

# PROMP207 (SQA Unit Code – H9J3 04)

## Set up and operate auxiliary equipment

---



### Overview

This standard involves:

- identifying the output required
- setting auxiliary equipment
- checking that machinery is in a fit condition and that safety devices are in place
- operating equipment safely
- checking and adjusting settings, where necessary to maintain production
- checking that the output meets quality requirements
- identifying faults and taking action to deal with them

### Performance criteria

#### Set up auxiliary equipment

- You must be able to:
- P1 check that you have all the details you need 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 set up auxiliary equipment to run efficiently and safely, so that:
    - P5.1 substrates are forwarded continuously without damage or distortion
    - P5.2 the equipment runs at the required running speed
    - P5.3 quality standards can be achieved during production
  - P6 ensure auxiliary equipment is synchronised with the operation of printing machines
  - P7 produce a sample from the machine and check that it matches the required standards
  - P8 make adjustments when the standards are not met
  - P9 report to your manager, if the standards cannot be met

#### Run and monitor auxiliary equipment

- You must be able to:
- P10 run the auxiliary equipment
    - P10.1 at the required speed
    - P10.2 safely and efficiently
  - P11 keep up the supply of materials throughout the run
  - P12 regularly check that quality standards are met
  - P13 accurately identify the cause of faults which:
    - P13.1 produce a shortfall in the number of products required
    - P13.2 affect the quality of products
    - P13.3 affect the efficient operation of auxiliary equipment
    - P13.4 create risks to health and safety
  - P14 promptly correct mechanical faults which it is your job to remedy
  - P15 promptly report faults which are not your job to correct
  - P16 check that machines are safe to operate, after faults are corrected
  - P17 accurately record the production and quality assurance details required

# PROMP207 (SQA Unit Code – H9J3 04)

## Set up and operate auxiliary equipment



### Knowledge and understanding

#### Set up auxiliary equipment

You need to know and understand:

- K1 what details you need for the job
- K2 the principles of operating auxiliary equipment
- K3 the risks associated with setting up auxiliary equipment and how to avoid them
- K4 the location of switches, isolators and machine controls
- K5 what the common faults are with auxiliary equipment, what causes them and how to prevent them
- K6 the emergency shut down procedures

#### Run auxiliary equipment

You need to know and understand:

- K7 your company's quality standards
- K8 the principles of operating auxiliary equipment
- K9 the risks associated with operating auxiliary equipment and how to avoid them
- K10 the common faults which can occur when operating the equipment, what causes them and how to correct them
- K11 how to recognise when you should correct faults yourself and when you should ask for help
- K12 to whom you must report faults
- K13 the emergency shut down procedures
- K14 the procedures for the removal of waste from the equipment
- K15 what production and quality assurance records you are required to keep

# PROMP207 (SQA Unit Code – H9J3 04)

## Set up and operate auxiliary equipment



### Additional information

#### Scope / range:

Auxiliary equipment is any piece of equipment which is run in line with the printing machine, and which is not an integral part of the printing machine itself: that is, if the press will not work without the equipment, it cannot be called auxiliary. Items of auxiliary equipment include:

- stapler unit
- folder controls
- fount tank
- turbo
- ink supply
- domino
- corona treating
- video web inspection
- web guide
- gravure coating
- sheeting
- sprocket

You must show that you can set up auxiliary equipment consistently, over a period of time.

You must show that you can maintain the throughput of the following types of material:

- printed coated papers
- printed uncoated papers
- printed card
- printed sheets
- plastic
- wallcoverings

You must show that you can run auxiliary equipment consistently, over a period of time.

## PROMP207 (SQA Unit Code – H9J3 04)

### Set up and operate auxiliary equipment

---



You must show that:

you can maintain quality when printing on the following types of material:

- printed coated papers
- printed uncoated papers
- printed card
- printed sheets
- plastic
- wallcoverings

you can identify faults in:

- the operation of equipment
- the substrate

**PROMP207 (SQA Unit Code – H9J3 04)**  
Set up and operate auxiliary equipment



---

<b>Developed by</b>	Proskills
<b>Version number</b>	1
<b>Date approved</b>	October 2013
<b>Indicative review date</b>	April 2018
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating organisation</b>	Proskills
<b>Original URN</b>	PROMP207
<b>Relevant occupations</b>	Originators compositors and print preps; Printers; Screen printers; Printing machine minders and assistants; Bookbinders and print finishers; Graphic designers
<b>Suite</b>	Machine Printing
<b>Key words</b>	machines; printing; lithographic; equipment; flexographic; operate; maintain; inks; coatings;

---