RedH Media Process Quality Control

**AV Production Process**

- eForm enquiry received at Skills Development Service & Public Affairs
- eForm will provide 2 contact people, who will be contacted every 12 months for AV review purposes

**Storage & Review Process**

- Once AV is produced, it is to be reviewed by SDS, Public Affairs & Requester

**Option to create a QR code**

- Add AV to Vimeo & a link on website for 12 months
- AV requires editing changes by SDS and must be re-submitted to client & Public Affairs until approved

**After 12 months, AV contents must be reviewed. Email to be sent to allocated contact person for action.**

- No Response
- Video link will be disabled

**SDS to email link of existing AV for requester to review and decide if current AV covers their needs**

- Toolkit documentation does not meet standards or requires changes by the producer and must be re-submitted to SDS & Public Affairs until approved

**SDS & Public Affairs meet to discuss contents, dialogue & standards**

- Completed Toolkit Received
- SDS to email link of existing AV for requester to review and decide if current AV covers their needs

**Option to create a QR code**

- SDS to review enquiry & check records for possible duplication
- Toolkit to be emailed to requester for completion

**AV Duplicate**

- SDS to email link of existing AV for requester to review and decide if current AV covers their needs

**SDS & Public Affairs meet to discuss contents, dialogue & standards**

- SDS & Public Affairs meet to discuss contents, dialogue & standards
- Toolkit documentation does not meet standards or requires changes by the producer and must be re-submitted to SDS & Public Affairs until approved

**Toolkit to be emailed to requester for completion**

- No
- Yes

**Approved**

- Organise Suitable Recording Days
- SDS to review enquiry & check records for possible duplication
- Toolkit to be emailed to requester for completion

**No Duplicate**

- SDS to email link of existing AV for requester to review and decide if current AV covers their needs

**AV Duplicate**

- Toolkit documentation does not meet standards or requires changes by the producer and must be re-submitted to SDS & Public Affairs until approved

**No**

- SDS to email link of existing AV for requester to review and decide if current AV covers their needs

**Declined**

- Toolkit documentation does not meet standards or requires changes by the producer and must be re-submitted to SDS & Public Affairs until approved

**Yes**

- Toolkit documentation does not meet standards or requires changes by the producer and must be re-submitted to SDS & Public Affairs until approved