



Australian Government

Assessment Requirements for ICPCBF223 Set up machine for cutting (trimming)

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 1.0.

Performance Evidence

Evidence of the ability to:

- correctly set up trimming machines according to job specifications and within the production timeframe on TWO occasions using different grammage or thickness of sections or books, and different size alterations (e.g. A4 to A5)
- demonstrate all safety devices on one of these machines:
 - 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.

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:

- explain information found on a job ticket or production control system
- identify work health and safety factors that must be considered when:
 - handling knife blades during the knife change operation
 - setting up transportation systems
 - setting up three-knife stacking systems
 - setting up the trimming unit
- explain how trimmer knives should be transported to and from the machine and the safety devices to use when replacing trimmer knives
- identify danger areas at the delivery end of the book trimming machine and machinery safeguards for setting up the trimmer

- list factors that indicate:
 - a new blade is needed
 - a cutting stick needs to be replaced
 - knives need to be replaced
- explain important elements to consider when moving knives to suit a different size book and when moving knives to suit maximum/minimum size
- list recommended knife angles for the trimming machine
- describe what can occur if a dull blade is used continuously
- explain differences between a sharp knife and a dull knife
- explain when belt timing readjustment is required
- identify what determines book transport speed, and adjustments required to ensure book is fast against book stops
- explain adjustments required when the book is:
 - out-of-square
 - scratched or scuffed
- explain how the batching device is activated
- identify problems expected in the delivery area of the machine
- explain how clamp pressure for each job is determined and the evidence that indicates clamp pressure is insufficient
- determine machine adjustments required to remove:
 - more offcut from the fore edge of the book
 - more offcut from the head and tail of the book
- explain how to correct these:
 - 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
- identify areas to check on the final job sample
- identify machine manuals, safety and other documentation relevant to this task, where they are kept, and 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 special purpose tools, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

Companion Volume implementation guides are found in VETNet -

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