

Self Quality Control and Proofreading Training

Paginatons at Laserwords complete the allocated work and move the pages to proofreaders, who in turn check the quality of the job. To improve quality awareness and curb the error rate at the initial stage, a program on self-quality checking has been initiated at Laserwords. Sustained quality checking by the paginatons will reduce the creation of errors in the long run, thus improving overall quality. This program insists that paginatons be responsible for the quality of the pages that they produce.

Participant Objectives

- Understand the importance of self-quality-checking
- Understand that they are responsible for the quality of their work
- Learn to quality-check their work in a systematic way

Methodology

- Conduct gap analysis on the errors committed by paginatons before submitting their work to proofreading
- Identify common errors
- Develop course content based on the gap analysis, with special emphasis on both the areas in which paginatons typically make errors and ways to avoid them

Delivery and Evaluation

- A two-hour theoretical session explains the process of self-quality-checking
- Another two-hour session provides hands-on practical exercise
- A one-hour test covering self-quality-checking points is administered to ensure understanding