
Overview

This standard is about producing, assessing and correcting hard-copy proofs produced from digital artwork that meet the criteria for a 'contract-quality' proof.

A contract-quality proof is a proof that is of a high enough standard, particularly as regards colour reproduction that it is capable of forming the basis of the contract between printer and customer for the subsequent printing process.

Even the most elementary device can now be used for outputting colour prints; however this standard requires that high quality proofs are produced that are evaluated for colour accuracy by means of measurement with suitable quality control equipment.

Performance criteria

You must be able to: **Produce digital proofs for print**

1. confirm, using the correct procedure, what kind of proofs are required
2. locate and retrieve files required for proofs, using organisational procedures
3. check files are in the appropriate format for proofing, converting any that are not
4. include a suitable colour control strip for checking colour accuracy on proofs
5. check the proofing device is calibrated, in serviceable condition and has the right paper and sufficient consumables loaded
6. report, immediately, any faults with proofing device that it is not your job to correct
7. check colour profiles are selected for proofs, including any profiles required related to proofing paper, printing machine or standard 'dot gain' curves
8. produce proofs at the required size and resolution
9. keep accurate records of complete work and any problems which have occurred

Assess proofs against specifications

10. inspect proofs to identify any physical defects including colour irregularities, font or typographical problems, image resolution, trapping and knockout of colours or size and orientation of pages or images
11. confirm, by measuring the colour control strip, that proofs are colour accurate and meet the standards used by your company and any relevant national or international standard
12. repeat proofing operations until proofs are of a standard that can be submitted to customers for consideration
13. label proofs with an identification reference and record details for quality assurance and administrative purposes as required by your company

Modify digital artwork to meet specifications

14. identify amendments required to proofs with accuracy
15. amend, or arrange for others to amend, artwork to meet customer's requirements
16. complete amendments within agreed deadlines
17. re-proof jobs, as required, until a final proof is approved by the customer or as set out in your company's procedures
18. reference and archive approved digital files and any intermediate files, in

Produce approved proofs from digital artwork

- accordance with your company's procedures
19. label approved proofs in a clear way and make sure that any other unapproved proofs are archived or dealt with in accordance with your company's procedures

Knowledge and understanding

You need to know and understand:

The law as it affects printing

1. copyright and ownership of images
2. obscenity
3. forgery

Ethical issues relevant to printing

4. confidentiality

Health and safety

5. the hazards and risks in your own job, their assessment and the action to take to deal with them
6. manufacturers' and suppliers' health and safety requirements relevant to your job

Security and storage

7. how to safely handle customer material
8. computer system security and virus protection
9. the secure methods of archiving digital and conventional artwork

Communication requirements and processes

10. how to communicate with colleagues
11. how to communicate with customers

Workplace policy and practice

12. workplace objectives, priorities, standards and procedures

The operation of equipment

13. the set-up of proofing equipment and software
14. the operation of proofing equipment and software

Digital imaging

15. colour theory including additive and subtractive systems such as RGB and CMYK colour gamuts
16. the relationship between image size, file size and resolution
17. the differences between file formats for digital images and the reasons for using them
18. colour management and how to set up, maintain and use image profiles

Digital files

- 19. file conversion techniques
- 20. file compression and decompression systems
- 21. file management procedures
- 22. the causes and treatment of common faults in proofing

Administrative procedures

- 23. recording and reporting
- 24. product labelling

Business and contracts

- 25. the law of contract

Quality assurance and control

- 26. the main features of quality assurance and quality control systems
- 27. techniques for controlling quality
- 28. equipment for controlling quality in printing
- 29. light standards for viewing and assessing colour print

Materials

- 30. the types and characteristics of paper, board and other commonly used substrates
- 31. the types and characteristics of inks, toners and coatings
- 32. maintaining the quality of materials during storage and handling

Proofing

- 33. the principal types of proof and their role in the printing process including high resolution colour accurate proofs, low resolution proofs, soft proofs and wet proofs

Scope/range

Although there are many kinds of proofs produced at various stages of production for different purposes, it must be clearly understood that this standard is about the production of high quality contract-quality proofs that can be, and routinely are, certified by measurement as meeting a defined quality standard.

In the absence of such equipment being used in the workplace by the operator, it will not be possible to be competent in this standard.

PRODPP128 (SQA Unit Code - H9KH 04)

Produce approved proofs from digital artwork



Developed by Proskills

Version Number 2

Date Approved October 2014

Indicative Review Date April 2019

Validity Current

Status Original

Originating Organisation Proskills

Original URN PRODPP128

Relevant Occupations Originators compositors and print preps; Printers; Printing machine minders and assistants; Printing Trades; Bookbinders and print finishers; Graphic designers; Screen printers

Suite Pre Press

Keywords digital, print, pre-press, pre press, images, proofs, artwork
