



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF3101C Run and monitor in-line bottom making machine for sack or bag manufacture

Release: 1

ICPCF3101C Run and monitor in-line bottom making machine for sack or bag manufacture

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to operate an in-line bottom making machine for the manufacture of sacks or bags with minimum downtime.
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Application of the Unit

Application of the unit	This unit requires the individual to operate an in-line bottom making machine for the manufacture of sacks or bags. The individual will anticipate, identify and rectify production problems with minimum downtime.
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units	ICPCF298C Run and monitor sack and bag machines.	

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. Monitor production process	1.1. All details required for the job are checked and confirmed against job specifications 1.2. The supply of materials throughout the run is maintained 1.3. Paper tension is monitored on an ongoing basis 1.4. Machine is run at optimum speed for maintaining quality outputs 1.5. Machine is adjusted to maintain quality of outputs
2. Monitor production	2.1. Correct perforation alignment is maintained 2.2. Pick-up rollers are working correctly and pressure and timing are maintained 2.3. Glue patch applicator or glue impression roller remains clear and dispenses the required amount of glue 2.4. Doctor blades and hot melt unit are operating correctly 2.5. Timing between all units is maintained or adjusted to avoid production problems 2.6. Overall production is monitored and adjustments are made to avoid production problems or improve production speeds
3. Maintain quality	3.1. Correct procedures for the removal of waste are followed according to enterprise procedures 3.2. Samples are continuously monitored for defects and defects are removed 3.3. The efficiency, quality and output rate of the production run are monitored for problems and any deficiencies resolved 3.4. The locations of all emergency shutdown buttons and triggers are known
4. Identify problems and rectify	4.1. Faults which affect the quality of the sacks or bags are identified and rectified 4.2. Problems that reduce the rate of output are identified and fixed 4.3. Faults that affect the efficient operation of equipment are identified and resolved

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 when checking and confirming all details required for the job against job specifications
- planning and organising by maintaining the supply of materials throughout the run
- teamwork when maintaining the production process by working in association with others
- using technology by operating an in-line bottom making machine for the manufacture of sacks or bags
- problem solving by identifying and fixing problems that reduce the rate of output

Required knowledge

- common faults associated with setting up in-line scoring, folding and gluing machines, what causes faults and how to correct them
- enterprise documentation procedures
- enterprise quality standards
- enterprise production standards
- enterprise faults procedures

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: - correctly operate an in-line bottom making machine for the manufacture of sacks or bags. The individual will anticipate, identify and rectify production problems with minimum downtime - operate an in-line bottom making machine for the manufacture of sacks or bags according to job specifications. The individual will anticipate, identify and rectify production problems with minimum downtime to maintain production speeds.
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. Off the job assessment must be undertaken in a closely simulated workplace environment - access to in-line bottom making machinery used in the manufacture of sack and bags.
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>Job specifications</i> may include:	• job sheets, batch processing orders, job specs.
<i>Correct materials</i> may include:	• glues, papers, coated and uncoated, pre-printed.
<i>Stepped</i> may include:	• inched, jogged, moved slowly through the process.
<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		