



Australian Government

ICPCBF3950 Set up and operate folder gluer machine

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 set up and operate a folder gluer machine with minimum downtime and wastage.

It applies to individuals who prepare material, monitor and run equipment and machinery, and apply solutions to a defined range of unpredictable problems. They may also provide leadership and guidance to others with some limited responsibility for the output of others.

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. Set up and adjust units	1.1 Identify job specifications 1.2 Confirm availability of all job components 1.3 Select adhesives according to substrate, application and machine requirements 1.4 Set folding guides and pressing plates 1.5 Prepare feeder, folding part, gluer, stacker, belts, vacuums and glue applicators 1.6 Carry out set-up of required machinery according to manufacturer specifications
2. Maintain production	2.1 Operate folder gluer machine according to work health and

ELEMENT	PERFORMANCE CRITERIA
	safety (WHS) requirements, manufacturer specifications and enterprise procedures 2.2 Monitor and verify performance using the process control system 2.3 Report process adjustments to eliminate problems according to enterprise procedures 2.4 Select a sample from the machine, check it meets required quality standards and adjust as required
3. Identify and rectify problems and faults	3.1 Identify and report problems in guillotining machine operation according to enterprise procedures 3.2 Carry out adjustments and corrections as required according to manufacturer specifications and within scope of own role 3.3 Identify machine faults requiring repair and report to designated person according to enterprise procedures 3.4 Verify repairs and adjustments prior to resumption of operations
4. Conduct shutdown of production process	4.1 Follow shutdown sequence according to manufacturer specifications and enterprise procedures 4.2 Remove substrate waste from operating area and recycle and dispose of, as required, according to regulatory requirements and enterprise procedures 4.3 Clean and disengage folder gluer machine according to manufacturer specifications and enterprise procedures

Foundation Skills

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

Skill	Description
Self-management	- Complies with enterprise procedures relevant to own role, particularly with respect to workplace safety and emergency procedures - Implements actions according to instructions, monitoring results and making adjustments if necessary
Planning and organising	Determines priorities and sequences steps involved in clearly defined, routine tasks

	Plans, identifies and assembles resources required to complete tasks
Problem solving	Responds to predictable problems and implements standard or logical solutions

Unit Mapping Information

Supersedes and is equivalent to ICPCBF395 Set up and operate folder gluer machine.

Links

Companion Volume Implementation Guide is found on VETNet -

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