
UKAAF minimum standards: Audio

Introduction

The UK Association for Accessible Formats (UKAAF) sets standards for accessible formats in the UK which meet end-user needs.

The following minimum standards for audio can be used as a checklist by producers, end-users, or those procuring accessible format materials to ensure that materials are of an acceptable level of quality to meet user needs.

Detailed guidance is available from UKAAF to help people produce materials which meet these minimum standards.

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Minimum standards for audio

As a minimum, UKAAF expects audio materials to comply with the following standards.

Copyright

- Permission, or the legal right to produce the audio version of the document has been confirmed

User needs and preferences

- Individual end user's requirements ascertained and met where possible, without compromising the integrity of the original information
- Choice of audio media and formats available to suit end user's needs (e.g. media: CD, memory stick or electronic audio file and format: CD audio, MP3 CD, DAISY or WAV)

Presentation

- Recording is an accurate representation of original document including diagrams and graphs where the information is not repeated in the text
- Audio is clear and articulated with appropriate presentation style suited to the content
- Title and originator of the document should be at the beginning of the information
- An indication of the content and how long the recording lasts should be present
- No background noise on the recording (technical or ambient) and any background music does not obscure the spoken word
- Consistent production quality and volume throughout the recording

Identification and navigation of document

- Label/sleeve with information to identify what the material is
- Information on label/sleeve is in a sans serif font. Ideally in large print, 14 or 16 point Arial, Tahoma or equivalent
- Clear indicator of how to load the media into playback devices (appropriate use of navigation markers/bump-ons etc)
- Appropriate use of table of contents and page numbers
- Section markers are added to aid navigation through the document (and the material is divided into several tracks/files if the material is lengthy)
- Appropriate use of print page references (e.g. for educational material)

Interpretation and adaptation

- Correct order of content (e.g. title, sender etc)
- Visual information appropriately conveyed/worded (e.g. images, tables, logos etc)
- Specific adaptations/modifications are included to provide access to all original content

Accuracy

- Quality control measures in place (e.g. proofing, testing production equipment, regular servicing etc)
- Appropriate professional audio recording and editing software used
- Recording is an accurate representation of the original information

Finishing and packaging

- Appropriately packaged (e.g. jiffy bag, box, cardboard sleeve etc)
- Despatched in good time
- Sent out on appropriate media (e.g. CD, memory stick, audio file etc)
- Encryption methods used as appropriate (e.g. if emailing an audio file that contains personal information)

Further guidance

Further in-depth guidance on the production of accessible formats is available from UKAAF's website: www.ukaaf.org

UK Association for Accessible Formats (UKAAF)

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