



Australian Government

ICPCBF221 Set up and produce basic guillotined product

Release: 1

ICPCBF221 Set up and produce basic guillotined product

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 perform basic manual guillotining, including preparing machinery, inspecting results and rectifying production issues.

It applies to individuals who work under direct supervision, who are responsible for operating and monitoring equipment and machinery.

Note: Knife installation is part of ICPCBF321 Set up and produce complex guillotined product.

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

1. Prepare 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 1.4 Grip and lay edges of sheet are identified
2. Check knife sharpness	2.1 Knives are checked for appropriate sharpness 2.2 Dull knives are reported and arrangements made for them to be changed 2.3 Cutting sticks are replaced where necessary
3. Set up machine for basic guillotining	3.1 Guillotine is manually set up and adjusted according to job specifications

	3.2 Clamping pressures are set up and adjusted according to job specifications
4. Conduct simple cut process	4.1 Material to be used for sample is organised correctly 4.2 Machine is set up and operated to produce a specified sample according to work health and safety (WHS) requirements, manufacturer's specifications and enterprise procedures
5. Organise sample inspection and/or testing	5.1 Sample is visually inspected and/or tested or laboratory testing is organised according to enterprise procedures 5.2 Results are interpreted to determine adjustment requirements 5.3 Adjustment changes are carried out according to product and machine specifications
6. Maintain basic guillotining process	6.1 Knife and cutting stick condition is monitored and adjusted to ensure product quality meets the approved sample standard 6.2 Cutting pressures are monitored and adjusted to ensure product quality meets the approved sample standard 6.3 Registration of knives is monitored and adjusted to ensure product quality meets the approved sample standard
7. Maintain production process	7.1 Production process is operated in association with fellow workers and according to enterprise procedures and planned daily schedule 7.2 Production is maintained according to WHS requirements, manufacturer's specifications and enterprise procedures 7.3 Manual and/or automatic control is used according to job specifications 7.4 Performance is monitored and verified using the process control system according to enterprise procedures 7.5 Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention 7.6 Process adjustments to eliminate problems are reported according to enterprise procedures 7.7 Faulty performance of equipment is identified and reported according to enterprise procedures 7.8 Waste is sorted according to enterprise procedures
8. Identify and rectify problems and faults	8.1 Problems in guillotining machine operation are identified and reported according to enterprise procedures 8.2 Adjustments or corrections are carried out according to specified procedures and are consistent with operator's skill level

	8.3 Guillotining machine operation is checked to ensure correct operation
9. Conduct shutdown of production process	9.1 Correct shutdown sequence is followed according to manufacturer's specifications and enterprise procedures 9.2 Shutdown is conducted in association with fellow workers and in compliance with WHS requirements 9.3 Substrate waste is removed from operating area and recycled or disposed of, where required, according to regulatory requirements and enterprise procedures 9.4 Machine faults requiring repair are identified and reported to designated person according to enterprise procedures 9.5 Repair/adjustment is verified prior to resumption of operations
10. Clean guillotining machine at end of run	10.1 Knives are replaced and cleaned ready for next run 10.2 Machine bed is cleaned ready for next run 10.3 Cutting units are disengaged and cleaned ready for next run 10.4 Production records or other documentation are accurately completed where required by 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	Performance Criteria	Description
Reading	1.1, 3.1, 3.2, 4.2, 5.3, 7.1-7.3, 9.1	Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications
Writing	2.2, 7.6, 7.7, 8.1, 9.4, 10.4	Records information relating to production and machinery problems and completes production reports and other relevant documentation in required format
Oral Communication	2.2, 7.1, 7.6, 7.7, 8.1, 9.2, 9.4	Uses appropriate language to adequately report discrepancies and listens for relevant information to confirm operations can resume
Navigate the World of work	1.1, 3.1, 3.2, 4.2, 5.1, 5.3, 6.1-6.3, 7.1-7.4, 7.6-7.8, 8.1, 8.2, 9.1-9.4,	- Recognises and follows all procedures for cleaning and maintenance of equipment, incorporating regulatory requirements and enterprise procedures - Takes personal responsibility for adherence to regulatory responsibilities relevant to own work

	10.1-10.4	context
Interact with others	2.2, 7.1, 7.6, 7.7, 8.1, 9.2, 9.4	- Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability - Follows accepted practices and protocols for reporting issues to supervisors
Get the work done	1.2-1.4, 2.1-2.3, 4.1, 5.1-5.3, 6.1-6.3, 7.1, 7.2, 7.4-7.8, 8.1-8.3, 9.1-9.5	- Determines priorities and sequences steps involved in clearly defined, familiar tasks, and identifies and assembles required resources - Recognises and anticipates an increasing range of familiar problems, their symptoms and causes; actively looking for early warning signs and implementing contingency plans

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF221 Set up and produce basic guillotined product	ICPCF221C Set up and produce basic guillotined product	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>

Assessment Requirements for ICPCBF221 Set up and produce basic guillotined product

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Performance Evidence

Evidence of the ability to:

- demonstrate all safety devices on the machine
- correctly set up (not including knife change) and produce TWO basic guillotined products (if possible, one large sheet and one small sheet) according to manufacturer's and job specifications and enterprise procedures.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify health and safety factors for:
 - setting up and operating the machine
 - checking and adjusting the machine
 - maintaining the production process
 - handling knife blades during the knife change operation
 - shutting down or cleaning the machine
- identify information concerning cutting that should be found in the job documentation or production control system
- identify factors that:
 - indicate a new blade is needed
 - indicate the need to replace a cutting stick
 - should be considered when setting up a guillotine for cutting
 - indicate the need for machine lubrication
- identify the difference between a sharp knife from a dull knife, and problems arising from continuously using a dull blade
- explain how correct clamping pressure is determined for a given job

- identify reporting procedures for when the machine malfunctions
- explain treatment/disposal of guillotine waste
- identify the part of the guillotine that should be checked if, after a cut:
 - top sheets are out-of-square
 - top sheets are creasing across the cut line
- identify where information is found regarding correct types and methods of lubrication
- list special operations that are essential when shutting down the machine
- identify quality aspects to consider in a completed cutting job and when checking against the sample
- list steps to take if the cutting result does not coincide with the sample
- identify machine manuals, safety and other documentation relevant to this task, where they are kept, and the information included in them.

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 and use of facilities, equipment and materials used to set up and produce a basic guillotined product.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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