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December, 2019
Islamabad, Pakistan

POST PRESS OPERATIONS (Packaging)

Assessment Package

National Vocational Certificate Level 2

Version 1 - December 2019

Page 1: Instructions for Candidate (to be given by the Trainer before assessment)

| Title of Qualification : Assistant post press operator | | CS Code: | T | Leve | 1:2 | Vers | sion | :1 |
|---|-------|--------------|---|------|-----|------|------|----|
| Competency Standard: Perform pre run operation | Asses | ssment Date: | D | D | M | M | Υ | Υ |

| Candidate Details | Name Registration/Roll Number |
|---------------------------------|---|
| Guidance for Candidate | To meet this standard, you are required to complete the following tasks within 02 Hours: Task 1. Perform cleaning in press room as per standard/instruction. Task 2. Check oil level & Perform Dry run (any one machine) as per assessor instruction Task 3. Complete Knowledge assessment test. |
| Minimum Evidence Required | During a practical assessment, under observation by trainer, you will complete following Tasks: Task 1. Perform cleaning in press room as per assessor instruction Performance criteria 1- Perform cleaning of the machine and associated tools as per press room instruction & OEM manual and record in annexure A-1. Task 2. Check oil level & Perform Dry run as per assessor instruction Performance criteria 1- Check oil level in machine as recommended in machine manual and record in annexure A-1. Performance criteria 2- Perform dry run (any one machine) as per assessor instruction and record in annexure A-1. Task 3. During assessment, under observation by trainer, you will complete written knowledge test. |

Continued page 2

Page 2: Assessors Judgment Guide (to be completed by the Trainer and signed both by the trainer and the candidate after the assessment)

| Candida | te | | ne: Registration/Roll Number: | | | | | | | | | |
|--|------------|-----------------------------------|-------------------------------|--|-------------|-----------|-----------|-----------|------------|----------------------|--|--|
| Details | | Candidate Sig | gnature: | | | | | | | | | |
| Assessm | ient | COMPETENT | NOT YET | | | | | | TENT | | | |
| Outcom | | Name of the | Assessor (| Trainer | | Assesso | r's code: | | | | | |
| | | Signature of | the Assess | or: | | | | | | | | |
| Assessment Summary (to be filled by the assessor) | | | | | | | | | | | | |
| | | Asse | ssment S | umma | ry (to k | e fille | d by the | assess | or) | | | |
| | Activ | rity | | | Metho | d | | | R | lesult | | |
| Nature of Activity | | | Written | Oral | Observation | Portfolio | Role Play | | Competent | Not Yet Competent | | |
| Practical | Skill Den | nonstration | | | ✓ | | | | | | | |
| Knowled | ge Assess | sment | ✓ | ✓ | | | | | | | | |
| Other Re | quireme | nt | | | | ✓ | | | | | | |
| | | Ea | ch Assessr | nont Ta | ock (wit | h norfe | rmanco | critoria\ | | | | |
| Assessme | nt Tack | La | | | | | | Citteria | | | | |
| Assessine | iit iask | | | Description of assessment task 1 Perform cleaning in press room as per assessor instruction | | | | | | | | |
| During th | e practica | l assessment, | | | | | | Yes | No | Remarks | | |
| 1 | | leaning of the ninstruction & | | | | | | | | | | |
| Compete | nt _ | | Not Yet (| Compet | tent | | | • | | | | |
| | | | l | | | | | | | | | |
| | | | | | | | | | | | | |
| | | Ea | ch Assessn | | | | | criteria) | | | | |
| Assessme | nt Task | | Descripti Check oil | | | | | er assess | or instruc | ction | | |
| During the practical assessment, candidate demonstrated the following: | | | | | | | Yes | No | Remarks | | | |
| 1 1 | | evel in machin I in annexure A | | nmende | ed in m | achine | manual | | | | | |
| ₂ F | Perform d | ry run (any on I in annexure A | e machine | e) as pe | er asses | sor ins | truction | | | | | |
| Competer | | 7 | Not Yet (| Compet | ent | | | 1 | <u> </u> | | | |

| | KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL | | | | |
|---|---|--|--|--|--|
| CANDIDATE DETAILS | Candidate Name: Father's Name: Registration No: Date: Candidate's Signature Candidate Candidate Candidate Candidate Candidate Candidate Signature Training Institution: Qualification: Assistant post press operator | | | | |
| | Module: Perform pre run operation. | | | | |
| NOTE | Time Allowed: 20 minutes Attain all questions. All questions carry equal marks. | | | | |
| | | | | | |
| INSTRUCTION | Encircle the best answer. | | | | |
| press room. C a. Tidy b. Clea c. Clea | and environment is solely responsible for spoiling the health of the people in the Common responsibility of all people is to keep the workplace environment: an water and other spillage ar from hindrance of above | | | | |
| Q 2. Which statement is correct regarding preventive maintenance? a) To change only lubricant and filter timely b) To check only fuel system timely c) To maintain the vehicle performance at all time d) Only to inspect and replace components | | | | | |
| a) Hyd i b) Grea c) Four | VG 32 is a type of: raulic Oil ase ntain additives, e cleaner | | | | |

- Q 4. What is the application of tool shown on the right?
 - a) Pulling out bearings of printing machine
 - b) Cleaning and repairing Blanket
 - c) Applying grease
 - d) Measuring Ph
- Q 5. Which of the following kinds of maintenance could increase chances of machine operation without breaks for longer duration?
 - a) Preventive
 - b) breakdown
 - c) Routine
 - d) Emergency
- Q 6. Sixteen-page signature fold makes how many pages?
 - a) 10
 - b) 14
 - c) 16
 - d) 20
- Q 7. What is the ideal humidity percentage level required in the area of post print operations?
 - a) 10-20
 - b) 70-80
 - c) 40-60
 - d) 80-90
- Q 8. Which equipment to be used to decrease humidity in the workshop?
 - a) Ceiling fan
 - b) Heater
 - c) Dehumidifier
 - d) Air blower
- Q 9. Low quality oil can cause?
 - a) Better machine operations
 - b) Decrease in operation time
 - c) Decrease machine life
 - d) Ease of operations
- Q 10. Identify this tool?
 - a) L-Key
 - b) Spanner
 - c) Tommy Bar
 - d) Screw driver



Pre Run Operation

PRE-RUN OPERATIONAL ACTIVITIES REPORT

Name and ID of Assesse

| Mach | nine No Da | te: Activities sta | | -A:M/ P:M End a | nt:A:M/ P:M | | |
|--------|-----------------------|--|---------------------------------------|-----------------|--------------|--|--|
| | | Post Press machine | operations | | | | |
| S. No. | Pre ope | rational activities | Remarks (Please encircle appropriate) | | | | |
| | | | Yes | No | Not required | | |
| 1 | Opted Personal Protec | ctive Equipment | | | | | |
| 2 | Performed machine su | rrounding cleaning | | | | | |
| 3 | Performed machine cle | eaning | | | | | |
| 4 | Check machine oil lev | el | | | | | |
| 5 | Reported about machi | ine status to operator/ supervisor | | | | | |
| | | Follow the check list to make machine ready | | | | | |
| 6 | Perform Dry Run | Adjust machine size as per job requirement | | | | | |
| | | Verify job quality by Performing test run | | | | | |
| | | Extra ordinary repor | t (Optional) | | • | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Page 1: Instructions for Candidate (to be given by the Trainer before assessment)

| Title of Qualification : Assistant post press operator | | CS Code: | | Leve | el:2 | Ver | sion | :1 |
|--|------|--------------|---|------|------|-----|------|----|
| Competency Standard: Interpret instruction on docket for Packaging | Asse | ssment Date: | D | D | M | M | Υ | Υ |

| | 1 |
|---------------------------|---|
| Candidate | Name |
| Details | Registration/Roll Number |
| | To meet this standard, you are required to complete the following tasks within 02 Hours: |
| Guidance for Candidate | Task .1 Determine job order details as per annexure-A1 and fill the detail in annexure-B1. Task .2 Verify art work/sample as per docket. Task .3 Verify material quality as per docket. Task .4 Verify die and blocks as per docket Task .5 Complete Knowledge assessment test. |
| | During a practical assessment, under observation by trainer, you will complete |
| | following Tasks: |
| | Task 1. Determine job order details as per annexure-A-1 and fill the detail in annexure-B-1 |
| | Performance Criteria .1 Determine job title from docket/job card Performance Criteria .2 Verify availability of reference specimen in docket/job card Performance Criteria .3 Determine quantity of job as per docket/job card requisition |
| | Task 2. Verify art work/sample as per docket. |
| | Performance Criteria .1 Verify art work as per docket Performance Criteria .2 Verify pasting application as per dummy. |
| Minimum Evidence | Task 3. Verify material quality & substrate sizing as per docket. |
| Required | Performance Criteria .1 Determine grain of substrate as per docket/job card requisition. Performance Criteria .2 Determine Gram per Square Meter (GSM) value of substrate as per docket/job card |
| | Performance Criteria .3 Verify size of substrate as per docket/job card. Task 4. Verify die and blocks as per docket |
| | Performance Criteria .1 Verify die size as per specimen |
| | Performance Criteria .1 Verify die size as per specimen Performance Criteria .2 Verify number of Ups as per docket |
| | Performance Criteria .3 Verify block size as per specimen |
| | Task 5. During assessment, under observation by trainer, you will complete written knowledge test. |

Continued page 2

Page 2: Assessors Judgment Guide (to be completed by the Trainer and signed both by the trainer and the candidate after the assessment)

| Candio | | Name: | | | | Regist | ration/R | oll Numbe | er: | |
|----------------------------|-----------------------------|----------------------|-------------------------------|---------|-------------|-----------|-----------|------------|--------------|----------------------|
| Details | 5 | Candidate Signa | ture: | <u></u> | <u></u> | ······ | <u></u> | | | |
| Assess | sment | COMPETENT | | | _ | | | TCOMPET | | |
| Outco | me | Name of the Ass | sessor (| Γrainer |) | | | | Assessor | 's code: |
| Signature of the Assessor: | | | | | | | | | | |
| | | Assessr | nent Sı | ummar | ry (to k | e fille | d by the | e assesso | or) | |
| | Activ | vity | | | Metho | d | | | Re | esult |
| Nature of Activity | | | Written | Oral | Observation | Portfolio | Role Play | | Competent | Not Yet Competent |
| | | monstration | | Ĺ | √ | | | | | |
| | edge Assess | | ✓ | ✓ | | | | | | |
| Other | Requireme | nt | | | | √ | | | | |
| | | | | | | | | | | |
| | | | | | | | | criteria) | | |
| Assessn | ment Task | | escriptio etermin | | | | | iexure-A a | and fill the | detail in annexure-B |
| During following | - | al assessment, can | ididate (| demon | strated | the | | Yes | No | Remarks |
| 1 | Determine | e job title from do | cket/jok | o card | | | | T | | |
| 2 | Verify ava | ilability of referen | ce spec | imen in | docke | t/job_c | ard | | | |
| 3 | | e quantity of job a | - | | | | | | | |
| Compe | | | lot Yet C | | | | | | | |
| | | | | | | | | | | |
| | | Each | Assessn | nent Ta | ısk (wit | h perfo | rmance | criteria) | | |
| Assessr | ment Task | | escriptio erify art | | | | | | | |
| During following | • | al assessment, can | didate | demon | strated | the | | Yes | No | Remarks |
| 1 | Verify art | work as per docke | •t | | | | | | | |
| 2 | Verify past | ting application as | per du | mmy. | | | | | | |
| Compe | Competent Not Yet Competent | | | | | | | | | |

| | | Each Assessment Task (with performance | criteria) | | |
|-------------------|--|---|-----------------|----|---------|
| Assess | ment Task | Description of assessment task 3 | | | |
| During followi | | Verify material quality & substrate sizinent, candidate demonstrated the | yes | No | Remarks |
| 1 | Determine grain of s | substrate as per docket/job card requisition | | | |
| 2 | Determine Gram per per docket/job card | r Square Meter (GSM) value of substrate as | | | |
| 3 | Verify size of substra | nte as per docket/job card | | | |
| Compe | etent | Not Yet Competent | | | |
| Λεερεε | ment Task | Each Assessment Task (with performance of | criteria) | | |
| During | · · · · · · · · · · · · · · · · · · · | Description of assessment task 4 Verify die and blocks as per docket. ent, candidate demonstrated the | riteria) Yes | No | Remarks |
| | the practical assessming: | Description of assessment task 4 Verify die and blocks as per docket. ent, candidate demonstrated the | | No | Remarks |
| During followi | the practical assessm | Description of assessment task 4 Verify die and blocks as per docket. ent, candidate demonstrated the specimen. | | No | Remarks |
| During followi | the practical assessments ing: Verify die size as per | Description of assessment task 4 Verify die and blocks as per docket. ent, candidate demonstrated the specimen. s as per docket. | | No | Remarks |

| | KNOWLEDGE ASSESSMENT QUESTIONNAIRE I | MODEL | |
|----------------------|---|-------|--|
| CANDIDATE DETAILS | Candidate Name: Father's Name: Registration No: Training Institution: Qualification: Assistant Post Press operator Module: Interpret instruction on docket for Packaging | | |
| | | | |
| NOTE | Time Allowed: 20 minutesAttain all questions.All questions carry equal marks. | | |

| Q 1. | Water based is not a type of coating? | |
|------|--|--|
| | a) True | |
| | b) False | |
| | | |
| Q 2. | Enlist any two types of Substrate? | |
| | a) Art Card. | |
| | b) Box board. | |
| | c) Off set paper | |
| | d) Bleach card | |
| | e) Mat paper | |
| | f) Grey board | |
| | g) Craft paper | |
| Q 3. | Glue is not a type of coating material? | |
| QJ. | | |
| | a) True b) False | |
| | b) Taise | |
| Q 4. | Identify which operation is involved in Packaging? | |
| - | a) Hot Glue binding. | |
| | b) Sewing Binding. | |
| | c) Die cutting. | |
| | d) Gathering. | |
| | , | |
| Q 5. | Purpose of using block in Die cutting? | |
| | a) Printing. | |
| | b) Embossing | |
| | c) Pasting | |
| | d) Binding | |
| Q 6. | Enlist any two reasons for wrong grain substrate? | |
| | a) Broken crease. | |
| | b) Losing in box hardness | |
| | c) Pasting problem | |
| | d) Box shape problem | |
| Q 7. | Glue viscosity will remain same for box board and bleach card? | |
| | a) True. | |
| | b) False | |

- Q 8. Identify the machine in given figure-2?
 - a) Folding Machine
 - b) Automatic Coating Machine.
 - c) Automating Gluing Machine
 - d) Copy Machine



Figure-2

- Q 9. Which of the following is the type of lamination?
 - a) Matte
 - b) Box board
 - c) Spot color
 - d) Gradient
- Q 10. Glue chip is used in lamination?
 - a) True
 - b) False

DOCKET (interpret Docket)

| Name | and | ID | of |
|------|------|----|----|
| as | sess | е | |

ABC Printing Press

Job Card no.

Delivery date: 22 March 2020

101

P.O No. G-802

Assigned on: 15 March 2020

Client

PAPGAI

Job Type: Cake box

Quantity: 2000

Color: 1+

size 8.5" x 11"

Type

Box board (Grey back)

Paper

GSM 250

Die 1

Block 1

| Special instructions: | Verify Die and block |
|-----------------------|------------------------|
| Job Sample | As per provided sample |

7 of 7

POST PRESS OPERATIONS WORK SHEET

| Name and ID of | |
|-----------------|--|
| Δ ssesse | |

| Jo | bb Card No: | | | | | | <u>,</u> | Date: | | | , | |
|--------|---|----------------------|----------------|-------------------------|-------|---------|----------|-------|-----|---------|-----|--|
| | | Assist | tant Post Pres | s Ope | rator | | | | | | | |
| S. No. | S. No. Job Card Instructions Information | | | | | | | | | | | |
| 1. | Purchase order numb | er | | | | | | | | | | |
| 2. | Job number | | | | | | | | | | | |
| 3. | Date | | Start | D | D | M | M | Υ | Υ | Υ | Υ | |
| 4. | | | Delivery | D | D | M | M | Υ | Υ | Υ | Υ | |
| 5. | Client detail | Company | | | | | | | | | | |
| 6. | Job Quantity | 2000 | | | | | | | | | | |
| 7. | Cultatuata | size | 8.5"x11" | | | | | | | | | |
| 8. | Substrate | | type | Box board | | | | | | | | |
| 9. | Die quantity | | | | 1 | | | | | | | |
| 10. | Job colors | 1+0 | | | | | | | | | | |
| 11. | 1 Sample box/specimen (encircle the right option) | | | Available Not available | | | | | | ole | | |
| 12. | GSM value | | | | | | | 250 | | | | |
| 13. | Text Approval (encirc | le the right option) | | | Ava | ailable | | | Not | availal | ole | |
| | | | Notes (Option | nal) | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |
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| | | | | | | | | | | | | |

Page 1: Instructions for Candidate (to be given by the Trainer before assessment)

| Title of Qualification : Assistant Post press operations | CS Code: | | Level:2 | | Version:1 | | 1 | |
|---|----------|------------|---------|---|-----------|---|---|---|
| Competency Standard: Perform Lamination | Assessn | ment Date: | D | D | M | M | Υ | Υ |

| Candidate | Name |
|--------------|--|
| Details | Registration/Roll Number |
| | Negistration, non-radiuser |
| | To meet this standard, you are required to complete the following tasks within 02 Hours: |
| | Task .1 Perform substrate handling as per job requirement. |
| Guidance for | Task .2 Verify Lamination films as per dockets. |
| Candidate | Task .3 Make ready workstation for lamination operation. |
| Canalaate | Task .4 Perform lamination operation |
| | Task .5 Perform post production activity and maintain log book. Task .6 Complete Knowledge assessment test. |
| | Task to Complete knowledge assessment test. |
| | During a practical assessment, under observation by trainer, you will complete |
| | following Tasks: |
| | Task 1. Perform substrate handling as per job requirement |
| | Performance Criteria .1 Perform Substrate Stacking |
| | Performance Criteria .2 Verify the side of lamination |
| | Performance Criteria .3 Verify the Substrate size for lamination |
| | Task 2. Verify Lamination films as per dockets. |
| | Performance Criteria .1 Verify the type of the lamination film |
| | Performance Criteria .2 Verify size of the lamination film roll |
| | Task 3. Make ready workstation for lamination operation. |
| | Performance Criteria .1 Adjust the feeder according to the job |
| Minimum | Performance Criteria .2 Mount the film roll on to the machine |
| Evidence | Performance Criteria .3 Mount the conveyer blanket as per instruction |
| Required | Performance Criteria .4 Adjust the flow of glue |
| | Task 4. Perform lamination operation |
| | Performance Criteria .1 Maintain viscosity of the glue during the lamination |
| | Performance Criteria .2 Check & maintain the quality of lamination |
| | Task 5. Perform post production activity and maintain log book. |
| | Performance Criteria .1 Clean the roller as per instruction |
| | Performance Criteria .2 Perform sheet separation. |
| | Performance Criteria .3 Record the final counter along-with the wastages |
| | Task 6. During assessment, under observation by trainer, you will complete written |
| | knowledge test. |
| | |
| | |

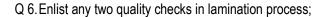
Page 2: Assessors Judgment Guide (to be completed by the Trainer and signed both by the trainer and the candidate after the assessment)

| Candidate | Name: | | ••••• | | Regist | ration/R | .oll Numbe | er: | ! |
|------------------------------------|---|-------------|--------------|-------------|---------------------------------------|----------|---|-------------|----------------------|
| Details | Candidate Signatu | ure: | | | | | | | ļ |
| | | | | | | | | | |
| I | COMPETENT | | i | | | NOT YE | тсомрет | ENT | |
| Assessment | | | | | | | | | ļ |
| Outcome | Name of the Asse | essor (T | rainer |) | ••••• | ••••• | | .Assessor | r's code: |
| | Signature of the | Λεερςς | or: | | | | | | I |
| | Jigilature or the | | | | | | | | |
| | Assessm | ent Si | | rv (to l | ـــــــــــــــــــــــــــــــــــــ | hv th | e assesso | | |
| Acti | | | | | | | - 433655 | | |
| Activ | vity | | | Metho | d <u> </u> | + | | | esult |
| | i | | | ion | | | 7 | en c | Not Yet npetent |
| Nature of Activity | •• | ٦ | | Observation | <u>ie</u> | Play | 7 | Competent | Not Yet Competent |
| Nature or Activity | / | Written | | ser | Portfolio | le P | ۶ | Ę | Z wo |
| | • | × | Oral | op | Po | Role | (| 3 | ŏ |
| Practical Skill Den | monstration | | | √ | | | | | + |
| Knowledge Asses | | √ | √ | | | | • | | |
| Other Requireme | | | | | ✓ | | | | |
| | | | | | 4 | | | | |
| | T- ab | | | - 1 - 2 | · | | | | |
| <u> </u> | | | | | | | e criteria) | | |
| Assessment Task | | - | | assessm | | | ···irom | •. | |
| - the muchic | During the practical assessment, candidate demonstrated the | | | | | | | | |
| During the practication following: | al assessment, canα | didate : | demon | istrateo | 1 the | | Yes | No | Remarks |
| | Substrate Stacking | | | | | | + | | |
| H | Substrate Stacking e side of lamination | | | | | | + | | |
| | e Substrate size for I | | tion | | | | + | | |
| Competent | | ot Yet C | | +ont | $\overline{\Box}$ | | | L | |
| Competent | | Л 100 с | Ollipe | ,en. | <u> Ш</u> | | | | |
| | | | | | | | | | |
| | Each F | Assessn | nent Ta | ask (wit | th perf | ormance | e criteria) | | |
| Assessment Task | | | | assessm | • | | | | |
| | | - | | | | dockets. | | | |
| During the practica following: | al assessment, cand | lidate (| demon | strated | l the | | Yes | No | Remarks |
| | e type of the laminat | tion file | m | | | | + | . — — | |
| | e of the lamination f | | | | | | + _ | | |
| Competent Not Yet Competent | | | | | | | | | |

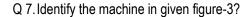
| ust the feeder account the film roll on unt the conveyer blust the flow of glue Task ractical assessmen | to the machine lanket as per instruction | Yes | No No | Remarks |
|---|---|---|---|--|
| ust the feeder account the film roll on unt the conveyer blust the flow of glue Task ractical assessmen | riding to the job to the machine lanket as per instruction Not Yet Competent Each Assessment Task (with performant Description of assessment task 4 Perform lamination operation it, candidate demonstrated the | nce criteria) | | |
| unt the film roll on unt the conveyer blust the flow of glue Task ractical assessmen | to the machine lanket as per instruction Not Yet Competent Each Assessment Task (with performant Description of assessment task 4 Perform lamination operation It, candidate demonstrated the | | No | Remarks |
| unt the conveyer blust the flow of glue Task ractical assessmen | Not Yet Competent Each Assessment Task (with performant Description of assessment task 4 Perform lamination operation it, candidate demonstrated the | | No | Remarks |
| Task ractical assessmen | Not Yet Competent Each Assessment Task (with performant Description of assessment task 4 Perform lamination operation at, candidate demonstrated the | | No | Remarks |
| Task ractical assessmen | Not Yet Competent Each Assessment Task (with performan Description of assessment task 4 Perform lamination operation It, candidate demonstrated the | | No | Remarks |
| Task ractical assessmen ntain viscosity of th | Description of assessment task 4 Perform lamination operation t, candidate demonstrated the | | No | Remarks |
| Task ractical assessmen ntain viscosity of th | Description of assessment task 4 Perform lamination operation at, candidate demonstrated the | | No | Remarks |
| Task ractical assessmen ntain viscosity of th | Description of assessment task 4 Perform lamination operation at, candidate demonstrated the | | No | Remarks |
| ractical assessmen | Perform lamination operation | Yes | No | Remarks |
| ntain viscosity of th | | Yes | No | Remarks |
| • | he glue during the lamination | | 1 | |
| | | | | |
| ck & maintain the o | quality of lamination | | | |
| | Not Yet Competent | | | |
| | | | | |
| | Each Assessment Task (with performan | nce criteria) | | |
| Task | Description of assessment task 5 Perform post production activity and | d maintain l | og book. | |
| ractical assessmen | t, candidate demonstrated the | Yes | No | Remarks |
| n the roller as per | instruction | | | |
| 2 Perform sheet separation. | | | | |
| ord the final counte | er along-with the wastages | | | |
| | Not Yet Competent | , | | |
| 1 | ractical assessments on the roller as perform sheet separat | Each Assessment Task (with performar Task Description of assessment task 5 Perform post production activity an ractical assessment, candidate demonstrated the In the roller as per instruction orm sheet separation. Ord the final counter along-with the wastages | Each Assessment Task (with performance criteria) Task Description of assessment task 5 Perform post production activity and maintain I ractical assessment, candidate demonstrated the Yes In the roller as per instruction orm sheet separation. ord the final counter along-with the wastages | Each Assessment Task (with performance criteria) Task Description of assessment task 5 Perform post production activity and maintain log book. Tactical assessment, candidate demonstrated the Yes No In the roller as per instruction Orm sheet separation. Ord the final counter along-with the wastages |

| | KNOWLEDGE ASSESSMENT QUESTIONNAIR | E MODEL |
|----------------------|--|---------|
| CANDIDATE DETAILS | Candidate Name: Father's Name: Registration No: Training Institution: Qualification: Assistant Post Press Operator Module: Perform Lamination | • |

| NOTE | Time Allowed: 20 minutes Attain all questions. All questions carry equal marks. | |
|-------------------|---|--|
| INSTRUCTION | Encircle the best answer. | |
| Q 1.Enlist any | two types of finish for lamination film; | |
| a) (| Gloss Lamination. | |
| b) 1 | Mat Lamination | |
| c) \ | Velvet finish | |
| d) I | Hologram | |
| e) [| Metallize | |
| Q 2. Enlist any | three main parts of lamination machine; | |
| a) I | Rubber Roller. | |
| b) \$ | Steel Roller / Impression Roller. | |
| c) (| Glue Pot. | |
| d) (| Conveyor belt. | |
| e) I | Re-Wind Drum with stand. | |
| Q 3. Select the | tool used for sheet separation; | |
| a) K r | nife. | |
| b) So | cissor. | |
| c) Ha | ammer. | |
| d) Cu | utter Plier. | |
| Q 4. Identify the | e part which carries the sheet into the impression role; | |
| a) Kr | nife. | |
| , | cissor. | |
| c) Co | onveyor belt. | |
| d) Cu | utter Plier. | |
| Q 5. Glue visco | osity can change, according to the job; | |
| a) T | rue. | |
| b) F | alse. | |
| | | |
| | | |



- a) Glue viscosity.
- b) Glue adhesiveness.
- c) Wrinkle.
- d) Bubble.
- e) Substrate Alignment
- f) Front lay & Side lay



- a) Crimping Machine
- b) Lamination Machine.
- c) Cutting Machine
- d) Copy Machine



Figure-3

Q 8. Enlist any three reasons for cleaning the lamination machine after process.

- a) Smooth operation.
- b) Bubble defect control.
- c) Wrinkle defect control.
- d) Increase the life span of roller.
- e) Smooth Glue flow.

Q 9. Front lay and side lay alignment are equally important.

- a) True
- b) False
- Q 10. Drying powder is used in lamination?
 - a) True
 - b) False

DOCKET (Lamination)

| Name | and | ID | of |
|------|------|----|----|
| as | sess | е | |

ABC Printing Press

Job Card no.

Delivery date: 22 March 2020

101

P.O No. G-802

Assigned on: 15 March 2020

Client

PAPGAI

Job Type: Title Lamination

Quantity: 100

Size 11.5" x 9"

Paper Type Board

Special instructions:

Job Sample

GSM 250

Glue type Lamination Glue (cold glue)

Verify Lamination film

As per provided sample

Page 1: Instructions for Candidate (to be given by the Trainer before assessment)

| Title of Qualification : Assistant Post Press operator | | CS Code: | Level:2 | | Version:1 | | :1 | |
|---|------------------|----------|---------|---|-----------|---|----|---|
| Competency Standard: Perform pasting operation | Assessment Date: | | D | D | M | M | Υ | Υ |

| Candidate Details | Name |
|---------------------------------|---|
| Guidance for Candidate | To meet this standard, you are required to complete the following tasks within 02 Hours: Task .1 Perform substrate handling. Task .2 Make ready workstation for pasting operation. Task .3 Perform pasting operation as per instruction. Task .4 Complete Knowledge assessment test. |
| | During a practical assessment, under observation by trainer, you will complete following Tasks: |
| Minimum Evidence Required | Task 1. Perform substrate handling as per job requirement Performance Criteria .1 Verify glue flap of the die cut substrate Performance Criteria .2 Perform Substrate Stacking as per instruction Task 2. Make ready workstation for pasting operation Performance Criteria .1 Adjust the feeder according to the job. Performance Criteria .2 Adjust pre-glue / pre-fold belts according to the job Performance Criteria .3 Adjust glue flap folding station according to the job Performance Criteria .4 Adjust glue pot station according to the job Performance Criteria .5 Adjust Glue viscosity as per job requirement Performance Criteria .6 Adjust the counter photocell and kick according to the job Task 3. Perform pasting operation and maintain log book. Performance Criteria .1 Carry out pasting operation as per instruction. Performance Criteria .2 Check & maintain the quality of pasting. Performance Criteria .3 Record the final counter along-with the wastages. Task 4. During assessment, under observation by trainer, you will complete written knowledge test. |

Continued page 2

Page 2: Assessors Judgment Guide (to be completed by the Trainer and signed both by the trainer and the candidate after the assessment)

| Candid | | Name: | | | | Registi | ration/R | oll Numb | er: | |
|--------------------|---|--|-------------------------------|----------------------|-------------|-----------------|-----------|-----------|------|----------------------|
| Details | | Candidate Sign | ature: | | | | | | | |
| | | COMPETENT | | | | | NOT YE | TCOMPET | ΓENT | |
| Assessi Outcor | | Name of the Assessor (Trainer)Assessor's code:Assessor's | | | | | r's code: | | | |
| | | Signature of th | ne Assess | or: | ••••• | | | | | |
| | | | | | | | | | | |
| <u></u> | | Asses | sment Su | ımmaı | ry (to k | e f <u>ille</u> | d by the | e assesso | or) | |
| | Activ | /ity | | | Metho | d | | | R | esult |
| Nature of Activity | | | Written | Oral | Observation | Portfolio | Role Play | Competent | | Not Yet Competent |
| Practica | al Skill Den | nonstration | | | ✓ | | | | | |
| Knowle | edge Assess | sment | ✓ | ✓ | | | | | | |
| Other F | Requireme | nt | | | | ✓ | | | | |
| | | 5 | • • • • • • • | | 1 / | • | | *** - \ | | |
| | | T | h Assessn | | | | | criteria | | |
| Assessm | nent Task | | Description Perform s | | | | | requirem | ient | |
| During t | - | al assessment, ca | andidate | demon | strated | l the | | Yes | No | Remarks |
| 1 | | e flap of the die o | | | | | | | | |
| 2 | Perform S | ubstrate Stackin | g as per ir | g as per instruction | | | | | | |
| Compet | ent | <u> </u> | Not Yet C | Compet | tent | | | | | |
| | | | | | | | | | | |
| | | Eacl | h Assessm | nent Ta | ısk (wit | h perfo | rmance | criteria) | | |
| Assessm | nent Task | | Descriptio Make rea | | | | | peration | | |
| During t | | al assessment, ca | andidate (| demon | strated | the | | Yes | No | Remarks |
| 1 | 1 Adjust the feeder according to the job. | | | | | | | | | |
| 2 | 2 Adjust pre-glue / pre-fold belts according to the job | | | | | | | | | |
| 3 | 3 Adjust glue flap folding station according to the job | | | | | | | | | |
| 4 | Adjust glu | e pot station acc | ording to | the jol | b | | | | | |
| 5 | Adjust Glu | ie viscosity as pe | r job requ | uireme | nt | | | | | |
| 6 | Adjust the | counter photoc | ell and ki | ck acco | rding to | o the jo | b | | | |
| Compet | ent [| コーー | Not Yet C | Compet | tent | | | | | |

| Each Assessment Task (with performance criteria) | | | | | | |
|--|--|---|-----|----|---------|--|
| Assessr | ment Task | Description of assessment task 3 Perform pasting operation and maintain log book. | | | | |
| During the practical assessment, candidate demonstrated the following: | | | Yes | No | Remarks | |
| 1 | Carry out pasting operation as per instruction. | | | | | |
| 2 | Check & maintain the quality of pasting. | | | | | |
| 3 | Record the final counter along-with the wastages | | | | | |
| Compe | Competent Not Yet Competent | | | | | |

| | KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL | |
|--|--|--|
| CANDIDATE DETAILS | Candidate Name: Father's Name: Registration No: Date: Candidate's Signature Candidate signature | |
| | | |
| NOTE | Time Allowed: 20 minutes Attain all questions. All questions carry equal marks. | |
| | | |
| INSTRUCTION | Encircle the best answer. | |
| Q 1. Which | h instrument is used to measure the glue viscosity? | |
| (a) To (b) D (c) M (d) H (d) H (d) To (d) To (e) To | ernier caliper IN / Viscosity cup Ilicrometer leight gauge is the purpose of knife in the feeder of pasting machine? o control glue o control speed o control double carton o control space between carton | |

| Q 3. | You can control distance between cartons by speed of feeder? |
|-------|--|
| | a) True b) False |
| Q 4. | Can you fold all 4 creases on pasting machine? |
| | a) Yes b) No |
| Q 5. | Where is gluing flap folded on the machine? |
| | a) Pre glue pot stationb) Glue pot stationc) Post glue pot stationd) Delivery |
| Q 6. | In which station do you control the box alignment? |
| | a) Pre-glue b) Feeder c) Glue d) Post glue |
| Q 7. | What is the purpose of wheel in glue pot? |
| | a) Apply glue on substrate b) To control glue viscosity c) To fill the pot d) To control adhesiveness |
| Q 8. | What is the glue wheel thickness, will be used on 8mm to 12 mm flap? |
| | a) 2 to 3 mm b) 4 to 6 mm c) 8 to 10 mm d) 10 to 12 mm |
| Q 9. | Can you control belt speed of post glue station for flap alignment? |
| | a) True b) False |
| Q 10. | Can you control conveyor belt speed to adjust stacking height and alignment? |
| | a) True b) False |
| | |
| | |

DOCKET (Pasting)

| Name | and | ID | of | | | |
|---------|-----|----|----|--|--|--|
| assesse | | | | | | |

ABC Printing Press

Job Card no.

101

P.O No. G-802

Assigned on: 15 March 2020

Client

PAPGAI

Job Type: Pen Box

Quantity: 500

Size 8" x 3"x1.5"1

Carton Type Straight Pasting

GSM 250

Glue type Cold glue

Delivery date: 22 March 2020

| Special instructions: | No of skillet in a bundle |
|-----------------------|---------------------------|
| Job Sample | As per provided sample |

Page 1: Instructions for Candidate (to be given by the Trainer before assessment)

| Title of Qualification : Assistant Post Press operator. | | CS Code: | | Level:2 | Version: | 1 |
|--|-------|--------------|---|---------|----------|---|
| Competency Standard: Perform Health and safety at work place. | Asses | ssment Date: | D | D M | MY | Υ |

| Candidate Details | Name | | | | | |
|---------------------------------|---|--|--|--|--|--|
| Guidance for Candidate | To meet this standard, you are required to complete the following tasks within 02 Hours: Task .1 Practice safe work habit to ensure safety and use personal protective equipment. Task .2 Complete Knowledge assessment test. | | | | | |
| Minimum Evidence Required | During a practical assessment, under observation by trainer, you will complete following Tasks: Task 1. Practice safe work habit to ensure safety and use personal protective equipment. Performance Criteria .1 Interpret work processes and procedures to identify risk of hazards at press. Performance Criteria .2 Identify potential hazards to minimize accident risk Performance Criteria .3 Verify personal protective equipment to ensure optimum protection in compliance with press room procedures Performance Criteria .4 Apply dress code in accordance with press room Task 2. During assessment, under observation by trainer, you will complete written knowledge test. | | | | | |

Continued page 2

Page 2: Assessors Judgment Guide (to be completed by the Trainer and signed both by the trainer and the candidate after the assessment)

| Candidate | Name: Registration/Roll Number: | | | | | | |
|-----------------------|---------------------------------|-----|-------------------------|------------|--|--|--|
| Details | Candidate Signature: | | | | | | |
| Assessment Outcome | | , , | NOT YETCOMPETENTAssesso | or's code: | | | |

| Assessment Summary (to be filled by the assessor) | | | | | | | | |
|---|---------|------|-------------|-----------|-----------|-----------|----------------------|--|
| Activity | | ı | Metho | d | | Result | | |
| Nature of Activity | Written | Oral | Observation | Portfolio | Role Play | Competent | Not Yet Competent | |
| Practical Skill Demonstration | | | | | ✓ | | | |
| Knowledge Assessment | ✓ | ✓ | | | | | | |
| Other Requirement | | | | ✓ | | | | |

| | Each Assessment Task (with performance criteria) | | | | | | |
|--|--|--|--|----|---------|--|--|
| Assess | ment Task | Description of assessment task 1 Practice safe work habit to ensure safety and use personal protective equipment. | | | | | |
| During the practical assessment, candidate demonstrated the following: | | | | No | Remarks | | |
| 1 | Interpret work processes and procedures to identify risk of hazards at printing press | | | | | | |
| 2 | Identify potential hazard | s to minimize accident risk | | | | | |
| 3 | Verify personal protective equipment to ensure optimum protection in compliance with press room procedures | | | | | | |
| 4 | Apply dress code in accordance with press room | | | | | | |
| Competent Not Yet Competent | | | | | | | |

| | KNOWLEDGE ASSESS | SMENT C | QUESTIONNAIRE MODEL | |
|----------------------|---|--------------|---|------------------|
| | Candidate's Name: | | | |
| | Father's Name: | | · · · · · · · · · · · · · · · · · · · | data's Cignatura |
| CANDIDATE DETAILS | Registration No: | Da | · · · · · · · · · · · · · · · · · · · | date's Signature |
| | Training Institution: | | | |
| | Qualification: Assistant Post Press | onerator | Module. Adhere to Safety Standards and | d Regulations |
| | Qualifornia 7.5515tarit 1.55111e35 | орегитот. | module rando to carety standards and | a regulations |
| INSTRUCTIONS | Time Allowed: 30 minutesAttain all questionsAll questions carry equal m | narks. | | |
| SECTION A | Encircle the best answer. | | | |
| | Which of the following activity is sh | - | - | |
| Q-1 | A) Turn on machine for inchingC) Attendance counter | B) D) | Emergency stop Main switch of press room | |
| | C) Allendance counter | D) | Main Switch of press room | _1 |
| | Anything that cannot cause injury, o | or damage | is: | |
| Q-2 | A) safety | B) | Hazard | |
| | C) workshop | D) | lack of tidiness | |
| | Which symbol is shown on right? | | | |
| Q-3 | A) Danger | B) | Radiation | |
| | C) High intensity Noise | D) | 440V D.C | |
| Q-4 | To extinguish an electrical fire, it is | best to use | · a: | |
| | A) fire blanket | B) | foam | |
| | C) carbon dioxide (CO2) | D) | Sand | |
| Q-5 | An operator is supposed to pay spe symbol is around. | cial attenti | on to protect his or her if th | is |
| | A) Head | B) | Eyes | |
| | C) Toe/feet | D) | Ears | |
| Q-6 | If you see warning labels or signs o | n equinme | at you should: | |
| Q-0 | A) Read and understand what the | | it you onlouid. | |
| | B) Follow all the precautions in the | | | |
| | C) Ask your supervisor if you don't | | | |
| | D) All of the above | | | |

| Q-7 | If yo | u see a broken part of a tool or a pid Tell a supervisor/ Senior | ece of e | equipment you should: Use it carefully |
|------|--------|---|----------|---|
| | C) | Try to repair it | D) | Both, B & C are true |
| Q-8 | Мас | hine guards mean: | | |
| | A) | People who guard equipment | B) | Plates and covers that go over moving equipment parts |
| | C) | Not required at your workplace | D) | Can be move or removed by any employee |
| Q-9 | Equ | ipment operating instructions are: | | |
| | A) | For new employee | B) | Only guidelines |
| | C) | Specified steps to follow every time | D) | None of the above |
| Q-10 | If I s | ee fluid leaking from a machine I sh | ould: | |
| | A) | Use a rag to slow the leak | B) | Clean up the fluid at the end of my shift |
| | C) | Use water to dilute the fluid | D) | Immediately tell a supervisor / senior operator |

Annexure **A-2**Health & Safety

SAFETY DEMONSTRATION LOG SHEET

| Name and ID of Assesse | |
|---------------------------|--|
| | |

| | Date: | Activities start at:A:M | ·M/ P:M End at:A:M/ P:M | | | | |
|--------|--|-----------------------------|-------------------------|--|--|--|--|
| | Junio | r binder / assistant Post P | Press operator | | | | |
| S. No. | Pre operat | Remarks | | | | | |
| 1 | Machine Identification | Press room No. | | | | | |
| 2 | | Serial No. | | | | | |
| 3 | | Make / Manufacturer | | | | | |
| 4 | | Model No. | | | | | |
| 5 | | Operation performed | | | | | |
| 6 | Any available Job Card information (work processes and procedures) | | | | | | |
| 8 | List dawn Potential Hazards (Enlist 4 main items) | 1. 3. | 2. 4. | | | | |
| 9 | PPE Applied Personal Protective Equipment (Enlist 4 main items) | 3. | 2. 4. | | | | |
| | | Remarks | · | | | | |
| | | | | | | | |

Page 1: Instructions for Candidate (to be given by the Trainer before assessment)

| Title of Qualification : Assistant Post Press operator | CS Code: | Level:2 | Version:1 |
|---|------------------|---------|-----------|
| Competency Standard: Assistant Post Press operation | Assessment Date: | D D M | MYY |

| | T |
|---------------------------|---|
| Candidate | Name |
| Details | Registration/Roll Number |
| | To meet this standard, you are required to complete the following tasks within 03 Hours: |
| Guidance for Candidate | Task .1 Perform cleaning in press room and check oil level as per assessor instruction. Task .2 Determine job order details as per annexure-A2 and fill the detail in annexure-B2. Task .3 Practice safe work habit to ensure safety and use personal protective equipment. Task .4 Perform Lamination Operation as per docket A-3. Task .5 Perform Pasting Operation as per docket A-4. Task .6 Complete Knowledge assessment test. |
| | During a practical assessment, under observation by trainer, you will complete following Tasks: |
| | Task 1. Perform cleaning in press room and check oil level as per assessor instruction. |
| | Performance Criteria .1 Perform cleaning of the machine and associated tools as per press room instruction & OEM manual and record in annexure-A-1. Performance Criteria .2 Check oil level in machine as recommended in machine manual |
| | Task 2. Determine job order details as per annexure-A2 and fill the detail in annexure-B2. |
| | Performance Criteria .1 Determine job title from docket/job card |
| Minimum | Performance Criteria .2 Verify availability of reference specimen in docket/job card Performance Criteria .3 Determine quantity of job as per docket/job card requisition |
| Evidence | |
| Required | Task 3. Practice safe work habit to ensure safety and use personal protective equipment. Performance Criteria .1 use personal protective equipment to ensure optimum protection in compliance with press room procedures |
| | Performance Criteria .2 Apply dress code in accordance with press room. |
| | Task 4. Perform Lamination Operation as per docket A-3. |
| | Performance Criteria .1 Perform substrate handling as per job requirement |
| | Performance Criteria .2 Verify Lamination films as per dockets. |
| | Performance Criteria .3 Make ready workstation for lamination operation. |
| | Performance Criteria .4 Perform lamination operation |
| | |

| Task 5. Perform Pasting Operation as per docket A-4. | | | | | |
|--|---|--|--|--|--|
| Performance Criteria .1 | Perform substrate handling as per job requirement | | | | |
| Performance Criteria .2 | Make ready workstation for pasting operation | | | | |
| Performance Criteria .3 | Perform pasting operation and maintain log book. | | | | |
| Task 6. During assessmer knowledge test. | nt, under observation by trainer, you will complete written | | | | |

Page 2: Assessors Judgment Guide (to be completed by the Trainer and signed both by the trainer and the candidate after the assessment)

| Candidate Details | | Registration/Roll Number: | |
|-----------------------|--|---------------------------|------------|
| Assessment Outcome | | NOT YETCOMPETENTAssess | or's code: |

| Assessment Summary (to be filled by the assessor) | | | | | | | |
|---|---------|----------|-------------|-----------|-----------|-----------|----------------------|
| Activity | | ſ | Metho | d | | Result | |
| Nature of Activity | Written | Oral | Observation | Portfolio | Role Play | Competent | Not Yet Competent |
| Practical Skill Demonstration | | | ✓ | | ✓ | | |
| Knowledge Assessment | ✓ | √ | | | | | |
| Other Requirement | | | | ✓ | | | |

| | Each Assessment Task (with performance criteria) | | | | | | |
|---|--|--|--|----|---------|--|--|
| Assessment Task Description of assessment task 1 Perform cleaning in press room and check oil level as per assessor instruction | | | | | | | |
| During the practical assessment, candidate demonstrated the following: | | | | No | Remarks | | |
| Perform cleaning of the machine and associated tools as per pres room instruction & OEM manual and record in annexure-A-1. | | | | | | | |
| 2 Check oil level in machine as recommended in machine manual | | | | | | | |
| Compe | Competent Not Yet Competent | | | | | | |

| Each Assessment Task (with performance criteria) | | | | | |
|--|---|--|-----------|--------------|--------------|
| Assessn | ment Task | Description of assessment task 2 Determine job order details as per anne annexure-B-2. | exure-A-2 | 2 and fill t | he detail in |
| During following | | candidate demonstrated the | Yes | No | Remarks |
| 1 | Determine job title from | docket/job card | | | |
| 2 | Verify availability of refe | | | | |
| 3 | | b as per docket/job card requisition | | | |
| Compe | | Not Yet Competent | | | |
| | | | | | |
| | Ea | ch Assessment Task (with performance o | criteria) | | |
| Assessn | ment Task | Description of assessment task 3 Practice safe work habit to ensure safet equipment. | y and us | se persona | l protective |
| During the practical assessment, candidate demonstrated the following: | | | | No | Remarks |
| 1 | Use personal protective equipment to ensure optimum | | | | |
| protection in compliance with press room procedures | | | | | |
| 2 | Apply dress code in acco | | | | |
| Compe | tent | Not Yet Competent | | | |
| | | ach Accessment Tack (with nonformance | auitauia\ | | |
| A | ment Task | nch Assessment Task (with performance of | criteria) | | |
| Assessi | ment rask | Description of assessment task 4 Perform Lamination Operation as per de | ocket. | | |
| During | the practical assessment, | candidate demonstrated the | | N | Damanka |
| followi | ng: | | Yes | No | Remarks |
| 1 | | ing as per job requirement | | | |
| 2 | Verify Lamination films a | | | | |
| 3 | • | for lamination operation. | | | |
| 4 | Perform lamination oper | | | | |
| Compe | tent | Not Yet Competent | | | |
| | | | | | |
| | Ea | ich Assessment Task (with performance o | criteria) | | |
| Assessn | ment Task | Description of assessment task 5 | | | |
| | | Perform Pasting Operation as per docke | t. | | |
| During the practical assessment, candidate demonstrated the following: Yes No Remarks | | | | | Remarks |
| 1 | Perform substrate handl | ing as per job requirement | | | |
| 2 | Make ready workstation | | | | |
| 3 | Perform pasting operation | on and maintain log book. T | | | |
| Compet | tent | Not Yet Competent | | | |

| | KNOWLEDGE ASSESSMENT QUESTIONNAIRE | MODEL | |
|--|--|---------------------|--|
| CANDIDATE DETAILS | Candidate Name: Father's Name: Registration No: Training Institution: Qualification: Assistant Post Press Operator Module: Assistant Post Press Operator | Candidate signature | |
| NOTE | Time Allowed: 20 minutes Attain all questions. All questions carry equal marks. | | |
| INSTRUCTION | Encircle the best answer. | | |
| a) b) c) d) Q 2. Glue visco a) b) F Q 3. Enlist any b) c) d) e) Q 4. What is th a) b) c) c) c) | three main parts of lamination machine; Rubber Roller. Steel Roller / Impression Roller. Glue Pot. Conveyor belt. Distity can change, according to the job; True. False. Three reasons for cleaning the lamination machine after processions. Bubble defect control. Wrinkle defect control. Increase the life span of roller. Smooth Glue flow. De glue wheel thickness, will be used on 8mm to 12 mm flap? 2 to 3 4 to 6 3 to 10 10 to 12 | | |

- Q 5. What is the purpose of knife in the feeder of pasting machine?
 - a) To control glue
 - b) To control speed
 - c) To control double carton
 - d) To control space between carton
- Q 6. Identify which operation is involved in Packaging?
 - a) Hot Glue binding.
 - b) Sewing Binding.
 - c) Die cutting.
 - d) Gathering.
- Q 7. Purpose of using block in Die cutting?
 - a) Printing.
 - b) **Embossing**
 - c) Pasting
 - d) Binding
- Q 8. Water based is not a type of coating?
 - a) True
 - b) False
- Q 9. Machine guards mean:
 - a) People who guard equipment
 - b) Covers that go over moving equipment parts
 - c) Not required at your workplace
 - d) Can be move or removed by any employee
- **Q 10.** Equipment operating instructions are Specified steps to follow every time?
 - a) True.
 - b) False.

Annexure **A-1**Pre Run Operation

PRE-RUN OPERATIONAL ACTIVITIES REPORT

Name and ID of Assesse

| Mach | Machine No Date: | | | | | | | |
|--------|--|--|---------------|------------------|--------------|--|--|--|
| | Post Press operator | | | | | | | |
| S. No. | lo. Pre operational activities Remarks (Please encircle appropriate) | | | cle appropriate) | | | | |
| | | | Yes | No | Not required | | | |
| 1 | Opted Personal Protective | Equipment | | | | | | |
| 2 | Performed machine surrou | nding cleaning | | | | | | |
| 3 | Performed machine cleaning | ng | | | | | | |
| 4 | Check machine oil level | | | | | | | |
| 5 | Reported about machine s | status to operator/ supervisor | | | | | | |
| | | Follow the check list to make machine ready | | | | | | |
| 6 | Perform Dry Run | Adjust machine size as per job requirement | | | | | | |
| | | Verify job quality by Performing test run | | | | | | |
| | | Extra ordinary repor | rt (Optional) | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

DOCKET (interpret Docket)

Name and ID of assesse

ABC Printing Press

Job Card no.

101

P.O No. G-802

Assigned on: 15 March 2020

Client

PAPGAI

Job Type: Cake box

Quantity: 2000

Color: 1+

size 8.5" x 11"

Type Box board (0

Paper

Box board (Grey back)

GSM 250

Die 1 Block 1 Delivery date: 22 March 2020

| Special instructions: | Verify Die and block |
|-----------------------|------------------------|
| Job Sample | As per provided sample |

Name and ID of Annexure **B-2** POST PRESS OPERATIONS WORK SHEET Job Card No: -----, Name of Junior binder---------, Date: ---**Assistant Post Press Operator**

| 2. Job n 3. Date | nase order numbe | r | Start | | | | | rmatic | | | |
|------------------|---------------------|---------|--------------|-------------|-------------------------|-------|-----|---------------|----|---|---|
| 2. Job n 3. Date | | 1 | Start | | | | | | | | |
| 3. Date | umber | | Start | D | D | | | | | | |
| Date 4. | | | Start | D | D | 1. // | | | | | |
| 4. | | | | | _ | IVI | M | Υ | Υ | Υ | Υ |
| 5. Client | | Date | | D | D | M | M | Υ | Υ | Υ | Υ |
| | t detail | Company | | | | | | | | | |
| 6. Job C | Job Quantity | | | 2000 | | | | | | | |
| 7. | Substrate | | size | | 8.5"x11" | | | | | | |
| 8. Subst | | | type | | Box board | | | | | | |
| 9. Die qu | 9. Die quantity | | 1 | | | | | | | | |
| 10. Job c | Job colors | | | 1+0 | | | | | | | |
| 11. Samp | Sample box/specimen | | | | Available Not available | | | | le | | |
| 12. GSM | GSM value | | 250 | | | | | | | | |
| 13. Text A | Text Approval | | | Available N | | | Not | Not available | | | |
| | | | Notes (Optio | nal) | | | | • | | | |

Assesse

DOCKET (Lamination)

| Name | and | ID | of |
|------|------|----|----|
| as | sess | е | |

ABC Printing Press

Job Card no.

Delivery date: 22 March 2020

101

P.O No. G-802

Assigned on: 15 March 2020

Client

PAPGAI

Job Type: Title Lamination

Quantity: 100

Size 11.5" x 9"

Paper Type Board

GSM 250

Glue type Lamination Glue (cold glue)

Special instructions:

Verify Lamination film

Job Sample

As per provided sample

DOCKET (Pasting)

| Name | and | ID | of |
|------|------|----|----|
| as | sess | е | |

ABC Printing Press

Job Card no.

101

P.O No. G-802

Assigned on: 15 March 2020

Client

PAPGAI

Job Type: Pen Box

Quantity: 500

Size 8" x 3"x1.5"

Carton Type Straight Pasting

GSM 250

Glue type Cold glue

Delivery date: 22 March 2020

| Special instructions: | No of skillet in a bundle |
|-----------------------|---------------------------|
| Job Sample | As per provided sample |
| | |

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