



Press and Post-Press Operator

Youth Apprenticeship

PRESS AND POST-PRESS OPERATOR

Press and Post-Press Operator youth apprentices gain foundational skills of press and post-press operation skills including printing software, equipment, and press and post-press processes.

Length of Apprenticeship: One year

COMPETENCIES

Youth apprentices must complete a **total of 13** competencies per year. **Twelve** must be from the list below. If necessary, employers can substitute up to **1** competency per year with another occupationally appropriate skill. That skill should be added to the competency list for assessment. Note that where necessary, skills can be simulated.

Required Competencies
<ol style="list-style-type: none">1. Review job ticket2. Perform work according to all safety guidelines and requirements3. Monitor equipment for correct operation4. Clean up work area5. Register print job6. Mount plate/screen (N/A for digital printing)7. Load substrate and ink8. Set up press9. Verify press set up (make-ready)10. Perform press operation11. Set up post-press12. Verify post-press set up (make-ready)13. Perform post-press operation

REGISTERED APPRENTICESHIP BRIDGING OPPORTUNITIES

Some of the related instruction courses can bridge into the following registered apprenticeship:

- RA IT Software Developer

POST-SECONDARY PATHWAY OPPORTUNITIES

There are several post-secondary pathway opportunities in this area. Following is partial list.

- Printing Technical Diploma
- Graphic Web Design Associate Degree
- Design & Graphic Technology Associate Degree



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ON-THE-JOB LEARNING PERFORMANCE STANDARDS GUIDE

YOUTH APPRENTICE INFORMATION

Youth Apprentice Name	
YA Coordinator	YA Consortium
School District	High School Graduation Date

REQUIREMENTS

Youth apprentices must complete ALL the items listed below. Check completed areas.

- Year 1 Competency checklist
- Employability Skills checklist (in this job book) or the DPI Employability Skills Certificate
- Related instruction equal to 1 high school credit or at least 3 college credits
- Minimum of 450 work hours

HOURS

Record the hours the Youth Apprentice worked.

Total Hours Employed	Company Name	Telephone Number

COMPETENCIES

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Rating Scale

3: Exceeds entry level criteria | Requires minimal supervision | Consistently displays this behavior

2: Meets entry level criteria | Requires some supervision | Often displays this behavior

1: Needs improvement | Requires much assistance and supervision | Rarely displays this behavior

Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
<p>1. Review job ticket</p> <ul style="list-style-type: none"> • obtain job ticket • interpret production information on the job ticket • identify the print operation requirements • review job components • identify substrate required size and type • identify inks and colors required • identify imposition configuration • identify printing and post-press equipment to be used • identify other press and post-press requirements • arrange the materials in the production area 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>2. Perform work according to all safety guidelines and requirements</p> <ul style="list-style-type: none"> • wear required personal protective equipment (ppe) • operate equipment safely in the manner required for the job task • operate equipment according to machine requirements • monitor equipment for safe operation • review production procedure to be used • review safety requirements of procedure • verify safety equipment and personal protective equipment (ppe) needed for production process • inspect tools for safety considerations • inspect work area for safety considerations • handle chemicals in a safe manner • follow safe work practices (i.e., lifting) • follow equipment hazard labeling • maintain safeguarding 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
<p>3. Monitor equipment for correct operation</p> <ul style="list-style-type: none"> • monitor product produced for specification • monitor process and equipment for performance • adjust process for quality and/or productivity • resolve problems as presented • replenish processing materials • check product for production requirements • label pieces for compliance or non-compliance • document quality control checks • products are produced to specification 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. Clean up work area</p> <ul style="list-style-type: none"> • select appropriate cleaning tools and equipment • clean production tools/equipment • perform roller care and maintenance of inking and dampening systems • store tools safely in proper location • store materials in safe manner • identify unsafe conditions and report promptly • correct unsafe conditions • ensure workstation is clean and clear of safety hazards • ensure workstation is organized for efficiency • dispose of waste as required by the facility • complete cleaning documentation 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. Register print job</p> <ul style="list-style-type: none"> • Ensure approved the proofs for the print run • check the file type(s) is compatible for the printer • register the plate/screen/job image (side-to-side, up and down, tilt) • register the color • register crop marks and bleed allowances 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>6. Mount plate/screen (N/A for digital printing)</p> <ul style="list-style-type: none"> • review job ticket for type of press run • review set up and safety requirements for equipment • prepare plates • verify bends • compare copy to plate • verify plate sequence • mount each plate as required on the press equipment with respect to the color they represent • adjust plates 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
<ul style="list-style-type: none"> tension, lateral/circumferential/tangical position apply substances to plates as needed (desensitizers, gum, etc.) mount screen on material as required for color alignment 			
<p>7. Load substrate and ink</p> <ul style="list-style-type: none"> review job ticket for type of press run follow set up and safety requirements for equipment and inks select appropriate materials handle substrate in manner to eliminate any damage find grain direction with and without carton label jog and air substrate stock set separators and detectors for weight and caliper (wire/felt, watermarks, and carbonless sequence) set up web-to-sheet converter load substrate into equipment set up grippers and guides as required install flags to count sheets during a press run correct any substrate problems prior to running the press obtain pre-mixed inks for color mix ink measure volume for mixing chemicals for pressroom operations mix test ink for printing using color chart for mixing requirements interpret color bars on press sheet to determine quality set up inking system establish ink sequence measure durometer prepare system- rollers, roller pressures assemble fountain and liners 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8. Set up press</p> <ul style="list-style-type: none"> review job ticket for type of press run follow equipment set up and safety requirements register print job assemble and adjust tools and production equipment verify production equipment is available for use and in working order verify production equipment is current for preventative maintenance and/or calibration calculate any control settings needed 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
<ul style="list-style-type: none"> • check equipment water, solutions and additives, ink, oil, air, pressure levels • load substrate and ink • set up feeder/roller system- shafts, roll stand, braking mechanisms, rollers, web guides • set up sheet transfer and guiding system • set up delivery system- roll-to-roll, sheeter, signature, inline • set up plate and inking systems- install blanket, cylinder alignment and pressures • set up dampening system- solutions and additives, rollers • set up drying system • document set up 			
<p>9. Verify press set up (make-ready)</p> <ul style="list-style-type: none"> • verify set up meets process requirements and product specifications • verify substrate stock • verify ink • verify plate/screen • verify proper web lead • verify feeder and delivery devices • verify dampening and inking systems • verify check blankets • verify registration • examine first piece/product or production run for visual and/or dimensional specification • adjust to ensure piece/product meets specification • make necessary adjustments to register image position • adjust/set color (tint value, ink hue, density, dot gain) • adjust impression pressure • rule up sheet • appropriately sequence order of inks • document makeready steps if required 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>10. Perform press operation</p> <ul style="list-style-type: none"> • wear the required personal protective equipment (PPE) • follow equipment safety procedures • attach auxiliary equipment (perforators, numberers, scorers, coaters, etc.) • operate equipment safely in the manner required for the job task according to machine requirements • monitor equipment for safe operation while operating • operate printing press and monitor 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
<ul style="list-style-type: none"> • operate register system • operate feeding system • operate delivery system • operate dampening system- dampening rollers • operate inking system • operate drying system • print single color or multi-color job • print single or multi-color, 2-sided job • print color job on coated and/or uncoated substrate • complete job tracking documentation • store printed materials for post-press, packaging and/or distribution 			
<p>11. Set up post-press</p> <ul style="list-style-type: none"> • review job ticket for type of post-press run • follow set up and safety requirements for equipment • assemble and adjust tools and production equipment • calculate any control settings needed • set production equipment parameters as required for substrate registration • set production equipment parameters as required for substrate mechanical (jog, stitch, folding, drill hole positions) • document set up • verify production equipment is available for use • verify production equipment is in working order • verify production equipment is current for preventative maintenance and/or calibration – move to a maintenance category • check equipment, fluids, air, pressure levels 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>12. Verify post-press set up (make-ready)</p> <ul style="list-style-type: none"> • verify set up meets process requirements and product specifications • verify substrate stock • verify chemistry • verify registration • verify mechanical • examine first piece/product or production run for visual and/or dimensional specification • adjust to ensure piece/product meets specification • verify repeatability of set up • document set up procedure for repeatability • document set up procedure 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
<p>13. Perform post-press operation</p> <ul style="list-style-type: none"> • wear the required personal protective equipment (ppe) at all times as required for the operation of the equipment • operate equipment safely in the manner required for the job task according to machine requirements • monitor equipment for safe operation while operating • operate post-press cutting equipment • operate post-press folding equipment • operate post-press collating equipment • operate post-press numbering equipment • operate post-press perforating/scoring equipment • operate post-press binding equipment • operate post-press packaging and shrink-wrapping equipment • operate post-press stitching equipment • operate other finishing • watch operation for sheets in order • watch operation for edges jogged flush • watch operation for edges free of white space or image/color bleed • watch operation for wires closed • watch operation for perforation/scoring positions • adjust feeder table for different sizes, consistent feed • adjust roller gap settings and double sheet detector • open and close correct gates • adjust gates for accurate folds 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Competency Substitute (if you replaced a competency above, note the competency and rating.)</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>COMMENTS:</p>			