**Discrete Job #: Part #:**

**Part Description:**

**Print Shop: Manufacturing Processing Instructions for Sheets**

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| Mfg. Area | Ultradent Print Shop |
| Machinery & SOP’s | MAC\_293 HP Indigo; MAC0403 Heidelberg; MAC0404 Kluge EHD; MAC\_334 Polar; MAC0378 G&K/Baum; MAC\_294 Stitcher; MAC0405 Petratto; MAC0406 Shanklin; MAC0407 Norpak |
| 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 |  |
| Pre-Bind Flat 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:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Heidelberg 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. Prepare & Hang Plates, Make –ready, and produce first article³. 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. 6. Return Signed press proof, and finished good sample stapled to proof, with Job Packet. | | | | Pre-Run:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Run:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Scrap:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  QTY Finished:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Polar Pre-Bind Process:\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   1. Load Cutting program and create first article matching Press Proof. 2. Perform a line clearance and clear all setup parts from the machine 3. Produce quantity required for job plus all additional good sheets, making sure to match the first article. 4. When finished cutting, perform routine shutdown and line clearance. 5. Return Signed press proof, and finished good sample stapled to proof, with Job Packet. | | | | Pre-Run:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Run:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Scrap:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  QTY Finished:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Kluge Process: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   1. Prepare appropriate Foil, Emboss, Die Cutting, Perforating, or Scoring Die. 2. Foil part #’s must match discrete job; check Lot# of each item against pick list; lot must be clearly assigned on pick list. 3. Make ready one full finished Piece and get final approval on a first article. 4. Perform a line clearance and clear all setup parts from the machine. 5. Pull samples regularly during run, making sure to match the first article. 6. Remove non-product waste from product during the run. 7. Produce quantity required for job; Place in Shipper rotating each layer if required. 8. When finished, perform routine shutdown, and line clearance. 9. Return Signed press proof, and finished good sample stapled to proof, with Job Packet. | | | | Pre-Run:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Run:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Scrap:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  QTY Finished:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Count Coater Process: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Coater Unit is turned on and is clear and free from defect. 2. Load UV³ into Coater; Make Ready and produce first article. 3. Perform a line clearance and clear all setup parts from the machine. 4. Produce quantity required for job plus all additional good sheets, making sure to match the first article. 5. Perform routine shutdown and line clearance. 6. Return Signed press proof, and finished good sample stapled to proof, with Job Packet. | | | | Pre-Run:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Run:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Scrap:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  QTY Finished:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Polar Pre-Bind Process:\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   1. Load Cutting program and create first article matching Press Proof. 2. Perform a line clearance and clear all setup parts from the machine 3. Produce quantity required for job plus all additional good sheets, making sure to match the first article. 4. When finished cutting, perform routine shutdown and line clearance. 5. Return Signed press proof, and finished good sample stapled to proof, with Job Packet. | | | | Pre-Run:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Run:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Scrap:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  QTY Finished:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| G&K/Baum Process: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   1. Prepare appropriate fold set up, sheet size and fold type, make ready one full finished Piece for first article. 2. Perform a line clearance and clear all setup parts from the machine. 3. Pull samples regularly during run, making sure to match the first article: 4. Produce quantity required for job; Place in Shipper rotating each layer if required. 5. When finished Folding, perform routine shutdown, and line clearance. 6. Return Signed press proof, and finished good sample stapled to proof, with Job Packet. | | | | Pre-Run:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Run:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Scrap:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  QTY Finished:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Stitcher Process: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   1. Set Stitch to Proper Length according to paper thickness and set paper length. 2. Set paper thickness on each separate units and proper length for face trim. 3. Create one full finished piece for first article. 4. Perform a line clearance and clear all setup parts from the machine. 5. Produce quantity required for job, making sure to match the first article. 6. When finished perform routine shutdown, and line clearance. 7. Return Signed press proof, and finished good sample stapled to proof, with Job Packet. | | | | Pre-Run:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Run:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Scrap:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  QTY Finished:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Polar Final Process:\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   1. Load Cutting program and create first article matching Press Proof. 2. Perform a line clearance and clear all setup parts from the machine 3. Produce quantity required for job plus all additional good sheets, making sure to match the first article. 4. When finished cutting, perform routine shutdown and line clearance. 5. Return Signed press proof, and finished good sample stapled to proof, with Job Packet. | | | | Pre-Run:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Run:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Scrap:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  QTY Finished:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Petratto Process:\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   1. Perform a line clearance 2. Set up equipment for folds and glue locations according to the CAD in Agile. 3. Produce quantity required for job plus all additional good sheets, making sure to match the first article. 4. When finished, perform routine shutdown and line clearance. 5. Return Signed press proof, and finished good sample stapled to proof, with Job Packet. | | | | Pre-Run:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Run:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Scrap:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  QTY Finished:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Shanklin Process:\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   1. Perform a line clearance 2. Load Shrink Film and create first article matching Press Proof¹. 3. Produce quantity¹ required for job plus all additional good sheets, making sure to match the first article. 4. When finished, perform routine shutdown and line clearance. 5. Return Signed press proof, and finished good sample stapled to proof, with Job Packet. | | | | Pre-Run:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Run:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Scrap:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  QTY Finished:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Norpak Process:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   1. Prepare all parts form Discrete Job², and load into Norpak 2. Prepare a first article 3. Perform a line clearance and clear all setup parts from the machine 4. Produce quantity required for job plus all additional good sheets, making sure to match the first article. 5. When finished cutting, perform routine shutdown and line clearance. 6. Return Signed press proof, and finished good sample stapled to proof, with Job Packet | | | | Pre-Run:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Run:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Scrap:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_  QTY Finished:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Paddy Wagon Process:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Verify First Article meets all requirements IR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**   1. Perform a line clearance, prepare chip. 2. Chip part #’s must match discrete job; check Lot# of each item against pick list; lot must be clearly assigned on pick list. 3. Load product and create first article matching Press Proof¹. 4. Produce quantity¹ required for job plus all additional good sheets, making sure to match the first article. 5. When finished, perform routine shutdown and line clearance. 6. 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.*