



Australian Government

ICPCBF321 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 1.0.

Application

This unit describes the skills and knowledge required to complete complex guillotining (including knife changing) involving programmable guillotines and/or complex cutting sequences.

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 Job specifications are read and interpreted from job documentation or production control system 1.2 Set-up is planned and carried out correctly in minimum time with minimum wastage 1.3 Availability of all job related components is checked 1.4 Grip and lay edges of sheet are identified
2. Install and replace cutting knives into machine	2.1 Appropriate knives are selected and safely secured to machine 2.2 Dull knives are removed and bolted securely to protective board 2.3 Cutting sticks are replaced when necessary
3. Set up machine for	3.1 Guillotine is set up and adjusted according to job specifications

ELEMENT	PERFORMANCE CRITERIA
guillotining	3.2 Clamping pressures are set up and adjusted according to job specifications
4. Conduct sample cut	4.1 Material to be used for sample is organised correctly 4.2 Machine is set up and operated to produce a specified sample according to work health and safety (WHS) requirements, manufacturer's specifications and enterprise procedures 4.3 Sample is visually inspected and/or tested or laboratory testing is organised according to enterprise procedures 4.4 Results are interpreted to determine adjustment requirements 4.5 Adjustments are carried out according to product and machine specifications
5. Maintain guillotining process	5.1 Knife and cutting stick condition is monitored and adjusted to ensure product quality meets the approved sample standard 5.2 Cutting pressures are monitored and adjusted to ensure product quality meets the approved sample standard 5.3 Registration of knives is monitored and adjusted to ensure product quality meets the approved sample standard
6. Maintain operation of production process	6.1 Production process is operated in association with fellow workers and according to enterprise procedures and planned daily schedule 6.2 Production is maintained according to WHS requirements, manufacturer's specifications and enterprise procedures 6.3 Manual and/or automatic control is used according to job specifications 6.4 Performance is monitored and verified using the process control system according to enterprise procedures 6.5 Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention 6.6 Process adjustments to eliminate problems are reported according to enterprise procedures 6.7 Faulty performance of equipment is identified and reported according to enterprise procedures 6.8 Waste is sorted according to enterprise procedures
7. Identify and rectify problems and faults	7.1 Problems in guillotining machine operation are identified and reported according to enterprise procedures 7.2 Adjustments or corrections are carried out according to

ELEMENT	PERFORMANCE CRITERIA
	specified procedures and are consistent with operator's skill level 7.3 Guillotining machine operation is checked to ensure correct operation
8. Conduct shutdown of production process	8.1 Correct shutdown sequence is followed according to manufacturer's specifications and enterprise procedures 8.2 Shutdown is conducted in association with fellow workers and in compliance WHS requirements 8.3 Substrate waste is removed from operating area and recycled or disposed of, where required, according to regulatory requirements and enterprise procedures 8.4 Machine faults requiring repair are identified and reported to designated person according to enterprise procedures 8.5 Repair/adjustment is verified prior to resumption of operations
9. Clean guillotining machine at end of run	9.1 Knife and machine bed are cleaned ready for next run 9.2 Cutting machine is disengaged and cleaned ready for next run 9.3 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	1.1, 3.1, 3.2, 4.2, 4.5, 6.2, 6.3, 8.1, 9.3	Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications
Writing	6.6, 6.7, 7.1, 8.4	Records information relating to production and machinery problems and completes production reports and other relevant documentation
Oral Communication	6.1, 6.6, 6.7, 8.2, 8.4	- Uses appropriate language to adequately report discrepancies and faults to designated person - Participates effectively in spoken interactions to confirm or clarify requirements
Navigate the	2.1-2.3, 4.2, 4.3,	Recognises and follows all procedures for cleaning and maintenance of equipment, incorporating regulatory

world of work	5.1-5.3, 6.1, 6.2, 6.4, 6.6-6.8, 7.1-7.3, 8.1-8.4, 9.3	requirements and enterprise procedures - Understands 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
Interact with others	6.1, 6.6, 6.7, 8.2, 8.4	- Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability - Understands what to communicate, with whom and how, in routine work situations
Get the work done	1.1-1.4, 2.1-2.3, 3.1, 3.2, 4.1-4.5, 5.1-5.3, 6.1-6.5, 6.7, 6.8, 7.1-7.3, 8.1-8.5	- Determines priorities and sequences steps involved in clearly defined, familiar tasks and identifies and assembles required resources - Recognises 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

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF321 Set up and produce complex guillotined product	ICPCF321C Set up and produce complex guillotined 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 ICPCBF321 Set up and produce complex guillotined product

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Performance Evidence

Evidence of the ability to:

- correctly set up (including knife change) and produce THREE complex guillotined products (with three different substrates eg paper, strawboard, plastic, book cloth, and both large and small sheets) using a semi-automated or automated electronic guillotine, and setting a complex cutting program according to manufacturer's and job specifications, enterprise procedures and listed performance criteria
- demonstrate all safety devices on the machine
- demonstrate use of computerised control, monitoring and data entry systems if available and appropriate.

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:
 - handling knife blades during the knife change operation
 - setting up and operating the guillotine for a complex cutting job
 - checking and adjusting the machine
 - maintaining the production process
 - shutting down and/or cleaning the machine
- determine information concerning cutting found in the job documentation or production control system, and how to interpret this information to ensure smooth workflow throughout the factory
- explain SIX trade terms that may be used in the documentation for complex cutting or guillotine knife change operations
- determine elements that must be considered when planning a cutting sequence

- identify recommended knife angles for general cutting and the result if the:
 - knife angle is less than 19 degrees
 - knife angle is more than 24 degrees
- explain the use of a double bevel on a guillotine knife
- list factors that indicate a new blade is needed, and the result if a dull blade is used continuously
- explain the difference between a sharp knife and a dull knife, and the information to record when a dull knife is replaced
- explain when to replace a cutting stick, and the result of not replacing the cutting stick regularly
- determine when a knife with a double angle is required
- determine forces acting on a guillotine knife
- list requirements to choose, and adjust the correct clamping pressure for a given job, and explain the result of the clamp pressure not being appropriate for the stock
- identify clamp pressure recommended for:
 - NCR paper
 - 80gsm offset paper
 - 2400um strawboard
- identify the largest and smallest size sheets that can be processed on this machine and the procedures used to complete undersize requirements
- determine how to recognise a:
 - ‘work and turn’ job
 - ‘work and twist’ job
 - ‘work and tumble’ job
 - ‘work and back’ job
- list problems that can occur when activating the automatic knife, and types of jobs unsuitable for automatic cutting
- explain requirements of trimming multi-section books or magazines with bulky spines
- determine machine adjustment parameters and the setting that may need to be altered after checks have been made
- list FIVE methods for identifying a lay and gripper edge if not marked
- identify reporting procedures if the machine malfunctions
- explain treatment/disposal of waste from the guillotine area
- list ways to mark lay and gripper edges on sheets, and the result if the lay and grip edges are not recognised
- determine need to build-up the clamp of a guillotine, and how to ‘pack-up’ the clamp of a guillotine
- identify why:
 - the guillotine knife will not operate when the machine is turned on
 - a book block may be cut out-of-square
 - the program not working after it has been entered into the machine
- identify parts of the guillotine to check if, after a cut, top sheets are:
 - longer than the bottom sheets

- shorter than the bottom sheets
- out-of-square
- creasing along the cut line
- list checks necessary when the clamp plate is removed and the machine adjusted
- explain factors that indicate a need for machine lubrication, and the correct types and methods of lubrication
- determine special operations essential when shutting down the machine
- identify maintenance procedures to keep the machine in good condition and order, and methods to rid the machine of waste
- list recommended cleaning agents to use on the guillotine
- identify quality aspects to consider in a completed cutting job
- list steps to ensure important features of the production control system are followed
- determine items to check against the client sample (including the cutting result) and the steps required if the result does not coincide with the sample produced
- determine areas of the finished product to inspect, and any production alterations required to meet client requirements
- 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 relevant facilities, equipment and materials.

Assessors must satisfy NVR/AQTF assessor requirements.

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