





Operation/Task:	Standing Die Validation			Equipment:	Quadient Inspire Designer
Owner:	DP Manager	Date Created:	3/24/21	Department:	Data Processing
		Revision History:	See last page		

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

Purpose: This SOP/work instruction describes how to validate if output will match the standing die.

Step #	Alert	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		Validate imposed output matches the standing die	<p>One or more of these three ways are expected to be done:</p> <ol style="list-style-type: none"> 1. Look in the ticket to see if instructions include a previous job# which used the same die. Refer to imposed output files from that job and compare to new job that they are set-up the same. 2. If the job is one of the ENPOINTE mail magic pieces, a previous job# may not be listed. In this case, refer to <u>\\bp-file01\Groups\InterDeptFolders\Est-CSR\CAD Drawings GLS Mailers\Mail Magic</u> to find the appropriate CAD and layout to compare it against. NOTE: refer to document Mail Magic SUMMARY Reference for Dies and Layouts.pdf in that same folder to find the appropriate file. 3. Print out an imposed die line clear overlay sheet, bring it down to the die cutting equipment and work with the die operator to ensure it matches the standing die. 	<p>Previous job using the same die can be used to validate the new job was set-up correctly.</p> <p>The positioning of art must match the die exactly to produce a quality piece.</p>

Notes:

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	Creation of SOP	Kathy Osterberg	03/21