

Standard Operating Procedures

Subject: Print Production Approval Reason of Issue: To achieve an acceptable and approved standard of print quality prior to the commencement of production of a Work Order. SOP used for: To establish and follow parameters for Print Production Approval. Principle: To ensure that production commences on a work order only once the standard is acceptable to Production Management, QC, Sales and Customer has been attained.	Doc No:	SOP/PPA/01
	Issue Date:	15 th Feb, 2021
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	Review Date:	15 th Feb, 2023
	Division:	Printing Production

Instructions

Activity	Instruction	Responsibility
Releasing of Work Order	The releasing of a Work Order can only be authorized by Production Management.	Production Management
Approval of a New ID (Colour Proof / MLP)	Approval must be made by the customer (or Sales person), Production Manager and QC Manager	Sales Account Manager Production Management and QC Management
New ID: Production Approval	1. After set-up is complete and all colour standards are matched, printer checks sample with Colour proof and if correct, he signs the "Sample Approval for Print Production" (F/SAPP/09) and submits to QC and production Shift in charge for verification and approval along with the printed samples to be handed over to QC Manager for approval.	Printers QC Manager and Production Manager or

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	<ol style="list-style-type: none"> The QC Manager, after checking that the sample complies with all parameters as stated in the "Sample Approval for Print Production" (F/SAPP/09) would then sign and forward the printed sample along with Production Approval form to the Production Management, Managing Director. This procedure is still required even at times when customer gives his 'on-line' approval. Production Management, Managing Director or QC Manager approves production only if satisfied that the sample complies with all parameters as stated in the "Sample Approval for Print Production (F/SAPP/09)". 	Managing Director
Repeat Order: Production Approval	<ol style="list-style-type: none"> Production Approval for repeat orders will be given using an approved Master Label Proof (MLP) as the standard. The MLP must be approved by the Customer, Sales person or Managing Director and QC Manager Repeat order Production Approval is given by any of the following: Production and QC Shift In charges. 	Production & QC Management
Use of Colour Standards	<p>Colour standards that are used for color matching must be approved before hand by both the Production Management & QC Management.</p> <p>For first print colour Pantone guide or customer samples are used and color standards are made for approval by QC and Production management.</p>	Production & QC Management.
Production Approval for Family Labels	A label is considered to be a 'Family Label' when logos, brand names or brand identities are similar to other labels and require consistency in colour matching and printing	All Production/ QC

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	<p>with those other family members.</p> <ol style="list-style-type: none"> 1. Family colour standards must be matched for all Family labels. All family label members must be similar in colour / shade to each other. 2. The first Family Label printed / approved should be used for the colour matching standard for the subsequent printing of other family members. 3. In the event a label of a pre-identified family cannot be colour matched to the approved Family Label standard, production is stopped and further appropriate action taken to correctly match and produce the label. 4. If a pre-identified family label cannot be matched by any action in-house, approval is sought from the Managing Director who is the final authority to approve. 	
Production Approval for Blank Labels	When producing blank (unprinted) labels that are of distinctive dimensions and profile an approved key line printout indicative of the dimensions and profile are used as a MLP with all Approved for production procedures applying.	Printers
Raw Material Verification	Check inks, foils and varnish received for printing is of correct colors and varnish types are suitable for the materials to be printed.	Printers & Supply Chain & Production Management
Substrate Verification	Check raw materials issued from stores for correct code numbers on the Work Order.	Printers & Supply Chain & Production Management
Tooling Verification	Check printing plates, flexible die cutters, foiling cylinders, screeny's are correct as per work order match with samples/proof.	Printers

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Training and Distribution	<ol style="list-style-type: none"> 1. All production and QC staff. 2. Sales staff 3. Printers and Assistant Printers. 	Departmental Heads
Documents & Records	<ol style="list-style-type: none"> 1. New ID Colour proof along with Job Data Sheet, 2. Approved Spec Card correctly approved and authorized, customer provided samples. 3. Repeat order MLP (Master Label Proof) with correct approvals. 4. Colour Standards as per the customer requirements. 5. "Sample Approval for Print Production (F/SAPP/09)". 	Production

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