






Operation/Task:	Converting Operations			Equipment:	Bobst Fuego, Vacuum Tables, Moll Equipment
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 converting 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 for the operations required on the Job Ticket.	<ul style="list-style-type: none"> • Use the proof or sample to verify the fold requirements. • Adjust the machine for type of fold, glue position and number of glue heads. • Set tension on belts • Set glue • Set multi-feeder (if applicable) • Set up the camera system for version verification if applicable 	<p>The proof gives a visual representation of the finished product.</p> <p>Each job is different, and adjustments are almost always needed</p> <p>If tension is too tight, it may cause rubbing, if it is too loose, the fold could be crooked or jam up the machine</p> <p>The amount of glue used can affect the finished product</p> <p>The converting station may be equipped with a 2D camera verification system. Jobs running on these converters can be verified to prevent mixing of versions.</p>
3		Load product into machine	<p> Verify that all leftover product from the previous run has been cleared.</p> <ul style="list-style-type: none"> • Each lift should be placed in feeder in the same orientation • Each lift should be fanned and tapped solidly on the side of the stack. • For variable data jobs, special care is to be taken to ensure the address panel is on the outside of the converted piece. 	<p>To prevent versions from being comingled when running multi-version jobs.</p> <p>This allows the machine to easily take one piece at a time in a consistent position so that the fold/glue is made at precisely the same location each time.</p> <p>If the product is being sent via USPS, the mailing panel needs to be on the outside so it can be read.</p>

4	<input checked="" type="checkbox"/>	Quality check the set-up and throughout the run	<ul style="list-style-type: none"> Check the pieces for square folding, proper glue distribution, marking or scuffing. Check the alignment of the folds using the sample and/or proof. Alignment must be within 1/32" (visually, approximate). <p>During the run, inspect each lift for:</p> <ul style="list-style-type: none"> wrinkles, square folding, glue adhesion marking, scuffing/tears 	To meet client expectations
5		EQUIPMENT SPECIFIC END OF RUN	<ul style="list-style-type: none"> Flush glue lines and glue head/or heads if necessary. Fuego – grease glue tips. PFG – tape glue pot cover and cap glue heads. Clean up excess glue off machine. Clear the entire converting line of ALL leftover product from the previous run. 	<p>Special care is needed to clean out the glue so it does not harden in the machine</p> <p>To prevent versions from being comingled when running multi-version jobs.</p>

Notes:

The converting machine to be used for the job is determined by the type of product being glued.

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	4/9/2015
Rev 2	Added Revision History table	Troy Bauer	8/1/2016
Rev 3	Removed general SOPs tasks as they are now all defined in SOP FINISHING000. Added steps for additional clarification.	Kathy Osterberg	6/2018
Rev 4	Updated Steps 2 and 3, and gray header	Steve Schwarz	8/11/2020
Rev 5	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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