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In-process checklist

Scope

This technical information sheet is intended to provide a basic checklist to assist in the efficient running of a typical production order to meet the customer's specification.

Safety precautions

Hand protection is mandatory when handling cutting dies of any type. This TIP may require the use, disposal, or both, of chemicals which may present serious health hazards to humans. Procedures for handling of such substances are set forth on Material Safety Data Sheets which must be developed by all manufacturers and importers of potentially hazardous chemicals maintained by all distributors of potentially hazardous chemicals. Prior to the use of this technical information paper, the user should determine whether any of the chemicals to be used or disposed of are potentially hazardous and, if so, should follow strictly the procedures specified by both the manufacturer, as well as local, state, and federal authorities for safe use and disposal of these chemicals.

Content

- I. Make production specification (Sheet size, number of multiples, printing required, etc.).
- II. Assign work order for manufacturing die.
 - A. Manufacture outside the plant.
 1. Check blank spec for rotary diecut design changes.
 2. Have sample approved by design department.
 - B. Manufacture within the plant.
 1. Check blank spec for rotary diecut design changes.
 2. Have the full size transparent drawing transferred to the die board either mechanically or photographically, noting direction in which job is to be run.
 3. Inspect transferred die board for clarity and accuracy.
 4. Manufacture cutting die.
 5. Have sample approved by design department; and, if possible, have customer approve sample.
- III. Make printing specifications.
 - A. Check graphics to ensure that printing does not cover score lines.
 - B. Avoid close registration whenever possible or prepare plates to cope with close registration.
 - C. Have customer approve graphics for accuracy.
 - D. Have customer approve any special color inks.
 - E. Order inks after required amount has been determined. When special colors are required, make sure color proofs are supplied with ink and attached to printing specifications.

- F. Place order for printing dies noting press direction and size of press.
- G. Mount printing dies and check against transparent drawing for registration and accuracy.

IV. Schedule corrugated material.

- A. Add 1 in. (25 mm) both ways whenever possible to provide for adequate sheet size.
- B. If close registration is required, order multiple-up sheets for flatness.

V. Check all materials to make sure order is ready to run.

- A. Have plates arrived and been mounted?
- B. Has ink arrived?
- C. Have sheets been corrugated?
- D. Has order been scheduled on the machine?

Keywords

Printing, Processes, Production, Production control

Additional information

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Working Group Members:

Dennis F. Roberts, Chairman - Weyerhaeuser Packaging
Clyde H. Cox - Interfic Inc.
William T. Kahn - Harper/Love Adhesives
John A. Curielli - Retired

