| **Overview** | This standard covers machinery that has additional equipment added to it, but is not an integral part of the basic press, therefore the machine does not require this extra equipment to make it print. |

Operators are expected to be able to set up and run this equipment in addition to the normal operation of their press. They have to be able to set up, run, monitor, diagnose and correct faults associated with the equipment without supervision.

The type of auxiliary equipment the standard is referring to is:

- Stapling/stitching unit
- Folder controls
- Fount tank and water treatment units
- Digital ink jet
- Overprinting units
- Video web inspection
- Web guide
- Coating units
- Web to sheet devices
- Sprocket punching

Performance criteria	**Monitor and run auxiliary equipment**

You must be able to:

P1   inspect output sufficiently to check that:

    P1.1   synchronisation with printing machines is maintained

    P1.2   the machine runs at the required production speed

    P1.3   the machine operates safely and efficiently

    P1.4   waste is kept to a minimum

P2   regularly check that operators are using safe and efficient working practices

P3   regularly check that finished work is forwarded within the timescales set out in the production schedule

P4   give operators practical support, when they require it to meet production requirements

P5   accurately record the production and quality assurance details required

Diagnose and correct faults in auxiliary equipment

You must be able to:

P6   accurately identify the cause of problems which:

    P6.1   affect the quality of the product

    P6.2   produce a shortfall in output

    P6.3   affect the efficient operation of equipment

    P6.4   create risks to health and safety

P7   determine logically the action required to remedy faults and solve problems

P8   promptly correct faults which it is your job to correct

P9   promptly report any faults which it is not your job to correct

P10   co-operate with colleagues who are responsible for correcting faults

P11   check that machines are safe to run, once faults are corrected

P12   keep accurate records of recurring machine faults

Knowledge and understanding	**Monitor and run auxiliary equipment**
You need to know and understand:	K1 your company's quality standards
	K2 the operation of auxiliary equipment
	K3 what safe working practices and efficient working methods to use
	K4 the risks associated with operating auxiliary units and how to avoid them
	K5 your company's equipment safety procedures
	K6 why it is important to maintain the quality of the image throughout the process
	K7 what production and quality assurance records you are required to keep
	K8 your company's equipment safety procedures

Diagnose and correct faults in auxiliary equipment

You need to know and understand:	K9 what safe working practices and efficient working methods to use
	K10 the risks associated with operating auxiliary equipment and how to avoid them
	K11 the emergency shut down procedures
	K12 what records of faults you must keep
	K13 the common faults which can occur when operating the equipment, what causes them and how to correct them
	K14 what other faults can occur when running auxiliary equipment
	K15 how to recognise when you should correct faults yourself and when you should ask for help
	K16 to whom you must report faults
	K17 how to assist others who are correcting faults on your machines

Additional information

Scope / range:

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

You must show that:

1   you monitor and control auxiliary equipment when the following is used:

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

You must show that you can diagnose and correct faults in auxiliary equipment consistently, over a period of time.

You must show that:

2   you can identify:

- setting faults
- equipment faults

3   you determine action to remedy faults:

- to be taken by yourself
- to be taken by others

4   you co-operate with:

- colleagues in your team
- your manager
- maintenance staff

PROMP233 (SQA Unit Code – H9JE 04)
Control auxiliary equipment

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Original URN	PROMP233
Relevant occupations	Originators compositors and print preps; Printers; Screen printers; Printing machine minders and assistants; Bookbinders and print finishers; Graphic designers
Suite	Machine Printing
Key words	machines; printing; lithographic; equipment; flexographic; operate; maintain; inks; coatings;