files
 - K8.3 file management
- K9 **administrative procedures**
 - K9.1 scheduling
- K10 **environmental**
 - K10.1 the legal requirements for the classification, storage, carriage and disposal of waste
 - K10.2 environmental management
 - K10.3 control of pollution, including disposal of computer equipment and consumables
- K11 **problem solving**
 - K11.1 types of problems that may need to be solved

PRODPP126 - SQA Unit Code F3LG 04

Maintain digital systems in working order

- K11.2 sources of information
- K11.3 techniques for solving complex problems
- K11.4 techniques for assessing machine faults
- K12 cleaning, lubrication and maintenance**
 - K12.1 the principal activities involved with machine cleaning, lubrication and maintenance
 - K12.2 sources of information
 - K12.3 roles and responsibilities for cleaning, lubrication and maintenance
 - K12.4 machine faults and how they can be rectified
 - K12.5 the maintenance plans for machines which you operate
 - K12.6 which components wear or become degraded over time
 - K12.7 what is meant by the phrase 'safe system of work' and how it applies to cleaning, lubrication and maintenance activities
 - K12.8 the choice and use of suitable cleaning agents and lubricants
 - K12.9 what parts of the machine you are allowed to clean, lubricate and maintain
 - K12.10 preventive v. predictive maintenance
 - K12.11 awareness of manufacture help lines

PRODPP126 - SQA Unit Code F3LG 04

Maintain digital systems in working order

Additional Information

Scope/range

Maintain digital systems in working order

You must be able to recognise common problems in the operation of digital systems. The problems may have a variety of causes, e.g.:

- 1 Faulty hardware, i.e. computers, output devices, input devices storage devices, and communication equipment.
- 2 Faulty application software
- 3 Faulty system software
- 4 Faulty file and system security

You must be able to deal with the following solutions:

- 1 Uninstalling software
- 2 Installing and reinstalling software
- 3 Making good any loose network connections

However, you do not have to solve all of the problems that may arise. Where you cannot solve them, you must report them to the correct person. This may be an experienced colleague or a systems specialist.

PRODPP126 - SQA Unit Code F3LG 04

Maintain digital systems in working order

Developed by	Proskills
Version number	1
Date approved	February 2012
Indicative review date	April 2016
Validity	Current
Status	Original
Originating organisation	Proskills
Original URN	126
Relevant occupations	5421 Originators compositors and print preps; 5422 Printers; 5424 Screen printers; 9133 Printing machine minders and assistants; 5423 Bookbinders and print finishers; 3421 Graphic designers
Suite	Digital Print Production
Key words	Machine; digital; prepress; desktop; publishing; artwork