



Australian Government

ICPCBF362 Produce complex adhesive, mechanical or sewn fastened product

Release: 1

ICPCBF362 Produce complex adhesive, mechanical or sewn fastened product

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 produce complex adhesive, mechanical or sewn fastened product, to monitor and adjust machinery, maintain transportation of the substrate, identify and rectify faults, and correctly clean and shut down equipment.

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 sheet/section transportation system	1.1 Feeder is monitored and adjusted to ensure continuous and efficient feeding to machine 1.2 Sheet/section pick-up and transport system is monitored and adjusted to ensure accurate and continuous sheet handling and efficient operation 1.3 Sheet/section transfer systems are monitored and adjusted to ensure correct and continuous sheet handling and efficient operation 1.4 Substrate is added to the process according to job

ELEMENT	PERFORMANCE CRITERIA
	specifications
2. Maintain operation of sheet/section delivery system	2.1 Delivery system is monitored and adjusted to ensure quality and efficient product delivery 2.2 Wire straightness, length, cut-off and clinching pressures are monitored and adjusted to ensure product quality meets the approved sample standard 2.3 Adhesion is monitored and adjusted to ensure product quality meets the approved sample standard 2.4 Thread tension and stitch quality are monitored and adjusted to ensure product quality meets the approved sample standard
3. Maintain production process	3.1 In-line printing/converting/binding/finishing processes are monitored and adjusted to ensure product quality meets the approved sample standard 3.2 Production process is operated in association with fellow workers and according to enterprise procedures and planned daily schedule 3.3 Production is maintained according to work health and safety (WHS) requirements, manufacturer's specifications and enterprise procedures 3.4 Manual and/or automatic control is used according to job specifications 3.5 Performance is monitored and verified using the process control system according to enterprise procedures 3.6 Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention 3.7 Waste is sorted according to enterprise procedures
4. Identify and rectify problems and faults	4.1 Problems in sewing fastening machine are identified and reported according to enterprise procedures 4.2 Adjustments or corrections are carried out according to specified procedures, and are consistent with operator's skill level 4.3 Sewing fastening machine operation is checked to ensure correct operation 4.4 Process adjustments to eliminate problems are reported according to enterprise procedures 4.5 Faulty performance of equipment is identified and reported according to enterprise procedures
5. Conduct shutdown of	5.1 Correct shutdown sequence is followed according to

ELEMENT	PERFORMANCE CRITERIA
production process	manufacturer's specifications and enterprise procedures 5.2 Shutdown is conducted in association with fellow workers and in compliance with WHS requirements 5.3 Substrate waste is removed from operating area and recycled or disposed of, where required, according to regulatory requirements and enterprise procedures 5.4 Machine faults requiring repair are identified and reported to designated person according to enterprise procedures 5.5 Repair/adjustment is verified prior to resumption of operations
6. Clean adhesive/mechanical/sewing fastening machine at end of run	6.1 Sewing unit is disengaged and cleaned ready for next run 6.2 Mechanical fastening unit is disengaged and cleaned ready for next run 6.3 Glue system is washed ready for next run and liquid waste is disposed of according to regulatory requirements and enterprise procedures 6.4 In-line printing/converting/binding/finishing units are cleaned ready for next run 6.5 Sheet feed, transport and delivery systems are disengaged and cleaned ready for next run 6.6 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	1.4, 3.3, 3.4, 5.1	Recognises and interprets text to establish job requirements from information contained within relevant procedures and specifications
Writing	4.1, 4.4, 4.5, 6.6	Enters routine data associated with production processes and enterprise procedures
Oral Communication	3.2, 4.1, 4.4, 4.5, 5.2, 5.4	- Speaks clearly using appropriate vocabulary, tone and pace to report faults and discrepancies - Participates effectively in spoken interactions to

		confirm or clarify requirements
Navigate the world of work	2.2-2.4, 3.1-3.3, 3.5, 3.7, 4.1, 4.2, 4.4, 4.5, 5.1-5.4, 6.1-6.5	- Recognises and follows explicit and implicit protocols and meets expectations associated with own role - Recognises and follows all procedures for cleaning and maintenance of equipment, incorporating regulatory requirements and enterprise procedures
Interact with others	3.2, 4.1, 4.4, 4.5, 5.2, 5.4	- 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	1.1-1.3, 2.1-2.4, 3.1-3.7, 4.1-4.5, 5.1-5.5, 6.6	- Determines priorities and sequences steps involved in clearly defined, familiar tasks - 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
ICPCBF362 Produce complex adhesive, mechanical or sewn fastened product	ICPCF362C Produce complex adhesive, mechanical or sewn fastened 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 ICPCBF362 Produce complex adhesive, mechanical or sewn fastened product

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:

- produce a complex fastened product in either adhesive, mechanical or section sewing
- produce TWO complex jobs using different sizes and weights of substrate according to manufacturer's and job specifications, enterprise procedures and listed performance criteria
- demonstrate adjustment of adhesive application on an adhesive binder
- demonstrate adjustment of wire length on a wire stitcher
- demonstrate straightening the wire in the wire feed on a wire stitcher.

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:
 - operating sheet-fed transportation and delivery systems
 - maintaining or adjusting operation of the machine
 - using hot melt adhesive
 - cleaning hot melt from the machine
- identify areas of the sheet-fed feeder to monitor to ensure trouble-free operation
- identify parts of the sheet pick-up system to adjust to ensure accurate and continuous sheet feeding
- identify areas of the delivery system to observe to maintain tension
- identify areas of the delivery system to observe to prevent damage to the finished product
- list checks to make when substrate is removed from the machine
- list safety clothing available for use when operating adhesive binders
- determine speed of production

- determine sectors to observe to guarantee the production process is trouble-free and continuous
- identify areas of the in-line process to monitor to ensure product quality
- explain circumstances that require the machine:
 - to be adjusted
 - to be slowed down
 - to be sped up
- determine how to achieve more spine milling on an adhesive binder
- explain how to increase/decrease dwell time on a high frequency welder
- explain how to increase/decrease current on a high frequency welder
- list checks to make when shutting down a given machine
- describe the main reasons for a thorough shutdown of operations
- identify areas of the machine that need regular cleaning, materials to be cleaned from the machine, and how to ensure the machine is kept clear of surface rust (condensation)
- list recommended cleaning agents
- identify production records to be kept or written up and the information that should be included in them
- determine quality aspects to be considered in a completed:
 - adhesive bound job
 - high frequency welded job
 - wire stitched job
- list steps to ensure important features of the production control system are followed
- determine production alterations required to meet client requirements
- list items to check against the client sample
- 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 facilities, equipment and materials used to produce adhesive, mechanical or sewn fastened products.

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>