



# Encoding Checklist / Date: \_\_\_\_\_

Customer:	START:	
Part #:	STOP:	
Job Ticket #:	LPR:	ROLLS:
Customer PO #:	UPC:	
Inlay Type:	Item:	
Label Size:	Label Type:	
Layout:	Overage:	
QTY:	PRODUCTION QTY:	

## 1. Job Ticket Review

- ☐ Verify customer name
- ☐ Confirm job number and purchase order number
- ☐ Verify Master Rolls Are Oriented Correctly
- ☐ Check label size and quantity
- ☐ Verify inlay type and placement
- ☐ Note any special instructions /specific requirements

## 2. Material Preparation

- ☐ Label stock is available and matches job ticket
- ☐ Verify ribbon type and size

Ribbon: \_\_\_\_\_

## 3. Printer Setup & RFID calibration

- ☐ Verify printer settings

Printer: \_\_\_\_\_

Speed: \_\_\_\_\_

Darkness: \_\_\_\_\_

- ☐ RFID Calibration
- ☐ Check encoding settings

☐ Internal

☐ External

☐ Lock

Code: \_\_\_\_\_

- ☐ Label Design & Encoding Scheme

☐ Bartender

☐ Nice Label

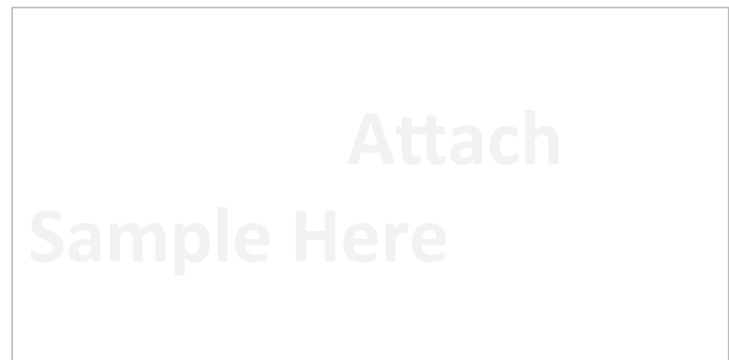
☐ HEX

☐ ASCII

☐ Other: \_\_\_\_\_

## 5. Print and Encode Test

- ☐ Print and encode a small batch labels (typically 5-10)
- ☐ Inspect printed elements for quality and placement
- ☐ Verify correct encoding on all test labels
- ☐ Compare encoded data to job ticket requirements



## 6. Final Checks

- ☐ Verify all printer settings once more
- ☐ Confirm correct label stock and ribbon are loaded
- ☐ Ensure RFID tag data matches customer requirements

Completed by: \_\_\_\_\_

Peer Approval: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_

## 7. Job Completion

- ☐ Details are correctly entered in the tracking system
- ☐ Note any setup issues or special considerations
- ☐ Start/Stop Email Sent

Initials: \_\_\_\_\_