



Australian Government

ICPCBF262 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 1.0.

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 correctly clean and shut down equipment.

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 Feeder and delivery systems are monitored and adjusted to ensure continuous and efficient feeding to machine 1.2 Sheet pick-up and transport system is monitored and adjusted to ensure accurate and continuous sheet handling and efficient operations 1.3 Transfer systems are monitored and adjusted to ensure correct and continuous sheet handling and efficient operation 1.4 Substrate is added to process according to job specifications
2. Maintain basic adhesive/mechanical/thermal fastening process	2.1 Registration of fastening is monitored and adjusted to ensure product quality meets the approved sample standard 2.2 Wire straightness, length, cut-off and clinching pressures are monitored and adjusted to ensure product quality meets the

ELEMENT	PERFORMANCE CRITERIA
	approved sample standard OR 2.3 Adhesion is monitored and adjusted to ensure product quality meets the approved sample standard OR 2.4 Power current and dwell time is monitored and adjusted to ensure product quality meets the approved sample standard adjusted according to job specifications
3. Maintain production process	3.1 Basic in-line printing/converting/binding/finishing process(es) are monitored and adjusted to ensure product quality meets the approved sample standard 3.2 Production process is operated in association with fellow workers and according to enterprise procedures and planned daily schedule 3.3 Production is maintained according to work health and safety requirements, manufacturer's specifications and enterprise procedures 3.4 Manual and/or automatic control is used according to job specifications 3.5 Performance is monitored and verified using the process control system according to enterprise procedures 3.6 Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention 3.7 Process adjustments to eliminate problems are reported according to enterprise procedures 3.8 Waste is sorted according to enterprise procedures
4. Identify and rectify problems and faults	4.1 Problems in adhesive/mechanical/thermal fastening machine are identified and reported according to enterprise procedures 4.2 Adjustments or corrections are carried out according to specified procedures, and are consistent with operator's skill level 4.3 Adhesive/mechanical/thermal fastening machine operation is checked to ensure correct operation 4.4 Faulty performance of equipment is identified and reported according to enterprise procedures 4.5 Machine faults requiring repair are identified and reported to designated person according to enterprise procedures 4.6 Repair/adjustment is verified prior to resumption of operations

ELEMENT	PERFORMANCE CRITERIA
5. Conduct shutdown of production process	5.1 Correct shutdown sequence is followed according to manufacturer's specifications and enterprise procedures 5.2 Shutdown is conducted in association with fellow workers and in compliance with Work Health and Safety (WHS) requirements 5.3 Substrate waste is removed from operating area and recycled or disposed of, where required, according to regulatory requirements and enterprise procedures
6. Clean machine at end of run	6.1 Mechanical fastening unit is disengaged and cleaned ready for next run 6.2 Thermal fastening unit is disengaged and cleaned ready for next run 6.3 Glue system is washed up ready for next run, and liquid waste is disposed of according to regulatory requirements and enterprise procedures 6.4 In-line printing/converting/binding/finishing units are cleaned ready for next run 6.5 Transportation and delivery systems are disengaged and cleaned ready for next run 6.6 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	1.4, 2.4, 3.3, 3.4, 5.1	Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications
Writing	3.7, 4.1, 4.4, 6.6	Enters routine data associated with production processes and enterprise procedures
Oral Communication	3.2, 3.7, 4.1, 4.4, 4.5, 5.2	Speaks clearly using appropriate vocabulary, tone and pace to report faults and discrepancies to supervisors or discuss job requirements with colleagues
Navigate the	2.1-2.4, 3.1-3.3, 3.5,	Complies with legislative requirements and follows

world of work	3.7, 3.8, 4.1-4.5, 5.1-5.3, 6.1-6.6	organisational policies and procedures relevant to own role, particularly with regard to safe operation of machinery and equipment
Interact with others	3.2, 3.7, 4.1, 4.4, 4.5, 5.2	- 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	1.1-1.4, 2.1-2.4, 3.1-3.8, 4.1-4.4, 4.6, 5.1, 5.3	- Takes responsibility for planning and organising own workload, identifying ways of sequencing and combining elements for greater efficiency - Recognises and anticipates an increasing range of familiar problems, their symptoms and causes; actively looking for early warning signs and implementing contingency plans - Follows routine procedures for using digital technology by reading data from electronic monitoring and control systems

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF262 Produce basic adhesive, mechanical or thermal fastened product	ICPCF262C Produce basic adhesive, mechanical or thermal fastened 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 ICPCBF262 Produce basic adhesive, mechanical or thermal fastened product

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Performance Evidence

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's and job specifications, enterprise procedures, production timeframes, quality standards and listed performance criteria.

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 work health and safety (WHS) factors for:
 - operating sheet-fed transportation and delivery systems
 - using hot melt adhesive
 - readjusting the machine, and prior to any adjustments
 - shutting down and cleaning the machine
- identify areas of the:
 - sheet-fed feeder to monitor to ensure trouble-free operation
 - delivery system to observe to maintain tension
 - delivery system to observe to prevent damage to the finished product
 - in-line process to monitor to ensure product quality
 - machine that need regular cleaning
- list checks needed when substrate is removed from the machine
- list safety clothing available for use when operating adhesive binders
- determine sectors to observe to ensure the production process is trouble-free and continuous

- explain when the machine needs to be adjusted and production alterations are needed to meet client requirements
- explain adjustment of the adhesive application on the adhesive binder
- explain straightening wire in the wire feed on the wire stitcher
- identify possible reasons for unsuccessful welding for a high-frequency welder
- list materials to clean from the machine and how to keep the machine clear of surface rust (condensation)
- determine quality aspects to consider in a completed:
 - adhesive bound job
 - high-frequency welded job
 - wire stitched job
- 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 special purpose tools, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

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