



Australian Government

ICPCBF3620 Produce complex adhesive, mechanical or sewn 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 4.0.

Application

This unit describes the skills and knowledge required to produce complex adhesive, mechanical or sewn fastened product, to monitor and adjust machinery, maintain transportation of the substrate, identify and rectify faults, and clean and shut down equipment.

It applies to individuals who work under direct supervision with limited responsibility in preparing materials and equipment and resolving issues to produce a finished product. 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. Maintain operation of transportation system	1.1 Monitor and adjust feeder according to work health and safety (WHS) requirements 1.2 Monitor and adjust sheet and section pick-up and transport system 1.3 Add substrate to the process according to job specifications
2. Maintain operation of delivery system	2.1 Monitor and adjust delivery system 2.2 Check and adjust wire straightness, length, cut-off and

ELEMENT	PERFORMANCE CRITERIA
	clinch pressures 2.3 Review and adjust adhesion, thread tension and stitch quality
3. Maintain production process	3.1 Monitor and adjust in-line processes 3.2 Use machine controls as required 3.3 Review and verify performance using the process control system 3.4 Report process adjustments to eliminate problems according to enterprise procedures
4. Identify and rectify problems and faults	4.1 Identify and report problems in machine operation according to enterprise procedures 4.2 Carry out adjustments or corrections according to specified procedures, and within scope of own role 4.3 Verify repairs and adjustments as required prior to resumption of operations
5. Conduct shutdown of production process	5.1 Follow shutdown sequence according to manufacturer specifications and enterprise procedures 5.2 Remove solid and liquid waste from operating area and recycle and dispose of, as required, according to regulatory requirements and enterprise procedures 5.3 Clean and disengage all required parts of machinery used in printing process 5.4 Complete required production records and enterprise documentation

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	Enters routine data associated with production processes and enterprise procedures
Self-management	- Identifies and follows explicit and implicit protocols and meets expectations associated with own role - Identifies and follows all procedures for cleaning and maintenance of equipment, incorporating regulatory requirements and enterprise

	procedures
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
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 ICPCBF362 Produce complex adhesive, mechanical or sewn fastened 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 ICPCBF3620 Produce complex adhesive, mechanical or sewn fastened 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:

- produce two complex jobs using different sizes and weights of substrate, each including adjustments in at least one of the following:
 - adhesive binding
 - high frequency welding
 - wire stitching

In the course of the above the candidate must:

- operate production process in association with fellow workers and according to enterprise procedures and planned daily schedule
- follow work health and safety (WHS) requirements, manufacturer specifications and enterprise procedures
- anticipate production difficulties and take preventive 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:

- WHS risks and requirements for:
 - operating sheet-fed transportation and delivery systems
 - maintaining and adjusting operation of the machine
 - using hot melt adhesive
 - cleaning the machine
 - waste removal
- areas of the sheet-fed feeder requiring continuous observation to meet job requirements
- parts of the sheet pick-up system to adjust to ensure continuous sheet feeding
- areas of the delivery system to observe to maintain tension and prevent damage to the finished product

- checks to make when substrate is removed from the machine
- list safety clothing available for use when operating adhesive binders
- optimal machine speed of production and the key factors affecting it
- sectors to observe to guarantee the production process is continuous and meets job requirements
- areas of the in-line process requiring continuous observation to ensure product quality
- circumstances that require the machine to be adjusted, slowed down or sped up
- methods for increasing spine milling on an adhesive binder
- steps taken to increase/decrease dwell time and current on a high frequency welder
- checks to make for a given machine's shutdown procedure
- the main reasons for a thorough shutdown of operations
- areas of the machine that need regular cleaning, the materials to be cleaned and required cleaning agents
- steps taken to keep the machine clear of surface rust (condensation)
- production records to be kept and the information they should contain
- quality criteria to be considered in a completed:
 - adhesive bound job
 - high frequency welded job
 - wire stitched job
- steps taken to ensure important features of the production control system are followed
- production alterations required to meet client requirements
- the items to check against the client sample
- the requirements for recycling waste
- 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
- adhesive, mechanical or sewn fastened machinery.

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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