



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **ICPSU208C Operate and monitor machines (basic)**

**Revision Number: 1**

## ICPSU208C Operate and monitor machines (basic)

### Modification History

Not applicable.

### Unit Descriptor

<b>Unit descriptor</b>	<p>This unit describes the performance outcomes, skills and knowledge required to operate and monitor machines under supervision according to enterprise requirements.</p> <p>This unit is an integral part of most printing and converting, binding and finishing produce units. It should only be assessed separately when it constitutes the worker's main job.</p>
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### Application of the Unit

<b>Application of the unit</b>	<p>This unit is intended to be used by machine minders and offsidiers assisting in the operation of a machine. It is an integral part of most printing and finishing machine produce units but need not be assessed separately unless it represents the main job of the worker. It can also be used to assess minor processes on dedicated machines.</p>
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### Licensing/Regulatory Information

Not applicable.

### Pre-Requisites

<b>Prerequisite units</b>		

## Employability Skills Information

<b>Employability skills</b>	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. Operate and monitor reel systems (OR Element 2)	1.1. Job sheets or equivalent instructions are interpreted correctly 1.2. Reel stand is monitored and adjusted to ensure efficient continuous operation according to job instructions 1.3. Web control system is monitored and minor adjustments made to ensure correct tension and accurate continuous positioning of the web for efficient 1.4. Substrate is added to process according to job instructions 1.5. Reel rewind section is monitored and minor adjustments made to maintain correct tension and to ensure no marks, blemishes or damage to finished product 1.6. Substrate is removed from process according to job instructions 1.7. Sheeting section is monitored and minor adjustments made to ensure quality and efficient product delivery 1.8. Need for major adjustments to process are identified and reported according to company operating procedure to designated person
2. Operate and monitor sheet or product systems (OR Element 1)	2.1. Job sheets or equivalent instructions are interpreted correctly 2.2. Feeder is monitored and minor adjustments made to ensure continuous and efficient feeding to <i>machine</i> 2.3. Sheet or <i>product</i> pick-up and transport system is monitored and minor adjustments made to ensure accurate and continuous sheet or product handling and efficient operation 2.4. Transfer systems are monitored and minor adjustments made to ensure correct and continuous sheet or product handling and efficient operation 2.5. Product is added to process according to job instructions 2.6. Delivery is monitored and minor adjustments made to ensure quality and efficient product delivery 2.7. Need for major adjustments to process are identified and reported according to company operating procedures to designated person
3. Maintain and	3.1. Production process is operated and monitored in

ELEMENT	PERFORMANCE CRITERIA
monitor production process	<p>association with fellow workers and according to company specifications and planned daily schedule</p> <p>3.2. Sheet/product pick-up and transportation system is set up and adjusted to suit job requirements</p> <p>3.3. Product is monitored and minor adjustments are made to ensure quality of output is maintained</p> <p>3.4. Need for major adjustments to process are identified and reported according to operating procedure to other appropriate worker</p> <p>3.5. Faulty performance of equipment is identified and reported according to <i>enterprise procedures</i></p> <p>3.6. Waste is sorted according to enterprise procedures</p>
4. Conduct shutdown of production process	<p>4.1. Correct shutdown sequence is followed according to manufacturer's specifications and enterprise procedures</p> <p>4.2. Shutdown is conducted in association with fellow workers and in compliance with OHS requirements</p> <p>4.3. Unused materials are stored according to manufacturer/supplier specifications and company operating procedures</p> <p>4.4. Used plates, cutting and other devices are removed and stored according to manufacturer/supplier specifications and company operating procedures</p> <p>4.5. All product is removed from operating area according to enterprise procedures and OHS standards</p> <p>4.6. Machine faults requiring repair are identified and reported, according to enterprise procedures to designated person</p> <p>4.7. Repair/adjustment is verified prior to resumption of operations</p>
5. Clean and wash up machine at end of run	<p>5.1. Machine units, as relevant to process, are cleaned ready for next run</p> <p>5.2. Inking/gluing/coating system, if used in process, is washed up ready for next run, and waste is disposed of according to company and regulatory requirements</p> <p>5.3. In-line printing/converting/binding/finishing/coating units are cleaned ready for next run</p> <p>5.4. Feed, transportation and delivery systems are disengaged and cleaned ready for next run</p>

## 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 such as safely switching off machinery before cleaning is started
- communication of ideas and information by providing useful feedback to supervisors on course of job
- collecting, analysing and organising information by accessing data on substrates and inks and glues to ensure efficient production
- planning and organising activities by identifying sequences for monitoring to ensure efficient production
- teamwork when working with supervisors to ensure efficient production
- mathematical ideas and techniques by calculating the use of consumables and estimated completion times for jobs
- problem-solving skills by recognising and correctly reporting production problems
- use of technology by monitoring systems

#### Required knowledge

- handling of supplies, parts and finished product
- avoiding back strain when lifting heavy objects
- avoiding damaging finished product
- supplies that require special handling
- reel or sheet transportation and delivery systems
- OHS factors that must be considered when setting and/or operating machine transport and delivery systems
- areas of the transport and delivery systems that should be monitored to ensure trouble-free operation
- area of the web control system that should be adjusted to maintain correct web tension
- check needed when substrate is removed from the machine
- maintaining production processes
- OHS factors that must be considered when operating and monitoring the production process
- basic criteria for assessing finished product
- adjustments that can be made to the machine to correct TWO different production or quality problems
- shutdown procedures
- areas of the machine that are modified during shutdown
- areas of the machine that should be checked for possible repair
- details that should be included when labelling unused ink

**REQUIRED SKILLS AND KNOWLEDGE**

- cleaning and washing machine
- OHS considerations when washing up a machine
- ineffective wash-up affect on the following production run

## Evidence Guide

<b>EVIDENCE GUIDE</b>	
<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>	
<b>Overview of assessment</b>	
<b>Critical aspects for assessment and evidence required to demonstrate competency in this unit</b>	<p>Evidence of the ability to:</p> <ul style="list-style-type: none"> <li>operating and monitoring machines according to job and enterprise requirements</li> <li>demonstrate all safety devices on the machine</li> <li>under the supervision of, or in conjunction with a worker with the appropriate skills, operate, monitor and shut down and clean any ONE machine according to manufacturer's specifications and the listed Performance Criteria</li> <li>evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.</li> </ul>
<b>Context of and specific resources for assessment</b>	<p>Assessment must ensure:</p> <ul style="list-style-type: none"> <li>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</li> <li>a printing or converting machine in a production environment.</li> </ul>
<b>Method of assessment</b>	<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"> <li>direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.</li> </ul>
<b>Guidance information for assessment</b>	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>



## Range Statement

<b>RANGE STATEMENT</b>	
<p>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.</p>	
<b><i>Machines</i></b> may include:	<ul style="list-style-type: none"> <li>range of printing, converting, binding, corrugating, laminating, coating processes. Also minor processes including in-line auto packers, down stackers, or stackers, pile turners and wrappers on dedicated machines.</li> </ul>
<b><i>Product</i></b> may include:	<ul style="list-style-type: none"> <li>all substrates and paper or plastic converting products.</li> </ul>
<b><i>Enterprise procedures</i></b> may include:	<ul style="list-style-type: none"> <li>range of enterprise procedures within defined work area.</li> </ul>

## Unit Sector(s)

<b>Unit sector</b>	
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## Competency field

<b>Competency field</b>	Support
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## Co-requisite units

<b>Co-requisite units</b>		