

製本職種（製本作業）

Job category: Book binding (Operation: Binding work)

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| <p>作業の定義 Criteria of Operations</p> | <p>製本用材料として印刷された定期出版印刷物、不定期出版印刷物、宣伝用印刷物、業務用印刷物、事務用品印刷物、その他の出版印刷物、その他の商業印刷物、表紙、カバー及び扉等及び製本に必要な材料等を使用して製本する作業をいう。</p> <p>Bind a book by using printed matter for periodicals, printed matter for irregular publications, printed matter for advertisements, printed matter for business use, printed matter for office use, other printed matter, other commercial printing, cover, title page etc. that are printed as a material for bookbinding and materials necessary for bookbinding.</p> | | |
| <p>必須業務(移行対象職種・作業で必ず行う作業) Compulsory works (Works to be essential on the operations in the job categories to be shifted)</p> | <p>第1号技能実習 Technical Intern Training (i)</p> <p>(1)製本作業 Binding work ①員数調べ作業 Numerical examination ②突き揃え作業 Jogging ③丁合い作業 Collation ④綴じ作業 Binding</p> | <p>第2号技能実習 Technical Intern Training (ii)</p> <p>(1)製本作業 Binding work ①員数調べ作業 Numerical examination ②突き揃え作業 Jogging ③丁合い作業 Collation ④綴じ作業 Binding</p> | <p>第3号技能実習 Technical Intern Training (iii)</p> <p>(1)製本作業 Binding work ①断裁作業(※) Cutting (※) ②員数調べ作業 Numerical examination ③突き揃え作業 Jogging ④紙折り作業 Paper folding ⑤丁合い作業 Collation ⑥綴じ作業(無線綴じ作業又は中綴じ等作業) Binding (adhesive binding or saddle stitch etc.) ⑦穴あけ作業 Punching</p> <p>※断裁機に係る特別教育修了証が必要である Completion certificate of special education related to cutting machine is necessary.</p> |
| | <p>(2)安全衛生作業 ①雇入れ時等の安全衛生教育 ②作業開始前の安全装置等の点検作業 ③製本職種に必要な整理整頓作業 ④製本職種の作業用機械及び周囲の安全確認作業 ⑤保護具の着用と服装の安全点検作業 ⑥安全装置の使用等による安全作業 ⑦労働衛生上の有害性を防止するための作業 ⑧異常時の応急措置を修得するための作業</p> <p style="text-align: center;">※</p> <p>(2) Safety and health work 1. Safety and health education at the time of new employment 2. Inspection work of safety equipment etc. before starting work 3. Organization necessary for bookbinding 4. Safety confirmation work of machine for bookbinding and surroundings 5. Safety inspection work and wearing protective equipment 6. Safety work by using safety devices, etc. 7. Work to prevent hazards in occupational health 8. Work to acquire emergency measures in case of abnormalities</p> | | |
| | <p>関連業務、周辺業務（上記必須業務に関連する技能等の修得に係る作業等で該当するものを選択すること。） Related works, peripheral works (Choose what is applicable in works related to acquisition of skills etc. concerning above essential tasks.)</p> <p>(1)関連作業 Related works ①箔押し作業 Stamping ②製本機械の点検・保守・管理作業 Inspection, maintenance, and management of bookbinding machines</p> <p>(2)周辺作業 Peripheral works ①製版作業 Plate making ②印刷作業 Printing ③製本材料及び製品の構内運搬作業 Transport of materials and products for bookbinding in working site</p> <p>(3)安全衛生作業（関連作業、周辺作業を行う場合は必ず実施する作業） Safety and health operations (operations to be carried out whenever related work and peripheral work are carried out) 上記※に同じ Same as ※ above</p> <p>③工数見積り作業 Workload estimation</p> <p>④梱包・出荷作業 Packing and shipping</p> <p>⑤紙器・段ボール箱製造作業 Carton box and corrugated card box making</p> <p>⑥環境保護（リサイクル）に関する作業 Works related to environmental protection (recycling)</p> | | |

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| <p>使用する素材 (材料) (該当 するものを選択 すること。) Materials etc. to use (Select the appropriate one.)</p> | <p>①接着用材料 (一つ以上必ず使用すること。) materials for gluing (Be sure to use one or more.) 1.でんぶん糊 (のり) 2.にかわ 3.化学糊 (のり) (ホットメルト、PUR) starch paste glue chemical paste (hot melt, PUR)</p> |
| | <p>②綴じ用材料 (一つ以上必ず使用すること。) materials for binding (Be sure to use one or more.) 1.糸 2.針金 3.背貼紙 4.寒冷紗 (かんれいしゃ) thread wire paper for pasting on the spine of a book cheesecloth</p> |
| | <p>③装丁 (表装) 用材料 (必要に応じて使用すること。) materials for binding (Use as necessary.) 1.皮革 2.クロス 3.板紙 hide, leather cloth paperboard</p> |
| | <p>④化粧用材料 (必要に応じて使用すること。) materials for decoration (Use as necessary.) 1.花布 (はなざれ) 2.しおり 3.金属箔 4.色箔 flower-patterned material bookmark metal foil colored leaf</p> |
| | <p>⑤製本用材料 次の印刷物のうち一つ以上必ず使用すること。 materials for bookbinding Be sure to use one or more from the following printed matters.</p> <p>1) 出版印刷物 printed matter for publications</p> <p>1.定期出版印刷物 printed matter for periodicals</p> <p>1.1雑誌用印刷物 (週刊誌用印刷物、隔週刊誌用印刷物、旬刊誌用印刷物、月刊誌用印刷物、隔月刊誌用印刷物、季刊誌用印刷物、その他の雑誌用印刷物) printed matter for magazines (weekly, bi-weekly, tri-monthly, monthly, bi-monthly, quarterly, other printing products for magazines)</p> <p>1.2その他の定期出版印刷物 (官広報用印刷物、広報用誌印刷物、他に分類されない定期出版印刷物) other printed matter for periodicals (official gazettes, public relation, not otherwise classified)</p> <p>2.不定期出版印刷物 printed matter for irregular publications</p> <p>2.1書籍用印刷物 (単行本用印刷物、全集用印刷物、事辞典用印刷物、百科事典用印刷物、美術書用印刷物、年鑑用印刷物、文庫・新書本用印刷物) printed matter for books (paper-backs, complete edition printings, dictionaries, encyclopedias, art books, year books, pocket books)</p> <p>2.2教科書用印刷物 Printed matter for text books</p> <p>2.3パンフレット (48ページ以下のもの) pamphlet (less than 48 pages)</p> <p>2.4地図用印刷物 Printed matter for maps</p> <p>2.5楽譜用印刷物 Printed matter for musical scores</p> <p>2.6学習参考書用印刷物 Printed matter for study handbooks</p> <p>2.7ドリル用印刷物 Printed matter for work books</p> <p>2.8その他の不定期出版印刷物 other printed matter for irregular publications</p> <p>3.その他の出版印刷物 other printed matter</p> <p>3.1電話帳用印刷物 3.3手帳 (ダイアリーを含む。) Printed matter for telephone books pocketbook (including diary)</p> <p>3.2自費出版印刷物 3.4他に分類されない出版印刷物 Printed matter for independent private publishing not otherwise classified</p> <p>2) 商業印刷物 commercial printing</p> <p>1.宣伝用印刷物 printed matter for advertisements</p> <p>1.1パンフレット (ちらし、PR誌紙) 1.5包装紙及びショッピングバッグ pamphlet (leaflet, public relation magazines) wrapping paper and shopping bag</p> <p>1.2カタログ 1.6シール及びラベル catalog seals and labels</p> <p>1.3POP 1.7その他の宣伝用印刷物 (グリーティングカード、絵はがき、他に分類されない宣伝用印刷物) pop other printed matter for advertisements (greeting cards, post cards, not otherwise classified)</p> <p>1.4カレンダー calendar</p> <p>2.業務用印刷物 printed matter for business use</p> <p>2.1記念誌 (社史、年史) 2.4使用書 (能書き、マニュアル、料金表、料率表) commemorative publication (company history, annals) specification sheets (puffing advertisement, manual, price list, rate sheet)</p> <p>2.2報告書 (議事録、営業報告書、その他の報告書) 2.5社内報 reports (meeting minutes, business report, other reports) company magazine</p> <p>2.3名簿 2.6その他の業務用印刷物 name list other printed matter for business use</p> <p>3.事務用印刷物 (個々の官庁、社会その他各種経営体で用いる諸様式で、注文生産のもの。但し、既製印刷物は除く。) printed matter for office use (ones that have various forms each government office, society, management group uses, and make-to-order production, except for ready-made products)</p> <p>3.1ビジネスフォーム印刷物 (連続伝票、その他のビジネスフォーム印刷物) business forms (continuous business forms, other business forms)</p> <p>3.2事務用品印刷物 (社交用印刷物、その他の事務用印刷物) printed matter for office supplies (printed matter for social intercourse, other printed matter for office supplies)</p> <p>4.その他の商業印刷物 other commercial printing</p> |

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| <p>使用する機械、設備、器工具等 (該当するものを選択すること。) Machine, equipment, tools etc. to use (Select the appropriate one.)</p> | <p>①機械、設備等 (二つ以上必ず使用すること。) machines, equipment etc. (Be sure to use two or more.)</p> <table border="0"> <tr> <td>1. 断裁機(特別教育が必要) paper cutter (special education is necessary)</td> <td>8. 貼込機 mounting machine</td> <td>15. リング製本機 (マール巻) ring binding machine (marble covering)</td> </tr> <tr> <td>2. 紙揃機 paper jagger</td> <td>9. 針金綴じ機 stapling machine</td> <td>16. 角丸 (かどまる) 機、角切 (かどぎり) 機 edge rounded machine, edge squaring machine</td> </tr> <tr> <td>3. 紙折り機 folding machine</td> <td>10. ドリルせん孔機 drill keypunch</td> <td>17. 計数機 (員数機) counting machine</td> </tr> <tr> <td>4. 糸かがり機 thread stitching machine</td> <td>11. 表紙貼機 cover pasting machine</td> <td>18. 焼付け機 heating and pressing machine</td> </tr> <tr> <td>5. 丁合機 gathering machine</td> <td>12. 箔押し機 foil pushing machine</td> <td>19. その他製本に使用する機械 other machines related to bookbinding</td> </tr> <tr> <td>6. 上製ライン luxury binding line</td> <td>13. 切取りミシン機 cutting-out perforation machine</td> <td>20. 作業台 working stand</td> </tr> <tr> <td>7. 無線綴じ機 adhesive binding machine</td> <td>14. 背巻機 back covering machine</td> <td></td> </tr> </table> <p>②器工具等 (一つ以上必ず使用すること。) instrument tools (Be sure to use one or more.)</p> <table border="0"> <tr> <td>1. 革剥き (かわずき) leather peeler</td> <td>6. こつ (櫻・桜などの堅い木でつくった定規で、本の丸味を出すときに用いる。) kotsu (a rule made of hard wood such as oak, cherry etc., use to make a book round)</td> <td>10. ウェス waste cloth</td> </tr> <tr> <td>2. 折りべら folding spatula</td> <td>7. 銀杏 (いちごう) pallet</td> <td>11. 丁合用紙ばさみ paper clip for collation</td> </tr> <tr> <td>3. 丁合台 gathering stand</td> <td>8. 各種スケール various scales</td> <td>12. ホチキス (ホチキス針を含む。) stapler (including staples)</td> </tr> <tr> <td>4. 目打ち prick punch</td> <td>9. 指サック fingerstall</td> <td>13. その他製本用器工具類 other instrument tools for bookbinding</td> </tr> <tr> <td>5. 刷毛 (はけ) brush</td> <td></td> <td></td> </tr> </table> | 1. 断裁機(特別教育が必要) paper cutter (special education is necessary) | 8. 貼込機 mounting machine | 15. リング製本機 (マール巻) ring binding machine (marble covering) | 2. 紙揃機 paper jagger | 9. 針金綴じ機 stapling machine | 16. 角丸 (かどまる) 機、角切 (かどぎり) 機 edge rounded machine, edge squaring machine | 3. 紙折り機 folding machine | 10. ドリルせん孔機 drill keypunch | 17. 計数機 (員数機) counting machine | 4. 糸かがり機 thread stitching machine | 11. 表紙貼機 cover pasting machine | 18. 焼付け機 heating and pressing machine | 5. 丁合機 gathering machine | 12. 箔押し機 foil pushing machine | 19. その他製本に使用する機械 other machines related to bookbinding | 6. 上製ライン luxury binding line | 13. 切取りミシン機 cutting-out perforation machine | 20. 作業台 working stand | 7. 無線綴じ機 adhesive binding machine | 14. 背巻機 back covering machine | | 1. 革剥き (かわずき) leather peeler | 6. こつ (櫻・桜などの堅い木でつくった定規で、本の丸味を出すときに用いる。) kotsu (a rule made of hard wood such as oak, cherry etc., use to make a book round) | 10. ウェス waste cloth | 2. 折りべら folding spatula | 7. 銀杏 (いちごう) pallet | 11. 丁合用紙ばさみ paper clip for collation | 3. 丁合台 gathering stand | 8. 各種スケール various scales | 12. ホチキス (ホチキス針を含む。) stapler (including staples) | 4. 目打ち prick punch | 9. 指サック fingerstall | 13. その他製本用器工具類 other instrument tools for bookbinding | 5. 刷毛 (はけ) brush | | |
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| <p>製品の例 Examples of products</p> | <table border="0"> <tr> <td>1. 平綴製本による書籍 books bound by stitch binding</td> <td>7. 麻綴製本による雑誌 magazines bound by linen stitching</td> </tr> <tr> <td>2. 無線綴製本による書籍 books bound by adhesive binding</td> <td>8. テープ綴製本による雑誌 magazines bound by tape sewing</td> </tr> <tr> <td>3. アジロ綴製本による書籍 books bound by notch binding</td> <td>9. 中綴製本による雑誌 books bound by saddle stitch bookbinding</td> </tr> <tr> <td>4. 平綴製本による雑誌 magazines bound by stitch binding</td> <td>10. 単式伝票製本による商業印刷物 commercial printing bound by single voucher</td> </tr> <tr> <td>5. 無線綴製本による雑誌 magazines bound by adhesive binding</td> <td>11. 複式伝票製本による商業印刷物 commercial printing bound by double voucher</td> </tr> <tr> <td>6. 糸かがり製本による雑誌 magazines bound by thread stitching</td> <td>12. 中綴及び平綴製本による商業印刷物 commercial printing bound by addle stitch bookbinding and stitch binding</td> </tr> </table> | 1. 平綴製本による書籍 books bound by stitch binding | 7. 麻綴製本による雑誌 magazines bound by linen stitching | 2. 無線綴製本による書籍 books bound by adhesive binding | 8. テープ綴製本による雑誌 magazines bound by tape sewing | 3. アジロ綴製本による書籍 books bound by notch binding | 9. 中綴製本による雑誌 books bound by saddle stitch bookbinding | 4. 平綴製本による雑誌 magazines bound by stitch binding | 10. 単式伝票製本による商業印刷物 commercial printing bound by single voucher | 5. 無線綴製本による雑誌 magazines bound by adhesive binding | 11. 複式伝票製本による商業印刷物 commercial printing bound by double voucher | 6. 糸かがり製本による雑誌 magazines bound by thread stitching | 12. 中綴及び平綴製本による商業印刷物 commercial printing bound by addle stitch bookbinding and stitch binding | | | | | | | | | | | | | | | | | | | | | | | | |
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| <p>移行対象職種・作業とはならない作業例 Example of works which is not eligible for the job categories / operations to be shifted</p> | <table border="0"> <tr> <td>1. 工業包装作業 Industrial packaging</td> <td>2. 上記の関連作業及び周辺作業のみの場合 In the case of the above-mentioned related work and peripheral work only.</td> </tr> </table> | 1. 工業包装作業 Industrial packaging | 2. 上記の関連作業及び周辺作業のみの場合 In the case of the above-mentioned related work and peripheral work only. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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