

PRINT OFFSET QUALITY CHECKS																	
Date: _____ J/Number _____ Section # _____ Machine _____ Printer 1 _____ Printer 2 _____ Job Name _____ Supervisor _____																	
Process		Instruction / Check	Specification / Requirement Needed	M/Ready / Start Up	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	:00	
Paper	1	Check Job Ticket for MCC required (Full web)	Write MCC:														
		Check F/Order for MCC required (Half web)	Write MCC:														
Plates	2	Inspection of plates	Centre lines are visible														
			Colour bars visible														
			Plates punched and bent correctly														
Fold	3	Check Tilt boxes	Are the Tilt boxes Centred?														
			Are the Eyes clean?														
		Check Nips	Are the Nips set correctly ensuring even pull of web?														
		Check Side Lay	Are the folds folding onto the correct marks ?														
		Check Print Position	Are the Back ups / crosses in full register?														
Trimming	4	Check Job Ticket for finish size.	Width: mm	mm	mm	mm	mm	mm	mm	mm	mm	mm	mm	mm	mm	mm	mm
			Depth: mm	mm	mm	mm	mm	mm	mm	mm	mm	mm	mm	mm	mm	mm	mm
		Check squareness of product	Is the head to foot square?														
			Is the foredge Straight?														
		Check knives are sharp & set correctly	Are all edges clean cut and free of ragged edges														
Glue	5	Check glue needle is the correct size	Glue Needle size used:	mm													
		Check Glue Gutter	Glue Gutter size:	mm													
		Uniformity of Glue	Is the Glue even and continuous from head to foot?														
		Type of Glue being used	Write Glue Type :														
		Back Up of Glue lines	Are all glue lines correctly aligned?														
Stitching	6	Check Wires are clinched correctly	Is all stitching closed and free of tears?														
		Wires are Centred	Are both wires centered on the product?														
Colour	7	Match to proofs	Does the colour and tone match the proofs ?														
		No Proofs	If no proofs are standard densities achieved?														
		Colour Pass	Number 1 Printer / Supervisor to Sign Off Color.														
		Colour During Run	Is the print blemish free matching the master sample?														
		Colour Line	Are The Folio's in sequence ?														
			Is the print positioned as per colourline?														
Register	8	Crossovers	Are the crossovers of colour and alignment correct?														
		Back Up	Are the back ups in register Front to Back & GS to OP/S														
		Register	Are all four colours in register & Plates aligned correctly?														
Packing	9	Bundles - Read Job Ticket	What qty are you stacking in each bundle?														
		Bundles - Loose or Strapped	Are the bundles to be strapped or stacked loosely?														
		Labelling - Record Pallet Sheet	Are all pallets being labelled with the correct pallet ticket?														
		Logs	Are logs coming off neatly aligned and tidy for bindery ?														
General	10	Marking / Hickies	Are all pages free of Marking and Hickies?														
		Blistering - Drier Temperatures	Is product free of blistering?														
		Creasing - Tensions & Nips	Is the product free of Creasing?														
Specials	11	Specials are completed and signed.	Quantity Produced :														
			Sign:														
COMMENTS										Make Ready Waste	Section Number		Waste Record (impressions)		Signature		

Make Ready / Start up Checks are to be done at the start of every job and new shift. All checks are to be complete,taken every 5,000 copies under 20,000 print run; every 10,000 copies over 20,000 print run.  
If any product fails to meet the required Quality Standard, stop the process at once and make the necessary alterations.  
You must also check the batch you have made since the last quality check.  
If the batch you check doesn't meet the quality standards you must isolate the batch from the rest of the finished product and notify the Team Leader.