





Operation/Task:	Plating			Equipment:	Computer, plate setter and processor
Owner:	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 Plating

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		Plate customer file(s) for conventional presses after job has been preflighted, planned, assembled, proofed and approved by customer. <i>If applicable the job must also have FSC/SFI approval before it can be plated.</i>	<ul style="list-style-type: none"> <li>Plate Maker/Electronic Premedia Operator will review the following before plating the job:             <ul style="list-style-type: none"> <li>Production Schedule</li> <li>Job Ticket/RFE</li> <li>Layout</li> <li>Imposed File (VPS)</li> <li>Proof and/or Sample Provided</li> <li>Plate Making Equipment /Plates</li> <li>Blanket Requirements</li> <li>Color Approval Material for Press</li> </ul> </li> </ul>	We review these items to make sure we have everything we need to properly plate the files for press.

2	◆	Plate the Electronically Assembled File(s)	<ul style="list-style-type: none"> <li>Plate Maker/Electronic Premedia Operator will: <ul style="list-style-type: none"> <li>Select plate type and size for the job and plate processor.</li> <li>Ensure plates are blemish-free.</li> <li>Select file; double check file name and revision number.</li> <li>Output plates using correct line screen.</li> <li>Ensure plates are properly identified, protected, and stored once plated for press.</li> <li>Jobs that are exact reruns need to have a <u>S</u>ame <u>A</u>s <u>O</u>. <u>K</u>. (SAOK) sheet pulled for the pressroom or have a sample provided.</li> <li>Provide press with the correct proof they will need to match color.</li> <li><b>Brooklyn Park</b> should include PREP005 Materials Tracking/Plate Information.</li> </ul> </li> </ul>	
3	◆☑	Verify Plates	<ul style="list-style-type: none"> <li>Plate Maker/Electronic Premedia Operator will verify the plates meet all requirements established by the Job Ticket/RFE, including following the plating attributes: <ul style="list-style-type: none"> <li>Plate Type</li> <li>Plate Size</li> <li>Page Components</li> <li>Position</li> <li>Marks and Color Bars</li> </ul> </li> <li><b>Brooklyn Park</b> <ul style="list-style-type: none"> <li>Complete the plate quality checklist PQC-001 Job Material Packet Label.</li> </ul> </li> <li><b>Saint Paul</b> <ul style="list-style-type: none"> <li>Complete PREP038SP Digital Plate Check Sheet.</li> </ul> </li> </ul>	Verification of plates is required to ensure the job will print correctly on press, avoiding costly rework.
4	◆	Complete the Plating Process	<ul style="list-style-type: none"> <li>Plate Maker/Electronic Premedia Operator will: <ul style="list-style-type: none"> <li>Stage plates for press, include all proofs and job packet information.</li> </ul> </li> </ul>	

**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.

**Page Layout:** Refers to the following components - number of versions, number of pages, colors, pages sizes, fonts, images, resolution and varnishes.

**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.

**SSOE:** Second set of eyes.

## **ENPOINTE Standards for Proofing:**

- Ensure there are no obvious fit problems (missing image, text).
- Proof should be clean, contain bleed, with no font issues, etc.
- Final proofs should be trimmed to size and folded. Folds should be marked with hash marks to indicate how the piece folds.
- When possible a folded mock-up or previous sample (folds marked) should be added to the job ticket envelope. Otherwise, the final proof will suffice.
- All scores, perfs, flats, business card slits, and drill holes should be clearly marked or actually cut into the imposition proof as required.
- When drill holes are required take special care to provide the proper size, 5/16" is the default although 1/4" may be required.
- Re-proofing is required when any changes are made to the original file/job. Even if the customer does not request a new proof, a new one should be made for production and to assure ourselves that we have made the required changes accurately and charged accordingly – notify the CSR that a proof will be made.
- A “scatter” proof may be produced (a section of the job rather than the entire piece) to indicate changes or for color/retouching work.  
If a scatter proof is produced a final complete proof should be produced and assembled to be used in production.
- For book work the pagination should be checked on the assembled (folded) content proof.
- When proofing a job that will run on pre-printed stock or requires laser imprinting, the pre-print image must also be imaged onto the improof.
- Final proofs should be labeled with proof sticker PS01 and folding proofs should also be stamped “Folding Proof Only”.

## **ENPOINTE Companies Verification of Controlled Rulers:**

- The “Master List of Calibration” along with the calibration sticker serves as the record that a ruler has been verified and is controlled.
- User will verify the ruler is still serviceable, not bent or damaged and is still able to be read.

**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. Added SSOE definition to definition area of SOP, appears on pg. 4	Julie Robinson	2/18
Rev 3	Updated gray header bar, changed GLS reference to ENPOINTE, fixed a few spelling errors	Cristi Oakvik	3/21
Rev 4	Revised wording in Step 1, "Why to Do It" Revised wording in Definitions, "ENPOINTE Standards for Proofing" Changed PreMedia reference to Premedia	Scott Andres	3/21