SKSPP17
Ingest material for post production

Overview

This Standard is about copying raw material or scanning film material ready for a variety of editing processes such as offline editing. The electronic material resulting should be available for the next stage of the workflow, in the right format and resolution, in the right location, logged and its security ensured.

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You must be able to:

P1   identify the required format, quality, metadata and future use for material to be ingested

P2   resolve any inconsistencies in metadata with production

P3   identify where the media is to go, what workspaces to use and the folder structure in which it is to be stored

P4   use equipment and techniques capable of converting the raw material to the desired format and quality

P5   select the resolution needed for the workflow

P6   copy or scan and ingest the material completely

P7   identify any visual or sound problems while copying, scanning or ingesting that are likely to be significant for future workflow, correct where possible and report outstanding problems

P8   check that the material is available for viewing in the right location, is accessible to tools for viewing and has the right resolution

P9   discuss the implications of problems and how to resolve them

P10   supply data for any problem that cannot be fixed with the available resources to a support facility

P11   use recognised naming conventions

P12   log clear and accurate data on the content of the output

P13   ensure backups are stored securely

P14   ensure the security of the originating material

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Knowledge and understanding

K1   what to expect of input material, accompanying documentation and metadata

K2   how to handle and protect materials physically and electronically

K3   current viewing standards and current professional, national and international deliverable standards and expressions of best practice for a range of platforms

K4   how to estimate and optimise time and resources needed for a task

K5   how to anticipate and mitigate problems and risks

K6   types of fault that may occur in equipment and how to resolve them

K7   copying and scanning equipment and software and its secure operation

K8   technical capabilities of material for storage and use

K9   workspace and folder structures

K10 naming conventions

K11 principles of management of metadata and its importance

K12 the needs of other people in production and post production for quality and availability of ingested material

K13 principles of standard and non-standard deliverables, file formats, digital interconnectivity and elements of audio and video signals with the available resources to a support facility

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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