

CTP - Quality Control Checklist - Template

File Assembly / Art Check

If there are any discrepancies with the customer's art during this section, stop and email them (and add CSR-1 as a BCC)

- Clock into Enterprise on this job
- Create a job folder in the appropriate place on the "All Jobs"
- Create a subfolder named "Originals" in which to store raw files.
- Load fonts (if provided and required); make sure they are not bitmapped or substituted
- Check art for correct Size, Bleed, Page Count & Fold
- Check art for built blacks (or colors) above **250%** ink coverage
- Check color build against ticket (4/4, 4/0, 4/1, 1/1, 1/0, etc)
- Check art resolution - especially barcodes.
(If anything is below 300dpi, you judge if it's worth kicking the art back)
- All **Black Type** is set to overprint (if possible)
- Check for Spot Colors

Does Job Ticket call for spot color? Yes No

- All spot colors converted to CMYK (only if job printing in CMYK)
- Check to make sure nothing important is at risk of trimming off.
- Saved art using the Beyer PDF Setting (using Adobe InDesign)
- Set traps in Pit Stop Super Trap
- Compare new PDF to original customer file to check for missing images and type.
- Save file as J#####-proof-CompanyName.pdf and place into job folder.

Diecut Jobs

Dieline already exists:

- Retrieve dieline provided or referenced on the job ticket
- Check score/perf/cut line measurements in Acrobat or InDesign compared to measurements taken from dieline
- Followed special instructions from Die Cutter

Creating a new dieline:

- Followed special instructions from Die Cutter
- Checked Dieline by placing it over the final PDF in InDesign
- Output low res proof of dieline and placed in Job Ticket
- Sent dieline PDF and EPS to Die Cutter
- CC'd dieline PDF and EPS to Jen for filing

On Line Proofing

- Copied** final preflighted, trapped, and properly named PDF to:
 - (House Job)Prepress/All Jobs/_ FTP_Beyerprinting/PROOFS
 - (Web Order)ftp://www.your website.com/Proofs/

Customer Wants Mockups/High-res

- >>> Do "Proof Output" section first <<<**
- Compared to Customer supplied proof **(If supplied)**
- High Res digital proof compared to PDF proof
- Die Line checked against proof **(If applicable)**
- Layout/ Pagination correct
- Not Corrupt Not covered up Bleed/Gutters
- Added customer supplied fonts to SuitCase
- Not Corrupt Not Clipped Not Overset or Reflowed
- No type missing
- Not replaced by courier
- No type tracking / kerning problems

- Output:**
- Added proof approval stickers to every piece.
 - Shipped to customer (If applicable)
 - Proof IF delivered to customer added to Delivery DRC

Special / Un-ordinary Jobs

Pocket Folders:

- Pockets are correct size: (3.5in., 4.0in., 4.5in., other)
- BC slits are in correct place on art.
- Tabs AND the area where they glue on the inside are knocked out with white (for gluing).
- Pocket Folder BC slit style & position drawn on low res proof

Envelope Converting:

- Confirm vendor die line & specifications will fit on press sheet.
- If press sheet is to be Parent to Run Cut, and is a critical or close fit, check with Cutter Operator to insure that, after press sheet is back trimmed, there is still enough room for image, gripper, color bars, etc.; and enough room to meet Die Cutter's specifications for trim.

Ex: We had a Gideon's Job that had to be re-plated, due to press sheet being 1/16 too short after parent to run cut stock was back-trimmed

Perfs and Scores:

- Draw perf/score lines on hard proof to verify perf doesn't interfere with artwork
- Fold mockup on perf/score lines to confirm correct positions.

Gatefold:

- Check art / template to make sure the gate folds are planned for .25"gap when folded.

Sending to GotPrint.com for digital printing:

- Prepare the files and send to CSR. **PP-6016**

Folded Mailers:

- When looking at address side, folded or stitched edge is on bottom or right (included pen marks on fold)

Adding Mailing Indicia:

- Correct Indicia added to customer art in correct location.
- Postal Codes** and **Return Addresses** checked against postal template **(Located in template drawer)**

Printing on NCR Security Rx Paper:

- Confirm print orientation matches info preprinted on stock
- If piece has mail panel AND aqueous coats, confirm with customer if panel should coat or knockout.

Proof Output

- Copied all files to the MONTAGE_PROOFS folder on PDF pool.
- On Signa Station, make plate and paper as wide as possible.
- Double-check PDFs for trim sizes (write it on ticket if needed).
- Create Assembly Blocks for every piece.
- Drag and drop all files into "Contents" tab, then place them.
- Position, Gripper and Margins are correct for paper size
- No unnecessary gutters **(Butt up cuts if no bleed)**
- Cuts line up when possible/no impossible cuts
- If color is bluish- purple, output high res proof for press op
- Print **B&W Lasers** to HP Laser Jet 5000 Series PS
- Print **high res** proof (BG_Proof) to HP 5000 Design Jet
- Print **low res** proof (HP5500_proof_only) to HP 5500 Design Jet
- Books:** Signatures folded and pages checked against PDF.
- Confirm cut marks visible on low/ high res proof. If not, draw out
- Check Artwork with CD Tray / Inlay template
- No ink or varnish in glue tab area on Boxes, Pocket Folders, Die Cut Jobs, Perfect Bound book inside spines or Laser Print Area
- Mailing address will be laser printed here
- Job #, Output date, and your initials written on all pieces Initials:
- Proofs & folded mockups placed in corresponding job ticket (included pen marks on fold)

I have completed (or acknowledged) every line on this checklist

Sign: _____

Date: / /

CTP - Quality Control Checklist - Template

Prinect: Signastation

- Created a folder for job or gang ticket on PDF Pool.
- Copied newest/approved PDF(s) into this folder.
- Front-to-back print orientation of each piece confirmed with **returned Low Res** proofs.
- Trim size double-checked in Acrobat (and corrected on ticket).
- Start Signa Station and create a new job (or open the last time we ran this job if it's a "Repeat w/o Change" or needs the identical past layout.)
- Job Number, Job Name, and Customer Name fields filled in.
- Check if a Product Part Template exists for this build.

If Template Exists:

- Double-check plate/linescreen, orientation, sheet size, and assembly block size/position/numbering.

If Template Does Not Exist:

- Choose correct plate/linescreen, orientation, and paper size.
- Built assembly blocks according to job specs.
- Orientation correct: **1-sided, W-&Turn, W-&Tumble, Sheetwise, Perfecting**
- Item(s) that spot aqueous coat on press sheet (requiring a blanket cut at press) placed closest gripper
- Similar colors lined up gripper-to-foot (makes things easier for press ops)
- Grain direction runs parallel with folds/scores/perfs (**If possible**)
- Scores and perfs line up vertically when possible
- Windmill diecut jobs have an extra 1" around each piece.

Stitched Books:

- Head & Tail trim is the same on all signatures.
- Press sheet lip; .375" lip on front cover; Head trim always .25" & foot trim .25" min to 1" max.
- Placement and Size of Lip (Stitcher Gripper) is the same for all signatures and components.
- Cut Marks, Folding Marks, & Folding crosses added to each sig.
- 8.5x11 (Regular) or 8.5x5.5 (Landscape) books:** Art is offset down .25" to the gripper (This allows for a .5" lip without having to trim at cutter)
- Perfect Bound books:** Spine margins are set to .25"

- Catalog Env: Gripper in correct position with flap consideration-SEE JOB TICKET for specs (Standard wet & seal and Peel & Seal are Closed flap; Press Stick are Open flap)
- 1" Gripper needed for number machine (See Ticket for Number Job)
- Word "No." removed from artwork (Number machine will print the No.)
- 3/8" Gripper for Hamada print Center Marks added (if possible)
- Envelopes and Letterheads:** Cut/Registration marks removed.

- Stock 12pt/120#C or thicker (Imposition image towards the gripper)
- Work & Tumble:** Measure cut press sheet before setup to confirm run size

Gang Flats:

- Imposition heavy coverage at color bar
- Empty slots in center of sheet, on gripper end
- Books/ Folders and trays lined up, NOT offset
- Create as few cuts as possible to make it easier on the cutter

P1 P2 P3 P4 P5 P6 P7 P8

- | | | | | | | | | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Color Bars on Tail (all large press jobs) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No varnish in glue areas |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No developer/ finisher spots |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No type/image cut off or missing |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No broken type/ scratches |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | No registration marks, cut lines, or color bar in image area |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Matches Low-Res Plate Proof |

Prinect: Signastation Cont'd

- Import all files for placement according to Job specs
- Step & Repeat / Number of ups correct
- No impossible cuts
- Crop Marks turned on (Remove from Hamada-run Envs and LHs)
- No unnecessary gutters (Butt up cuts if no bleed or common bleed)

- Books:** Signatures/Page numbers checked with mockup & PDF
- CD Trays:** Added 0.5" on both left and right sides, and 1.0" on either top or bottom for Bindery.
- Pocket Folders:** Double-check pocket size
- Pocket Folders:** Business Card Slits checked (If applicable)
- Watermarked Stock:** Check for layout consistency (no W&T)
- Centered assembly blocks on sheet (unless otherwise instructed)
- Jobs with more than 4 colors have Double Color Bar
- No W-&Turn or W-&Tumble on C1S stock (Check stock on ticket)
- No Process Metallic or Fluorescent Colors converted to CMYK (Unless requested by customer)
- A signed proof or approval has been returned (**Only Prod** Initials:)
- Administrator or Gen Mgr can give a verbal approval)**
- Print to HP5500_Proof_Only for Plate Proofs.

Checking Low Resolution Plate Proof

- Orientation correct: (1-sided, W-&Turn, W-&Tumble, Sheetwise, Perfecting)
- Front to back composition (4/0, 4/1, 4/4, etc...) checked against ticket
- Signature is centered on Press sheet (unless otherwise instructed)
- Bleeds are visible
- No art is rotated incorrectly or otherwise not fitting in its block
- Cuts are as efficient as possible
- Step & Repeat / Number of ups correct
- Compare Plate Proof to customer approved art-confirm changes made are on plate proof (if applicable)
- Multi-Up Die Line:** Plate Proof checked on light table against dieline on file.
- Single-Up Die Line:** Confirm at LEAST 1" cut off all the way around die cut area of each piece (For the Windmill).
- Coating / Varnishing:** No ink, imposition marks, or spot
- LH / Env:** Confirm address is correct.
- Gang Flats:** All jobs listed on green Gang Job Sheet are on Low Rez Proof & Plates **PA-3013**
- Books:** Note Low Page on each Plate Proof for Press Ops
- Proper Job Number assigned to plate proof (and plates).
- Spot Colors have a Color Bar
- Overprint Color Bars are not in the same position as the shell being printed on (or are turned off completely)
- Sheet Bounce Marks are present

Prinect: Metadimension

- DO NOT** load material into the Prosetter until ALL sections of this CTP Checklist are complete
- Preview Plates in Prinect MetaDimension Printmanager
 - Number of plates matches colors listed on ticket.
 - Black Text set to overprint
 - CMYK Values for each job have been checked against the Customer PDF File
- Color Bars for plate changes do not overlap Initials:

- I have completed(or acknowledged) every line on this checklist

User:

Sign:

Date: /

Small Press

Large Press

Daily Routine Checklist - PrePress Supervisor

- Prepress lights, computers and both printers turned on
- Clock in Enterprise (**Absent/Tardy form** submitted in System100 if more than 5 min. late or absent without leave)
- Plate Processor turned on
- Supplies needed requisitioned in System100- Review hardcopy Prepress Supplies (**Keep at least 1 week's supply available**)

Stock for Digital Dept.

- 100# Gloss T 9.x12 100# Gloss C 9x12 80# Gloss T 9x12 80# Gloss C 9x12 80#C Cougar/Lynx 9x12
- 100# Gloss T 12x18 100# Gloss C 12x18 80# Gloss T 12x18 80# Gloss C 12x18 80#C Cougar/Lynx 12x18
- System100 Tasks, Emails, Company Memos, reviewed
- Repair Requests submitted (**If applicable**) **Repair Request**
- Back Up checked [PP-695](#)

Monday Archive Back Up checked HP 500 Utility Color Calibration run

- FTP site content information emailed to CSRs
- Missing Components Box- Customers called that have not responded by next business day to art problem notification
- Production Management has been notified regarding jobs that will be delayed for any reason
- Prepress personnel work has been delegated and prioritized
- Non chargeable projects or other assignments have been delegated to prepress personnel (**see list on back of this sheet**)

Outlook: Email reviewed Windows updates checked

- Waste Plate Tracking form- plates noted in Enterprise

Review of Production Schedule for Prepress

- Production Schedule has been prioritized for today
- Production Schedule Preview has been reviewed. *Notified Production Administrator if there are any questions*
Production Schedule Policy PA-3010

- 3:00** PROOFS needing to be shipped today have been checked and shipped (*Use packing slip from System100*)
- Meeting with General Manager Monday 3:00

- Clocked out for lunch** or have approval from Plant Administrator to work through lunch period
It's understood a Lunch Period can happen at different stages of this checklist each day, therefore it is not necessarily in correct order of listed prompts

End of Production Schedule

- Today's Prepress Production Schedule Completed (**Highlight all completed jobs**)
All Jobs should be completed unless rescheduled by Production Administrator
- Written on Schedule Sheet, all Job Numbers & Customer names that I have completed ahead of schedule
- Reported to Production Administrator before working overtime or clocking out for end of shift

End of Day

- Email checked
- Check all Prepress email accounts for "Proof Sent" notifications for each job on today's proofing schedule. (Ensuring their delivery)
- New Customer artwork folders setup on FTP (if applicable) **PP-6008**
- Prepress supplies are in designated places & new supplies put up
- System Busters** submitted (if applicable) **GM-1008**
- Desk, tables and shelves are wiped clean and all items in their places
- Material cabinet clean & organized
- Power off to all equipment in my department and other prepress departments:
- Plate Processor
- All Prepress Computers & Printers
- Locked Door on Software/ Materials Storage Room & Server Room
- I've done a walk through, prepress area is at % **The 100% System of Cleanliness GM-1001**

Daily Routine Checklist - PrePress Supervisor

- Daily Routine of prepress personnel checked and placed in designated location **PP-6005**
- New Hardware & Software info /packing lists have been given to Production Admin for Inventory Update in *System100*
- All Waste Plates remade today entered (confirmed on time sheet that correct entry for customer/ company error was made)
- Suggestions for Improvement** submitted on any ideas that might improve my department, other departments or that would cut cost and/or speed up service to our customers **GM-1006**
- Document Update** submitted if any prompts are no longer applicable on this document or any documents I use. **GM-1007**
NOTE: It's everyone's responsibility to insure their documents stay current.
- Clock out of Enterprise** and print time sheet (**landscape**)
- This Checklist, Time Sheet and Completed Schedules placed in designated location (Production Admin Office)
- Building Shutdown checklist** submitted, if last to leave premise **GM-1010**

- Friday**
- Archived customer files from Customer Files to Be Archived Report received from Production Administrator
 - Original files on FTP deleted after archiving
 - Customer Files to Be Archived Report filed in the Archives binder, located in server room
 - Raptor 68 Processor Weekly Maintenance Checklist completed **PP-6006**

- 1st of Month**
- Waste Plates Total for this month emailed to bob@beyerprinting.com and philip@beyerprinting.com
 - Old waste plates placed on recycle stack in pressroom
 - Color Management Quality Control Checklist completed **PP-6009**
 - Ratio Chart Poster output (**PP-613**)
 - Plate Processor chemistry changed and logged on log sheet (**This must be done for every 1,000- 1,100 plates**)

- 15th of Month**
- Color Management Quality Control Checklist (**PA-317**) completed

- End of Month**
- Old Proof Drawers rotated – 90 Day drawer contents thrown away
 - Run HP5000 Heidelberg Proof
 - Backup Tapes cataloged, labeled and filed
 - Verified data is on backup tape
 - Checked for software updates
 - Air Filter replaced on Air Conditioner unit in Prepress **BM-11001**
 - Processor 10 Week Maintenance Checklist completed **PP-6008**

- Yearly Oct 1st**
- Called Heidelberg service to set appt. for yearly preventative maintenance on Prosetter CTP Unit

- Yearly Jan 1st**
- Change yearly filter for Prosetter CTP Unit Filter (**Prosetter Filter –Fine**)
 - Archive all tapes for our Archive System (**PP-617**)
 - Employee Evaluations completed (**HR-1029**)
 - Reviewed every document in the 006 Prepress Operations Manual for changes or updates needed

I have checked completed, or acknowledged not completed by a strike through line , on every prompt of this Checklist:

User:

Sign:

Date: / /