









Operation/Task:	Collator/Booklet Maker set-up and run			Equipment:	Horizon Booklet Maker
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 Collator/Booklet Maker 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 the machine for the operations required on the Job Ticket.	Possible options are: • Collate • Collate & stitch • Fold • Trim	
3		Load bins per collating order.		
4		Set the caliper for stock being used, 1 collated set will feed through the machine. Check for correct order and any missing or double sheets.		
5		For Collator set-up	Determine if collating job will slip sheet or stagger stack for further work.	
6		For Booklet Maker set-up	Set trimmer knife to correct size per Job Ticket. Set the stitches. Unless otherwise instructed, the standard is (2) stitches, ." wide per assembly, with the inner wire leg located approximately 25% of the spine length from each edge. • Check stitches for alignment and quality • Check face for alignment	
7		Obtain 2nd set of eyes approval.	• All medical jobs and jobs that contain 500 or more books need a second set of eyes using FIN004	Double check work

8	<p>MACHINE OPERATION:</p> <p>Operator is responsible to assure that the machine is operating smoothly and effectively. Check each lift by:</p> <p><input checked="" type="checkbox"/> Operator is to stop the process if excessive poor quality product is being produced. See notes if a quality concern is found.</p> <p>Pack the materials, as required, per the Job Ticket and/or the Finishing Manager/Leads instructions. All products must be identified with appropriate load tag and samples must be clearly tagged. All versions must be identified and kept separate.</p> <p>If last process ensure ALL shipments are accounted for. Make sure samples are pulled and delivered to sample coordinator. (deliver enough to cover requested amount per job ticket). If job delivers to letter-shop be sure marked samples are also sent with job.</p> <p>At the end of run/shift or completion of job, count must be documented on Finishing Production Sheet (FIN002).</p>	<ul style="list-style-type: none"> • Check for marking, pagination, wrinkles, make sure fold is straight • Jog to the face to check for stitches and alignment • Check for quality • Material must be fanned through to ensure correct versioning when loading bins. • All material going to inventory must be placed on a 40"X48" skid. • Leave the last box un-taped for final QC inspection. 	<p>The racking in inventory can only accommodate a full size skid.</p>
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Notes:

If a quality concern is found follow Non-conforming Product SOP (NCP001).
Cartons not to exceed 40 pounds unless approved by Manger or Sales/Client Services.

Definitions:

Lift – convenient handful of material ranging from 1" – 5" tall.

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Dave Manship	4/9/15

Rev 2	Added Revision History table	Dave Manship	8/1/16
Rev 3	Added additional steps on “how to do it”	Dave Manship	10/5/16
Rev 4	Revised Step 7	Dave Manship	8/7/17
Rev 5	Updated to current SOP format, renamed SOP from DS003, added reference to FINISHING000 and removed steps 9,10,11 to be consistent with other Finishing SOPs; branding updates: font, company name; grammar updates; Manager review – no changes	Kevin Washington Tom Wall	5/21
Rev 6	Added verbiage to Step 1 How To Do It and Why to Do It	Jeff Storeby	6/24/25

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Rev. Date 4/20