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# POST PRESS OPERATIONS (Publishing)

## Assessment Package

### National Vocational Certificate Level 2

Version 1 - December 2019



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**Document Version**

December, 2019  
Islamabad, Pakistan

# POST PRESS OPERATIONS (Publishing)

**Assessment Package**

National Vocational  
Certificate Level 2

Version 1 - December 2019

**Assessment Evidence Guide Template and Guidelines to write Assessment Tasks**

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

<b>Title of Qualification:</b> Junior binder	CS Code:	Level:2	Version:1
	<b>Competency Standard:</b> Perform pre run operation		Assessment Date:
		D	D
		M	M
		Y	Y

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

*Continued page 2*

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

<b>Candidate Details</b>	Name: ..... Registration/Roll Number: ..... Candidate Signature: .....
<b>Assessment Outcome</b>	<b>COMPETENT</b> <input type="checkbox"/> <b>NOT YET COMPETENT</b> <input type="checkbox"/> <b>Name of the Assessor (Trainer).....Assessor's code:.....</b> <b>Signature of the Assessor:.....</b>

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

Each Assessment Task (with performance criteria)			
<b>Assessment Task</b>	<b>Description of assessment task 1</b> Perform cleaning in press room as per assessor instruction		
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>
1	Perform cleaning of the machine and associated tools as per press room instruction & OEM manual and record in annexure A-1.		
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>	

Each Assessment Task (with performance criteria)			
<b>Assessment Task</b>	<b>Description of assessment task 2</b> Check oil level & Perform Dry run as per assessor instruction		
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>
1	Check oil level in machine as recommended in machine manual and record in annexure A-1.		
2	Perform dry run (any one machine) as per assessor instruction and record in annexure A-1.		
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>	

## KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL

### CANDIDATE DETAILS

Candidate Name: .....

Father's Name:.....

Registration No: ..... Date: ..... Candidate

signature

Training Institution:.....

Qualification: **Junior binder** Module: **Perform pre run operation.**

Candidate's Signature

### NOTE

- Time Allowed: **20** minutes
- Attain all questions.
- All questions carry equal marks.

### INSTRUCTION

Encircle the best answer.

Q 1. A bad environment is solely responsible for spoiling the health of the people in the press room. Common responsibility of all people is to keep the workplace environment:

- a. Tidy
- b. Clean water and other spillage
- c. Clear from hindrance
- d. All of above**

Q 2. Which statement is correct regarding preventive maintenance?

- a) To change only lubricant and filter timely**
- b) To check only fuel system timely
- c) To maintain the vehicle performance at all time
- d) Only to inspect and replace components

Q 3. ISO VG 32 is a type of:

- a) Hydraulic Oil**
- b) Grease
- c) Fountain additives,
- d) Plate cleaner

Q 4. What is the application of tool shown on the right?

- a) Pulling out bearings of printing machine
- b) Cleaning and repairing Blanket
- c) Applying grease**
- d) Measuring Ph

Q 5. Which of the following kinds of maintenance could increase chances of machine operation without breaks for longer duration?

- a) Preventive
- b) breakdown
- c) Routine**
- d) Emergency

Q 6. Sixteen-page signature fold makes how many pages?

- a) 10
- b) 14
- c) 16**
- d) 20

Q 7. What is the ideal humidity percentage level required in the area of post print operations?

- a) 10-20
- b) 70-80
- c) 40-60**
- d) 80-90

Q 8. Which equipment to be used to decrease humidity in the workshop?

- a) Ceiling fan
- b) Heater
- c) Dehumidifier**
- d) Air blower

Q 9. Low quality oil can cause?

- a) Better machine operations
- b) Decrease in operation time
- c) Decrease machine life**
- d) Ease of operations

Q 10. Identify this tool?

- a) L-Key
- b) Spanner
- c) Tommy Bar**
- d) Screw driver



**Annexure**

**A-1**

Pre Run Operation

**PRE-RUN OPERATIONAL ACTIVITIES REPORT**

**Name and ID of Assesse**

\_\_\_\_\_

Machine No. \_\_\_\_\_ Date: \_\_\_\_\_ Activities start at: \_\_\_\_\_ : \_\_\_\_\_ A:M/ P:M End at: \_\_\_\_\_ : \_\_\_\_\_ A:M/ P:M



S. No.	Pre operational activities	Remarks (Please encircle appropriate)		
		Yes	No	Not required
1	Opted Personal Protective Equipment			
2	Performed machine surrounding cleaning			
3	Performed machine cleaning			
4	Check machine oil level			
5	Reported about machine status to operator/ supervisor			
6	Perform Dry Run	Follow the check list to make machine ready		
		Adjust machine size as per job requirement		
		Verify job quality by Performing test run		

**Extra ordinary report (Optional)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Assessment Evidence Guide Template and Guidelines to write Assessment Tasks**

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

<b>Title of Qualification:</b> Junior binder  <b>Competency Standard:</b> Interpret instruction on docket for publishing	CS Code: <input type="text"/>	Level:2	Version:1		
	Assessment Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Candidate Details	Name..... Registration/Roll Number.....
Guidance for Candidate	<p><b>To meet this standard, you are required to complete the following tasks within 02 Hours:</b></p> <p><b>Task .1 Determine job order details as per Docket annexure-A-1, and fill the detail in annexure-A-2.</b></p> <p><b>Task .2 Perform dummy/sample folding as per page sequence.</b></p> <p><b>Task .3 Verify material quality as per docket</b></p> <p><b>Task .4 Complete Knowledge assessment test.</b></p>
Minimum Evidence Required	<p><b>During a practical assessment, under observation by trainer, you will complete following Tasks:</b></p> <p><b>Task 1. Determine job order details as per annexure-A-1 and fill the detail in annexure-A2</b></p> <p>Performance Criteria .1 Determine job title from docket/job card</p> <p>Performance Criteria .2 Verify availability of reference specimen in docket/job card</p> <p>Performance Criteria .3 Determine quantity of job as per docket/job card requisition</p> <p><b>Task 2. Perform dummy/sample folding as per page sequence</b></p> <p>Performance Criteria .1 Verify page numbering sequence as per provided sample.</p> <p>Performance Criteria .2 Verify binding format as per sample.</p> <p><b>Task 3. Verify material quality &amp; substrate sizing as per docket.</b></p> <p>Performance Criteria .1 Determine grain of substrate as per docket/job card requisition.</p> <p>Performance Criteria .2 Determine Gram per Square Meter (GSM) value of substrate as per docket/job card</p> <p>Performance Criteria .3 Verify size of substrate as per docket/job card</p> <p><b>Task 4. During assessment, under observation by trainer, you will complete written knowledge test.</b></p>

*Continued page 2*

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

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature: .....
Assessment Outcome	<p><b>COMPETENT</b> <input type="checkbox"/> <b>NOT YETCOMPETENT</b> <input type="checkbox"/></p> <p>Name of the Assessor (Trainer).....Assessor's code:.....</p> <p>Signature of the Assessor:.....</p>

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

Each Assessment Task (with performance criteria)				
Assessment Task	Description of assessment task 1 Determine job order details as per annexure-A-1 and fill the detail in annexure-A2			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Determine job title from docket/job card			
2	Verify availability of reference specimen in docket/job card			
3	Determine quantity of job as per docket/job card requisition			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task	Description of assessment task 2 Perform dummy/sample folding as per page sequence			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Verify page numbering sequence as per provided sample			
2	Verify binding format as per sample			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task	Description of assessment task 3 Verify material quality & substrate sizing as per docket.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Determine grain of substrate as per docket/job card requisition.			
2	Determine Gram per Square Meter (GSM) value of substrate as per docket/job card			
3	Verify size of substrate as per docket/job card			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL	
<b>CANDIDATE DETAILS</b>	<p>Candidate Name: .....</p> <p>Father's Name:.....</p> <p>Registration No: ..... Date: ..... Candidate signature</p> <p>Training Institution:.....</p> <p>Qualification: <b>Junior binder</b></p> <p>Module: <b>Interpret Instruction on docket for Publishing</b></p>
<b>NOTE</b>	<ul style="list-style-type: none"> <li>Time Allowed: <b>20</b> minutes</li> <li>Attain all questions.</li> <li>All questions carry equal marks.</li> </ul>
<b>INSTRUCTION</b>	Encircle the best answer.
	<p>Q 1. Benefits of coating;</p> <p>a) <b>To make the product looks prettier and long life.</b></p> <p>b) To reduce shelf life.</p> <p>c) To reduce product quality.</p> <p>d) To reduce product appearance.</p> <p>Q 2. Why we develop Dummy?</p> <p>a) To store in library.</p> <p>b) <b>To get approval from client.</b></p> <p>c) Self-satisfaction.</p> <p>d) To store in market</p>

Q 3. Which of following is binding material?

- a) **Gray board.**
- b) Water.
- c) Air.
- d) Fire.

Q 4. Grain is important in binding.

- a) **True.**
- b) False

Q 5. Glue viscosity will remain same for art paper and news print paper.

- a) True.
- b) **False**

Q 6. What is the abbreviation of GSM?

- a) **Gram per Square Meter.**
- b) Gallon per Square Meter.
- c) Gross per Square Meter.
- d) Grain per Square Meter.

Q 7. Enlist any two types of Coatings?

**Ans: There are three types of coatings.**

- a. **Water based.**
- b. **UV coating.**
- c. **Lamination.**
- d. **Blister coating.**

Q 8. Identify the machine in given figure-1?

- a) Crimping Machine
- b) Coating Machine.
- c) **Cutting / trimming Machine**
- d) Copy Machine



Q 9. What would be the effects in publishing, if folding is not correct?

- a) **The client will reject the job.**
- b) The cutting is proper.
- c) The matter of printing cannot be cut.
- d) The client is satisfied with the job quality.

Q 10. Why form numbers are important?

**Ans: It's important for folding, gathering and page sequence**

**Annexure  
A-1**  
Junior binder

**DOCKET (interpret Docket-  
Publishing)**

Name and ID of  
assesse

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*ABC Printing Press*

**Job Card no.**

**101**

**P.O No.** G-802

**Assigned on:** 15 March 2020

**Client** PAPGAI

**Job Type:** Text Book

**Quantity:** 2000

**Color:** 1 + 1

**size** 8.5" x 11"

**Paper Type** Offset

**Pages** 32

**GSM** 70

**Forms** 2

Delivery date:  
**22 March 2020**

<b>Special instructions:</b>	Verify binding type
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<b>Job Sample</b>	As per provided sample
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**Annexure  
A-2**  
Junior binder

**POST PRESS OPERATIONS WORK SHEET (interpret docket-publishing)**

**Name and ID of Assesse**

Job Card No: \_\_\_\_\_, Name of Junior binder \_\_\_\_\_, Date: \_\_\_\_\_,

Junior binder

S. No.	Job Card Instructions		Information							
1.	Purchase order number		_____							
2.	Job number		_____							
3.	Date	Start	D	D	M	M	Y	Y	Y	Y
4.		Delivery	D	D	M	M	Y	Y	Y	Y
5.	Client detail	Company	_____							
6.	Job Quantity		2000							
7.	Substrate	size	8.5"x11"							
8.		type	Offset Paper							
9.	Forms quantity		2							
10.	Job colors		1+1							
11.	Dummy/sample book (encircle the right option)		Available				Not available			
12.	GSM value		70							
13.	Text Approval (encircle the right option)		Available				Not available			

**Notes (Optional)**

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**Assessment Evidence Guide Template and Guidelines to write Assessment Tasks**

<b>Title of Qualification:</b> Junior binder	CS Code:	Level:2	Version:1
	<b>Competency Standard:</b> Perform basic manual binding		Assessment Date:
		D	D
		M	M
		Y	Y

<b>Candidate Details</b>	Name..... Registration/Roll Number.....
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following tasks within 02 Hours:</b></p> <p><b>Task .1 Perform substrate handling and paper counting as per instruction.</b>  <b>Task .2 Perform manual numbering and creasing</b>  <b>Task .3 Perform manual folding and bind gum pads.</b>  <b>Task .4 Perform post production activity and maintain the log book</b>  <b>Task .5 Complete Knowledge assessment test.</b></p>
<b>Minimum Evidence Required</b>	<p><b>During a practical assessment, under observation by trainer, you will complete following Tasks:</b></p> <p><b>Task 1. Perform substrate handling and paper counting as per instruction</b>  Performance Criteria .1 Verify side lay and front lay as per instruction  Performance Criteria .2 Prepare paper stacking as per instruction  Performance Criteria .3 Count and stack substrate as per instruction.</p> <p><b>Task 2. Perform manual numbering and creasing</b>  Performance Criteria .1 Stamp numbering as per docket  Performance Criteria .2 Adjust impression for perforation/creasing as per instruction.  Performance Criteria .3 Carryout perforation/creasing as per instruction</p> <p><b>Task 3. Perform manual folding and bind gum pads.</b>  Performance Criteria .1 Carryout manual folding operation as per instruction.  Performance Criteria .2 Verify front lay and side lay of printed substrate as per instruction  Performance Criteria .3 Stack the counted sheets as per docket  Performance Criteria .4 Insert the separator card as per docket  Performance Criteria .5 Apply the glue on binding side with a sponge  Performance Criteria .6 Separate the pad with the knife  Performance Criteria .7 Paste the cover page on the pad as per docket</p> <p><b>Task 4. Perform post production activity and maintain the log book</b>  Performance Criteria .1 Clear the work station  Performance Criteria .2 Record the final count along with the wastages</p> <p><b>Task 5. During assessment, under observation by trainer, you will complete written knowledge test.</b></p>

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

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature: .....
Assessment Outcome	<b>COMPETENT</b> <input type="checkbox"/> <b>NOT YETCOMPETENT</b> <input type="checkbox"/> <b>Name of the Assessor (Trainer)</b> ..... <b>Assessor's code</b> :..... <b>Signature of the Assessor</b> :.....

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

Each Assessment Task (with performance criteria)			
Assessment Task	Description of assessment task 1 Perform substrate handling and paper counting as per instruction		
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Verify side lay and front lay as per instruction		
2	Prepare paper stacking as per instruction		
3	Count and stack substrate as per instruction.		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Each Assessment Task (with performance criteria)			
Assessment Task	Description of assessment task 2 Perform manual numbering and creasing		
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Stamp numbering as per docket		
2	Adjust impression for perforation/creasing as per instruction.		
3	Carryout perforation/creasing as per instruction		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	



Each Assessment Task (with performance criteria)				
Assessment Task		Description of assessment task 3 Perform manual folding and bind gum pads.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Carryout manual folding operation as per instruction.			
2	Verify front lay and side lay of printed substrate as per instruction			
3	Stack the counted sheets as per docket			
4	Insert the separator card as per docket			
5	Apply the glue on binding side with a sponge			
6	Separate the pad with the knife			
7	Paste the cover page on the pad as per docket			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task		Description of assessment task 4 Perform post production activity and maintain the log book		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Clear the work station			
2	Record the final count along with the wastages			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL	
<b>CANDIDATE DETAILS</b>	<p>Candidate Name: .....</p> <p>Father's Name:.....</p> <p>Registration No: ..... Date: ..... Candidate signature</p> <p>Training Institution:.....</p> <p>Qualification: <b>Junior binder</b></p> <p>Module: <b>Perform Manual binding</b></p> <div style="border: 1px dashed gray; width: 200px; height: 60px; margin: 10px auto; text-align: center; color: gray;">Candidate's Signature</div>
<b>NOTE</b>	<ul style="list-style-type: none"> <li>Time Allowed: <b>20</b> minutes</li> <li>Attain all questions.</li> <li>All questions carry equal marks.</li> </ul>

**INSTRUCTION**

Encircle the best answer.

Q 1. Identification of Front lay and side lay are essential for manual binding?

- a) **True**
- b) False

Q 2. Enlist any three purpose of fanning;

- a) **To remove static between sheets.**
- b) **Easy to count.**
- c) **To avoid doubling during number stamping.**
- d) **For proper stacking.**
- e) **To control the wastage.**

Q 3. Name the types of numbering.

- a) **Numeric numbering.**
- b) **Roman numbering**

Q 4. Enlist the two types of writing pad binding.

- a) **Perforated saddle stitch pad binding.**
- b) **Glue pad binding.**

Q 5. Enlist any two types of binding.

- a) **Saddle stitch binding.**
- b) **Hot glue binding.**
- c) **Hard cover binding**

Q 6. Creasing alignment is not correct what will happen?

- a) Half folding
- b) **Wrong folding**
- c) Center folding
- d) Z-folding

Q 7. What is checking method for perforation quality?

- a) **Light pass.**
- b) Humidity.
- c) Laser method.
- d) Color.

Q 8. Name the types of folding types in given picture.

- a) **Half Fold.**
- b) Tri-Fold.
- c) Z-Fold



Q 9. Which consumable is used in saddle stitching?

- a) **Saddle stitching wire**
- b) Lamination glue
- c) Offset Ink
- d) Thread

Q 10. How many creases does a Z-fold has?

- a) **2**
- b) 7
- c) 1
- d) 5

**Annexure  
A-1**

**DOCKET (Manual Binding)**

Name and ID of  
assesse

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*ABC Printing Press*

**Job Card no.**

**101**

**P.O No.** G-802

**Assigned on:** 15 March 2020

**Client** PAPGAI

**Job Type:** Admission forms numbered

**Quantity:** 10

**No of Pages** 8

**No of Forms** 2

**Page Color** 1+1

**Folding** Center

**Binding** Saddle stich (2 center pin)

**Numbering** 1 - 10

**Size** 17" x 11"

**Paper Type** Offset paper

**GSM** 70

Delivery date:  
**22 March 2020**

<b>Special instructions:</b>	Verify Binding Side Numbering
<b>Job Sample</b>	As per provided sample

**Assessment Evidence Guide Template and Guidelines to write Assessment Tasks**

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

<b>Title of Qualification:</b> Junior binder	CS Code:	Level:2	Version:1					
	<b>Competency Standard:</b> Perform Saddle Stitching		Assessment Date: <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y
D	D	M	M	Y	Y			

<b>Candidate Details</b>	Name..... Registration/Roll Number.....
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following tasks within 02 Hours:</b></p> <p><b>Task .1 Perform substrate handling and select wire as per job.</b>  <b>Task .2 Make ready workstation for saddle stitching operation</b>  <b>Task .3 Perform saddle stich machine operation</b>  <b>Task .4 Complete Knowledge assessment test.</b></p>
<b>Minimum Evidence Required</b>	<p><b>During a practical assessment, under observation by trainer, you will complete following Tasks:</b></p> <p><b>Task 1. Perform substrate handling and paper counting as per instruction</b>  Performance Criteria .1 Verify side lay and front lay as per assessor instruction  Performance Criteria .2 Prepare paper stacking as per assessor instruction  Performance Criteria .3 Select &amp; Verify wire size with the help of wire gauge.</p> <p><b>Task 2. Make ready workstation for saddle stitching operation</b>  Performance Criteria .1 Adjust pin table as per instruction.  Performance Criteria .2 Adjust the size of the stitch wire as per dummy  Performance Criteria .3 Adjust stitch type as per dummy</p> <p><b>Task 3. Perform saddle stitch machine operation.</b>  Performance Criteria .1 Make a sample copy as per assessor instruction.  Performance Criteria .2 Perform saddle stitch operation as per assessor instruction.</p> <p><b>Task 4. During assessment, under observation by trainer, you will complete written knowledge test.</b></p>

*Continued page 2*

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

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature: .....
Assessment Outcome	<b>COMPETENT</b> <input type="checkbox"/> <b>NOT YETCOMPETENT</b> <input type="checkbox"/> <b>Name of the Assessor (Trainer)</b> ..... <b>Assessor's code:</b> ..... <b>Signature of the Assessor:</b> .....

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

Each Assessment Task (with performance criteria)			
<b>Assessment Task</b>	<b>Description of assessment task 1</b> Perform substrate handling and paper counting as per instruction		
<b>During the practical assessment, candidate demonstrated the following:</b>	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1   Verify side lay and front lay as per assessor instruction			
2   Prepare paper stacking as per assessor instruction			
3   Select & Verify wire size with the help of wire gauge.			
<b>Competent</b> <input type="checkbox"/>	<b>Not Yet Competent</b> <input type="checkbox"/>		

Each Assessment Task (with performance criteria)			
<b>Assessment Task</b>	<b>Description of assessment task 2</b> Make ready workstation for saddle stitching operation		
<b>During the practical assessment, candidate demonstrated the following:</b>	<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1   Adjust pin table as per instruction.			
2   Adjust the size of the stitch wire as per dummy			
3   Adjust stitch type as per dummy			
<b>Competent</b> <input type="checkbox"/>	<b>Not Yet Competent</b> <input type="checkbox"/>		

Each Assessment Task (with performance criteria)			
Assessment Task	Description of assessment task 3 Perform saddle stitch machine operation		
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Make a sample copy as per assessor instruction.		
2	Perform saddle stitch operation as per assessor instruction.		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL	
<b>CANDIDATE DETAILS</b>	<p>Candidate Name: .....</p> <p>Father's Name:.....</p> <p>Registration No: ..... Date: ..... Candidate signature</p> <p>Training Institution:.....</p> <p>Qualification: <b>Junior binder</b></p> <p>Module : <b>Perform Saddle Stitching</b></p> <div style="border: 1px dashed gray; width: 150px; height: 50px; margin: 10px auto; text-align: center;">Candidate's Signature</div>

<b>NOTE</b>	<ul style="list-style-type: none"> <li>• Time Allowed: <b>20</b> minutes</li> <li>• Attain all questions.</li> <li>• All questions carry equal marks.</li> </ul>
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<b>INSTRUCTION</b>	<ul style="list-style-type: none"> <li>• Time Allowed: <b>20</b> minutes</li> <li>• Attain all questions.</li> <li>• All questions carry equal marks.</li> </ul>
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<b>INSTRUCTION</b>	Encircle the best answer.
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Q 1. Which tool we use to check wire?

- a) **Wire gauge**
- b) Wire ring
- c) Wire parameters
- d) Wire tool

Q 2. Saddle stitch operation is used in binding?

- a) **True**
- b) False

Q 3. Enlist the Types of wire stitch:

- a) **Front stitch**
- b) **Saddle/Center stitch**

Q 4. Stitch size adjusted according to the number of book pages.

- a) **True**
- b) **False**

Q 5. Identify the operation of saddle stitch in given figure.

- a) Eccentric stitch
- b) Round stitch
- c) **Center stitch**
- d) Front stitch

Q 6. Which wire size is used for 80 pages book.

- a) **23 gauge**
- b) 30 gauge
- c) 40 gauge
- d) 50 gauge

Q 7. Identify the stitch type in given figure.

- a) Center stitch
- b) **Side stitch**
- c) Half stitch
- d) Lower stitch



Q 8. Enlist any two types of wire stitching.

- a) **Saddle stitching**
- b) **Side stitching**
- c) **Loop stitching**

Q 9. How many stitches at a time will do in double-head saddle stitching machine?

- a) 1 stitch
- b) 4 stitch
- c) **2 stitch**
- d) 3 stitch

Q 10. Gathering pattern for side and saddle stitching is the same?

- a) True
- b) **False**



**Annexure  
A-1**

**DOCKET (Saddle stitching)**

Name and ID of  
assesse

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*ABC Printing Press*

**Job Card no.**

**101**

**P.O No.** G-802

**Assigned on:** 15 March 2020

**Client** PAPGAI

**Job Type:** Admission forms

**Quantity:** 10

**No of Pages** 8

**No of Forms** 2

**Page Color** 1+1

**Folding** Center

**Binding** Saddle stich (2 center pin)

**Numbering** 1 - 8

**Size** 17" x 11"

**Paper Type** Offset Paper

**GSM** 70

Delivery date:  
**22 March 2020**

<b>Special instructions:</b>	Verify Binding Side Numbering
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<b>Job Sample</b>	As per provided sample
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**Assessment Evidence Guide Template and Guidelines to write Assessment Tasks**

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

<b>Title of Qualification:</b> Junior binder	CS Code:	Level:2	Version:1					
	<b>Competency Standard:</b> Perform Hot Glue Binding		Assessment Date: <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y
D	D	M	M	Y	Y			

<b>Candidate Details</b>	Name..... Registration/Roll Number.....
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following tasks within 02 Hours:</b></p> <p><b>Task .1 Perform substrate handling as per job requirement.</b>  <b>Task .2 Make ready workstation for saddle stitching operation</b>  <b>Task .3 Perform saddle stich machine operation</b>  <b>Task .4 Complete Knowledge assessment test.</b></p>
<b>Minimum Evidence Required</b>	<p><b>During a practical assessment, under observation by trainer, you will complete following Tasks:</b></p> <p><b>Task 1. Perform substrate handling as per job requirement</b>  Performance Criteria .1 Verify side lay and front lay as per assessor instruction</p> <p><b>Task 2. Make ready workstation for hot glue binding operation</b>  Performance Criteria .1 Adjust glue heater temperature as per instruction.  Performance Criteria .2 Adjust binding clamps as per spine size  Performance Criteria .3 Adjust spine cutter/notching as per instruction  Performance Criteria .4 Adjust glue wheel height as per required</p> <p><b>Task 3. Perform hot glue binding operation.</b>  Performance Criteria .1 Carry out hot glue binding machine operation as per instruction.  Performance Criteria .2 Check &amp; maintain the quality of folding machine operation.  Performance Criteria .3 Stack the bind book for three side trimming operation</p> <p><b>Task 4. During assessment, under observation by trainer, you will complete written knowledge test.</b></p>

*Continued page 2*

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

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature: .....
Assessment Outcome	<b>COMPETENT</b> <input type="checkbox"/> <span style="margin-left: 200px;"><b>NOT YETCOMPETENT</b> <input type="checkbox"/></span> <b>Name of the Assessor (Trainer)</b> ..... <b>Assessor's code</b> :..... <b>Signature of the Assessor</b> :.....

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

Each Assessment Task (with performance criteria)			
<b>Assessment Task</b>	<b>Description of assessment task 1</b> Perform substrate handling as per job requirement		
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>
1	Verify side lay and front lay as per assessor instruction		
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>	

Each Assessment Task (with performance criteria)			
<b>Assessment Task</b>	<b>Description of assessment task 2</b> Make ready workstation for hot glue binding operation		
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>
1	Adjust glue heater temperature as per instruction.		
2	Adjust binding clamps as per spine size		
3	Adjust spine cutter/notching as per instruction		
4	Adjust glue wheel height as per required		
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>	

Each Assessment Task (with performance criteria)						
Assessment Task		Description of assessment task 3				
		Perform hot glue binding operation				
During the practical assessment, candidate demonstrated the following:				Yes	No	Remarks
1	Carry out hot glue binding machine operation as per instruction.					
2	Check & maintain the quality of folding machine operation.					
3	Stack the bind book for three side trimming operation					
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>				

KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL	
<b>CANDIDATE DETAILS</b>	<p>Candidate Name: .....</p> <p>Father's Name:.....</p> <p>Registration No: ..... Date: ..... Candidate signature</p> <p>Training Institution:.....</p> <p>Qualification: <b>Junior binder</b></p> <p>Module: <b>Perform Hot Glue Binding</b></p> <div style="border: 1px dashed gray; width: 200px; height: 60px; margin: 10px auto; text-align: center; color: gray;">Candidate's Signature</div>
<b>NOTE</b>	<ul style="list-style-type: none"> <li>Time Allowed: <b>20</b> minutes</li> <li>Attain all questions.</li> <li>All questions carry equal marks.</li> </ul>
<b>INSTRUCTION</b>	Encircle the best answer.
	<p>Q 1. Identification of binding side is essential for hot glue binding?</p> <p>a) <b>True</b></p> <p>b) False</p> <p>Q 2. We can use hot glue binding without starting of heater.</p> <p>a) True</p> <p>b) <b>False</b></p> <p>Q 3. What is the average heating time for glue melting?</p> <p>a) <b>01 hour</b></p> <p>b) 02 hours</p> <p>c) 03 hours</p> <p>d) 04 hours</p>

Q 4. Title alignment is necessary for hot glue binding.

- a) True
- b) False

Q 5. Describe the function of clamping bar?

**Ans: It carries the folded and gathered forms through spine cutter and transfers it to the glue wheel and carry it to the punch for title pasting and finally drop it to the delivery section.**

Q 6. What happen if, the book not punches properly?

**Ans: Pages get loosed and books will not properly bind.**

Q 7. For 100 pages and 200 pages book spine is will remain same.

- a) True
- b) False

Q 8. How many creases are required on the title cover for hot glue binding?

- a. 4
- b. 5
- c. 3
- d. 1

Q 9. What kind of glue is used in hot glue binding?

- a. Liquid Glue
- b. **Solid glue chips**
- c. Fiber Glue
- d. Synthetic Glue

Q 10. Which part of the book will be wet after hot glue binding?

- a. **Spine**
- b. Head
- c. Foot
- d. Top

**Annexure  
A-1**

**DOCKET (Hot Glue Binding)**

Name and ID of  
assesse

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*ABC Printing Press*

**Job Card no.**

**101**

**P.O No.** G-802  
**Assigned on:** 15 March 2020  
**Client** PAPGAI  
**Job Type:** Prospectus  
**Quantity:** 10  
**No of Pages** 80  
**Page Color** 1+1  
**Title color** 4+0  
**Size** 8.5" x 5.5"  
**Paper Title Type** Box board  
**GSM** 250  
**Offset GSM** 70

Delivery date:  
**22 March 2020**

<b>Special instructions:</b>	Adjust glue heater temperature.
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<b>Job Sample</b>	As per provided sample
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**Assessment Evidence Guide Template and Guidelines to write Assessment Tasks**

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

<b>Title of Qualification:</b> Junior binder  <b>Competency Standard:</b> Perform Health and safety at work place.	CS Code:	Level:2	Version:1
	Assessment Date:		

D	D	M	M	Y	Y
---	---	---	---	---	---

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

*Continued page 2*

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

<b>Candidate Details</b>	Name: ..... Registration/Roll Number: ..... Candidate Signature: .....
<b>Assessment Outcome</b>	<b>COMPETENT</b> <input type="checkbox"/> <b>NOT YETCOMPETENT</b> <input type="checkbox"/> <b>Name of the Assessor (Trainer).....Assessor's code:.....</b> <b>Signature of the Assessor:.....</b>

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

Each Assessment Task (with performance criteria)			
<b>Assessment Task</b>	<b>Description of assessment task 1</b> Practice safe work habit to ensure safety and use personal protective equipment.		
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>
1	Interpret work processes and procedures to identify risk of hazards at printing press		
2	Identify potential hazards to minimize accident risk		
3	Verify personal protective equipment to ensure optimum protection in compliance with press room procedures		
4	Apply dress code in accordance with press room		
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>	



## KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL

### CANDIDATE DETAILS

Candidate's Name: .....

Father's Name:.....

Registration No: ..... Date: .....

Training Institution: .....

Qualification: Junior binder . **Module**-Adhere to Safety Standards and Regulations

Candidate's Signature

### INSTRUCTIONS

- Time Allowed: **30** minutes
- Attain all questions
- All questions carry equal marks.

### SECTION A

**Encircle the best answer.**

Q-1

**Which of the following activity is shown by the symbol on right?**

- A) Turn on machine for inching                      B) **Emergency stop**  
C) Attendance counter                                      D) Main switch of press room



Q-2

**Anything that cannot cause injury, or damage is:**

- A) **safety**    B) Hazard  
C) workshop    D) lack of tidiness

Q-3

**Which symbol is shown on right?**

- A) **Danger**    B) Radiation  
C) High intensity Noise                                      D) 440V D.C



Q-4

**To extinguish an electrical fire, it is best to use a:**

- A) fire blanket    B) **foam**  
C) carbon dioxide (CO2)                                      D) Sand

Q-5

**An operator is supposed to pay special attention to protect his or her \_\_\_\_\_ if this symbol is around.**

- A) Head    B) Eyes  
C) Toe/feet    D) **Ears**



Q-6

**If you see warning labels or signs on equipment you should:**

- A) Read and understand what they mean  
B) Follow all the precautions in the labels  
C) Ask your supervisor if you don't understand  
D) **All of the above**

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

**Annexure**

**A-2**

Health & Safety

**SAFETY DEMONSTRATION LOG SHEET**

**Name and ID of Assesse**

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Activities start at: \_\_\_\_\_:\_\_\_\_\_ A:M/ P:M End at: \_\_\_\_\_:\_\_\_\_\_ A:M/ P:M

**Junior binder**

S. No.	Pre operational activities	Remarks
1	Machine Identification	Press room No. _____
2		Serial No. _____
3		Make / Manufacturer _____
4		Model No. _____
5		Operation performed _____
6	Any available Job Card information (work processes and procedures)	_____ _____ _____
8	List dawn Potential Hazards (Enlist 4 main items)	1. _____ 2. _____
		3. _____ 4. _____
9	PPE Applied Personal Protective Equipment (Enlist 4 main items)	1. _____ 2. _____
		3. _____ 4. _____
<b>Remarks</b>		
_____ _____ _____ _____		

**Assessment Evidence Guide Template and Guidelines to write Assessment Tasks**

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

<b>Title of Qualification:</b> Junior binder	CS Code:	Level:2	Version:1					
	<b>Competency Standard:</b> Junior binder		Assessment Date: <table border="1"><tr><td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td></tr></table>	D	D	M	M	Y
D	D	M	M	Y	Y			

<b>Candidate Details</b>	Name..... Registration/Roll Number.....
<b>Guidance for Candidate</b>	<p><b>To meet this standard, you are required to complete the following tasks within 03 Hours:</b></p> <p><b>Task .1 Perform cleaning in press room and check oil level as per assessor instruction.</b>  <b>Task .2 Determine job order details as per annexure-A1 and fill the detail in annexure-A2.</b>  <b>Task .3 Practice safe work habit to ensure safety and use personal protective equipment.</b>  <b>Task .4 Perform Basic manual binding</b>  <b>Task .5 Perform Saddle stitch.</b>  <b>Task .6 Perform Hot glue binding</b>  <b>Task .7 Complete Knowledge assessment test.</b></p>
<b>Minimum Evidence Required</b>	<p><b>During a practical assessment, under observation by trainer, you will complete following Tasks:</b></p> <p><b>Task 1. Perform cleaning in press room and check oil level as per assessor instruction.</b>  Performance Criteria .1 Perform cleaning of the machine and associated tools as per press room instruction &amp; OEM manual and record in Annexure A-1  Performance Criteria .2 Check oil level in machine as recommended in machine manual</p> <p><b>Task 2. Determine job order details as per annexure-A-2 and fill the detail in annexure-B1.</b>  Performance Criteria .1 Determine job title from docket/job card  Performance Criteria .2 Verify availability of reference specimen in docket/job card  Performance Criteria .3 Determine quantity of job as per docket/job card requisition</p> <p><b>Task 3. Practice safe work habit to ensure safety and use personal protective equipment.</b>  Performance Criteria .1 use personal protective equipment to ensure optimum protection in compliance with press room procedures  Performance Criteria .2 Apply dress code in accordance with press room.</p> <p><b>Task 4. Perform Basic manual binding as per docket A-3.</b>  Performance Criteria .1 Perform substrate handling and paper counting as per instruction  Performance Criteria .2 Perform manual numbering and perforation.  Performance Criteria .3 Perform manual bind gum pads.</p>

*Continued page 2*

	<p><b>Task 5. Perform Saddle stitch as per docket A-4.</b>  Performance Criteria .1 Perform substrate handling as per instruction  Performance Criteria .2 Make ready workstation for saddle stitching operation.  Performance Criteria .3 Perform saddle stitch machine operation.</p> <p><b>Task 6. Perform Hot glue binding as per docket A-5.</b>  Performance Criteria .1 Perform substrate handling as per job requirement  Performance Criteria .2 Make ready workstation for hot glue binding operation  Performance Criteria .3 Perform hot glue binding operation.</p> <p><b>Task 7. During assessment, under observation by trainer, you will complete written knowledge test.</b></p>
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Page 2: Assessors Judgment Guide (to be completed by the Trainer and signed both by the trainer and the candidate after the assessment)

Candidate Details	Name: ..... Registration/Roll Number: ..... Candidate Signature: .....
Assessment Outcome	<b>COMPETENT</b> <input type="checkbox"/> <b>NOT YETCOMPETENT</b> <input type="checkbox"/> Name of the Assessor (Trainer).....Assessor's code:..... Signature of the Assessor:.....

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

Each Assessment Task (with performance criteria)				
Assessment Task	Description of assessment task 1			
	Perform cleaning in press room and check oil level as per assessor instruction.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Perform cleaning of the machine and associated tools as per press room instruction & OEM manual and record in Annexure A-1			
2	Check oil level in machine as recommended in machine manual			
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>		

Each Assessment Task (with performance criteria)			
<b>Assessment Task</b>		<b>Description of assessment task 2</b> Determine job order details as per annexure-A-2 and fill the detail in annexure-B-1.	
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>
1	Determine job title from docket/job card		
2	Verify availability of reference specimen in docket/job card		
3	Determine quantity of job as per docket/job card requisition		
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>	

Each Assessment Task (with performance criteria)			
<b>Assessment Task</b>		<b>Description of assessment task 3</b> Practice safe work habit to ensure safety and use personal protective equipment.	
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>
1	Use personal protective equipment to ensure optimum protection in compliance with press room procedures		
2	Apply dress code in accordance with press room.		
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>	

Each Assessment Task (with performance criteria)			
<b>Assessment Task</b>		<b>Description of assessment task 4</b> Perform Basic manual binding as per docket.	
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>
1	Perform substrate handling and paper counting as per instruction		
2	Perform manual numbering and perforation.		
3	Perform manual bind gum pads.		
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>	

Each Assessment Task (with performance criteria)			
<b>Assessment Task</b>		<b>Description of assessment task 5</b> Perform Saddle stitch as per docket.	
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>
1	Perform substrate handling as per instruction		
2	Make ready workstation for saddle stitching operation.		
3	Perform saddle stitch machine operation.		
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>	

Each Assessment Task (with performance criteria)				
Assessment Task	Description of assessment task 6 Perform Hot glue binding as per docket.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Perform substrate handling as per job requirement			
2	Make ready workstation for hot glue binding operation			
3	Perform hot glue binding operation.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL	
<b>CANDIDATE DETAILS</b>	Candidate Name: ..... Father's Name:..... Registration No: ..... Date: ..... Candidate signature Training Institution:..... Qualification: <b>Junior binder</b> Module: <b>Junior binder</b> <div style="border: 1px dashed gray; width: 200px; height: 60px; margin: 10px auto; text-align: center;">Candidate's Signature</div>
<b>NOTE</b>	<ul style="list-style-type: none"> <li>Time Allowed: <b>20</b> minutes</li> <li>Attain all questions.</li> <li>All questions carry equal marks.</li> </ul>
<b>INSTRUCTION</b>	Encircle the best answer.
<p>Q 1. What is the average heating time for glue melting?</p> <p>a) <b>01 hour</b>  b) 02 hours  c) 03 hours  d) 04 hours</p> <p>Q 2. Describe the function of clamping bar?</p> <p><b>Ans: It carries the folded and gathered forms through spine cutter and transfers it to the glue wheel and carry it to the punch for title pasting and finally drop it to the delivery section</b></p> <p>Q 3. For 100 pages and 200 pages book spine is will remain same.</p> <p>a) True  b) <b>False</b></p>	

Q 4. ISO VG 32 is a type of:

- a) **Hydraulic Oil**
- b) Grease
- c) Fountain additives,
- d) Plate cleaner

Q 5. What is the abbreviation of GSM?

- a) **Gram per Square Meter.**
- b) Gallon per Square Meter.
- c) Gross per Square Meter.
- d) Grain per Square Meter.

Q 6. What would be the effects in publishing, if folding is not correct?

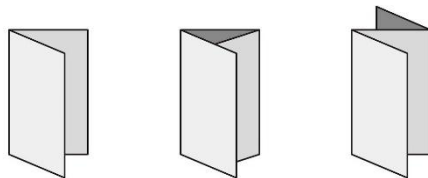
- a) **The client will reject the job.**
- b) The cutting is proper.
- c) The matter of printing cannot be cut.
- d) The client is satisfied with the job quality.

Q 7. What is checking method for perforation quality?

- a) **Light pass.**
- b) Humidity.
- c) Laser method.
- d) Color.

Q 8. Name the types of folding types in given picture.

- a) **Half Fold.**
- b) **Tri-Fold.**
- c) **Z-Fold**



Q 9. Which wire size is used for 80 pages book.

- a) **23 gauge**
- b) 30 gauge
- c) 40 gauge
- d) 50 gauge

Q 10. Machine guards mean:

- a) People who guard equipment
- b) **Covers that go over moving equipment parts**
- c) Not required at your workplace
- d) Can be move or removed by any employee



**Annexure  
A-1**

**PRE-RUN OPERATIONAL ACTIVITIES REPORT**

**Name and ID of  
Assesse**

\_\_\_\_\_

Machine No. \_\_\_\_\_ Date: \_\_\_\_\_ Activities start at: \_\_\_\_\_:\_\_\_\_\_:A/M/ P:M End at: \_\_\_\_\_:\_\_\_\_\_:A/M/ P:M

S. No.	Pre operational activities		Remarks (Please encircle appropriate)		
			Yes	No	Not required
1	Opted Personal Protective Equipment				
2	Performed machine surrounding cleaning				
3	Performed machine cleaning				
4	Check machine oil level				
5	Reported about machine status to operator/ supervisor				
6	Perform Dry Run	Follow the check list to make machine ready			
		Adjust machine size as per job requirement			
		Verify job quality by Performing test run			

**Extra ordinary report (Optional)**

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**Annexure  
A-2**

**DOCKET (interpret docket-publishing)**

Name and ID of  
assesse

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*ABC Printing Press*

**Job Card no.**

**101**

**P.O No.** G-802  
**Assigned on:** 15 March 2020  
**Client** PAPGAI  
**Job Type:** Text Book  
**Quantity:** 2000  
**Color:** 1 + 1  
**size** 8.5" x 11"  
**Paper Type** Offset  
**Pages** 32  
**GSM** 70  
**Forms** 2

Delivery date:  
**22 March 2020**

<b>Special instructions:</b>	Verify binding type
<b>Job Sample</b>	As per provided sample

**Annexure  
B-1**

**POST PRESS OPERATIONS WORK SHEET (interpret  
docket-publishing)**

**Name and ID of  
Assesse**

Job Card No: \_\_\_\_\_, Name of Junior binder \_\_\_\_\_, Date: \_\_\_\_\_,

**Junior binder**

S. No.	Job Card Instructions		Information							
1.	Purchase order number		-----							
2.	Job number		-----							
3.	Date	Start	D	D	M	M	Y	Y	Y	Y
4.		Delivery	D	D	M	M	Y	Y	Y	Y
5.	Client detail	Company	-----							
6.	Job Quantity		<b>2000</b>							
7.	Substrate	size	<b>8.5"x11"</b>							
8.		type	<b>Offset Paper</b>							
9.	Forms quantity		<b>2</b>							
10.	Job colors		<b>1+1</b>							
11.	Dummy/sample book		Available				Not available			
12.	GSM value		<b>70</b>							
13.	Text Approval		Available				Not available			

**Notes (Optional)**

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**Annexure  
A-3**

**DOCKET (Manual Binding)**

Name and ID of  
assesse

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*ABC Printing Press*

**Job Card no.**

**101**

**P.O No.** G-802

**Assigned on:** 15 March 2020

**Client** PAPGAI

**Job Type:** Admission forms numbered

**Quantity:** 10

**No of Pages** 8

**No of Forms** 2

**Page Color** 1+1

**Folding** Center

**Binding** Saddle stich (2 center pin)

**Numbering** 1 - 10

**Size** 17" x 11"

**Paper Type** Offset paper

**GSM** 70

Delivery date:  
**22 March 2020**

<b>Special instructions:</b>	Verify Binding Side Numbering
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<b>Job Sample</b>	As per provided sample
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**Annexure  
A-4**

**DOCKET (Saddle stitching)**

Name and ID of  
assesse

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*ABC Printing Press*

**Job Card no.**

**101**

**P.O No.** G-802

**Assigned on:** 15 March 2020

**Client** PAPGAI

**Job Type:** Admission forms

**Quantity:** 10

**No of Pages** 8

**No of Forms** 2

**Page Color** 1+1

**Folding** Center

**Binding** Saddle stich (2 center pin)

**Numbering** 1 - 8

**Size** 17" x 11"

**Paper Type** Offset Paper

**GSM** 70

Delivery date:  
**22 March 2020**

<b>Special instructions:</b>	Verify Binding Side Numbering
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<b>Job Sample</b>	As per provided sample
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**Annexure  
A-5**

**DOCKET (Hot Glue Binding)**

Name and ID of  
assesse

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*ABC Printing Press*

**Job Card no.**

**101**

**P.O No.** G-802  
**Assigned on:** 15 March 2020  
**Client** PAPGAI  
**Job Type:** Prospectus  
**Quantity:** 10  
**No of Pages** 80  
**Page Color** 1+1  
**Title color** 4+0  
**Size** 8.5" x 5.5"  
**Paper Title Type** Box board  
**GSM** 250  
**Offset GSM** 70

Delivery date:  
**22 March 2020**


**Special instructions:** Adjust glue heater temperature.


**Job Sample**

As per provided sample

## National Vocational and Technical Training Commission (NAVTTTC)

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