

# Quality Checklist\_A01



GPC QC

## Case Study:

- ☐ ☐ Briefing and Forum instructions | Mail / Skype | YN in DT PDF | Remarks in Briefing | PPM's Info.
- ☐ ☐ Check provided elements are enough to create AW
- ☐ ☐ Check and compare provided cutter with DT/TR. (100% Cutter, editable)
- ☐ ☐ Compare briefing PDF with DT/TR PDF
- ☐ ☐ Always search for existing package and running projects if it is available in Elvis/Server for reference
- ☐ ☐ Check font size **0.9 mm** or **1.2 mm** in PRF excel sheet
- ☐ ☐ For MASTERS – start SKU with the more text
- ☐ ☐ Check whether TR files are Latest version | **Move or copy** the TR file in NL server
- ☐ ☐ Usage of existing cylinders (**Gravure**)
- ☐ ☐ Check unwanted appearance used in DT/TR text boxes (by outlined the texts)
- ☐ ☐ **Check with dummy – Continuity of the colors and Images | Flap Orientation**

Job No: \_\_\_\_\_  
Date: \_\_\_\_\_

## Colophon Creation:

- ☐ ☐ Update **METADATA** colophon – **as per briefing (forum), EPSON & Work Flow**
- ☐ ☐ **Correct Color information** – From PPM's/PRF (**PANTONE No.** | **Swatch Name** | **Whites**) Make sure any special color instructions
- ☐ ☐ Check **Printing Technique** | **Use Black LINE for Flexo** {except Old Excellent/Feest\_Favoriet\_2017 Brands}
- ☐ ☐ Place all General notes – **Font size Block** | **Used BAF name** | **CalFOP Scaling**
- ☐ ☐ Do not use space and any special characters like (**\***, **&**, **+**, **-**, **/**, **@**) in file name
- ☐ ☐ Check EAN Truncation and update **NO** or **YES**

## AW Creation:

- ☐ ☐ Place cutter into basic colophon artwork file
- ☐ ☐ Place all the elements from DT/TR on the cutter into basic colophon artwork file
- ☐ ☐ **Cutterguide with 0.3 pt stroke weight | Not placed twice | ONLY overprint NOT multiply | Correct measurements**
- ☐ ☐ Move items to correct **Layers, structure and sequence**
- ☐ ☐ **Check colour consistency.** (In same range projects)
- ☐ ☐ Adjust **Bleed** | **Minimum Tolerance** | **Glue or Varnish free areas**
- ☐ ☐ Make sure to switch off **“OVERPRINT”** while changing color to **“WHITE”** Eg: **FOP** | **Claims** | **THT text etc.**

## Front Of Pack:

- ☐ ☐ Place Logos & Icons by following BAF rules.
- ☐ ☐ Place **Product Name** | **Commercial txt** | **Claims** as per **DT/TR** with **proper color** and **overprint** (if needed)

## Info Block:

- ☐ ☐ Always Copy IB with EAN from BAF and update IB from txt file (**Typing not allowed**)
- ☐ ☐ Follow IB Policy to fit text for IB.
- ☐ ☐ **Gram and Legal “e”** - Correct Txt size (**12,2pt - 3mm** | **16,2pt - 4mm** | **24,2pt - 6mm**)
- ☐ ☐ **Place Symbol Allergie icons from BAF as per Txt file (Minimum width 4,5mm)**
- ☐ ☐ Place **WGW icons** with proper size and **Gap 8mm - 1mm** | **10mm - 1,25mm** | **12mm - 1,5mm**
- ☐ ☐ **Check Double space** | **Break-ups** | **Leading** | **Degree Symbol**
- ☐ ☐ **EAN.no as Txt file** | **Magnification** | **EAN color** | **% in colophon**
- ☐ ☐ **ID-Code** (Font size should be **4.5 pt**)
- ☐ ☐ Use **Manual Hyphenation** only for **Dutch** Language

## illustrator Check Points:

- ☐ ☐ Check **Overprint** wherever needed, (No Overprint/Multiply for **DRY OFFSET**)
- ☐ ☐ Don't use **both the Overprint and Multiply at once**
- ☐ ☐ Place correct **Varnish/Matt Varnish** in respective layer
- ☐ ☐ Place **White/Varnish** in needed areas according to AW and must be in **Multiply**
- ☐ ☐ **Hide or Locked Elements** and delete **Stray points** | **Unused swatches** | **Unused Layers** | **Guides**

## Photoshop Check Points:

- ☐ ☐ Merge adjustments layers | Convert RGB to CMYK by keeping all selections for Litho
- ☐ ☐ **Images in PSD** format and linked with **Right location** | **Scale (Horizontal/Vertical)** **100%** | **300 DPI.**
- ☐ ☐ Check the profiles: **ISO Coated** | **PSO Uncoated**
- ☐ ☐ **Logo Shadows** | **Image Shadows** followed as per Printing process | Brand instructions
- ☐ ☐ Image scaling range **90% to 110%**. If we use same image in different places
- ☐ ☐ Keep last 6 digit EAN number for the image filename, Don't use **special characters** | **spaces**

## PDF Check Points:

- ☐ ☐ Check text in **QC Tool**
- ☐ ☐ Check **color separation Channel by Channel**
- ☐ ☐ Compare artwork with **DT/TR**
- ☐ ☐ Check **White/Varnish next to AW.**
- ☐ ☐ Line Extension - Check Consistency between all SKU's
- ☐ ☐ Always place **YN** for Deviation found in QC Tool with TXT and DT/TR. Check if YN is required for WGW icons as briefing
- ☐ ☐ **Update** all the info about the job related **Queries in Forum**
- ☐ ☐ Make sure you placed images for Allergie icon; Calfop and WGW icon in QC report

Clear