

Operation/Task:	Continuity Pulls			Equipment:	Cutters, Folders, Convertors, Stitchers, Die-Cutters, Perfect Binder
Owner:	Finishing Manager	Date Created:	5/1/2015	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 continuity pulls

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1	<input checked="" type="checkbox"/>	Continuity Pulls are to be pulled at specified intervals during production run, including variable data unless specified otherwise on job ticket.	<ul style="list-style-type: none"> The signed off sheet should be how the whole job should look. The operator is responsible for the quality of their process. Press bounce on the press, inconsistent cutting sizes, folding, perfin, stitching, etc. can cause problems. Stop the process and tell the Manager or lead of the problem. The decision can then be made whether or not to continue on with the job (per 8.3 Control of Non-Conforming Product). 	This procedure is looking for any discrepancies in craftsmanship and how the job is being processed. Examples – different versions, drilling, business card slits, scores, perf's, perf styles, different stocks, fold type, crop marks, marks in image, print quality, outside services.
2	<input type="checkbox"/>	At a minimum, continuity Pulls are to be performed on equipment outlined in equipment description above.	<ul style="list-style-type: none"> Jobs taking under two hours – No fewer than three pulls. <ol style="list-style-type: none"> SSOE From middle of job From end of job At every restart of the equipment Jobs taking over two hours – No fewer than three pulls <ol style="list-style-type: none"> SSOE 1 per hour At every restart of the equipment <p>NOTE: In the rare case that Continuity Pulls will jeopardize order quantity, they can be omitted. However a note must be added to print stream stating the reason.</p>	In the unfortunate case where a quality issue is undetected during production and reaches the client, continuity pulls are crucial in troubleshooting the issue as well as determining the seriousness of the issue.
3		Record and identify	A Continuity Pull Label (Controlled form FIN016) is to be placed on piece and filled out completely.	This identifies the piece as a continuity pull

4		Storage / Retention	<p>Continuity Pulls are to be placed in bin labeled Continuity Pulls for the specified machine and current month.</p> <p>Continuity Pulls are maintained for the 2 (two) months prior to current month for reference. Previous month Continuity Pulls are stored in a designated location.</p>	If pulls are needed for troubleshooting issues, they need to be easy to find
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Notes

If a quality concern is found, follow Non-Conforming Product SOP (NCP001).

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format.	Troy Bauer	5/1/15
Rev 2	Step 1 What To Do: Removed: This procedure excludes variable data product. Added: Including variable data unless specified otherwise on job ticket.	Troy Bauer	5/2/16
Rev 3	Added requirement to pull a minimum of 2 for ANY quantity of job. Added note about adding printstream comment if no continuity pulls could be pulled. Reworded verbiage to make more clear.	Kathy Osterberg	6/18
Rev 4	Worked with Mike Klopping, Tom Wall, Dave McDermond and Dave Manship to refine step #2.	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