






<b>Operation/Task:</b>	Printing			<b>Equipment:</b>	Variable Web
<b>Prepared by:</b>	Digital Manager	<b>Date Prepared:</b>	1/2020	<b>Department:</b>	Variable Web
		<b>Revision History:</b>	See last page		

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

**Purpose:** This SOP/work instruction describes the process of printing on the Variable Web

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		Read and understand job ticket.	Read the entire ticket beyond the print component to see if any other processes happen down the line that could pertain to you.	To ensure a quality printing, first time every time.
2		Locate the file(s) that correspond with the job	Bring up the PageWide Web Press User Interface, and scan for the file(s) that corresponds with the job number on the job ticket. There could be multiple files that relate to the same job.	To make sure all versions are printed with the correct number of versions and the correct files. Making sure the file we are using corresponds with the revision number on the proof form
3		Locate and load stock	Locate stock in the paper staging area. Stock(s) we need should be referenced on the job ticket and rolls should be labelled. If stock is not present, contact Variable Web or Purchasing Manager.	We need to ensure we have the correct stock and volume needed before setting up or running a job.
4		Determine the need for Post Coating	Post-coating requirements should be listed in the ticket under the press section. If you are running a coated stock and it does not list any post-coating, stop, and see the Variable Web Manager.	To confirm the requested steps are run correctly, and to ensure that the highest quality product possible is output.
5		Get ready to print - Makeready	Confirm the stock has been previously profiled. Run the Startup Calibration for the press and inspect the electronic and physical output to verify the press is operating correctly. Choose a Color Template based on historical data, operator discretion, and manager discretion. Run a minimal amount	Make sure we match the proof for content and color as this is what the client is looking to produce.

			with the chosen template to determine if adjustments need to be made to the template, or potentially to the art itself. If art changes are needed, please contact DP or Premedia. Once the setup has been complete, another qualified individual must be allowed to verify the setup matches what is intended. This can be done by cutting a piece off the web and ruling out a sheet and place IDG021 sticker on the sheet and have it completed by the operator and a second set of eyes.	Another set of eyes to check all has been set up properly ensures client expectations are being met.
6	◆	Print	Run all the files provided in the order they are needed. Make sure we have filled out IDG021 for web/finishing sign off to the run order needed for the finishing department. Monitor the quality continuously using the internal camera system. Maintain a consistent speed and communicate with the Variable Finishing operator about any potential issues. Make sure to provide finishing make ready on the outside of a roll to ensure no product is lost in set up.	Produce enough quality press sheets and the result is the customer gets exactly what they ordered with the highest level of quality in a timely manner.
7	+	Label roll interior	Using the colored tags, place within the load when instance occurs <ul style="list-style-type: none"> <li>• START (GREEN): Once the printing is present on the roll.</li> <li>• BAD/DUPS (RED): When restarts occur which produces bad print or duplicates to print.</li> <li>• GAP (YELLOW): Within a roll if there is a large gap of no-print.</li> <li>• SPLICE (ORANGE): When rolls are spliced together to make a continuous roll.</li> <li>• Fill out form IDG020 with specs, kept at press in a binder so operators will know job setting in the future if needed.</li> </ul>	This is done to alert the finishing area with potential quality issues and waste, so the product does not inadvertently get used.  Make sure to fill out IDG020 so we have the specs if the job comes back.
8	☑	Label roll exterior	Fill out the necessary paperwork to communicate the detail about the roll. <ul style="list-style-type: none"> <li>• Complete load tag (IDG002) and tape to side of the roll.</li> </ul>	To make sure the job gets delivered to the proper place for the next process down the line without any flaws.

**Notes:**

For all PHI/SPH jobs please refer to SOP-QS001

For non-conforming product, refer to SOP-NCP-001

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Definitions:
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Revision History	Description of Changes	Requested by	Date
Rev 1	First posting to intranet	Andy Jones	1/21/20
Rev 2	Revised verbiage in all steps Revised header, font type, font size to be consistent with other SOPs	Andy Jones	1/11/21
Rev 3	Reviewed for branding issues – none found; added template form code and revision	Kathy Osterberg	3/01/21
Rev 4	Changes the title to read Digital Manager and removed all pre coating verbiage	Dave Manship	1/20/22
Rev 5	Add verbiage to fill out IDG020 under “label section”	Dave Manship	7/21/22
Rev 6	Remove “blue tag” under Line 7 as it is not used anymore. I changed verbiage to IDG020. Changed verbiage about “inspecting while running” as it cannot happen. Add verbiage to print area calling out new sticker IDG021	Dave Manship	5/16/23

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