







Operation/Task:	Cutting Operations			Equipment:	Cutters
Owner:	Finishing Manager	Date Created:	4/9/2015	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 cutting operations.

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		Set the machine	<ul style="list-style-type: none"> Determine the required cut to achieve size stated on ticket. Check ticket for next process to accommodate for any special trim allowances which may be needed (ie: stitching/binding, laser) Cutter is programmed for the number of cuts to be made in numerical order. Measure and/or otherwise evaluate the size and location of the cuts. Correct position of the cut is determined by sample and/or proof and proper fit for following processes. Overall size shall not vary more than +/- 1/32". Determine lift size based on paper type and quality of product (line-ups, etc). 	<p>Adjustments may need to be made to ensure even borders, folding or stitching capabilities.</p> <p>This is done so you are producing at the highest quality. When lift size has been determined, when possible, keep the determined lift size as the standard.</p>
3		Set scale	<p>The procedure for setting up the scale on cutter is as follows.</p> <ul style="list-style-type: none"> Count out a minimum of 50 pieces. For lighter stock, increasing to 100 is recommended to get the most accurate count. Press scale select for scale (1) table, (2) jogger Press Zero or turn scale off and on again. Put the counted sheets on jogger/table Enter the number of the counted sheets then press sample Add or subtract 5-10 sheets from jogger/table to verify accuracy Periodically check by adding/subtracting sheets <p>Note: If scale appears to be inaccurate, recalibrate and double check completed product.</p>	<p>Verification of counts is needed for many business purposes and weighing the product is a fast and efficient way to do it.</p> <p>The more product you use to set the scale, the more accurate it will be.</p> <p>To recalibrate it back to zero.</p> <p>The scale needs to know how many of pieces make up the weight so that it can accurately provide the piece count.</p> <p>This is a good double check it is working properly.</p>

4		Load product	<ul style="list-style-type: none"> Each lift should be placed on table in the same orientation and tapped solidly on the side of the stack. For variable data jobs, special care needs to be taken to keep the sequence of the data the same. This is done by flipping the product over when placing it on the table to cut. After cutting, different versions are to be placed on separate skids if product is moving to the lettershop or distribution. Note: It may be more efficient to separate offline when several versions are present – see manager if needed. 	<p>This assures the product is in a consistent position so that the cut is made at precisely the same location each time. The post office requires that pieces remain in presorted order.</p> <p>The lettershop may run different versions on different equipment.</p>
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Notes

Definitions: Lift – convenient handful of material ranging from 1” – 5” tall.

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. Added steps for additional clarification.	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