

# PACKAGES CONVERTORS LIMITED

Document type: WORK INSTRUCTION

Title: GUIDELINE FOR FINAL OUTPUT

Prepared by	Approved by	PAGE	REV	DATE	DOC NO.
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Reviewed on (Date):  Reviewed by:	Reviewed on (Date):  Reviewed by:	Reviewed on (Date):  Reviewed by:	Reviewed on (Date):  Reviewed by:
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## 1.0 PURPOSE:

The purpose of this document is to give guideline to the Graphic Designer about final output/digital proof preparation from computer for proofing or bulk (which ever is required for all production lines).

## 2.0 SCOPE:

It covers the jobs being produced for all production Lines.

## 3.0 RESPONSIBILITY:

The implementation of the document lies with Manager Art.

## 4.0 REFERENCES:

QUALITY PLAN FOR FINAL OUTPUT MAKING REF NO. QPPRP/05

## 5.0 DEFINITIONS:

### 1. Final output:

A final output is an output that is used for plate or cylinder making. It can be negative, or a digital output.

### 2. Digital Output:

It is an exact copy of final file in the required format of production either for plate, polymer or engraving section.

*Safdar Hussain*



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### 3. Negatives:

A reverse copy of mechanical (image) through contact frame or image setter e.g. printing matter will be transparent in negativeon film.

### 4. Positives:

An exact copy of the mechanical (image) reproduced through an image setter on film.

### Digital Proof:

It is exactly as per mechanical/app mech. It carries simulation of material and press + inks.

It reflects the exact picture of design what it will look after printing. It can be called true replicate of printed results.

### 6.0 PROCEDURES:

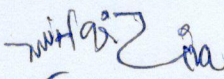
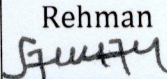
SR NO.	ACTIVITIES	RESPONSIBILITY
6.1	After receiving the approved mechanical from Pre press Planning along with information via SAP, it is assign by the Manager Art to the designer.	Manager Art
6.2	Before giving the final output, designer should refer to the checklist and see the color sequence or any other remarks of the concerned Incharge Production department about the design, Final out puts.	Designer
6.3	Color trapping should be prepared for each job in accordance with printing limitation of the concerned Production department, after finalizing the job a composite print is taken and is verified with the approved mechanical.	Designer
6.4	After verification the file should be saved and output command is selected for digital negative output or digital final files as digital separations files.	Designer
6.5	After final output is given file is saved in respective directory and then it is backed weekly on a temporary tape which is also copied on a permanent backup tape monthly.	Designer



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6.6	After thorough checking by the designer final output is verified by Manager Art as per input.	Designer/ Manager Art
6.7	The job is then handed over to Pre Press Planning for further processing through information online via SAP.	Manager Art