







Operation/Task:	Densitometer Calibration			Equipment:	Web, Sheetfed
Owner:	Director of Operations	Date Created:	03/5/18	Department:	Ink Technician, Managers
		Revision History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

Purpose: This SOP/work instruction documents procedures for calibrating densitometers.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		Calibration for sheetfed press devices	Densitometers will self-calibrate automatically on a continual basis. The device will send an alarm or warning if out of specification.	These devices may fall out of calibration with use. Continual monitoring ensures accuracy.
2		Calibration for web press devices	On a monthly basis, densitometers will be calibrated with the calibration puck	These devices may fall out of calibration with use. Each month, these steps ensure the device will continue to read ink density levels appropriately.
3		Record calibration outcome in calibration logs	<ul style="list-style-type: none"> Complete form PRES008, <u>ALL</u> columns, located in the densitometer logbook in the ink room per location for the appropriate device. If device calibrates properly, return device to appropriate press If device does not calibrate properly, return device to Pressroom manager for further action 	Calibrated devices assure high quality. We need to document that a device is performing as intended or taken out of commission if it is not.
4		Decide further action for defective devices	If defective, department manager will return device to manufacturer to swap for a re-calibrated device. The serial number of the new device will be added to the intranet record.	Non-calibrated devices are not to be used in production as it will have a negative effect on producing quality output.

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	First posting to intranet	Kathy Osterberg	3/18
Rev 2	Updated to current SOP format; grammar updates; searched for presence of GLS – NONE; changed font to Arial; added (if still in operation) to steps 1 & 2 as these devices are slowly being replaced by newer technology	Kevin Washington	4/21
Rev 3	Update to current state for densitometer calibration	Dean Milinkovich	5/22
Rev. 4	Update to remove St. Paul reference. Changed document owner.	Dean Milinkovich	9/23