

SHALIMAR RECORDING & BROADCASTING COMPANY LIMITED

36, Sector H-9

Islamabad

Dated: 16.02.2022

Subject: **SOP FOR USE OF TECHNICAL FACILITIES AND STUDIO OF SRBC**

The Producer/Director of the concerned program will submit the Requisition for allocation of studio and technical facilities to the Controller, In-House Production for approval containing the following information:

- (i) Name of the program.
- (ii) Date.
- (iii) The time for recording.
- (iv) Duration of recording.
- (i) Technical facilities required including, Production Control Room, Number of Camera's required, Number of Capture machines, Number of editing tables required, Number of editors required.
- (v) Staff requirement.
- (vi) Proforma of Requisition is placed at **Annex-I**.
- (vii) The Program / Production Department will send the Requisition to Director Engineering at least 24 hours prior to the start of recording.
- (viii) Director Engineering will coordinate and authorize issuance of technical facilities to the concerned Sectional Heads.
- (ix) The Sectional Head will ensure the provision, installation and operation of the technical facilities requisitioned ready for recording.
- (x) Only the authorized engineers, editors and staff as appointment by the Director Engineering/Sectional Head will be responsible for handling all technical and professional equipment.
- (xi) The Security Staff / Director Engineering will ensure only authorized usage of plant and machinery, furniture and fixtures and other allied equipment etc.

2. FOR USE OF STORAGE DEVICES:

- (i) The editor / engineer will be responsible for the recording and safe storage of the recorded program.
- (ii) In case the storage space is fully consumed, he will transfer the recordings to external storage device and make available this storage device ready for further recordings.
- (iii) The Engineering Department will ensure backup of the raw recordings.
- (iv) The raw recording copied on external storage will be handed over to the concerned producer / director for safe custody. The Administration Department will provide the necessary storage space with lock and key to the producer / director.

- (v) The password for all work stations/capturing machines/editing machine will be the responsibility of the Director Engineering.

3. RESPONSIBILITY OF T&BM / STUDIO DEPARTMENT:

- (i) Physical execution of Set designing (alteration, modification, placement of furniture and fixture as per approved design).
- (ii) Provision of studio lights, air conditioning system, UPS backup, standby generator, proper sound system and functional recording units.
- (iii) Make-up facilities (Room plus Make-up Artist).
- (iv) Cleanliness and House-keeping with staff deputed for duty.
- (v) Provision of First Aid Box
- (vi) Fire Extinguisher

4. RESPONSIBILITY OF SECURITY STAFF:

- (i) Maintaining a register for all incoming and outgoing guests / visitors.
- (ii) All Departmental Heads will provide a list of their guests / invitees to the Security Incharge.
- (iii) Security Incharge will ensure that no unauthorized person enters in the building.
- (iv) The Security Incharge will ensure that no guests / invitees enter in to the sensitive facilities like studio, recording, editing and transmission area.
- (v) Administration will ensure allocation of sufficient staff for serving of refreshments to the guests / invitees and the officers and staff.
- (vi) The entire SRBC installations are no smoking zone.

5. SCHEDULING OF IN-HOUSE PROGRAMS:

- (i) The Programs Department / PPC will schedule the in House program for airing.
- (ii) The producer / director will provide the finished media product to the Secretary PPC at least three days before the telecast.
- (iii) The PPC will preview the program one day before the telecast.
- (iv) PPC after previewing and approval will hand over the program to Engineering Department for telecast.

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Date: _____

PROGRAM REQUISITION SLIP FOR
TECHNICAL FACILITIES/STUDIO

Name of Program: _____ Date: _____

Duration: _____ Time: _____

Technical Facilities: _____ MCR/PCR: _____

Staff Requirement: _____ Cameras: _____

Capture Machine: _____ Editing Table: _____

Editors: _____

Producer/Director

Controller
In-charge Production

For Coordination and Compliance:

1. Director Engineering
2. Director Studio