

PACKAGES LIMITED

Document type
QUALITY RECORDS.

Business Unit Folding Carton

LIST OF QUALITY RECORDS OF ART DEPARTMENT

Prepared by	Approved by	PAGE	REV	DATE	DOC NO.
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SR NO	FORM NO	NAME OF FORM/DOCUMENT RECORD	WHEN /WHERE IT IS USED	PURPOSE	DISTRIBUTION	WHERE IT IS FILED	RETENTION PERIOD
1.		CHECKLIST	For Mechanical design verification and review	Approval from production	Art, Pre Press planning, production planning	Computer Network	1 Year
2.		Mechanical request form	For Mechanical making	Approval From Production	Sales/Art/Pre Press	Computer Network	1 Year
3.		Inter office communication	For Mechanical Making, changes, Proofing and final output	Record For Reference	Sales/Art/Pre Press	Computer Network	1 Year
4.		MASTER LOADING CHART	For Priority of jobs	Record For Reference	ART	Computer Network	1 DAY

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5.	Amended Mechanical Request Form	For Amended Mechanical Making After Bulk Printing	Record For Reference	Sales/Art/Pre Press	Computer Network	1 Year
6.	COMPUTER FILES	For Mechanical / Final preparation	Record For Reference	Art department	ART DEPT COMPUTER / BACKUP DATA	1 Year