

SOP-009 Laminated Panel Press Operations

Document Number: SOP-M210-009

Department: Laminated Panel Press Operations

Revision: Rev 0

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FORMATIONS M210

THERMOFOIL MANUFACTURING STANDARD OPERATING PROCEDURES

SOP-009 LAMINATED PANEL PRESS OPERATIONS

Department Overview

KPI

80–100 SHEETS PER 8-HOUR SHIFT

Primary Responsibilities

- Laminate verification
 - Core verification
 - Press operation
 - Glue spreader setup
 - Panel quality inspection
 - Material consumption tracking
 - Packaging
 - Documentation completion
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Upstream Department

- Laminate Department
 - Material Receiving
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Downstream Department

- Shipping
 - Production Departments
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Quality Ownership

The Laminated Panel Department owns:

- Correct laminate selection
 - Correct core selection
 - Glue coverage
 - Press quality
 - Air bubble prevention
 - Panel quality
 - Material usage accuracy
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Critical Daily Checks

- Laminate codes
- Board codes
- Glue thickness
- Press temperature
- Press time

- Glue spreader settings
- Glue coverage
- Packaging quality

Revision Control

Revision	Date	Description	Approved By
Rev 0		Initial Release	Phil Land

1. Purpose

To ensure laminated panels are produced accurately, safely, and consistently while maintaining customer requirements, product quality standards, and material traceability.

2. Scope

This SOP applies to all personnel responsible for:

- Press setup
- Glue spreader operation
- Laminate application
- Panel pressing
- Packaging
- Documentation
- Material tracking

3. PPE Requirements

Required PPE:

- CSA Approved Safety-Toe Footwear
- Hearing Protection

Additional PPE may be required during glue handling, cleaning, and maintenance activities.

4. Department KPI

Production Target

- 80–100 Sheets per 8-Hour Shift

Quality shall never be sacrificed to achieve production targets.

5. Production Scheduling – Smartsheet

Daily Schedule Review

At the beginning of every shift:

Review:

- Daily production schedule
- Priority orders
- Remakes
- Due dates

Verify required materials are available before beginning production.

Order Completion

When an order is complete:

Verify:

- All sheets pressed
- Packaging complete

- Paperwork complete
- Material consumption recorded

Mark order complete in Smartsheet.

6. Documentation Verification

Before beginning a job verify:

- Work Order
 - Laminate code
 - Board code
 - Sheet quantity
 - Product specifications
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7. Laminate & Board Verification

Before pressing:

Verify:

- Laminate codes match paperwork
- Board codes match paperwork
- Codes match exactly

If taking over a job from another operator:

- Recheck all codes
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8. Board Quality Inspection

Inspect all boards before pressing.

Verify:

Warp

Acceptable:

- Up to 3/8"

Unacceptable:

- Greater than 3/8"

Boards exceeding accepted warp limits shall not be pressed.

9. Glue Spreader Setup

Setup Requirements

Verify:

- Trays are clean
 - No glue buildup present
 - Trays installed correctly
 - Trays tightened fully and then backed off 1/4 turn
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Glue Setup

Fill trays with glue.

Turn rollers on during filling.

Adjust glue thickness to:

6–7 on Wet Gauge

Board Thickness Adjustment

Measure board thickness.

Adjust glue spreader height to match board thickness before production begins.

10. Machine Startup Procedure

Operator 1 Responsibilities

- Turn on press
 - Set up glue spreader
 - Verify tray cleanliness
 - Fill glue trays
 - Set glue thickness
 - Adjust spreader height
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Operator 2 Responsibilities

- Retrieve first work order
 - Verify board and laminate codes
 - Prepare laminate
 - Prepare board stock
 - Verify press settings
 - Prepare dunnage and cardboard
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11. Press Operation

First Sheet Verification

After the first board passes through the glue spreader verify:

- Glue coverage on top
- Glue coverage on bottom
- Adhesive thickness using glue gauge

This inspection shall also be completed whenever:

- Board thickness changes
 - Material changes
 - Product changes
 - Quality concerns occur
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Laminate Preparation

Verify:

- Face laminate is clean
- Back laminate is clean
- No debris is present

Blow off laminates before use.

Board Processing Sequence

1. Blow off board.
 2. Feed board through glue spreader.
 3. Inspect glue coverage.
 4. Position board against guides.
 5. Position back laminate.
 6. Position face laminate.
 7. Insert assembly into press.
 8. Close press.
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Press Inspection

Upon removal from press verify:

- No bubbles
- No delamination
- Proper adhesion
- Clean appearance

Defective panels shall be identified immediately.

12. Damaged Material Procedure

Damage During Production

Less Than 1 Inch From Edge

- Material may be pressed.

Greater Than 1 Inch From Edge

- Material shall not be pressed.
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Damaged Laminate During Production

If laminate is damaged:

1. Record +1 on paperwork.
 2. Take paperwork to Laminate Department.
 3. Obtain replacement through Laminate Department.
 4. Do not independently remove replacement material.
 5. Dispose of damaged laminate only as directed.
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Damaged Material Received

If damaged material is discovered before production:

- Return material to Laminate Department.
 - Notify Laminate Department personnel.
 - Do not dispose of material without authorization.
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13. Material Usage Reporting

Record:

Face Laminate

Used quantity plus damaged quantity.

Back Laminate

Used quantity plus damaged quantity.

Core Material

Total quantity used.

Example:

- Face = 11
- Back = 10
- Core = 10

if one face sheet was damaged.

14. Packaging Standards

Labeling

Label the first board of each lift.

Include:

- Item Number
- LO Number

- SO Number

Example:

LAM-255 LO#1045 SO#70321

4 ft Lift Requirements

Less Than 15 Sheets

- 4' × 8' cardboard

Greater Than 15 Sheets

- 5' × 8' cardboard
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8–10 ft Boards

Requirements:

- 3 pieces of dunnage
- Cardboard top and bottom
- Cardboard corners on top

Bottom corners only required when laminate overhang exceeds 1 inch.

12 ft Boards

Requirements:

- 5 pieces of dunnage
- Cardboard top and bottom
- Cardboard corners on top

Bottom corners only required when laminate overhang exceeds 1 inch.

15. Lift Completion Procedure

When lift is complete:

1. Install cardboard.
 2. Strap lift.
 3. Install corners.
 4. Apply labels.
 5. Complete paperwork.
 6. Move lift using forklift.
 7. Deliver paperwork to Shipping.
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16. Production Reporting

Before releasing an order:

Record:

- Date
- Initials

By initialing the Production Report, the operator confirms:

- Quality inspection completed
 - Quantities correct
 - Documentation complete
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17. Daily Housekeeping

Final 15–20 minutes of shift:

Clean:

- Glue rollers

- Glue trays
 - Bottom tray
 - Glue containers
 - Press tables
 - Work area
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18. Shutdown Procedure

Operator 1

- Clean glue spreader
 - Drain glue system
 - Return drain hose
 - Install drainpipe cap
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Operator 2

- Clean press with water and cloth
 - Assist with glue spreader cleaning
 - Verify drainpipe cap has been installed
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19. Friday Deep Clean

Final 45 minutes of shift:

- Deep clean press
- Deep clean glue spreader
- Remove glue buildup
- Verify equipment condition

- Report maintenance concerns

20. Release Checklist

Before releasing an order:

- ☐ Smartsheet reviewed
 - ☐ Laminate codes verified
 - ☐ Board codes verified
 - ☐ Board warp checked
 - ☐ Glue thickness verified
 - ☐ First sheet inspected
 - ☐ Material usage recorded
 - ☐ Packaging complete
 - ☐ Labels applied
 - ☐ Lift strapped
 - ☐ Production Report completed
 - ☐ Date recorded
 - ☐ Initials recorded
 - ☐ Housekeeping completed
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Appendix A – Laminated Panel Training Record

Employee Name: _____

Trainer: _____

Date: _____

Competencies Verified

- ☐ Laminate Verification
- ☐ Board Verification
- ☐ Glue Spreader Setup
- ☐ Press Operation
- ☐ Glue Thickness Verification
- ☐ Packaging
- ☐ Documentation
- ☐ Housekeeping

Employee Signature: _____

Trainer Signature: _____

Appendix B – Monthly Laminated Panel Audit

Documentation Compliance: ☐ Pass ☐ Fail

Material Verification Compliance: ☐ Pass ☐ Fail

Press Quality Compliance: ☐ Pass ☐ Fail

Packaging Compliance: ☐ Pass ☐ Fail

Housekeeping Compliance: ☐ Pass ☐ Fail

KPI Review Completed: ☐ Yes ☐ No

Auditor: _____

Date: _____

Appendix C – Warranty Reference

All laminated panels shall meet Formations quality standards, adhesion standards, appearance requirements, and customer specifications prior to release.