RMS Design Checklist

Job # & SKU #: _____

Designer & Date: _____

Circle one: _____ SKU Specific _____ 1-to-Many

| ITEM | √ | N/A | X |
|------|---|-----|---|
| **OVERALL DESIGN** | | | |
| Verify H, L, H bar, No bar design is correct | | | |
| (bleed: use panel dimensions / no bleed: use live print area dimensions) | | | |
| Tints vs. Solid design correlates with print process | | | |
| Check TM sizes to make sure not below 4.5 point height | | | |
| **TLU** | | | |
| N spacing and Margins are correct, following TLU doc | | | |
| REF should not be any closer than 1/4" to the TM in Covidien | | | |
| Leading in 2 line descriptors should be set solid | | | |
| English repeated for L design when French not same size as English | | | |
| Translations - appear on back, below or next to lock up | | | |
| Translations need to be min. 6/7 or 7.5/8.5 if space allows. Can be set | | | |
| solid if needed. 2 line descriptors should be set solid w/ 1 pt between languages. | | | |
| **RA/LEGAL: Symbology/ Sig. Line / Stmts** | | | |
| Symbols follow symbol master order and rebranded AW | | | |
| Symbols are base aligned (except Sterile is centered off second symbol) | | | |
| Symbols are 1/8" above sig. line (1/4" above sig. line on Corrugates) | | | |
| Symbol text are sized at 54.545% from symbol master and 6 pt font text | | | |
| Symbol statement translations: Pkg Integrity translations not required on packaging if there is an IFU/Manual. If no IFU: Must appear on Secondary level, must go on Primary if cannot fit on Secondary. | | | |
| Peel arrow* properly sized per Symbol Master (*use new arrow symbols in SM) | | | |
| Qty symbol – 2x Bracket, Gloves 2.5x Bracket, Bag 3x Bracket, SHPLBL .5" (Optical "0"Zero) | | | |
| Qty symbol used matches correct # of digits required | | | |
| Variable Information is called out on AW (LOT sym & # required) | | | |
| See TLU document for acceptable point size and line breaks of sig line. | | | |
| Third party trademark (Ref: Trademark, Copyright, Patent guide from Corp. Mkt.) | | | |
| **CE Mark/ EC REP:** Please raise concern to Lead Designer if the rebranded AW does **not** follow the below stmts: | | | |
| CE Mark appears WITHOUT an EC REP symbol & address (when applicable) | | | |
| CE Mark ALWAYS appears if there is an EC REP symbol & address (when applicable) | | | |
| **TEXT: Copyfitting /Add'l stmts/ Translations/ Instructions** | | | |
| Warning/Caution statements: Left justify & Align1/8" above symbols | | | |
| "Warning" is semibold font & statement is regular font | | | |
| REF number is sized to 20 pt. font | | | |
| Check for Widows (no words by themselves on a line) & Improper Line Breaks | | | |
| Review all point sizes to ensure no copy is below 6 point | | | |
| © 20XX Covidien ( © is BOLD, space between"©" and 20XX) | | | |
| Mfg. symbol & Mfg. Entity address - always present on AW | | | |

| ITEM | PP | DNP | N/A |
|------|----|----|----|
| **PRE-PRINTED & DOES NOT PRINT LAYERS** (Please indicate 'PP' or 'DNP' to signify what layer each item appears on) | | | |
| LOT symbol | | | |
| (Add this symbol to UDI AW even if not present on rebranded AW **unless SN symbol is present**) | | | |
| LOT number placeholder X's (10 digits) | | | |
| MFG symbol (if applicable) | | | |
| MFG Date placeholder: YYMMDD(barcode)/YYYY-MM-DD(variable area) | | | |
| Expiry Date/ Use By Date symbol (if applicable) | | | |
| Use By date placeholder: YYMMDD(barcode)/YYYY-MM-DD(variable area) | | | |
| SERIAL NUMBER symbol (if applicable) | | | |
| Serieal Number placeholder X's (Up to 20 digits) | | | |
| REF symbol | | | |
| REF Number/ SKU Number | | | |
| Size (if applicable) | | | |
| Control Number | | | |
| Quantity Box symbol (if applicable) (NOTE: if qty is 1 = no symbol) | | | |
| Quantity Number (# matches rebranded AW unless noted in redline to change) | | | |

| ITEM | √ | N/A | X |
|------|---|-----|---|
| **OUTER CARTON WRAP LABEL ONLY** | | | |
| Folding tick marks are pulled in top & bottom edge of print area | | | |
| Shipper Label/OCWL updated to Black for entire label | | | |
| **CORRUGATE CASE ONLY:** | | | |
| Remove tagline from all printed cases (**Exception:** Discreet Packaging) | | | |
| Web address (www.covidien.com) is located in Sig. line above AW# | | | |
| Verify TLU % is largest possible (starting at 7%) | | | |
| (14%, 10.5%, 7%, 5.25%, 3.5%, 2.625%) | | | |
| **UDI SPECIFIC ATTRIBUTES** | | | |
| Barcode appears on Does Not Print Layer with "FPO" call out over it | | | |
| Barcode reflects correct GTIN # in all instances (found in 2 places on OCWLs) | | | |
| SKU Specific AW- GTIN number is placed in UDI Barcode *except Henequen AW | | | |
| 1-to-Many AW - GTIN uses placeholder X's ONLY | | | |
| Quiet zone around barcode does not include preprinted artwork or touch seal area | | | |
| Artwork reflects updated UDI Filename and updated REV letter | | | |
| Barcode direction follows print direction | | | |
| **FILE MANAGEMENT** | | | |
| Spell Check on English (**Dynamic Spelling** will underline any spelling errors) | | | |
| Text boxes are sized to fit printable space (ie: text box for D1 should not extend past side margin or print area) and text boxes should not overlap | | | |
| **Select All:** Zoom out to see entire art board; Look for and delete unused text boxes, graphics; anything on pasteboard or artwork that is not used | | | |
| Delete unused swatches | | | |
| Thermal labels are changed to Black (No PMS 281 on Thermal labels) | | | |
| Artwork is correct based on comparison to original rebranded artwork | | | |
| Hyphenation is turned off | | | |
| Delete N layer from INDD Layers palette | | | |

| TITLE BLOCK | √ | N/A | X |
|-------------|---|-----|---|
| Heading: OPTION A, B or C | | | |
| Product Brand™ | | | |
| Product Descriptor | | | |
| REF# SKU # | | | |
| GBU: RMS, Class of Trade (COT) | | | |
| Rev Letter and Rev Date | | | |
| Job # | | | |
| Artwork # / Control # | | | |
| Print Process (Matches what is stated on dieline) | | | |
| Bar Code format: GS1-128, GS1 DataMatrix, PZN, ITF-14 | | | |
| Complete dieline number (if applicable) | | | |
| Dimensions: W x H x D or W x H – AW must have Dom Dims or Metric Dims (or both) | | | |
| Metric Dimension: cm or mm- AW must have Dom Dims or Metric Dims (or both) | | | |
| Package Type: Package Code, Package Type, Package Configuration Examples: EACH (Primary) Pouch or CA (Outer) Case | | | |
| Artwork file name | | | |
| Template ID file name (same as rebranded AW TEMP ID file name) | | | |
| Number of Colors: PMS # (or Black) | | | |
| Tints: % and PMS # are correct for printing process | | | |
| Application: InDesign / CS# | | | |
| Fonts Used: Myriad Pro | | | |
| Printer Notes: Specific instructions if applicable (Ex: Folded size) | | | |