

Operation/Task:	Press Operations			Equipment:	640, 540, 629, Jet, UV Coater, Web
Owner:	Director of Operations	Date Created:	05/5/15	Department:	Press
		Revision History:	See last page		

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

Purpose: This SOP/work instruction documents procedures for non-digital Presses.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1	◆	Prepare for job set-up	<ul style="list-style-type: none"> The Press Operator will review the Job Ticket for job instructions. No job shall be set-up without the Job Ticket, final approved proof, or sample. If the Job Ticket indicates PHI or SPII and the variable data has already been placed on the piece (ie: jobs to coat), follow SOP-QS001. Verify the materials needed to produce the job are available: Correct paper quantity, ink, Improof, Epson/Fuji (for color), previous sample, PMS book for color guide, plates, and a densitometer to establish ink density readings for the job. Verify that all applicable raw materials (including paper and ink) are within their expiration date prior to job set-up. If the job requires a press-check the Press Operator will coordinate the press-check utilizing the Contact information on the Job Ticket. 	<p>Specifications and requirements to do the job properly are in the job ticket.</p> <p>Operators need all the necessary in-date materials and quality tools to produce the job effectively.</p> <p>Some jobs require either sales or the client to check the product quality prior to it printing. Coordination of the schedule is needed so that there is minimal downtime.</p>

2		Perform 'make-ready'	<ul style="list-style-type: none"> • The Press Operator will “make-ready” by setting the ink profile, set the sheet/roll size for the feeder and delivery, work in register and set the ink sequence. • The Press Operator or 2nd pressman will complete <i>Job Verification</i> form (PRES069, PRES054SP or PRES060SP). Both the Press Operator and the 2nd pressman will initial the form if required on form. • The Press Operator or 2nd pressman will rule out first article and ensure both sides of the sheet show correct back-up, ensure there are no print voids and that bleed extends past marks. If a problem is identified the Operator will report to Pre-Media manager or lead to request file repair before proceeding. • The Press Operator will visually compare first article to the provided proof and scan with densitometer to ensure ink density levels are set appropriately. • When a press-check is required, the Press Operator will attach the “Color OK” form (PRES001) to the press sheet and obtain customer or designee signature on the form. • The Press Operator will remove all make-ready before sending the job to the next department. In some instances, based on their experience, operators may decide to pass the make-ready on to the next department. In this case the operator will identify the make-ready by utilizing form PRES003 or by clearly marking the product. 	<ul style="list-style-type: none"> • A short run of the job needs to be done to ensure that quality standards will be met with the live production run. • Checklists are very helpful, especially for newer staff, to make sure all quality steps are performed. • At times, there may be issues that were not caught upstream, these tasks help to catch errors that may have been missed. • A combination of eyesight and data ensures we are producing high quality output. • This is the documentation that the press check was performed and has been ok'd to run. • Make-ready product is not up to ENPOINTE quality standards. In cases where the down-stream product needs the product to set-up their processes, the made-ready product needs to properly identified so it is not mistakenly sent to the customer.
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3	Run print production	<ul style="list-style-type: none"> • Offset – <ul style="list-style-type: none"> ○ the Press Operator will check for setoff on the first load and restarts and just ink/water balance accordingly. ○ When removing multiple sheets from delivery, remove remaining sheet below the lift that was removed to remove possibility of scratched sheet getting left in load. ○ If make-ready is saved for subsequent processes, keep separate from accepted product and label accordingly on its own pallet. • Web – <ul style="list-style-type: none"> ○ Horn blast will alert crew to stop and start of make-ready and startup sheet removal. ○ Folded press pulls are placed in appropriate bin according to date. • The Press Operator will mark the side-guide and gripper on all loads. • Press Operator will utilize form (PRES005 or PRES005NL) to produce load tags and attach it to each load. • The Press Operator will pull continuity sheets per SOP PRES099. • The Press Operator will clearly mark loads that contain press related issues using the Make Ready Form (PRES003) <ul style="list-style-type: none"> ○ Color consistency issues. ○ Hickeys ○ Toning ○ Setoff ○ Marking • The Press Operator will ensure sample sections are marked and identified with the Sample Tag form (PRES004 or PRES057SP). One press sheet from the sample section for each form must be placed with the continuity pulls. • Upon completion of a skid of product, Press Operator is to review the ticket to determine if job is moving to another building for the next step. If so, refer to special visual production flow indicators SOP MFG001 (colored hats). • Upon completion of the printing the Press Operator will place the proofs along with the ticket into the Press Complete box or on top of the skid of product. 	<ul style="list-style-type: none"> • This determines the wetness of the output. Some press sheets may need to dry before passing on to the next department. • To ensure product prints straight. • This indicates the product has passed the required inspections, conforms to customer specifications as defined on the job ticket, and is ready for release to the next operation. • FSC or SFI product requires special handling so it should be marked appropriately. • This shows that the quality of the piece remains consistent throughout the run. • We want to provide the absolute best samples to our customer, so they need to be clearly identified for the department that is doing the processing. • The use of colored hats on certain loads provides a quick and easy visual that the product will be moving from the current building location to another location. • This alerts the next department that the job is complete and can be worked.
4	Counting	<ul style="list-style-type: none"> • To achieve accurate sheet count, follow these steps: • Set counter to zero at start of make-ready – do not start counter. • Perform make-ready. • Start counter only you start producing good sheets. • Any sheets pulled during the run must be subtracted from the counter. • Record gross and net counts in the log book. 	<ul style="list-style-type: none"> • Accurate counts are essential for internal customers following press

5		Complete the job process	<ul style="list-style-type: none"> • The Press Operator will record ink, aqueous coating, and any house stock consumed to the job in Prinstream. • The Press Operator will ensure jet press runs use the Jet Press Information sticker (Form: PRES047) to identify ink sequence. (this step is done only in BP) • The Press Operator will fill out all the pertinent information in the daily logbook located at each press. • Using the Master OK sheet, the Press Operator will record the ink densities from the most print dominate area of the piece. This is considered a 'wet' reading. <ul style="list-style-type: none"> ○ Sheetfed: using the File Maker Pro Label System produce 6 labels One label is the MAOK and the five others are SAOK labels; label the press sheets and put them in the envelope to be filed. For jobs with multiple versions but very little difference in graphics (black, text, and PMS colors), we will only put one set in the envelope for a color guide. If Filemaker Pro does not work, make the labels by hand. ○ Web: Record them on the Make Ready form (PRES054SP) in the appropriate area. • The sheet fed Press Operator will ensure if the job is a re-run, it will be run to the previous MAOK densities unless the press operator, based on his or her experience, makes improvement to the print job. New densities would then be documented in the same way as above. • The Press Operator or Feeder will return any unused, blank stock that is unwrapped to the blank stock holding areas located between presses. <ul style="list-style-type: none"> ○ Secure a tag to the blank stock load indicating size, basis weight, brand and type. ○ Any leftover stock that is still in original carton or skid packaging will be returned. Alert press room manager if this situation happens. • The Press Operator will ensure non-conforming product is identified per the Non-Conforming Product SOP NCP001. The operator will notify the Press Manager or Lead once Nonconforming product has been identified • The Press Operator will file the white envelope and the color proofs in numerical order in the grey boxes. 	<ul style="list-style-type: none"> • These items are part of the costs and are to be recorded for billing purposes. • Ink sequence is needed for the Jet Press and it is only located in BP • The daily logbook is used to track productivity so measures can be taken to improve. • Many of our jobs are reprinted in the future and clients generally want the product to look consistent from run to run. Using the same ink densities will help accomplish this. • If the job is a rerun, using the past ink densities will make the product consistent with how it looked the last time it was run. Because other factors are in play at any given point in time, enhancements may be needed to ensure the best quality. • There are situations where the sub-par product may be produced and needed to be kept until a determination has been made on the disposition of the product. In this case, it is to be clearly identified so it cannot be mistaken as quality output. • Continuity pulls and proofs are too large to place in job jackets and are stored in this way, so they are preserved and easily assessable.
6	◆	Calibration	<p>At any time while using the self-calibrating devices, when alerted, follow instructions on the device to calibrate the device.</p> <p>If device does not calibrate, alert manager.</p>	The newer equipment is not in the calibration rotation schedule and is to be calibrated on-demand.
7		TPM	Refer to SOP MAIN007	All equipment is to be kept in good working conditions. There are several tasks that need to be done on a scheduled basis to accomplish this.

Notes:

Definitions:

MAOK = Master OK

SAOK = Same As OK

TMP = Total Productive Maintenance

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Steve Schwarz	5/5/15
Rev 2	Added Revision History table	Steve Schwarz	8/1/16
Rev 3	Put information in the proper columns instead of utilizing only the "What To do" column. Added brief "Why Do It" statements. Reviewed SP procedures and made some modifications based on them. Removed task #5 Machine Maintenance – will be under a separate SOP	Kathy Osterberg on behalf of Steve Schwarz and Dan Nelson	9/8/17
Rev 4	Added a reference to SOP MFG001 "colored hats" in task #3	Kathy Osterberg	10/15/19
Rev 5	Revised gray header boxes. Added PRES060SP in Step 2 How to Do It. Removed verbiage in Step 3 How to Do It.	Tom Wall	5/20/20
Rev 6	Revised verbiage in Step 2	Steve Schwarz	7/15/20
Rev 7	Changed GLS references to ENPOINTE	Cristi Oakvik	3/9/21
Rev 8	Updated to current SOP format; grammar updates; removed reference to FSC/SFI check boxes on load tags as those were removed; changed font to Arial; reviewed by managers - Step 3 updated regarding what load tag is used at all conventional presses and changed where to store the sheet pulled from the sample section; added step 5 about calibrating devices; added step 6 about performing TPM	Tom Wall Kevin Washington	4/21
Rev 9	Added requirements for press count in step 4 Added language for disposition of remaining blank stock in step 5 Changed verbiage on step 1, point 4 – changed "is" to "requires".	Dean Milinkovich Jim Hesch	8/31/2021
Rev 10	Revised web waste clearance process.	Dean Milinkovich Ricardo Santiago	2/27/2023
Rev 11	Updated location references. Changed document owner.	Dean Milinkovich	9/20/2023
Rev 12	Added expiration date verification for applicable materials during job set-up.	Jeff Storeby	12/2025