






<b>Operation/Task:</b>	Finishing			<b>Equipment:</b>	Variable Sheeter
<b>Prepared by:</b>	Digital Manager	<b>Date Prepared:</b>	4/2020	<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 quality product, first time every time.
2		Locate and load material for the job	Locate material in the product staging area. Material should all be labelled with job number, among other details. Once the correct product is located, determine where the make ready material is and load it first. If Make Ready material is not available, consult with the Variable Web Operator or Manger before proceeding.	We need to ensure we have the correct material before setting up or running a job.
3		Get ready to finish - Makeready	Determine what type of finishing is needed based on the Bindery Notes. If you are not sure, see the Variable Web Manager. Confirm whether the setup needed has been previously saved. If not, a new setup will need to be done. If there is a saved setup, load the setup from the terminal to the machine and run make ready product to confirm the setup is correct. Adjustments may be needed. If there is no saved setup, start by measuring out the distance from the control mark to each necessary cut. Use these measurements to create a new setup at the terminal. If a middle control mark is present, you will need to measure and load that into the setup as well. When the setup is complete, lead it from the terminal to the machine and run	Make sure we match the bindery proof to match final trim size when applicable.  Another set of eyes to check all has been set up properly ensures client expectations are being met.

			<p>make ready product to confirm the setup is correct. Adjustments may be needed.</p> <p>Once the setup has been complete an SSOE needs to be completed before proceeding with the job. This should be done by comparing a piece completed through the machine with the sample/proof provided in the ticket.</p>	
4	◆	Run	Run all the material provided referring to the load tags to determine the order. Monitor the quality continuously by watching the stream flow through the machine and by inspecting complete product at the end. Maintain a consistent speed and communicate with the Variable Press operator or Manager about any potential issues.	Produce all the product provided and the result is the customer gets exactly what they ordered with the highest level of quality in a timely manner.
5	☑	Label finished product	<p>If product is moving to another internal department, use the IDG002 load tag provided to label the completed product. Additional load tags may need to be made if the roll was finished into multiple skids.</p> <p>If product is complete at this step, load product with the appropriate USPS paperwork.</p>	So the job gets delivered to the proper place for the next process down the line without any flaws.
		Continuity Pulls	Pull a completed piece once per hour and inspect it for quality accuracy. Label the piece using FIN016 with the necessary details and store the pull in the designated bin.	These are used for quality inspection if there are issues after the job has left.

**Notes:**

For all PHI/SPII jobs please refer to SOP-QS001  
For non-conforming product, refer to SOP-NCP-001

**Definitions:**

<b>Revision History</b>	<b>Description of Changes</b>	<b>Requested by</b>	<b>Date</b>
Rev 1	First posting to intranet	Andy Jones	4/20
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	Changing manager title and adding SSOE/rule out sheet to step 3 and verbiage in step 5.	Dave Manship	1/20/22
Rev 5	Changed verbiage on “ruling a sheet out” and “daily logbook” that are not needed or used anymore. Also changed the “qualified individual” needed to an SSOE needs to be done instead.	Dave Manship	5/10/23

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