






Operation/Task:	General			Equipment:	All
Owner:	Finishing Manager	Date Created:	4/4/2018	Department:	Finishing
		Revision History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

Purpose: This SOP/work instruction documents procedures for general finishing procedures

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		Track job activity	<p>Clock in and out of job activities within Printstream.</p> <ul style="list-style-type: none"> If any work is being re-done because of an issue caused by the client, it is to be entered as 'Author' If any work is being re-done because of an issue caused by ENPOINTE, it is to be entered as 'Rework' All other time is to be tracked as 'Normal' Use the comments section to explain details/issues that you may be having. 	This process is used for many business reasons, so it is very important to do it diligently and accurately.
2		Review the Job Ticket for job instructions	<p>No job shall be set-up without Job Ticket, final approved proof or sample.</p> <p>Review all sections of the ticket to gain a complete understanding of the job. Following steps may indicate differences in the way you are to complete your task. If something does not look right or make sense, question it.</p> <p>At times, the job jacket resides at the previous step because they are not finished before an operator must start the next step; it is the responsibility of the operator to seek out the job jacket so it can be reviewed. This can be done through a manager or lead or if feasible, on your own.</p> <p>If job ticket indicates PHI or SPII, follow SOP-QS001 in conjunction with this SOP.</p>	<p>The job jacket contains the information needed to do your task properly. Without it, assumptions may be made which could result in sub-standard work.</p> <p>Extra care is to be given to these types of jobs because of their sensitive nature.</p>
3		Set-up the machine for the operations required for the job	Refer to equipment/task specific SOPs	Each type of equipment has specific standard tasks that are to be performed to do a quality job.

4	<input checked="" type="checkbox"/>	Obtain 2 nd set of eyes (SSOE) approval	Refer to SOP FINISHING009	It is easy to miss details and having another employee look at an example of the output of your step may uncover issues prior to the full job being complete.
5		Machine Operation	<p>Operator is to assure that the machine is operating smoothly and effectively. Visually inspect for quality.</p> <p>Operator is to stop the process if excessive poor-quality product is being produced and make necessary adjustments or see Manager/Lead for guidance.</p>	The responsibility to produce high quality products lies with each operator.
6	<input checked="" type="checkbox"/>	Continuity Pulls	Refer to SOP FINISHING010	Unfortunately, there are times that quality issues are not uncovered until after the product arrives at the client. When this occurs, examples of the pieces throughout the production process will provide us insight as to what caused the issue so that we can potentially put in corrective measures to prevent them from happening in the future.

7		<p>Packing/loading and identification of materials</p>	<p>Pack the materials, as required, per the Job Ticket and/or the Finishing Manager/Leads instructions.</p> <p>Cartons not to exceed 40 pounds unless approved by Manger or Sales/Client Services. Under special circumstances or request from customer (INDICATED ON JOB TICKET), ENPOINTE may implement a second set of eyes for the carton labeling step.</p> <p>All material going to inventory must be placed on a 40"X48" skid and no more than 52 inches high.</p> <p>All versions must be identified and kept separate.</p> <p>All products must be identified with appropriate load tag and samples must be clearly tagged.</p> <p>FIN012: if product is moving to another step within ENPOINTE Finishing or Distribution</p> <p>FIN011C: if product is moving to Lettershop</p> <p>FIN004: if product is being sent to an outside vendor for the next step</p> <p>FIN005: if product is complete and being sent to final destination.</p> <p>If you are performing the last process, ensure ALL shipments are accounted for. Make sure samples are pulled and delivered to sample coordinator. (deliver enough to cover requested amount per job ticket).</p> <p>If job delivers to letter-shop be sure marked samples are also sent with job.</p> <p>Your completion and affixing of the load tag indicate the product has passed the specifications of the customer for that step and is ready to be released to the next step.</p> <p>At the end of run/shift or completion of job, count must be documented on Finishing Production Sheet (FIN002).</p>	<p>Proper storage and identification of the product is key to providing our clients with high quality products.</p> <p>The racking in inventory can only accommodate a full-size skid.</p> <p>The next step will need these identified properly</p>
8		END OF SHIFT	<ul style="list-style-type: none"> • Clean area around the machine. • Change the scrap bins (if needed). 	A tidy work area promotes efficiency

9		MACHINE TPM MAINTENANCE:	Perform according to Machine Maintenance Logs (MAIN010D, MAIN010W and/or MAIN010M)	Preventative maintenance is very important in order to keep our equipment running properly and to prevent unexpected downtime.
Notes: If a quality concern is found, follow Non-conforming Product SOP (NCP001).				

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	Created this SOP to include all general finishing steps in one SOP. Equipment specific tasks will remain within separate SOPs.	Kathy Osterberg	6/18
Rev 2	Updated to current SOP format; branding updates: font, company name; grammar updates; Manager review – no changes	Kevin Washington Tom Wall	5/21

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