



Australian Government

ICPCBF2210 Set up and produce basic guillotined product

Release: 1

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Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 4.0.

Application

This unit describes the skills and knowledge required to perform basic manual guillotining, including preparing machinery, inspecting results and rectifying production issues.

It applies to individuals who work under direct supervision, who are responsible for operating and monitoring equipment and machinery.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Converting, Binding and Finishing

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare job	1.1 Identify job specifications 1.2 Carry out set-up of required machinery according to manufacturer specifications 1.3 Confirm availability of all job-related components 1.4 Identify grip and lay edges of sheet 1.5 Check knife sharpness, report dull knives and replace cutting stick as required, according to enterprise procedures 1.6 Manually set up and adjust guillotine according to job specifications 1.7 Set up and adjust clamping pressures

2. Prepare sample	2.1 Set up and operate machine to produce a specified sample according to work health and safety (WHS) requirements, manufacturer specifications and enterprise procedures 2.2 Inspect and test sample as required according to enterprise procedures 2.3 Interpret results and determine adjustment requirements 2.4 Carry out adjustments according to product and machine specifications
3. Maintain basic guillotining process	3.1 Monitor and adjust knife and cutting stick 3.2 Check and adjust cutting pressures and confirm product quality meets the approved sample standard 3.3 Monitor and adjust registration of knives and confirm product quality meets the approved sample standard
4. Maintain production process	4.1 Use machine controls as required 4.2 Monitor and verify performance using the process control system 4.3 Report process adjustments to eliminate problems according to enterprise procedures
5. Identify and rectify problems and faults	5.1 Identify and report problems in guillotining machine operation according to enterprise procedures 5.2 Carry out adjustments and corrections as required according to manufacturer specifications and within scope of own role 5.3 Identify machine faults requiring repair and report to designated person according to enterprise procedures 5.4 Verify repairs and adjustments prior to resumption of operations
6. Conduct shutdown of production process	6.1 Follow shutdown sequence according to manufacturer specifications and enterprise procedures 6.2 Remove substrate waste from operating area and recycle and dispose of, as required, according to regulatory requirements and enterprise procedures 6.3 Clean and disengage guillotining machine according to manufacturer specifications and enterprise procedures

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance but not explicit in the performance criteria.

Skill	Description
Reading	Identifies and interprets text to establish job requirements
Writing	Records information relating to production and machinery problems and completes production reports and other documentation in required format
Self-management	- Identifies and follows all procedures for cleaning and maintenance of equipment, incorporating regulatory requirements and enterprise procedures - Takes personal responsibility for adherence to regulatory responsibilities relevant to own work context
Teamwork	- Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability - Follows accepted practices and protocols for reporting issues to supervisors
Planning and organising	Determines priorities and sequences steps involved in clearly defined, familiar tasks, and identifies and assembles required resources
Problem solving	Identifies and anticipates an increasing range of familiar problems, their symptoms and causes; actively looking for early warning signs and implementing contingency plans

Unit Mapping Information

Supersedes and is equivalent to ICPCBF221 Set up and produce basic guillotined product.

Links

Companion Volume Implementation Guide is found on VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a74b7a0f-a253-47e3-8be0-5d426e24131d>