

SKSLWDC9 – Process flat work through calenders - SQA Unit Code HJ5X 04

Overview:

This standard is for those who prepare and process flat work through calenders. You will have to be able to communicate effectively with others and be able to keep accurate records.

The job role may involve:

- preparing and checking the quality of flat work for calendaring
- drying and finishing flat work
- planning the work required for calendaring
- preparing the calendar
- checking equipment; operatives would do this visually, supervisors manually and engineers during maintenance

Performance Criteria:

- P1 check that the calendaring machinery is safe and ready to use when planning your work
- P2 check that the item to be processed is suitable for calendaring and meets organisational quality standards before calendaring
- P3 adjust the machinery to suit the item you are to process
- P4 operate machines safely and in line with organisational procedures
- P5 inspect the item following calendaring to ensure it meets the organisation's finishing specification
- P6 identify items that do not meet organisational finishing standards and direct them to the appropriate locations
- P7 carry out additional finishing to items as required
- P8 direct items to packing and dispatch
- P9 identify any problems that may arise in carrying out the work
- P10 report faults in the machine or the finish of items

Knowledge and Understanding

- K1 why it is important to identify any possible problems at the work planning stage and why you should report these to your supervisor
- K2 how to identify and report faults with items provided for calendaring
- K3 the specific health and safety risks when using calenders
- K4 the correct machinery speeds and settings for different classifications, fibre types and weights
- K5 the specified feeding rate for loading items
- K6 how to check belts, feed bands, tapes and wax the calendar beds
- K7 your role in maintaining the equipment and the limits of this
- K8 the organisation's drying and finishing specification
- K9 how to identify faults or maintenance needs with the equipment and who to report these to
- K10 how to make the best use of resources available
- K11 statutory responsibilities under health, safety and environmental legislations and regulations during the calendaring process