SOP Reference #: FINISHING001

Operation/Task:	Cutting Raw Stock Operations			Equipment:	Cutters
Owner:	Finishing Manager	Date Created: Revision History:	4/9/2015 See last page	Department:	Finishing

ALERTS (see below):   Critical Step ◆   Quality Check ☑   Tip ☺   Team Safety ✚

Purpose: This SOP/work instruction documents procedures for cutting raw stock.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		See SOP FINISHING000 for all general finishing procedures		
2	◆	Check for correct material	Check box label against stock ticket for. • weight • color • finish/smooth, laid, embossed, etc. • cover or text • size	You want to make sure that you are cutting the correct product
3	☑	Check for correct quantity:	Check that cut quantity equals total amount of sheets needed.	You want to make sure that you are cutting the correct quantity of product
4		Set the machine	• Determine the required cut to achieve size stated on stock ticket • Cutter is programmed for the number of cuts to be made in numerical order. • Back trim to avoid dust.	To meet customer expectations
5		Perfecting/Work and Flop	• Machine jog and pre-press square (3 side cut) the sheet to the size indicated on the stock ticket. Machine jogging will be used whenever possible.	To ensure sheet is square on work and flop and perfecting jobs. Both edges of sheet are used as gripper.
6		Load product	• Each lift should be placed on table in the same orientation and tapped solidly on the side of the stack.	This assures the product is in a consistent position so that the cut is made at precisely the same location each time.

7	◆	Save one carton end on all jobs cut for press. Make sure stenciled run number is included. If job has different run numbers, make sure all run numbers are included and keep paper separated.		This is very important! If there is an issue with stock, this information is needed

Notes:

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format.	Troy Bauer	4/9/15
Rev 2	Added Revision History table	Troy Bauer	8/1/16
Rev 3	Removed general SOPs tasks as they are now all defined in SOP FINISHING000	Kathy Osterberg	6/18
Rev 4	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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Rev. Date 4/20