



Australian Government

ICPCBF3210 Set up and produce complex guillotined 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 complete complex guillotining, including knife changing and involving programmable guillotines and/or complex cutting sequences.

It applies to individuals who prepare material, monitor and run equipment and machinery, and apply solutions to a defined range of unpredictable problems. They may also provide leadership and guidance to others with some limited responsibility for the output of others.

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 job	1.1 Identify job specifications 1.2 Set up required printing machinery according to manufacturer specifications and work health and safety (WHS) requirements 1.3 Confirm availability of all job components 1.4 Identify grip and lay edges of sheet 1.5 Check knife sharpness, report and remove dull knives according to enterprise procedures and replace cutting sticks as required
2. Set up machine for	2.1 Set up and adjust guillotine

ELEMENT	PERFORMANCE CRITERIA
guillotining	2.2 Set and adjust clamping pressures according to job specifications
3. Conduct sample cut	3.1 Operate machine according to manufacturer specifications and enterprise procedures to produce specified sample 3.2 Inspect and test proof as required according to enterprise procedures 3.3 Interpret results and make adjustments according to product and machine specifications as required
4. Maintain guillotining process	4.1 Observe and adjust knife and cutting stick 4.2 Monitor and adjust cutting pressures and confirm product quality meets the approved sample standard 4.3 Check and adjust registration of knives and confirm product quality meets the approved sample standard
5. Maintain operation of production process	5.1 Use machine controls as required 5.2 Monitor and verify performance using the process control system 5.3 Report process adjustments to eliminate problems
6. Identify and rectify problems and faults	6.1 Identify and report problems in guillotining machine operation 6.2 Carry out adjustments and corrections as required according to manufacturer specifications and within scope of own role 6.3 Identify machine faults requiring repair and report to designated person according to enterprise procedures 6.4 Verify repairs and adjustments prior to resumption of operations
7. Conduct shutdown of production process	7.1 Follow shutdown sequence according to manufacturer specifications 7.2 Remove substrate waste from operating area and recycle and dispose of, as required, according to Environmental Protection Authority (EPA) regulatory requirements 7.3 Clean and disengage guillotining machine according to manufacturer specifications and 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
Writing	Records information relating to production and machinery problems and completes production reports
Self-management	- Identifies and follows all procedures for cleaning and maintenance of equipment, incorporating regulatory requirements and enterprise procedures - Identifies roles and responsibilities for task and makes basic decisions on work completion parameters - Takes personal responsibility for adherence to regulatory responsibilities relevant to own work context
Teamwork	- Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability - Identifies what to communicate, with whom and how, in routine work situations
Planning and organising	Determines priorities and sequences steps involved in clearly defined, familiar tasks and identifies and assembles required resources
Problem solving	Identifies 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

Supersedes and is equivalent to ICPCBF321 Set up and produce complex guillotined 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 ICPCBF3210 Set up and produce complex guillotined 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:

- set up, including knife change, and produce three complex guillotined products, with three different substrates using an electronic guillotine, according to manufacturer and job specifications and enterprise procedures.

In the course of the above the candidate must:

- operate in association with fellow workers and according to planned daily schedule
- maintain production according to work health and safety (WHS) requirements, manufacturer specifications and enterprise procedures
- demonstrate all safety devices on the machine
- anticipate production difficulties and take 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:

- enterprise procedures, manufacturer specifications, and WHS requirements for:
 - handling knife blades during the knife change operation
 - setting up, cleaning and operating the guillotine
 - checking and adjusting the machine
 - maintaining the production process
 - shutting down and cleaning the machine
 - waste handling and disposal
- job documentation or production control system, and the required information it contains
- common trade terms used in documentation for complex cutting or guillotine knife change operations
- factors that must be considered when planning a cutting sequence
- key items to check and their adjustment procedures, such as:

- machine problem areas and adjustment parameters
- clamp plate removal and machine adjustments
- job quality criteria against client sample (including cutting result) and steps to take if the result does not coincide
- problems that arise if:
 - a dull blade is used or the cutting stick is not replaced regularly
 - the automatic knife is activated
 - lay or grip edges on sheets are not recognised
- procedures for:
 - selecting and adjusting clamping pressure for a job
 - completing jobs with undersize requirements for machine
 - reporting machine malfunctions
 - waste handling and disposal from the guillotine area
 - ‘packing-up’ the clamp of a guillotine
 - ensuring key features of production control system are followed
- key attributes required in a knife, including angles and forces acting on them
- guillotines, their components, key features and common issues
- indicators blade or cutting stick replacement is required, and information to record
- circumstances requiring a knife with a double angle
- clamp pressure required for different paper types and common clamping issues
- size range of sheets that can be processed on machine
- key factors differentiating ‘work and turn’, ‘work and twist’, ‘work and tumble’ and ‘work and back’ jobs
- types of jobs unsuitable for automatic cutting
- trimming requirements of multi-section books or magazines with bulky spines
- lay and gripper edges on sheets, and methods for identifying them if not marked
- reasons why:
 - the guillotine knife will not operate when the machine is turned on
 - a book block may be cut out-of-square
 - the program does not work after it has been entered into the machine
- parts of the guillotine to check after a cut, if top sheets are:
 - longer or shorter than the bottom sheets
 - out-of-square
 - creasing along the cut line
- indicators that machine lubrication is necessary, and required lubrication types and methods
- quality criteria in a completed cutting job, areas of the finished product to inspect and any production alterations required
- manufacturer manuals, enterprise procedures and work health and safety documentation, including their location and purpose.

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
- an electronic guillotine.

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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