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# OFFSET PRINTING MACHINE OPERATOR

## Assessment Package

National Vocational  
Certificate Level 3

Version 1 - September 2018



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**Document Version**

September, 2018  
Islamabad, Pakistan

# OFFSET PRINTING MACHINE OPERATOR

## Assessment Package

National Vocational  
Certificate Level 3

Version 1 - September 2018

**Assessment Evidence Guides 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> Offset Machine Operator	CS Code:	Level:3	Version:1
	<b>Competency Standard:</b> Develop Professionalism		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 Task within 3 Hrs.:</b></p> <p><b>Play role of assistant offset machine operation trainer for one hour.</b></p> <p><b>2. Complete Knowledge assessment test</b></p> <p><b>3. Get signature of Trainer on Portfolios</b></p>
Minimum Evidence Required	<p><b>A- During a practical assessment, under observation by trainer, you will complete following Tasks:</b></p> <p><b>1. Play role of assistant offset machine operation trainer for one hour.</b></p> <p>1A- Develop Lesson Plan on template given in annexure C-1 to deliver shop talk (lecture) for a topic related to offset printing,</p> <p>1B- Prepare Questionnaire on template given in annexure C-2 comprising Five objective questions related to offset printing,</p> <p>1C- Deliver 20 Minutes Shop talk to Trainees of Offset Machine Operator qualification.</p> <p><b>B- During assessment, under observation by trainer, you will complete written knowledge test.</b></p> <p><b>C- Portfolios, duly signed by related trainer is required at the time of assessment</b></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)

<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)</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 1	Description of assessment task 1		
	Play role of Offset machine operation trainer for one hour.		
During the practical assessment, candidate demonstrated the following:	Yes	No	Remarks
1			
2			
3			
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>	

Portfolio	Description of portfolio		
	A: Practical/Work/assignment/Job sheets, Projects reports, B: Any physical/graphical evidence, daily diary or Test results sheets.		
Current S <input type="checkbox"/> ient	Aut <input type="checkbox"/> ic	<input type="checkbox"/> Reliable	<input type="checkbox"/>
Portfolio meet the following performance standards:	Yes	No	Remarks
1			
2			
3			
4			
5			
6			
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>	

Annexure

**C-1**

Offset Printing Machine  
Operator

**LESSON PLAN**

Name and ID of  
Trainee Trainer

\_\_\_\_\_  
\_\_\_\_\_

<b>Module Title:</b>	
<b>Module reference:</b>	
<b>Training Program:</b>	
<b>Training Institute:</b>	
<b>Module objectives :</b>	

No.	Activity	Teaching Method	TLM (Teach. Learning Material)	Total Time
1	<u>TOPIC</u>			-
2	<u>MOTIVATION</u>			05 Mints.
3	<u>EXPLANATION</u> :(Chalk board layout)	Discussion (Lecture)		15 Mints.

Annexure

**C-2**

Assistant Offset Machine  
Operator

**KNOWLEDGE TEST TEMPLATE**

**Name and ID of  
Trainee Trainer**

\_\_\_\_\_

\_\_\_\_\_

<b>Name of Trainee</b>	<i>AABCDEF</i>
<b>Test Date</b>	<i>22 March 2022</i>
<b>Module &amp; Topic</b>	

<b>INSTRUCTIONS:</b>	
Q-1	
Q-2	
Q-3	
Q-4	
Q-5	



## KNOWLEDGE ASSESSMENT QUESTIONARRE MODEL

<b>CANDIDATE DETAILS</b>	Candidate Name: .....		   Candidate's Signature
	Father's Name:.....		
	Registration No: .....	Date: .....	
	Training Institution:.....		
	Qualification: <b>Offset Machine Operator.</b>	Module: C- Develop professionalism,	

<b>NOTES</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>SECTION A</b>	Encircle the best match.
------------------	--------------------------

	Statements to Answer	Response				
Q-1	I delay difficult tasks until the last minute - or until the issue disappears on its own.	Not at all	Rarely	Sometimes	Often	Very often
Q-2	I use the talents, time, and expertise of other people on my team to help get the work done.	Not at all	Rarely	Sometimes	Often	Very often
Q-3	I actively look for ways to improve the flow of my work, and the way that I approach tasks.	Not at all	Rarely	Sometimes	Often	Very often
Q-4	I can maintain focus on one task for a significant period of time.	Not at all	Rarely	Sometimes	Often	Very often
Q-5	I do all of the tasks that are assigned to me, and hope that I can keep up with the volume of work.	Not at all	Rarely	Sometimes	Often	Very often

**SECTION B**

Encircle the best answer.

- Q-6 **This refers to the learning opportunities designed to acquire Skill & Knowledge**
- A) Training  
B) Education  
C) Development  
D) **all**
- Q-7 **You are given a printing job that no one else in the press wants to touch. It is a real stinker. You....**
- A) Give it to your junior to do. Why should you waste your time on such things?  
B) Do it as quickly as possible, complaining every step of the way. Who cares if its right; it's a waste of time anyway.  
C) **Accept it as being a part of the job and do it to the best of your ability. Occasionally, everyone has to do tasks they do not enjoy.**
- Q-8 **You ask to take a day off in two weeks because you are going to have some friends in town. The senior offset machine operator tells you the timing is bad and you can only take a few hours off at the end of the day. You...**
- A) Decide to just call in sick that day anyway. You have the sick time; why not use it?  
B) Complain to your co-workers and grumble around the office so your boss knows you are not happy.  
C) **Graciously accept the offer of a short workday and promise to get everything done before you leave.**
- Q-9 **Competency-based-job-analysis means defining job in terms of:**
- A) Measurable Competency  
B) Behavioral Competency  
C) Observable Competency  
D) **All**
- Q-10 **It is an introductory paragraph at the beginning of your CV containing a short summary of your background and career plans.**
- A) **Career Profile**  
B) Carrier plan  
C) Bio data  
D) Executive summary

**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)

<b>Title of Qualification:</b> Offset Machine Operator  <b>Competency Standard:</b> Maintain graphic chemicals in machine	CS Code: 0211 OPO2B	Level:3	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><b>To meet this standard, you are required to complete the following Task within 02 Hours:</b></p> <ol style="list-style-type: none"> <li><b>1. Maintain properties of press room chemicals in offset printing machine as per SOP's.</b></li> <li><b>2. Report pre-operational activities to operator on activities List shown in Annexure B</b></li> </ol> <p><b>And:</b></p> <ol style="list-style-type: none"> <li><b>2. Complete Knowledge assessment test (Enclosed)</b></li> <li><b>3. Get signature of Trainer on Portfolios</b></li> </ol>
Minimum Evidence Required	<p><b>A- During a practical assessment, under observation by trainer, you will complete following Tasks:</b></p> <ol style="list-style-type: none"> <li><b>1. Maintain properties of press room chemicals in offset printing machine as per Press room standards.</b> <ol style="list-style-type: none"> <li>1A- Maintain PH value as per machine requirement</li> <li>1B- Maintain conductivity of water in chiller as per job machine specifications.</li> <li>1C- Maintain chiller temperature as per machine requirement.</li> <li>1D- Maintain water level in chiller tank according to the capacity in the tank.</li> <li>1E- Maintain IPA (IsoPropyleAlcohol level) in water.</li> <li>1F- Maintain fountain solution ratio in water.</li> </ol> </li> <li><b>3. Report pre-operational activities to operator on activities List shown in Annexure B.</b> <ol style="list-style-type: none"> <li>2A- Record properties of chemical in checklist B to decide about their application in machine.</li> </ol> </li> </ol> <p><b>B- During assessment, under observation by trainer, you will Complete written knowledge test</b></p>

*Continued page*

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

<b>Candidate Details</b>	Name: ..... Registration/Roll Number: ..... Candidate's Signature: .....
<b>Assessment Outcome</b>	<b>COMPETENT</b> <input type="checkbox"/> <b>NOT YET COMPETENT</b> <input type="checkbox"/> <b>Name of the Assessor</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 1</b>		<b>Description of assessment task 1</b> Maintain properties of press room chemicals in offset printing machine as per Press room standards.			
<b>During the practical assessment, candidate demonstrated (two of the)the following:</b>			<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1	Maintained PH value as per machine requirement.				
2	Maintained conductivity of water in chiller as per standard machine specifications.				
3	Maintained chiller temperature as per machine requirement.				
4	Maintained water level in chiller tank according to the capacity in the tank.				
5	Maintained IPA (IsoPropyle Alcohol level) in water.				
6	Maintained fountain solution ratio in water.				
<b>Competent</b> <input type="checkbox"/>			<b>Not Yet Competent</b> <input type="checkbox"/>		

Each Assessment Task (with performance criteria)					
<b>Assessment Task 2</b>		<b>Description of assessment task 2</b> Report pre-operational activities to operator on activities List shown in Annexure B			
<b>During the practical assessment, candidate demonstrated (two of the)the following:</b>			<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1	Recorded properties of chemical in checklist B to decide about their application in machine.				
<b>Competent</b> <input type="checkbox"/>			<b>Not Yet Competent</b> <input type="checkbox"/>		

**Annexure**

**B**

Offset Machine Operator

**CHECKLIST  
CHARACTERISTICS OF GRAPHIC CHEMICALS IN  
OFFSET MACHINE**

**Name and ID of  
Offset Machine Operator**

\_\_\_\_\_

\_\_\_\_\_

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

**AOMO**

S. No.	Chemical Characteristic	Remarks		
		Desired	Before maintenance	After maintenance
1	Ph Value	-----Ph	----- Ph	-----Ph
2	Conductivity	-----PPM	----- PPM	-----PPM
3	Chiller temperature	-----°C	-----°C	-----°C
4	Level of water in tank(encircle one)	Low / Full	Low / Full	Low / Full
5	IPA Ratio	-----%	-----%	-----%
6	Fountain solution ratio	-----%	-----%	-----%
7	Over all status of Chemical (encircle one)	Good	Bad	Un Known

**Extra ordinary report (Optional)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL

### CANDIDATE DETAILS

Candidate's Name: .....

Father's Name: .....

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

Training Institution: .....

Qualification: **Offset Machine Operator.** Module: **6- Maintain graphic chemicals in machine**

Candidate's Signature

### NOTES

- Time Allowed: **20** minutes
- Questions to attain: All
- Marks: All questions carry equal marks

### INSTRUCTION: **Encircle the best answer.**

- Q-1 What is the acceptable range of PH value for off-set printing?  
A) **5.5 to 6.5** B) 7 to 9  
C) 1 to 3 D) 11 to 13
- Q-2 If the PH value is out of range, how will it affect printing?  
A) **Scumming** B) Double image effect  
C) Registration D) Dot gain in screen
- Q-3 PH meter is used for checking :  
A) **PH value** B) conductivity  
C) Ink viscosity D) Color contrast
- Q-4 Speed of electron in water is known as?  
A) **Conductivity** B) PH value  
C) L\*a\*b value D) Chiller Temperature
- Q-5 What is the acceptable range of conductivity?  
A) **1200 to 2000** B) 800 to 1000  
C) 500 to 800 D) 2500 to 3000
- Q-6 Water temperature is maintained for?  
A) **Prevent scumming** B) Prevent Mis-registration  
C) Maintain high speed D) Control Ink
- Q-7 What water temperature of chiller should be maintained?  
A) **10 to 12 degree centigrade** B) 14 to 16 degree centigrade  
C) 2 to 3 degree centigrade D) 18 to 20 degree centigrade
- Q-8 If proper press room chemicals are not mixed with water, what will be the effect on printing?  
A) **Scumming** B) Mis-registration  
C) Speed loss D) Paper feeding problem
- Q-9 What is mixed in water to increase wetting properties?  
A) **ISO Propyle Alcohol ( I.P.A)** B) Fountain solution  
C) Ink D) Kerosene oil
- Q-10 To adjust PH value and conductivity in water, we mix?  
A) **Fountain solution** B) Ink  
C) Kerosene oil D) More water

**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)

<b>Title of Qualification:</b> Offset Printing Machine Operator  <b>Competency Standard:</b> Perform color management	CS Code: 0211 OPO2A	Level:3	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><b>To meet this standard, you are required to complete the following Task within 02 Hours:</b></p> <ol style="list-style-type: none"> <li><b>1. Produce color inks within 10% tolerance as per shade provided in annexure A-1.</b></li> <li><b>2. Complete Knowledge assessment test (Enclosed)</b></li> <li><b>3. Get signature of Trainer on Portfolios</b></li> </ol>
Minimum Evidence Required	<p><b>A- During a practical assessment, under observation by trainer, you will complete following Tasks:</b></p> <ol style="list-style-type: none"> <li><b>1. Produce color inks within 10% tolerance as per shade provided in annexure A-1.</b></li> </ol> <p>1A- Select inks according to annexure A-1.</p> <p>1B- Develop ink shades assigned in annexure A within +/- 10 percent variations.</p> <p>1C- Verify color shades with as per provided docket.</p> <p><b>B- During assessment, under observation by trainer, you will complete written knowledge test.</b></p> <p><b>C- During assessment under observation, you will produce Module a Portfolio, for endorsement from authority of training institute.</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 YET COMPETENT</b> <input type="checkbox"/></span>
	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)				
<b>Assessment Task 1</b>		<b>Description of assessment task 1</b> Produce color inks within 10% tolerance as per shade provided in annexure A-1.		
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1	Selected inks according to annexure A-1.			
2	Developed ink shades assigned in annexure A1 within +/- 10 percent variations.			
3	Verified color shades with as per provided docket.			
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>		
<b>Portfolio</b>		<b>Description of portfolio</b> A: Practical/Work/assignment/Job/activity sheets, Projects reports, B: Any physical 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"/>
<b>Portfolio meet the following performance standards:</b>		<b>Yes</b>	<b>No</b>	<b>Remarks</b>
1	Matched color L*A*B* values with given reference as per docket/job card.			
2	Maintained Delta E(ΔE) of colors with in the specified range during production.			
3	Maintained ink film layer by Color Panel Controller(CPC) on sheets with given reference on advanced machines.			
4	Controlled wet ink on sheets			
5	Unloaded low stacks from the machine as per SOPs.			
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>		



**Annexure  
A-1**

Offset Machine  
Operator

**PERFORM COLOR MANAGEMENT**

Name and ID of  
Offset Machine Operator

\_\_\_\_\_  
\_\_\_\_\_

Date: -----

Activities start at: -----:----- A:M / P:M

End at: -----:----- A:M / P:M

**AOMO**

S. No.	Given	Required	Tolerance
1	Magenta, Cyan, Yellow, Black	Green(C100,Y100)	+/- 10 %
2		Purple( M100,C60)	
3		Orange (Y100, M60)	
4		Brown(C50,M80,Y80)	

**Shade card**

Sample : Provided by the assessor

## KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL

### CANDIDATE DETAILS

Candidate's Name: .....

Father's Name:.....

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

Training Institution:.....

Qualification: **Offset Machine Operator.** Module: **A- Perform Color management**

Candidate's Signature

### INSTRUCTIONS

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

### SECTION A

#### Encircle the best.

Q-1 The primary goal of ----- management is to obtain a good color match across different platforms. Like Prepress, Press and Viewing environment.

- A) Paper  
B) Time  
C) Ink  
D) **Color**

Q-2 controlling amount of **ink** applied to printing substrate (Thickness of ink ) is:

- A) Saturation  
B) Mixing  
C) **Density**  
D)  $\Delta E$

Q-3 Which of the following are Basic Printing Process colors?

- A) **CMYK**  
B) Spot Colors  
C) Special Colors.  
D) None of above

Q-4 What does delta E ( $\Delta E$ ) represents?

- A) Texture difference  
B) Intensity of brightness  
C) **Color difference**  
D) Difference between dot loss and dot gain

Q-5 Spectral values represent:

- A) Ink Densities.  
B) **L\*A\*B.**  
C) Percentage of Color.  
D) RGB

Q-6 Densitometer is used to:

- A) measure color.  
B) **measure ink density**  
C) count printed jobs  
D) thickness of paper sheet

Q-7 The application of Spectrodensitometer is to:

- A) **measure Ink Densities.**  
B) Measure pH value  
C) measure L\*A\*B\* values  
D) Measure Conductivity

- Q-8 In Offset machine, the purpose of Color Panel Control is to:  
 A) maintain the temperature of chiller B) control the functions of Printing press.  
 C) control Humidity & water balance. D) **control ink zones / ink duct in printing units.**
- Q-9 The primary goal of color management is to obtain a good match across color devices.  
 A) **True** B) False
- Q-10 The application of Spectrophotometer is to:  
 A) measure Ink Densities. B) Measure pH  
 C) **measure L\*A\*B values** D) Measure Conductivity

**SECTION B**

**Write brief answer.**

- Q-1 Enlist process colors.
- 1) CYAN \_\_\_\_\_ 2) MAGENTA \_\_\_\_\_  
 3) YELLOW \_\_\_\_\_ 4) BLACK \_\_\_\_\_

Q-2 What does it mean by L\* and B\* in L\*A\*B\* Values?

L\* Light \_\_\_\_\_  
 Yellow and Blue  
 B\* \_\_\_\_\_

Q-3 Define ink density.

Proper control of the amount of ink applied to printing substrate (Ink Film Thickness)

\_\_\_\_\_

\_\_\_\_\_

Q-4 State two precautionary measures adopted during ink controlling in printing machine.

- \_1) Checking of L\*A\*B\* values  
 2) checking of Ink Densities
- \_\_\_\_\_
- \_\_\_\_\_

Q-5 Define effects of dot gain on printing.

The effect of dot gain causes printed maintained to look darker than intended

\_\_\_\_\_

\_\_\_\_\_

**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)

<b>Title of Qualification:</b> Offset Printing Machine Operator  <b>Competency Standard:</b> Perform communication	CS Code: 0211 OPO2E	Level:3	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><b>To meet this standard, you are required to complete the following asks within 2 Hrs.:</b></p> <ol style="list-style-type: none"> <li>1. Send an E-mail to your vendor regarding poor quality of ink supply as per E-mail writing norms.</li> <li>2. Make phone call to senior machine operator/supervisor for discussing printing related issues by applying verbal communications rules.</li> <li>3. <b>Complete knowledge assessment test</b></li> <li>4. <b>Portfolios at the time of assessment (if any)</b></li> </ol>
Minimum Evidence Required	<p><b>A- During a practical assessment, under observation by trainer, you will complete following tasks:</b></p> <ol style="list-style-type: none"> <li>1. <b>Send an E-mail to your vendor regarding poor quality of ink supply as per E-mail writing norms.</b> <ol style="list-style-type: none"> <li>1A- Log on to personal E mail on computer.</li> <li>1B- Prepare mail on the subject according to E-mail writing Norms.</li> <li>1C- Send prepared mail on to the assessor.</li> <li>1D- Get Sent confirmation through same browsers.</li> </ol> </li> <li>2. <b>Make phone call to senior machine operator for discussing printing related issues by applying verbal communications rules.</b> <ol style="list-style-type: none"> <li>2A- Store Phone number of senior machine operator/supervisor in your cell phone for future use.</li> <li>2B- Call senior machine operator/supervisor to state at least any of two printing related issues in about two to three minutes applying telephone calling ethics.</li> </ol> </li> </ol> <p><b>B- During assessment, under observation by trainer, you will complete written knowledge test.</b></p> <p><b>C- Portfolios, duly signed by related trainer is required at the time of assessment.</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).....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 1</b>		<b>Description of assessment task 1</b> Send an E-mail to your vendor regarding poor quality of ink supply as per E-mail writing norms.	
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>
1	Logged on to personal E mail on computer.		
2	Prepared mail on the subject according to E-mail Writing Norms.		
3	Sent prepared mail on to the assessor.		
4	Get Sent confirmation through same browsers.		
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>	

Each Assessment Task (with performance criteria)			
<b>Assessment Task 1</b>		<b>Description of assessment task 2</b> Make phone call to senior machine operator for explaining reasons of low quality of printing jobs applying verbal communications rules.	
<b>During the practical assessment, candidate demonstrated the following:</b>		<b>Yes</b>	<b>No</b>
1	Stored Phone number of senior machine operator in your cell phone for future use.		
2	Called senior machine operator to state at least two printing related issues in about two to three minutes applying telephone calling ethics.		

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

<b>Portfolio</b>	<b>Description of portfolio</b> A: Practical/Work/assignment/Job/activity sheets, B: Any physical 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"/>
<b>Portfolio meet the following performance standards:</b>		<b>Yes</b>	<b>No</b>
1	Determined communication styles		
2	Printout of any Email sent by trainee fulfilled the requirements of effective communication		
Competent <input type="checkbox"/>		Not Yet Competent <input type="checkbox"/>	

## KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL

<b>CANDIDATE DETAILS</b>	Candidate's Name: ..... Father's Name:..... Registration No: ..... Date: ..... Training Institution:..... Qualification: <b>Offset Machine Operator.</b> Module: <b>D- Perform Communication</b>	Candidate's Signature
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<b>INSTRUCTION</b>	<ul style="list-style-type: none"> <li>Time Allowed: <b>30</b> minutes</li> <li>Attempt all questions from both sections.</li> <li>All questions carry equal marks.</li> </ul>
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<b>SECTION A</b>	<b>Encircle the best match.</b>
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	Statements to Answer	Response				
Q-1	I am confident and at ease giving a verbal presentation.	Always	Often	Sometimes	rarely	Never
Q-2	I can work with difficult people without becoming negative myself.	Always	Often	Sometimes	rarely	Never
Q-3	I present my ideas so that others are receptive to my point of view.	Always	Often	Sometimes	rarely	Never
Q-4	I treat people fairly, and I let others know how I want to be treated.	Always	Often	Sometimes	rarely	Never
Q-5	I value teamwork and know how to build cooperation and commitment.	Always	Often	Sometimes	rarely	Never
Q-6	I show respect for people's ideas and feelings, even when I disagree with them.	Always	Often	Sometimes	rarely	Never
Q-7	I accept differences and conflict as a normal part of any work environment, and I know how to address them constructively.	Always	Often	Sometimes	rarely	Never
Q-8	I strive to understand other people and to be empathetic.	Always	Often	Sometimes	rarely	Never
Q-9	I am open to negative feedback, and I communicate difficult truths in a respectful way.	Always	Often	Sometimes	rarely	Never
Q-10	I am able to easily win people's trust and respect.	Always	Often	Sometimes	rarely	Never

**SECTION A****Encircle the best.**

- Q-1 If you don't agree with someone else, what would you say?  
A) You are wrong. B) **I don't agree.**  
C) Stop talking rubbish. D) PLEASE!! Leave me alone
- Q-2 Which of these is **NOT** a communication skill?  
A) **running** B) texting  
C) chatting to people D) Giving a smiley look
- Q-3 What body language shows you are listening?  
A) turning away from the speaker B) **nodding and making eye contact**  
C) looking out of the window D) Shaking cell phone in hand
- Q-4 If you have to ring a client what information might you need to have ready?  
A) His or her visiting card B) Previous record of client  
C) Concerned Job card D) **All of the these**
- Q-5 You have a discussion with another offset machine operator about recently installed latest offset printing machine. You don't agree with him about control panel. What should you do?  
A) change the subject B) Keep saying what you believe  
C) Get angry as it is natural reaction D) **Search for it on internet**

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)

<b>Title of Qualification:</b> Offset Printing Machine Operator  <b>Competency Standard:</b> Manage press room waste	CS Code: 0211 OPO2C	Level:3	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><b>To meet this standard, you are required to complete the following tasks within 02 Hours:</b></p> <ol style="list-style-type: none"> <li><b>1. Manage waste of press room as per SOPs.</b></li> <li><b>2. Prepare waste management report shown in annexure L-1.</b></li> <li><b>3. Complete Knowledge assessment test</b></li> </ol>
Minimum Evidence Required	<p><b>A- During a practical assessment, under observation by trainer, you will complete following Tasks:</b></p> <ol style="list-style-type: none"> <li><b>1. Manage waste of Press room as per SOPs.</b> <ol style="list-style-type: none"> <li>1A- Segregate used and un-used material as per SOP.</li> <li>1B- Segregate press room waste as per generic categories.</li> <li>1C- Put waste as per categories in designated containers</li> <li>1D- determine quantities of waste according to their measuring units</li> <li>1E- Dispose of waste on designated places.</li> </ol> </li> <li><b>2. Prepare waste management report shown in annexure E-1.</b> <ol style="list-style-type: none"> <li>2A- Record types of un used material with their quantities in annexure E-1.</li> <li>2B- Record types of waste material with their quantities in annexure E-1.</li> <li>2C- Indicate waste dispose of methods in annexure E-1.</li> </ol> </li> </ol> <p><b>B. 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							

Assessment Task (with performance criteria)			
<b>Assessment Task 1</b>		<b>Description of assessment task 1</b> Manage waste of press room as per SOPs.	
<b>During the practical assessment, candidate demonstrated the following:</b>			
		<b>Yes</b>	<b>No</b>
1	Segregated used and un-used material as per SOP.		
2	Segregated press room waste as per generic categories.		
3	Put waste as per categories in designated containers		
4	Determined quantities of waste according to their measuring units		
5	Disposed off waste on designated places.		
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>	

Assessment Task (with performance criteria)			
<b>Assessment Task 2</b>		<b>Description of assessment task2</b> Prepare waste management report shown in annexure E-1.	
<b>During the practical assessment, candidate demonstrated the following:</b>			
		<b>Yes</b>	<b>No</b>
1	Recorded types of un used material with their quantities in annexure E-1.		
2	Recorded types of waste material with their quantities in annexure E-1.		
3	Indicated waste dispose of methods in annexure E-1.		
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>	

**Annexure**

**E-1**

Offset Printing Machine Operator

**PRESS ROOM WASTE MANAGEMENT REPORT**

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

\_\_\_\_\_

\_\_\_\_\_

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

**Offset Printing Machine Operator**

S. No.	Waste	Hazard category				Qty.	Disposal method
1	Solid	_____	Toxicity (Poison)	Ignitability (Flammable)	Corrosivity (Rusty)	Reactivity (Explosive)	_____
2		_____	Toxicity	Ignitability	Corrosivity	Reactivity	_____
3		_____	Toxicity	Ignitability	Corrosivity	Reactivity	_____
4	Liquid	_____	Toxicity	Ignitability	Corrosivity	Reactivity	_____
5		_____	Toxicity	Ignitability	Corrosivity	Reactivity	_____
6		_____	Toxicity	Ignitability	Corrosivity	Reactivity	_____

**Remarks (Optional)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## KNOWLEDGE ASSESSMENT QUESTIONNAIRE MODEL

### CANDIDATE DETAILS

Candidate's Name: .....

Father's Name:.....

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

Training Institution:.....

Qualification: **Offset Printing Machine operator. Module:1-Manage press room waste**

Candidate's Signature

### NOTE

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

### INSTRUCTION

Encircle the best answer.

- Q-1 **Waste management are all the activities and actions required to manage waste from its inception to its:**  
A) packing  
B) burning  
C) Storage  
D) **final disposal**
- Q-2 **All of the following are categories of waste, except:**  
A) industrial  
B) hazardous  
C) Municipal  
D) **Litter**
- Q-3 **Hazardous waste.**  
A) Is ignitable  
B) Is toxic  
C) Is corrosive  
D) **all choices are correct**
- Q-4 **The key component of waste management is:**  
A) safety  
B) waste reduction  
C) keeping an eye on waste  
D) **All of these**
- Q-5 **The sum of all the waste produced by individuals, industries, mining, and agriculture is referred to as:**  
A) trash  
B) municipal solid waste  
C) **the waste stream**  
D) Recycling

Q-6 **Most recycling focuses on four major categories of products. Which one of these is NOT one of them?**  
A) paper  
B) **chemicals**  
C) plastic  
D) glass

Q-7 **How are Chemical waste materials to be stored for disposal?**  
A) **In separate containers, each labeled with the contents and identified as waste.**  
B) Mixed with other materials in one container, labeled with a list of the contents and identified as waste.  
C) In original containers only and identified as waste.  
D) Containers lined with yellow bags.

Q-8 **Choose the correct type of containers for storing flammable waste prior to disposal.**  
A) Glass bottles  
B) Yellow containers  
C) Plastic jugs  
D) **Red cans**

Q-9 Unidentified chemical waste can be disposed together with the other chemicals. True or False?  
A) True  
C) **False**

Q-10 **A nice way to dispose of confidential documents is to:**  
A) **Use shredder**  
B) Tear off and put them into trash can  
C) Burn them  
D) Any of the above

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

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				✓			

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

<b>Title of Qualification:</b> Offset Machine Operator  <b>Competency Standard:</b> Integrated Assessment	CS Code:      Level:3      Version:1
	Assessment Date: <input type="text"/> <input type="text"/> <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 Task within 03 Hours:</b></p> <ol style="list-style-type: none"> <li><b>1. Print color flyer as shown in attached docket.</b></li> </ol> <p><b>And:</b></p> <ol style="list-style-type: none"> <li><b>2. Complete Knowledge assessment test</b></li> <li><b>3. Present Modular portfolios to Assessor.</b></li> </ol>

Minimum Evidence Required	<p><b>1. During a practical assessment, under observation by assessor, you will complete following Tasks:</b></p> <p><b>2. Print trifold color brochures as shown in attached docket.</b></p> <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 press operations as per SOP's.</p> <p><b>3. During assessment, under observation by assessor, you will Complete written knowledge test.</b></p> <p><b>4. During assessment under observation, you will produce endorsed modular Portfolios to Assessor</b></p>
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*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	<p><b>COMPETENT</b>      <input type="checkbox"/>                      <b>NOT YETCOMPETENT</b>      <input type="checkbox"/></p> <p><b>Name of the Assessor</b>.....<b>Assessor's code</b>:.....</p> <p><b>Signature of the Assessor</b>:.....</p>

Assessment Task (with performance criteria)					
Assessment Task 1	Description of assessment task 1				
	Print 200colour flyers on papers on offset machine as shown in attached docket,				
During the practical assessment, candidate demonstrated the following:			Yes	No	Remarks
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 press operations as per SOP's.				
<b>Competent</b> <input type="checkbox"/>		<b>Not Yet Competent</b> <input type="checkbox"/>			



The Color Deal Printing and packaging,  
Pakistan

# Job Card

P.O No.

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

**G-83-A**

Devilry date:  
**22 March 2022**

Job Type:

**Flyer**

Quantity:

**200**

Color: 4 + 0

Paper

size 9 x 11(1/2)

Type Art paper

Reams 1

GSM 80

Plates

04

Portfolio		Description of portfolio		
		All Modular portfolios		
Current S	<input type="checkbox"/> ient	Aut	<input type="checkbox"/> ic	<input type="checkbox"/> Reliable
Portfolio meet the following performance standards:				
		Yes	No	Remarks
1	Performance standards of Module D,F,I,J, K &L.			
2	OJT Log record			
Competent		Not Yet Competent		
<input type="checkbox"/>		<input type="checkbox"/>		

Sample No.1

As per provided by assessor

Sample No. 2



As per provided by assessor

## KNOWLEDGE ASSESSMENT QUESTIONARRE MODEL

### CANDIDATE DETAILS

Candidate's Name: .....

Father's Name:.....

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

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

Training Institution:.....

Qualification: **Offset Printing Machine Operator.**

Assessment: **Integrated (All modules)**

Candidate's Signature

### INSTRUCTIONS

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

### SECTION A

State the following statements are true or false.

- Q-1 ICC profiles are critical components of a color management system. (True ) / (False)
- Q-2 As it relates to color a lower Delta E value is generally speaking better than a higher one. (True ) / (False)
- Q-3 Color L\*a\*b\* coordinates are approximately the same as density values. (True) / (False)
- Q-4 The CMYK color model is being used in offset printing. (True ) / (False)
- Q-5 The primary offset printing colors are Red, Green, and Blue. (True) / (False)



**SECTION C**

Encircle the best answer

- Q-1 **The vertical space that lies between the surface of the plate cylinder bearers and the cylinder body is called the:\_\_\_\_\_.**  
A) uppercut  
B) **undercut**  
C) leading  
D) plate gap
- Q-2 **The lithographic system of printing from plate on a press is commonly referred to as**  
A) Intaglio printing  
B) **offset printing**  
C) flexography  
D) screen printing
- Q-3 During a printing Job, the ink is Ink drying too quickly. What could be the best solution of this problem? Solution:  
A) Re-visit Job card for Paper GSMs  
B) Review Humidity of press room  
C) **Avoid the addition of drying accelerants to inks and fountain solution.**  
D) Call machine maintenance staff.
- Q-4 **The Picture shown on right side is of:**  
A) Screen Press  
B) **Sheet-fed offset press**  
C) Roller press  
D) Web Press
- Q-5 **This printing press prints on both sides of the paper at the same time:**  
A) **Perfecting Press**  
B) Web Press  
C) Offset Press  
D) Duplex Press
- Q-6 **An operator has to check and reset rollers for:**  
A) dot loss  
B) dot gain  
C) **poor inkage**  
D) Poor paper pH
- Q-7 **Offset printing is based on the fact that ----- and water do not easily mix.**  
A) **ink**  
B) paper  
C) soy  
D) oil
- Q-8 **Q. In lithographic printing system, spot the one that is NOT one of them.**  
A) feeding system  
B) printing system  
C) **folding system**  
D) dampening system




Good luck!

## National Vocational and Technical Training Commission (NAVTTTC)

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