PROCTN401 (SQA Unit Code - H7T7 04)
Control cutting and creasing machinery

Overview

This standard is for print finishers who work on cutting and creasing machinery. They will be expected to control the equipment whilst running production jobs.

You must show that you can:

1 Make cutting and creasing machinery ready for production

2 Run cutting and creasing machinery

This involves:

1 identifying the job requirements;

2 checking that cutting and creasing machinery is working properly;

3 checking that safety devices are working properly;

4 running cutting and creasing machinery safely;

5 adjusting settings, where necessary to maintain the required standard;

6 checking that work meets the required standard;

7 identifying faults and taking action to deal with them;

8 unloading and stacking the finished product

Performance criteria

Make cutting and creasing machinery ready for production

You must be able to:

P1 check that you have all the details required for the job

P2 check that you have enough materials of the right type for the job

P3 promptly report to your manager, if the material provided is not correct or sufficient

P4 check that your work area is safe and ready for production

P5 correctly load materials

P6 check that the cutting forme matches the job

P7 make the cutting and creasing machinery ready to run efficiently and safely, so that:

- P7.1 material is fed squarely into the machine
- P7.2 the position of cuts and creases is correct
- P7.3 material is cut and creased squarely and delivered without damage
- P7.4 the cut size is within variations allowed by your company
- P7.5 the machine runs at the intended speed

P8 produce a sample from the machine and check that it matches the required standards

P9 make adjustments when standards are not met

P10 report promptly to your manager, if the standards cannot be met

Run cutting and creasing machinery

You must be able to:

P11 run cutting and creasing machinery

- P11.1 at the required speed
- P11.2 safely and efficiently

P12 keep up the supply of materials throughout the run

P13 regularly check that quality standards are met

P14 accurately identify production faults which result in:

- P14.1 unacceptable variation in cut size or position
- P14.2 ragged cuts
- P14.3 uneven or misaligned creases
- P14.4 marking, damage or distortion to the product

P15 make running repairs to formes and replace materials as necessary

P16 correct faults which it is your job to remedy

P17 promptly report any faults which are not within your area of responsibility

P18 check that the machine is safe to operate, once faults have been corrected

P19 accurately record production and quality assurance details

P20 follow the correct procedure for the removal of waste

P21 stack work safely, using the approved method

Knowledge and understanding

Make cutting and creasing machinery ready for production

You need to know and understand:

K1 what details you need for the job
K2 the principles of cutting and creasing machinery
K3 the sequence of set up tasks for cutting and creasing
K4 how to synchronise cutting and creasing standards
K5 what types of material are most at risk of marking
K6 the types of forme materials – cutting rules, creasing rules, rubbers, stripping aids
K7 the risks associated with making ready cutting and creasing machinery and how to avoid them
K8 what the common cutting and creasing faults are, what causes them and how to prevent them
K9 the emergency shut down procedures

Run cutting and creasing machinery

You need to know and understand:

K10 your company's quality standards
K11 the principles of cutting and creasing
K12 the risks associated with running machines and how to avoid them
K13 the emergency shut down procedures
K14 when to replace forme materials, including cutting rule, creasing rules, rubbers, stripping aids
K15 the common cutting and creasing faults, what causes them and how to correct them
K16 what other faults can occur during cutting and creasing
K17 how to recognise when you should correct faults yourself and when you should ask for help
K18 to whom you must report faults
K19 the procedures for the removal of waste from your machine
K20 what production and quality assurance records you are required to keep

Additional information

Scope / range:

Make cutting and creasing machinery ready for production

You must show that you can make cutting and creasing machinery ready for production consistently, over a period of time.

You must show that:

1 you obtain the following types of material:

1.1 input materials (which may be output from the printing process)

1.2 processing materials

2 you can confirm that machinery is ready for production by:

2.1 visual examination

2.2 test run

2.3 checking the control settings

3 you check the quality of samples against your company's quality standards for:

3.1 the position of cuts and creases

3.2 the cleanness of cuts and creases

Run cutting and creasing machinery

You must show that you can run cutting and creasing machinery consistently, over a period of time.

You must show that:

4 you identify and report the following types of faults:

4.1 damage to output

4.2 output out of specification

4.3 recurring machine faults

machine faults which require others' expertise to rectify

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