SKSPP08
Deliver a master to format

Overview

This Standard is about ensuring that versions of the finished master are duplicated and made available and supplied on tape, film, disc or file in the formats required.

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You must be able to:

P1 verify the expectations of the client and the requirements of end users
P2 ensure that finished masters are duplicated, logged and available in all formats that the client requires and end users will need
P3 where masters are not available in the required formats liaise with colleagues who can resolve the problem
P4 ensure that copying into additional formats retains the required quality of the product
P5 supply copies on tape, film, disc or file to each person or organisation as they require
P6 ensure masters are safely stored and logged
P7 check that the material you supply is complete and functioning
P8 verify that requirements of compliance have been met
P9 include necessary and expected documentation
P10 check with those to whom you provide copies that their requirements are met

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Knowledge and understanding

You need to know and understand:

K1 requirements of clients and those people and organisations that will receive masters

K2 formats used in masters

K3 requirements of file formats and file conversions and handling

K4 impact of file formats and conversions on technical quality and deliverable standards

K5 current viewing standards and current professional, national and international deliverable standards and expressions of best practice for a range of platforms

K6 procedures for converting formats

K7 operation of copying equipment

K8 documentation that should accompany delivered masters

K9 storage and logging conventions

K10 requirements of compliance and organisational procedures that must be met before delivering a master to a client

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Suite	Post Production; Editing
Key words	post production, client, visual effects, graphics, sound, record, atmosphere, grade colour, systems, equipment, technical, content, create