



Australian Government

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.

Application

This unit describes the skills and knowledge required to set up 3- or 5-knife trimmers or spine trimmers, and may involve gathering (collating) and fastening.

It applies to individuals who work under direct supervision with some accountability for the quality of outcomes.

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

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
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

ELEMENT	PERFORMANCE CRITERIA
	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 work health and safety 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

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, 3.1-3.3, 4.1, 4.2, 5.1, 5.2, 6.2, 6.3, 6.5	Recognises and evaluates text to establish job requirements from information contained within relevant systems
Navigate the world of work	2.1, 2.2, 6.2, 6.3	Complies with legislative requirements and follows organisational policies and procedures relevant to own role
Get the work done	1.2, 1.3, 2.1, 3.1-3.3, 4.1, 4.2, 5.1-5.3, 6.1,	- Follows clearly defined instructions and sequencing, and monitors own progress on the task - Responds to predictable problems and implements

	6.2, 6.4, 6.5	standard or logical solutions
Reading	1.1, 3.1-3.3, 4.1, 4.2, 5.1, 5.2, 6.2, 6.3, 6.5	Recognises and evaluates text to establish job requirements from information contained within relevant systems
Navigate the world of work	2.1, 2.2, 6.2, 6.3	Complies with legislative requirements and follows organisational policies and procedures relevant to own role
Get the work done	1.2, 1.3, 2.1, 3.1-3.3, 4.1, 4.2, 5.1-5.3, 6.1, 6.2, 6.4, 6.5	- Follows clearly defined instructions and sequencing, and monitors own progress on the task - Responds to predictable problems and implements standard or logical solutions

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF223 Set up machine for cutting (trimming)	ICPCF223C Set up machine for cutting (trimming)	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 ICPCBF223 Set up machine for cutting (trimming)

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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.

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