Session setup record

Record the actual setup and identify any unresolved instructions.

Session ID / date / learner / supervisor

Objective / permitted scope / review point

Machine / configuration / cartridge / instructions reference

Material label / support / orientation / instructions revision

Reference filename / print setting / measured artwork size

Single planned change / values held constant

Photograph folder / full-sheet and detail filenames

Unresolved material or equipment question / owner

Observation and review record

Describe the result without treating this record as a pass certificate.

Session ID / linked setup record / review date

Reference region / repetition or copy being reviewed

Visible observation / photograph reference

Difference from comparison / changed conditions

Supervisor comment / repeat or revise

Next agreed action / permitted change / responsible person

Open question / supplier or instruction source / follow-up

Next session reference / review signature or initials