

<b>PACKAGES CONVERTORS LIMITED</b>	Document type: STANDARD OPERATING PROCEDURE
	Title: INSTRUCTIONS FOR DATA BACKUP IN ART

Prepared by Safdar Hussain <i>Safdar Hussain</i>	Approved by Salman Rehman <i>Salman Rehman</i>	PAGE 1(2)	REV 01	DATE 01.07.2024	DOC NO. WIART/BUC/1&2/71
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Approved on (Date):  Approved by:	Approved on (Date):  Approved by:	Approved on (Date):  Approved by:	Approved on (Date):  Approved by:

1. PURPOSE:

SECURE DATA OF FINALIZED ARTWORK + CUSTOMER ARTWORKS AS PER AGREED PROTOCOL WITH SALES.

2. SCOPE:

These instructions are applicable for Finalized Artwork & customer received Artworks

- 2.1. Finalized Artworks (As per Monthly Report of Sap)
- 2.2. Customer Artworks (Define & agreed Timeline with Sales Maximum Retention period 1 Year)

3. RESPONSIBILITY:

Direct responsibility lies with the Process Executive

- 3.1. Manager Art.
- 3.2. Designer.

*with 13/7/24*



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#### 4. METHOD:

DESCRIPTION	RESPONSIBILITY
1. Once a month is completed through Sap Report process Executive allocate Final Jobs Report of that month to designer.	Process Executive /Manager Art
2. Once Designer received that Report he /She verified that list in There MAC & Copied the data on nominated Server location on their respective Folders & Submit To process Executive	Designer/ Process Executive
3. After Receiving Data Report's from Designers process Executive verify data , sort Performed Them on Media Tapes for permanent Storage Purpose.	Process Executive /Manager Art
4. Same Data store in 3 Tapes all tapes placed on different location to Avoid Any disaster situation (one tape is placed with process Executive, second one with Manager Art & third one in Library. (Storage of Data Through LTO 7 Tape Drives)	Process Executive /Manager Art
5. Temp Backup of Art Server Data performed once in a week on Media Tapes. Although A Replica Server (Lenovo) Restore all Data of Master Server (IBM) On Daily Bases to Avoid any file lose or Down Time. Program is Designed By Erp Manager after a nominated time Lenovo server everyday Add new added files of IBM Server on It.	Process Executive/ Manager Art
6. Once Customer Artwork is received in CD/ USB/ We Transfer form process Executive/Designer Placed Data on Arts Server on Customer Artwork Folder on sort wise Day & Month sub folders (1 year Retantion Period)	Process Executive/Designer