



Australian Government

Department of Education, Employment and Workplace Relations

ICPCF398C Set up in-line bottom making machine for sack or bag manufacture

Revision Number: 1

ICPCF398C Set up 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 set up in-line bottom making machines for the manufacture of sacks or bags.
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Application of the Unit

Application of the unit	This unit requires the individual to set up in-line bottom making machines for the manufacture of sacks or bags 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. Set up and adjust units	1.1. Job specifications are obtained and read and tools and transfer segments are available for set up 1.2. Draw rollers and nip rollers and transfer segments are positioned correctly and pressures calibrated with timing set 1.3. Gears are changed and correctly set up 1.4. Knife assembly for guillotining and serration measurements are set and accurate timing assigned 1.5. Pre-creaser blades are positioned in relation to one another and angular timing fixed 1.6. Centre grippers are correct in size, pressures and positioning 1.7. Vacuum holes are correctly positioned and opening cylinder is set up and timed 1.8. Bottom forming guides and bottom paste unit are set up 1.9. Bottom closing and patch units are calibrated 1.10. Delivery chute and bag counter are prepared and ready
2. Set up in-line units	2.1. Correct perforation unit or perforation impression roller is set up 2.2. Pick-up rollers are installed and pressure and time are fixed 2.3. Tucking position, timing and depth are correctly set 2.4. Glue patch applicator or glue impression roller is set up according to job specifications 2.5. Press roller is positioned and pressured and timing is programmed 2.6. Doctor blades and hot melt unit are set up 2.7. Timing between all units is checked for conformance with job specifications 2.8. Gears are changed according to job specifications 2.9. The settings and tensions of the raw material unwind and brake assembly are correct according to job specifications
3. Check availability of materials	3.1. Cut tubes are available and stacked ready 3.2. Adhesives are appropriate for the substrate, the application process and the machine 3.3. Correct procedures for the control of materials are followed
4. Check set up	4.1. Work area is safe and ready for production according to safety requirements 4.2. All details required for the job are checked again and

ELEMENT	PERFORMANCE CRITERIA
	confirmed against job specifications 4.3. Settings are checked against specifications before production is commenced 4.4. Machine is stepped to ensure the scores and folds are in the correct position and paper tension is corrected/adjusted

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- OHS when making the work area safe and preparing for production according to safety requirements
- communication skills when checking and confirming all details required for the job against the job specifications
- planning and organising when correctly positioning draw rollers, nip rollers and transfer segments, and calibrating pressures with a timing set
- teamwork when maintaining the production process in association with other staff
- using technology when using an in-line bottom making machine for the manufacture of sacks or bags
- problem solving when stepping the machine to ensure the scores and folds are in the correct position and the paper tension is correct

Required knowledge

- common faults associated with folder gluer machines, what causes them and how to correct them
- enterprise documentation procedures
- enterprise quality 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: • Set up in-line bottom making machines for the manufacture of sacks or bags with minimum downtime • 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 scoring, folding, and gluing machinery used in the manufacture of sacks 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>Substrate types</i> may include:	• range of substrates within the major categories of paper, pressure sensitive material, board, plastics and related films.
<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.

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		