

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

**QUALITY ASSURANCE INSTRUCTIONS
CSS-03 Graphic Production**

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1.0 PURPOSE

- 1.1 The purpose of this document is to describe the activities performed on page illustrations and miscellaneous graphic services.

2.0 SCOPE

- 2.1 To provide the Geoscience community with quality page illustrations for various publications and provide services for miscellaneous graphics.

3.0 RESPONSIBILITIES

- 3.1 Graphic/Imaging Technicians and Digital Cartographers are responsible for having a working knowledge of this QAI.
- 3.2 Graphic/Imaging Technicians and 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 Quality Control is responsible to ensure the product adheres to all cartographic specifications and standards.
- 3.4 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.
- 3.5 The Webmaster is responsible for updating the controlled version of this QAI on the Internet in a timely manner.
- 3.6 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 Graphic/Imaging Technicians and Digital Cartographers unless stated otherwise)

4.1 INFORMATION ANALYSIS

Page Illustrations and Miscellaneous Graphic Services

- Receive file folder for the project containing information and materials supplied by the client or Production Coordinator.
- Review Graphic Production Control Form or Request for Cartographic Services Form from client or Production Coordinator for special instructions.

4.2 COMPILATION, PLANNING AND DESIGN

Page Illustrations

- Verify the digital data content supplied by the client.
- Compile data and plan the layout design of the page illustration.
- For internal publications, use one of the following maximum printing sizes:
 - Maximum landscape – 57 picas by 42 picas
 - Maximum portrait – 42 picas by 57 picas
 - Maximum column – 20 picas by 57 picas
- For external publications, the client could supply their own guides or printing instructions.
- Choose the appropriate colours, patterns and symbols to match the client's manuscript and any specific requirements. Verify if existing symbols from old projects and/or symbol libraries can be used or modified before designing a new symbol.
- For multi- illustration projects;
 - Plan to maintain uniformity of symbols between similar geological features.
 - One or more page figures can be chosen to be drawing templates for the entire project. The number of drawing templates required will vary depending of the nature of the job.
 - New symbols from these drawing templates may be kept in a symbol library after approval.

Miscellaneous Graphic Services

Posters

- Verify the digital data content supplied by the client.
- The client verifies and approves the design of the product.

Scanning

- Verify and compile all the necessary items according to the client's requirements.

Data Processing

- Verify the digital data content supplied by the client.

4.3 PRODUCT CREATION

Page Illustrations

- The client supplies topographic or geological data in digital or hard copy format.
- Scan and process paper manuscripts or photos in order to create a digital image (if required).
- Follow these scan specifications unless requested otherwise by client
 - Maps (colour) - 300 dpi, 24 bits
 - Maps (b&w) - 300 dpi, 8 bits
 - Bulletins (text) - 600 dpi, 8 bits
 - Bulletins (graphics) - 300 dpi, 24 bits (colour), 8 bits (b&w)
 - Slides - 300 dpi, 24 bits
- Create the page illustrations by preparing the topographic base, geological information, colours, patterns, symbols, text, legend, credits, logos and any notes according to the client's requirements.

Miscellaneous Graphic Services

Posters

- The client supplies poster data in digital or hard copy format.
- Edit the digital file as requested by the client.
- Any documentation relative to the project should be kept until the client approves the final product.

Scanning

- Scan items (such as black & white or colour photographs, paper manuscripts or images) received from the client to produce a digital image.
- Follow these scan specifications unless requested otherwise by client
 - Maps (colour) - 300 dpi, 24 bits
 - Maps (b&w) - 300 dpi, 8 bits
 - Bulletins (text) - 600 dpi, 8 bits
 - Bulletins (graphics) - 300 dpi, 24 bits (colour), 8 bits (b&w)
 - Slides - 300 dpi, 24 bits
- Edit the digital image as requested by the client.

Data Processing

- The client supplies digital file.
- Verify and process the digital file as requested by the client.

4.4 QUALITY CONTROL

- Prepare a print and/or a digital file of the product and send it to the client for verification (if required).

4.5 CORRECTIONS

- Modify and apply any changes indicated by client.

4.6 APPROVAL OF FINAL PRODUCT

- Prepare a final print and/or a digital file of the product and send it to the client for approval.

4.7 PRODUCT DELIVERY

- Email or phone the client informing the final product and original material is ready to be picked up.
- If it is not picked up:
 - Email or phone the client a second time informing the final product and original material will be sent by internal mail.
 - Request the client to reply or call to confirm that he has received the final product and original material.
- If an "Out of office" reply is received:
 - Do not send the final product and original material until the client returns
 - Restart the delivery process from the very beginning

4.8 ARCHIVE / STORAGE

- Retain digital files on CD-ROM or DVD for storage.
- The Graphic Production Control Form is completed and the data is updated in the Production Database.
- The Graphic Production Control Form is stored in a binder for reference.

5.0 REFERENCES

- Graphic Production Control Form
- Request for Cartographic Services Form
- Production Database
- QAI CSS-01 Contract Review
- Document Change Request (DCR)
- Quality System Improvement Request (QSI)

6.0 WORKFLOW CHART

