

## Inside Job Productions Quality Policy



Inside Job Productions is a member of PACT, the UK's leading trade association for independent television and media companies. IJP aims to deliver the highest quality service and has various processes in place to ensure the highest standard of delivery.

### Quality of Expertise

The IJP production team are all broadcast professionals with a minimum of five years experience in film or television. All our production staff are experienced in working across various sectors and dealing with associated challenges. The Executive Producer or the Project Producer/Director will always attend pre-production meetings with the client to discuss the project in detail before filming begins.

### Relationship Development

IJP regularly engages the same freelance Producer/Directors, as continuity is important to achieve the highest standard of production. By developing a relationship and understanding of each individual client the IJP team strive to deliver a seamless service wherever possible on future projects.

### Client Support

Each project undertaken by Inside Job Productions is assigned to the IJP Production Manager who is on hand throughout the production process to aid the smooth running of the production. The Production Manager liaises closely with the client throughout the process on all budgets, contracts, scheduling, filming logistics and final delivery.

### **Equipment**

IJP only ever uses broadcast quality filming equipment for every production. All camera, sound and editing equipment used are industry standard and clients can be assured that the final film will be delivered to them in professional quality.

### **Legal Protection**

IJP's stringent pre-production process ensures that all productions have the necessary paperwork in place before any project is delivered. Release forms are signed by all contributors and any music or stills photographs used are cleared for client use.

### **Risk assessment**

Each project is assessed for risk and a detailed risk assessment is carried out. This minimises all risk to the production and enables IJP to put preventative measures in place before any filming begins.

### **Client Viewing**

All clients are invited to view and approve their film during the post production process and before delivery. This allows the opportunity to discuss any changes before the film is completed.

### **Client Feedback**

IJP recognises that the strength of its business rests with the smooth and professional quality of service. After each project feedback forms are issued to all clients to assess the quality of service delivered and to aid continuous improvement.