

Overview

This Standard is about ingesting, copying or scanning raw material ready for the next stage of the workflow. The electronic material resulting should be in the right format and resolution, in the right location, logged and with its security ensured.

This Standard should apply to anyone who is involved with ingesting material.

Performance criteria

You must be able to:

1. obtain information on required formats, resolution, quality, metadata and future uses from reliable sources
2. resolve inconsistencies in metadata in line with specified workflow
3. store media in specified folder structures in agreed workspaces
4. use equipment and techniques capable of converting raw material to desired format and quality
5. check that material that has been copied, scanned or ingested is complete
6. identify visual or sound problems that will affect future workflow and correct them where possible
7. discuss the implications of problems and how to resolve them with colleagues and report outstanding problems to relevant people
8. check that material is available for viewing in expected locations and is accessible to tools for viewing
9. check that material is in format and of visual quality suitable for its purpose
10. supply complete and accurate data about problems that cannot be fixed to support facilities
11. log clear and accurate data on the content of outputs in line with company requirements
12. maintain safe storage and security of the originating material and backups in line with company requirements

Knowledge and understanding

You need to know and understand:

1. what to expect of input material, accompanying documentation and metadata
2. how to handle and protect materials physically and electronically, including the safe back up of master files
3. when master files need to be stored in multiple locations for insurance purposes
4. how to estimate and optimise time and resources needed for tasks
5. how to anticipate and mitigate problems and risks
6. types of fault that may occur in acquisition and ingest equipment and how to resolve them
7. current camera and recording standards and ingest tools
8. copying and scanning equipment and software and its secure operation
9. technical capabilities of material for storage and use
10. workspace and folder structures
11. naming conventions
12. principles of management of metadata and its importance
13. the needs of other people in the workflow for quality and availability of ingested material
14. principles of standard and non-standard deliverables, file formats, digital interconnectivity and elements of audio and video signals
15. colour science and the application of Lookup Tables (LUTs)
16. company systems for storage, back up and security

Ingest material

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Suite Post Production

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