

#### Overview

This standard is for printers who have in-line converting and/or enhancing equipment on their printing machine.

In-line converting or enhancing equipment is equipment which is used to apply a coating or other image-enhancing material to the substrate, or any form of finishing or converting technique which is run in-line immediately before or after the printing units. It includes techniques such as cutting and creasing, rotary die cutting, laminating, embossing, foiling and coating.

This kind of in-line converting equipment is found on sheet-fed and web-fed presses and usually consists of dedicated units or additional equipment fitted to printing units, which may also have their own supply of materials.

As the likelihood is that there will only be one form of converting/enhancing per machine, you only have to prove your competency on one kind of conversion or enhancement.

Sprocket punching, numbering, perforating, slitting, edge trimming and sheeting are also considered to be in-line converting operations, but the relative simplicity of such operations will require a number of such converting operations to be performed in order to demonstrate the level of competence required in this standard.

### Performance criteria

#### Set up in-line converting or enhancing equipment

- You must be able to:
- P1 check the equipment and your work area are safe and ready for production
  - P2 check that you have all the details you need for the job and that the requirements for the converting or enhancing are clear and understood by you and the team
  - P3 check that enough materials of the right type for the job are available
  - P4 brief other members of the team on the tasks required for the make ready
  - P5 monitor the progress of the make ready, making sure that tasks are completed correctly and are undertaken using safe systems of work
  - P6 assist members of the team where required and make sure that any problems are resolved effectively and efficiently
  - P7 manage adjustments to the equipment as necessary to achieve the required job specification and quality standards
  - P8 monitor the in-line converting or enhancing equipment ensuring all elements are functioning

#### Run and maintain the quality of output from in-line converting or enhancing equipment

- You must be able to:
- P9 manage the team in a way that ensures good quality and productivity
  - P10 check regularly that the output meets the required quality
  - P11 identify and correct the cause of problems which affect the quality
  - P12 monitor the safe and efficient operation of drying equipment
  - P13 identify and correct drying equipment faults which it is your job to rectify
  - P14 follow the correct procedures for the removal of waste
  - P15 accurately record the production and quality assurance details

### Knowledge and understanding

You need to know and understand:

### Health and Safety

- K1 your legal duties for health and safety in the workplace as defined by the relevant health and safety legislation
- K2 your duties and responsibilities for health and safety as defined by any specific legislation covering your job role
- K3 workplace policies and procedures
- K4 working practices
- K5 hazards and risks in the workplace, their assessment and the action to take to deal with them
- K6 hazards and risks in your own job, their assessment and the action to take to deal with them - including relevant regulations on the safe handling of equipment and materials
- K7 manufacturer's health and safety requirements relevant to your job
- K8 what personal protective equipment should be used in your job
- K9 how to stop a machine in the event of an emergency

### Communication

You need to know and understand:

- K10 how to communicate with colleagues
- K11 how to communicate with customers
- K12 how to communicate with suppliers

### Workplace policy and practice

You need to know and understand:

- K13 workplace objectives, priorities, standards and procedures
- K14 the range of work carried out in the workplace
- K15 the working practices existing in the workplace
- K16 the key job roles within the printing and graphic communications industry and their main purposes

### Time and resources

You need to know and understand:

- K17 the different types of resource, including labour, materials, machinery
- K18 the relationship between resource usage and profitability
- K19 how to maximise productivity

K20 the relationship between productivity and competitiveness

### **The operation of equipment**

You need to know and understand:

- K21 the principles of in-line converting and enhancing equipment
- K22 the risks associated with in-line converting and enhancing units and how to avoid them
- K23 your company's safety procedures for operating in-line converting and enhancing equipment
- K24 the common in-line converting faults, what causes them and how to correct them

### **The causes and treatment of common faults**

You need to know and understand:

- K25 raw material faults
- K26 processing faults
- K27 machine faults

### **Administrative procedures**

You need to know and understand:

- K28 recording and reporting
- K29 product labelling

### **Management**

You need to know and understand:

- K30 briefing techniques
- K31 business improvement techniques

### **Environmental**

You need to know and understand:

- K32 the legal requirements for the classification, storage, carriage and disposal of waste
- K33 any specific environmental legislation that covers processes in your company
- K34 role of statutory authorities/agencies
- K35 control of pollution

### Quality assurance and control

You need to know and understand:

- K36 the main features of quality assurance and quality control systems
- K37 techniques for controlling quality, including inspection, testing, sampling, use of input and output controls
- K38 equipment for controlling quality

### Problem solving

You need to know and understand:

- K39 types of problems that may need to be solved
- K40 sources of information
- K41 techniques for solving complex problems
- K42 techniques for assessing machine faults

### Materials

You need to know and understand:

- K43 the types and characteristics of paper, board and other commonly used substrates
- K44 the types and characteristics of inks and coatings
- K45 how to maintain the quality of materials during storage and handling

**PROMP278 (SQA Unit Code – H9JV 04)**  
Control in-line converting or enhancing equipment



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| <b>Original URN</b>             | PROMP278  |
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