SOP Reference #:  SOP-DS001

| Operation/Task: | Proofing | | | Equipment: | Indigo Press |
|---|---|---|---|---|---|
| Owner: | Digital Manager | Date Created: | 6/1/2015 | Department: | Digital Studio |
| | | Revision History: | See last page | | |

ALERTS (see below):   Critical Step ◆        Quality Check ☑        Tip ☺        Team Safety ✚

**Purpose:  This SOP/work instruction to provide a quality proof for our clients.**

| Step # | Alerts | Step Description - "What to Do" | "How to Do it" | "Why to Do it" |
|---|---|---|---|---|
| 1 | ☑ | Read and understand job ticket | Read the entire ticket. See if there are any special instructions or requirements on the job. Verify numbers of proofs needed. | To ensure a quality proof first time every time. |
| 2 | ◆ | Locate the file(s) that correspond with the job | Locate the file on DFE that corresponds with the job number on the ticket. For static jobs files will be found in the INDIGO JLT folder and for variable jobs files will be found in the INDIGO OUTPUT folder (BP-Premedia/ Active Jobs). There could be multiple files that relate to the same job and send them to press. | To ensure correct files are used and all versions are proofed. |
| 3 | ☑ | Manipulate the file as needed | Check the file integrity for back up and set the stock type. | We are verifying the file was sent correctly |
| 4 | ☑ | Locate and load stock | Locate stock in our paper staging area.  Stock(s) we need should be referenced on the job ticket. | |
| 5 | ☑ | Produce proof | Output the required proofs for the job and trim them down to final finished size. Label them with a proof sticker (PS01). Fill out a proof form and deliver proofs to the CSR or to Lettershop Manager if the job mails. | |

Notes:
For all PHI/SPII jobs please refer to SOP-QS001

Definitions:
DFE = Digital front end
CSR – Client Service Representative

| Revision History | Description of Changes | Requested by | Date |
|---|---|---|---|
| Rev 1 | Revised SOP to new format | Dave Manship | 6/1/15 |
| Rev 2 | Added Revision History Table | Dave Manship | 8/1/16 |
| Rev 3 | Reference numbers removed for the job ticket | Dave Manship | 8/4/16 |
| Rev 4 | Revised wording in Step 5 - How To Do It section | Dave Manship | 9/12/16 |
| Rev 5 | Revised wording in DS002, Step 5 - How To Do It Section and Step 6 - How To Do It Section | Dave Manship | 3/15/17 |
| Rev 6 | Added verbiage to Step 7, How To Do It section | Dave Manship | 6/9/17 |
| Rev 7 | Updated to current SOP format; grammar updates, searched for GLS references – NONE; changed font to Arial; Manager review - Revised wording in Step 2, "How To Do It" and "Why To Do It" sections | Scott Andres | 3/21 |
| Rev 8 | Change verbiage on step one to make sure ticket is read and understood and looking for special instructions or requirements on the job. | Dave Manship | 1/12/22 |

CI035                                                                                   Rev. Date 1/22