

Maharashtra Shikshan Samiti's

Maharashtra Mahavidyalaya, Nilanga



Prepared by

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Offset Printing Machine SOP

1.0 Purpose: To lay down the standard operating procedure for cleaning and operation of printing and rewinding machine.

2.0 Aim: This Standard Operating Procedure is applicable for cleaning and operation of printing and rewinding machines for labels.

3.0 Responsibility:

3.1 Trained line -Coordinators for cleaning and operation of the machine.

4.0 Safety Considerations:

4.1 Do not touch the moving parts of the machine when it is working

5.0 Procedure:

5.1 For cleaning:

5.1.1 Switch 'OFF' the main supply of the machine.

5.1.2 Unload the roll from the machine.

5.1.3 Remove the memory card and cartridge from the printing head.

5.1.4 Clean all the parts of the machine with 70% IPA with a clean mop.

5.2 For Printing:

5.2.1 Insert the Flashcard into the memory card reader and attach it to the computer with its USB cable.

5.2.2 Open the Maharshi printer software on PC.

5.2.3 Go to the left Top file and open it.

5.2.4 Open the memory card

5.2.5 Open any one file.

5.2.6 Select a text which you want to write as per the detail on the Batch Coding Initiation slip

5.2.7 Now go to function on the top bar.

5.2.8 Click function to open parameters menu.

5.2.9 Print modes and velocity/encoder modes are displayed in the parameters menu. Click the encoder option. Always chose position mode.

Lab: Screen Printing SOP

1. Prepare your materials

Gather all the necessary materials for screen printing, including the screen, ink, squeegee, emulsion, and the design you want to print. Make sure your screen is clean and free from any previous ink or debris.

Use the Checklist feature in ClickUp to create a list of all the materials needed and check them off as you gather them.

2. Set up your workspace

Create a dedicated space for screen printing that is well-ventilated and has enough room for your equipment and materials. Set up your screen printing station by securing the screen onto the printing press or frame and applying the emulsion according to the instructions.

3. Prepare the design

If you're using a digital design, make sure it is properly sized and formatted for screen printing. Transfer the design onto a transparency or a stencil sheet, ensuring that it is centered and aligned correctly.

4. Print and cure

Apply the ink onto the screen, aligning it with the design and using the squeegee to evenly distribute the ink across the screen. Carefully lift the screen to reveal the printed design on the material. Allow the ink to dry and cure according to the ink manufacturer's instructions.

Lab: Graphic Design SOP

1. Customize the template

Start by customizing the Graphic Design SOP Template to fit your specific needs. Add your company logo, brand colors, and any other design elements that align with your brand identity. This will make the template feel more personalized and professional.

2. Define your design process

Next, take the time to define your design process and break it down into clear, actionable steps. Consider including tasks such as gathering client requirements, conducting research, creating initial drafts, and seeking client feedback. By outlining each step in the process, you'll ensure consistency and avoid missing any crucial stages.

3. Assign responsibilities

Once you've defined your design process, assign responsibilities to team members for each step. This will help ensure that everyone knows their role and can collaborate effectively. Assign tasks to specific team members and set due dates to keep everyone accountable and on track.

4. Collaborate and communicate

Effective collaboration and communication are key to successful graphic design projects. Use the Comments feature in Click Up to provide feedback, ask questions, and share updates with your team members. This will help streamline communication and keep everyone informed throughout the design process.

5. Review and iterate

Once the design is complete, take the time to review it and gather feedback from clients or stakeholders. Use the Review feature in ClickUp to easily collect feedback, make revisions, and track changes. This will ensure that the final design meets the client's expectations and aligns with the project goals.

Signed by



Principal

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