
Overview

This standard covers the routine start-up and shut-down of digital systems and routine care and upkeep.

It requires the operator to understand the hardware and software in the system, how hardware devices are connected and communicate with each other, and to be able to troubleshoot problems that occur with the system.

Important factors here are computer system security, and the security and storage of individual files.

The standard also covers what you have to do to work efficiently and effectively.

Performance criteria

You must be able to:

Start up and close down imaging systems

1. start up the digital system hardware in line with manufacturers' instructions
2. set up the digital system hardware in line with job requirements
3. open the software application program(s) that is appropriate to the work
4. follow workplace security procedures for file security, system security and virus protection
5. save data files at appropriate intervals
6. archive completed data files in line with organisational requirements in the file storage system
7. exit the application and system software in line with manufacturers' instructions after use
8. close down the hardware in line with manufacturers' instructions after use

Contribute to the effective operation of digital systems, in compliance with standard operation procedures

9. recognise and resolve problems in the operation of digital systems, in line with service and operational manuals
10. tell appropriate people immediately if you cannot solve problems and follow their instructions on how to respond to problems
11. carry out cleaning and replacement of consumables or faulty user-serviceable components in line with manufacturers' instructions and at the required times
12. carry out software and system checks, hardware checks, organisation of digital filing systems, back-up of stored files, deletion of unwanted files and hard-drive maintenance in line with organisational requirements

Contribute to efficient and effective production

13. organise your work schedule to take account of customer requirements, workplace priorities and the efficient use of equipment and material
14. tell appropriate people when it proves impossible to complete your work within agreed timescales and agree with them how to progress work
15. tell appropriate people about any problems and questions raised by your work
16. produce the required volume and quality of work
17. produce your work within workplace wastage limits
18. complete all work records in a clear and accurate way in line with organisational requirements

Knowledge and understanding

You need to know and understand:

Health and safety

1. your duties and responsibilities for health and safety as defined by any specific legislation covering your job role
2. the hazards and risks in your own job, their assessment and the action to take to deal with them
3. manufacturers' and suppliers' health and safety instructions/advice

Security and storage

4. the safe handling of customer material
5. computer system security and virus protection
6. how to securely archive digital and conventional artwork

Communication requirement and processes

7. how to communicate with colleagues
8. how to communicate with suppliers

Workplace policy and practice

9. workplace objectives, priorities, standards and procedures
10. the range of work carried out in the workplace
11. the working practices existing in the workplace

Time and resources

12. how resource usage affects profitability
13. how to maximise productivity through effective use of time and resources
14. how productivity affects competitiveness

The operation of equipment

15. the assembly and set-up of digital systems
16. the operation of digital systems

Digital imaging

17. the differences in file formats for digital images and the reasons for using them

Digital files

18. file management procedures

Administrative procedures

19. planning and scheduling

Environmental considerations

20. the legal requirements for the classification, storage, carriage and disposal of waste
21. environmental management
22. the control of pollution, including disposal of computer equipment and consumables

Problem solving

23. the types of problems that may need to be solved
24. sources of information
25. techniques for solving complex problems
26. techniques for assessing machine faults

Cleaning, lubrication and maintenance

27. the principal activities involved with machine cleaning, lubrication and maintenance
28. sources of maintenance information
29. roles and responsibilities for cleaning, lubrication and maintenance
30. machine faults and how they can be rectified
31. the maintenance plans for machines which you operate
32. which components wear or become degraded over time
33. what is meant by the phrase 'safe system of work' and how it applies to cleaning, lubrication and maintenance activities
34. the choice and use of suitable cleaning agents and lubricants
35. what parts of the machine you are allowed to clean, lubricate and maintain
36. preventive versus predictive maintenance
37. awareness of manufacture help lines

Scope/range

Operators will recognise common problems in the operation of digital systems which will have a variety of causes including:

- Faulty hardware, i.e. computers, output devices, input devices storage devices, and communication equipment.
- Faulty application software
- Faulty system software
- Faulty file and system security

Operators may employ the following solutions:

- Uninstalling software
- Installing and reinstalling software
- Making good any loose network connections

However, you do not have to solve all of the problems that may arise. Where you cannot solve them, you must report them to the correct person. This may be an experienced colleague or a systems specialist.

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Maintain and configure digital systems



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Suite Pre Press

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