

**JOB SPECIFICATION
AND
SKILLS TEST**

JOB TITLE : Book Binding Technician ,L-3
SECTOR : Printing.
SUB-SECTOR : Book Binding.

**COUNCIL FOR TECHNICAL EDUCATION AND VOCATIONAL TRAINING
NATIONAL SKILLS TESTING BOARD
KATHMANDU, NEPAL
1998(2054/055),Magh**

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**Approved by the Tripartite National Skills Testing Board.
1998 (2054/055), Magh**

TASK SPECIFICATION

1.	<p>JOB TITLE : Book Binding Technician</p> <p>LEVEL : L-3</p>
2.	<p><u>JOB DESCRIPTION :</u></p> <p>Book binder technician supervises/inspects and sets up machine for operation, adjusts machine, monitors bindery works, cleans and maintains machines in working condition at all times instructs, prepares and loads printed products into feeding mechanism of folding /gathering/covering /packaging machines and performs series of tasks in binding books with machines, binds printed material together by hand to make complete books, documents, series of periodicals, fixes them in covers, folds printed sheets of books to be bound to form sections (signatures), gather signatures in correct order and collects them, sews signatures together to form body of book etc.</p>
3.	<p><u>LIST OF TASK :</u></p> <p>33.1 Setting up and operating hand and automatic folding machines.</p> <p>33.2 Setting up and operating hand and automatic gathering/stitching machines.</p> <p>33.3 Setting up and operating hand and automatic covering machines.</p> <p>33.4 Setting up and operating hand and automatic cutting machines.</p> <p>33.5 Setting up and operating hand and automatic packaging machines.</p> <p>33.6 Setting up and operating hand and automatic royal and spiral binding machines.</p> <p>33.7 Keeping records of binding production.</p> <p>33.8 Supervising and instructing the binding co- workers performance.</p> <p>33.9 Estimating the required materials.</p>
4.	<p>QUALIFYING NOTES (ENTRY REQUIREMENTS, etc.):-</p> <p>PHYSICAL REQUIREMENTS : Eye- hand coordination, ability to work quickly and accurately following specific instructions, ability to see differences in objects.</p> <p>EDUCATIONAL REQUIREMENTS : Must have grade 8 passed .</p>

TASK SPECIFICATION

5

**TASK NO : Setting up and operating manual and automatic folding machines.
One (1).**

JOB TITLE: Book Binder, L-3

TASK ELEMENTS

- 3.1 Receives verbal and /or written instructions/specifications.
- 3.2 Collects and prepares printed products and equipment/machines.
- 3.3 Checks up the frame preparation.
- 3.4 Checks up the power supply and controlling units.
- 3.5 Checks up and maintains oil/greasing.
- 3.6 Cleans up the machines and workplace.
- 3.7 Assembles the frame on folding machine.
- 3.8 Sets indicator for correct frame size in folding m/c.
- 3.9 Sets up and operates folding machines.
- 3.10 Checks folded frame before gathering .
- 3.11 Checks printed frames for hand folding.
- 3.12 Checks hand folded frames before gathering.

TASK SPECIFICATION

7

TASK PERFORMANCE REQUIREMENTS

- _ Printed materials /sheets
- _ Grease.
- _ Oil
- _ Cleaning clothes.
- _ Kerosene for machine roller wash.

8.

TASK PERFORMANCE STANDARDS

- 3.3.1 Verbal and /or written instruction/specifications received.
- 3.3.2 Printed products/equipment/materials/machines collected and prepared.
- 3.3.3 The preparations of form checked up.
- 3.3.4 The power supply system and controlling units checked up.
- 3.3.5 Greasing and oiling in the machine maintained and checked up.
- 3.3.6 The workplace and machine cleaned up.
- 3.3.7 The form assembled on the folding machine accurately.
- 3.3.8 The indicator set for correct paper size.
- 3.3.9 The folding machines set up and operated.
- 3.3.10 The printed sheets with independent folded signatures/pages carefully checked after product by the folding machine.

9	10	TASK TRAINING DATA			
TASK NO.	T.E. NO.	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY & HYGINE
1.	1 2.	Knowledge of occupation instructions. Knowledge of : a) Printed document b) Types of folders: i) Knife folder. ii) Buckle folder. c) The principle of the knife folder. d) The scope of jobbler model of folder. e) The scope and purpose of double 16/32 folder . f) The quad folder. g) The setting technique of buckle folder.		Understands the specifications	
	3.	Knowledge of frame preparation.			
	4.	Examination of power supply and use of power supply testing equipment and their control units.			Hazards involved in electrical live wire/equipment.
	5.	Knowledge of care in the use of cleaning agents/materials.			Wear protective equipment when clean workplace/ machine/components.
	6.	Knowledge of sanitary and cleaning condition at workplace, passage, periphery of the machine.			
	7.	Knowledge of. a) Procedure to assemble frame in the machine b) Volume and piling of independent sheets/signatures.			
	8.	Knowledge of indicator setting procedures.			
	9.	Knowledge of folding machine operation.			Important of good housekeeping and the safe handling of waste paper and product paper.

10.	Knowledge of observing printed sheets folding product.		
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TASK PERFORMANCE TEST (Skill assessment)			
11	TASK TITLE : Setting and operating hand and automatic folding machines. TASK NO : 1 (One)	LOCATION OF TEST: CANDIDATE'S NAME : EVALUATORS' NAME :	
12	TEST FACTORS AND ITEMS	STANDARD MET	STANDARD NOT MET (Comments)
	<u>Did the Candidate ?</u> 1. Receive verbal and/or written instructions . 2. Collect printed forma/tools/equipment. 3. Prepare printed forma of frame. 4. Check up electrical power supply/controls. 5. Check up electrical power supply/controls. 6. Check up and maintain greasing and oiling in the machine. 7. Clean workplace and machines. 8. Assemble frame (forma) on the folding machine. 9. Set indicators of paper size instrument. 10. Set up and operate folding machine. 11. Check up independent folded sheets or produced materials.		

TASK SPECIFICATION

5

TASK NO : Setting up and operating hand automatic gathering/stitching machines.
Two (2).

JOB TITLE: Book Binder, L-3

TASK ELEMENTS

- 3.2.1 Receives verbal and/or written instructions/specifications.
- 3.2.2 Collects folded and printed products/tools/equipment/materials and machines.
- 3.2.3 Examines electrical power supply systems and controlling units.
- 3.2.4 Observes and cleans mobile /greasing and oiling surfaces portion of machines and surrounding areas.
- 3.2.5 Examines the size of frame with independent signatures/pages for specified thickness of folded and printed materials.
- 3.2.6 Sets correct size and thickness of folded products.
- 3.2.7 Places/adjusts stitching wires in the specified units/positions.
- 3.2.8 Inspects and checks assembled materials.
- 3.2.9 Removes all unstitched products, if found.
- 3.2.10 Passes to covering sections.

TASK SPECIFICATION

7

TASK PERFORMANCE REQUIREMENTS

- _ Gathering/stitching machine.
- _ Stitching wire/saddle stitching/flat wire stitch/round wire.
- _ Cleaning clothes.

8.

TASK PERFORMANCE STANDARDS

- 3.2.1 Verbal and /or written instructions/specifications received.
- 3.2.2 Folded and printed products/tools/materials/equipment collected.
- 3.2.3 Electrical power supply and controlling unit examined and checked.
- 3.2.4 Workplace kept clean and tidy, cleaning mobile/greasy/oily floors of the workplace and area.
- 3.2.5 The size of frame with independent signatures/pages for specified thickness of folded and printed materials examined and checked.
- 3.2.6 The thickness of folded products set correctly.
- 3.2.7 The stitching wire of appropriate size installed in the gathering machine.
- 3.2.8 Gathering/stitching machines set up and safely operated,
- 3.2.9 An assembled materials carefully inspected and checked.
- 3.2.10 All unstitched products removed.
- 3.2.11 The finish products passed to the covering section.

9		10			
TASK TRAINING DATA					
TASK NO.	T.E. NO.	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY & HYGINE
2.	3.	Knowledge of electrical power supply and controlling unit.			Follow warning notice attached to the machine. Any oil/mobile/grease and other fluids spilt on the floor may causes of accidents.
	4.	Knowledge of keeping work area clean and tidy.			
	5.	Knowledge of checking sheets/pages of printed materials and formed materials .			
	6.	Knowledge of checking folded product.			
	7.	Use and installation of stitching wire.			
	8.	Operation and setting up gathering machine and hand machine for gathering folded products.			
	9/10.	Inspection and checking of assembled and unstitched materials.			
	11.	Knowledge of supplying finished product to other sections.			

TASK PERFORMANCE TEST (Skill assessment)			
11	TASK TITLE : Setting and operating hand and automatic gathering machines. TASK NO : 2 (Two)	LOCATION OF TEST: CANDIDATE'S NAME : EVALUATORS' NAME :	
12	TEST FACTORS AND ITEMS	STANDARD MET	STANDARD NOT MET (Comments)
	<p><u>Did the Candidate ?</u></p> <ol style="list-style-type: none"> 1. Receive verbal and/or written instructions . 2. Collect folded materials/tools as required. 3. Check electrical power supply/control unit . 4. Clean and keep workplace tidy. 5. Clean oily and greasing surface of the machine. 6. Check folded materials thickness and size. 7. Set folded material's thickness . 8. Install stitching wire in the machines. 9. Operate gathering/stitching machines. 10. Check assembled materials carefully. 11. Remove /discard all unstitched materials to covering/unit. 		

TASK SPECIFICATION

5	TASK NO : Setting up and operating hand automatic covering machines. Three (3).	JOB TITLE: Book Binder, L-3
	<u>TASK ELEMENTS</u>	

- 3.3.1 Receives verbal and/or written instructions/specifications.
- 3.3.2 Collects materials/adhesives glue/cleaning agents/tools and equipment.
- 3.3. 2 Cleans mobile/greasing/oiling surfaces of the machines.
- 3.3.4 Examines and tests electrical power supply system.
- 3.3.5 Prepares hot- melt glue and cold glue as required.
- 3.3.6 Assembles hot- melt glue and cold glue pot/tank. In the machine securely.
- 3.3.7 Examines and prepares blades of covering machines.
- 3.3.8 Operates the machine covering followings :
 - a) Examines the operation of vibrators, if necessary
 - b) Examines the operation of milling units.
 - c) Ascertains the proper gluing .
 - d) Ascertains the act of appropriate processing of cover.
- 3.3.9 Sets and operates the automated covering control switch.
 - a) Checks the proper function of cover feeder.
 - b) Checks the proper function of cover register device.
- 3.3.10 Trims the head, tail (bottom) and front edge of the book according to the given specifications of size and shapes.
- 3.3.11 Checks the finished book and moves to packing section.

Hand- covering

- 3.3.1 Receives verbal and/or written instructions/specifications.
- 3.3.2 Collects materials/adhesive glues/cleaning agents/tools and equipment.
- 3.3.3 Prepares adhesives glues with mixing specified chemicals.
- 3.3.4 Applies glues to the backbone of the books/magazines/ledgers securely and safely.
- 3.3.5 Places cover around the book smoothly.
- 3.3.6 Trims head, tail(bottom) and front edge to pre- determined size and shapes.

TASK SPECIFICATION

7

TASK PERFORMANCE REQUIREMENTS

- _ Covering machine .
- _ Worm oil with tank/pot.
- _ Hot melt including necessary primer, hot melt, glue, pot/tank.

8.

TASK PERFORMANCE STANDARDS

- 3.3.1 Verbal and/or written instructions/specifications received.
- 3.3.2 Materials/adhesive glue/cleaning agents/tools and equipment collected.
- 3.3.3 Slippery floors due to spilling mobile/grease and oil and surface of the machine cleaned.
- 3.3.4 Electrical power supply system and controlling unit inspected and checked.
- 3.3.5 Hot melt glue and worm oil prepared and kept/assembled in the machine securely and safely.
- 3.3.6 The blade of the covering machine checked and prepared.
- 3.3.7 The covering machine operated and checked carefully during the operations.
 - a) Operation of vibrator.
 - b) Operation of milling unit.
 - c) Operation of rough unit.
 - d) Proper gluing performance.
 - e) Act of proper stretching.
- 3.3.9 The covering machine set up and operated and checked following unit during operation.
 - a) Proper function of cover feeder.
 - b) Proper function of cover register device.

9

10

TASK TRAINING DATA

TASK NO.	T.E. NO.	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY & HYGINE
3.	3.	Knowledge of cleaning : a) Machine surface. b) Greasing floor/surface. c) Oiling floor/surface.			Keeping surface/floor/platform free of grease/oil/mobile. Avoid spilling flammable liquids. Poor house keeping in and around the workplace may create accidents, especially trips and falls.
		4. Knowledge of simple electricity/power supply/handling of controlling unit voltage/ampere/AC/DC 3 - phase system/earthing . 5/6. Knowledge of preparation and installation hot-melt glue and their pot/tank in the m/c. 7. Knowledge of use, installing of blade of the machine. 8. Knowledge of operation of covering machine/hand operation of covering. 9 Handling and controlling of power controlling units. 10. Knowledge of the function of cutting blade of machine. 11 Knowledge of moving finish product to otheqr departments.			Eye clearance when removing printed/assemble sheet for inspections.
TASK PERFORMANCE TEST (Skill assessment)					

11	TASK TITLE : Setting up and operating hand and automatic covering machines. TASK NO : 3 (Three)	LOCATION OF TEST: CANDIDATE'S NAME : EVALUATORS' NAME :	
12	TEST FACTORS AND ITEMS	STANDARD MET	STANDARD NOT MET (Comments)
	<p><u>Did the Candidate ?</u></p> <ol style="list-style-type: none"> 1. Receive verbal and/or written instructions . 2. Collect materials/adhesive glues/cleaning agents/tools/equipment. 3. Clean surface of the machines, if oil/mobile and grease are spilling on the surface as well as workplace. 4. Check the electrical power supply . 5. Prepare hot- melt and cold glue as needed.. 6. Check and prepare blades.. 7. Operate machines giving considerations of following factors. <ol style="list-style-type: none"> (a) Operation of vibrator, if required. (b) Operation of milling. (c) Functions of proper gluing parts. (d) Appropriate processing of covering by the machines. 8. Set up and operate the covering machine in a full load and check the following. <ol style="list-style-type: none"> a) Function of cover feeder. b) Function of cover-register device. 		

TASK SPECIFICATION

5	TASK NO : Setting up and operating hand automatic cutting machines. Four (4).	JOB TITLE: Book Binder, L-3
<p><u>TASK ELEMENTS</u></p> <p>3.4.1 Receives verbal and /or written instructions/specifications.</p> <p>3.4.2 Collects required tools/equipment and materials.</p> <p>3.4.3 Sets and adjusts clamp plate to appropriate size.</p> <p>3.4.4 Checks up electrical power supply and control units.</p> <p>3.4.5 Checks up and maintains greasing and oiling the moveable parts of machine.</p> <p>3.4.6 Checks up and adjusts the cutting blade/knife- set and knife setting unit.</p> <p>3.4.7 Sets up and operates cutting machine smoothly , securely and safely.</p> <p>3.4.8 Checks the finished materials.</p> <p style="text-align: center;"><u>Hand Cutting</u></p> <p>3.4.9 Places and feeds pile of materials on the machine bed.</p> <p>3.4.10 Adjusts and fits materials in the back and separate gage to correct edge of the machine.</p> <p>3.4.11 Sets guillotine cutter safely and securely.</p> <p>3.4.12 Sets up and operates guillotine machine (cutter).</p> <p>3.4.13 Cuts untrimmed materials/books from all sides head, tail (bottom) and front edge.</p> <p>3.4.14 Receives trimmed materials and cleans waste and cut paper stock clearly.</p>		

TASK SPECIFICATION

7

TASK PERFORMANCE REQUIREMENTS

- Cutting machine/guillotine cutter.
- Spinner, allen key set.
- Knife.

8.

TASK PERFORMANCE STANDARDS

- 3.4.1 Verbal and/or written instructions and/or specification received.
 - 3.4.2 Material /tools/equipment collected.
 - 3.4.3 According to the size and thickness of the book, the clamping plate selected and set.
 - 3.4.4 The untrimmed books feed in the machine from the specified direction and lift up to fit in the m/c.
 - 3.4.5 The cutting machine operated and trimmed the books to specified size and shapes.
 - 3.4.6 The knife set of the machine adjusted, if malfunction occurred.
 - 3.4.7 The waste trims removed safely and cleanly.
- Hand - Cutting**
- 3.4.1 Verbal and/or written instructions/specifications received.
 - 3.4.2 Materials/tools /and equipment collected.
 - 3.4.3 Guillotine cutter set safely and securely.
 - 3.4.4 The pile of books placed and fed on the machine bed.
 - 3.4.5 The back and separate gage adjusted to fit books in the correct edge.
 - 3.4.6 The guillotine cutter operated and cut the untrimmed books from all sides of head, tail(bottom) and the front edge.
 - 3.4.7 \8 All trimmed books delivered and removed the waste trims cleanly and safely.

9		10		TASK TRAINING DATA			
TASK NO.	T.E. NO.	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY & HYGINE		
4.	3.	Knowledge of principle of moving and sliding clamping plate and their setting technique.				Use proper tools when making adjustments.	

	<p>4/5.</p> <p>6/7</p>	<p>Knowledge of placing pile of untrimmed materials for trimming the head, tail (bottom) and front edge of the covered books and operations and handling of cutting machine.</p> <p>Knowledge of untrimmed and trim piling stock/pile of materials.</p> <p>Knowledge of adjustment of the machine parts.</p>			<p>Follow the personal safety factors, mechanical general shop rules and regulations.</p> <p>Keep load close to body while carrying and unloading.</p>
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	<p>TASK PERFORMANCE TEST (Skill assessment)</p>	
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11	TASK TITLE : Setting up and operating and automatic cutting machines. TASK NO : 4 (Four)	LOCATION OF TEST: CANDIDATE'S NAME : EVALUATORS' NAME :	
12	TEST FACTORS AND ITEMS	STANDARD MET	STANDARD NOT MET (Comments)
	<p><u>Did the Candidate ?</u></p> <ol style="list-style-type: none"> 1. Receive verbal and/or written instructions . 2. Collect materials/tools and equipment. 3. Select and set clamp plate, according to the size thickness of the materials. 4. Feed untrimmed materials into the machines from the specified directions. 5. Adjust the knife set. 6. Operate the machines and trim materials to specified size and shapes. <p style="text-align: center;"><u>Hand Cutting</u></p> <ol style="list-style-type: none"> 7. Set guillotine cutter set. 8. place and feed the pile of material on the machine. 9. Adjust the back and separate gage and cut untrimmed materials from all sides safely, smoothly and securely. 		

TASK SPECIFICATION

5

**TASK NO : Setting up and operating hand automatic packing machines.
Five (5).**

JOB TITLE: Book Binder, L-3

TASK ELEMENTS

- 3.5.1 Receives verbal and /or written instructions/specifications.
 - 3.5.2 Collects materials/tools/equipment/machines.
 - 3.5.3 Arranges the specified numbers of books for packing.
 - 3.5.4 Sets up the tension knob of the machine to specified the number of book packing.
 - 3.5.5 Checks /adjusts the heat for heat - sealing strip.
 - 3.5.6 Prepares heat- sealing strip.
 - 3.5.7 Operates packing machines.
 - 3.5.8 Inspects and removes finished products.
 - 3.5.9 Maintains the quality control of the final products.
 - 3.5.10 Moves the packages to the storage - section.
- Hand Packing**
- 3.5.11 Prepares heat sealing strip/jute thread real.
 - 3.5.12 Binds packages by using jute thread and/or heat sealing strip.
 - 3.5.13 Inspects and dispatches the finish banded products.
 - 3.5.14 Maintains quality control.

TASK SPECIFICATION

7

TASK PERFORMANCE REQUIREMENTS

- _ Packaging machine.
- _ Heat - sealing reels.

8.

TASK PERFORMANCE STANDARDS

- 3.5.1 Verbal and/or written instructions/specifications received.
- 3.5.2 Materials/tools/equipment/machines collected.
- 3.5.3 The number of books arranged in the packing machine.
- 3.5.4 The tension- knob of the machine setup correctly.
- 3.5.5 The heat- sealing checked and prepared.
- 3.5.6 The Packing machine operated and packed the pile of books securely.
- 3.5.7 The finished products inspected and removed safely.
- 3.5.8 The quality control of the final products maintained.
- 3.5.9 The packages moved to the storage sections.

9

10

TASK TRAINING DATA

TASK NO.	T.E. NO.	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY & HYGINE
5.	3.	a) Knowledge of piling \carrying/lifting stock.			
	4.	Principle work of tension -knob adjustment and their setting.			
	5/6.	Knowledge of preparing and heat- sealing reels.			Eye clearance while reading indicator.
	7.	Procedure for operating packaging machine.			
	8.	Knowledge of checking and inspection of finished product.			Avoid damaged and deficient reel.
	9	Knowledge of quality control management.			

TASK PERFORMANCE TEST (Skill assessment)			
11	TASK TITLE : Setting up and operating hand automatic packing machines. . TASK NO : 5 (Five)	LOCATION OF TEST: CANDIDATE'S NAME : EVALUATORS' NAME :	
12	TEST FACTORS AND ITEMS	STANDARD MET	STANDARD NOT MET (Comments)
	<u>Did the Candidate ?</u> 1. Receive verbal and written instructions . 2. Collect materials/tools and equipment and machines. 3. Arrange and prepare books/materials stock to be packed in the packaging machines. 4. Set tension- knob correctly. 5. Check and prepare heat- sealing. 6. Operate packing machine and check packed materials.. 7. Maintain the quality of finished products. 8. Move packages to the storage sections. 9. Establish the work of unites with other co- bookers and production unit. 10. Recommend production method and equipment performance . 11. Prepare for any changes in working .		

TASK SPECIFICATION

5	TASK NO : Setting up and operating hand automatic royal and spiral binding. 6 (Six)	JOB TITLE: Book Binder, L-3
<p><u>TASK ELEMENTS</u></p> <p>3.6.1 Receives verbal and/or written instructions/specifications.</p> <p>3.6.2 Collects materials/tools/machine.</p> <p>3.6.3 Prepares royal and/or spiral binding machines.</p> <p>3.6.4 Adjusts specified lengths and widths of binding edges without allowances.</p> <p>3.6.5 Punches holes on materials for spiral coil/wire insertion.</p> <p>3.6.6 Places punched- materials including cover sheets appropriately.</p> <p>3.6.7 Places spiral coil/wire at the coil mounting locations.</p> <p>3.6.8 Set up and operates spiral binding machine safely and securely.</p> <p>3.6.9 Checks for appropriate bindings.</p> <p>3.6.10 Cuts out excess length of spiral binding from both sides of product materials.</p> <p>3.6.11 Prepares metal strip binding machine.</p> <p>3.6.12 Determines/adjusts size of strips according to the size of materials(Diary).</p> <p style="text-align: center;"><u>Royal (JUJU) Binding</u></p> <p>3.6.13 Adjusts frame (farma).</p> <p>3.6.14 Presses materials by hand and/or machine.</p> <p>3.6.15 Cuts backbone using hacksaw blade and/or knife to specified distance of spaces as per thickness of the materials to be bound.</p> <p>3.6.16 Sews materials using appropriate number and size of needle.</p> <p>3.6.17 Covers sewn parts of backbone using appropriate/recommended royal clothes.</p> <p>3.6.18 Cuts head, tail(bottom) and front edge safely and uniformly.</p> <p>3.6.19 Performs royal binding in a correct and standard manner.</p>		

TASK SPECIFICATION

7

TASK PERFORMANCE REQUIREMENTS

- _ Different types of spiral coil\ spiralastic/cerlox/touber multi- ring/cercla/wire/wire-o/kamket
- _ Spiral - binding machine
- _ Book covers.
- _ Book/leaflet/pamphlets/and other business forms.

8.	<p><u>TASK PERFORMANCE STANDARDS</u></p> <p>3.6.1 Verbal and/or written instructions/specifications received.</p> <p>3.6.2 Mechanical binding device/tool/equipment and materials collected.</p> <p>3.6.3 Mechanical binding device prepared to bind the books/leaflets/pamphlets in the specific ring shapes.</p> <p>3.6.4 The length, width and the edges adjusted as per given specification.</p> <p>3.6.5 The books/leaflets/pamphlets/independent signatures(pages) punched for holes and bound in spiral form.</p> <p>3.6.6 The punched book with the cover sheets placed in appropriate position in binding device/machine.</p> <p>3.6.7 The mechanical binding device set up and operated safely.</p> <p>3.6.8 The spiral form run through the round and/or specific holes carefully checked.</p> <p>3.6.9 The excess length of spiral coil and/or wire cut to the book ends, if found long or than the length of book .</p> <p>3.6.10 Book from the spiral and/or mechanical binding device dismantled safely.</p>
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9		10		TASK TRAINING DATA			
TASK NO.	T.E. NO.	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY & HYGINE		
6.	1.	Knowledge of mechanical binding device and their instructions.					
	2.	Knowledge of using mechanical binding device/machines/types and their materials.					
	3.	Knowledge of preparation and utilization of device in the binding.					
	4/5.	Knowledge of adjustment of binding material before punching holes at back sides of the materials.					

	<p>6. Knowledge of putting binding materials in the binding device.</p> <p>7. Knowledge of setting up and operating mechanical binding devices according their mechanical principle.</p> <p>8. Knowledge of placing binding wire in the binding device.</p> <p>9. Knowledge of trimming technique and use of proper cutting tools.</p> <p>10. Knowledge of safe dismantling technique.</p>			<p>Safe handling of mechanical binding device.</p> <p>Improper installation of binding wire involved wastage.</p>
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TASK PERFORMANCE TEST (Skill assessment)			
11	<p>TASK TITLE :Setting up and operating hand and automatic royal and spiral binding.</p> <p>TASK NO : 6 (Six)</p>	<p>LOCATION OF TEST:</p> <p>CANDIDATE'S NAME :</p> <p>EVALUATORS' NAME :</p>	
12	TEST FACTORS AND ITEMS	STANDARD MET	STANDARD NOT MET (Comments)
	<p><u>Did the Candidate ?</u></p> <p>1. Receive verbal and written instructions .</p> <p>2. Collect binding materials/tool/equipment and machines.</p> <p>3.Preapre binding machines and materials .</p>		

<ol style="list-style-type: none"> 4. Adjust length, width and the edge of the materials to be bound. 5. Punch the materials for binding safely and securely.. 6. Punch the front and back cover sheets . 7. Set up and operate binding machine . 8. Cut backbone of the binding materials using hacksaw blade and/or knife to specified distance of spaces. 9. Sew materials using appropriate size and number of needle. 10. Cover sewn part using appropriate /recommended royal cloths and threads. 11. Cut head, tail and front edge of the banded materials. 		
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TASK SPECIFICATION		
5	TASK NO :Record keeping and binding productions. 7 (Seven)	JOB TITLE: Book Binder, L-3
	<u>TASK ELEMENTS</u>	

- 3.7.1 Receives verbal and/or written instructions/specifications.
- 3.7.2 Collects produced materials/tools/record book.
- 3.7.3 Checks inventory and records of produced materials.
- 3.7.4 Notes damaged and/or faulty products.
- 3.7.5 Keeps and maintains produced materials in an appropriate manner.
- 3.7.6 Verifies and up - dates stocks and inventory.

TASK SPECIFICATION

7

TASK PERFORMANCE REQUIREMENTS

- _ Record book or register.
- _ Product materials.
- _ Pen, pencil, ruler.
- _ Requisition form/register.

8.

TASK PERFORMANCE STANDARDS

- 3.7.1 Verbal and/or written instructions/specifications received.
- 3.7.2 Product materials/record/data of waste materials/tools/equipment collected.
- 3.7.3 Production records/data checked.
- 3.7.4 Damaged and/or faulty products noted in the specific register.
- 3.7.5 Production records appropriately kept and maintained up to date.
- 3.7.6 Stock requisition form verified and made.

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TASK TRAINING DATA

TASK NO.	T.E. NO.	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY & HYGINE
7.	1.	Knowledge of instructions/ specifications/ data/ information.	Knowledge of four fundamental of simple mathematics i.e addition, subtraction, multiplication and division.	Understand the preparation of row and column in the register book.	
	2.	Knowledge of proper use of record book/ tools.			
	3.	Knowledge of inspection of production records.	Knowledge of simple arithmetic		
	4.	Identification of damaged and faulty productions .			
	5.	Knowledge of managing production records in a systematic procedure.			
	6.	Knowledge of verification stock and productions.			

TASK PERFORMANCE TEST (Skill assessment)

11	TASK TITLE : Record keeping of binding productions. TASK NO : 7 (Seven)	LOCATION OF TEST: CANDIDATE'S NAME : EVALUATORS' NAME :	
12	TEST FACTORS AND ITEMS	STANDARD MET	STANDARD NOT MET (Comments)
	<u>Did the Candidate ?</u> 1. Receive verbal and written instructions . 2. Collect materials/data of waste materials. 3. Check production records. 4. Note damage and faulty products. 5. Maintain production records appropriately. 6. Verify stock requisition form.		

TASK SPECIFICATION

5	TASK NO : Supervising and instructing to binding co- worker's performance. Eight (8)	JOB TITLE: Book Binder, L-3
	<p><u>TASK ELEMENTS</u></p> <p>3.8.1 Receives verbal/and/or written instructions/specifications.</p> <p>3.8.2 Collects materials/tools and information.</p> <p>3.8.3 Inspects production programme and schedules.</p> <p>3.8.4 Estimates manpower requirements.</p> <p>3.8.5 Interprets job orders/specifications.</p> <p>3.8.6 Determines sequence of operations.</p> <p>3.8.7 Interprets the work process.</p> <p>3.8.8 Estimates materials needed and supplies.</p> <p>3.8.9 Fills up requisition form.</p> <p>3.8.10 Establishes/adjusts assigned job/duties to workers.</p> <p>3.8.11 Coordinates the work with other coworkers and other units within the establishment.</p> <p>3.8.12 Recommends measurements to improve production methods.</p> <p>3.8.13 Suggests/instructs for necessary changes in working conditions to increase efficiency.</p>	

TASK SPECIFICATION

7

TASK PERFORMANCE REQUIREMENTS

_ Staff attendant register/cards.

8.

TASK PERFORMANCE STANDARDS

- 3.8.1 Verbal and/or written instructions/specifications received.
- 3.8.2 Materials/tools/equipment collected.
- 3.8.3 Production activities of district sector and/or unit inspected.
- 3.8.4 The requirement of manpower estimated.
- 3.8.5 The specification and job orders interpreted.
- 3.8.6 The sequence of operations and the use of proper equipment determined and assigned.
- 3.8.7 The supplies and materials needed and requisitions made and estimated.
- 3.8.8 The duties/jobs assigned to workers.
- 3.8.9 The work of unites with other co- bookers and production units within the establishment co- ordinated.
- 3.8.10 Measurement to improve the production method /equipment performance and quality of product recommended.
- 3.8.11 Any changes in working condition to increase efficiency suggested/instructed.

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TASK TRAINING DATA					
TASK NO.	T.E. NO.	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY & HYGINE
8.	1.	Knowledge of instructing and supervising of co- workers.			
	2.	Use of materials/tools equipment.			
	3.	Knowledge of production program/schedules and the production system in the establishment.			
		Knowledge of following :			
		a) Production control			
		b) Estimating			
		c) Processing the order.			
	4	Knowledge of actual manpower needs.			
	5.	Knowledge of job order/deadline.			
	6.	Knowledge of sequence of operation.		Knowledge of set dates of job order.	
	7.	Knowledge of supplies and materials requirement, filling requisition form and receiving procedures.			
	8.	Knowledge of assigning job to co- workers.			
	9.	Knowledge of receiving co ordination among co- workers and within the units/departments.			
	10.	Knowledge of creativity of new ideas to give effective measures to the superiors.			
	11.	Knowledge of new thinking change in working conditions.			

TASK PERFORMANCE TEST (Skill assessment)			
11	TASK TITLE : Supervising and Instructing to binding co- worker's performance . TASK NO : 8 (Eight)	LOCATION OF TEST: CANDIDATE'S NAME : EVALUATORS' NAME :	
12	TEST FACTORS AND ITEMS	STANDARD MET	STANDARD NOT MET (Comments)
	<u>Did the Candidate ?</u> 1. Receive verbal and written instructions . 2. Collect materials/tools and equipment. 3. Inspect production activities of district sector. 4. Estimate the requirement manpower. 5. Interpret the specification. 6. Determine proper equipment and sequence of operations. 7. Estimate materials and requisitions. 8. Assign jobs to workers. 9. Establish the work of unites with other co- bookers and production unit. 10. Recommend production method and equipment performance . 11. Prepare for any changes in working .		

TASK SPECIFICATION

5

TASK NO :Estimating the required materials.
Nine (9)

JOB TITLE: Book Binder, L-3

TASK ELEMENTS

- 3.9.1. Receives verbal and /or written instructions/specifications.
- 3.9.2. Collects required materials/tools/equipment.
- 3.9.3. Calculates the amount of materials needed.
- 3.9.4. Ensures required materials available in the local market.
- 3.9.5. Prepares production schedules.
- 3.9.6. Maintains coworker's performance records.
- 3.9.7. Maintains machine's performance records.
- 3.9.8. Maintains production output records.

TASK SPECIFICATION

7

TASK PERFORMANCE REQUIREMENTS

- _ Control board/press loading board/work order desk/package.
- _ Estimator calculation sheet.

8.	<p><u>TASK PERFORMANCE STANDARDS</u></p> <p>3.9.1 Verbal and/or written instructions/specifications received.</p> <p>3.9.2 Required materials/tools/equipment/machines collected.</p> <p>3.9.3 The amount of required materials estimated on the set calculation sheet and ensure that estimated materials is easily available in the local market.</p> <p>3.9.4 The production schedules drawn-up and hung on the control and work order package and department as an advance notice of work.</p> <p>3.9.5 The co- worker's performance recorded.</p> <p>3.9.6 The production rate and the outputs recorded.</p>
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9	10	TASK TRAINING DATA			
TASK NO.	T.E. NO.	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY & HYGINE
9.	3.	Knowledge of simple arithmetic	Addition, subtraction, multiplication and division.		
	4.	Knowledge of market purchasing/invoicing/selling procedure.	Application of billing procedures.		
	5.	Knowledge of production planning/scheduling.			
	6/7.	Knowledge of evaluating co- worker performance and			
	8.	Knowledge of production stock/rate and output.			
					Safe handling of mechanical binding device.

					Improper installation of binding wire involved wastage.
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TASK PERFORMANCE TEST (Skill assessment)			
11	TASK TITLE : Estimating required materials. TASK NO : 9 (Nine)		LOCATION OF TEST: CANDIDATE'S NAME : EVALUATORS' NAME :
12	TEST FACTORS AND ITEMS	STANDARD MET	STANDARD NOT MET (Comments)
	<u>Did the Candidate ?</u> 1. Receive verbal and/or written instructions . 2. Collect required materials/tools and equipment. 3. Estimate the required materials and fill up in the requisition sheet .		

4. Draw production schedule and ensure that the estimated materials are easily available in the local market.
5. Keep records of co -worker's performance.
6. Maintain the records of productions output rate.