



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF297C Clean sack and bag machines

Revision Number: 1

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Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to clean and check a sack and bag machine with minimum downtime.
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Application of the Unit

Application of the unit	This unit requires the individual to clean sack and bag machines with minimum downtime.
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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. Prepare for cleaning	1.1. Machinery is safely switched off before cleaning is started 1.2. The cleaning equipment and materials most suitable for the machine are selected
2. Commence cleaning	2.1. Vacuum systems are checked for wear, opened and cleaned with compressed air and suction replaced if necessary 2.2. Rollers and drums are checked for wear and cleaned 2.3. Jaws and grippers are cleaned and checked for wear 2.4. Glue units are checked for wear and cleaned and excess glue and build-up removed from glue nipples 2.5. Glue applicators are cleaned and checked for wear 2.6. Hot melt residues are removed and glue pot is cleaned 2.7. Base and underneath of machine is cleaned of print ink and glue residue 2.8. Entire machine is blown down top to bottom and all grease and oil is removed from components, housings and the floor 2.9. Cleaning methods which are safe, avoid harm to the environment and which follow the manufacturer's instructions are used
3. Complete cleaning	3.1. Used cleaning agents and waste materials are disposed of safely 3.2. The machine is checked to ensure that it is safe to operate, when cleaning is finished, and all machine guarding is replaced or repositioned in safe working order 3.3. Obvious faults and wear are documented and reported

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 such as safely switching off machinery before cleaning is started
- communication skills by reporting and documenting obvious faults and wear
- planning and organising by selecting cleaning equipment and materials most suitable for the machine
- teamwork when maintaining the production process by working in association with others
- using technology when checking vacuum systems for wear, cleaning them with compressed air and replacing suction cups if necessary
- problem solving when disposing safely of used cleaning agents and waste materials

Required knowledge

- common faults associated with sack or bag manufacturing machines, what causes them and how to correct them
- enterprise documentation procedures
- enterprise quality standards
- enterprise faults procedures
- OHS procedures for using cleaning fluids

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:

- clean and check a sack and bag machine with minimum downtime according to job specifications and within the production timeframe
- for valid and reliable assessment of this unit, evidence should be gathered over a period of time through a range of methods for assessment to indicate consistent performance in cleaning sack and bag machines
- evidence for assessment may be gathered from assessment of the unit of competency alone or through an integrated assessment activity.

Context of and specific resources for assessment

Assessment must ensure:

- assessment may take place on the job, off the job or a combination of both of these
- off the job assessment must be undertaken in a closely simulated workplace environment
- access to a sack or bag making machine.

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.

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>Correct materials</i> may include:	glues, papers, coated and uncoated, pre-printed.
<i>Rollers</i> may include:	draw rollers, path rollers, top and bottom transfer rollers, web rollers, side seam rollers, rollers on handle machines.
<i>Job specifications</i> may include:	job sheets, batch processing orders, job specs.
<i>Substrate types</i> may include:	range of substrates within the major categories of paper, pressure sensitive material, board, plastics and related films.

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		

