



Australian Government

ICPSUP207 Prepare machine for operation (basic)

Release: 1

ICPSUP207 Prepare machine for operation (basic)

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 prepare printing and finishing machines, and assist with their operation according to enterprise procedures.

It applies to individuals who undertake machine-minding duties in a production environment, as well as off-siders assisting in the operation of a machine.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Unit Sector

Support

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 or set up substrates (or loads)	1.1 Job sheets or equivalent instructions are interpreted correctly 1.2 Product is located, checked and prepared to meet job specifications according to enterprise procedures and work health and safety (WHS) procedures 1.3 Faulty material is visually identified and removed according to established enterprise procedures and WHS procedures
2. Set up delivery systems	2.1 Delivery systems are set up and adjusted according to job requirements 2.2 Readiness of transport and delivery systems is reported according to enterprise standards for final adjustments by designated person

ELEMENT	PERFORMANCE CRITERIA
3. Prepare machine	3.1 Machine is set up according to job instructions 3.2 Inks, glues, liquid and/or other materials are loaded as required according to manufacturer's instructions and enterprise procedures 3.3 Plates, cutting or other devices are installed as required according to manufacturer's instructions and enterprise procedures 3.4 Registration, alignment or centring is confirmed according to machine manufacturer's/supplier's instructions and enterprise procedures 3.5 Machine is run through cycle at the same time ensuring the substrate/product is positioned properly and the process is being performed according to established workplace and WHS procedures 3.6 Readiness of machine is reported according to enterprise procedures for final adjustments and proofing by designated person
4. Conduct shutdown of production process	4.1 Correct shutdown sequence is followed according to manufacturer's specifications and enterprise procedures 4.2 Unused materials are stored according to manufacturer's/supplier's specifications and enterprise procedures 4.3 Used plates, cutting and other devices are removed and stored according to manufacturer's/supplier's specifications and enterprise procedures 4.4 All product is removed from operating area according to enterprise procedures and WHS standards 4.5 Machine faults requiring repair are identified and reported to designated person according to enterprise procedures 4.6 Repair/adjustment is verified prior to resumption of operations
5. Clean and wash up machine at end of run	5.1 Machine sections, as relevant to process, are cleaned ready for next run 5.2 Inking/gluing/coating system, if used in process, is washed ready for next run, and waste is disposed of according to enterprise and regulatory requirements 5.3 In-line printing/converting/binding/finishing/coating units are cleaned ready for next run 5.4 Feed, transportation and delivery systems are disengaged and cleaned ready for next run

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	1.1-1.3, 3.1-3.4, 3.6, 4.1, 4.2, 4.3	Recognises text within job specifications and follows written instructions
Writing	2.2, 3.6, 4.5	Identifies and reports work progress and faults according to enterprise formats
Numeracy	3.5	Uses simple mathematical calculations and arranges sequential numerical information
Navigate the world of work	1.2, 1.3, 2.2, 3.2-3.6, 4.1-4.6, 5.2	Recognises and follows organisational and legislative requirements associated with own role
Interact with others	4.1	Seeks to cooperate with others to achieve results in immediate work context
Get the work done	1.2, 1.3, 2.1, 3.1-3.5, 4.5, 5.1, 5.3, 5.4	- Follows pre-determined sequenced plans for tasks with more than one step - Follows clear, step-by-step instructions to address a routine problems directly relevant to own role - Takes responsibility for routine low-impact decisions within familiar situations - Understands purpose and some specific functions of some common digital tools used in work contexts

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 OR - sheet
Setting up and adjusting MUST include EITHER:	- unwind and rewind reels - webbing procedures and web control systems - splicing/joining reels - folder and sheeter

	OR • feeder • sheet/production pick-up and transportation system • transfer system • delivery systems
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICPSUP207 Prepare machine for operation (basic)	ICPSU207C Prepare machine for operation (basic)	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 ICPSUP207 Prepare machine for operation (basic)

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Performance Evidence

Evidence of the ability to:

- demonstrate all safety devices on the machine
- prepare machines and assist with their operation according to enterprise procedures
- prepare and set up to final adjustment stage, any ONE machine according to manufacturer's specifications, or set up a minor process on a dedicated 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:

- explain how to avoid back strain when lifting heavy objects
- summarise best-practice handling of supplies, parts and finished product
- outline how to avoid damaging finished product
- identify supplies that require special handling
- list health and safety considerations when preparing substrates and setting up a machine
- outline health and safety procedures for operating machinery, such as safely switching off machinery before cleaning
- summarise procedures for disposal of faulty materials
- identify possible danger areas of the machine
- describe location and function of registration section of the machine
- describe problems that can interrupt the running cycle of the machine
- list areas of the machine that are modified during shutdown
- identify areas of the machine to check for possible repair
- describe details to include when labelling unused ink
- identify health and safety considerations for washing a machine
- explain how ineffective wash-up can affect the next production run

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 Support field of work and include access to a printing or converting machine in a production environment.

Assessors must satisfy NVR/AQTF assessor requirements.

Links

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