Label Systems Optimiser
How Can You Optimise Your Labelling System?

Introduction

Even in a small business the cost of labels can run to £1,000s. Include printing, training, servicing and software licences and the cost goes up further.

Our aim is to help you understand your labelling systems and labels so we can make recommendations to reduce cost and optimise efficiency.

Complete what you can and email to info@expertlabels.co.uk when complete for expert feedback.

Contact Details

Date _____

Name _____

Email _____

Organisation name _____

Phone Number _____

1. What does your organisation do?

2. What do you use your labels for?

Your Printer Fleet

3. How many Label printers do you have? _____

4. List the printers you have.

Printer Make	Printer Model	Notes

5. Can you locate all of your printers?   Yes/No

6. Do you have printers you think are more than 5 years old? Yes/No/Some

7. Are all your printers or PCs connected to your network? All/Some/None

8. Details of rewinders, external supply spools etc.

Maintenance and Service

8. Do you have knowledge of printer usage i.e. how many labels it's printed in its life?
    Yes/No/Some

9. Do you re-deploy printers based on how many labels a printer prints? Yes/Some/None

10. Do you have any on-site maintenance contracts for your printers? Yes/Some/None

    If yes/some - more details

11. Do you use a 'Hot swap' repair service - i.e. a serviceable printer is sent out to replace a printer that's not working?
Yes/Some/None

    If Yes/Some - more details

12. Which of these spare parts do you keep a stock of:

    ❏ Print heads   ❏ Platen rollers
    ❏ Printhead cleaning wipes

13. Do you clean dust from your printers? Yes/No/Don't know.

    If yes - how regularly?

14. How often are your printers serviced:

    ❏ Bi-annual   ❏ Annually   ❏ Never

15. Do you have people you can call who are experts in labelling and printers?

    ❏ Yes, easily reached in-house   ❏ Yes, in-house but not easy to reach

❏ Yes, easily reached contractors   ❏ Yes, difficult to reach contractors
❏ No   ❏ Don't know

16. Do relevant people get notified if there is a problem with printers or labels (i.e. if there is a support phone number on the hardware, does the department manager get notified there is a problem)? Yes/No

Quality Control and Processes

17. Do you have a system for checking your label/ribbon stock levels? Yes/No/Some

    If Yes/Some - More Details

18. Do you keep buffer stocks (i.e.clearly separate stocks either on-site or readily available off-site)? Yes/No/Some

    If Yes/Some - More Details

19. Traceability of labels (if you've printed the wrong stuff - how do you know who you've sent the wrong labels to)? Yes/No

20. Do you have documented labelling systems? Yes/No/Some

21. Do you check incoming supplies before storing them to ensure they are serviceable when you need them?   Yes/No/Some

22. Do you have an automatic reorder system for labels and ribbons? Yes/No

Checking Printed Label Quality

23. Do you scan printed barcodes prior to dispatching product?

    ❏ All,   ❏ Samples,   ❏ None

24. How do you check barcode quality?

    ❏ Visually,   ❏ With a Barcode Verifier, ❏ Standard barcode scanner.

24. How accessible are the printer manuals? Printed/on PC desktop/other _____

25. What label printer training do staff receive?

    ❏ Loading labels and ribbons   ❏ Cleaning printhead
    ❏ Fixing label jams   ❏ Adjusting printer speeds and
darkness
    ❏ Prolonging printhead life   ❏ Changing platen rollers & printheads
    ❏ Printhead pressure and t'shooting ❏ Blackmark/gap sensing
    ❏ Material/ribbon matching   ❏ Calibrating labels

26. How are staff trained?

    ❏ In person   ❏ Instruction sheets
    ❏ Videos?   ❏ Powerpoint
    ❏ Manuals

Label Management Software

27. Describe your label management software:

28. Are your Label software and templates backed up?   Yes/No

29. Do you use automated data entry to eliminate data entry errors? Yes/Some/No

If Yes/Some - details

30. Do you password protect or deny access to label designs to prevent label designs for being accidentally altered?   Yes/Some/No

31. Do you use a shared library of labels - available on the network?   Yes/No

32. Do you use a single source of data for your labels? i.e. you have one database that all systems share? Yes/No

Labels and Ribbons

33. Are your consumables supplied from a quality assessed supplier? Yes/Some/No

34. Do you have secondary sources for critical consumables? Yes/Some/No

35. How often are your labels and ribbon supplies delayed from your suppliers?

Details

36. What is the longest consumable lead time you have?

37. Do you have labels correctly matched to ribbons? i.e. you have tested a range of ribbons with your labels to eliminate scratching or rubbing off

Send completed survey to: info@expertlabels.co.uk

Label & Tag Schedule

Your Item Code	Description (dimensions, material, adhesive, colours etc)	Quantity in 12 months	Cost per thousand	Supplier Name	How is the label used (e.g. applied to a product or shipping etc)? Pre-printed or overprinted?

Thermal Ribbon Schedule

Your Item Code	Description (dimensions, material (wax/Resin etc), colours), No per box	Quantity in 12 months	Cost per Box	Supplier Name	Notes