









Operation/Task:	PreFlight			Equipment:	Computer
Oer: wn	Premedia Manager	Date Created:	6/1/15	Department:	Premedia
		Revision History:	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

Purpose: This SOP/work instruction documents procedures for Preflight

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1	 	Preflight/Electronic Premedia Operator should obtain completed Preflight Form (PREP049) and/or Job Ticket (Job Ticket is optional and can be provided during the job planning stage) from the Account Executive and/or Customer Service Project Manager (CSR).	<ul style="list-style-type: none"> Review project requirements on the Preflight Form (PREP049). Ensure all materials are available to begin preflight of job. Generate a "Do Not Plate" Form (PREP048) for Chain of Custody Requirements if indicated that job will print FSC/SFI. <ul style="list-style-type: none"> <i>Premedia will submit all jobs FSC/SFI for logo approval including: reruns without changes, reruns with changes, and new artwork.</i> 	<p>The purpose of preflight is to ensure electronic files represent what was estimated, to ensure process capability and to manage file access.</p> <p>Form (PREP049) provides information from Account Executive and/or Customer Service Project Manager (CSR) on where to locate the electronic files, it outlines any customer components to the job and references chain of custody requirements allowing the Electronic Premedia Operator to fill out the proper paperwork and complete the preflight of files for production.</p>
2	 	Verify Electronic Files	<ul style="list-style-type: none"> Create customer job folder on BP-Premedia, Active Jobs and save electronic files to folder. Create duplicate file, to use for file assembly, in order to keep integrity of original file for reference. Verify customer files match information provided on the Preflight Form (PREP049) by Account Executive and/or Customer Service Project Manager (CSR). 	Verification of files is required so we produce the correct job for the customer.

3	◆ <input checked="" type="checkbox"/>	Preflight/Analyze Page Layout Components	<ul style="list-style-type: none"> • Check for the following: <ul style="list-style-type: none"> ○ Files supported by Premedia systems and software. ○ Corrupt Files. ○ Missing or Corrupt Fonts. ○ Missing or Corrupt Images. ○ Low Resolution Images. ○ RGB Images ○ Versions and Page Count ○ Flat Size (document size). ○ Final Size (folded). ○ Bleed and Safety (.125") ○ Colors (4C process, spot etc.) ○ Total Ink Density ○ Black Text (registration, 100% K) ○ Rich Black (large areas of black) ○ Layers – FPO (text, variable) ○ Varnish/Coatings/Dielines/OSS ○ FSC/SFI • Fill out Preflight Form (PREP049), preflight section. Initialize and date form. 	Files are preflighted, so any possible issues can be identified and addressed before a job enters into production.
4	◆ <input checked="" type="checkbox"/>	Output composite lasers of customer files if none were supplied.	<ul style="list-style-type: none"> • Verify components of the composite lasers match electronic files provided and what is outlined by the Account Executive and/or Customer Service Project Manager (CSR) on the Preflight Form (PREP049). • Stamp composite lasers, indicating that they are ENPOINTE laser proofs. 	Composite lasers are created for the Account Executive and/or Customer Service Project Manager (CSR) to help estimate and write job tickets. They provide a visual reference of the file(s) if the customer did not provide them.
5	◆	Return completed Preflight Form (PREP049) and the composite lasers to the Customer Service Project Manager (CSR).	<ul style="list-style-type: none"> • If issues have been identified and new files are provided by the customer, repeat the preflight process. 	

Notes:

Please see standalone SOP's for handling PHI/SPII work and FSC/SFI work.

External access to electronic files is now handled by I.T. Services. The Account Executive and/or Customer Service Project Manager (CSR) should submit a track-it, on behalf of the customer, to have files written to disk and/or uploaded to an external site. There is an exception to this process see VP of I.T. Technologies for written documentation.

Definitions:

Electronic Files: Refer to native files supplied by the customer for print. Electronic files can be created in various software programs such as, InDesign, Illustrator, Photoshop, Quark etc.

FSC: Forest Stewardship Council.

SFI: Sustainable Forestry Initiative.

Chain of Custody (COC): Tracks certified materials through the production process-from the forest to the consumer, including all successive stages of processing, transformation, manufacturing and distribution.

Brooklyn Park Generated Ticket Sticker Colors:

Blue = Static Print Job

Black = Lettershop Job

Brown = Variable (HP/LS)

BP Generated Ticket Colors:



Saint Paul Generated Ticket Sticker Colors:

Green = Static Print Job

Yellow = Lettershop Job

Pink = Variable (HP/LS)

STP Generated Ticket Colors:



Revision History	Description of Changes	Requested by	Date
Rev 1	Initial creation and posting to intranet	Julie Robinson	6/15
Rev 2	Updated header information on pg. 2 for consistency between all department SOPs.	Julie Robinson	2/18
Rev 3	Updated gray header bar, changed GLS reference to ENPOINTE	Cristi Oakvik	3/21
Rev 4	Revised wording in Step 1, "Why to Do It" Revised wording in Step 2, "How to Do It" Revised wording in Step 3, "Why to Do It" and "How to Do It" Changed PreMedia reference to Premedia	Scott Andres	3/21