



Australian Government

ICPCBF327 Set up machine for complex rotary die cutting or embossing

Release: 1

ICPCBF327 Set up machine for complex rotary die cutting or embossing

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 a machine for complex rotary die cutting or embossing.

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 planned and carried out correctly in minimum time with minimum wastage 1.3 Availability of all job related components is checked
2. Mount rotary cutting or embossing devices	2.1 Cutting devices or dies are correctly mounted to die 2.2 Cutting devices or dies are registered and proofed on die cylinder 2.3 Appropriate cutting devices or dies are selected and secured to machine according to job specifications
3. Set up delivery systems	3.1 Delivery systems are set up and adjusted according to job

ELEMENT	PERFORMANCE CRITERIA
	specifications 3.2 Substrate is removed according to job specifications
4. Set up machine for basic rotary cutting	4.1 Rotary cutting devices are set up and adjusted according to job specifications 4.2 Cutting pressures are set up and adjusted according to job specifications 4.3 Counter knives/anvils are set in correct position
5. Set up in-line units	5.1 Minor in-line printing/converting/binding units are set up for basic processes and adjusted according to machine requirements and job specifications 5.2 Assistance is given in set-up of major in-line printing/converting/binding units
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 (WHS) 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 Adjustments 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, 4.1, 4.2, 6.5	Recognises and interprets text to establish job requirements from information in relevant procedures and specifications
Oral Communication	5.2	Participates effectively in spoken interactions to confirm or clarify understanding
Navigate the	6.2, 6.3	Recognises and follows legislative requirements and

world of work		organisational policies and procedures relevant to own role
Interact with others	5.2	Cooperates with others as part of familiar routine activities, and contributes to specific activities requiring joint responsibility and accountability
Get the work done	1.1-1.3, 2.1-2.3, 3.1, 3.2, 4.1-4.3, 5.1, 6.1-6.5	- Determines priorities and sequences steps involved in clearly defined, familiar tasks - Implements actions as per instructions, making slight adjustments if necessary - Plans, identifies and assembles resources required to complete tasks - 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.

Delivery systems MUST include EITHER:	- reel systems OR - sheet systems.
Setting up and adjusting MUST include EITHER:	- unwind and rewind reels - web control system - folder and sheeter OR - feeder and delivery systems - sheet pick-up and transportation systems - transfer systems.

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status

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ICPCBF327 Set up machine for complex rotary die cutting or embossing	ICPCF327C Prepare for cutting forme and stripper making	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 ICPCBF327 Set up machine for complex rotary die cutting or embossing

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Performance Evidence

Evidence of the ability to:

- correctly set up machine for EITHER rotary die cutting OR embossing; for either process, set up TWO complex jobs (including in-line processes) with different substrates, sizes and patterns according to manufacturer's and job specifications, enterprise procedures and listed performance criteria, within the production timeframe
- demonstrate all safety devices on the machine.

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 factors that must be considered when either:
 - setting up and/or operating sheet transport and delivery systems
 - setting up and adjusting rotary cutting devices

OR

- setting up reel delivery systems
- determine information concerning rotary die cutting or embossing found in the job documentation or production control system, and interpret this information to ensure smooth workflow throughout the factory
- determine factors to consider when deciding on a cutting system
- explain checks for when cutting devices are mounted on a cylinder
- identify methods used for registering and proofing cutting devices
- explain checks for when cutting devices are attached to the machine
- list criteria that determines selection of particular cutting devices
- list steps to ensure the delivery system operates effectively
- identify important areas or sections of the feeder unit set up

- identify areas of the delivery system to observe to maintain neat delivery of finished work and prevent damage to the finished product
- list necessary checks when substrate is removed from the machine
- list ways the finished product can be secured for despatch
- explain machine pressure and machine cutting depths
- explain adjusting lays for registration, what to check, and when it is done
- identify problems that occur if counter knives/anvils are incorrectly set
- determine the largest/smallest size sheet that can be processed on this machine
- list necessary checks to ensure suitability of in-line process
- determine details of the completed sample to examine to ensure conformance with the client requirements
- list common faults that can occur with the rotary cutting process
- determine factors that indicate a need for replacement of knives/blades/cutting edges
- explain how cutting edges and counter knives (anvils) should be stored to guard against damage and deterioration
- identify machine manuals, safety and other documentation relevant to this task, where they are kept, and the information included in them

For Reel Systems Only

- list adjustments required to the:
 - unwind reel to suit various jobs
 - sheeter during production
 - folder during production
 - rewind wheel during production
- identify important areas to consider during webbing procedures
- determine important areas of the reel delivery system to adjust according to job specifications

For Sheet Systems Only

- list adjustments:
 - required to the sheeter during production
 - that can be made to the machine to facilitate accurate sheet pick-up and transportation.

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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