



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF223C Set up machine for cutting (trimming)

Revision Number: 1

ICPCF223C Set up machine for cutting (trimming)

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to set up knife trimmers and spine trimmers.
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Application of the Unit

Application of the unit	This unit requires the individual to set up 3- or 5-knife trimmers or spine trimmers. Some equipment may also involve gathering (collating) and fastening, which may be assessed at the same time.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare for job	1.1. Job specifications are read and interpreted from job documentation or production control system 1.2. Set-up is carried out correctly in minimum time with minimum wastage 1.3. Availability of all job related components is checked
2. Install and replace cutting knives into machine	2.1. Appropriate knives are selected and secured to the machine 2.2. Dull blades are securely bolted into protective holder
3. Set up section transportation system	3.1. Feeder is set up and adjusted according to job specifications 3.2. Section pick-up and transportation system is set up and adjusted according to job specifications 3.3. Transfer systems are set up and adjusted according to job specifications
4. Set up stacking system	4.1. Delivery is set up and adjusted according to job specifications 4.2. Section transfer and control system is set up and adjusted according to job specifications
5. Set up machine for trimming	5.1. Trimmer knives are set up and adjusted according to job specifications 5.2. Clamping pressures are set up and adjusted according to job specifications 5.3. Stops and lays are set to remove desired trim
6. Conduct sample run	6.1. Material to be used for sample is organised correctly 6.2. Machine is set up and operated to produce a specified sample according to OHS requirements, manufacturer's specifications and enterprise procedures 6.3. Sample is visually inspected and/or tested or laboratory testing is organised according to enterprise procedures 6.4. Results are interpreted to determine adjustment requirements 6.5. Adjustment changes are carried out according to product and machine specifications

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- OHS in relation to operating machinery
- communication skills to read job specifications and to complete workplace documentation
- organising such as laboratory testing and preparing materials and equipment for production
- working in a team by maintaining the production process in association with others
- using technology setting up the machine for cutting and trimming
- problem solving by setting up and adjusting delivery system according to job specifications

Required knowledge

- information that should be found on a job ticket or production control system
- OHS factors that must be considered when handling knife blades during the knife change operation
- safety devices that must be used when replacing trimmer knives
- knives transportation to and from the machine
- recommended knife angles for the trimming machine
- factors that indicate a new blade is needed
- the effect of continually using a dull blade
- identifying a sharp knife from a dull knife
- the need to replace a cutting stick
- OHS factors that must be considered when setting up transportation systems
- belt timing readjustment
- adjustments to ensure book is fast against book stops
- book transport speed determination
- adjustment if the book is out-of-square
- adjustment if the book is scratching or "scuffing"
- OHS factors that must be considered when setting up three-knife stacking systems
- danger areas that exist at the delivery end of the book trimming machine
- problems that can be expected in the delivery area of the machine
- batching device activation
- OHS factors that must be considered when setting up the trimming unit
- machinery safeguards that are to be considered when setting up the trimmer
- clamp pressure determination for each job
- what evidence indicates that the clamp pressure is insufficient
- the need to replace the knives

REQUIRED SKILLS AND KNOWLEDGE

- important elements that must be considered when moving knives to suit a different size book
- machine adjustments to remove more offcut from the fore edge of the book
- machine adjustment to remove more offcut from the head and tail of the book
- important elements that must be considered when moving knives to suit maximum/minimum size
- correcting the following problems: book out-of-square, book scuffing, wrong sections, incorrect cover creasing, wrong wire stitch positions, wrong sheet/section sequence, wet ink problems, book spines "bursting", waste not transferring from cut line
- machine manuals, safety and other documentation that are relevant to this task, where they are kept and information that is included in these documents

Evidence Guide

EVIDENCE GUIDE	
<p>The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.</p>	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • correctly set up trimming machines according to job specifications and within the production timeframe • demonstrate an ability to find and use information relevant to the task from a variety of information sources • demonstrate all safety devices on the machine <ul style="list-style-type: none"> • Book block trimmer OR single section copy trimmer (3-knife section gather/stitch/trim) OR • Single section copy trimmer (1- or 3-knife multiple flat sheet gather/fold/stitch/trim) • OR • 5-knife trimmer • on TWO occasions using: different grammage or thickness of section or books AND different size alterations (eg A4 to A5) • apply these operations according to manufacturer's and job specifications, enterprise procedures and the listed Performance Criteria • demonstrate use of computerised control, monitoring and data entry systems if available and appropriate.
Context of and specific resources for assessment	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> • assessment may take place on the job, off the job or a combination of these • off the job assessment must be undertaken in a closely simulated workplace environment.
Method of assessment	<p>A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:</p> <ul style="list-style-type: none"> • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.
Guidance information for	Holistic assessment with other units relevant to the

EVIDENCE GUIDE

assessment	industry sector, workplace and job role is recommended, for example: <ul style="list-style-type: none"> • ICPSU202C Prepare, load and unload product on and off machine • ICPSU207C Prepare machine for operation (basic).
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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

<i>Cutting process</i> may include:	<ul style="list-style-type: none"> • single or multiple knife, manual or programmable 3- or 5-knife trimmers and spine trimmers.
<i>Cutting units</i> may include:	<ul style="list-style-type: none"> • range of semi-automated, automated or computerised 3- or 5-knife trimmers and spine trimmers.
<i>Substrate types</i> may include:	<ul style="list-style-type: none"> • range of substrates within the major categories of paper, pressure sensitive material, board, plastics.
<i>Substrate handling</i> may include:	<ul style="list-style-type: none"> • large or small sheet handling systems.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Converting, Binding and Finishing
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Co-requisite units

Co-requisite units	