



Australian Government

ICPCBF361 Set up machine for complex adhesive, mechanical or sewn fastening

Release: 1

ICPCBF361 Set up machine for complex adhesive, mechanical or sewn fastening

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 adhesive, mechanical or sewn fastening. Some equipment may also involve cutting, trimming, folding and/or gathering (collating), which may be assessed at the same time.

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. Set up sheet/section system	2.1 Feeder and delivery systems are set up and adjusted according to job specifications 2.2 Sheet/section pick-up and transportation system is set up and adjusted according to job specifications 2.3 Transfer systems are set up and adjusted according to job specifications

ELEMENT	PERFORMANCE CRITERIA
	2.4 Substrate is removed from the process according to job specifications 2.5 Sheet/section transfer and control system is set up and adjusted according to job specifications
3. Set up machine and in-line units	3.1 Fastening system is set up and adjusted according to job specifications 3.2 Minor in-line printing/converting/binding units are set up for basic processes and adjusted according to machine requirements and job specifications 3.3 Assistance is given in set-up of major in-line printing/converting/binding units
4. Conduct sample run	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 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

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, 2.1-2.5, 3.1, 3.2, 4.2, 4.5	Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications
Navigate the world of work	4.2, 4.3	Recognises and follows protocols and meets expectations associated with own role
Interact with others	3.3	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, 2.1-2.5, 3.1-3.3, 4.1-4.5	• 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

Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPCBF361 Set up machine for complex adhesive, mechanical or sewn fastening	ICPCF361C Set up machine for complex adhesive, mechanical or sewn fastening	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 ICPCBF361 Set up machine for complex adhesive, mechanical or sewn fastening

Modification History

Release	Comments
Release 1	This version first released with ICP Printing and Graphic Arts Training Package Version 1.0.

Performance Evidence

Evidence of the ability to:

- correctly set up machines for one complex process of adhesive, thermal, mechanical or section sewing
- set up (including replacing adhesive, thread, wire) TWO complex jobs using different sizes and weights of substrate according to manufacturer's and job specifications, enterprise procedures and listed performance criteria
- 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 for:
 - setting up the machine
 - setting up transportation systems
 - setting up fastening equipment on the machine
 - working with hot melt adhesives
 - readjusting the machine
- determine information concerning binding requirements found in the job documentation or production control system and how this information is interpreted to ensure smooth workflow throughout the factory
- explain elements to consider when planning a collated sample
- explain special delivery problems associated with adhesive machines and how to overcome these problems
- identify different section feeding systems
- explain how to monitor delivery systems present on the various machines

- explain ways completed work can be secured for dispatch
- determine the largest/smallest size sheet that can be processed on each machine
- list how the machine can be adapted to facilitate smaller/larger stock
- describe a job-correct binding technique
- describe methods of adhesive metering present on the machine
- explain the care required to ensure a neat and clean adhesive binding job
- list outcomes if sewing is not completed in the right position
- determine parts of the wire stitcher to adjust to process books of different thicknesses
- identify position of wire stitches on the book
- explain the difference between a staple and a wire stitch
- determine the appropriate wire calliper for a particular job
- list how the machine can be adapted to facilitate smaller/larger stock
- identify in-line units available for binding processes
- determine circumstances in which the machine needs to adjustment
- determine quality aspects to consider in the completed binding job
- list steps to ensure important features of the production control system are addressed
- 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.

Links

Companion Volume implementation guides are found in VETNet -

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