

National Occupational Standards

Sector: PRINTING AND DIGITAL MEDIA – Pre-Press Processes

Occupation: PRE-PRESS MACHINE OPERATOR

MQF Level: 2

Units:

- PREMO 201 – Improvement of individual performance at work.
- PREMO 202 – Contributes to maintaining equipment in working order.
- PREMO 203 – Possesses good knowledge on printing materials, press and post-press processes
- PREMO 204 – Operates pre-press machines.

PREMO201: IMPROVEMENT OF INDIVIDUAL PERFORMANCE AT WORK

In order to compete successfully, printing companies need to be constantly vigilant on their quality as well as to keep up to date with technology and best practice. One of the ways in which organisations improve is by helping their people to acquire new skills and knowledge either individually or as part of a team

Performance Criteria

The candidate must have the necessary knowledge and skills to:

1. Communicate with work colleagues for self-improvement.
2. Work and communicate effectively with customers for their satisfaction.
3. Share responsibility with superiors to review and prepare personal development plans.

Required Knowledge

Level 2 Pre-press operator must know and state:

1. Communication procedures and principles of personal development planning and training.
2. Workplace policy and practices:
 - a. Workplace objectives, priorities, standards & procedures;
 - b. The range of work carried out in the workplace;
 - c. The working practices existing in the workplace;
3. The identification and assessment of printing options:
 - a. The reasons for selecting one process over another;
 - b. The main stages in the printing process from pre-press to finished product.
4. The main features of quality assurance and quality control.
5. The principles of personal development planning and training.
6. The different types of resources, including labour, materials, machinery, etc.
7. The relationship between resource usage and profitability.
8. The relationship between productivity and competitiveness.

Required Skills

Level 2 Pre-press operator is able to follow instructions to:

1. Review the current situation through advice from colleagues and managers at work or from customers.
2. Seek constructive feedback from others, including manager/trainer, colleagues and customers on how own performance at work can be improved.
3. Identify the way in which own service could have been improved and where it could have

provided in a better service.

4. Maximise productivity.

PRE 202- MAINTAIN EQUIPMENT IN WORKING ORDER.

The candidate must show that all of the statements in each element have been covered and must be the result of real work activities in actual production situations.

Performance Criteria

The candidate must have the necessary knowledge and skills to:

1. Understand the different types of modern communication technologies.
2. Distinguish between different types of print media and the differences in paper.
3. Be aware of the processing line from pre-press to post-press in the company.

Required Knowledge

Level 2 Pre-press operator must know and state:

1. The risks of handling machinery, cleaning materials, lubricants and replacing components.
2. Own responsibilities for cleaning machines - what is permitted and what is not.
3. The company's requirements and industry guidelines for the safe handling and use of hazardous substances.
4. The production schedule and how this affects cleaning operations.
5. The importance to use cleaning methods that are safe, avoid harming the environment and meet manufacturers' requirements.
6. The company's procedures for the safe disposal of waste.
7. The maintenance plan for the machine.
8. Various cleaning agents and lubricants and their suitability for use.
9. Responsibilities for replacing components - what is allowed and what is not.
10. Kinds of faults one is likely to find in the equipment and what to do about them.
11. The procedures for removing, replacing and realigning components safely.
12. Reporting procedures of unexpected wear, damage or machine faults.
13. Maintenance and downtime recording procedures

Required Skills

Level 2 Pre-press operator is able to follow instructions to:

1. Clean own equipment:
 - a. Switch off the machinery and/or use the appropriate safety precautions before cleaning it;
 - b. Use the appropriate cleaning equipment and materials for the machine;
 - c. Use cleaning methods that are safe, avoid harm to the environment and which follow the manufacturer's instructions.
 - d. Clean and lubricate the machines at the indicated times.
 - e. Dispose of used cleaning agents and waste materials (cleaning agents, solvents and lubricant, production debris, and soiled materials) safely.
2. Replace consumables during scheduled maintenance as well as during normal operations.
3. At the end of cleaning and lubricating, check that the machine is safe to operate.
4. Accurately update records of machine maintenance.
5. Routinely examine machinery for defective components or excessive wear.
6. Report machine faults, which are not within own job responsibility to correct, to the responsible person.
7. Restore machine to safe operating condition after replacing components.
8. Keep accurate records of the components removed and replaced.

PREMO 203. POSSESSES GOOD KNOWLEDGE ON PRINTING MATERIALS; PRESS AND POST –PRESS PROCESSES.

The candidate must show that all of the statements in each element have been covered and must be the result of real work activities in actual production situations.

Performance Criteria

The candidate must have the necessary knowledge and skills to:

1. Process customers' orders correctly and efficiently
2. Ensure customers are served beverages correctly and according to the bar's expectations with appropriate items, condiments and accompaniments
3. Ensure customer area is kept appealing and welcoming to customers according the bar's standards
4. Carry out the billing process correctly and efficiently

Required Knowledge

Level 2 Pre-press operator must know and state:

1. The technologies available to convey information.
2. The ability of the printing industry to use different media to convey data or information.
3. The different printing substrates available.
4. Paper specifications.
5. The production processes available within the company and the sequence of work from pre-press to post-press.

Required Skills

Level 2 Pre-press operator is able to follow instructions to:

1. Understand the different forms of communication technologies (print, electronic and multi media).
2. Distinguish between the different types of print media used.
3. Distinguish between the range of printing substrates available for printing.
4. Relate to and understand the differences in paper substance, caliper, size and grain direction.
5. Relate to the processing line from pre-press to post-press in the company and identify the various processes used in the company.
6. Understand the production requirements of the following press and post-press processes to be able to ensure that outputted work is according to specifications to meet these production and job requirements.

PREMO 204: OPERATE PRE-PRESS MACHINES.

The candidate must show that all of the statements in each element have been covered and must be the result of real work activities in actual production situations.

Performance Criteria

The candidate must have the necessary knowledge and skills to:

1. Be able to handle, use and store the printing plates correctly.
2. Assist in the operation of a pre-press machine effectively.
3. Identify machinery faults and act accordingly.

Required Knowledge

Level 2 Pre-press operator must know and state:

1. The correct location of the plates for the job.
2. The printing machines used in the company and the related plate sizes.
3. The types of plates in use in own company.
4. The function of image and non-image areas.
5. Risks plates are liable to during storage and how to protect plates during storage or handling.
6. Company's requirements for plate referencing for storage and amendments.
7. The risks associated with working on computers and plate setting machinery.
8. The safe operation of pre-press machinery and emergency shutdown procedures.
9. The principles of artwork design and requirements for the printing and post-press processes.
10. Software, artwork and pre-press terminology.
11. The company's quality standards to ensure good plate processing.
12. The company's reporting procedures and sources of advice.

Required Skills

Level 2 Pre-press operator is able to follow instructions to:

1. Check the job specifications and identify the plates and materials to be used for the job.
2. Locate and retrieve the correct plates for the job according to company's procedure.
3. Check that the plates are suitable for the job and the machine to be used for production.
4. The action of exposure light, developing chemicals and protection solutions to the creation of image and non-image areas and to protect the plate after pre-press processing.
5. Handle the plates carefully so that damage does not occur to the carriers or to the surfaces.
6. Protect the plates for storage and use company's procedures to store the plates efficiently.
7. Report promptly problems either relating to machine faults or material supply.
8. Check the absence of risks and take all the precautions necessary to prevent injury.
9. Ensure that the equipment is safe and ready for production and stop the machine in an

emergency situation.

10. Use a computer and the appropriate software to send, receive or retrieve data files from customers.
11. Assess received artwork files to see if there are any major mistakes including missing or corrupt images, fonts, etc.
12. Send or print the approved output file to the destination device to create separations.
13. Check that all the elements of the job appear on the correct separations and rectify any mistakes.
14. Output the approve file via the image or plate-setter.
15. Examine output to check if it matches with job specifications or accepted proof for the job.
16. Identify the person(s) who are able to advise on the job requirements and report back according to company's procedures.
17. Assist to correctly identify processing and mechanical faults.
18. Give constructive help to colleagues who are correcting faults.
19. Assist to check that the machine is safe to operate once faults are corrected ;