
Overview

The aim of this standard is to provide the learner with the knowledge and skills to be able to operate equipment and use materials in the manufacture of cartons.

**Performance
criteria**

Set up carton manufacturing equipment

- You must be able to:
- P1 check equipment is safe and ready for production
 - P2 check you have the correct materials for the job
 - P3 check that you have all the details required for the job
 - P4 promptly report, if the material provided is not correct or sufficient
 - P5 accurately identify job requirements
 - P6 start up and shut down the machinery in both normal operation and in an emergency situation
 - P7 make ready equipment for effective operation
 - P8 produce a sample and ensure it matches the required standard
 - P9 obtain approval prior to commencing production

Operate carton manufacturing equipment

- You must be able to:
- P10 check equipment is safe and ready for production
 - P11 run equipment:
 - P11.1 safely and efficiently
 - P11.2 where appropriate, the required speed
 - P11.3 monitoring to the quality standard
 - P12 identify and correct production faults
 - P13 accurately record production details

Knowledge and understanding

You need to know and understand:

Organisation's processes, materials and equipment

- K1 the departments within the organisation
- K2 the responsibilities of each department
- K3 your own duties and limits of responsibility
- K4 the job roles within each department
- K5 the products produced by the organisation
- K6 the products produced by the specific departments worked in
- K7 the materials used to produce the printed product
- K8 the equipment/machinery used within the organisation for print related work
- K9 the purpose of each piece of equipment/machinery
- K10 the conversion processes/operations carried out within the department(s) worked in
- K11 the basic principles of each process/operation
- K12 the company's customer base
- K13 the risks associated with setting up equipment/machinery and how to avoid them
- K14 how to set up equipment/machinery used in carton manufacturing
- K15 the company's quality standards
- K16 common faults, what causes them and how to correct them
- K17 the work activities within the carton manufacturing working environment that could have an impact on the environment
- K18 how to obtain information on environmental legislation
- K19 the types of information that may need to be kept confidential
- K20 the reasons why the information should be kept confidential

Operate carton manufacturing equipment

You need to know and understand:

- K21 things to check to ensure effective operation of the machinery
- K22 the emergency shutdown procedures
- K23 where to obtain information on the setting and operation of machinery
- K24 the company procedure for obtaining authorisation to begin production and why it is important to follow the procedure
- K25 when to monitor the quality of the output, and what to monitor
- K26 the company procedure for the disposal of waste

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- K27 how to identify faults which:
 - K18.1 affect the quality of the product
 - K18.2 produce a shortfall in output
 - K18.3 create risks to health and safety
 - K28 situations that can be overcome by adjustments
 - K29 how to make adjustments to the settings to meet the job specifications
 - K30 how to ensure the machine is safe for use after adjustments have been made
 - K31 problems that can occur when operating machinery that may not be resolved by adjustment
 - K32 the company procedure for dealing with problems

Additional information

Scope / range:

This standard is for learners to gain a basic competency, under supervision, in several disciplines prior to progressing to their specialism, to include:

- 1 operating cutting and creasing machinery
- 2 operating multi folding and gluing machinery
- 3 operating carton enhancing machinery
- 4 making dies and tooling
- 5 operating computer aided design equipment

PROCTN400 (SQA Unit Code – H7T6 04)
Set and operate carton manufacturing equipment



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