

Production-to-post timing checklist

Record assumptions with the media. Confirm the delivered files against the report before editorial, sound or VFX turnover.

01 Picture and camera

- Record capture/sensor rate AND project/playback rate as exact integer or fractional values. Identify camera model, software and off-speed mode.
- Record raster, progressive/interlaced/PsF interpretation, field order where relevant, and intended delivery specification.
- Confirm whether sound is recorded in the selected mode and whether it is expected to remain synchronized on playback.

02 Timecode and synchronization

- Record timecode rate, DF/NDF, full-rate or packed HFR representation, source/reel identity and first valid picture label.
- Confirm timecode source, jam/continuous reference, genlock and audio sample-clock arrangements separately.
- Check discontinuities, record triggers and timecode-day wraps; do not infer dates or continuity from matching labels.

03 Sound

- Record actual capture sample clock, file-header sample rate, pull flags, intended playback rate and planned SRC or pitch treatment.
- Retain recorder model/software and reports. Verify a representative picture/sound sync test after interpretation or processing.

04 Film scans and sequence identities

- Preserve camera-roll/lab-roll IDs and lab-supplied KEYCODE with perf-aware frame offset; keep the scan mapping sidecar.
- Record first/last image number, inclusive count, first assigned timecode and origin convention. Check for missing/duplicate images.
- Example: image numbers 1001 through 1240 inclusive contain 240 pictures. At 24 fps from 01:00:00:00, last picture is 01:00:09:23; exclusive end is 01:00:10:00.

05 Turnover and acceptance

- State whether out points are inclusive or exclusive. State whether a rate change preserves frames or elapsed programme duration.
- Include representative first/last-frame and audio sync checks, reference media, reports and exceptions. Confirm the recipient interprets the same values.

A checklist is a handoff aid, not a delivery specification or a certificate of synchronization or standards compliance.

Primary references

ARRI: synchronization of cameras

Kodak: KEYCODE identifiers

Native calculator: [Mac](#) / [iPhone](#) and [iPad](#). Separate purchases.