### Template Quality Assurance SOP and checklist DAT sleeves

Quality Assurance Steps:

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|  | Step | Check needed | Status |
| 1 | Review the digital template version *by manufacturer* | Approval for pre-printing by *NTP* |  |
| 2 | Confirm that printer is using correct template version file (cross-check file names) | Confirmation that template version is correct *by manufacturer* |  |
| 3 | Review printed proof sample (1 sleeve per IP / CP version) and take photos. *Manufacturer to share with NTP* | Approval on printed proofs before full batch printed *by NTP* |  |
| 4 | Quality review of full order pre-shipment *by manufacturer*: - Intensive review 1 sleeve per printing batch  - Spot checking on at least 3 sleeves per small box (taken from different positions in box)  *See QA checklist below* | Confirmation that pre-shipment QA is complete *by manufacturer* |  |
| 5 | Ship sleeves, provide shipment information and estimated date of delivery *by manufacturer* | Email with relevant details *by manufacturer to NTP* |  |
| 6 | Quality review of full order upon receipt in-country *by NTP*: - Intensive review 1 sleeve per batch  - Spot checking on at least 3 sleeves per small box (taken from different positions in box)  *See QA checklist below* | Confirmation that in-country QA is complete *by NTP* |  |

QA Checklist

Check for at least **1 sleeve** **per printing batch**:

* Printed text/icons match approved digital template (word for word)
* *Applicable for phonelines*: Validate that the printed telephone numbers on flaps are correct (digit for digit)
* *Applicable for phonelines*: Validate that the printed toll-free telephone numbers on sleeve are correct (digit for digit)
* *Applicable for SMS lines*: Validate that the printed 3-digit codes on flaps fit the established parameters (codes are 3 digits, are even numbers, no “000”)
* Sleeve fits its corresponding medication blister pack (insert to test)

Check for at least **3 sleeves per small box:**

* Printed on both sides of sleeve and on inside of flaps
* Printed text and icons are clear (readable) and not smudged
* Printed colors/text are correctly aligned on sleeve (not shifted left/right/down)
* SMS code/ telephone# flaps are adequately perforated
* SMS code/ telephone# flaps are not open/pushed out
* Glue seals on ends of sleeves are secure and not coming up
* Sleeves are not stuck to each other (either because of glue or open flaps interlocking)