

Operation/Task:	UV Coater Operations			Equipment:	UV Coater
Owner:	Director of Operations	Date Created:	11/22/19	Department:	Press
		Revision History:	See last page		

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

Purpose: This SOP/work instruction documents procedures for the offline UV coater.

Step #	Alerts	Step Description - “What to Do”	“How to Do it”	“Why to Do it”
1	◆	Prepare for job set-up	<ul style="list-style-type: none"> The Coater Operator will review the Job Ticket for job instructions. No job shall be set-up without the Job Ticket, final approved proof or sample. If the Job Ticket indicates PHI or SPII and the variable data has already been placed on the piece (ie: jobs to coat), follow SOP-QS001. 	<p>Specifications and requirements to do the job properly are located in the job ticket.</p> <p>This type of work needs special handling</p>
2	◆ ☑	Perform 'make ready'	<ul style="list-style-type: none"> Remove the cover from the machine. Remove the catch cup. Power on the main switch. Push the run button. Turn the UV bulb on. <ul style="list-style-type: none"> ◆ Let the bulb warm-up for 10 minutes before beginning live production. Verify the speed dial is set to the minimum speed. Engage the metering roller until resistance is felt. Approximately 20 turns. Engage the clutch. Turn on the coating pump. Adjust the speed to 32. Engage the impression roller. <ul style="list-style-type: none"> Engage until all voids on the front of the sheet are eliminated. Dis-engage if coating is applied to the back of the sheet and run sheets through to clean up the extra coating. Run pieces through the coater to validate: <ul style="list-style-type: none"> even and smooth coverage – no streaking coating should be dry to the touch 	<p>The machine is kept covered to prevent dust buildup</p> <p>The bulb needs to be heated properly in order to cure the coating correctly</p> <p>This allows the correct amount of coating to be applied to the piece</p> <p>The piece needs the appropriate amount of time to sit under the bulb in order to cure the coating correctly</p>

3		Run production	<ul style="list-style-type: none"> Continue to check for coating quality throughout the run. The Coater Operator will pull continuity sheets per SOP PRES099. If samples are received identified with a sample load tag, the Coater Operator will ensure sample sections are marked with the same tag. Upon completion of a skid of product, Coater Operator is to review the ticket to determine if job is moving to another building for the next step. If so, refer to special visual production flow indicators SOP MFG001 (colored hats). 	<p>Quality is needed throughout the run</p> <p>Proof of quality is needed when issues arise</p> <p>Samples are always needed to be kept separate to ensure those are the ones being sent to the customer.</p> <p>To ensure no production lag.</p>
4		Coater clean-up	<ul style="list-style-type: none"> Set the UV bulb to cool down mode. Turn off the coating pump. Squeegee as much of the coating off the metering roller as possible. <ul style="list-style-type: none"> Use the paper cards in the feeder shelf. Engage the impression roller fully until it is touching the metering roller. Engage the doctor blade to clean the impression roller. <ul style="list-style-type: none"> Engage until you see UV coating dripping across the entire roller. Dis-engage the doctor blade. Dis-engage the impression roller. Dis-engage the metering roller 20 turns. Squeegee as much of the coating as possible into the drain in the drain tray. <ul style="list-style-type: none"> Use the paper cards in the feeder shelf. Clean the metering roller with UV cleaning solution. Clean the impression roller with UV cleaning solution. Clean the drain tray with UV cleaning solution. Replace the catch cup beneath the UV pump hose. Recover the machine with the canvas cover. 	<p>This machine must be entirely cleaned of coating solution or it may damage the machine.</p> <p>The cover is needed as the machine is not used frequently.</p>
5		Non-conforming product	<ul style="list-style-type: none"> The Operator will ensure Non-Conforming product is identified per the Non-Conforming Product SOP NCP001. The operator will notify the Press Manager or Lead once Non-Conforming product has been identified 	<p>When things go wrong producing product, the bad product needs to be identified to prevent inadvertent use.</p>

Notes: none

Definitions: none

Revision History	Description of Changes	Requested by	Date
Rev 1	First posting to intranet as separate SOP. In the past it was included in the general Press SOP	Steve Schwarz	12/19
Rev 2	Updated to current SOP format; grammar updates; searched for presence of GLS – NONE; changed font to Arial; reviewed by managers – no updates	Kevin Washington	4/21
Rev 3	Updated to remove BP reference. Changed document owner.	Dean Milinkovich	9/23