

Identify issues which affect profitable production and productivity

For a commercial printing company to stay in business, it must work profitably and produce work which is of the quality required by the customer.

Work can usually only produced profitably if it is:

- (a) Completed to the standard required
- (b) Within the time which has been allowed for production
- (c) Correct first time (no re-prints because errors were found after completion of the job)
- (d) Without excessive waste of materials or resources
- (e) Damage to equipment

Key issues affecting profitable production in desktop publishing and pre-press include:

- (a) Equipment is in serviceable condition, correctly calibrated and available for production
- (b) Accurate work instructions have been prepared and passed to those who will produce the job
- (c) Earlier operations or processes have been completed to the correct specification and standard (files have been submitted in the correct format, fonts have been submitted, etc.)

Plant and equipment must be fit for production and conform to the following:

- (a) Clean: scanning surfaces, monitors, imaging heads, drums and any transport systems in the equipment must be free from dust or foreign particles
- (b) Lubricated: to ensure there is no unnecessary wear of moving parts
- (c) Maintained: in accordance with the manufacturer's instructions and specifications, so as to ensure safety of operation and satisfactory performance

Instructions should be in written form and the extent of the work required must be clearly understood by those who are to produce the job.

In order to be sure that the previous operations or processes have been completed to the correct specification and standard, there must be a system of authorising the release of the work to the next stage of production