STARPORT an MCC Company **Encoding Checklist / Date:** _____

Customer:	**START:**
Part #:	**STOP:**
Job Ticket #:	**LPR:** **ROLLS:**
Customer PO #:	**UPC:**
Inlay Type:	**Item:**
Label Size:	**Consecutive / Exact / Insertion**
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

☐ Verify printer settings match job requirements:
Speed: _____
Darkness: _____

4. RFID Calibration

☐ Perform RFID calibration for specific inlay type
☐ Check encoding position
Internal / External
☐ Test read/write on a few sample tags
Lock Code: _____

5. Software and Database Preparation

☐ Open appropriate label design software
  ☐ **BarTender**
☐ Connect and verify database (if applicable)

6. Encoding Scheme Verification

☐ Confirm encoding scheme (SGTIN, SSCC, etc.)
  ☐ **HEX**
  ☐ **ASCII**
  ☐ **Other** _____
☐ Check serial number range is correct and sufficient

7. 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
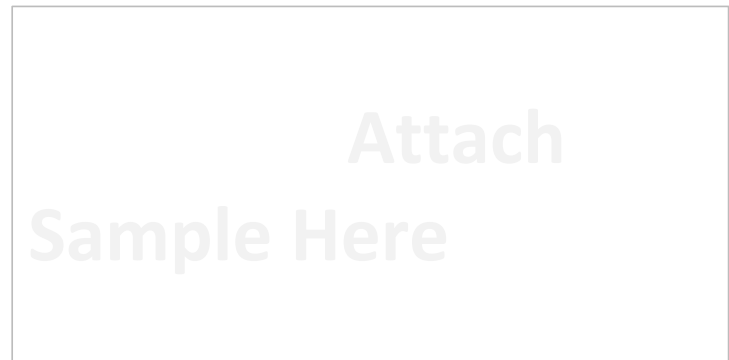
8. Final Checks

☐ 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: _____

9. Job Completion

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