**Discrete Job #: Part #:**

**Part Description:**

**Print Shop: Manufacturing Processing Instructions for Roll Labels**

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| Mfg. Area | Ultradent Print Shop |
| Machinery & SOP’s | MAC\_293 HP Indigo; MAC\_296 GM DC330 |
| Safety PPE | Ear Protection Optional; Gloves with Chemicals; Safety Glasses with Chemicals |
| Bill of Materials | See Oracle “Discrete Job” & Pick List |
| Inspection Tool(s)/Method(s) | Line Gauge(s)/Loupe; Approved Proof(s); Light Table |
| Finished Size |  |
| Die Number |  |

**START**

**Responsibility:** **IR** = Independent Reviewer *(Responsibility is performed by person at or above designated level)*

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| * **Job Packet Set-Up** | **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | |
| 1. Print **Pick List²**, ensure enough materials exist to complete proposed job quantity. 2. Print work order from Oracle “**UPI Discrete Job**”²; Change Status to “Released” & Save Job. 3. Fill in all applicable fields in this form from the Agile Part Printed Materials Info section. 4. Match Routing to process steps below **IR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** 5. Print **Processing Instructions²**, and assemble job packet with the **Proof**². | | | | |
| * **Pre-press Job Set-Up (Plates & Files)** | | | \*The IR verifying must be a different person than the person preforming the task.\* | |
| **Pre-Press Process**: Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   1. Retrieve current/correct file(s) & revision(s) from Agile. 2. Imposition file(s). 3. Make Plates or Save File to Share Folder if an Indigo Gang Run. (Protected sheeting to remain between plates after preparation)    1. Name File all of Ganged Part Numbers separated with underscores; Place IMP File into Z:\Shares\Document Share\Print Shop\Gang Runs. | | | | |
| * **Processing Instructions & Line Set-Up** | | | | |
| **HP Indigo Process**: \_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   1. Paper part #’s must match discrete job; check Lot# of each item against pick list; lot must be clearly assigned on pick list. 2. Import File from Agile or Gang Folder noted above; make-ready and produce first article. 3. Agile current revision \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proof’s current revision\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. 4. Produce quantity required for job, plus an additional 10% for bindery spoilage, making sure to match the first article. 5. Perform routine shutdown and line clearance, which includes deleting IMP file. 6. Return Signed press proof, and finished good sample stapled to proof, with Job Packet. | | | | Pre-Run:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Run:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Scrap:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  QTY Finished:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Roll Finisher Process\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Verify First Article meets all requirements IR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   1. Load proper roll material into Finisher. 2. Load proper Mag die, & UV³ if a printed label. 3. Make ready label; and produce first article. 4. Perform line clearance and clear all setup parts from roll finisher. 5. Produce quantity required for job plus all additional good labels from press. 6. When Placing Labels on a core into the boxes.    1. Place a warehouse label on the container, initial and date each container label.    2. Do not label warehouse containers in advance of the working container    3. Verify The Label Identification Number with the Core Label for each Core.    4. Verify the Core Label to the Warehouse Container Label.    5. Then place the roll of labels into the container. 7. Return Signed press proof, and finished good sample stapled to proof, with Job Packet. | | | | Pre-Run:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Run:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Scrap:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  QTY Finished:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| * **Packaging** | | **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | |
| 1. Place one WHS ID label on each empty storage container before loading. **Do Not Label ALL containers in advance**. 2. Place Initials, and verify Date, and Time on each label as it is placed   **Label(s) Verified Against Discrete Job by** IR **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | |
| * **Reconcile, Review, and complete Job** | | | **Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| 1. Reconcile all materials; record on Discrete Job; File Proof; Review all paperwork for GMP compliance and confirm all attachments listed on discrete job are present.; Complete Job into inventory; Close Job and take to scanning Bin | | | | |

**Finish**

*\*If Proof does not contain a physical revision #, this will be N/A’d, Change analyst team will be notified to update artwork.*

*¹Packs and pads use the part name to identify quantity in set. ²These are the elements of the Job Packet.³Coating Sheen is to match Paper Sheen.*