

SOP Reference #: LF0006_Futoba

Operation/Task:	LF Roll Cutting			Equipment:	Fotoba Cutter
Owner:	Digital Manager	Date Created:	3/11/26	Department:	Digital Studio
		Revision History:	See last page		

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

Purpose: This SOP/work instruction describes the process of Roll Fed Fotoba Cutting

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1	+	Safety	<ul style="list-style-type: none"> • Keep hands clear of all cutting areas and moving rollers • Never bypass safety guards or interlocks • Use caution around rotating shafts and slitters • Engage emergency stop immediately if unsafe conditions occur • Power off before performing maintenance 	Safety First

2	◆	Pre-Op Setup	<p><i>Machine Inspection</i></p> <ul style="list-style-type: none"> • Ensure machine is clean and free of debris • Verify blades are sharp and properly installed • Check that slitters are securely locked in position • Clean optical sensor (critical for accurate tracking) <p><i>Power On</i></p> <ul style="list-style-type: none"> • Turn on main power switch • Allow system to initialize • Confirm display/control panel is functioning <p><i>Set Slitters (Y-Cuts)</i></p> <ul style="list-style-type: none"> • Position slitters according to job width • Lock slitters in place • Ensure spacing matches print layout <p><i>Sensor Setup</i></p> <ul style="list-style-type: none"> • Confirm crop marks are present on print • Adjust sensor position if needed • Run a test read if required 	Pre-production checks and adjustments will need to be done before cutting
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3	◆	Cutting Operations	<p><i>Load Media Roll</i></p> <ul style="list-style-type: none"> • Mount roll securely on shaft • Ensure roll is centered and rotates freely • Feed media into rollers evenly <p><i>Align Media</i></p> <ul style="list-style-type: none"> • Align media straight using guides • Advance media until sensor detects first line mark <p><i>Select Mode</i></p> <ul style="list-style-type: none"> • Automatic Mode: For prints with line / double line Fotoba marks (recommended) • Manual Mode: For simple straight cuts without marks <p><i>Start Operation</i></p> <ul style="list-style-type: none"> • Press start/engage feed • Machine will: <ul style="list-style-type: none"> ○ Detect crop marks ○ Auto-correct skew ○ Perform X and Y cuts <p><i>Monitor Cutting</i></p> <ul style="list-style-type: none"> • Watch for: <ul style="list-style-type: none"> ○ Proper tracking (no drifting) ○ Clean cuts ○ Sensor reading accuracy 	<p>These steps must be done to carry out actual cutting process</p>
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			<ul style="list-style-type: none"> • Be ready to stop machine if issues arise <p><i>Output Handling</i></p> <ul style="list-style-type: none"> • Collect finished pieces carefully • Separate waste trim • Stack or roll finished prints neatly 	
4	<input checked="" type="checkbox"/>	Quality Check + Shutdown	<p>Check first 2–3 outputs for:</p> <ul style="list-style-type: none"> • Correct dimensions • Straight cuts (no skew) • Clean edges (no tearing or burrs) • Accurate line mark alignment <p>Adjust slitters or reload media if needed.</p> <p>Shutdown Procedure</p> <ol style="list-style-type: none"> 1. Stop machine operation 2. Remove remaining media 3. Turn off power 4. Clean rollers, blades area, and sensor 5. Dispose of waste material 	Quality Control

Notes: 😊

Maintenance

Daily

- Clean rollers and sensor
- Remove dust and debris

Weekly

- Inspect blades and slitters
- Check alignment and calibration

As Needed

- Replace dull blades
- Recalibrate sensor system
- Lubricate components per manufacturer specs

Troubleshooting

Issue	Cause	Solution
Sensor not reading marks	Dirty or misaligned sensor	Clean and reposition sensor
Skewed cuts	Media loaded unevenly	Reload and realign
Inconsistent widths	Slitters loose/misaligned	Reposition and lock
Tearing edges	Dull blades	Replace blades
Machine stops mid-job	Sensor error or obstruction	Clear path and restart

Training Requirements

Operators must be trained on:

- Sensor-based cutting workflow
- Slitter positioning
- Emergency stop use
- Basic troubleshooting

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	First posting to intranet	Digital Manager	3/2026

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