

**JOB SPECIFICATION
AND
SKILLS TEST**

JOB TITLE : PRINTING TECHNICIAN, L-3
SECTOR : Lithography Machine Printing
SUB-SECTOR : Offset Printing

**COUNCIL FOR TECHNICAL EDUCATION AND VOCATIONAL TRAINING
NATIONAL SKILLS TESTING BOARD
KATHMANDU, NEPAL
1997(2053/054)**

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

1.	JOB TITLE	: Printing Technician
2.	<u>JOB DESCRIPTION :</u> The printing technicians, plans, operates, camera, striping, prepares plate, operates machine, performs printing, binding, repairs and maintenance machine/equipment, supervises communicates job and develops personally.	
3.	<u>LIST OF TASK :</u> 1. Planning 2. Operating Camera/stripping. 3. Preparing Plate. 4. Operating Machine. 5. Performing Printing 6. Repairing and maintenance machine/equipment. 7. Supervising work, machine and equipment. 8. Communicating . 9. Developing Personal.	
4.	QUALIFYING NOTES (ENTRY REQUIREMENTS, etc.):- PHICYSICAL REQUIREMENTS : Normal Health EDUCATIONAL REQUIRENMENTS : 8 Class passed with more than five years job experience in related occupation.	

TASK SPECIFICATION

5

**TASK NO : Planning .
1 (one)**

JOB TITLE: Printing Technician, L-3

TASK ELEMENTS

- 1.1 Receives verbal/written instruction/order.
- 1.2 Distributes frame to different machine.
- 1.3 Ensure condition of machine.
- 1.4 Runs the machine for trial.
- 1.5 Ensure printing materials
- 1.6 Fixes plate to the machine .
- 1.7 Checks register for printing.
- 1.8 Performs duty handover.

TASK SPECIFICATION

7

TASK PERFORMANCE REQUIREMENTS

Open ended and ring spanners set, socket spanners, screw drivers (plate and philips), cutter, hammer, pliers, frame coin and coin key, paper, ink, metal plastic, blanket, register, pen, grease, lubricating oil, grease gun, oil gun etc.

8.

TASK PERFORMANCE STANDARDS

- _ Verbal/written/order received properly.
- _ Frames to different machine distributed as received.
- _ Condition of machine ensure properly.
- _ The machine for trial run safely.
- _ Printing materials ensured properly.
- _ plate to the machine fixed safely.
- _ Register for printing checked.
- _ Duty handover performed.

9		10			
TASK TRAINING DATA					
TASK NO.	T.E. NO.	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY & HYGINE
1.	1.1	knowledge of instruction/order receipt and handling of working in machine printing section .			
	1.2	Knowledge of types and care of machine and process of distributing frame to different machine.			
	1.3	Knowledge of checking procedure of machine condition.			
	1.4	Knowledge of running machine for trial.			
	1.5	knowledge of printing materials such as proper, materials such as paper, metal, plastic and size of paper. Conditioning of paper in machine room, paper problem, ink problem, plate problem.			
	1.6	Knowledge of fixing procedure, position of plate to the machine handling and treatment of lithographic in machine room.			
	1.7	Knowledge of checking register for printing.			
	1.8	Knowledge of performing duty handover.			

TASK PERFORMANCE TEST (Skill assessment)			
11	TASK TITLE : Planning 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> 1.1. Receive verbal/written instruction /order properly. 1.2 Distribute frames to different machine as required. 1.3 ensure the condition of machine properly. 1.4 Run the machine for trail safely. 1.5 Ensure printing materials properly. 1.6 Fix plate to the machine safely. 1.7 Check register for printing . 1.8 Perform duty handover. 1.9 Finish the work within specified time.		

TASK SPECIFICATION

5

**TASK NO : Operating Camera/Stripping
2 (Two)**

JOB TITLE: Printing Technician, L-3

TASK ELEMENTS

- 2.1 Determines the size of picture.
- 2.2 Loads film.
- 2.3 Sets camera ready copy (CRC).
- 2.4 Snaps matter.
- 2.5 Un-loads film.
- 2.6 Adds developer.
- 2.7 Develops films.

TASK SPECIFICATION

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TASK PERFORMANCE REQUIREMENTS

Camera and accessories, lay out, CRC film developer, films chemical electric lamp, developer solution, water, bucket, Jug/bottle. Stripping knife, scissors, tape, fixer, film oppek, scale, pencil, set square, masking paper, film processor, fold machine.

8.

TASK PERFORMANCE STANDARDS

- _ The size of picture determined as required.
- _ Film loaded properly.
- _ Camera ready copy (CRC) set.
- _ Appropriate matter snapped properly.
- _ Developer added as required .
- _ Film developed as per prescribed/required standard.

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TASK TRAINING DATA					
TASK NO.	T.E. NO.	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY & HYGINE
2.	1.	Knowledge of determines the size of picture.			
	2.	Knowledge of colour and thickness of masking paper. Knowledge of loading method of film, types of camera and films function and handling of camera.			
	3.	Knowledge of setting procedure of CRC and size of CRC.			
	4.	Knowledge of snapping matters.			
	5.	Knowledge of un loading procedure of film.			
	6.	Knowledge of developer, and types of developer.			
	7.	Knowledge of types of chemical and mixing chemical and mixing chemicals for developing film and film procedure.			

TASK PERFORMANCE TEST (Skill assessment)			
11	TASK TITLE : Operating Camera/Striping TASK NO : 2 (Two)	LOCATION OF TEST: CANDIDATE'S NAME : EVALUATORS' NAME :	
12	TEST FACTORS AND ITEMS	STANDARD MET	STANDARD NOT MET (Comments)
	<u>Did the Candidate ?</u> 2.1 Determine the size of picture as required. 2.2 Load film properly. 2.3 Set camera ready copy (CRC) 2.4 Snap appropriate matter properly. 2.5 Add developer as required. 2.6 Develop film as per prescribed/required standard. 2.7. Finish the work within specified time.		

TASK SPECIFICATION

5	TASK NO : Preparing Plate. 3 (Three)	JOB TITLE: Printing Technician, L-3
	<p><u>TASK ELEMENTS</u></p> <ul style="list-style-type: none">3.1 Dons protective clothing .3.2 Selects tools, equipment and materials.3.3 Adjusts grimmer margin.3.4 Exposes plate.3.5 Develops plate.3.6 Prepares chemical.3.7 Tests plate.3.8 Submits plate to printing section.3.9 Cleans and returns tools and equipment.	

TASK SPECIFICATION

7

TASK PERFORMANCE REQUIREMENTS

Expose machine, developer machine, processor machine, aluminum furniture for margin, Plate developer (PS), replacer, arobic gum, finisher, black developer, cotton cloth.

8.

TASK PERFORMANCE STANDARDS

- _ The technician dressed in appropriate safety clothing.
- _ Appropriate tools, equipment and materials selected.
- _ Gripper margin adjust as required clearance.
- _ Plate exposed according to flat.
- _ Plate developed properly.
- _ Appropriate chemical prepared as required.
- _ Plate tested before submission.
- _ Plate submitted to printing section.
- _ Used tools and equipment cleaned and returned to specified location.

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TASK TRAINING DATA					
TASK NO.	T.E. NO.	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY & HYGINE
3.	1.	Knowledge of effect on quality of correct adjustment of gripper margin.			
	2.	Knowledge of handling and treatment of lithographic plates in machine room. Knowledge of plate management. Knowledge of chemistry of lithographic plates. – Formation of image. – Nominate area. – Metal used for lithographic plates. Knowledge of exposing procedure of plate.			
	3.	Knowledge of developing materials and developing procedure of plate, checking sport of plate, coating plate. Knowledge of sensitizes A and B.			
	4.	Knowledge of chemical composition preparing plate and preparing procedure of chemicals.			
	5.	Knowledge of submitting plate to printing section.			

TASK PERFORMANCE TEST (Skill assessment)			
11	TASK TITLE : Preparing Plate 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> <p>3.1 Dress in appropriate safely clothing .</p> <p>3.2 Select appropriate tools, equipment and materials.</p> <p>3.3 Adjust gripper margin as required clearance.</p> <p>3.4 Expose plate according to flat .</p> <p>3.5 Develop plate properly.</p> <p>3.6 Prepare appropriate chemical as required.</p> <p>3.7 Test plate before submission.</p> <p>3.8 Submit plate to printing section.</p> <p>3.9 Clean and return tools and equipment as specified time.</p> <p>3.10. Finish the work within specified time.</p>		

TASK SPECIFICATION

5

**TASK NO : Operating Machines
4 (Four)**

JOB TITLE: Printing Technician, L-3

TASK ELEMENTS

- 4.1 Dons protective clothing.
- 4.2 Prepares hand compose.
- 4.3 Operates letter press.
- 4.4 Operates plate grinding machine.
- 4.5 Operates knife grinding machine.
- 4.6 Operates cutting machine.
- 4.7 Operates folding machine.
- 4.8 Operates gathering machine.
- 4.9 Operates stitching machine.
- 4.10 Operates binding machine.
- 4.11 Operates trimming machine.
- 4.12 Operates packing machine.

TASK SPECIFICATION

7

TASK PERFORMANCE REQUIREMENTS

All above machine, letter mok, casting lead, ruler, composing hand stick . Allen keys, knife, open ended and ring spanner set screw drivers, pliers, hammer, adjustable wrench., socket spanner, grease, mobile oil, kerosene.

8.

TASK PERFORMANCE STANDARDS

- _ Dressed in appropriate safety clothing.
- _ Appropriate hand compose prepared as required.
- _ Letter press operated safely.
- _ Plate grinding machine operated.
- _ Knife grinding machine operated .
- _ Cutting machine operated.
- _ Folding machine operated.
- _ Gathering machine operated.
- _ Stitching machine operated.
- _ Binding machine operated.
- _ Trimming machine operated.
- _ Packing machine operated.
- _ All of machine operated within specified time.

9		10			
TASK TRAINING DATA					
TASK NO.	T.E. NO.	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY & HYGINE
4.	1.	Knowledge of hand compose, letter, mole, casting.			
	2.	a) Knowledge of types, care and function of machine/ equipment . b) Principles of working mechanism. c) Handling of machine/equipment. d) Checking procedure of the condition of machine. e) Knowledge of types of letter press machine and operating method of the machine.			
	3.	Knowledge of types of plate of and operating method of plate grinding machine.			
	4.	Knowledge of knife grinding machine, grinding stone and operating method of machine.			
	5.	Knowledge of types of cutter, operating method of cutting machine size of book cutting, setting clamp plate pressure.			
	6.	Knowledge of folding machine and folding methods. Types of fold size of books . Adjustment of folding machine			
	7.	Knowledge of gathering machine and operating method of machine. Checking method of gathered .			
	8.	Knowledge of stitching machine, frames gathered. Type of stitching position and their adjustment . Adjustment of covering.			

9		10			
TASK TRAINING DATA					
TASK NO.	T.E. NO.	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY & HYGINE
4.	9. Knowledge of binding machine operating method of the binding machine, types of binding. 10. Knowledge of trimming machine and operating method of trimming machine, adjustment of trimming. 11. Knowledge of packing machine and operating method of packing machine and adjusting tension of heat sealing delivering materials to store.				

TASK PERFORMANCE TEST (Skill assessment)			
11	TASK TITLE : Operating Machine TASK NO : 4 (Four)	LOCATION OF TEST: CANDIDATE'S NAME : EVALUATORS' NAME :	
12	TEST FACTORS AND ITEMS	STANDARD MET	STANDARD NOT MET (Comments)
	<u>Did the Candidate ?</u> 4.1 Dress in appropriate safety clothing. 4.2 Prepare appropriate hand compose as required. 4.3 Operate letter press safely. 4.4 Operate Plate grinding machine 4.5 Operate knife grinding machine 4.6 Operate cutting machine 4.7 Operate folding machine 4.8 Operate gathering machine 4.9 Operate stitching machine 4.10 Operate binding machine 4.11 Operate trimming machine. 4.12 Operate packing machine. 4.13 Operate all above machine within specified time.		

TASK SPECIFICATION

5	TASK NO : Performing Printing. 5 (Five)	JOB TITLE: Printing Technician, L-3
	<p><u>TASK ELEMENTS</u></p> <ul style="list-style-type: none">5.1 Receives verbal/written instruction .5.2 Dons protective clothing.5.3 Applies lubricates to machine.5.4 Refills ink.5.5 Mix chemicals to water.5.6 Refills water.5.7 Mixes chemical to ink.5.8 Loads paper in the machine.5.9 Adjusts the size(register.)5.10 Cleans gum.5.11 Checks for content.5.12 Checks for pages.5.13 Cleans spots.5.14 Checks for unnecessary spots.5.15 Applies gum to plate.5.16 Washes blanket.5.17 Cleans impression cylinder.5.18 Cleans damping blanket.5.19 Washes roller.5.20 Unloads paper from the machine.5.21 Changes damping nose.5.22 Mixes colour.5.23 Applies power for colour printing.5.24 Cleans and returns tools and equipment.	

TASK SPECIFICATION

7

TASK PERFORMANCE REQUIREMENTS

Various size of paper, blanket , packing, plate packing, arabic, ink, fountain , solution(chemical), blanket wash, sucker, damping roller, damping nose, soap, water, mobile oil, grease, cotton, cloth, knife, kerosene, blanket, grease gun, monopol liquid drier, antimaculage powder, colour, process ink, bucket/container etc.

8.

TASK PERFORMANCE STANDARDS

- _ Appropriate lubricants to the machine applied without spilling on the ground.
- _ Ink refilled as required level.
- _ Chemical to water mixed in on appropriate preparation.
- _ Water refilled as required.
- _ Appropriate chemical to ink mixed as required.
- _ Paper in the machine loaded properly
- _ Register adjusted according to the proper size.
- _ Gun cleaned using cleaning solvent.
- _ Content checked properly.
- _ Unnecessary sports checked and cleaned.
- _ Gum applied to plate properly and plate adjusted if necessary.
- _ Blanket washed and adjusted if necessary.
- _ Impression cylinder cleaned.
- _ Damping blanket cleaned.
- _ Roller washed.
- _ Paper unloaded from the machine safely.
- _ Damping nose changed if necessary.
- _ Colour mixed as required.
- _ Appropriate powder applied for colour printing .
- _ Used tools and equipment cleaned and returned to specified location.

9		10			
TASK TRAINING DATA					
TASK NO.	T.E. NO.	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY & HYGINE
5.	1.	Knowledge of principle of printing process. Different between relief and plan graphic printing process and advantage and disadvantage.			
	2.	Knowledge of types, care and use of tools, equipment and materials.			
	3.	Knowledge of lubricating points and lubricants.			
	4.	Knowledge of refilling method of ink basis components of ink formation. Different between pigment and dyes. Solvent oil used in ink.			
	5.	Knowledge of viscosity, taking resistance and drying mechanism of ink. Mixing procedure of fountain solution to water.			
	6.	Filling procedure of water in ink.			
	7.	Knowledge of quality, quantity and size of proper.			
	8.	Knowledge of adjusting procedure of register according to the paper size.			
	9.	Knowledge of cleaning gun.			
	10.	Knowledge of checking content and pages.			

9	10	TASK TRAINING DATA			
TASK NO.	T.E. NO.	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY & HYGINE
5.	11.	Knowledge of cleaning/checking procedure of spot in plat.			
	12.	Knowledge of applying gum to plate and adjusting procedure of plate.			
	13.	Knowledge of types of blanket, washing and adjusting procedure of blanket.			
	14.	Knowledge of impression system. True rolling theory, pressure requirement and different types of impression system.			
	15.	Knowledge of damping system and cleaning procedure of damping blanket.			
	16.	Knowledge of roller setting up and washing roller.			
	17.	Knowledge of unload paper from machine.			
	18.	Knowledge of damping nose. Changing procedure of damping nose and setting up damper.			
	19.	Knowledge of principle of colour printing types of colour, and mixing procedure of colour . Principle of colour reproduction.			
	20.	Knowledge of power applied for colour printing and sequence of colour printing .			

TASK PERFORMANCE TEST (Skill assessment)			
11	TASK TITLE : Performing Printing. 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> 5.1 Dress in appropriate safety clothing. 5.2 Select appropriate tools, equipment and materials. 5.3 Apply appropriate lubricants to the machine without spilling on the ground. 5.4 Refill ink as required level. 5.5 Mix chemical to water in on appropriate preparation. 5.6 Refill water as required. 5.7 Mix appropriate chemical to ink as required. 5.8 Load paper in the machine properly. 5.9 Adjust the size as required clearance. 5.10 Clean gun by clearing solvent. 5.11 Check content properly. 5.12 Check pages. 5.13 Clean sports in the printing properly. 5.14 Check and clean unnecessary sports. 5.15 Apply gun to plate properly . 5.16 Wash blanket. 5.17 Clean impression cylinder. 5.18 Clean damping blanket. 5.19 wash roller. 5.20 Unload paper from the machine properly. 5.21 Change damping holes if necessary. 5.22 Mix colour as required.		

TASK PERFORMANCE TEST (Skill assessment)			
11	TASK TITLE : Performing Printing. 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> 5.23 Apply appropriate power for colour printing. 5.24 Clean and return used tools and equipment as specified location . 5.25 Finish the printing work within specified time.		

TASK SPECIFICATION

5

TASK TITLE : Repairing and maintaining machine/equipment.
TASK NO : 6 (Six)

JOB TITLE: Printing Technician, L-3

TASK ELEMENTS

- 6.1 Receives verbal/written instruction.
- 6.2 Selects tools, machine/equipment and materials.
- 6.3 Dons protective clothing.
- 6.4 Finds fault of machine/equipment.
- 6.5 Checks and changes vacuum pipe.
- 6.6 Checks and changes floor pipe.
- 6.7 Checks and changes nozzle on gathering machine.
- 6.8 Checks and changes sucker.
- 6.9 Cleans compressor filter.
- 6.10 Checks and changes compressor oil.
- 6.11 Replaces nuts/bolts.
- 6.12 Checks and changes bearing roller.
- 6.13 Changes roller.
- 6.14 Tightens frame bolts.
- 6.15 Changes roller CMA of folding machine.
- 6.16 Repairs broken chain/brackets.
- 6.17 Adjusts timer of air on offset.
- 6.18 Changes gripper on offset.
- 6.19 Adjusts paper balance.
- 6.20 Cleans and changes stitching head components.
- 6.21 Identifies greasing points and greases.
- 6.22 Checks and changes belt.
- 6.23 Changes fielding machine blade.
- 6.24 Tests the performance operation of machine/equipment.
- 6.25 Cleans and returns tools and equipment
- 6.26 Cleans machine and work area.

TASK SPECIFICATION

7	<p><u>TASK PERFORMANCE REQUIREMENTS:</u></p> <p>Open ended and ring spanner set, socket spanner set, screwdrivers (flat + philips), pliers, hammers (steel and mallet), allen keys, cutter, pipe wrench, rod key, punches (drift, hole), raw cutting gally, grease gun, oil gun, scissors, needle and threads, frame coin and coin key, fork lift, jack/stand, gally rack, electric lamp, clip, knife, blades, grinding stone, needle file, file brush, emery paper, micrometers, vernier calipers, masking tape, selo tape, roller gauge, hydrometer, replacement components, cotton cloth, container, kerosene, cleaning brush, cleaning solvent etc.</p>
8	<p><u>TASK PERFORMANCE STANDARDS:</u></p> <ul style="list-style-type: none"> - The technician dressed in appropriate safety clothing. - Appropriate tolls, equipment and materials selected. - Fault find of machine/equipment sequentially. - Vacuum pipe checked for leaks and changed if necessary. - Floor pipe checked for leaks and changed if necessary. - Nozzle checked and changed on gathering machine without damage. - Sucker checked and changed if necessary. - Compressor filter clean properly. - compressor oil level and condition checked and changed specified oil and level. - Nuts/bolts replaced as required. - Bearing roller checked and changed as per specification. - Roller changed as per specification. - Frame bolt tightened as specified torque. - Roller CMA of folding machine changed as per specification. - Broken chain/brackets repaired as required. - Timer of air on offset adjusted as specified clearance. - Gripper changed on offset as per specification. - Paper balance adjusted as required clearance. - Stitching head components cleaned and changed properly. - Greasing points identified and greased up as specified grade and number. - Belt tension checked and changed if necessary. - folding machine blade changed as required. - Performance operation of machine/equipment tested sequentially. - Used tools and equipment cleaned and returned to specified location. - Machine and work area cleaned properly.

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TASK TRAINING DATA					
TASK NO.	T.E. NO.	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY & HYGINE
6	1	Knowledge of types, care and use of tools, equipment, materials and machine.			
	2	Knowledge of finding fault of the machine/equipment.			
	3	Knowledge of vacuum pipe. Checking and changing procedure of vacuum pipe.			
	4	Knowledge of floor pipe. Checking and changing procedure of vacuum pipe.			
	5	Knowledge of types and function of nozzle. Checking and changing procedure of nozzle.			
	6	Knowledge of sucker checking and changing.			
	7	Knowledge of function and types of compressor filter. Changing procedure of filter.			
	8	Knowledge of function, types, viscosity, grade of compressor oil. Checking oil level and condition. Changing procedure of oil.			
	9	Knowledge of thread and size of nuts/bolts.			
	10	Knowledge of function of roller bearing. Types of roller bearing and checking procedure of roller bearing.			
	11	Knowledge of roller. Checking and changing procedure of roller and its adjustments.			
	12	Knowledge of frame bolt and tightening procedure of bolt and torque.			
	13	Knowledge of roller CMA of folding machine and changing procedure.			
	14	Knowledge of types of chain/brackets & repairing them.			
	15	Knowledge of timer & adjustment of timer of air on offset.			
	16	Knowledge of gripper & changing procedure of gripper.			
	17	Knowledge of paper balance adjustment.			
	18	Knowledge of stitching head and cleaning/changing stitching head components.			

9	10	TASK TRAINING DATA			
TASK NO.	T.E. NO.	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY & HYGINE
6	19 20 21 22 23 24	Knowledge of types of lubricants. Viscosity and grade. Knowledge of types and function of belt. Checking procedure of belt tension. Knowledge of types and size of folding machine blade. Changing procedure of blade. Knowledge of performance of machine/equipment. Testing procedure of performance operation of machine. Knowledge of cleaning used tools and returning them as specified location. Knowledge of cleaning machine/equipment and work area.			

TASK PERFORMANCE TEST (Skill assessment)			
11	TASK TITLE : Repairing and maintaining machine/equipment TASK NO : 6 (six)		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> <p>6.1 Receive verbal/written instruction.</p> <p>6.2 Wear appropriate safety clothing.</p> <p>6.3 Select appropriate tools, equipment and materials.</p> <p>6.4 Find fault of machine/equipment.</p> <p>6.5 Check vacuum pipe for leaks and change if necessary.</p> <p>6.6 Check floor pipe for leaks and change if necessary.</p> <p>6.7 Check and change nozzle on gathering machine without damage.</p> <p>6.8 Check sucker and change if necessary.</p> <p>6.9 Clean compressor filter properly.</p> <p>6.10 Check compressor oil level and condition and change specified oil and level.</p> <p>6.11 Replace nuts/bolts as required.</p> <p>6.12 Check and change bearing roller as specified.</p> <p>6.13 Change roller as specified.</p> <p>6.14 Tighten frame bolt sequentially as specified torque.</p> <p>6.15 Change roller CMA of folding machine as per specification.</p> <p>6.16 Repair broken chain/bracket as required.</p> <p>6.17 Adjust timer of air on offset as per specification.</p> <p>6.18 Change gripper on offset as per specification.</p> <p>6.19 Adjust paper balance as required clearance.</p> <p>6.20 Clean and change stitching head components properly.</p> <p>6.21 Identify greasing points and grease as specified grade.</p> <p>6.22 Check belt tension and change belt if necessary.</p> <p>6.23 Change folding machine blade as required.</p> <p>6.24 Test the performance of the machine/equipment.</p> <p>6.25 Clean tools, equipment, machine and work area.</p> <p>6.26 Complete the work within specified time.</p>		

TASK SPECIFICATION

5

TASK TITLE : Supervising work, machine and equipment.

TASK NO :7 (seven)

JOB TITLE: Printing Technician, L-3

TASK ELEMENTS

- 7.1 Allocates job according to priority.
- 7.2 Priorities the work.
- 7.3 Checks for quality and quantity.
- 7.4 Communicates with management.
- 7.5 Ensures machine and equipment.
- 7.6 Arranges for substitute worker.
- 7.7 Records the products.
- 7.8 Carries - out performance appraisal.

TASK SPECIFICATION

TASK PERFORMANCE REQUIREMENTS:

7

Allocated job, prioritized work, quality checking equipment, letter pad, telephone, resister book, log sheet, required machine and materials, substitute worker, performance appraisal form, pen, pencil etc.

TASK PERFORMANCE STANDARDS:

8

- Job allocated according to priority.
- The work prioritized as required.
- Quality and quantity of work checked sequentially.
- Management communicated by letter/telephone/verbal.
- Machine and materials ensured properly.
- Substitute worker arranged as required.
- The product recorded as specified log sheet/resister book.
- Performance appraisal carried out properly.

9		10			
TASK TRAINING DATA					
TASK NO.	T.E. NO.	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY & HYGINE
7	1	Knowledge of kinds of job. Importance of job and allocating method of job.			
	2	Knowledge of priorities work. How to give priorities of work.			
	3	Knowledge of quality control system and management. Checking procedure of quality and quantity of job.	Calculation of quantity		
	4	Knowledge of types of communication. How to communicate with management.			
	5	Knowledge of function and types of machine and materials. Checking procedure of condition of machine/materials.			
	6	Knowledge of management of substitute worker.			
	7	Knowledge of record keeping of product.			
	8	Knowledge of performance appraisal and carrying out procedure.			

TASK PERFORMANCE TEST (Skill assessment)			
11	TASK TITLE : Supervising machine/equipment TASK NO : 7 (Seven)	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> <p>7.1 Allocate job according to priority. 7.2 Prioritize the work as required. 7.3 Check quality, quantity of work sequentially. 7.4 Communicate with management by letter/telephone/verbal/memo. 7.5 Ensure machine and materials properly. 7.6 Arrange substitute worker as required. 7.7 Record the product as specified log sheet or register book. 7.8 Carry out performance appraisal. 7.9 Complete the supervision within specified time.</p>		

TASK SPECIFICATION

5

TASK TITLE : Communicating.
TASK NO : 8 (Eight)

JOB TITLE: Printing Technician, L-3

TASK ELEMENTS

- 8.1 Selects materials.
- 8.2 Writes reports.
- 8.3 Writes application.
- 8.4 Attends interview.
- 8.5 Prepares bio-data.
- 8.6 Report by telephone.
- 8.7 Fills performance appraisal form.
- 8.8 Obtains job ticket.

TASK SPECIFICATION

TASK PERFORMANCE REQUIREMENTS:

7

Pen, pencil, writing pad, form, ticket, personal bio-data, telephone, other requirement documents etc.

TASK PERFORMANCE STANDARDS:

8

- Appropriate materials selected as required.
- Report written as required format or standards.
- Application written as required standards.
- Interview attended at specified time.
- Bio-data prepared as specified standard.
- By-telephone reported properly.
- Performance appraisal form filled as given form.
- Job ticket obtained as specified time.

9		10			
TASK TRAINING DATA					
TASK NO.	T.E. NO.	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY & HYGINE
8	1	Knowledge of types, care and use of materials such as paper, pencil, form, and ticket etc.			
	2	Knowledge of importance of report and writing procedure of report.			
	3	Knowledge of types of application and writing procedure of application.			
	4	Knowledge of attending interview.			
	5	Knowledge of bio-data and preparing bio-data in standard format.			
	6	Knowledge of reporting procedure by telephone.			
	7	Knowledge of performance appraisal form and fill up procedure.			
	8	Knowledge of job ticket. How to obtain job ticket.			

TASK PERFORMANCE TEST (Skill assessment)			
11	TASK TITLE : Communicating TASK NO : 8 (Eight)	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> <p>8.1 Select appropriate materials.</p> <p>8.2 Write report as required format or standard.</p> <p>8.3 Write application as required standard.</p> <p>8.4 Attend interview at specified time.</p> <p>8.5 Prepare bio-data as specified format.</p> <p>8.6 Report by-telephone properly.</p> <p>8.7 Fill up performance appraisal form as given form.</p> <p>8.8 Obtain job ticket within specified time.</p> <p>8.9 Complete the communication within specified time.</p>		

TASK SPECIFICATION

5

TASK TITLE : Developing personal.
TASK NO : 9 (Nine)

JOB TITLE: Printing Technician, L-3

TASK ELEMENTS

- 9.1 Receives further education.
- 9.2 Attends workshop.
- 9.3 Attends training.
- 9.4 Reads professional journals.
- 9.5 Consults library.
- 9.6 Attends meeting.
- 9.7 Watches related audio visuals.

TASK SPECIFICATION

TASK PERFORMANCE REQUIREMENTS:

7

Workshop, training, library, meeting, audio-visuals, various journals, further education programme, pen, pencil, copy, various chart, catalogue, education materials etc.

TASK PERFORMANCE STANDARDS:

8

- Further education received as per requirement of organization.
- Related workshop attended for sharing idea.
- Training attended as per requirement of organization.
- Professional journals read.
- Library consulted for required materials.
- Related meeting attended.
- Related audio-visuals watched.

9		10			
TASK TRAINING DATA					
TASK NO.	T.E. NO.	TECHNICAL KNOWLEDGE	APPLIED CALCULATION	GRAPHIC INFORMATION	SAFETY & HYGINE
9	1	Knowledge of types of education and receiving further education timely.			
	2	Knowledge of function and types of workshop. Importance of workshop.			
	3	Knowledge of types of training such as short term, long term. Importance of training.			
	4	Knowledge of journals and reading method of journal.			
	5	Knowledge of library and consulting procedure of librarians for required materials such as books, magazine, journals, catalogue, chart etc.			
	6	Knowledge of importance of meeting. Discussing, sharing idea and finding points of meeting.			
	7	Knowledge of types and application of audio-visuals. Watching related audio-visuals.			

TASK PERFORMANCE TEST (Skill assessment)			
11	TASK TITLE : Developing personal 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> 9.1 Receive further education as per requirement of organization. 9.2 Attend related workshop for sharing idea. 9.3 Attend training as per requirement of organization. 9.4 Read professional journals. 9.5 Consult library for required materials. 9.6 Attend related meeting. 9.7 Watch related audio-visual. 9.8 Complete the personal development within specified time.		