

Select crew and suppliers to meet production requirements

Overview

This Standard is about confirming specifications for crew, facilities and technical services required for productions.

It is about inviting suppliers to bid for contracts, and selecting crew and suppliers who can satisfy the production's requirements and meet deadlines. It involves negotiating contracts through to signature. These suppliers could include hire of technical equipment and facilities houses.

This Standard is for those involved in selecting crew and suppliers including production managers, production co-ordinators and assistant directors.

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Performance criteria

You must be able to:

1. interview and select proposed crew that have availability and suitability to meet production requirements
2. obtain tenders, estimates and quotations from potential suppliers of resources
3. assess the cost and quality of estimates from potential suppliers against production requirements and budget
4. identify potential suppliers of facilities and technical services and select those that can meet production requirements and deadlines
5. negotiate contracts within union, organisational guidelines or trade agreements and which are within budgetary parameters
6. arrange contracts which meet legal and regulatory requirements and which include full and accurate details of individual's or supplier's contribution
7. check that safeguarding checks and vetting have been carried out in line with local requirements
8. confirm that all contracts are signed by all relevant parties
9. monitor crew and suppliers' performance to ensure that contract terms are being fulfilled
10. confirm that crew and suppliers have their own insurance when required
11. arrange any insurance and certification required to include cover for hazardous working
12. arrange production insurance policies and completion financing to meet requirements
13. complete accurate documentation that shows that crew and suppliers are aware of the relevant health and safety requirements, and that they have suitable qualifications and certificates
14. confirm that vehicle operators hold relevant operating licences and comply with all pertinent regulation

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Knowledge and understanding

You need to know and understand:

1. how to access sources of information on potential suppliers
2. how to access sources of information on potential crew members
3. how to identify creative teams appropriate for the production
4. guidelines relating to selecting cast and crew
5. the procedures for collecting data including diversity
6. how to negotiate rates and contracts with crew and suppliers
7. how to operate a tender or bidding process in line with organisational requirements
8. how to create contracts and confirm they are accurately signed by relevant parties
9. health and safety requirements, including the relevant Working Time Regulations
10. the most appropriate means to monitor performance in the workplace
11. the necessary certification and permits that are required
12. the taxation requirements that may apply
13. how to confirm insurance and certificates are in place and up to date
14. the available budget for crew and suppliers
15. the implications of current legislation and regulations covering data protection

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