

CONSTITUTIONAL CONVENTION ELECTION

**OUTER ENVELOPES : PRODUCTION FOR NSW, VIC, QLD, TAS, ACT
AEC QUALITY CONTROL SHEET (A)**

CENTRAL OFFICE CHECK: SAMPLE OUTER ENVELOPES

PROOFS SIGNED OFF BY AEC ON:/...../..... BY:

[illegible]

CONSTITUTIONAL CONVENTION ELECTION

**INNER ENVELOPES : PRODUCTION FOR NSW, VIC, QLD, TAS, ACT
AEC QUALITY CONTROL SHEET (A)**

CENTRAL OFFICE CHECK: SAMPLE INNER ENVELOPES

PROOFS SIGNED OFF BY AEC ON:/...../..... BY:

[illegible]

CONSTITUTIONAL CONVENTION ELECTION
INNER/OUTER ENVELOPES
AEC QUALITY CONTROL SHEET (B)

PRODUCTION STATE:

ON SITE PACKAGING INSPECTION

PRODUCTION SITE:

DATE:

CHECKED BY

Name

.....

Signature

OUTER ENVELOPES

TIME OF CHECK	CARTONS LABELLED CORRECTLY (Yes/No)	SINGLE DIVISION PER CARTON (Yes/No)	PALLETS LABELLED CORRECTLY (Yes/No)	PRODUCT ON MIXED PALLETS SEPARATED (Yes/No)

INNER ENVELOPES

CARTONS LABELLED CORRECTLY (Yes/No)	SINGLE DIVISION PER CARTON (Yes/No)	PALLETS LABELLED CORRECTLY (Yes/No)	SINGLE DIVISION PER PALLET (Yes/No)

COMMENTS

CONSTITUTIONAL CONVENTION ELECTION

**INNER/OUTER ENVELOPES: PRODUCTION FOR NSW, VIC, QLD, TAS, ACT
AEC QUALITY CONTROL SHEET (C)**

CENTRAL OFFICE CHECK: PROVISION OF DOCUMENTATION

[illegible]

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State:_____

[illegible]

CONSTITUTIONAL CONVENTION ELECTION

PRODUCTION STATE:

ADDRESS LABELS FOR DECLARATION ENVELOPES AEC QUALITY CONTROL SHEET (A)

ON SITE LABEL QUALITY CHECK

PRODUCTION SITE: Salmat Brisbane

DATE:

CHECKED BY

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Name

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Signature

[illegible]

PRODUCTION STATE:

PRODUCTION SITE: Salmat Brisbane

DATE:

CHECKED BY

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Name

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Signature

[illegible]

CONSTITUTIONAL CONVENTION ELECTION

ADDRESS LABELS FOR DECLARATION ENVELOPES: PRODUCTION FOR NSW, VIC, QLD, TAS, ACT

AEC QUALITY CONTROL SHEET (C)

CENTRAL OFFICE CHECK: PROVISION OF DOCUMENTATION

[illegible]

State: QLD

[illegible]

CONSTITUTIONAL CONVENTION ELECTION

**DECLARATION ENVELOPES: PRODUCTION FOR NSW, VIC, QLD, TAS, ACT
AEC QUALITY CONTROL SHEET (A)**

CENTRAL OFFICE CHECK: SAMPLE DECLARATION ENVELOPES

DUMMY SIGNED OFF BY AEC ON:/...../..... **BY:**

[illegible]

CONSTITUTIONAL CONVENTION ELECTION

DECLARATION ENVELOPES: PRODUCTION FOR NSW, VIC, QLD, TAS, ACT

AEC QUALITY CONTROL SHEET (B)

CENTRAL OFFICE CHECK: PROVISION OF DOCUMENTATION

[illegible]

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CONSTITUTIONAL CONVENTION ELECTION

PRODUCTION STATE:

PERSONALISING DECLARATION ENVELOPES

AEC QUALITY CONTROL SHEET (A)

ON SITE LABEL QUALITY CHECK

PRODUCTION SITE:

DATE:

CHECKED BY

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Name

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Signature

[illegible][illegible]

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[illegible]

PRODUCTION STATE:

PRODUCTION SITE:

DATE:

CHECKED BY

Name

Signature

[illegible]

CONSTITUTIONAL CONVENTION ELECTION

PERSONALISING DECLARATION ENVELOPES: PRODUCTION FOR NSW, VIC, QLD, TAS, ACT

AEC QUALITY CONTROL SHEET (C)

CENTRAL OFFICE CHECK: PROVISION OF DOCUMENTATION

[illegible]

CONSTITUTIONAL CONVENTION ELECTION STAFF ASSIGNMENT

State:_____

AEC QUALITY CONTROL FOR PERSONALISING DECLARATION ENVELOPES

[illegible]

CONSTITUTIONAL CONVENTION ELECTION

PRODUCTION STATE:

BALLOT PAPER PRINTING: AEC QUALITY CONTROL SHEET (A)
HEAD OFFICE QUALITY CHECK: PRE PRODUCTION

BALLOT PAPER STATE:

	TIME	DATE	BY
LASER PROOF SIGN OFF			
FILM SIGN OFF			

ON SITE/HEAD OFFICE BALLOT PAPER PRINTING QUALITY CHECK

PRODUCTION SITE:

DATE:

CHECKED BY

PRE PRODUCTION CHECKS	
PLATES SIGNED OFF BY	NAME:
	INITIAL'D:
	TIME:
	DATE:

MAKE READY PROOF SIGN OFF	
COLOUR	<input type="checkbox"/>
IMAGE	<input type="checkbox"/>
POSITION	
TRIM OFF	<input type="checkbox"/>
SIGN OFF	NAME:
BY	INITIAL'D:
	TIME

[illegible][illegible]

DATE										
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BALLOT PAPER PRINTING AEC QUALITY CONTROL SHEET (B)

PRODUCTION STATE:

PRODUCTION SITE:

DATE:

CHECKED BY

.....

Name

.....

Signature

[illegible]

CONSTITUTIONAL CONVENTION ELECTION

PRODUCTION STATE:

BALLOT PAPER PRINTING

BALLOT PAPER STATE:

AEC QUALITY CONTROL SHEET (C)

HEAD OFFICE/CENTRAL OFFICE CHECK: PROVISION OF DOCUMENTATION

DATE	HEAD OFFICE SAMPLE BALLOT PAPERS RECEIVED FOR PREVIOUS DAY'S PRODUCTION (Yes/No)	STATE HEAD OFFICE & CENTRAL OFFICE PRODUCTION SHEETS			CENTRAL OFFICE ONLY CONSIGNMENT NOTES			COMMENTS
		RECEIVED FOR PREVIOUS DAY BY 10am (Yes/No)	PRODUCTION QUANTITY	PRODUCTION TO AGREED SCHEDULE (Yes/No)	RECEIVED FOR PREVIOUS DAY'S SHIPMENT (Yes/No)	PROVIDE REQUIRED INFORMATION (Yes/No)	SHIPMENTS ARE TO AGREED SCHEDULE (Yes/No)	

BALLOT PAPER RECONCILIATION RECEIVED: (DATE)

CHECKED BY:

RECONCILIATION CORRECT

YES ☐

NO ☐

CONSTITUTIONAL CONVENTION ELECTION STAFF ASSIGNMENT

State:_____

AEC QUALITY CONTROL FOR PRINTING OF BALLOT PAPERS

[illegible]

ON SITE/HEAD OFFICE BALLOT PAPER FOLDING QUALITY CHECK

BALLOT PAPER STATE:

DATE:

CHECKED BY

Signature

FIRST PRODUCTION SAMPLE CHECK	
FOLD CORRECT	<input type="checkbox"/>
FITS IN DEC ENVELOPE	<input type="checkbox"/>
SIGN OFF	NAME
BY	INITIAL'D:
	TIME
	DATE

[illegible][illegible]

BALLOT PAPER FOLDING AEC QUALITY CONTROL SHEET (B)

ON SITE PACKAGING INSPECTION

DATE:

Signature

[illegible]

CONSTITUTIONAL CONVENTION ELECTION

BALLOT PAPER FOLDING

BALLOT PAPER STATE:

AEC QUALITY CONTROL SHEET (C)
HEAD OFFICE/CENTRAL OFFICE CHECK: PROVISION OF DOCUMENTATION

DATE	HEAD OFFICE	HEAD OFFICE AND CENTRAL OFFICE			CENTRAL OFFICE ONLY			COMMENTS
	SAMPLE BALLOT PAPERS RECEIVED FROM PREVIOUS DAY'S FOLDING (Yes/No)	PRODUCTION SHEETS			CONSIGNMENT NOTES			
		RECEIVED FOR PREVIOUS DAY BY 10am (Yes/No)	PRODUCTION QUANTITY	PRODUCTION TO AGREED SCHEDULE (Yes/No)	RECEIVED FOR PREVIOUS DAY'S SHIPMENT (Yes/No)	PROVIDE REQUIRED INFORMATION (Yes/No)	SHIPMENTS ARE TO AGREED SCHEDULE (Yes/No)	

BALLOT PAPER RECONCILIATION RECEIVED: (DATE)

CHECKED BY:
RECONCILIATION CORRECT

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YES ☐

NO ☐

CONSTITUTIONAL CONVENTION ELECTION STAFF ASSIGNMENT

State:_____

AEC QUALITY CONTROL FOR FOLDING OF BALLOT PAPERS

[illegible]

CONSTITUTIONAL CONVENTION ELECTION**PRODUCTION STATE:****CANDIDATE BOOKLET PRINT:
AEC QUALITY CONTROL SHEET(A)****CANDIDATE BOOKLET STATE:****HEAD OFFICE QUALITY CHECK: PRE PRODUCTION**

	TIME	DATE	BY
ARTWORK SIGNED OFF			
DYELINE PROOF SIGNED OFF			

ON SITE CANDIDATE BOOKLET PRINT QUALITY CHECK**PRODUCTION SITE:****DATE:**

PRE PRODUCTION CHECK	PLATE 1	PLATE 2	PLATE 3	PLATE 4	PLATE 5	PLATE 6
1 CORRECT COLOUR FOR STATE						
2 DENSITY OF INK MATCHED CHEMICAL PROOF						
3 TEXT IS COMPLETE						
4 POSITION OF TEXT IS CORRECT						
5 IMAGE IS NOT TRIMMED OFF						
6 GLUE ON SPINE ADHERES TO ALL SECTIONS						
7 PAGE NUMBERS ARE IN CORRECT SEQUENCE						
PLATE SIGN OFF:	BY					
	TIME					
	DATE					

CONSTITUTIONAL CONVENTION ELECTION

PRODUCTION STATE:

**CANDIDATE BOOKLET PRINT
AEC QUALITY CONTROL SHEET (A2)**

CANDIDATE BOOKLET STATE:

HEAD OFFICE CANDIDATE BOOKLET PRINT CHECK

PRODUCTION SITE:

DATE:

CHECKED BY

.....

Name

Signature

[illegible]

PRODUCTION STATE:.....

ON SITE PACKAGING INSPECTION

PRODUCTION SITE:

DATE:

CHECKED BY
Name

.....
Signature

[illegible]

CANDIDATE BOOKLET STATE:

HEAD OFFICE/CENTRAL OFFICE CHECK: PROVISION OF DOCUMENTATION

[illegible]

CONSTITUTIONAL CONVENTION ELECTION STAFF ASSIGNMENT

State:_____

AEC QUALITY CONTROL FOR PRODUCTION OF CANDIDATE BOOKLETS

[illegible]

[illegible]

PRODUCTION STATE:.....

ON SITE PACKAGING INSPECTION

DATE:

.....

.....

Signature

[illegible]

CONSTITUTIONAL CONVENTION ELECTION

PRODUCTION STATE:

CANDIDATE BOOKLET FOLDING

CANDIDATE BOOKLET STATE:

AEC QUALITY CONTROL SHEET (C)

HEAD OFFICE/CENTRAL OFFICE CHECK: PROVISION OF DOCUMENTATION

[illegible]

CONSTITUTIONAL CONVENTION ELECTION STAFF ASSIGNMENT

State:_____

AEC QUALITY CONTROL FOR FOLDING OF CANDIDATE BOOKLETS

[illegible]

CONSTITUTIONAL CONVENTION ELECTION
VOTING MATERIAL INSERTION: AEC QUALITY CONTROL SHEET (A)
ON SITE VOTING MATERIAL INSERTION QUALITY CHECK

INSERTION STATE:
VOTING MATERIAL STATE:

INSERTION SITE:

DATE:

CHECKED BY
Name Signature

PRE INSERTION HOPPER CHECK FOR <i>EACH</i> DIVISION			
DIVISION	INNER ENVELOPE DIVCODE MATCHES DEC ENVELOPE DIV CODE (Yes/No)	ENVELOPE DIV CODES MATCH STATE OF BALLOT PAPER (Yes/No)	ENVELOPE DIV CODES, BALLOT PAPER STATE MATCH CANDIDATE BOOKLET STATE (Yes/No)

POST INSERTION QUALITY CHECK						
DIVISION	ADDRESS DATA VISIBLE THROUGH WINDOW (Yes/No)	ELECTOR DETAILS MATCH ROLL EXTRACT (Yes/No)	INSERTED MATERIAL IS FOR CORRECT DIVISION, STATE (Yes/No)	TEST MATERIAL REPACKED FOR MAILING (Yes/No)	ARRANGEMENTS MADE FOR REPRINT, RE- INSERTION OF SPOILS (Yes/No)	COMMENTS

SECURITY	
TIME	ALL VOTING MATERIAL SECURELY HELD (Yes/No)

CONSTITUTIONAL CONVENTION ELECTION

INSERTION STATE:

AUTOMATED INSERTION OF VOTING MATERIAL

VOTING MATERIAL STATE:

AEC QUALITY CONTROL SHEET (C)

HEAD OFFICE/CENTRAL OFFICE CHECK: PROVISION OF DOCUMENTATION

[illegible]

CONSTITUTIONAL CONVENTION ELECTION STAFF ASSIGNMENT

State:_____

AEC QUALITY CONTROL FOR AUTOMATED INSERTION OF VOTING MATERIAL

[illegible]

