



Australian Government

ICPCBF4100 Set up machine for complex carton folding and gluing

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 set up and adjust a machine for complex carton folding and gluing to maintain the production process.

It applies to individuals who have limited responsibility for preparation of materials and equipment according to job specifications and procedures and ensuring quality of output.

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 Identify job requirements 1.2 Set up required printing machinery according to manufacturer specifications and work health and safety (WHS) requirements 1.3 Set up and adjust carton blank transportation system
2. Set up machine for complex carton folding and gluing	2.1 Set up and adjust folding units 2.2 Prepare and adjust folding rollers, belts and rails as required 2.3 Set up and adjust gluing system
3. Set up carton systems	3.1 Set up and adjust delivery system

ELEMENT	PERFORMANCE CRITERIA
	3.2 Remove substrate from process according to job specifications 3.3 Establish and adjust carton transfer and control system
4. Conduct sample run	4.1 Operate machine according to manufacturer specifications and enterprise procedures to produce specified sample 4.2 Inspect and test proof as required according to enterprise procedures 4.3 Interpret results and make adjustments according to product and machine specifications as required

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Description
Numeracy	Interprets and comprehends mathematical information in job documentation or control system
Self-management	Identifies and follows enterprise procedures associated with own role
Planning and organising	- Sequences and schedules steps required to complete tasks, monitors implementation and makes adjustments as necessary - Uses analytical processes to interpret relevant information and decide on adjustments needed to achieve required outcomes - Plans, identifies and assembles resources required to complete tasks
Technology	Follows routine procedures for using digital technology by reading data from electronic monitoring and control systems

Unit Mapping Information

Supersedes and is equivalent to ICPCBF410 Set up machine for complex carton folding and gluing.

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 ICPCBF4100 Set up machine for complex carton folding and gluing

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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:

- set up at least three crash lock, six-corner and specialty work carton jobs using different carton sizes and weights, according to manufacturer and job specifications and enterprise procedures.

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:

- enterprise and manufacturer procedures, and work health and safety (WHS) risks and requirements for:
 - setting up and operating folder transportation and delivery systems
 - setting and adjusting folding and gluing units
 - handling adhesives
- the job documentation or production control system, and the information it contains
- key factors to consider when planning a folding sample
- features and functions, common issues and faults and methods to resolve them for the following machine sections in all systems:
 - transportation
 - pick-up
 - delivery
- checks required when substrate is removed from the machine
- the range of carton blank sizes that can be processed on this machine
- ways the machine can be adapted to facilitate stock sizes
- criteria determining accuracy of a carton blank entering folding rollers
- the causes of scratching of substrate during transportation
- machine speed variations and issues arising of the machine runs too fast

- the causes of and required adjustments for:
 - the carton blank or sheet being out-of-square
 - eliminating smudging/scuffing on carton blanks
 - the sheet not leaving the folding unit or out-of-square folding
 - the length of the glue line
 - carton blanks creases or failing to enter
- procedures for determining required roller pressure and conducting pressure checks
- issues arising if machine rollers are too loose or have too much pressure
- required in-line processes
- required adhesive in the gluing unit
- quality assurance criteria inspected at sample run completion
- key criteria to check against client sample
- 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:

- carton folding and gluing machinery
- special purpose tools, equipment and materials.

Links

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