

**RECORDING OR EDITING STUDIOS QUESTIONNAIRE  
 TO BE ANSWERED BY FIRMS OPERATING SOUND OR VISION STUDIOS**

1 Please list below the type of recording or editing undertaken:

Mixing	%
Recording/Editing:	
Sound:	
Music	%
Voice-over:	%
Film	%
Advertisements	%
Radio Distribution	%
Sound Effects	%
Other (please specify)	%
Vision:	
Music	%
Film/DVD	%
Visual Effects	%
TV Distribution	%
Training/Educational	%
Other (please specify)	%
Digital Mastering:	
Sound	%
Vision	%

2a) Do you fully back up all data? YES/NO  
 If yes, how often is this undertaken?

b) If no, how do you limit your contractual liability to customers, for lost time, production or recordings?

3a) Do you ever hire your recording or editing facilities to third parties? **YES/NO**

b) If yes, do you ever do so, without your operatives being present? **YES/NO**

c) If yes, within your conditions of hire, do you have a hold harmless agreement, with the third party abrogating yourselves of any responsibility **YES/NO**  
If yes, please provide a copy of the standard terms and conditions

4a) Does your standard contract limit your liability, to customers:  
i) in the event of business interruption, as a result of mechanical or electrical breakdown? **YES/NO**  
ii) due to neglect, error or omission? **YES/NO**  
iii) natural forces beyond your control **YES/NO**  
If yes, please provide a copy of the contract

b) How often do you undertake maintenance or replacement of your studio equipment?

c) Do you accept contractual responsibility for the upkeep of this equipment and do you have operatives onsite, to ensure its satisfactory operation? **YES/NO**  
If you do accept responsibility, what measures do you undertake, to ensure that the equipment performs satisfactorily?

d) Do you ever hire-in equipment? **YES/NO**  
If yes, do you ensure that the contractual responsibility for the failure of this equipment is the responsibility of the hire company **YES/NO**

5a) Do you provide isolation booths or rooms, for, either, music or voice-overs? **YES/NO**

b) If yes, have these spaces been acoustically designed, by professional specialist designers **YES/NO**

6a) Please confirm that you only employ engineers or technicians that have specific experience in recording or editing **YES/NO**

b) Please state the extent of training received, any specific qualification required or courses attended, and your minimum practical time criteria.

Signed:

Dated: