






Operation/Task:	Small Machine/Hand Finishing			Equipment:	Drill, shrink-wrappers, GBC punch, Morgana folder, hand stitcher, round corner, padding, hand assembly
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 Small Machine/Hand Finishing.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		See SOP FINISHING000 for all general finishing procedures	Purge work area of last job components.	Prevents co-mingling.
2		Set the machine for the operations required on the Job Ticket.	Use the proof or sample to verify the requirements. <ul style="list-style-type: none"> Each lift is visually inspected for quality. 	Meet and/or exceed customer requirements
3		Drill	Choose correct size drill bits for job. Tighten drill bits in position – IMPORTANT: make sure that they do not touch the metal guides when drilling down. Utilize wood base pieces as the drill bit safety stop.  Check each lift to ensure drilling occurred properly through all pieces. When quality of drilling declines (unclean edges or product remains in the hole), move wood piece slightly over to a different position. IMPORTANT: Do not overlap circle indentations. Unless there is a specific need, do not drill chip board.	Meet customer requirements To prevent damage of equipment To prevent damage of equipment To provide highest of quality to the customer It will dull the drill bits very quickly.

4		Shrink-Wrappers	<p>Set the 'Sealing/Dwell' knob to the proper settings</p> <p>Check the condition of the tape and replace if necessary so as to not burn the cushion below the tape.</p> <p>Set the conveyer speed to a comfortable level depending on the product you are working with.</p> <p>Place neatly stacked product within the shrink wrap and position on conveyer. Provide enough wrap to encase the entire product but do not create too much excess.</p> <p>When finished, clean wire on tape with brush</p>	<p>If it is too low, it will not seal and too high has a tendency to burn the tape and cushion because the bar is held down longer than necessary. When this occurs, the tape and cushions have to be replaced more often.</p> <p>Stacking product in neat stacks and using the optimal amount of shrink wrap creates for a higher quality shrink wrapping outcome.</p> <p>Plastic will build up and prevent a solid seal from being applied.</p>
5		GBC Punch	<p>Make sure machine is set to match the size of product – default is 8 ½ x 11.</p> <p>Check ticket to determine plastic or metal spine is to be used. Default is plastic if not noted on the ticket.</p> <p>Cut spine to size if oversized.</p> <p>During setup, make sure holes are centered. <input checked="" type="checkbox"/> After punching holes, fold piece in half and check for equal positioning.</p>	To produce high quality output
6		Hand Stitcher	<p>Turn machine on by flipping the switch up</p> <p>Check ticket for requirements of number of staples. Default is 2.</p> <p>Position product appropriately to where you want the staple(s) to be placed.</p> <p>Use the foot pedal to initiate stitch.</p> <p>+ Keep hands away from stapling area.</p> <p>Turn machine off by flipping the switch down</p>	<p>Needs power to work</p> <p>Typically 2 will secure the book appropriately but the client may have different requirements.</p> <p>To operate machine Safety is our top priority Save energy</p>
7		Round Corner	<p>Make sure to use the correct sized radius per the ticket</p> <p>Use small lifts</p> <p>Best to use the electronic machine if you can.</p> <p>To use the manual machine, press firmly and fully down on the foot pedal</p>	<p>Clients may have specific requirements</p> <p>To cut through the product cleanly</p> <p>Applies pressure consistently</p> <p>To cut through all the pieces</p>

8		Padding	<p>Use the correct glue for the job. The 2-coat glue is used for most jobs, but there are some specific jobs that work best with the 1-coat glue. Check with supervisor/lead if unsure.</p> <p>For 2-coat jobs, wait a minimum of 30 minutes before second coat.</p> <p>If job ticket calls to include cheesecloth, apply in-between coats approx. 10 minutes after 1st has been applied. Make sure to apply smoothly and evenly.</p> <p>Make sure to apply glue evenly paying close attention to corners and sides</p> <p>When finished, clean rollers, put cap on glue and return tools to cabinet.</p> <p>Weights are to be stored on ledge inside of padding platforms when not in use.</p>	<p>Some paper reacts better to the 1-coat glue</p> <p>For better adhesion</p> <p>Cheesecloth provides an extra level of strength for the pad. This may be a requirement of the client.</p> <p>For best quality</p> <p>To extend the life of tools</p> <p>So they can be easily found for the next job</p>
9		Hand Assembly	<p>Task that fall in to this category are vast and varied. Most importantly, read the ticket carefully, ask questions when unsure, follow SSOE and continuity pull SOPs.</p>	<p>Sometimes, we do not have the appropriate machinery to complete a task and it may be necessary to do it by hand.</p>

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.	Kathy Osterberg	6/18
Rev 4	Added specific procedures for individual equipment/task	Kathy Osterberg	2/19

Rev 5	Updated to current SOP format; branding updates: font, company name; grammar updates; Manager review – no changes	Kevin Washington Tom Wall	5/21
Rev 6	Added verbiage to Step 1 How To Do It and Why to Do It	Jeff Storeby	6/24/25

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