



Australian Government

**ICPCBF302 Set up and monitor in-line
scoring, folding and gluing machine for
sack or bag manufacture**

Release: 1

ICPCBF302 Set up and monitor in-line scoring, folding and gluing machine for sack or bag manufacture

Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

Application

This unit describes the skills and knowledge required to set up, monitor and adjust in-line scoring, folding and gluing machines and materials used in the manufacture of sacks or bags.

It applies to individuals who work under direct supervision with limited responsibility for maintaining the production process and ensuring output is in accordance with quality standards.

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

Pre-requisite Unit

ICPCBF298	Run and monitor sack and bag machines
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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. Set up and adjust units	1.1 All details required for the job are checked and confirmed against job specifications 1.2 Correct materials and tools are checked and available for the job

ELEMENT	PERFORMANCE CRITERIA
	<p>1.3 Adhesives are appropriate for the substrate, application process and machine</p> <p>1.4 Work area is safe and ready for production according to safety requirements</p> <p>1.5 Blades are sharp and fitted as necessary and units are calibrated according to job specifications</p> <p>1.6 Settings are checked against job specifications before production is commenced</p> <p>1.7 Machine is stepped to ensure scores and folds are in correct position and paper tension is corrected/adjusted</p>
2. Monitor throughput	<p>2.1 Once settings are fixed, unit is run at speed required to produce a quality product</p> <p>2.2 Machine is monitored to ensure scores and folds are in correct position and paper tension is correct</p> <p>2.3 Guide positions are monitored to ensure adhesive is applied evenly and in correct position</p> <p>2.4 Paper moisture is monitored and correct moisture levels are maintained</p> <p>2.5 Folds and guillotine cuts are correctly placed</p> <p>2.6 Glues dry at correct rates for substrate and adequate fibre tears are visible</p>
3. Confirm quality of output	<p>3.1 Sample from the machine is selected and checked to ensure it conforms to required quality standards</p> <p>3.2 Adjustments are made when standards are not met</p> <p>3.3 Each in-line process is monitored and minor adjustments are made during production, as necessary</p> <p>3.4 Samples are continuously monitored for defects, and defects are removed</p> <p>3.5 Efficiency, quality and output rate of production run are monitored for problems, and any deficiencies resolved</p> <p>3.6 Wastage is monitored, kept to a minimum and correctly disposed of according to enterprise quality standards</p> <p>3.7 Locations of all emergency shutdown buttons and triggers are known</p>

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance Criteria	Description
Reading	1.1, 1.5, 1.6	<ul style="list-style-type: none"> Interprets textual information to establish and check job requirements and to aid planning process
Navigate the world of work	1.4, 3.1, 3.6, 3.7	<ul style="list-style-type: none"> Recognises and follows legislative and organisational procedures for production processes in relation to own role
Get the work done	1.1-1.7, 2.1-2.6, 3.1-3.6	<ul style="list-style-type: none"> Sequences and schedules activities required to complete tasks and monitors implementation, making adjustments as necessary Plans, identifies and assembles resources required to complete tasks

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF302 Set up and monitor in-line scoring, folding and gluing machine for sack or bag manufacture	ICPCF3102C Set up and monitor in-line scoring, folding and gluing machine for sack or bag manufacture	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

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