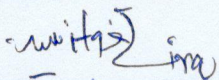
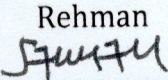


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Document type: WORK INSTRUCTION

Title: Guideline for Mechanical Design and Digital Proof Preparation

Prepared by	Approved by	PAGE	REV	DATE	DOC NO.
Safdar Hussain 	Salman Rehman 	1(2)	03	01.07.2024	WIART/BUFC/7.3.1/02

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

## 1.0 PURPOSE:

The purpose of this document is to give guideline to the Graphic designer about the mechanical design preparation.

## 2.0 SCOPE:

It covers the jobs being produced for all production lines.

## 3.0 RESPONSIBILITY:

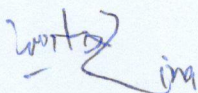
The implementation of the document lies with Manager Art

## 4.0 REFERENCES:

QUALITY PLAN FOR MECHANICAL DESIGN PREPARATION REF NO. ■

## 5.0 PROCEDURES:

SR NO.	ACTIVITIES	RESPONSIBILITY
5.1	First of all Manager Art should study the information moved against the MRF by pre press planning himself before assigning the job to any designer.	Manager Art
5.2	Before starting mechanical the designer should carefully read the information moved against the MRF in SAP by prepress Planning and Manager Art.	Designer
5.3	After receiving the job from Manager Art, designer should start mechanical preparations as per SAP info. Mechanical files will be saved as per MRF NO. Recorded in SAP.	Designer

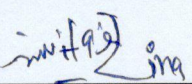
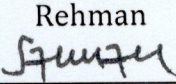




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5.4	After making the mechanical/digital proof according to the inputs received, the designer should give suggested colors to the design according to the input.	Designer
5.5	After verification of Manager Art, job is moved in SAP to the respective production department for checklist verification and in case of any observation marked by I/C production, graphic designer has to incorporate that in the artwork.	Designer/Manager Art I/C production
5.6	The designer should check the mechanical/Digital proof according to the input provided and show it to the Manager Art	Designer
5.7	Mechanical is then sent to Prepress planning and movement is also done accordingly in SAP.	Designer
5.8	If amendment is marked by the customer, art department again provide the mechanical/Digital Proof after making the amendment as per instructions marked or written in SAP.	Designer
5.9	In certain cases customer can visit art department with an official from Sales, CSD, planning and can make amendments in mechanical as per his requirements.	Designer / Prepress Planning