

## 6.3 External Printing

### Policy Statement

It is the policy of the Government of Nova Scotia that the interests of the province with respect to external (vendor-supplied) printing are best served by ensuring management of external printing by the Queen's Printer, Department of Service Nova Scotia and Internal Services. The Queen's Printer will manage all printing contracted to the private sector, ensuring best value.

### Definitions

#### **EXTERNAL GOVERNMENT PRINTING**

In this context, external printing means the entire range of printed matter, using all types of printing technology, usually on paper but can include images on other substrates as well.

### Policy Objective

To ensure that printing procured from external suppliers is centrally managed and acquired in a secure, high-quality, and timely manner, and complies with government policies, including the sustainable procurement policy.

### Application

This policy applies to all Category I departments, offices of government, and public service units, as per Management Guide 100, 1.2 Corporate Administrative Policy Manuals Policy.

### Policy Directives

- The Queen's Printer is the central print facility for the Government of Nova Scotia.
- The Queen's Printer will serve all print needs in a secure, high-quality, and timely manner, either in-house or through procurement of external suppliers.
- All departments and offices are required to requisition printing services through Communications Nova Scotia (CNS), which works with Queen's Printer to ensure all print products are aligned with government standards.
- Agencies, boards and commissions can either work through CNS, or directly with the Queen's Printer for their printing needs.

- All print activities for government departments and offices must adhere to government policies, including the procurement policy and the government brand policy.

## Accountability

Queen's Printer, Department of Service Nova Scotia and Internal Services is responsible for:

- fulfilling 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 all 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

## Monitoring

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

## References

*Public Service Act*  
Government Brand Policy  
Management Guide 100

## Enquiries

Manager, Queen's Printer  
(902) 424-8066

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