

**PUBLISHING SERVICES SUB-DIVISION  
CARTOGRAPHIC SERVICES SECTION**

**QUALITY ASSURANCE INSTRUCTIONS  
CSS-01 Contract Review**

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**1.0 PURPOSE**

- 1.1 The purpose of this document is to describe the activities from when the client submits a project to when it is assigned to a Digital Cartographer and/or Graphic/Imaging Technician for production.

**2.0 SCOPE**

- 2.1 The scope of this document is to provide a complete understanding of the work required for all products to be produced by the Cartographic Services Section.

**3.0 RESPONSIBILITIES**

- 3.1 Production Coordinator and Graphic/Imaging Technicians are responsible for having a working knowledge of this QAI.
- 3.2 Production Coordinator and Graphic/Imaging Technicians 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**

(All instructions apply to Production Coordinator and Graphic/Imaging Technician unless stated otherwise)

##### **4.1 CONTRACT REVIEW**

###### **Geological Map/Poster**

- Receive Permission to Publish Form (PtoP) from client and ensure the Project Leader or Section Head has signed approval of production.
- Complete Map Production Information Form if not already completed by client.
- Verify that all necessary items for map/poster production are indicated with check mark on the form.
- Receive Memorandum for Production of Maps by Editorial (formal publications only).

###### **Page Illustrations**

- Receive Request for Cartographic Services Form from Digital Design or receive Graphic Production Control Form from client or Production Coordinator.
- Ensure all information on the form is complete and work required is understood.

###### **Miscellaneous Graphic Services**

- Receive Graphic Production Control Form from client or Production Coordinator.
- Ensure all information on the form is complete and work required is understood.

###### **Digital Data Request**

- Receive email from the client requesting existing geological map data.
- Verify with client the intended use of data.

##### **4.2 PROJECT SUBMISSION VERIFICATION**

###### **Geological Maps/Posters**

- Stamp or label all items supplied for trace-ability.
- Verify location where client has stored digital files and copy to local workstation.
- Verify/record the "Date Received" beside the applicable item on the Map Production Information Form. If an item has not been received it remains checked and the date will be recorded when the item is received later.

###### **Page Illustrations and Miscellaneous Graphic Services**

- Stamp or label all items supplied for trace-ability.
- Verify location where client has stored digital files and copy to local workstation.

###### **Digital Data Request**

- Verify existence and version of archive data.
- Contact the client to acknowledge receipt of the request and inform the client of the data's availability.

**4.3 DATABASE INPUT**

Geological Map/Poster

- Input the production data from the PtoP Form into the Production Database
- Assign a Carto project number for reference.

Page Illustrations and Miscellaneous Graphic Services

- Input the production data from the Graphic Production Control Form into the Production Database
- Assign a Z-Series project number for reference.

Digital Data Request

- Extract original Carto project number from the Production Database
- Prepare a new Cartographic Production Control Form and obtain archive plot of map

**4.4 QAE FILE**

Geological Map/Poster

- Prepare a QAE File for document storage.
- Add the Cartographic Production Control Form, Permission to Publish Form, Map Production Information Form, and the Memorandum for Production of Maps by Editorial (if applicable), and all other documents received from the client.
- Prepare a memo to inform of any special instructions (if required).
- Sign the cover of the QAE File before assigning the project.
- Sign and date the completion of this step on the Cartographic Production Control Form under "Contract Review".

Page Illustration, Miscellaneous Graphic Services and Digital Data Request

- QAE Files are not required. However all paper information relating to the project should be kept in a labeled file folder (if necessary).
- Add the Graphic Production Control Form or Cartographic Production Control Form and all other documents received from the client.
- Sign and date the completion of this step on the Graphic Production Control Form or Cartographic Production Control Form under "Contract Review".

**4.5 PROJECT ASSIGNMENT**

- Assign the project to a Digital Cartographer or Graphic/Imaging Technician and indicate assignment in Production Database.
- Give the QAE file or labeled folder and all material supplied by the client to the Digital Cartographer or Graphic/Imaging Technician.
- The Digital Cartographer or Graphic/Imaging Technician signs the cover of the QAE File.

**5.0 REFERENCES**

- Cartographic Production Control Form
- Graphic Production Control Form
- Map Production Information Form
- Memorandum for Production of Maps by Editorial
- Permission to Publish Form
- Production Database
- Cartographic Services QAE File
- Document Change Request (DCR)
- Quality System Improvement Request (QSI)

**6.0 WORKFLOW CHART**

