
Overview

When a print production job is completed, it is usual to archive production records, including samples of the finished job, and there may also be other things to archive such as artwork, plates, screens, films, dies or formes.

This standard is for you if you are responsible for archiving the job records and any standing matter associated with production, or at least making sure that standing matter has been archived in the form and place required by your company.

There are several important points to bear in mind when running an archive system. Firstly the storage needs to be safe and secure so that the archived material does not get damaged or deteriorate over time. Secondly the indexing and storage needs to be logical and methodical so that items that need to be retrieved can be quickly located. Thirdly, there is nothing worse than going to retrieve an archived record only to find that not everything that should have been with the archive is actually there! So before records are archived, it is important to make sure that the records are complete.

The increasing use of digital media in printing means there is less physical artwork material to archive than once was the case, but storage of digital artwork has its own problems. These include the need to be able to find the artwork from what may become a huge archive of tapes or CDs. The question of reliability of storage media may also be an issue – it may be extremely costly to reproduce digital artwork (if it is even possible) if the storage media is found to be defective and cannot be read when needed. For this reason, it is not usual to leave digital files on a hard drive without backup.

Whilst it is usually the responsibility of pre-press departments to archive digital artwork and printing and finishing departments to take responsibility for their own standing matter respectively, it is nevertheless usual for the administration department to make sure that a record is kept of what has been stored and to make sure that anything that was sent outside the company, has been returned and archived. This role may also require that customer owned material is returned to the customer and, if so, to make sure a record is kept of the date and method of return.

**Performance
criteria**

- You must be able to:**
- P1 collect all the working records that are required to be archived
 - P2 make sure that all essential documents, including file copies of the job where required, are available and appropriately marked
 - P3 make sure that records are correctly identified and indexed or referenced for future retrieval
 - P4 make sure that any standing matter related to the job, such as film, plates, formes, dies, has been correctly identified and stored according to your company's procedures and systems
 - P5 make sure that any electronic files related to the job have been correctly identified and stored according to your company's procedures and systems
 - P6 make sure that any customer owned materials are either stored securely or returned to the customer, and in the case of return to the customer, make sure that an accurate record has been kept of the date and method of return
 - P7 archive the job records/file using your company's procedures and system

Knowledge and understanding

You need to know and understand:

Ethical and Employment Issues relevant to printing

- K1 confidentiality
- K2 why it is important to maintain confidentiality, including for reasons of commercial competition, market sensitive information, ‘embargoed’ publications with a specific publication date
- K3 legal duty of confidentiality

The safe handling of customer material

You need to know and understand:

- K4 what kinds of customer materials are likely to be handled, including original photographs or artwork, samples, disks, raw materials for print or finishing
- K5 techniques for protecting customer materials
- K6 insurance
- K7 the potential for loss or damage

Computer system security and virus protection

You need to know and understand:

- K8 backups
- K9 encryption

High value products or print with a high risk of theft

You need to know and understand:

- K10 types of products that may be affected, such as certificates, tickets, money, books, games
- K11 security precautions

Secure means of archiving digital and conventional artwork

You need to know and understand:

- K12 back-up to removable media
- K13 off-site storage
- K14 multiple copies, if necessary
- K15 means of protection from physical damage or loss; identification and indexing

Communication

You need to know
and understand:

- K16 how to communicate with colleagues
- K17 the advantages of team-working
- K18 consequences of poor team-working
- K19 appropriate use of language
- K20 techniques for communicating with colleagues, such as verbal and written
- K21 responding to enquiries promptly, professionally and courteously
- K22 how to communicate with customers
- K23 appropriate use of language, such as technical or non-technical

PROMP529 SQA Unit Code (H7V3 04)

Check and archive finished print job records



Developed by	Proskills
Version number	1
Date approved	October 2013
Indicative review date	April 2018
Validity	Current
Status	Original
Originating organisation	Proskills
Original URN	529
Relevant occupations	Originators compositors and print preps; Printers; Screen printers; Printing machine minders and assistants; Bookbinders and print finishers; Graphic designers
Suite	Machine Printing; Print Administration
Key words	machines; printing; lithographic; equipment; flexographic; operate; maintain; inks; coatings;
