

**Print training Modules**

Support Printer / Printer  
Training Record

V3

Candidate \_\_\_\_\_

Converting  
**Module No 1 - Safety**

	<b>Training Given</b>	<b>References</b>	<b>Date of successful Assessment</b>	<b>Assessor</b>	<b>334</b>	<b>337</b>	<b>338</b>
1	Use of hoists	Trained Instructor					
2	Location of all Machine controls	Operator					
3	How to use all machine guarding	Operator					
4	Know all in-running nips	Operator					
5	Awareness of Pressure Controls	Operator					
6	Safe handling of solvents	Operator					
7	Location of eye wash bottles	Operator					
8	Safe handling of doctor blades	Operator					
9	Keeping work area safe and tidy	Operator					
10	Knowledge of fire exits	Operator					
11	Understanding of SSOW	SSOW/Operator					

**Completion of Module (inc. Assessments) verified by :**

**Job Title** \_\_\_\_\_

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V3

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Converting  
**Module No 2 - 337 Guarding Checklist**

	<b>Training Given</b>	<b>References</b>	<b>Date of successful Assessment</b>	<b>Assessor</b>	<b>334</b>	<b>337</b>	<b>338</b>
1	Unwind guards	Operator / SSOW					
2	Ink Circulators	Operator / SSOW					
3	Units	Operator / SSOW					
4	Gears	Operator / SSOW					
5	Drive Shafts	Operator / SSOW					
6	Blades Traverse	Operator / SSOW					
7	Nip Rollers	Operator / SSOW					
8	Fans/Registration rollers	Operator / SSOW					
9	Electrical Cabinets	Operator / SSOW					
10	Cylinder couplings	Operator / SSOW					

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Converting  
**Module No 3 - Pre-Make Ready**

	<b>Training Given</b>	<b>References</b>	<b>Date of successful Assessment</b>	<b>Assessor</b>	<b>334</b>	<b>337</b>	<b>338</b>
1	Obtain & set up cylinders	Operator					
2	Set up sub units	Operator					
3	Set up doctor blades	Operator					
4	Pack cylinders for return to stores	Operator					
5	Collect delivery notes	Cylinder room operator					
6	Collect cylinder proofs	Cylinder room operator					
7	Understand cylinder storage systems	Cylinder room operator					
8	Clean cylinder bearings/sub units & guards. Set up sub units	Operator					
9	Clean and set new blade	Operator					
10	Load blade into sub unit	Operator					

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**Print training Modules**

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Training Record

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Converting  
**Module No 4 - Planned work activity  
inc. Job bag instructions**

	<b>Training Given</b>	<b>References</b>	<b>Date of successful Assessment</b>	<b>Assessor</b>	<b>334</b>	<b>337</b>	<b>338</b>
1	Identify customer / design no. / job no.	Job Bag					
2	Identify cylinder numbers & cylinder order	Job Bag					
3	Identify colour positions & check shade numbers	Job Bag					
4	Identify cylinder size & design unwind	Job Bag					
5	Identify Master Shade sample	Job Bag					
6	Identify correct substrate required	Job Bag					
7	Identify Product History report	Job Bag					
8	Identify Q.I.C form	Job Bag					
9	Identify total kgs required	Program					
10	Identify finishing info - Slit width / Pitch / Unwind code	Job Bag					

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Converting  
**Module No 5 - Pressure Rolls**

	<b>Training Given</b>	<b>References</b>	<b>Date of successful Assessment</b>	<b>Assessor</b>	<b>334</b>	<b>337</b>	<b>338</b>
1	Identify correct size pressure roller for design	Job bag / Program / Operator					
2	Load pressure roller into machine	Operator					
3	Set pressure roller	Operator					
4	Explain pressure roller loading and removal procedures	Operator					
5	Remove pressure roller from machine	Operator					
6	Store pressure roller in designated storage	Operator					

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Training Record

Candidate \_\_\_\_\_

**Module No 6 - Splicing**

	<b>Training Given (input)</b>	<b>References</b>	<b>Date of successful Assessment</b>	<b>Assessor</b>	<b>334</b>	<b>337</b>	<b>338</b>
1	Dressing input reel specifically for splice						
2	Prepare for splice						
3	Activate splice start up						
4	Activate Splice						
5	Ensure join goes through machine						
6	Flag out put reel accordingly						
	<b>(Output)</b>						
7	Prepare core for splice						
8	Activate splice start up						
9	Ensure correct splicing						

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**Print training Modules**

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Training Record

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Converting  
**Module No 7 - Ink Viscosity**

	<b>Training Given</b>	<b>References</b>	<b>Date of successful Assessment</b>	<b>Assessor</b>	<b>334</b>	<b>337</b>	<b>338</b>
1	Identify correct viscosity	Operator/Job bag					
2	Check viscosity	Operator					
3	Adjust as necessary	Operator/Job bag					
4	Identify correct solvents	Operator/Job bag/Flint					
5	Identify screening	Operator					
6	Identify flooding	Operator					
7	Identify other ink related problems	Operator					

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Converting  
**Module No 8 - Cylinder load / unload**

	<b>Training Given</b>	<b>References</b>	<b>Date of successful Assessment</b>	<b>Assessor</b>	<b>334</b>	<b>337</b>	<b>338</b>
1	Ensure all cylinders comply with job bag	Job bag / Operator					
2	Ensure ink trays and side shields are fitted correctly	Operator					
3	Ensure blades are fitted correctly	Operator					
4	Centralise side lay settings	Operator					
5	Load cylinders into position	Operator					
6	Lock cylinders into place	Operator					
7	Ensure splash guards are put into position	Operator					
8	Unload cylinders	Operator					
9	Remove cylinders and transport to Make Ready area	Operator					
10	Wrap up cylinders (using 2 wrap method) & mark up gear end	Operator					

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Training Record

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Converting  
**Module No 9 - Customer specifications**  
Q.I.C form

Training Given	References	Date of successful Assessment	Assessor		334	337	338
<b>Identify the following;</b>							
1 Design / customer	Operator/Job bag						
2 Colour / Shade numbers	Operator/Job bag						
3 Guage and width of material	Operator/Job bag						
4 Printed side of material	Operator/Job bag						
5 Slit width and check	Operator/Job bag						
6 Number of cuts per design	Operator/Job bag						
7 Slip requirement	Operator/Job bag						
8 Unwind numbers	Operator/Job bag						

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Support Printer / Printer  
Training Record

Candidate \_\_\_\_\_

Converting  
**Module No 10 - Team Working**

	<b>Training Given</b>	<b>References</b>	<b>Date of successful Assessment</b>	<b>Assessor</b>	<b>334</b>	<b>337</b>	<b>338</b>
1	Understanding of time sheets	Operator					
2	Understand shift handover information	Operator					
3	Ordering of substrate for job	Operator					
4	Ordering of inks for job & ink refills during job running	Operator					
5	Understanding of the pass out procedure	Team Leader					
6	Understanding role of Shop Steward & grievance procedure	Team Leader & Shop Steward					
7	Understand visitor procedures	Manager					
8	Understand / attend Team briefings	Manager					

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Support Printer / Printer  
Training Record

Candidate \_\_\_\_\_

Converting  
**Module No 11 - Doctor blade setting**

	<b>Training Given</b>	<b>References</b>	<b>Date of successful Assessment</b>	<b>Assessor</b>	334	337	338
1	Check blade and renew	Operator					
2	Set blade angle	Operator					
3	Set blade pressure	Operator					
4	Ensure blade backer is not touching cylinder	Operator					
5	Explain blade settings & expand on why different blade types and settings may be used	Operator					
		Operator					
6	Run cylinders to ensure no blade damage & that settings are correct	Operator					
7	Adjust as necessary	Operator					
8	Repeat for each colour	Operator					

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**Print training Modules**

Support Printer / Printer  
Training Record

Candidate \_\_\_\_\_

Converting  
**Module No 12 - Webbing up**

	<b>Training Given</b>	<b>References</b>	<b>Date of successful Assessment</b>	<b>Assessor</b>	<b>334</b>	<b>337</b>	<b>338</b>
1	Prepare reel for loading	Operator					
2	Store reel ID and record info	Operator					
3	Load reel onto machine	Operator					
4	Dress reel and join to web	Operator					
5	Understand input web path from input reel to 1st print unit	Operator					
6	Understand webbing procedure for a print unit - Single web (downstairs)	Operator					
7	Understand webbing procedure for a print unit - Double web (downstairs)	Operator					
8	Understand webbing procedure for a print unit - Single web (upstairs)	Operator					
9	Understand webbing procedure for a print unit - Double web (upstairs)	Operator					
10	Understand output web path from last print unit to finished reel	Operator					
11	Demonstrate team work during webbing up	Operator					
12	Remove finished reel from machine	Operator					

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**Print training Modules**

Printer  
Training Record

Candidate \_\_\_\_\_

Converting  
**Module No 13 - Web tension**

	<b>Training Given</b>	<b>References</b>	<b>Date of successful Assessment</b>	<b>Assessor</b>	<b>334</b>	<b>337</b>	<b>338</b>
1	Load cylinder size into machine to set tensions	Operator					
2	Maintain constant web tension in machine	Operator					
3	Check cylinder speeds if using adjustable gearbox	Operator					
4	Check nip rolls are on and run machine	Operator					
5	Check tension is correct	Operator					

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Printer  
Training Record

Candidate \_\_\_\_\_

Converting  
**Module No 14- Fault analysis /  
Ink problems on press**

	Training Given	References	Date of successful Assessment	Assessor		334	337	338
	<b>Identify symptoms, cause, &amp; remedy;</b>							
1	Blocking	Operator						
2	Scumming	Operator						
3	Screening	Operator						
4	Flooding	Operator						
5	Drag lines	Operator						
6	Missing	Operator						
7	Creasing	Operator						
8	Blooming	Operator						
9	Drying in	Operator						

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**Print training Modules**

Printer  
Training Record

Candidate \_\_\_\_\_

Converting  
**Module No 15 - Colour matching theory  
& ink knowledge**

	<b>Training Given</b>	<b>References</b>	<b>Date of successful Assessment</b>	<b>Assessor</b>	334	337	338
1	Colour Theory	Ink Technician					
2	Proofing equipment & techniques	Ink Technician					
3	Colour matching principles	Ink Technician					
4	Ink formulations	Ink Technician					
5	Press adjustment techniques	Ink Technician					
6	Understanding base inks	Ink Technician					
7	Working viscosities	Ink Technician					
8	Matching skills (theory)	Ink Technician					

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**Date** \_\_\_\_\_

**Print training Modules**

Printer  
Training Record

Candidate \_\_\_\_\_

Converting  
**Module No 16 - Register**

	<b>Training Given</b>	<b>References</b>	<b>Date of successful Assessment</b>	<b>Assessor</b>	<b>334</b>	<b>337</b>	<b>338</b>
1	Pre register settings (inc all pre-sets for the design)	Operator					
2	Working Knowledge of Registration Computer System	Operator					
3	Manual registration techniques	Operator					
4	Register colours to running standard	Operator					

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**Print training Modules**

Printer  
Training Record

Candidate \_\_\_\_\_

Converting  
**Module No 17 - Setting and Running**

	<b>Training Given</b>	<b>References</b>	<b>Date of successful Assessment</b>	<b>Assessor</b>	<b>334</b>	<b>337</b>	<b>338</b>
1	Data entry for cylinder size and job layout	Operator					
2	Ensure all machine guarding is in place	Operator					
3	Ink up, set required viscosity	Operator / Job bag					
4	Set doctor blades	Operator					
5	Set pressure rollers	Operator					
6	Web machine appropriately	Operator					
7	Pull proof to register	Operator					
8	Obtain colour match & pass off design	Operator / QC					
9	Trouble shoot where needed	Operator					
10	Reel monitoring	Operator					
11	Run Job	Operator					
12	Clean down / Shut down	Operator					

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Printer  
Training Record

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Converting  
**Module No 18 - Job monitoring**

Training Given	References	Date of successful Assessment	Assessor	334	337	338
1 Filling in timesheet	Operator					
2 Maintaining ink levels throughout run	Operator					
3 Maintain desired ink viscosity throughout run	Operator					
4 Observe product throughout run including register, finish, tension, input reel, output reel	Operator					

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**Date** \_\_\_\_\_

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Uncontrolled when printed

**Print training Modules**

Printer  
Training Record

Converting  
**Training Summary**

Candidate \_\_\_\_\_

Print machine Ref	S.S.O.W	Date of successful Assessment	Assessor	334	337	338

Completion of Modules (inc. Assessments) verified by :  
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Job Title \_\_\_\_\_

Date \_\_\_\_\_

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