STARPORT
an MCC Company

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
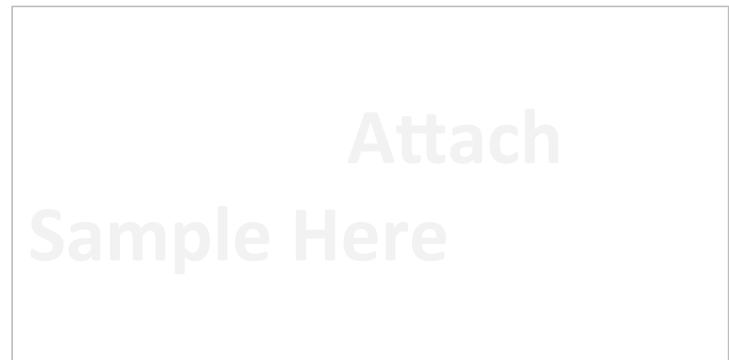 - ☐ *Bartender*
  - ☐ *Nice Label*
  - ☐ *HEX*
  - ☐ *ASCII*
  - ☐ *Other:* _____

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

Attach
Sample Here

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: _____