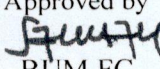


PACKAGES CONVERTORS LIMITED BU-FC		Document type			
		Job Description			
		Title Shade card and improvement projects coordinator			
Prepared by Amir Imtiaz	Approved by  BUM FC	PAGE 1(1)	REV 2	DATE 02.02.2021	DOC NO. JD/Offset/BUC/05

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Approved on (Date): Approved by:	Approved on (Date): Approved by:	Approved on (Date): Approved by:	Approved on (Date): Approved by:

Job Identification

Position : Shade card and improvement projects coordinator
 Location : Offset Printing

Key Organizational Relationship

Accountable to: Incharge Offset Printing Department

Basic Functions

1. Shade card making and record keeping
2. Lead department's improvement projects

Duties and Responsibilities

1. Shade card making considering the following:
 - a. Printing standard, printing light and printing dark all with a difference of 10-15 units of ink density using the densitometer
 - b. Cutting creasing and embossing
(All without any quality defects)
2. To make new shade cards himself for all NEW jobs considering the above mentioned
3. To make 13 copies of shade card for each job and handover the same to Planning for signing them off duly by the customer
4. Follow up in written and retrieval of shade cards after they are signed
5. Managing the data for all shade cards in an excel file, stating its MRF# and PO#
6. Generating a query to planning for shade card renewal as per ISO documents

PACKAGES CONVERTORS LIMITED BU-FC 7.		Document type			
		Job Description			
		Title Shade card and improvement projects coordinator			
Prepared by <i>Amir Imtiaz</i>	Approved by <i>Sumit</i> BUM FC	PAGE 2(2)	REV 2	DATE 02.02.2021	DOC NO. JD/Offset/BUC/05

8. To check the shade card related emails on daily basis and provide shade cards to planning, prepress and/or development upon their demand within the same day
9. After shade card formation, immediately handing over one copy to dispatching authorities (CC and FG).
10. To collect and maintain the data for the blanket cleaning sheets either directly from the operators or to find them out of the waste/semi-waste piles
11. To hand over the blanket cleaning sheets to QA dept. with complete supplier and job traceability.
12. To ensure same shade card reference is present at press, QA and dispatch department.
13. To assist departmental in-charge in new efficiency and development projects.

