

SOP Reference #: FINISHING014

Operation/Task:	Die cutting			Equipment:	Die Cutters
Owner:	Finishing Manager	Date Created:	1/8/2018	Department:	Finishing
		Revision History:	See last page		

ALERTS (see below): Critical Step ◆ Quality Check ☑ Tip 😊 Team Safety +

Purpose: This SOP/work instruction describes the process of diecutting

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		Locate the die	<p>Existing Die:</p> <ul style="list-style-type: none"> Locate the die on the shelves using the die number. <p>New die:</p> <ul style="list-style-type: none"> Reference the die log book that is at the Bobst diecutter. Record the die information on the next blank line in the record book and give your new die the next highest number. Write the job number, job name, and die number on the edge of the die. 	<p>That is where they are stored</p> <p>The log book is used to keep track of die #'s</p> <p>Used as a recording system so operators can refer back if for some reason the CSR doesn't enter the die number on the ticket.</p> <p>To identify the die</p>
3	◆	Prepare the die	<p>Affix crease matrix material to the area's needed</p> <p>☑ Take care to even out the pressure of the score and perfs for EVERY individual position.</p> <p>☑ Verify that the perf is just protruding to the back side of the sheet evenly across the entire perf.</p>	<p>This substance allows the creases, scores, perfs to be created.</p> <p>In the case of converting jobs, this much be done for each position to keep all positions consistent for the converter and to provide a product that will form-up smoothly.</p>
4		Load the die to the machine	Position in die area and secure	
5		Load the product	Understand which side of the piece is to be scored, creased or perfed. Depending on how the piece is designed and how the product was delivered to you, a skid flip may be necessary.	

6	☑	Quality check the set-up and throughout the run	<ul style="list-style-type: none"> Run several pieces through the equipment and verify accuracy Work with the converter operator to confirm each position will convert correctly and if applicable, that the piece will form-up smoothly. During the run inspect each skid. Check all positions where score, crease, perfs are to reside and ensure proper functionality. 	<p>Crease matrix material may at times become separated from the die which may cause scores to be missed. Checking throughout the run is imperative to catch this and other mishaps if they happen.</p> <p>All positions of the die are important to ensure every piece will convert and form-up correctly for the client.</p>
7	😊	Add printstream comments	For new dies, when you punch out of the job at the end of the job or shift, enter the die number in the comment section of Printstream.	This will be used for reference on future jobs by C.S. so they can enter the die number in the job ticket.
8		File die in correct location in die rack.	Find highest die number. Place your new die with new die number in next available spot.	To keep dies off the production floor and so they are filed for future jobs.

Notes:

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	First posting to Intranet	Roger Higdon	1/8/2018
Rev 2	Initial posting only documented the recording of the new die number, this SOP was enhanced to identify all die cutting SOPs	Kathy Osterberg	6/2018
Rev 3	Changes to steps 3 & 6	Steve Schwarz	8/11/2020
Rev 4	Updated to current SOP format; branding updates: font, company name; grammar updates; Manager review – no changes	Kevin Washington Tom Wall	5/21
Rev 5	Added verbiage to Step 1 How To Do It and Why to Do It	Jeff Storeby	6/24/25

CI035

Rev. Date 4/20