



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

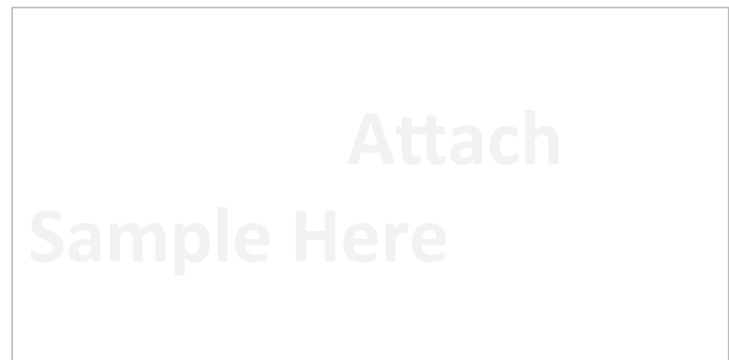
☐ HEX

☐ 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: _____