

Control automated inserting processes

Overview

This standard is for post press operators who work on newspapers and periodicals and control automated inserting processes. They will be expected to control the equipment whilst running production jobs.

This standard consists of three elements:

- Co-ordinate automated inserting operations
- Monitor the quality of output from automated inserting operations
- Diagnose and rectify faults in automated inserting machinery

This is what the standard covers:

1. identifying the job requirements
2. checking that machinery is in a fit condition and that safety devices are in place
3. co-ordinating the operation of machinery
4. checking and adjusting settings, where necessary to maintain production
5. checking that the output meets quality requirements
6. identifying faults and taking action to deal with them

Performance criteria

You must be able to:

Co-ordinate automated inserting operations

1. check you have all the details required for the job and approval to start the job
2. check you have enough materials of the right type for the job
3. report to your manager if materials provided are not correct or sufficient
4. set machine up for effective operation
5. run machines at the speed required to meet production targets, achieve quality standards and minimise downtime
6. take appropriate action to restore production, when shortfalls and stoppages occur, in accordance with organisational procedures
7. assist operators, as soon as they require your help
8. check at regular intervals that the supply of materials is sufficient to maintain output at the required level
9. keep accurate and legible production records in accordance with organisational procedures
10. deal with requests for information in a polite, helpful and informative way in accordance with organisational procedures* ***Monitor the quality of output from automated inserting operations

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11. *check samples of the output of all machines under your control to verify it is of the expected quality*
12. *identify the reasons for reductions in quality standards*
13. *report machine malfunction, when you identify this as the cause of variation in quality standards, in accordance with organisational procedures*
14. *check reports of problems made by operators and identify action required*
15. *use methods of testing tools and machinery which are appropriate to the type and condition of the output*
16. *report the details of faults to those affected in a way that highlights the implications** **Diagnose and rectify faults in automated inserting machinery

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17. identify the cause of problems which produce a shortfall in output, cause damage or distortion to the end product, affect the efficient operation of machinery or create risks to health and safety
18. determine the action required to remedy faults and solve problems in accordance with organisational procedures
19. rectify faults using approved methods and machinery
20. report faults which are not your job to deal with in a prompt and accurate way in accordance with organisational procedures
21. give sufficient information about faults to colleagues who are responsible for remedying them
22. test machines to confirm that they are safe to run, after faults are rectified, in accordance with organisational procedures
23. keep records that identify recurring machine faults in accordance with organisational procedures

Knowledge and understanding

You need to know and understand:

1. your duties and responsibilities for health and safety as defined by any specific legislation covering your job role
2. regulations such as those covering manual handling, noise at work, personal protective equipment, safe handling of equipment and materials, and the safe use of computer equipment
3. workplace policies and written operating procedures relating to written health and safety policy statement, provision, use and processes of workplace equipment, training, prohibited equipment, young persons, safe systems of work
4. the way you actually do your job, more particularly the activities and techniques and the way that materials and equipment are used
5. typical hazards and risks in the printing industry and those that relate to your own job
6. risk assessment techniques and the action to take to deal with them
7. codes of practice relevant to your role and where to obtain information on them
8. manufacturers' and suppliers' health and safety instructions and advice for operating machinery, guarding machinery and data sheets for substances harmful to health
9. the requirements for personal presentation including personal hygiene, suitable clothing and accessories, fitness for work, such as not under the influence of drugs, alcohol or medication, smoking policies in the workplace
10. how to stop a machine in the event of an emergency
11. the purpose of automated inserting
12. the information and materials required to meet job specification
13. safety devices found on automated inserting machinery, their purpose and how to check they are functional
14. how to set up and adjust automated inserting machinery to meet job requirements
15. the causes of common faults and how to rectify them including a shortfall in output, damage or distortion to the end product, inefficient operation of machinery or risks to health and safety
16. the causes of faults with raw materials, processes and machinery used in your business and how to identify and treat them

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17. techniques for controlling quality including inspection, testing, sampling and use of input and output controls
18. the impact that faults, in the process you are involved with, have on later processes and the quality of the end product
19. types of problems that may need to be solved including machinery - electrical, mechanical, electronic, settings, component wear and tear, consumables needing replacement, materials - defects, shortages, incompatibility, systems, organisation and lack of skills or knowledge
20. sources of information for solving problems including manufacturer's documentation / troubleshooting guides, colleagues, tutors / trainers / mentors and reference material – in house or external, such as the internet
21. techniques for assessing machine faults including observation, listening, inspection of product, reports from colleagues / log reports, touch or smell (if safe to do so) and testing - such as electrical, mechanical, electronic
22. the types of paper, board and other commonly used substrates including commonly used uncoated, coated, embossed papers and boards
23. the grammage, thickness, opacity, brightness/whiteness, strength, dimensional stability, gloss of paper, board and other commonly used substrates
24. how to maintain the quality of materials and protect them from damage, humidity and temperature during storage and handling
25. how to label and identify materials

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Developed by Improve

Version Number 3

Date Approved 26 Feb 2021

Indicative Review Date 31 Jan 2024

Validity Current

Status Original

Originating Organisation NSAFD

Original URN PROPF328

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

Suite Post Press

Keywords post press, print finishing, machinery, inserting, processes
