




Operation/Task:	Second Set of Eyes (SSOE)			Equipment:	
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:

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		Make job available for SSOE process.	<ul style="list-style-type: none"> Directly after creating proofs, but before delivering to Lettershop for postal approval and/or delivering back to the Account Executive and/or CSR for customer approval: <ul style="list-style-type: none"> Place all job materials back into job jacket with proofs. Alert team that there is a job ready for SSOE and place the job in SSOE bin for next available operator to review. <i>SSOE should be done on all jobs including any jobs that come back through the department for alterations and re-proofing.</i> 	To ensure quality. No job is to leave Premedia without the second set of eyes being completed.

2	◆	☑	Perform SSEO.	<ul style="list-style-type: none"> • Pull out all contents of job packet, review ticket instructions for any alterations requested or special set up instructions. Compare proofs to preflight lasers and ticket instructions. • If no issues are found initial and date the SSOE area on the proof area of the Preflight Form (PREP049). • Deliver to Lettershop for postal approval and/or back to the Account Executive and/or CSR for customer approval. • If an issue is found bring the job back to operator who assembled and proofed the job to fix. If the operator is unavailable the person who performed the SSOE should fix the issue and re-proof, repeating the SSOE process. 	
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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	2/18
Rev 2	Updated gray header bar, changed owner to Premedia Manager, change GLS reference to ENPOINTE	Cristi Oakvik	3/21
Rev 3	Revised wording in Definitions, "ENPOINTE Standards for Proofing" Changed PreMedia reference to Premedia	Scott Andres	3/21