

SOP Reference #: FINISHING015

Operation/Task:	Rotary diecutting			Equipment:	Rotary die cutter
Owner:	Finishing Manager	Date Created:	1/28/21	Department:	Finishing
		Revision History:	See last page		

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

Purpose: This SOP/work instruction describes the process of running the Rotary Diecutting equipment

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		See SOP FINISHING000 for all general finishing procedures	Purge work area of last job components.	Prevents co-mingling.
2		Loading new die	<ul style="list-style-type: none"> When the die becomes damaged, request new die from department manager. Before removing the old die, pay attention to the orientation and mirror the positioning. Tighten bolts at increments of 5lbs of pressure per side A new die is best set to 10lbs of pressure to start. As the die wears, increase pressure in 5lb increments to ensure clean crisp cuts Do not exceed a max torque of 30 lbs 	After extensive use, the die will wear out and the quality of the cuts will begin to diminish. To produce acceptable quality, a new die will need to be used.
3		Loading the product	The skid should be positioned so that the art is right reading.	This is most important for variable jobs as the process has been setup so that the cards are positioned in the sleeves in the correct order and orientation.
4		Load sleeve cartridge	Insert cardboard sleeves into each of the eight slots Place cartridge in cartridge filling area	Once the cards are cut, they will stack within each of the sleeve slots. If these are not present, the cards to shoot off the end and you will have a mess.
5	◆	Position, train and confirm the registration camera	Using test or make ready product, position the registration camera so that it will read the black mark on the bottom left corner of the product	This camera is what drives the proper position of the cutting. If it is not functioning properly, the sheet will be considered waste.

6	◆	VARIABLE JOBS: Position, train and confirm the stacking camera	Using test or make ready product, position the stacking camera so that it will read the black mark in the upper right corner of the product	Since this is variable, the exact number of cards must be placed in the sleeves. This camera is what drives the number of sheets that will be processed for each sleeve stack. The machine will read this mark, stop the sheets from being received to the belts and initiate the sleeve cartridge to cycle.
7		Set double detection sensor wheels	Using two sheets of material, set the tension of the wheels to the proper density/thickness	The feeder is to properly feed one sheet at a time
8		STATIC JOBS: Enter stacker height limits	<ul style="list-style-type: none"> • Run some of the material through the stacker to determine the ideal number of cards to fit in the sleeve. • Weigh count to determine the total sleeve count • Measure the total inches of cards • Use the machine user interface stacker screen to set the proper measurement 	Since this is static, variably printing this mark on only certain sheets is not possible. This setting will stop the sheets from being received to the belts and initiate the sleeve cartridge to cycle.
9	☑	Run job and QC process throughout	<ul style="list-style-type: none"> • Visually check discarded matrix to ensure cuts are clean and accurate • Ensure helpers are following the one-point-lesson poster posted at the packaging table to ensure consistency and accuracy • Complete the proper load tags per SOP FINISHING000 	If the registration mark is not read properly, it will incorrectly cut the entire sheet and the quality of multiple cards within each sleeve will be unacceptable. If STATIC job, these cards can just be discarded and replaced with cards from other sheets. If the job is variable and requires 100% spoilage recovery, the affected sheet(s) will have to be redone and placed in the same exact position within the sleeve.
10		Clean equipment and area	<ul style="list-style-type: none"> • As needed and once the job is complete, blow off any excess debris from equipment and area. • Sweep and discard unnecessary items to keep area clean and neat. 	This is especially important around the die area. Build-up of paper dust or other materials will prevent the die from functioning properly.

Notes:

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	First posting to intranet	Kevin Washington	02/21
Rev 2	Added verbiage to Step 1 How To Do It and Why to Do It	Jeff Storeby	6/24/25

CI035

Rev. Date 4/20