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# OFFSET PRINTING MACHINE OPERATOR

**CBT Curriculum**

National Vocational  
Certificate Level 3

Version 1 - September 2018



Implemented by  
**giz** Deutsche Gesellschaft  
für Internationale  
Zusammenarbeit (GIZ) GmbH

**Published by**

National Vocational and Technical Training Commission  
Government of Pakistan

**Headquarter**

Plot 38, Kirthar Road, Sector H-9/4, Islamabad, Pakistan  
www.navttc.org

**Responsible**

Director General Skills Standard and Curricula, National Vocational and Technical Training Commission  
National Deputy Head, TVET Sector Support Programme, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

**Layout & design**

SAP Communications

**Photo Credits**

TVET Sector Support Programme

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This document has been produced with the technical assistance of the TVET Sector Support Programme, which is funded by the European Union, the Federal Republic of Germany and the Royal Norwegian Embassy and has been commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in close collaboration with the National Vocational and Technical Training Commission (NAVTTTC) as well as provincial Technical Education and Vocational Training Authorities (TEVTAs), Punjab Vocational Training Council (PVTC), Qualification Awarding Bodies (QABs)s and private sector organizations.

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## 1- Introduction

This Competency Based Training curriculum is developed for National Vocational Level 3 in Printing & Packaging Technology qualification for Offset printing machine operator. This curriculum is designed to focus the need, importance and understanding of offset printing machine operator as per the current competitive, challenging and growing printing industrial demands. Level 3 qualified offset printing machine operator can help in printing press to perform color printing including other printing activities as specified at Level 2 qualified assistant offset printing machine operator. Level 3 offset printing machine operator will be able to perform other related tasks e.g. Develop professionalism, Complete documentation requirements, perform communication and manage waste in printing press.

The curriculum is written by a group of practitioners from PAPGAI supported by the TVET Reform Support Program in collaboration with National Vocational & Technical Training Commission (NAVTTTC) Pakistan. Offset Printing Machine Operator to ensure input and ownership of all the stakeholders. NAVTTTC approves this curriculum on the recommendation of National Curriculum Review Committee (NCRC) for the Services sector.

The curriculum shall be used as a guideline document for the implementation of Competency Based Training, and development of TLM & assessment evidence guides.

### 1.1- Entry Requirements

Entry for assessment for this qualification is open. However, entry into formal training (CBT) institute for this qualification is the person must have NVQF Level 2 Qualification in Assistant Offset Machine Operator.

### 1.2- Minimum qualification of trainer:

- a. Preferably F.Sc. with 5 years of working experience in printing industry
- b. Experience of teaching (at least two years)
- c. Rich communication and computer skills
- d. Trained for CBT implementation

### 1.3- Recommended trainer, trainee ratio

Institutional Training:	1:16~20
On Job Training	1:4~8

**1.4-Medium of instructions:**

Local / Urdu / English (depending on the learner's understanding)

**1.5- Proposed duration of Training;**

Institutional Training      03 Month  
On Job Training(OJT)      03 Month

**1.6- Sequence of the modules:**

This curriculum comprises of 05 modules. The recommended delivery time is 820 hours/82 credit hrs. Delivery of the course can therefore be 5 hours/working day, 5 days a week, for 03-month institution training and 07 Hours a day for 03-month OJT (on average 22 working days a month)

Training providers are at liberty to develop other models of delivery, including part-time and evening delivery.

## 2- Overview of Curriculum

Module	Learning Unit	Time (Hours)		
		Theory	Practical	Total
<p><b>A- Perform Color management</b>  <b>Overview:</b> This module describes the performance outcomes skills and knowledge required for an offset printing machine operator to perform color management at printing press by controlling L*A*B values&amp; their matching procedure, controlling ink density in printing machine and controlling drying parameter of printed jobs. colour processing, L*A*B Value maintenance during printing process inks management, process of ink filling CPC processing are underpinning knowledge for this competency standard</p>	<p>LU-1-1 Control L*A*B* values            LU-1-2 Control ink density            LU-1-3 Control drying parameters</p>	10	70	80
<p><b>B- Maintain graphic chemicals in machine</b>  <b>Overview:</b> This module describes the performance outcomes, skills and knowledge required for an offset printing machine operator to maintain graphic chemicals by maintaining pH values, maintaining conductivity of chemical in the machine and maintaining temperature of chiller to obtain desired printing results. Underpinning knowledge, required for the Competency Standard is about characteristics of chemicals used in printing machine. It is also essential for offset printing machine operator to understand how to maintain temperature of chiller of machine.</p>	<p>LU-2-1 Maintain pH value            LU-2-2 Maintain conductivity            LU-2-3 Maintain chiller temperature            LU-2-4 Maintain water level in chiller tank            LU-2-5 Maintain IPA in water            LU-2-6 Maintain fountain solution in water</p>	10	70	80

<p><b>C- Develop professionalism</b>  <b>Overview:</b> This module identifies the competencies required to develop professionalism in an offset printing machine operator in accordance with requirement of profession. A competent individual will be expected to participate in training institute level trainings, On Job Training (OJT), perform communication with others, upgrade professional skills and work in a team. This underpinning knowledge regarding development of professionalism will be sufficient to provide the basis for quality working.</p>	<p>LU-3-1 Participate in in-house training  LU-3-2 Participate in outdoor training  LU-3-3 Attend trade shows, workshops, seminars  LU-3-4 Utilize internet  LU-3-5 Prioritize job schedule</p>	<p>10</p>	<p>30</p>	<p>40</p>
<p><b>D- Perform communication</b>  <b>.Overview:</b> This module refers to the development of skills and competencies to perform communication. It also deals with listening practice, adopting questioning technique to lead actual issues in the system, demonstrating telephonic ethics and moral techniques to deal with people related to the work.</p>	<p>LU-4-1 Make telephone calls  LU-4-2 Instruct labors  LU-4-3 Communicate with supervisor  LU-4-4 Maintain relations with people  LU-4-5 Perform E-mail communication</p>	<p>10</p>	<p>30</p>	<p>40</p>
<p><b>E- Manage press room waste</b>  <b>Overview:</b> This module identifies the competencies required to manage waste of printing press. A competent individual will be expected to manage paper and other solid waste, liquid toxic waste and non-toxic waste. This includes underpinning knowledge regarding waste management in printing press.</p>	<p>LU-5-1 Manage printing press waste  LU-5-2 Manage toxic chemicals  LU-5-3 Handle non-toxic chemicals  LU-5-4 Manage paper waste  LU-5-5 Manage solid waste</p>	<p>10</p>	<p>40</p>	<p>50</p>
	<p><b>Total</b></p>	<p><b>50</b></p>	<p><b>240</b></p>	<p><b>290</b></p>



### 3- Teaching & Learning Guide - Modules

#### Module A: Perform Color management

Overview: This module describes the performance outcomes skills and knowledge required for an offset machine operator to perform colour management at printing press by controlling L\*A\*B values & their matching procedure, controlling ink density in printing machine and controlling drying parameter of printed jobs. Colour processing, L\*A\*B value maintenance during printing process inks management, process of ink filling CPC processing are underpinning knowledge for the Competency Standard

Duration: Total hours: 80 Theory 10 Hrs. Practical 70 Hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
LU-1-1 Control L*A*B* values	<p><b>The learner will be able to:</b></p> <ul style="list-style-type: none"> <li>match colour L*A*B* values with given reference as per docket/job card,</li> <li>maintain Delta E(<math>\Delta E</math>) of colours within the specified range during production.</li> </ul>	<p><b>The learner will be able to:</b></p> <ul style="list-style-type: none"> <li>define colour management,</li> <li>enlist process colours,</li> <li>describe <math>\Delta E</math>,</li> <li>define L*A*B Values,</li> <li>state procedure of LAB matching.</li> </ul>	TH. 4 Hrs PR. 4 Hrs	Offset printing machine Spectrophotometer Light booth	Class room and Press room lab/industry
LU-1-2 Control ink density	<p><b>The learner will be able to:</b></p> <ul style="list-style-type: none"> <li>fill ink ducts with quantity as per SOPs,</li> <li>maintain ink film layer manually on sheets with given reference on manual machines,</li> <li>maintain ink film layer by Colour Panel Controller (CPC) on sheets with given reference on advanced machines.</li> </ul>	<p><b>The learner will be able to:</b></p> <ul style="list-style-type: none"> <li>state precautionary measures adopted during ink controlling in printing machine,</li> <li>define ink density,</li> <li>define function of ink duct,</li> <li>state procedure of ink layer maintenance on sheet for manual printing machine,</li> <li>define numeric standards of ink</li> </ul>	TH. 4 Hrs PR. 4 Hrs	Offset printing machine Densitometer Scraper ( <i>chansa</i> )	Class room and Press room lab/industry

		density, <ul style="list-style-type: none"> <li>• describe film layer,</li> <li>• state CPC procedure of ink layer maintenance on sheet,</li> <li>• define various method of ink density control.</li> </ul>			
LU-1-3 Control drying parameters	<b>The learner will be able to:</b> <ul style="list-style-type: none"> <li>• control wet ink on sheets through proper drying chemicals,</li> <li>• control wet ink on sheets through proper drying powders.</li> <li>• unload low stacks from the machine as per SOPs.</li> </ul>	<b>The learner will be able to:</b> <ul style="list-style-type: none"> <li>• define drying agents used in printing press,</li> <li>• describe application of drying agents.</li> </ul>	TH. 4 Hrs PR. 4 Hrs	Offset printing machine Scrapper	Class room and Press room lab/ industry

## Module B: Maintain graphic chemicals in machine

Overview This Competency Standard describes the performance outcomes, skills and knowledge required for an offset printing machine operator to maintain graphic chemicals by maintaining pH values, maintaining conductivity of chemical in the machine and maintaining temperature of chiller to obtain desired printing results. Underpinning knowledge, required for the Competency Standard is about characteristics of chemicals used in printing machine, e.g. pH value and conductivity. It is also essential for offset printing machine operator to understand how to maintain temperature of chiller of machine.

Duration: Total hours: 80 Theory: 10 Hrs. Practical 70 Hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
LU--21 Maintain pH value	<p><b>The learner will be able to:</b></p> <ul style="list-style-type: none"> <li>• keep pH value within approved range,</li> <li>• put pH value in log Book.</li> </ul>	<p><b>The learner will be able to:</b></p> <ul style="list-style-type: none"> <li>• 1 define pH value,</li> <li>• give the importance of maintaining pH value during printing machine operations,</li> <li>• list method of pH value measurement.</li> </ul>	TH. 2 Hrs PR. 16 Hrs	Offset printing machine pH meter Pen Log book Calibrated beaker	Class room and Press room lab/ industry
LU-2-2 Maintain conductivity	<p><b>The learner will be able to:</b></p> <ul style="list-style-type: none"> <li>• put in raw water conductivity value in log book,</li> <li>• LO-6-2-2 control raw water conductivity as per SOP,</li> <li>• LO-6-2-3 put in water conductivity value in log book after control.</li> </ul>	<p><b>The learner will be able to:</b></p> <ul style="list-style-type: none"> <li>• define conductivity in printing machine,</li> <li>• define conductivity standard.</li> </ul>	TH. 2 Hrs PR. 12 Hrs	Offset printing machine Conductivity meter Calibrated beaker	Class room and Press room lab/ industry
LU-2-3 Maintain chiller temperature	<p><b>The learner will be able to:</b></p> <ul style="list-style-type: none"> <li>• put in water temperature value in log book,</li> </ul>	<p><b>The learner will be able to:</b></p> <ul style="list-style-type: none"> <li>• define function of water temperature,</li> </ul>	TH. 2 Hrs PR. 12 Hrs	Offset printing machine Thermometer	Class room and Press room lab/ industry

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
	<ul style="list-style-type: none"> <li>control water temperature as per SOP.</li> </ul>	<ul style="list-style-type: none"> <li>define water temperature standard.</li> </ul>			
LU-2-4 Maintain water level in chiller tank	<p><b>The learner will be able to:</b></p> <ul style="list-style-type: none"> <li>mix water with recommended chemical composition as per SOPs,</li> <li>maintain water quantity in chiller as per SOP.</li> </ul>	<p><b>The learner will be able to:</b></p> <ul style="list-style-type: none"> <li>discuss cause and effect of using recommended mix in machine instead of raw water</li> <li>describe water fountain system in offset printing machine,</li> <li>describe importance of chilled water in fountain system.</li> </ul>	TH. 2 Hrs PR.12 Hrs	Offset printing machine  Calibrated beaker	Class room and Press room lab/ industry
LU-2-5 Maintain IPA in water	<p><b>The learner will be able to:</b></p> <ul style="list-style-type: none"> <li>put in IPA value after mixing in water in log book,</li> <li>control IPA value in water as per SOP.</li> </ul>	<p><b>The learner will be able to:</b></p> <ul style="list-style-type: none"> <li>define function of IPA.</li> <li>define behaviour of IPA after mixing in water.</li> </ul>	TH. 1 Hrs  PR. 8 Hrs	Offset printing machine Hygrometer Calibrated beaker	Class room and Press room lab/ industry
LU-2-6 Maintain fountain solution in water	<p><b>The learner will be able to:</b></p> <ul style="list-style-type: none"> <li>Maintain fountain solution in water as per SOPs,</li> <li>record fountain solution percentage in log book.</li> </ul>	<p><b>The learner will be able to:</b></p> <ul style="list-style-type: none"> <li>calculate ratio of fountain solution in water,</li> <li>describe the procedure of water chemical controlling in printing machine.</li> </ul>	TH. 1 Hrs  PR. 10 Hrs	Offset printing machine  -pH meter	Class room and Press room lab/ industry

## Module C: Develop professionalism

**Overview::** This module identifies the competencies required to develop professionalism in an offset printing machine operator in accordance with requirement of profession. A competent individual will be expected to participate in training institute level trainings, On Job Training (OJT), perform communication with others, upgrade professional skills and work in a team. This underpinning knowledge regarding development of professionalism will be sufficient to provide the basis for quality working.

Duration: Total hours: 40 Theory: 10 Hrs. Practical 30 Hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
LU-3-1 Participate in in-house training	<p><b>The learner will be able to:</b></p> <ul style="list-style-type: none"> <li>identify latest training needs according to recent printing industry demands,</li> <li>get enrolled in advance press training course,</li> <li>follow training institutes policies for professional development,</li> <li>perform training task mentioned in TLM.</li> </ul>	<p><b>The learner will be able to:</b></p> <ul style="list-style-type: none"> <li>keep in touch with press training providers,</li> <li>apply press room mathematical skills during training,</li> <li>apply technical English skills during training,</li> <li>describe the importance of being a good team player,</li> <li>identify TLM/curriculum.</li> </ul>	TH. 2 Hrs PR. 6 Hrs	-Press room training workshop tools and equipment Training provider's prospectus TLM	Class room and Press room lab/ industry
LU-3-2 Participate in outdoor training	<p><b>The learner will be able to:</b></p> <ul style="list-style-type: none"> <li>promote Kaizen in printing industry,</li> <li>implement 5S's at work place,</li> <li>maintain schedule chart according to organizational policies,</li> <li>provide logistic support for press room machinery during maintenance.</li> </ul>	<p><b>The learner will be able to:</b></p> <ul style="list-style-type: none"> <li>describe importance of Industrial Kaizen,</li> <li>identify press room Key Performance Indicators(KPIs)</li> <li>state importance and methods of time management,</li> <li>describe housekeeping through check sheet.</li> </ul>	TH. 2 Hrs PR. 6 Hrs	Tool and equipment available on job place Kaizen suggestion format Schedule chart 5S's check sheet	Class room and Press room lab/ industry

<p>LU-3-3 Attend trade shows, workshop, seminars</p>	<p><b>The learner will be able to:</b></p> <ul style="list-style-type: none"> <li>• adopt upcoming market trends in printing trade by attending workshop and seminar,</li> <li>• participate in skill test for professional development with concentration,</li> <li>• participate in skill up-gradation courses with devotion,</li> <li>• participate in professional seminars with concentration to acquire first hand industrial knowledge,</li> <li>• participate in industrial visits on schedule,</li> <li>• consult senior experts to get advised,</li> <li>• watch videos/documentaries related with printing and packaging industry,</li> <li>• perform internet browsing related to printing industry.</li> </ul>	<p><b>The learner will be able to:</b></p> <ul style="list-style-type: none"> <li>• describe the benefits of latest machining techniques and developments,</li> <li>• identify the need of skill sets by getting involved in seminars,</li> <li>• read books/magazines related with mechanical manufacturing trade.</li> </ul>	<p>TH. 2 Hrs PR. 6 Hrs</p>	<p>Computer with internet Telephone Journals Books Magazines Survey templates Research papers</p>	<p>Class room and Library</p>
<p>LU-3-4 Utilize internet</p>	<p><b>The learner will be able to::</b></p> <ul style="list-style-type: none"> <li>• ensure format or structure of the correspondence is according to company's practice,</li> <li>• browse website as per desire,</li> <li>• download related software as per desire,</li> <li>• Perform required communication via internet with in specified time limits.</li> </ul>	<p><b>The learner will be able to::</b></p> <ul style="list-style-type: none"> <li>• describe procedure of creating E-mail account,</li> <li>• describe browsing techniques to find appropriate web site,</li> <li>• describe procedure of sending E-mail,</li> <li>• identify internet browsing/search engine,</li> <li>• describe short keys for MS office.</li> </ul>	<p>TH. 2 Hrs PR. 6 Hrs</p>	<p>Computer set with internet</p>	<p>Class room and Press room lab/industry</p>

<p>LU-3-5 Prioritize job schedule</p>	<p><b>The learner will be able to::</b></p> <ul style="list-style-type: none"> <li>• interpret production plan as per supervisor’s instruction,</li> <li>• create daily schedule according to priority of production plan,</li> <li>• comprehend material priorities for hindrance less production,</li> <li>• develop list of required tools for hindrance less production,</li> <li>• calculate time required for production,</li> <li>• determine sequence of activities,</li> <li>• report delays to superior in prescribed manners.</li> </ul>	<p><b>The learner will be able to::</b></p> <ul style="list-style-type: none"> <li>• define production plan,</li> <li>• give advantages of preparation of production plan.</li> </ul>	<p>TH. 2 Hrs  PR. 6 Hrs</p>	<p>Computer set with internet  Log book</p>	<p>Class room and Press room lab/ industry</p>
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## Module D: Perform communication

**Overview:** This module refers to the development of skills and competencies to perform communication. It also deals with listening practice, adopting questioning technique to lead actual issues in the system, demonstrating telephonic ethics and moral techniques to deal with people related to the work.

Duration: Total hours: 40 Theory: 10 Hrs. Practical 30 Hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
LU-4-1 Make telephone calls	<p><b>The learner will be able to::</b></p> <ul style="list-style-type: none"> <li>determine communication styles,</li> <li>investigate issue /problem through relevant questions,</li> <li>demonstrate courteous behavior while listen to the people,</li> <li>perform phone conversation applying time management concisely.</li> </ul>	<p><b>The learner will be able to::</b></p> <ul style="list-style-type: none"> <li>concentrate on commands/speeches, record information about enquiry or complaint as per</li> <li>company's practice.</li> </ul>	TH. 2 Hrs PR. 4 Hrs	Telephonic system	Class room and Press room lab/ industry
LU-4-2 Instruct labors	<p><b>The learner will be able to::</b></p> <ul style="list-style-type: none"> <li>display body language while communicating to a customer to show attention,</li> <li>communicate within department as per SOPs.</li> <li>opt language for commanding.</li> </ul>	<p><b>The learner will be able to::</b></p> <ul style="list-style-type: none"> <li>identify factors required to communicate effectively and precisely within same organization,</li> <li>explain elements required to deal with vendors and the other organizations,</li> <li>describe the methods to overcome the sentiment,</li> </ul>	TH. 2 Hrs PR. 4 Hrs	Workshop Ethical poster	Class room and Press room lab/ industry



Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
		<ul style="list-style-type: none"> <li>• use language which labor could understand elegantly.</li> </ul>			
LU-4-3 Communicate with supervisor	<b>The learner will be able to::</b> <ul style="list-style-type: none"> <li>• develop a strategy for using communication skills,</li> <li>• convey ideas to the supervisor precisely,</li> <li>• report safety hazards to supervisor urgently,</li> <li>• maintain good working relation with supervisor.</li> </ul>	<b>The learner will be able to::</b> <ul style="list-style-type: none"> <li>• learn &amp; monitor use of your communication skills, adapting your strategy as necessary, to produce the quality of outcomes required,</li> <li>• describe the importance of accurate communication,</li> <li>• write work reports,</li> <li>• fill indent form,</li> <li>• maintain work history.</li> </ul>	TH. 2 Hrs  PR. 4 Hrs	- Telephone system  - Log book	Class room and Press room lab/ industry
LU-4-4 Maintain relations with people	<b>The learner will be able to::</b> <ul style="list-style-type: none"> <li>• communication with other departments,</li> <li>• communicate effectively with colleagues, peers, the community, other related personals to exchange information,</li> <li>• interact with other professionals through effective teamwork,</li> <li>• enlist names and address of printing press related people and organization.</li> </ul>	<b>The learner will be able to::</b> <ul style="list-style-type: none"> <li>• give advantages of maintaining good occupational relations with printing industry people.</li> </ul>	TH. 2 Hrs PR. 4 Hrs	Office stationary	Class room and Press room lab/ industry

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
LU-4-5 Perform E-mail communication	<p><b>The learner will be able to::</b></p> <ul style="list-style-type: none"> <li>• interpret E-mail received on personal E-mail address,</li> <li>• prepare E-Mail for vendor applying E-mail writing ethics,</li> <li>• send E-mail to vendor enclosed with picture of print design.</li> </ul>	<p><b>The learner will be able to::</b></p> <ul style="list-style-type: none"> <li>• express steps of creating new e-mail account,</li> <li>• state e-mail writing ethics,</li> <li>• state method of e-mail sent confirmation.</li> </ul>	TH. 2 Hrs PR. 4 Hrs	Computer set with internet	Class room and Press room lab/ industry

**Module E: Manage press room waste**

**Overview:** This module identifies the competencies required to manage waste of printing press. A competent individual will be expected to manage paper and other solid waste, liquid waste, toxic and non-toxic waste. This includes underpinning knowledge regarding waste management in printing press.

Duration: Total hours: 50 Knowledge: 10 Hrs. Practical 40 Hrs.

Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
LU-5-1 Manage printing press waste	<p><b>The learner will be able to::</b></p> <ul style="list-style-type: none"> <li>• sort the waste generated at the workplace according to usability,</li> <li>• tag the reusable components/item of the waste,</li> <li>• maintain record of reusable components of the waste,</li> <li>• segregate the scrap according to material properties,</li> <li>• follow safety precautions related to waste handling,</li> <li>• reduce the waste generation in routine work by reuse the categorized waste as per requirement,</li> <li>• handle hazardous waste according to SOPs.</li> </ul>	<p><b>The learner will be able to::</b></p> <ul style="list-style-type: none"> <li>• list printing press waste,</li> <li>• define safety precautions to manage printing waste,</li> <li>• state method of printing press waste control.</li> </ul>	TH. 2 Hrs PR. 12 Hrs	Tagging machine Waste bin	

<p>LU-5-2 Handle toxic chemicals</p>	<p><b>The learner will be able to::</b></p> <ul style="list-style-type: none"> <li>• tag containers of toxic chemical as per SOPs,</li> <li>• store toxic waste at place designated for toxic waste as per printing press SOPs,</li> <li>• manage Inflammable toxic chemical waste as per printing press SOPs,</li> <li>• manage non- inflammable toxic chemical waste as per printing press SOPs.</li> </ul>	<p><b>The learner will be able to::</b></p> <ul style="list-style-type: none"> <li>• define toxic chemical in printing press,</li> <li>• list toxic chemical used in printing press,</li> <li>• describe procedure of toxic chemical management.</li> </ul>	<p>TH. 2 Hrs  PR. 8 Hrs</p>	<p>Tagging machine Toxic chemical waste container</p>	<p>Class room and Press room lab/ industry</p>
<p>LU-5-3 Handle non-toxic chemicals</p>	<p><b>The learner will be able to::</b></p> <ul style="list-style-type: none"> <li>• tag containers of non-toxic chemical as per SOPs,</li> <li>• store nontoxic waste at place designated-to toxic waste as per printing press SOPs,</li> <li>• dispose of inflammable non-toxic chemical waste as per printing press SOPs,</li> <li>• dispose of non- inflammable non-toxic chemical waste as per printing press SOPs.</li> </ul>	<p><b>The learner will be able to::</b></p> <ul style="list-style-type: none"> <li>• list common non-toxic waste in printing press,</li> <li>• state procedure of non-toxic waste disposal without affecting environment.</li> </ul>	<p>TH. 2 Hrs  PR. 4 Hrs</p>	<p>Tagging machine Liquid dispose of container</p>	

LU-5-4 Handle paper waste	<p><b>The learner will be able to::</b></p> <ul style="list-style-type: none"> <li>• sort paper waste according to disposable categories,</li> <li>• put paper waste in waste papers container as per printing press SOPs,</li> <li>• store paper waste container at place designated to this purpose.</li> </ul>	<p><b>The learner will be able to::</b></p> <ul style="list-style-type: none"> <li>• discuss advantages of storing waste papers storage,</li> <li>• state procedure of paper waste disposal without affecting environment.</li> </ul>	TH. 2 Hrs PR. 12Hrs	- Waste papers container	
LU-5-5 Manage solid waste	<p><b>The learner will be able to::</b></p> <ul style="list-style-type: none"> <li>• sort solid waste according to disposable categories,</li> <li>• put solid waste in waste bin as per printing press SOPs,</li> <li>• store solid waste bin at place designated-to this purpose.</li> </ul>	<p><b>The learner will be able to::</b></p> <ul style="list-style-type: none"> <li>• list common routine solid waste in printing press,</li> <li>• state procedure of solid waste of printing press disposal without affecting environment.</li> </ul>	TH. 2 Hrs PR. 4 Hrs	-Waste Bin	

**4- List of tools (for standard class of 25learner)****(Annexure – I)**

<b>Sr.</b>	<b>Description</b>	<b>Specification</b>	<b>Quantity</b>
1.	Allen key set	Complete set	2
2.	Calibrated beaker	Standard (when multi-color machine is installed)	2
3.	Calibrated or packing sheet (Offset sheets)	As per machine specs	One packet (100 sheets)
4.	Cleaning Brush	Regular cloth washing brush	4
5.	Correcting brush	Standard # 3	4
6.	Din cup	Standard 4mm	1
7.	Docket	20"x30" large envelops or Box	15
8.	Dust bin	Large size 2 units	4
9.	Eye/magnifying glass	8 TO 10X	2
10.	Fixed spanner set	Complete set	2
11.	Grease gun	With Complete nozzle set	2
12.	Grip pliers	Standard	2
13.	Lock pliers	Set	2
14.	Micro meter	Standard	2
15.	Pliers set	standard complete set of 4 pcs	2
16.	Pre-piling stand	40" heavy duty table	2
17.	Punch set	Complete set	2
18.	Ratchet set	Complete set	2
19.	Screw driver set	Complete set	2
20.	Spaggle/ scraper (Chansa)	Plastic / metal	40
21.	Torque wrench	Complete set	1
22.	Steel ruler	36"	4
23.	Thermometer	Standard to monitor room temperature	2
24.	Tommy Bar	Complete set one specific size which usually came with machine	2
25.	Vernier calipers	Standard	

26.	Waste trolley	2-3 FT Height Blue drums, 3 units	02
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#### 5- List of machinery & equipment (for standard class of 25 learners)

Sr.	Description	Specifications	Quantity
1.	Computer set with Internet	Desktop 3+Ghz, 3+GB RAM, 17+inch Display , internet	26Sets
2.	Multimedia set	3000LUM, 6' x 8' foldable screen	01
3.	ph/ Conductivity meter	STANDARD- Preferable HANNA	02
5.	Hygro- meter	Standard 0-100%	02
6.	Hydromet /Humidity meter	10 to 95 % RH	02
7.	Light booth	D50 lights	01
8	MULTICOLOR OFFSET PRINTING MACHINE IF REQUIRED  (HEIDELBERG: RECOMMENDED BY NQDC)	SM 74-2 (size)(with all related tools as per mentioned at Annexure – I) CPC-control Register integrated, Alcolor, Auto plate, Baldwin dampening circulation and cooling, ink unit washing device, blanket cylinder washing device, plate cylinder chromed, Non Stop pile feeder, double sheet control, pull guide control, Non Stop delivery rake, sheet decurler, powder device	02
9	Paper weighing machine	standard	01
10	Multifunction Printer	A3 size	01
11	Spectrophotometer (Xrite/ Techkon: recommended by NQDC)	ADVANCE SPECS	01

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