

General Things

1. QCers should generally use the `#quality-check` channel to ping other roles in the QC-review process. However, it is encouraged to move into other respective channels if the conversation looks more detailed and thorough.
 - e.g. You are pinging a proofreader and a translator for a particular video to notify them of certain fixes that need to occur in `#quality-check`. The changes are quickly made and resolved. However, the subber is unclear as to how to apply a subbing fix and needs to consult other subbers. → this conversation is best served in `#subbers`, with the subber reporting back in `#quality-check` after revisions are finished.
2. QCers should discuss with other QCers using the `#quality-check` channel to solicit opinions on various feedback. QCers shouldn't feel bad to start a discussion -- more heads are better than one!
3. QCers should use the [QC document](#) in order to track and note all changes. It is up to the QCer to make sure all changes are properly made before releasing the video to the next stage.
 1. Make a copy of the QC document and move it to your project folder.
 2. Provide a link to the transcript and the draft video/s.
 3. Provide timestamps, explanations (preferably with screenshots), and correct highlights.
 4. Use the sheet to keep track of changes as needed.

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