






Operation/Task:	Inspection and Approval			Equipment:	ALL
Owner:	Mailing Services Manager	Date Created:	12/10/14	Department:	Mailing Services
		Revision History:	See last page		

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

Purpose: This SOP/work instruction documents procedures for inspection and approval prior to production

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		Confirm job has been approved and contains necessary signoffs and checklists (see MAIL007 and MAIL008)	Review proof sticker attached to hard copy proof. If all three required signatures are not present, return job CSR to complete the sign-off process.	If this form is not present, SOPs for final approval and DP QC have not yet been performed so it is not ready to run.
2		Perform final pre-production inspection of product	Utilize forms MAIL040 or MAIL041	This label has a set list of items that are checked and inspected to validate that all processes have been completed, production may continue and product may move onto the next stage.

Notes:

This inspection and approval is separate from the "second set of eyes" procedure which is handled through the procedure checklist for each department (Inkjet/laser or Lettershop). The only persons authorized to perform this inspection and approval is Supervisory/Lead Staff.

Definitions:

Revision History	Description of Changes	Requested by	Date
Rev 1	Revised SOP to new format	Steve Lasher	12/10/14
Rev 2	Added Revision History table	Steve Lasher	8/1/16

Rev 3	Converted layout of form to be consistent with GLS standard SOPs	Kathy Osterberg	10/17
Rev 4	Updated to current SOP format; changed GLS to ENPOINTE if applicable; changed font to Arial; reviewed by Lead – no changes	Andy Jones	3/21
Rev 5	Updated for new proof approval sticker	Elizabeth McMullen	5/24

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Rev. Date 4/20