



Australian Government

ICPCBF2620 Produce basic adhesive, mechanical or thermal fastened product

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 4.0.

Application

This unit describes the skills and knowledge required to produce basic adhesive, mechanical or thermal fastened product, monitor and adjust machinery, maintain transportation of the substrate, identify and rectify faults, and clean and shut down equipment.

It applies to individuals in the printing and graphic arts industry who produce basic adhesive, mechanical or thermal fastened product to meet production requirements. They generally work under direct supervision.

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. Maintain sheet delivery system	1.1 Monitor and adjust feeder and delivery systems to maintain continuous feeding to machine 1.2 Monitor and adjust sheet pick-up and transport system to maintain continuous sheet handling and operations 1.3 Monitor and adjust transfer systems to maintain continuous sheet handling and operation 1.4 Add substrate to process according to job specifications
2. Maintain production	2.1 Monitor and adjust registration of fastening to maintain product

ELEMENT	PERFORMANCE CRITERIA
process	quality according to approved sample standard 2.2 Monitor and adjust identified system to maintain product quality according to approved sample standard 2.3 Monitor and adjust basic in-line printing, converting, binding and finishing processes to maintain product quality according to approved sample standard 2.4 Use machine control according to job specifications 2.5 Monitor and verify performance using the process control system according to enterprise procedures
3. Identify and rectify problems and faults	3.1 Identify and report problems in machines according to enterprise procedures 3.2 Carry out adjustments and corrections according to specified procedures and within scope of own role 3.3 Machine faults requiring repair are identified and reported to designated person according to enterprise procedures 3.4 Verify repairs and adjustments prior to resumption of operations
4. Conduct shutdown of production process	4.1 Follow shutdown sequence is followed according to manufacturer specifications and enterprise procedures 4.2 Remove substrate waste from operating area and recycle and dispose of, where required, according to regulatory requirements and enterprise procedures 4.3 Disengage and clean mechanical fastening unit ready for next run 4.4 Disengage and clean thermal fastening ready for next run 4.5 Wash glue system ready for next run 4.6 Clean in-line printing, converting, binding and finishing units ready for next run 4.7 Disengage and clean transportation and delivery systems ready for next run 4.8 Complete production records and other documentation according to 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	Description
Reading	Identifies and interprets text to establish job requirements from information contained within relevant procedures and specifications
Writing	Enters routine data associated with production processes and enterprise procedures
Oral Communication	Speaks clearly using appropriate vocabulary, tone and pace to report faults and discrepancies to supervisors or discuss job requirements with colleagues
Self-management	Complies with regulatory requirements and follows organisational procedures relevant to own role, particularly with regard to safe operation of machinery and equipment
Teamwork	- 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
Planning and organising	Takes responsibility for identifying ways of sequencing and combining elements for greater efficiency
Problem solving	Recognises and anticipates an increasing range of familiar problems, their symptoms and causes; actively looking for early warning signs and implementing contingency plans
Technology	Follows routine procedures for using digital technology by reading data from electronic monitoring and control systems

Range of Conditions

This section specifies different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included. It is restricted to essential operating conditions and any other variables essential to the work environment.

Monitoring and adjusting identified system must include either:	- Monitoring and adjusting wire straightness, length, cut-off and clinching pressures OR - Monitoring and adjusting adhesion
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	OR • Monitoring and adjusting power current and dwell time.
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Unit Mapping Information

Supersedes and is equivalent to ICPCBF262 Produce basic adhesive, mechanical or thermal fastened product.

Links

Companion Volume Implementation Guide is found on VETNet -

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

Assessment Requirements for ICPCBF2620 Produce basic adhesive, mechanical or thermal fastened product

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Performance Evidence

The candidate must demonstrate the ability to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including evidence of the ability to:

- on two occasions, produce adhesive OR mechanical OR thermal fastened products, using different weights and sizes of substrate, according to manufacturer and job specifications, enterprise procedures, production timeframes, quality standards and listed performance criteria.

In the course of the above the candidate must:

- operate production process in association with fellow workers and according to enterprise procedures and planned daily schedule
- follow work health and safety (WHS) requirements
- anticipate production difficulties and take preventive action to prevent occurrence.

Knowledge Evidence

The candidate must be able to demonstrate knowledge to complete the tasks outlined in the elements, performance criteria and foundation skills of this unit, including knowledge of:

- manufacturer specifications, enterprise procedures, and work health and safety (WHS) requirements for:
 - operating sheet-fed transportation and delivery systems
 - using hot melt adhesive
 - readjusting the machine
 - shutting down and cleaning the machine
- areas of the equipment and system requiring continuous monitoring and cleaning
- checks needed for substrate removal from the machine
- safety clothing required when operating adhesive binders
- sectors of the production process requiring observation and continuous operation
- situations where the machine requires adjustment and production alterations
- adjustment of the adhesive application on the adhesive binder

- the process of straightening wire in the wire feed on the wire stitcher
- factors in unsuccessful welding for a high-frequency welder
- materials to clean from the machine and cleaning procedures for surface rust (condensation)
- quality aspects to consider in the different types of completed jobs
- regulations and enterprise procedures for waste management
- manufacturer manuals, enterprise procedures and work health and safety documentation, including their location and purpose.

Assessment Conditions

Skills in this unit must be demonstrated in a workplace or simulated environment where the conditions are typical of those in a working environment in this industry.

This includes access to:

- special purpose tools, equipment and materials.
- Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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