SOP Reference #: PRS099

Operation/Task:	Continuity Pulls			Equipment:	Web, offset, digital presses
Owner:	Director of Operations	Date Created: Revision History:	05/1/15 See last page	Department:	Press

ALERTS (see below): Critical Step ◆   Quality Check ☑   Tip ☺   Team Safety ✚

Purpose: This SOP/work instruction documents procedures for continuity pulls for press operations.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"

1	☑	Retain 'Continuity Pull' sheets throughout the Press run.	• Per the frequency listed below, the operator must pull a press sheet from the run and look it over for any equipment inconsistencies or discrepancies in craftsmanship including but not limited to
			   o density variation
			   o hickeys
			   o print voids
			   o marking (front and back sides)
			   o toning or scumming
			   o mottle, wrinkling or other substrate imperfections
			   o smashes or powder buildup on blankets
			   o plate wear resulting in image loss
			   o dirty blanket resulting in image loss
			   o registration, guide, backup, general fit
			   o offsetting
			   o emulsification
			   o ink, oil and water spots
			• Minor adjustments to settings are expected to ensure consistency throughout the run.
			• If at any time issues in quality are discovered, refer to Non-conforming procedure NCP001.
			• For variable mailing jobs, with a requirement to mail 100% or if specified on the ticket, no continuities should be pulled.
				The Continuity Pull sheets are a representation of how the job was printed and if issues arise after the job has completed, these examples can be used for troubleshooting the issue.

2		Minimum frequency of pull for the Web	• Sheets will be pulled every 30 minutes. • At least 1 pull must be from the product marked for samples.	
3		Minimum frequency of pull for Digital	• **First sheet** will be pulled. • **2,000 and up =** One sheet every 2 hours.	

4	◆	Minimum frequency of pull for Sheetfed	• **1-1,000** quantity = a continuity pull at 500 and the final sheet. • **1-10,000** quantity = a continuity at 500 and every 2000 sheets after. • **10,001 and up** = a continuity at 500 and every 5000 sheet after. • At least 1 pull must be from the product marked for samples.	
5		Minimum frequency of pull for offline coating	• **All quantities** = pull first and last sheet of all loads	These are generally smaller runs and 3 should be representative of the job
6	◆	Label and store the pieces that are pulled	Write the count, date and operator initial on all continuity pulls Place in appropriate designated bins or shelves labeled Continuity Pulls for the specified machine. Continuity Pulls are to be maintained for a minimum of 2 (two) months prior to current month for reference. Previous month Continuity Pulls can be stored in a different designated location than current months. Operators are responsible to remove outdated continuity pulls from the designated locations as needed.	If there is ever a reason to refer back to these pieces, they will be easily identified and located.

Notes

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

If Continuity Pulls will jeopardize order quantity, Continuity Pulls are to be omitted.

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Steve Schwarz	5/1/15
Rev 2	Added Revision History table	Steve Schwarz	8/1/16
Rev 3	Revised wording in Step 3 How To Do It section	Dave Manship	3/15/17
Rev 4	Revised wording in all steps	Kathy Osterberg	8/17
Rev 5	Added wording to make sure that one of the continuity pulls were from the product marked for samples and to indicate that it is a sample on the sheet.	Kathy Osterberg	2/19

Rev 6	Added procedure for offline coating and included comment in Step 1 for pulling of variable mailing jobs.	Steve Schwarz	12/19
Rev 7	Revised verbiage in Step 1	Steve Schwarz	7/15/20
Rev 8	Updated to current SOP format; grammar updates; searched for presence of GLS – NONE; changed font to Arial; review by managers – no changes	Kevin Washington/ Tom Wall	4/21
Rev 9	Expanded list of inspection criteria to include more detail in step 1, updated pull frequency in step 4	Ron Cole	6/22
Rev 10	Changed Digital to read one sheet every 2 hours on 2,000 sheets or more.	Dave Manship	5/23
Rev 11	Removed St. Paul reference. Changed document owner.	Dean Milinkovich	9/23