

Overview

This standard is for people who check the quality of output from the delivery of a printing press during production, either as part of a packing/palletising operation or as part of a specific monitoring activity to check that folding, converting or enhancing is being maintained. The standard is intended for web printing machine assistants or printers.

Where products are being delivered from a web press at high speed and are immediately packed or palletised for delivery, the last person to see the work before it leaves the production environment is often a machine assistant or printer at the end of the press. It is essential that anyone in that role identifies any defective product promptly and takes action to alert the machine manager.

It is also essential that the person(s) responsible for packing or palletising work from the press check that the quality of that activity and the correct labelling or other identifying marks are attached to the product.

This standard requires you to be able to assess the quality of the press product against an approved sample at the required intervals; to check that packing, palletising or storage of the product meets the quality standards of your company, including labelling and identification.

Monitor the quality of output from printing machines

Performance criteria

You must be able to:

Monitor the quality of printed product from printing machinery

1. check you have approved samples of product being produced
2. identify any important features of products following standard operating procedures
3. check output matches approved samples
4. test quality of any gluing, cutting, creasing or enhancing following standard operating procedures
5. keep sequential product samples from the production runs

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Monitor the quality of packing, palletising or storage of printed products

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1. pack or palletise products in required quantities, making sure that damage does not occur or will not occur during transit
2. check products are transferred and stored without marking or damage
3. place identifying marks or labels on products following standard operating procedures
4. move products to the designated area for storage or transport.

Knowledge and understanding

You need to know and understand:

Health and Safety

1. your duties and responsibilities for health and safety as defined by any specific legislation covering your job role
2. manufacturer's health and safety requirements relevant to your job
3. how to stop a machine in the event of an emergency**

Communication

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4. *how to communicate with colleagues**

Workplace policy and practice

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5. *workplace objectives, priorities, standards and procedures*
6. *the range of work carried out in the workplace**

Time and resources

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7. *how to maximise productivity**

The operation of equipment

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8. *the risks associated with materials handling and how to avoid them**

The causes and treatment of common faults

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9. *raw material faults*
10. *processing faults*
11. *machine faults**

Administrative procedures

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12. recording and reporting

*13. product labelling**

Environmental

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*14. any specific environmental legislation that covers processes in your company**

Quality assurance and control

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*15. techniques for controlling quality**

Materials

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16. maintaining the quality of materials during storage and handling

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