







Operation/Task:	Printing			Equipment:	Indigo Press
Owner:	Digital Manager	Date Created:	6/1/2015	Department:	Digital Studio
		Revision History:	See last page		

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

Purpose: This SOP/work instruction purpose is to produce a quality piece of printed media for our clients.

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	Locate the file on DFE that corresponds with the job number on the ticket. For static jobs files will be found in the INDIGO JLT folder and for variable jobs files will be found in the INDIGO OUTPUT folder (BP-Premedia/Active Jobs). There could be multiple files that relate to the same job and send them to press. NOTE: Files should always be retrieved from the BP-Premedia server and files left on the press should NEVER be used.	To ensure correct files are used and all versions are produced. Making sure the file we are using corresponds with the revision number on the proof form (750-002)
3		Manipulate the file as needed	Check the file integrity for back up and set the stock type.	We are verifying the file was set up correctly.
4		Locate and load stock	Locate stock in our paper staging area. Stock(s) we need should be referenced on the job ticket.	
5		Get ready to print	<ul style="list-style-type: none"> Output a press sheet and verify the content on the press sheet matches the approved proof. For variable jobs, verify variable copy and images are present by comparing to the proof. Color/back-up/content is all checked at this time by using the check off sheet located on the Digital print production form 158-1024. Measure to make sure sizes are correct. Measure the "step" between the pieces to make sure it is the proper size/step. Make sure the press is in color spec. Verify with a second set of eyes (SOP DS004) on each non-POD job and affix FIN014 sticker to the sheet and place it in the yellow continuity bin. 	Make sure we match the proof for content and color as this is what the client is looking to produce.

6	◆	Print	<ul style="list-style-type: none"> Read the quantity instructions on the job ticket to make sure we are producing the desired quantities (including make ready for all processes after digital). Look at all the quality sheets (produced on the fly) to make sure quality is maintained throughout the run and pull continuity sheets per Step 3 of PRS099 SOP. Do NOT start CR80 jobs when rotary die cutter operator isn't here to test before printing to make sure we are set up for success. Save sheets and label them with FIN016 sticker on the pull sheets and put them in the yellow continuity bin. Current month and 2 previous months to be stored in cabinets within the Digital Studio. 	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	☑	Post printing	Complete and attach load tags - IDG001 and IDG003 if Aqueous or UV coating required. Fan through the printed sheets to make sure there were no defects during printing such as pin holes, streaks, voids, smears, or any print imperfections. You are checking for overall print quality.	Job gets delivered to the proper place for the next process down the line without any flaws.

Notes:
For all PHI/SPII jobs please refer to SOP-QS001

Definitions:
DFE = Digital front end

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Dave Manship	6/1/15
Rev 2	Added Revision History Table	Dave Manship	8/1/16
Rev 3	Reference numbers removed for the job ticket	Dave Manship	8/4/16
Rev 4	Revised wording in Step 5 - How To Do It section	Dave Manship	9/12/16
Rev 5	Revised wording in DS002, Step 5 - How To Do It Section and Step 6 - How To Do It Section	Dave Manship	3/15/17
Rev 6	Added verbiage to Step 7, How To Do It section	Dave Manship	6/9/17
Rev 7	Updated to current SOP format; grammar updates, searched for GLS references – NONE; changed font to Arial; Manager review - Revised wording in Step 2, "How To Do It" and "Why To Do It" sections; Revised wording in	Scott Andres	3/1//21

	Step 5 and Step 6, "How To Do It"		
Rev 8	Updated verbiage in steps 6 and 7 due to audit findings. Removed confusing verbiage and removed an unnecessary step.	Dave Manship	1/12/22
Rev 9	Add step in print section about CR80 jobs	Dave Manship	1/21/22
Rev 10	Verbiage change	Dave Manship	5/22/23

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