



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF262C Produce basic adhesive, mechanical or thermal fastened product

Revision Number: 1

ICPCF262C Produce basic adhesive, mechanical or thermal fastened product

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to produce basic adhesive, mechanical or thermal fastened product. Some equipment may also involve cutting, trimming, folding and/or gathering (collating) which may be assessed at the same time.
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Application of the Unit

Application of the unit	This unit requires the individual to monitor and adjust machinery, maintain transportation of the substrate, identify and rectify faults, and correctly clean and shut down equipment.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Maintain reel transportation system (OR Element 2)	1.1. Reel stand is monitored and adjusted to ensure efficient continuous operation 1.2. Web control system is monitored and adjusted to ensure correct tension and accurate continuous positioning of the web for efficient operation 1.3. Substrate is added to process according to job specifications
2. Maintain sheet transportation system (OR Element 1)	2.1. Feeder and delivery systems are monitored and adjusted to ensure continuous and efficient feeding to machine 2.2. Sheet pick-up and transport system is monitored and adjusted to ensure accurate and continuous sheet handling and efficient operations 2.3. Transfer systems are monitored and adjusted to ensure correct and continuous sheet handling and efficient operation 2.4. Substrate is added to process according to job specifications
3. Maintain basic adhesive/mechanical/thermal fastening process	3.1. Registration of fastening is monitored and adjusted to ensure quality of product meets the standard of the approved sample 3.2. Wire straightness, length, cut-off and clinching pressures are monitored and adjusted to ensure quality of product meets the standard of the approved sample OR 3.3. Adhesion is monitored and adjusted to ensure quality of product meets the standard of the approved sample OR 3.4. Power current and dwell time is monitored and adjusted to ensure quality of product meets the standard of the approved sample adjusted according to job specifications
4. Maintain production process	4.1. Basic in-line printing/converting/binding/finishing process(es) are monitored and adjusted to ensure the quality of product meets the standard of the approved sample 4.2. Production process is operated in association with fellow workers and according to enterprise procedures and planned daily schedule 4.3. Production is maintained according to OHS requirements, manufacturer's specifications and enterprise procedures 4.4. Manual and/or automatic control is used according

ELEMENT	PERFORMANCE CRITERIA
	to job specifications 4.5. Performance is monitored and verified using the process control system according to enterprise procedures 4.6. Production difficulties are anticipated and preventive action is taken to prevent occurrence by timely intervention 4.7. Process adjustments to eliminate problems are reported according to enterprise procedures 4.8. Waste is sorted according to enterprise procedures
5. Identify and rectify problems and faults	5.1. Problems in adhesive/mechanical/thermal fastening machine are identified and reported according to enterprise procedures 5.2. Adjustments or corrections are carried out according to specified procedures and are consistent with operator's skill level 5.3. Adhesive/mechanical/thermal fastening machine operation is checked to ensure correct operation 5.4. Faulty performance of equipment is identified and reported according to enterprise procedures 5.5. Machine faults requiring repair are identified and reported to designated person according to enterprise procedures 5.6. Repair/adjustment is verified prior to resumption of operations
6. Conduct shutdown of production process	6.1. Correct shutdown sequence is followed according to manufacturer's specifications and enterprise procedures 6.2. Shutdown is conducted in association with fellow workers and in compliance with OHS requirements 6.3. Substrate waste is removed from operating area and recycled or disposed of, where required, according to regulatory requirements and enterprise procedures
7. Clean machine at end of run	7.1. Mechanical fastening unit is disengaged and cleaned ready for next run 7.2. Thermal fastening unit is disengaged and cleaned ready for next run 7.3. Glue system is washed up ready for next run and liquid waste is disposed of according to regulatory requirements and enterprise procedures 7.4. In-line printing/converting/binding/finishing units are cleaned ready for next run 7.5. Reel feed, transportation and delivery systems are disengaged and cleaned ready for next run 7.6. Sheet feed, transport and delivery systems are

ELEMENT	PERFORMANCE CRITERIA
	disengaged and cleaned ready for next run 7.7. Production records or other documentation are accurately completed where required by enterprise procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- OHS in relation to operating machinery
- communication skills when monitoring and verifying performance using process controls
- planning and organising when following the correct shutdown sequence
- teamwork when conducting shutdown with fellow workers
- using technology by adjusting machinery to improve performance
- identifying problems and faults and developing solutions

Required knowledge

- OHS factors that must be considered when operating web machine transport systems
- areas of the reel stand that should be monitored to ensure trouble-free operation
- OHS factors that must be considered when operating sheet-fed transportation and delivery systems
- areas of the sheet-fed feeder that should be monitored to ensure trouble-free operation
- areas of the delivery system that should be observed to maintain tension
- areas of the delivery system that should be observed to prevent damage to the finished product
- checks needed when substrate is removed from the machine
- OHS factors that must be considered when using hot melt adhesive
- safety clothing that is available for use when operating adhesive binders
- OHS factors that should be considered before readjusting the machine
- areas of the in-line process that should be monitored to assure the quality of the product
- sectors to observe to ensure that the production process is trouble-free and continuous
- when the machine needs to be adjusted
- adjustment of the adhesive application on the adhesive binder
- straightening the wire in the wire feed on the wire stitcher
- possible reasons for the welding being unsuccessful for a high frequency welder
- OHS factors that must be considered when shutting down and cleaning the machine
- areas of the machine that need regular cleaning
- materials that need to be cleaned from the machine
- keeping the machine clear of surface rust (condensation)
- quality aspects that should be considered in a completed adhesive bound job

REQUIRED SKILLS AND KNOWLEDGE

- quality aspects that should be considered in a completed high frequency welded job
- quality aspects that should be considered in a completed wire stitched job
- alterations needed to production to meet client requirements
- machine manuals, safety and other documentation that are relevant to this task, where they are kept and information that is included in these documents

Evidence Guide

EVIDENCE GUIDE	
The Evidence Guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.	
Overview of assessment	
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Evidence of the following is essential: • Produce a basic fastened product that meets job specifications, production timeframes and quality standards • Demonstrate an ability to find and use information relevant to the task from a variety of information sources • On TWO occasions produce adhesive OR mechanical OR thermal fastened products, using different weights and sizes of substrate, according to manufacturer's and job specifications, enterprise procedures and the listed Performance Criteria • Demonstrate use of computerised control, monitoring and data entry systems if available and appropriate.
Context of and specific resources for assessment	Assessment must ensure: • Assessment may take place on the job, off the job or a combination of these • Assessment off the job must be undertaken in a closely simulated workplace environment.
Method of assessment	A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit: • direct questioning combined with review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.
Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example: • ICPSU201C Prepare, load and unload reels and cores on and off machine • ICPSU202C Prepare, load and unload product on and off machine • ICPSU208C Operate and monitor machines (basic) • ICPCF261C Set up machine for basic adhesive,

EVIDENCE GUIDE

mechanical or thermal fastening.

Range Statement

RANGE STATEMENT	
The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.	
<i>Substrate handling</i> may include:	• wide or narrow reel or large or small sheet handling systems.
<i>Fastening process</i> may include:	• adhesive fastening such as cold and hot melt gluing, taping • mechanical fastening such as riveting, string and wire stitching, and wire binding • thermal fastening such as high frequency and heat welding.
<i>In-line processes</i> may include:	• minor processes that are integral to this competency can include basic in-line operations such as perforating, numbering, slitting that do not in themselves constitute another defined unit of competency. Where a major in-line process is defined as a separate competency (eg flat-bed cutting, folding) it should be assessed as such.
<i>Fastening units</i> may include:	• a range of machines with manual, semi-automated, fully automated or computerised process control.
<i>Complexity</i> may include:	• basic refers to simple hand-fed or single-head adhesive and thermal machines, single-head mechanical machines.
<i>Substrate</i> types may include:	• range of substrates within the major categories of paper, pressure sensitive material, board, plastics and related films, or metal.

Unit Sector(s)

Unit sector	
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Competency field

Competency field	Converting, Binding and Finishing
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Co-requisite units

Co-requisite units		