






Operation/Task:	Perfect Binder Operations			Equipment:	Perfect Binder
Owner:	Finishing Manager	Date Created:	4/9/2015	Department:	Finishing
		Revision History:	See last page		

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

**Purpose: This SOP/work instruction documents procedures for perfect binder operations.**

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		Set Machine for the operations required on the Job Ticket.	Possible operations are: <ul style="list-style-type: none"> <li>• Gather – Including camera detection</li> <li>• Grind</li> <li>• Spine glue</li> <li>• Hinge glue</li> <li>• Scoring</li> <li>• 3 knife trimmer</li> <li>• Pagination</li> </ul>	
3		Set the drum sensors		
4		Set double set detectors	Tear off a small portion of the product and place in detector	The machine will detect and reject any product that does not match the thickness that has been set.
5		Set 3 knife	Adjust settings as needed for correct number of books to be trimmed for best results and optimal speed.  Adjust settings as needed for correct size	Because the thickness of books varies, the optimal number of books will also vary.
6		Set/load the pockets, if applicable.	(Make sure all sigs head up). Tape corresponding signature on pocket table being used or hang above pocket on wire for Finishing Helpers reference.	Sigs need to be loaded in the proper page order

7		Produce approximately 50 assemblies (books) to verify the quality and proper operation of the machine.	<p>Check the assemblies by:</p> <ul style="list-style-type: none"> <li>• Proper trimming</li> <li>• Glue hang</li> <li>• Three knife or clamp marks</li> <li>• Belt marks</li> <li>• Glue slop on inside cover</li> <li>• Spine or hinge cracking</li> <li>• Pagination</li> </ul> <p>Each lift is inspected for:</p> <ul style="list-style-type: none"> <li>• Crisply nipped books</li> <li>• Straight hinge and spine scores</li> <li>• Glue slap</li> <li>• Trim bounce</li> <li>• Inspect pagination 1 book per lift</li> <li>• Book strength</li> </ul>	To meet client expectations
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**Notes:**

**Definitions:**

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format.	Troy Bauer	4/9/15
Rev 2	Added Revision History table	Troy Bauer	8/1/16
Rev 3	Removed general SOPs tasks as they are now all defined in SOP FINISHING000. Added steps for additional clarification.	Kathy Osterberg	6/18
Rev 4	Updated to current SOP format; branding updates: font, company name; grammar updates; Manager review – no changes	Kevin Washington Tom Wall	5/21
Rev 5	Added verbiage to Step 1 How To Do It and Why to Do It	Jeff Storeby	6/24/25