

## Overview

This standard is for printing machine assistants who use automatic packing, storage or palletising equipment at the end of a printing machine.

This standard may only be assessed in the workplace and simulation is not permitted.

Many high-speed web printing machines produce a finished product or a folded section from the machine which has to be packed, run to a storage device (such as a drum), or palletised. Increasing use of automation has led to the introduction of machines that will pack the product into boxes and/or stack bundles or boxes onto pallets in order to aid productivity.

Setting up such machines and ensuring they operate requires knowledge of the equipment and the ability to set them up to perform the required tasks.

This standard is for you if you set up and operate automated equipment like this.

Use auto-packing, storage or palletising equipment

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## Performance criteria

*You must be able to:*

### **Set auto-packing, storage or palletising equipment**

1. comply with health and safety requirements and procedures at all times
2. obtain specifications and requirements of the items to be produced following standard operating procedures
3. obtain equipment and materials required to carry out the job following standard operating procedures
4. check equipment is set up and in good working order following standard operating procedures and any manufacturer's instructions
5. check all materials required are to specification and free from faults\*\*

Operate auto-packing, storage or palletising equipment

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6. operate equipment following standard operating procedures
7. maintain supply of packing materials throughout runs following standard operating procedures
8. check packed/stored/palletised product meets company's quality standards
9. forward packaged products to the planned despatch locations
10. identify faults following standard operating procedures
11. correct faults which it is your job to remedy
12. report faults which it is not your job to correct
13. check machinery is safe to operate, once faults are corrected
14. remove waste following standard operating procedures
15. check packed or palletised products are labelled following standard operating procedures
16. record production and quality assurance details

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## Knowledge and understanding

*You need to know and understand:*

### Health and Safety

1. your legal duties for health and safety in the workplace as defined by the relevant health and safety legislation
2. your duties and responsibilities for health and safety as defined by any specific legislation covering your job role
3. workplace health and safety procedures
4. hazards and risks in the workplace, their assessment and the action to take to deal with them
5. hazards and risks in your own job, their assessment and the action to take to deal with them including relevant regulations on the safe handling of equipment and materials.
6. manufacturer's health and safety requirements relevant to your job
7. what personal protective equipment should be used in your job
8. how to stop a machine in the event of an emergency

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### Communication

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*9. how to communicate with colleagues*

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### Workplace policy and practice

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*10. workplace objectives, priorities, standards and procedures*

*11. the working practices existing in the workplace*

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### The operation of equipment\*

*12. the range of adjustments and settings on automatic packing, storage and palletising equipment*

*13. the operating practices and procedures for automatic packing, storage and palletising equipment*

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### The causes and treatment of common faults

Use auto-packing, storage or palletising equipment

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*14. processing faults*

*15. machine faults*

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Administrative procedures

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*16. recording and reporting*

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Problem solving

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17. sources of information

18. techniques for assessing machine faults

Use auto-packing, storage or palletising equipment

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**Relevant Occupations** Printers, Printing Machine Minders and Assistants, Printing Trades

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**Suite** Machine Printing

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