



W 8.6.5 PRINTING MAKEREADY (QMS & SQF)

REV.: A
DATE: 08/29/2025
OWNER: Quality Manager

OBJECTIVE

To ensure the optimal setup and operation of the printing press, minimizing errors, reducing waste, and maintaining high-quality print standards.

SCOPE

This procedure applies to all printing equipment and personnel involved in the printing process.

RESPONSIBILITIES:

- **Press Operators/ Helpers:** Perform routine checks, cleaning, and calibration.
- **Maintenance Team:** Conduct scheduled maintenance and repairs.
- **Printing Supervisor/ Leads:** Ensure compliance with maintenance procedures and provide necessary training

STEP 1: Loading the Job from the Server

1. **Review of the Job Ticket:**
 - Identify the job to be performed.
 - Verify the Item Name.
 - Run sheets and total number of sheets.
2. **Load the Job on the Console:**
 - On the console screen, select Job Changeover.
 - Click Load.
 - Locate the Item Name on the Job Ticket and select it.
 - Review the job details and click Apply.
 - Select Preparation, then click the Preparation button.
3. **Set Up the Job**
 - Select **Data Transfer to Machine Control:**
 1. Verify Item Name and Customer's Name.
 2. Enter Delivery Quantity (total number of sheets from Job Ticket).
 3. Input Copy Number, Printing Surcharge, and Finishing Surcharge, if applicable.
 - Select **Job Filter** and configure:
 1. Size
 2. Thickness
 3. Printing Unit Configuration
 4. Inking Unit Settings
 - Assign inks to the printing units:
 1. Click Ink Here.
 2. Select the Printing Unit and assign the desired color.
 3. Enter the printing plate numbers.
 4. Confirm all necessary job information.
 - Activate the required units:
 1. Print Unit
 2. Impression
 3. Inking Unit
 4. Dampening Unit



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5. Differential Drive
 - Set Ink Zone Openings:
 1. Select Ink Zone Opening.
 2. Verify ink key values and ink density in each unit.
 - Press Job Change. When prompted with "Transfer job to machine?", select Yes
4. **Enter Required Data:**
 - Input the total number of sheets under Delivery Quantity and press Enter.
 - Click Apply
5. **Verification:**
 - Ensure plates are correctly installed in the units.
 - Confirm colors match the specified units.

STEP 2: Job Preparation on the Console

1. **Color Settings:**
 - Select *Color Settings* and *Copy Replace*.
 - Confirm colors are in corresponding units, then select *Apply*.
2. **Plate Change:**
 - Select *Plate Change* and initiate plate change preset.
 - Ensure correct plate installation in corresponding units.
 - Follow on-screen instructions to complete the setup.
3. **Activate Production:**
 - Press *Program Start* to begin job execution.

STEP 3: Execution of the Job Change Program

- If required, run the job change program.
- Verify density before proceeding.

STEP 4: First Pull (50-100 sheets)

1. Ensure plates are correctly installed.
2. Start production and pull 50-100 sheets.

STEP 5: Sample Review

1. Inspect printed sheets for cleanliness and accuracy.
2. If the prints do not meet standards:
 - Make necessary corrections.
 - Repeat Step 4.

STEP 6: Initial Inspection and Registration Adjustment

1. **Verify Color Bar:**
 - Identify the color bar number on the print.
 - Enter the console and select the corresponding color bar code.



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2. **Review Print Standard:**
 - Locate the print standard on the job ticket.
3. **Ink and Paper Setup:**
 - Access *Inks* section on the console.
 - Select paper type and designated print standard.
4. **Plate Registration Adjustment:**
 - Define blank paper location.
 - Verify plate registration and make necessary corrections.
 - Use *Measured Values*, *Correction*, and *Diagonal Correction* buttons for adjustments.
5. **Scan and Adjust:**
 - Scan a printed sheet.
 - Adjust values if necessary.

STEP 7: Color Control

1. Activate *Color Control* on the console.
2. Set all units for automatic correction:
 - Density should be within 15 points.
 - If color is out of range, adjust rollers or wash the unit.
3. If no calibration record exists for specific ink, paper, or standard:
 - Select calibration for the next pull.

STEP 8: Second Pull (100-150 sheets)

1. Calibrate inks as required.
2. If using LAB targets:
 - Scan a sheet and adjust density in LAB settings.

STEP 9: Third Pull (100-150 sheets)

1. Inspect the printed sheet.
2. If using LAB targets:
 - Scan another sheet and refine LAB settings.
3. Ensure all units remain on automatic color control.

STEP 10: Final Color Check

1. Ensure calibration meets color standards.
2. If adjustments are needed:
 - Repeat Step 9.
 - Identify and correct the issue.
 - Report issues to supervisors and maintenance.
3. Adapt process as required for job variations.



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Verification and Maintenance Guidelines

To ensure printing equipment is maintained in optimal condition, minimizing errors, reducing downtime, and improving efficiency while adhering to quality standards.

1. **Cleaning before calibration** – Ensure a spotless color bar area.
2. **Image clarity** – Verify brightness and absence of streaks.
3. **Daily roller cleaning** – Maintain pan rollers for optimal function.
4. **Qualitronic lamp check** – Inspect and clean at shift start.
5. **Camera lens care** – Clean with appropriate materials.
6. **Color bar selection** – Ensure correct bar and plate numbers.
7. **Alignment** – Center the color bar on the sheet.
8. **Plate number accuracy** – Check for duplicates.
9. **Precise measurement** – Input correct distance from sheet edge to bar center.
10. **Special color filters** – Use appropriate filters.
11. **Fountain solution control** – Monitor conductivity, pH, temperature, and cleanliness.
12. **Press calibration** – Restore all settings for consistency

Daily Reporting Requirements

1. **Verify F.8.6.5.1 Conductivity Tracker KBA Report:**
 - Verify correct monthly format.
 - Mark the conductivity range.
 - Record console temperature.
 - Sign with initials for date and shift.
2. **Check F.8.6.5.2 Rollers Settings Report:**
 - Record printer number and shift details.
 - Document unit reviews.
 - Note any exceptions with an 'X'.

ERP System Reporting

1. Issue tags for job materials in real-time. **F.8.5.2.1 WIP TAG**
2. Report all waste in red during printing.
3. Compare expected vs. actual sheet usage.
4. Document downtime with reasons and comments.

REFERENCE OF DOCUMENTED INFORMATION

- **F.8.6.5.1 Conductivity Tracker KBA Report**
- **F.8.6.5.2 Rollers Settings Report**
- **F.8.5.2.1 WIP TAG**