



**Australian Government**

**Assessment Requirements for ICPCBF4100  
Set up machine for complex carton folding  
and gluing**

**Release: 1**

# Assessment Requirements for ICPCBF4100 Set up machine for complex carton folding and gluing

## Modification History

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

## Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- set up at least three crash lock, six-corner and specialty work carton jobs using different carton sizes and weights, according to manufacturer and job specifications and enterprise procedures.

## Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- enterprise and manufacturer procedures, and work health and safety (WHS) risks and requirements for:
  - setting up and operating folder transportation and delivery systems
  - setting and adjusting folding and gluing units
  - handling adhesives
- the job documentation or production control system, and the information it contains
- key factors to consider when planning a folding sample
- features and functions, common issues and faults and methods to resolve them for the following machine sections in all systems:
  - transportation
  - pick-up
  - delivery
- checks required when substrate is removed from the machine
- the range of carton blank sizes that can be processed on this machine
- ways the machine can be adapted to facilitate stock sizes
- criteria determining accuracy of a carton blank entering folding rollers
- the causes of scratching of substrate during transportation
- machine speed variations and issues arising of the machine runs too fast

- the causes of and required adjustments for:
  - the carton blank or sheet being out-of-square
  - eliminating smudging/scuffing on carton blanks
  - the sheet not leaving the folding unit or out-of-square folding
  - the length of the glue line
  - carton blanks creases or failing to enter
- procedures for determining required roller pressure and conducting pressure checks
- issues arising if machine rollers are too loose or have too much pressure
- required in-line processes
- required adhesive in the gluing unit
- quality assurance criteria inspected at sample run completion
- key criteria to check against client sample
- manufacturer manuals, enterprise procedures and work health and safety documentation, including their location and purpose.

## Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the converting, binding and finishing field of work and include access to:

- carton folding and gluing machinery
- special purpose tools, equipment and materials.

## Links

Companion Volume Implementation Guide is found on VETNet -

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