

Overview

This standard has been developed for those involved in the implementation, monitoring and maintenance of quality systems within the company. It is not designed for quality assurance or quality control practitioners. You will be expected to follow company quality assurance/control procedures and evaluate the effectiveness of the systems. This will include the identification and reporting of issues with systems and assist with the implementation of change.

The use of quality systems to improve the product is a tool that most companies now use whether they operate a registered system that is independently audited or one that has been designed to meet their own specific needs. It is an ongoing cycle of continuous improvement designed to eliminate errors, improve working practices and give a better product to the customer.

There are two elements in this standard:

1. Carry out quality assurance procedures
2. Assist in the implementation of change to quality systems

Specific areas that you will be involved in monitoring quality are: digital prepress, file and colour management, print production, finishing, materials and consumables, deliveries, transport.

Performance criteria

Carry out quality assurance procedures

- You must be able to:
- P1 carry out quality assurance procedures following approved methods
 - P2 confirm the printed product meets quality standard
 - P3 identify problems with product and their causes
 - P4 make recommendations to return product to the required specification
 - P5 report problems with quality that cannot be resolved within your own area of responsibility, to appropriate people
 - P6 ensure records are completed accurately and stored in the agreed place
 - P7 check audits have been carried out to ensure procedures are being adhered to

Assist in the implementation of change to quality systems

- You must be able to:
- P8 interpret and apply relevant quality standards to print and finishing production in accordance with agreed procedures
 - P9 monitor quality systems to ensure their effectiveness
 - P10 maintain quality systems to ensure their effectiveness
 - P11 propose changes to the quality systems to aid product quality
 - P12 assist in the implementation of any changes to the systems
 - P13 monitor and maintain changes to the system
 - P1 review the effectiveness of the system

Knowledge and understanding

You need to know and understand:

- K1 company requirements and quality assurance procedures
- K2 product requirements
- K3 file and colour management
- K4 printing and finishing processes
- K5 quality of consumables and materials
- K6 how to conduct quality checks
- K7 the importance of company quality systems
- K8 quality records and how to complete them
- K9 monitoring procedures relevant to the quality system and specifications
- K10 roles and responsibilities for implementing quality systems
- K11 requirements for maintaining quality records
- K12 limits of personal responsibility in relation to quality systems and procedures
- K13 collating and communicating relevant information to assist in the evaluation of quality procedures

PROPA09 SQA Unit Code (H7TS 04)

Monitor and maintain quality systems within a printing environment



Additional information

Scope / range:

Learners, whilst not practitioners, are expected to be involved in the quality processes within the business. Whilst there will be some autonomy, essentially they will be working with others in monitoring, maintaining and in some cases implementing change. It is not a role for an entrant to the industry, some degree of experience in production co-ordination is required.

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