

6.2 Internal Printing

Policy Statement

Internal government printing is an essential service for departments, agencies, boards, and commissions. The responsibility for this service lies with Queen's Printer, Department of Service Nova Scotia and Internal Services. In order for the Queen's Printer to properly serve departments' needs it must provide secure, high-quality printing on a timely basis. All departments are required to requisition their printing needs through Communications Nova Scotia (CNS), which works with the Queen's Printer to procure printing for all of government from both internal and external sources. Agencies, boards, and commissions can either work through CNS or directly with the Queen's Printer for their printing needs.

Definitions

INTERNAL GOVERNMENT PRINTING

In this context means black and white and colour printing and scanning on standard business-sized paper, produced to electronic format or on digital and off-set printers with corresponding bindery services.

Policy Objective

To provide the framework of guidelines to ensure that government's internal printing needs are fulfilled in a secure, high-quality, and timely manner.

Application

Queen's Printer personnel who are knowledgeable in the graphics industry and are qualified to operate printing equipment.

Policy Directive

It is the policy of the Government of Nova Scotia that the interests of the province with respect to its internal printing are best served by maintaining and operating a central and efficiently run printing facility.

Accountability

DEPARTMENT OF SERVICE NOVA SCOTIA AND INTERNAL SERVICES

Queen's Printer is responsible for:

- working with CNS to fulfill government's printing requirements by means of either in-house facilities or procurement of printing services from the private sector,
- developing and administering quality standards for printing of government documents and publications,
- providing consultation and advice to CNS and clients on print matters,
- monitoring and inspecting all printed product to ensure it meets minimum standard requirements with respect to this policy,
- working with CNS to advise departments and offices and external suppliers of non-compliance with quality standards and/or with this policy and effect appropriate corrective action,
- advising agencies, boards, commissions and other public sector entities and external suppliers, of non-compliance with quality standards and/or with this policy and effect appropriate corrective action,
- maintaining currency in print technology.

COMMUNICATIONS NOVA SCOTIA

Communications Nova Scotia is responsible for

- managing the intake of print related requests and collaborating with Queen's Printer to fulfill government's printing requirements.

Monitoring

The Department of Service Nova Scotia and Internal Services, in consultation with CNS, will monitor this policy annually, and update as required.

References

Communications and Information Act, R.S., c79, s.1

Public Service Act, OIC 96-219, March 28, 1996

Enquiries

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