QC Checkpoint Pages

25% Review Checkpoint

- ☐ All files named correctly and saved in project folder
- ☐ Audio quality meets baseline (no background noise, consistent volume)
- ☐ Character voices match reference sheets
- ☐ Pronunciation and accents consistent
- ☐ Technical specs (sample rate, bit depth) confirmed
- ☐ Client/author feedback reviewed and addressed

Notes: _____

50% Review Checkpoint

- ☐ Midpoint files reviewed for consistency and pacing
- ☐ New/recurring characters voices checked against Voice Bible'
- ☐ Audio levels, noise floor, and editing quality verified
- ☐ Any revisions from 25% checkpoint completed
- ☐ Client/author milestone feedback received

Notes: _____

75% Review Checkpoint

- ☐ Final chapters/sections reviewd for continuity
- ☐ Voice and accent drift check for all main characters
- ☐ Technical specs re-confirmed
- ☐ All previous QC notes and revisions resolved
- ☐ Ready for final polish and mastering

Notes: _____

Final Review Checkpoint

- ☐ Entire project listened through (spot checks + full liosten of key sections)
- ☐ ACX compliance verified (see below)
- ☐ File naming, metadata, and delivery format confirmed

- ☐ Artistic quality emotional delivery, pacing, and consistency
- ☐ Client/author final feedback addressed
- ☐ Backup copies saved (local & cloud)

  Notes:

ACX Compliance Verification

- ☐ RMA between -23dB and -18dB
- ☐ Peak levels below -3dB
- ☐ Noise Floor below -60dB
- ☐ Consistent room tone and not background distractions
- ☐ Proper spacing (opening/closing credits, chapter headings)
- ☐ Technical specs: 44.1kHz/16-bit MP3, 192kbps or higher

  Notes:

Technical Specs Confirmation

- ☐ File Format: .mp3 (or as required)
- ☐ Sample rate and bit depth correct
- ☐ All files checked for clipping or distortion
- ☐ Consistent volume and EQ across project
- ☐ Master files delivered as specified

  Notes:

Artistic Quality Assessment

- ☐ Emotional tone matches manuscript and client vision
- ☐ Character voices distinct and engaging
- ☐ Pacing and energy appropriate for genre
- ☐ Listener experience: engaging, immersive, and clear

  Notes: