
Overview

This standard is for print finishers using in-line gathering-adhesive binding-trimming machinery. They will be expected to set up the equipment and control it whilst running production jobs.

This standard consists of two elements:

- Set up in-line gathering-adhesive binding-trimming machinery
- Run in-line gathering-adhesive binding-trimming machinery and monitor quality

This is what the standard covers:

1. identifying the job requirements
2. checking that the in-line gathering-adhesive binding-trimming machinery is working properly
3. checking that safety devices are working properly
4. running the in-line gathering-adhesive binding-trimming machinery safely
5. adjusting settings, where necessary to maintain the required standard
6. checking that work meets the required standard
7. identifying faults and taking action to deal with them
8. unloading and stacking the finished product

Performance criteria

You must be able to:

Set up in-line gathering-adhesive binding-trimming machinery

1. check that you have all the job details you need
2. check that you have enough materials of the right type to meet job requirements
3. report if the materials provided are not correct or sufficient in accordance with organisational procedures

4.

set up the in-line gathering-adhesive binding-trimming machinery in accordance with organisational requirements, so that:

sections are gathered to give the correct page sequence

sections are fed squarely from hoppers to the transport chain

book blocks are fed into the binder squarely and without damage

spine preparation gives the correct glue penetration of the paper

glue is applied evenly at the correct temperature and covers fed squarely

score lines do not break the cover surface

books are fed into the trimmer squarely and without damage

clamp holds pile firmly without marking

piles are trimmed squarely and delivered without damage or distortion

the trimmed size is within the variation permitted by your company

5.

check that samples produced by the machine match the required standard and make any necessary adjustments when the standard is not met

6. report when work cannot be produced to the required standard in accordance with organisational procedures

7. prepare your work area so that it is safe and ready for production

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***Run in-line gathering-adhesive binding-trimming machinery and monitor quality

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8. run in-line gathering-adhesive binding machinery so that it is safe and efficient and at the required speed in accordance with organisational procedures

9. keep up sufficient supplies of materials so that runs continue as long as necessary

to meet job requirements

10. check at regular intervals that your company's quality standards are met

11. identify the causes of production faults which result in:

sections not in the correct order

cracking of the cover surface on front cover and spine

rounding of spines

too much or too little glue penetration

poor page-pull strength

covers not registering correctly with book blocks

unacceptable cut size variation

score marks on cut surfaces

ragged cut on bottom pages

book spines splitting at head and tail

books not square or spines creasing

1. adjust machines, using approved methods and equipment, to correct faults which it is your job to remedy
2. use agreed procedures to report faults which it is not your job to correct
3. check that machinery is safe to operate, once faults have been corrected, in accordance with organisational procedures
4. record the production and quality assurance details, checking that information meets organisational procedures
5. follow the organisational procedures for the removal of waste
6. stack work using the approved method

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 gathering, adhesive binding and trimming
12. the information and materials required to meet job specification
13. safety devices found on inline gathering-adhesive binding trimming machinery, their purpose and how to check they are functional
14. how to set up and inline gathering-adhesive binding-trimming machinery to meet job requirements
15. the causes of common faults and how to rectify them including sections not in the correct order, cracking of the cover surface on front cover and spine, rounding of spines, too much and too little glue penetration, poor page-pull strength, covers not registering correctly with book blocks, unacceptable cut size variation, score marks on cut surfaces, ragged cut on bottom pages, book spines splitting at head

and tail, books not square, spines creasing

16. the causes of faults with raw materials, processes and machinery used in your business and how to identify and treat them

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

PROPF353

Set up and control in-line gathering-adhesive binding-trimming machinery



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

Suite Post Press

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