

**PUBLISHING SERVICES SUB-DIVISION
TECHNICAL PHOTOGRAPHY SECTION**

**QUALITY ASSURANCE INSTRUCTIONS
TPS-01 Photography**

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1.0 PURPOSE

- 1.1 The purpose of this document is to describe the photographic activities performed in the Technical Photography Section.

2.0 SCOPE

- 2.1 The scope of this document is to provide the Geoscience community with photographic services.

3.0 RESPONSIBILITIES

- 3.1 Digital Cartographers are responsible for having a working knowledge of this QAI.
- 3.2 Digital Cartographers are responsible for ensuring all necessary steps outlined in this QAI are adhered to and the product is released in a timely manner.
- 3.3 The designated manager of this QAI is responsible for considering all DCRs and NCRs issued against this QAI, writing new instructions when necessary and informing end-users of the changes made.
- 3.4 The Webmaster is responsible for updating the controlled version of this QAI on the Internet in a timely manner.
- 3.5 ESSInfo Publishing Services employees and other users of this QAI are encouraged to provide feedback to the Quality Management Representative, Production Coordinator, and Head Publishing Services on its accuracy, completeness, simplicity, and usefulness by issuing a Document Change Request or Quality System Improvement Request.

4.0 INSTRUCTIONS

4.1 REQUISITION FOR SERVICES

- The client submits an internal requisition for the required work.
- The Technical Photography Supervisor or the Photographer consults with the client about the requirements and deadlines for the job.
- The Technical Photography Supervisor or the Photographer fills out a Photographic Production Control Form with the client, stating a work description, materials submitted and personal data such as name, project number, telephone number and date required.

4.2 CONTRACTED WORK

- Work that cannot be done in-house is contracted out.

4.3 DIGITAL IMAGING

- The Photographer receives work for the digital camera or the scanner.
- The Photographer signs the Photographic Production Control Form when work is received and when work is completed.

4.4 CAMERA WORK

- The Photographer receives work for the colour, B&W, or digital camera.
- The Photographer signs the Photographic Production Control Form when work is received and when work is completed.

4.5 MOUNTING ROOM

- The Photographer receives colour or B&W slides for mounting or retouching.
- The Photographer signs the Photographic Production Control Form when work is received and when work is completed.
- The Photographer sends the job to the Job Control Room (Technical Photography Supervisor's office) for checking and distribution of the work.

4.6 JOB CONTROL ROOM

- This is where the jobs first come in from the Client and the Photographic Production Control Form is written up.
- When jobs are complete, the Job Control Room (Technical Photography Supervisor's office) receives the work to be checked and distributed.

4.7 PRINTING

- Printing from digital, and B&W camera work or supplied B&W negatives is performed.

4.8 ARCHIVING (PHOTO LIBRARY)

- The Photo Library receives work from both internal and external Clients. These are sent to the Job Control Room with a requisition. Also negatives and transparencies that may be used in publication are sent to the Photo Library for archiving. The corresponding prints or duplicate slides are catalogued and returned to the Job Control Room for checking and distribution.

4.9 WORK IS DISTRIBUTED TO CLIENT

5.0 REFERENCES

- Photographic Production Control Form
- Document Change Request (DCR)
- Quality System Improvement Request (NCR)

6.0 WORKFLOW CHART

