

Operation/Task:	Second Set of Eyes procedure			Equipment:	N/A
Owner:	Digital Manager	Date Created:	6/10/2015	Department:	Digital Studio
		Revision History:	See last page		

ALERTS (see below): Critical Step ◆ Quality Check ☑ Tip 😊 Team Safety +

**Purpose:** This SOP/work instruction documents procedures for Second Set of Eyes procedure.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1	<span style="background-color: yellow;">☑</span>	Review the Job Ticket for job instructions. No job shall be set-up without Job Ticket, final approved proof or sample. If job ticket indicates PHI or SPII, follow SOP-QS001 in conjunction with this SOP.		
2	<span style="background-color: yellow;">☑</span>	After you have the job set up accurately,	<ul style="list-style-type: none"> <li>You must then obtain a Second Set of Eyes okay from Manager, lead, or qualified personnel before you can proceed. The person okaying your work will be checking it against the proof or sample and job ticket. You are checking for general matching of the proof, bleeds, number up and quality.</li> </ul>	<ul style="list-style-type: none"> <li>This second set of eyes procedure is looking for any discrepancies in craftsmanship and how the job is being processed. Examples - different versions, colors/versions, forms</li> </ul>
3	<span style="background-color: yellow;">☑</span>		<ul style="list-style-type: none"> <li>Once the individual okaying the setup is confident that all criteria has been met, they must fill out a Second Set of Eyes tag (FIN014) along with the operator then placed in designated area.</li> </ul>	
4	<span style="background-color: yellow;">☑</span>	Quality	<ul style="list-style-type: none"> <li>The signed off sheet should be how the whole job should look. The operator is responsible for the quality of their process. Press color and positioning are most critical. Check for picking, smears, voids, streaking and other print imperfections that may have occurred during set up.</li> </ul>	

#### Notes

If a quality concern is found, follow Non-conforming Product SOP (QS002).

**Definitions:**

<b>Revision History</b>	<b>Description of Changes</b>	<b>Requested by</b>	<b>Date</b>
Rev 1	Revised SOP to new format	Dave Manship	6/10/15
Rev 2	Added Revision History table	Dave Manship	8/01/16
Rev 3	Updated to current SOP format; grammar updates, searched for GLS references – NONE; changed font to Arial; Manager review – no updates	Scott Andres	3/01/21
Rev 4	Revised verbiage in 04 to include things we are looking for in quality of the sign off sheet.	Dave Manship	1/12/22

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Rev. Date 1/22