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OFFSET PRINTING MACHINE OPERATOR

Assessment Package

National Vocational
Certificate Level 2

Version 1 - September 2018



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Assessment Evidence Guides Template and Guidelines to write Assessment Tasks

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

Title of Qualification: Assistant Offset Printing Machine Operator Competency Standard: Adhere to Safety Standards and Regulations.	CS Code: 0211OPO1E	Level:2	Version:1					
	Assessment Date: <table border="1" style="display: inline-table; vertical-align: middle;"> <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			

Candidate Details	Name..... Registration/Roll Number.....
Guidance for Candidate	<p>To meet this standard, you are required to complete the following Task within 03 Hours:</p> <ol style="list-style-type: none"> 1. Demonstrate occupational health and safety during working on offset printing Machine. 2. Maintain log on log sheet supplied in annexure G-1. 3. Complete Knowledge assessment test (Written)
Minimum Evidence Required	<p>A- During a practical assessment, under observation by trainer, you will complete following tasks:</p> <ol style="list-style-type: none"> 1. Demonstrate occupational health and safety during working on offset printing machine. <ol style="list-style-type: none"> 1A- Identify specifications of assigned offset machine. 1B- Obtain job card/job docket from press room in-charge. 1C- Collect materials as per job requirement. 1D- Apply PPE (Personal Protective Equipment) as per job requirement. 1E- Perform printing according to job card. 4. Maintain log on log sheet supplied in annexure G-1. <ol style="list-style-type: none"> 2A- Report wear and tear on log sheet. 2B- Document preventive maintenance activities. <p>B. During assessment, under the observation of trainer, you will complete written knowledge test.</p>

Continued page 2

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							

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	COMPETENT NOT YETCOMPETENT
	Name of the Assessor.....Assessor's code:.....
	Signature of the Assessor:.....

Assessment Task1 (with performance criteria)				
Assessment Task 1 <input type="checkbox"/>	Description of assessment task 1 <input type="checkbox"/> Demonstrate occupational health and safety during working on offset printing Machine.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Identified specifications of assigned offset machine.			
2	Obtained job card/job docket from press room in-charge.			
3	Collected materials as per job requirement.			
4	Applied PPE (Personal Protective Equipment) as per job requirement.			
5	Performed printing according to job card.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Assessment Task 2 (with performance criteria)				
Assessment Task 2 <input type="checkbox"/>	Description of assessment task 2 <input type="checkbox"/> Maintain log on log sheet supplied in annexure H-1.			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
6	Reported wear and tear / worn on check list.			
7	Documented preventive maintenance activities.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Annexure

G-1

Assistant Offset
Printing Machine
Operator

SAFETY DEMONSTRATION LOG SHEET

**Name and ID of
Assistant Offset Printing Machine
Operator**

Date: _____ Activities start at: _____:_____ A:M/ P:M End at: _____:_____ A:M/ P:M

Assistant Offset Printing Machine Operator

S. No.	Pre operational activities	Remarks
1	Machine Identification	Press room No. _____
2		Serial No. _____
3		Make / Manufacturer _____
4		Model No. _____
5		Printing speed _____
6	Job Card information	_____ _____ _____ _____
7	Material needed (Enlist 4 main items)	1. _____ 2. _____
8		3. _____ 4. _____
9	PPE Applied Personal Protective Equipment	1. _____ 2. _____
		3. _____ 4. _____
Remarks		
_____ _____ _____ _____		

KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL

CANDIDATE DETAILS

Candidate's Name:

Father's Name:.....

Registration No: Date:

Training Institution:

Qualification: **Assistant Offset Printing Machine Operator**. Module G-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**
- Q-11 **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 oil and chemical spillage.
 C) Clear from hindrance D) **All of above**
- Q-12 **Which of the following is the very first routine activity on the start of a working day for an assistant offset printing machine operator?**
 A) Perform registration B) Manage humidity
 C) Interpret Docket D) **Clean press**
- Q-13 **Which of the following class/category of fire represent ordinary combustibles such as wood, paper& cloth?**
 A) K B) **A**
 C) B D) C
- Q-14 **What is the hazard indicated in the safety symbol?**
 A) Moving parts
 B) Pinch point
 C) **Keep hands away from rollers/cylinders**
 D) All of above
- Q-15 The symbol/Label indicates:
 A) Do not Operate B) Lock out Tag out (LOTO)
 C) Machine is under maintenance D) **All of the above**



Thank You!

Assessment Evidence Guides Template and Guidelines to write Assessment Tasks

Note: This template can be used both for single CS and for integrated assessment

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

Title of Qualification: Assistant Offset Printing Machine Operator Competency Standard: Complete documentation requirement	CS Code: 0211OPO1G	Level:2	Version:1					
	Assessment Date: <table border="1" style="display: inline-table; vertical-align: middle;"> <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			

Candidate Details	Name..... Registration/Roll Number.....
Guidance for Candidate	<p>To meet this standard, you are required to complete the following Tasks within 02 Hours:</p> <ol style="list-style-type: none"> 1. Prepare weekly Production report on Performa supplied in annexure F-1. 2. Prepare material requisition request on the sample supplied in annexure F-2 3. Complete Knowledge assessment test (Enclosed) 4. Get signature of Trainer on Portfolios.
Minimum Evidence Required	<p>A- During a practical assessment, under observation by trainer, you will complete following Tasks:</p> <ol style="list-style-type: none"> 1. Produce production documents on supplied template in annexure F-1. <ul style="list-style-type: none"> 1A- Prepare weekly production report on template F-1 compatible with the material supplied. 1B- Record operational interruptions on template F-1. 1C- Maintain over time record as per printing press SOPs. 2. Submit material requisition request on the sample supplied in annexure F-2 <ul style="list-style-type: none"> 2A- Prepare consumable requisition on supplied templateF-2 for Next week operations. 2B- Prepare non-consumable requisition on supplied templateF-2 for Next week operations. <p>B- During assessment, under observation by trainer, you will complete written knowledge test</p> <p>C- Provide portfolio of machine log.</p>

Continued page 2

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

Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YETCOMPETENT <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 1		Description of assessment task 1 Produce Production documents on supplied Template in annexure F-1.		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Prepared weekly production report on template F-1 compatible with the material supplied.			
2	Determined operational interruptions on template F-1.			
3	Maintained over time record as per printing press SOPs.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 2		Description of assessment task 2 Submit material requisition request on the sample supplied in annexure F-2		
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Prepared Consumable requisition on supplied template F-2 for Next week operations.			
2	Prepared Non-Consumable requisition on supplied template F-2 for Next week operations.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Portfolio		Description of portfolio		
		A: Offset Printing Machine log.		
Current S <input type="checkbox"/> ient	Aut <input type="checkbox"/> ic	<input type="checkbox"/> d	Reliable	<input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No	Remarks
1	Kept machine log updated as per SOPs			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Annexure

F-1

Assistant Offset Machine Operator

WEEKLY PRODUCTION REPORT

Name and ID of
Assistant Offset Printing Machine Operator

AOMO (Assistant Offset Printing Machine Operator)

Day	Date	Time		Machine No.	Time spent (Hours)						Units Produced (Number)	Remarks
		Start	End		Pre Run	Make ready	Production	Post print	Interruption(s)	Break(s)		
Mon.												
Tue.												
Wed.												
Thu.												
Fri.												
Sat.												

Extra ordinary report (Optional)

Approved By: _____

Annexure

F-2

Assistant Offset Printing Machine Operator

PRESS ROOM REQUISITION SHEET

Name and ID of Assistant Offset Printing Machine operator

Requisition Date: _____ Machine No. _____

AOMO (Assistant Offset Printing Machine Operator)

Item No.	Qty	Unit	Description	Type			Remarks
				Tool	Equip.	Consumable	
Mon.							
Tue.							
Wed.							
Thu.							
Fri.							
Sat.							

Requisition writer

Project/Assignment In-charge

Authority remarks

KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL

**CANDIDATE
DETAILS**

Candidate's Name:

Father's Name:.....

Registration No: Date:

Training Institution:.....

Qualification: **Assistant Offset Printing Machine Operator.
Requirements**

Module: **F-Complete Documentation**

Candidate's Signature

QUESTIONS

Time allowed 15 minutes.

.....
Q.1 What is the procedure of maintaining oil level according to machine SOPs?

Answer: check the oil gauge and update the log register.

Q.2 What is the procedure of maintaining water level in chiller (pH, conductivity and temperature)?

Answer: check pH conductivity and temperature in water through meter and maintain the log book.

.....
Q.3: Make report for machine failure incidents in the press comprising of atleast 20 words in Local / Urdu/ English.

Assessment Evidence Guide Template and Guidelines to write Assessment Tasks

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

Title of Qualification: Assistant Offset Printing Machine Operator Competency Standard: Interpret printing instructions on docket	CS Code: 0211 OPO1B	Level:2	Version:1					
	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			

Candidate Details	Name..... Registration/Roll Number.....
Guidance for Candidate	<p>To meet this standard, you are required to complete the following tasks within 02 Hours:</p> <ol style="list-style-type: none"> 1. Fill in information sheet shown in annexure B-1 with the printing instructions obtained from supplied docket 2. Complete Knowledge assessment test.
Minimum Evidence Required	<p>A- During a practical assessment, under observation by trainer, you will complete following Tasks:</p> <p style="padding-left: 40px;">1A- Mention job requirement shown in worksheet.</p> <p style="padding-left: 40px;">1B- Select offset printing plates as per job requirement.</p> <p style="padding-left: 40px;">1C- Collect printing material as per quantity mentioned in docket.</p> <p style="padding-left: 40px;">1D- Verify substrate from docket.</p> <p>B- During assessment, under observation by trainer, you will complete written knowledge test.</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	COMPETENT <input type="checkbox"/> NOT YETCOMPETENT <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	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓		✓		
Knowledge Assessment	✓	✓					
Other Requirement							

Each Assessment Task (with performance criteria)				
Assessment Task	Description of assessment task 1			
	Fill in information sheet shown in annexure B-1 with the printing instructions obtained from supplied docket			
During the practical assessment, candidate demonstrated the following:		Yes	No	Remarks
1	Mentioned job requirement shown in worksheet.			
2	Selected offset printing plates as per job requirement.			
3	Collected printing material as per quantity mentioned in docket.			
4	Verified substrate from docket.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Annexure

B-1

Assistant Offset
Printing Machine
Operator

DOCKET

Name and ID of
Assistant Offset Printing Machine
Operator

DUF Printers and publishers, Pakistan

Job Card

G-802

Delivery date:
22 March 2022

P.O No.

by: Nasir Mehmood,
Manager operations

Assigned on: 15 March 2022

For: Mr. Zaheer Butt
(Gilgit College of I.T)

Price: XXXXXXXXXXXX

Job Type: **Flyer**

Quantity: **2000**

Color: **2+ 0**

size **9 x 11(1/2)**

Type **Offset**

Paper

Reams **1**

GSM **80**

Plates **2**

Special instructions:

Match colors as per provided sample

Job Sample

As per provided by the assessor remove

Annexure

2-B

Assistant Offset
Printing Machine
Operator

POST PRODUCTION OPERATIONS WORK SHEET

**Name and ID of
Assistant Offset Printing
Machine Operator**

Job Card No: _____, Name of machine operator _____, Date: _____,

AOMO Assistant Offset Printing Machine Operator

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	Name	_____							
6		Company	_____							
7		Address	_____							
8	Job Quantity (encircle appropriate)		4000		2000		1500			
9	Substrate	size	23x36"		09x11.5"		25x36"			
10		type	Offset Paper		Art card		Sticker			
11	Plates quantity		1		2		4			
12	Job colors		1		2		4			
13	Art work instructions		Available				Not available			
14	shade card		Available				Not available			
15	Text Approval		Available				Not available			
16	Job Sample Enclosed		Yes				No			

Notes (Optional)

KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL

CANDIDATE DETAILS

Candidate Name: Father's

Name:.....

Registration No: Date: Candidate signature

Training Institution:.....

Qualification: **Assistant Offset Printing Machine Operator.**

Module B: **Interpret printing Instruction on job card/docket.**

Candidate's Signature

NOTE

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

INSTRUCTIONS

Encircle the best answer.

Q-1

What information do you get out of shade card?

- Acceptable range between Light, standard and dark variation.**
- Correct text
- Design approval
- Job size

Q-2

In this sequence of printing which is the last color? Cyan, Magenta, Yellow and:

- Blue
- Black**
- Green
- Red

Q-3

Which of the following coating is NOT used in offset printing?

- UV gloss varnish
- Water Base gloss coating
- Over print varnish
- Powder coating**

Q-4

P.S. printing plate should be prevented from exposure to direct sun light.

- True**
- False

Q-5 **Does every kind of paper or board have a grain direction?**

- a) **Yes**
- b) No

Q-6 **Which is irrelevant information for the Job Docket?**

- a) Job name
- b) Job Qty
- c) Number of color
- d) **Quotation details**

Q-7 **What is art work?**

- a) Ink requirement
- b) Maintain ink quantity
- c) **Design of Job**
- d) Quantity of Sheets

Q-8 **What is Text Approval used for?**

- a) Checking ink shade
- b) **To check text, font and spelling**
- c) To check L*A*B values
- d) To check density

Q-9 **What is Job Docket used for?**

- a) **To give job instructions for printing**
- b) To obtain quotation
- c) To obtain text approval from customer
- d) To make final invoice.

Q-10 **Substrate size and grain direction is important part of job docket.**

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

Thank You!

Assessment Evidence Guides Template and Guidelines to write Assessment Tasks

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

Title of Qualification: Assistant Offset Printing Machine Operator Competency Standard: Make Ready Print.	CS Code: 0211OPO1C	Level:2	Version:1					
	Assessment Date: <table border="1" style="display: inline-table; vertical-align: middle;"> <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			

Candidate Details	Name..... Registration/Roll Number.....
Guidance for Candidate	<p>To meet this standard, you are required to complete the following Tasks within 02 Hours:</p> <ol style="list-style-type: none"> 1. Perform make ready operations as per worksheet in annexure C-1. 2. Complete Knowledge assessment test
Minimum Evidence Required	<p>A- During a practical assessment, under observation by trainer, you will complete following Tasks:</p> <ol style="list-style-type: none"> 1. Perform make ready operations as per worksheet in annexure C-1. <p>1A- Follow the check list to make machine ready for printing.</p> <p>1B- Adjust machine size as per job requirement.</p> <p>1C- Verify job quality by Performing paper run.</p> <p>B- During assessment, under observation by trainer, you will Complete written knowledge test</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	COMPETENT <input type="checkbox"/> NOT YETCOMPETENT <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 make ready operations as per worksheet in annexureC-1.		
During the practical assessment, candidate demonstrated the following:		Yes	No
1			
2	Followed the check list to make machine ready for printing.		
3	Adjusted machine size as per job requirement.		
4	Verified job quality by Performing paper run.		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

**Annexure
C-1**

Assistant Offset
Printing Machine
Operator

MAKE READY PRINT WORKSHEET

**Name and ID of
Assistant Offset Printing Machine
Operator**

Machine No. _____ Date: _____ Activity start at: _____ : _____ A:M / P:M End at: _____ : _____ A:M / P:M

AOMO (Assistant Offset Printing Machine Operator)

S. No.	Make Ready Print	Remarks (Please check appropriate)		
		Yes	No	
1	Performed Pre run	Yes	No	
2	Verified Substrate for printing	Yes	No	
3	Mounted Plate(s) as per job requirement	Yes	No	
4	Adjusted Position of Sidelay and Headlay	Yes	No	
5	Adjusted feeder according to job size	Yes	No	
6	Adjusted delivery of machine for print run.	Yes	No	
7	Installed cylinders packing	Yes	No	
8	Verified availability of consumable	Yes	No	
9	Verified registration	Yes	No	

Notes (Optional)

KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL

CANDIDATE DETAILS

Candidate's Name:

Father's Name:.....

Registration No: Date:

Training Institution:.....

Qualification: **Assistant Offset Printing Machine operator.**

Module: **C-Make ready Print**

Candidate's Signature

NOTE

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

INSTRUCTIONS

Encircle the best answer.

Q-1

When printing job starts, it goes through a process called:

- A) Prepress
B) Post press
C) Initialization
D) **make-ready**

Q-2

Plate punching is used to obtain accurate:

- A) Inking
B) L*A*B
C) inching
D) **registration.**

Q-3

Which side of the plate is called Headlay (Frontlay) side :

- A) Front
B) Right side
C) Left side
D) **Bottom**

Q-4

The offset machine part shown on the right is:

- A) Feeder side lay
B) **Delivery side joggers**
C) Feeder front Lay
D) Delivery bar



Q-5

Side lay is used for:

- A) Front registration of Paper / Board
B) Both front and side registration
C) **Side registration of Paper / Board**
D) Pressing paper / Board into the machine

- Q-6 **The cause of improper registration is improper__:**
A) oiling
B) **Paper / board feeding**
C) ink mixing
D) Greasing
- Q-7 What is the function of Blanket?
A) To make paper curler
B) To dry the paper
C) **To transfer image on substrate.**
D) Exhaust air from delivery unit.
- Q-8 **The function of delivery fan is to:**
A) **form accurate pile**
B) provide ventilation
C) dry the sheet
D) give vibration to paper pile
- Q-9 **Why is it necessary to use calibrated packing sheets?**
A) **Even impression all over the sheet**
B) To reduce in ink consumption
C) It helps in diagonal registration
D) To rectify defect in printing blanket
- Q-10 **Setting of delivery joggers is necessary before pre run.**
A) **True**
B) False

Thank You!

Assessment Evidence Guides Template and Guidelines to write Assessment Tasks

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

Title of Qualification: Assistant Offset Printing Machine Operator Competency Standard: Perform post production activities.	CS Code: 0211OPO1E	Level:2	Version:1					
	Assessment Date: <table border="1" style="display: inline-table; vertical-align: middle;"> <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			

Candidate Details	Name..... Registration/Roll Number.....
Guidance for Candidate	<p>To meet this standard, you are required to complete the following Tasks within 03 Hours:</p> <ol style="list-style-type: none"> 1. Perform post production operations as per press room SOPs 2. Report post production activities in check List in Annexure E-1 2. Complete Knowledge assessment test (Enclosed)
Minimum Evidence Required	<p>A- During a practical assessment, under observation by trainer, you will complete following Tasks:</p> <ol style="list-style-type: none"> 1. Perform post production operations as per as per Press room SOPs <ol style="list-style-type: none"> 1A- Handle Post production job as per Printing Press SOPs. 1B- Perform ink rollers cleaning as per Original Equipment Manual(OEM) 1C- Wash Printing plates as per OEM. 1D- Wash printing blankets as per OEM. 1E- Clean impression cylinders as per OEM. 1F- Wash Dampening rollers as per OEM. 1G- Perform ink Knife cleaning as per OEM. 1H- Manage waste as per press room SOPs. 2. Report post production activities in Annexure E-1. <ol style="list-style-type: none"> 2A- Record post production activities performed in Annexure E-1. <p>B- During assessment, under observation by trainer, you will complete written knowledge test</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	COMPETENT <input type="checkbox"/> NOT YET COMPETENT <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 1		Description of assessment task 1 Perform post production operations as per as per Press room SOPs.		
During the practical assessment, candidate demonstrated the following:			Yes	No
1	Handled Post production job as per Printing Press SOPs.			
2	Performed ink rollers cleaning as per Printing press SOPs.			
3	Washed Printing plates as per Printing press SOPs.			
4	Washed printing blankets as per Printing press SOPs.			
5	Cleaned impression cylinders as per Printing press SOPs..			
6	Washed Dampening rollers as per Printing press SOPs..			
7	Performed ink Knife cleaning as per Printing press SOPs			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Each Assessment Task (with performance criteria)				
Assessment Task 2		Description of assessment task 2 Report post production activities in Annexure E-1.		
During the practical assessment, candidate demonstrated the following:			Yes	No
1	Recorded post production activities performed in Annexure E-1.			
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>		

Annexure

E-1

Assistant Offset
Printing Machine
Operator

**CHECKLIST
POST PRODUCTION OPERATIONS**

**Name and ID of
Offset Printing Machine Operator**

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

AOMO

S. No.	Job Handling	Remarks (Please check appropriate)		
1	Job quality	Good	Average	Below Average
2	Job counter reading	Proper	Over	Less
3	Job stacking	Done	Not done	No action taken
Machine Cleaning & washing				
5	Ink Rollers	Cleaned	Not Cleaned	No action Taken
6	Printing plates	Cleaned	Not cleaned	No action Taken
7	Blankets	Cleaned	Not cleaned	Replaced
8	Impression cylinders	Cleaned	Not cleaned	No action Taken
9	Damping rollers	Washed	Replaced	No action Taken
10	Ink knives	Cleaned	Not cleaned	replaced
11	Head lay assembly	Cleaned	Not cleaned	No action Taken
Waste Management				
12	Dry waste Count	Not applicable	Done	No action Taken
13	Dry waste storage	Not applicable	Done	No action Taken
14	Liquid waste management	Not applicable	Done	No action Taken

Extra ordinary report (Optional)

KNOWLEDGE ASSESSMENT QUESTIONARRE MODEL

CANDIDATE DETAILS

Candidate's Name:

Father's Name:

Registration No: Date:

Training Institution:

Qualification: **Assistant Offset Printing Machine operator** Module: **E- Perform Post production activities**

Candidate's Signature

NOTE

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

INSTRUCTION: Encircle the best answer.

- Q-1** What is the purpose of Roller cleaning?
- A) **To remove the residual ink from the rollers** B) To increase water temperature
C) Printing plate cleaning D) To clean the impression cylinder
- Q-2** Life span of printing rollers is reduced if adopt following measures?
- A) **Use kerosene oil** B) Use roller wash chemicals
C) use roller cleaning paste D) I.P.A
- Q-3** Printing plate is cleaned to:
- A) **Clear scum from plate** B) Maintain PH value
C) Correct registration D) Maintain ink and water balance
- Q-4** The process of applying a thin coating of an adhesive on printing plate:
- A) Guttering B) **Gumming**
C) Desensitizing D) De-composing
- Q-5** State method of washing ink from plate?
- A) **Plate cleaner** B) roller wash
C) I.P.A D) Fountain solution
- Q-6** Ink image is transferred from plate to substrate by?
- A) **Blanket** B) Impression cylinder
C) Roller D) Damping rollers
- Q-7** What will happen if blanket is not washed during printing?
- A) **Scum on printed sheet** B) Mis-registration
C) Color variation D) Speed loss
- Q-8** The hard metal cylinder presses the paper against the inked blanket cylinder, transferring the inked image to the substrate. What is this cylinder called?
- A) **Impression Cylinder** B) Feeder
C) Blanket cylinder D) Rubber blanket
- Q-9** Which machine part transfer water to printing plate?
- A) **Damping unit** B) Blanket cylinder
C) Ink duct D) Impression cylinder
- Q-10** The tool used to clean ink roller is:
- A) Cleaning brush B) **Ink knife**
C) Sheet separator D) Offset shovel

Thank You

Assessment Evidence Guide Template and Guidelines to write Assessment Tasks

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

Title of Qualification: Assistant Offset Printing Machine Operator Competency Standard: Perform Pre-run Maintenance.	CS Code: 0211 OPO1A	Level:2	Version:1					
	Assessment Date: <table border="1" style="display: inline-table; vertical-align: middle;"> <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			

Candidate Details	Name..... Registration/Roll Number.....
Guidance for Candidate	<p>To meet this standard, you are required to complete the following tasks within 03 Hours:</p> <ol style="list-style-type: none"> 1. Perform pre operational activities as per press room standards. 2. Report pre-operational activities to operator on activities list shown in Annexure A-1. 3. Complete knowledge assessment(Enclosed) 4. Get endorsement of trainer on portfolio
Minimum Evidence Required	<p>A- During a practical assessment, under observation by trainer, you will complete following Tasks:</p> <ol style="list-style-type: none"> 1. Perform pre operational activities as per press room standards. <ol style="list-style-type: none"> 1A- Clean printing machine as per press room standards 1B- Maintain oil level as per machine requirement. 1C- Test forward inching for normal operation 1D- Report humidity level of press room to operator/supervisor. 2. Report pre operational activities to operator on activities List shown in Annexure A-1. <ol style="list-style-type: none"> 2A- Record cleaning operations activities performed in Annexure A-1 to obtain operational status. 2B- Record oiling activities in AnnexureA-1 to obtain machine operational status. 2C- Record about inching process performed in AnnexureA-1 to obtain machine operational status. <p>B. During assessment, under observation by trainer, you will complete written knowledge test</p> <p>C. During assessment under observation, you will produce Module a Portfolio, for endorsement from authority of training institute.</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	COMPETENT <input type="checkbox"/>		NOT YETCOMPETENT <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	
Nature of Activity	Written	Oral	Observation	Portfolio	Role Play	Competent	Not Yet Competent
Practical Skill Demonstration			✓		✓		
Knowledge Assessment	✓	✓					
Other Requirement				✓			

Assessment Task (with performance criteria)			
Assessment Task 1		Description of assessment task 1 Perform pre operational activities as per press room standards.	
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Cleaned printing machine as per press room Standards		
2	Maintained oil level as per machine requirement.		
3	Tested forward inching for normal operation		
4	Reported humidity level of press room to operator/supervisor.		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Assessment Task (with performance criteria)			
Assessment Task 2		Description of assessment task2 Report pre operational activities to operator on activities List shown in Annexure A-1.	
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Recorded cleaning operations activities performed in Annexure A-1 to obtain operational status.		
2	Recorded oiling activities in Annexure A-1 to obtain machine operational status.		
3	Recorded about inching process performed in Annexure A-1 to obtain machine operational status.		

Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>
------------------------------------	--

Portfolio	Description of portfolio A:Log book
------------------	---

Current S <input type="checkbox"/> ient	Autl <input type="checkbox"/> ic	<input type="checkbox"/> Reliable	<input type="checkbox"/>
---	----------------------------------	-----------------------------------	--------------------------

Portfolio meet the following performance standards:		Yes	No	Remarks
1	Performed periodic cleaning as per duty chart.			
2	Compared quality of oil in machine with quality recommended in machine manual.			
3	Verified inching through test print.			
4	Applied humidity management techniques in press room.			

Competent <input type="checkbox"/>	Not Yet Competent <input type="checkbox"/>
------------------------------------	--

Annexure

A-1

Assistant Offset
Printing Machine
Operator

PRE-RUN OPERATIONAL ACTIVITIES REPORT

**Name and ID of
Assistant Offset Printing
Machine Operator**

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

AOMO (Assistant Offset Printing Machine Operator)

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	Maintained machine oil			
5	Reported about machine status to operator/ supervisor			

Extra ordinary report (Optional)

KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL

CANDIDATE DETAILS

Candidate's Name:

Father's Name:.....

Registration No: Date:

Training Institution:.....

Qualification: **Assistant offset printing machine operator.** Module: **A- Perform pre run maintenance**

Candidate's Signature

NOTE

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

INSTRUCTIONS

Encircle the best answer.

Q-1 **Wood Block printing is one of the fastest techniques for printing.**
a) True B) **False**

Q-2 **Which of the following is NOT printing process?**
a) Offset lithography.
b) Flexography
c) Digital printing
d) Calligraphy
e) Screen printing

Q-3 **What part of a Printing Machine shown on right?**
a) Head lay
b) Feeder
c) Gripper assembly
d) Roller



Q-4 **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-5 Which of the following is the very first routine activity on the start of a working day for an offset machine operator?

- a) Perform registration
- b) Manage humidity
- c) Interpret Docket
- d) **Clean press**

Q-6 Which of the following is your best choice for printing plate cleaning?

- a) **Plate cleaner**
- b) Alcohol
- c) Acid
- d) Distilled water

Q-7 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-8 ISO VG 32 is a type of:

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

Q-9 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-10 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

Thank You!

Assessment Evidence Guides Template and Guidelines to write Assessment Tasks

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

Title of Qualification: Assistant Offset Printing Machine Operator Competency Standard: Perform print run	CS Code: 0211 OPO1D	Level:2	Version:1					
	Assessment Date: <table border="1" style="display: inline-table; vertical-align: middle;"> <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			

Candidate Details	Name..... Registration/Roll Number.....
Guidance for Candidate	To meet this standard, you are required to complete the following Tasks within 03 Hours: 1. Perform Print run operations for 200 flyers shown in annexure D-1. 2. Complete Knowledge assessment test (Enclosed) 3. Get signature of Trainer on Portfolio
Minimum Evidence Required	A- During a practical assessment, under observation by trainer, you will complete following Tasks: 1. Perform Print run operations for 200 flyers shown in annexure D-1. 1A- Handle Post production job as per Printing press SOPs. 1B- Perform ink rollers cleaning as per Original Equipment Manual(OEM) instructions. 1C- Wash Printing plates as per OEM Instructions. 1D- Wash printing blankets as per OEM Instructions. 1E- Clean impression cylinders as per OEM Instructions. 1F- Wash Dampening rollers s per OEM Instructions. 1G- Perform ink Knife cleaning as per OEM Instructions. 1H- Manage waste as per press room SOPs. B- During assessment, under observation by trainer, you will complete written knowledge test C- During assessment under observation, you will produce Module D Portfolios, for endorsement from authority of training institute.

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	COMPETENT <input type="checkbox"/> NOT YETCOMPETENT <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				
	Perform Print run operations for 50 flayers shown in annexure D-1.				
During the practical assessment, candidate demonstrated the following:			Yes	No	Remarks
1	Handled Post production job as per Printing Press SOPs.				
2	Performed ink rollers cleaning as per Original Equipment Manual(OEM) instructions.				
3	Washed Printing plates as per OEM Instructions.				
4	Washed printing blankets as per OEM Instructions.				
5	Cleaned impression cylinders as per OEM Instructions.				
6	Washed Dampening rollers as per OEM Instructions.				
7	Performed ink Knife cleaning as per OEM Instructions.				
8	Managed waste as per press room SOPs.				
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>			

Portfolio	Description of portfolio:				
	A: Practical/Work/assignment/Job/Activity sheets, Projects reports, B: Any graphical evidence, daily diary/Log book or Test results sheets.				
Current <input type="checkbox"/>	Sufficient <input type="checkbox"/>	Authentic <input type="checkbox"/>	Valid <input type="checkbox"/>	Reliable <input type="checkbox"/>	
Portfolio meet the following performance standards:			Yes	No	Remarks
1	Removed Ink residuals from machine				
2	Verified printing blankets for normal operation				
3	Replaced dampening tube as per SOPs				
4	Replaced Knives rubber as per SOPs				

Competent

Not Yet Competent

Annexure

D-1

Assistant Offset
Machine Operator

PERFORM PRINTRUN

Name and ID of
Assistant Offset Printing
Machine Operator

G-802

Delivery date:
22 March 2022

Job Card

Assigned by: Nasir Mehmood,
Manager operations

on: 15 March 2022

For: Mr. Nazir Khan
(APLM)
X XXXXXXXXXX

Price:

Job Size: **9 X 11.5**

Quantity: **200**

Color: **2+ 0**

size **9" X 11.5**

Type **offset**

Paper

Reams **1**

GSM **70**

Plates **2**

Special instructions: Sample Enclosed

**ALL PAKISTAN LED
MANUFACTURERS**

ALL THE BEST

☎ 0123456789

✉ Khuzdar, Pakistan

🌐 www.nothing@something

KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL

CANDIDATE DETAILS

Candidate's Name:

Father's Name:

Registration No: Date:

Training Institution:

Qualification: **Assistant offset Printing Machine operator.** Module: **D- Perform Print run**

Candidate's Signature

NOTE

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

INSTRUCTIONS**Encircle the best answer.**

- Q-1 **Which of the following is NOT used for color matching?**
A) **pH meter** B) Color proof
C) Color measuring devices D) Shade cards
- Q-2 **Which of the following is the most important check for printing registration?**
A) **Registration marks** B) Color bars
C) Paper GSM D) Paper type
- Q-3 **If ink density is not maintained, what effects we will see in printing?**
A) Scumming B) Colour variation
C) Set-off problem D) **All of the above**
- Q-4 **Smudging is cause of:**
A) **dot gain** B) high printing speed
C) ink roller problem D) paper problem
- Q-5 **Reason for dot gain during printing is:**
A) blanket setting B) Ink roller setting.
C) damping roller setting D) **All of these**
- Q-6 **Proper placement of all colors of the picture is known as:**
A) **registration** B) scumming
C) ink color sequence D) damping

- Q-7 **Job Positioning on substrate is determined by:**
A) **headlay and sidelay marks** B) backlay marks
C) color bars D) paper side Trimming
- Q-8 **Which tool is used for checking of registration?**
A) **Magnifying glass** B) Densitometer
C) p.H meter D) Conductivity meter
- Q-9 **What is the ideal value of Delta E?**
A) **3** B) 5
C) 7 D) 6
- Q-10 **Which of the following is used to define colors**
A) **L*a*b* Values** B) p.H value
C) Magnifying glass D) Conductivity meter

Thank You!

Assessment Evidence Guides Template and Guidelines to write Assessment Tasks

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

Title of Qualification: Assistant Offset Printing Machine Operator Competency Standard: Integrated Assessment	<table border="1"> <tr> <td>CS Code:</td> <td>Level:2</td> <td>Version:1</td> </tr> </table>	CS Code:	Level:2	Version:1		
	CS Code:	Level:2	Version:1			
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	Y
D	D	M	M	Y	Y	

Candidate Details	Name..... Registration/Roll Number.....
Guidance for Candidate	<p>To meet this standard, you are required to complete the following Task within 03 Hours:</p> <ol style="list-style-type: none"> 1. Print one set of 200Flyers as shown in attached docket. 2. Complete Knowledge assessment test 3. Present Modular portfolios to Assessor.
Minimum Evidence Required	<p>A- During a practical assessment, under observation by assessor, you will complete following Tasks:</p> <ol style="list-style-type: none"> 1. Print one set of 200 two color papers on offset machines shown in attached docket. <p>1A- Perform pre-run maintenance according to printing press SOP’s.</p> <p>1B- Collect materials according to Job/Card.</p> <p>1C- Make print ready as per job card.</p> <p>1D- Perform print run according to SOP’s.</p> <p>1E- Perform color management to obtain printing results as per job card.</p> <p>1F- Perform post print operations as per SOP’s.</p> <p>B- During assessment, under observation by assessor, you will Complete written knowledge test.</p> <p>C- During assessment under observation, you will produce endorsed modular Portfolios to Assessor</p>

Continued page 2

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

Candidate Details	Name: Registration/Roll Number: Candidate Signature:
Assessment Outcome	COMPETENT <input type="checkbox"/> NOT YETCOMPETENT <input type="checkbox"/> Name of the Assessor 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				✓			

Assessment Task (with performance criteria)			
Assessment Task 1		Description of assessment task 1 Print one set of 50 single color papers on offset machine as shown in attached docket,	
During the practical assessment, candidate demonstrated the following:		Yes	No
1	Performed pre-run maintenance according to printing press SOP's.		
2	Collected materials according to Job/Card.		
3	Made print ready as per job card.		
4	Performed print run according to SOP's.		
5	Performed color management to obtain printing results as per job card.		
6	Performed post print operations as per SOP's.		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

Portfolio		Description of portfolio	
All Modular portfolios			
Current S <input type="checkbox"/> ient	Auth <input type="checkbox"/> ic	<input type="checkbox"/> Reliable	<input type="checkbox"/>
Portfolio meet the following performance standards:		Yes	No
1	Performance standards of Module A,B,C,E,G,H & L		
2	OJT Log record		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	



The Color Deal Printing and packaging,
Pakistan

Job Card

P.O No.

Assigned

Price:

Job Type:

Quantity:

Paper

Plates

by: Miss Farzana Toor,
Director Admin
on: 16 March 2022
For: Mr. Fareed Khan
(Turbat Arts and crafts)
N.A

G-83-A

Delivery date:
22nd March

Flyer

200

size 9 x 11(1/2)

Reams 1

2

Color: 2+ 0

Type offset

GSM 70

Sample No.1

Sample No.2

Sample provided by assessor

Sample provided by assessor

Sample No.3

Sample provided by the assessor

KNOWLEDGE ASSESSMENT QUESTIONARRE MODEL

CANDIDATE DETAILS

Candidate's Name:

Father's Name:.....

Registration No: Date:

Assessor Name: Code No. CBA/.....

Training Institution:.....

Qualification : **Assistant offset Machine operator.**

Assessment: **Integrated (All modules)**

Candidate's Signature

INSTRUCTIONS

- Time Allowed: **40** minutes
- Attain all (Fifteen) questions.
- All questions carry equal marks.

SECTION B

Encircle the best answer

- Q-1 **This occurs when offset printed sheets are cut before the ink is dry.**
A) Set off C) Ghosting.
B) Grainy Look D) Poor Registration

- Q-2 **Mark the term ----- to prepare printing machine for a new job.**
A) Fountain C) inching
B) **Make ready** D) registration.

- Q-3 **As used on a printing press, what is a blanket?**
A) The large sheet used to cover it at night to keep it clean.
B) A full coating of ink.
C) **A rubber sheet that transfers ink to the paper.**
D) The mat beneath the press to reduce static discharges.


- Q-4 **A folded sample used to show finished size, shape, and binding requirements.**
A) Dummy: B) Proof C) Docket D) Model


- Q-5 **148 x 210 mm or 5.8 x 8.3 in is the paper commonly called:**
A) A3 B) **A5** C) A4 D) A6

Good luck!

National Vocational and Technical Training Commission (NAVTTTC)

 Plot 38, Kirthar Road, Sector H-9/4, Islamabad, Pakistan

 +92 51 9044 322

 +92 51 9044 322

 info@navttc.org

 www.navttc.org