



DP Second Set of Eyes Checklist

Job #:

Date of SSOE:

SSOE Programmer:

☐ **Approved as-is**

☐ **Updates needed**

☐ **Approved with changes indicated**

Data QC

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|---|--|
| <input type="checkbox"/> Correct input data file(s) used | <input type="checkbox"/> Dedupe performed per ticket |
| <input type="checkbox"/> Correct hygiene steps performed per ticket | <input type="checkbox"/> Additional suppressions performed per ticket |
| <input type="checkbox"/> Postcass records removed/left in per ticket | <input type="checkbox"/> Packages assigned correctly per ticket |
| <input type="checkbox"/> Correct casing performed per ticket | <input type="checkbox"/> All requested reports provided back to CS |
| <input type="checkbox"/> Seeds added/marked per ticket if necessary | <input type="checkbox"/> Any additional data steps (extra convert instructions, geocoding/matching, etc.) performed per ticket |
| <input type="checkbox"/> Foreign records moved to separate packages if kept | |

Data QC Notes:

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Postal QC

- | | |
|---|--|
| <input type="checkbox"/> All presort specs match to ticket (mail class, payment type, piece attributes, etc.) | <input type="checkbox"/> Correct STID used in the IMb |
| <input type="checkbox"/> Mailpiece tracking performed per ticket | <input type="checkbox"/> Correct MID used in the IMb/IMpb |
| <input type="checkbox"/> Entry Point selects are correct per email | <input type="checkbox"/> IMb/IMpb has correct clearances and passes tap tests |
| <input type="checkbox"/> Mail.dats have been created if necessary | <input type="checkbox"/> IMbs are not used on FCB stamp or meter pkgs |
| <input type="checkbox"/> Indicia on mailpiece matches permit used in presort, if applicable | <input type="checkbox"/> Mailing address is in OCR area (Letters/Cards) or top half of mailing panel (Std Auto/Presorted FC Flats) |

Postal QC Notes:

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Production Output QC

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|--|--|
| <input type="checkbox"/> Correct production outputs created per ticket | <input type="checkbox"/> Digital print outputs are imposed correctly per ticket |
| <input type="checkbox"/> Correct art used per ticket/preflight lasers | <input type="checkbox"/> All barcodes are correct size and contain correct variables per ticket (scan barcodes) |
| <input type="checkbox"/> Correct variables used per ticket | <input type="checkbox"/> Sample composition and quantities are correct |
| <input type="checkbox"/> Mailing address block has all necessary lines | <input type="checkbox"/> Dielines are created correctly for production and Imposed dieline files are in the CAD folder |
| <input type="checkbox"/> Correct signoff records are used | |

Production Output QC Notes:

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