

Certification program

Postpress

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Related Documents

U/TD 17.0	Certification system
viscom-Richtlinie	Technical requirements and tolerance values for print media finishing (2016)
ISO 16762:2016	General requirements for transfer, handling and storage

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1 Scope

Print finishing is the part of the value chain where the semi-finished printed product receives the required shape and its usage characteristics.

Basis of this certification program is the viscom guideline «Technical requirements and tolerance values for print media finishing» (Edition 2016).

2 Specified requirements

- A1. The pile of print sheets must be optically flat to avoid buckling, stretching and deformation.
- A2. The paper grain shall be parallel to the last fold of a sheet. The test is carried out by means of a scratch test, a strip test or a tear test.
- A3. The printing ink on the print sheets shall be dry and abrasion resistant. The abrasion resistance can be tested with the Ugra abrasion tester and the sample can be assessed with the Ugra evaluation scale.
- A4. For the glue application on the inside of the envelope an area of 4-5 mm shall be leave blank by ink or varnish.
- A5. Cutting and folding marks as well as collating marks shall be correctly placed on the printing sheet for gathering the folded signatures in the correct sequence for adhesive binding.
- A6. The signature as well as signature designation with product description shall be positioned correctly on the print sheet.
- A7. Creep and correction factors for lateral offset must be taken into account.
- A8. The work environment at the machines and workplaces should be neat and tidy:
 - a. Folder
 - b. Cutting machine
 - c. Adhesive binder
 - d. Stitcher
 - e. Workstations for manual work
- A9. A quality control shall be established for the various work steps.

- A10. The pallets shall be marked with a stacking flag and order-related information. Paper waste shall be clearly marked.
- A11. The pallets with the end products shall be marked with all relevant instructions for delivery.
- A12. The organization shall produce a brochure with the print sheets from the printing test. This work step is self-employed and has to be done up to 3 working days (postmark date) after the audit. The print sheets from the audit shall be processed exactly according to folding marks and other helping marks. For the laboratory examination, 10 folded, unbound and non-trimmed sheets as well as 10 ready-made brochures shall be sent to Ugra as test specimens.

3 Conformity testing

The conformity testing of the specified requirements laid down in Chapter 1 shall be carried out by means of the following measures:

1. Inspection during audit
2. Interview (Q&A) during audit
3. Proof of competence by specialist of the organization
4. Evaluation in Ugra's accredited testing laboratory

All non-conformities are logged by the auditor and documented as open requirement. The organization must remedy the the non-conformities in due time but at the latest until the next surveillance audit.

3.1 Non-conformities

Non-conformities are documented by the auditor according to the following classification:

Table 1 – Classification of non-conformities

Classification of Non-conformities (NK)	Description
Critical non-conformity	A normative requirement is not compliant. Conformity must be mandatory complied to confirm the certification.
Major non-conformity	A normative or specified requirement is not compliant and therefore leads to a non-conformity.
Minor non-conformity	A normative or specified requirement is partially not compliant and therefore leads to a non-conformity.
Recommendation	A requirement is compliant, but can be optimized by means of recommended measures.

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