

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

**QUALITY ASSURANCE INSTRUCTIONS
CSS-05 Offset Press**

OWNER: **Mike Sigouin**
APPROVED: **December 7, 2004**

1.0 PURPOSE

- 1.1 The purpose of this document is to describe the activities performed when printing a map using offset presses.

2.0 SCOPE

- 2.1 The scope of this document is to provide the Geoscience communities with high quality offset printed products.

3.0 RESPONSIBILITIES

- 3.1 Production Coordinator is responsible for having a working knowledge of this QAI.
- 3.2 Production Coordinator is 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 Production Coordinator is responsible for coordinating activities between other Departmental services as described in the following instructions.
- 3.4 Quality Control is responsible to ensure the product adheres to all cartographic specifications and standards.
- 3.5 The Production Coordinator and Technical Officer are responsible for ensuring all archival material is properly stored and catalogued.
- 3.6 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.
- 3.7 The Webmaster is responsible for updating the controlled version of this QAI on the Internet in a timely manner.
- 3.8 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 unless stated otherwise)

4.1 OFFSET PRINTING SUBMISSION

- The Digital Cartographer gives the project to the Production Coordinator after completing processes 4.1 to 4.13 outlined in QAI CSS-02 Geological Map/Poster Production.

4.2 SIZE OF EDITION

- Email Managing Editor requesting a size of edition for printing.
- Record the given information in the Production Database.

4.3 PRINTING ESTIMATE

- Email Cartographic Imaging and Printing Services (CIP) requesting a cost estimate for printing.
- Record the given information in the Production Database.

4.4 VERIFICATION

- Review the colour proof of the map to be printed and approve it by signing the affixed Colour Proof Label.
- Sign and date the completion of this step on the Cartographic Production Control Form under process 4.14 - "Approval of final product".

4.5 REQUISITION

- Prepare and email a CIP Printing Requisition to the Head of the Publishing Services for approval.
- The Head of the Publishing Services approves the requisition then forwards it to the CIP Production Coordinator and ESS Accounting Officer.
- Record the information of the CIP Printing Requisition in the Production Database.

4.6 PRINTING OF PRODUCTS

- Deliver the map envelope with the negatives and colour proof to CIP for printing.

4.7 RELEASE

- Receive a phone call from CIP notifying completion of printing and ready for press release.
- The colour proof plus five printed copies are returned to the Cartographic Services Section for approval.
- Verify the printed product using the Quality Control Checklist and either accepts or rejects the printed map.
- If accepted, sign the CPS Printing\Bindery Release Form and return the colour proof plus a folding sample (if necessary) to CIP.
- Record the release in the Production Database.

4.8 DELIVERY OF PRODUCT

- The Earth Sciences Sector Information Division (ESSInfo) Distribution Office receives delivery of the printed maps as per CIP Printing Requisition.
- Receive a folded sample from the ESSInfo Distribution Office for archival purposes.

4.9 NEGATIVES RETURNED

- Receive the map envelopes with the negatives from CIP.
- The Digital Cartographer receives the negatives to continue with process 4.17 of QAI CSS-02 Geological Map/Poster Production (if applicable).

5.0 REFERENCES

- CIP Printing Requisition
- CPS Printing/Bindery Release Form
- Cartographic Production Control Form
- Quality Control Checklist
- Production Database
- QAI CSS-02 Geological Map/Poster Production
- Document Change Request (DCR)
- Quality System Improvement Request (NCR)

6.0 WORKFLOW CHART

