

Gateway home

Text only



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Compliance Manager

Programme Content Management System

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GETTING STARTED

A compliance form is required for every recorded television programme.

Creating a Compliance Form for a new programme

Click on 'Create New Form' to bring up a blank compliance form.

It is strongly recommended that you refer to the Guidance Notes as you fill in the form.

To do this you can open two windows on the Compliance Manager site at the same time, one for the Guidance Notes, the other for the form. Press Ctrl N to open a second window. You can switch between the two windows by clicking on the separate Compliance Manager tabs at the bottom of the screen. Alternatively, to view both windows side by side, adjust the size of each window and move one to fill the left of the screen and the other the right.

Completing the form

Click on a box in the form to enter text. You can also use the tab key to move between the boxes. The boxes with a red * are compulsory and must be entered before you can "Save & Hold" or "Submit" the form.

N.B. If you need to navigate away from the form once you have started to fill it in, make sure you "Save & Hold" before doing so otherwise you will lose the information you have already entered.

Submitting the form

When you have completed the form you may either:

"Save & Hold" if you still need to confirm some of the information and wish to come back to the form later.

"Submit" to enter the form into the Compliance Manager database. Once you hit "Submit" you cannot make any changes to the form. If you become aware of an additional issue that may affect compliance or the suitability of the programme for the scheduled slot you must submit another form.

The "Save and Hold" and "Submit" buttons are at the very bottom of the form.

What you are taking responsibility for

When you fill in and sign the form you are taking responsibility for the programme being compliant. It is therefore essential that the form itself is filled in by a senior member of the production team (producer level or above) who is familiar with the programme content and who has viewed the final edit. **It is a requirement that all forms (for both independent and in house programmes) must be signed by the BBC Executive Producer.**

Once the form has been submitted it will be valid for one month from the first transmission, i.e. it will cover all transmissions within that period, unless you decide or are advised otherwise (e.g. if a news event raises a question as to the suitability of a scheduled repeat).

Submitting a form for a repeat

A compliance form is valid for one month from the date on which it was submitted. If the programme is repeated after a month, a new compliance form should generally be submitted. Where a form is not re-submitted, Compliance Managers in BBC Vision will judge whether it is necessary to insist on the programme being re-viewed and re-complied and, if necessary, contact the relevant production area or genre/delivery team. This judgment is based on the nature of the programme material, the quality of the information on the existing form, relevant world events since the programme was first shown and the programme's repeat TX slot.

A programme, as identified by a unique programme ID (including version suffix), may have more than one form.

A new version of a programme (such as a re-edit) **must** have a new programme ID suffix and a new compliance form.

If the programme is a repeat check whether a compliance form already exists. Select 'Complete Form from Existing Form' to bring up the search screen. There are many ways of searching but programme number is the most likely to bring up the right records. If there is already an entry for the programme you are complying (in the same version) click on 'New Form' at the right side of the record to bring up the information already entered.

If you are complying a new version, click on "Search Forms", and search for previous records as before. Under this tab there is the additional option of "New Prog". Click on "New Prog" to enter information for a new version of a programme with a different suffix or to use the information from an existing programme for a new episode if you are complying part of a series.

NB A new version of the Compliance Form (Version 3.1) was introduced in February 2011. This included some textual changes (identified in italics) and an updated list of mandatory referrals to Director, Editorial Policy & Standards. These changes reflect the latest edition of BBC Editorial Guidelines published Oct. 2010. Aside from these, Version 3.1 includes the same questions as Version 3 of the compliance form as released in April 2008.

Earlier versions of the form (Version 1 issued Dec. 2003 and Version 2 issued July 2005) had fewer questions. If selecting 'Complete Form from Existing Form' or 'New Form' from forms submitted before April 2008, the information entered on the original form will transfer across to the latest version. It will then

Who does this apply to ?



A compliance form must be submitted on this Compliance Manager database for all recorded programmes broadcasting on all network and regional variants of BBC ONE, BBC TWO, BBC THREE, BBC FOUR, CBBC, CBeebies, BBC HD and streamed programming on BBCi.

Compliance forms for recorded programmes on BBC News and BBC Parliament should be submitted in accordance with local arrangements in place on those channels.

Producers of *live* programmes should check their divisional websites.

Useful Links

[BBC News](#)
[BBC Wales](#)
[BBC Scotland](#)
[BBC Northern Ireland](#)
[English Regions.](#)

[OFCOM website \[www\]](#)

[Radio-Compliance Procedures](#)

be necessary to answer all the new questions (highlighted in red) before the new compliance form can be submitted.

If you are using an existing form, review the answers given to ensure they are still correct. Pay particular attention to the "Real Life" questions – are there any recent events that affect these? Make any changes as required. Insert the repeat date(s) and channel(s) in the "Repeats" box and click on "Submit" to create a new form for the programme.

You may wish to check the information contained in this website if you have any worries about the programme's history. To search this information, click on the "Search" button at the top of the form which will take you to the database.

If you are still unsure as to whether the programme is fully compliant, please refer to the **Guidance Notes**.

Whenever you re-use a form in this way, whether for an exact repeat or for a new version of the programme, the last two boxes on the form (confirmation of compliance and the BBC Executive Sign-off) will appear empty and must be re-completed.

Submitting a form for a series

To avoid repeatedly entering the same details you can enter multiple programme IDs on separate lines in the Programme ID box. You must satisfy yourself that the answers to the Compliance Questions are exactly the same for every episode.

Enter the common details and click on "Save & Hold". This will generate a separate form for each ID entered. Then open each programme number individually to complete the remaining fields.

Getting more advice on completing the form

If you are unfamiliar with the Compliance Form, please take time to read the Guidance Notes below.

If you have read these and still need advice on completing the form contact the Compliance Managers in TV Operations:

- For BBC ONE and BBC THREE call (02) 59343.
- For BBC TWO, BBC FOUR and BBC HD call (02) 63990.

If you need specific editorial advice you should contact the Duty Adviser in Editorial Policy on (02) 81819.

In cases where a serious issue of editorial judgment is concerned (e.g. use of very strong language or surreptitious recording), this should not replace your usual editorial referral procedures.

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GUIDANCE NOTES FOR COMPLETING THE FORM

Programme UID

The programme UID will be an eight character combination of letters and numbers. Ignore any prefixes (60 or 61). The first transmission version of a new programme is now usually given the suffix 01 with subsequent edits given 02, 03 etc.

Programme Information Section

Pre/Post Watershed

You should indicate whether your programme was commissioned as pre or post watershed. There is an opportunity later to indicate any further suggestions you may have concerning placing.

Programme Summary

This should be a short summary rather than a full synopsis, indicating the programme genre.

Complaints history

This section is usually only filled in after transmission if the programme is subject to a major complaint which may affect its compliance status if repeated. Please do not write anything other than complaints history information in this box (e.g. N/A or similar should not be entered).

It is the Production Division's responsibility (or for independents, the genre Commissioning Editor) to complete an updated compliance form whenever a serious complaint is being entertained which may affect the programme's future compliance status. If the programme is subject to a Red Flag complaint, always give the BBC complaints reference number. Once the complaint has been resolved a further updated compliance form must be completed to record the finding.

Compliance Questions Section

You must give a YES/NO answer to all questions, completing notes where necessary. Any detail you can supply – including time-codes – will save time and effort and reference back. In some cases it is essential to add a note to your answer.

The links take you through to the relevant sections of the **BBC Editorial Guidelines**.

1. Legal Issues

If you have sought legal advice, but there are no outstanding issues that TV should be aware of, then tick NO. Tick the YES box where there are continuing issues. In the notes indicate the subject of the legal issue (e.g. contempt, privacy etc) **but do not detail the advice given.**

Strong Language / Gestures

The use of *strong language* must be editorially justified and appropriately signposted to ensure it meets audience expectations, wherever it appears.

Attention should be given to musical lyrics used in soundtrack or performance, as well as spoken language and

gestures. **EDITORIAL GUIDANCE**

2. Strong, most offensive

Tick YES, if the programme includes language that must not be transmitted before 9pm. Detail in notes the precise words used, with time-code references for first usage.

Please indicate if strong language/gestures occur near the start of the programme.

The inclusion of strong language/gestures in a programme should only be made in consultation with your Head of Department or Genre Commissioning Editor / Executive. Use of the most offensive words or phrases e.g. fuck, motherfucker, 'Jesus fucking Christ' and cunt require the advance approval of Channel Controllers and, in the case of the latter, the Director of BBC Vision.

3. Any other which may offend

Tick YES if there is any other-offensive language (e.g. bloody, shit, arse, bollocks, bugger, wank etc).

If intended for pre-watershed transmission, detail in notes the precise words used, with time-code references.

There are a range of words (e.g. mong, spastic) which may be offensive to particular groups of viewers, for example, members of faith groups and people with disabilities. Racist abuse is offensive to all sections of the audience (e.g. nigger, paki, chinkie). Detail in notes the precise words used and the context with time-code references.

Sex

4. Sexual content

Tick YES if there is any kind of sexual activity depicted in the programme. Please give enough detail in notes to allow TV to make sensitive judgements about scheduling. Some disturbing scenes, e.g. of sexual violence against women (or men) should also be flagged up in the Violence section, and should be used only after consultation with Heads of Department and with Controllers. **EDITORIAL GUIDANCE**

5. Sexual innuendo / reference

Detail in notes whether verbal or visual. It may not be necessary to give precise details if the innuendo is relatively mild.

6. Nudity

You should answer YES if nudity is featured in the programme, whether in a sexual or non-sexual context. Please indicate the context in notes.

Nudity before the watershed must be justified by context. **EDITORIAL GUIDANCE**

Violence

All scenes containing violence must be noted. **EDITORIAL GUIDANCE**

Provide time-code references if possible but it is essential to indicate whether scenes occur near the start of the programme.

This section has relevance not just to factual programmes, but may also apply to other genres, like entertainment (e.g. spoof violence may be especially offensive when real life violence is in the news e.g. terrorist beheading).

Please note that this should include significant violence involving animals as well as people.

7. Real Life

This section has relevance not just to factual programmes but may also apply to other genres like entertainment (e.g. spoof violence may be especially offensive when real life violence is in the news, for example terrorist acts such as bombings or beheadings). It does not apply purely to fictitious characters.

8. Fictional

9. Involving children

10. Sexual violence

Imitative Behaviour

This section deals with the possibility of audiences, especially children, imitating anti-social, life-threatening or criminal behaviour e.g. hanging scenes. In some cases you may have already referred to them in the previous section. If so, tick YES, but do not repeat detail in notes.

11. Drug / solvent abuse **EDITORIAL GUIDANCE**

12. Suicide / eating disorders / self harm / hanging **EDITORIAL GUIDANCE**

13. Other potentially dangerous behaviour

This could include dangers around the house such as a child getting into a fridge or the use of domestic objects in violent acts. **EDITORIAL GUIDANCE**

14. Use of alcohol / smoking

Only tick YES if the activity is particularly prominent e.g. a contributor smoking or the context is unusual e.g. in children's programming.

You do not need to tick YES if the programme is for a general audience where the activity is not prominent and is

justified by context e.g. scenes set in pubs or restaurants. **EDITORIAL GUIDELINES**

Portrayal

Offensive or stereotypical assumptions must be avoided and people should only be described in terms of their disability, age, sexual orientation and so on when clearly editorially justified. This can be a complex area where producers should take advice. It is an area of increasing sensitivity and complaint by viewers.

15. Disabilities / religious / minorities

Indicate YES if there are significant and potentially controversial references to people of a particular faith, race, nationality or a minority including ethnic, gay and lesbian or people with disabilities. The fact that people from such groups are featured is hardly remarkable in itself and should only be flagged if there are issues which might give rise to offence.

16. Cultural sensitivities

Tick YES to cultural sensitivities if there are scenes or subject-matter which may be generally acceptable to domestic audiences, but which could be an issue to specific ethnic or religious groups, particularly if transmitted outside the UK e.g. a scene associating a person perceived to be a Muslim with tobacco or alcohol.

Disturbing Content

This section covers scenes which may be inherently disturbing to sections of the audience, as well as scenes which could be relatively innocuous but which may take on significant impact at a particular time or within a particular context, e.g. after a train or air crash.

In some programmes, a soundtrack can enhance the sense of menace or terror and should be noted. Repeating factual material involving emotional trauma and death may cause particular distress.

Given the wide-ranging nature of this section, it is particularly important to provide full details in notes.

17. Disturbing images / sounds

18. Disasters / accidents / kidnappings / terrorist acts **EDITORIAL GUIDELINES**

19. Exorcism / occult / paranormal / horror **EDITORIAL GUIDELINES**

Impartiality & Diversity of Opinion **EDITORIAL GUIDELINES**

20. Personal View / authored

This concerns programmes which may be regarded as Personal View or authored programmes about matters of public policy or political controversy.

If you tick YES please indicate in the notes, the name of author (if not clear from the programme title), the subject matter, and whether the programme is intended as part of a series or is a one-off. These may need balancing out in the schedule to ensure a full range of views is heard. **EDITORIAL GUIDELINES**

21. Controversial subjects / issues

If you tick YES, please indicate in notes the subject matter and whether there is due impartiality within the programme or whether it is part of a series where the series will carry a full range of views. It is important to note that programmes in a wide range of genres may touch on major subjects/issues of public or political controversy. It may be particularly important to flag issues in programmes which may be less obviously likely to deal with controversial matters.

See **EDITORIAL GUIDELINES** to find a definition of controversial subjects/issues.

22. Does it require additional programming?

If YES please provide details of any additional programming which has been commissioned/scheduled to represent other points of view to those reflected in the programme.

Refer to:

EDITORIAL GUIDELINES Impartiality in series
EDITORIAL GUIDELINES Impartiality & drama, entertainment & culture

Accuracy **EDITORIAL GUIDELINES**

23. Reconstructions

If answered YES, notes should indicate what the reconstruction is and any issues which may arise with re-use e.g. where the reconstruction mirrors other recent events in the real world. It covers both factual and drama-documentary genres.

Refer to:

EDITORIAL GUIDELINES Reconstructions
EDITORIAL GUIDELINES Reconstructions of crimes

24. Anonymity issues

Tick YES if either a source or contributor has been promised anonymity. Please note the level of anonymity agreed e.g. picture, voice, non-identifiable to the general public, non-identifiable to close friends and family.

Refer to:

EDITORIAL GUIDELINES and **EDITORIAL GUIDELINES** Anonymous sources
EDITORIAL GUIDELINES Children and anonymity

MANDATORY REFERRAL Mandatory referral to Director, Editorial Policy & Standards.

Fairness and Accuracy in Drama **EDITORIAL GUIDELINES**

25. Portrayal of real people in drama

There may also be issues with people who are no longer alive, but where living relatives may be affected. Please note names and issues which may arise with reuse-e.g. relatives to be informed.

Refer to:

EDITORIAL GUIDELINES Portrayal of real people in drama

EDITORIAL GUIDELINES Fair portrayal in drama

MANDATORY REFERRAL Mandatory referral to Director, Editorial Policy & Standards.

NB Editorial Guidelines: Accuracy: Factually Based Drama 3.4.19 – When a drama portrays real people or events, it is inevitable that the creative realisation of some dramatic elements such as characterisation, dialogue and atmosphere may be fictional. However, the portrayal should be based on a substantial and well-sourced body of evidence whenever practicable and we should ensure it does not distort the known facts, including chronology, unduly. It is important to explain the drama's factual basis (or use of dramatic licence) with clear signposting.

Sensitivities will often be at their highest when a drama has, as its central purpose, the portrayal of living people, people with living close relatives or recent events. Particular care should be taken to achieve due accuracy

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Privacy **EDITORIAL GUIDELINES**

26. Secret Recordings / Webcam / CCTV

All proposals to record secretly must be approved in advance by the relevant senior editorial figure in each Division or for Independents by the Genre Commissioning Editor / Executive.

Also note use of footage from webcams and CCTV.

MANDATORY REFERRAL Mandatory referrals to Director, Editorial Policy & Standards.

If you tick this box, you MUST give details at the bottom of the page of referral, with dates, and if approval has been given for both recording and transmission. Note that in some circumstances open filming with small digital cameras may be construed as secret recording.

Refer to:

EDITORIAL GUIDELINES Secret recording

EDITORIAL GUIDELINES Secret recording approval

EDITORIAL GUIDELINES Secret recording for news & factual programmes

EDITORIAL GUIDELINES Secret recordings for comedy & entertainment programmes

EDITORIAL GUIDELINES Secret recordings from outside sources

EDITORIAL GUIDELINES Electronic note taking

27. Footage of suffering and distress

This applies to both contemporaneous and archive footage. If YES please detail the nature of the material.

Refer to:

EDITORIAL GUIDELINES Reporting suffering and distress

EDITORIAL GUIDELINES Revisiting past events

EDITORIAL GUIDELINES Re-use fairness, consent & privacy

28. Door-stepping

If you tick this box, you MUST give details at the bottom of the page of referral, with dates.

Refer to:

EDITORIAL GUIDELINES Door-stepping

EDITORIAL GUIDELINES Door-stepping for news and factual programmes with prior approach

EDITORIAL GUIDELINES Door-stepping for factual programmes without prior approach

EDITORIAL GUIDELINES Door-stepping for comedy & entertainment programmes

MANDATORY REFERRAL Mandatory referral to Director, Editorial Policy & Standards.

Crime and Anti-Social Behaviour **EDITORIAL GUIDELINES**

29. Interviews with criminals

If YES please detail the name and the nature of the crime. It is important that attention is brought to any restrictions on re-use.

Refer to:

EDITORIAL GUIDELINES Reporting Crime

EDITORIAL GUIDELINES Interviews with Criminals and Prisoners

MANDATORY REFERRAL Mandatory referrals to Director, Editorial Policy & Standards.

30. Demonstration of illegal activity

This applies to both demonstration and witnessing of illegal activity.

Refer to:

EDITORIAL GUIDELINES	Reporting crime
EDITORIAL GUIDELINES	Reporting crime – witnessing and depicting illegal activity
MANDATORY REFERRAL	Mandatory referral to Director, Editorial Policy & Standards.

Editorial Integrity and Independence **EDITORIAL GUIDELINES**

31. Commercial, sponsor or brand references

You should detail commercial references, whether of branded goods, trade names or of products, such as books, CDs, DVDs etc and the nature of references. You should also note where programmes are covering sponsored events with the name of the sponsor and the type of reference, visual or verbal. Particular care must be taken with BBC products which cannot be promoted within programmes and to any products such as CDs etc which are being promoted by guests.

Refer to:

EDITORIAL GUIDELINES	Product prominence
EDITORIAL GUIDELINES	Product prominence in trails
EDITORIAL GUIDELINES	Undue prominence and contributors
EDITORIAL GUIDELINES	Commercial products related to BBC programmes and services

32. Branded products featured

Please list any products featured or visually prominent.

33. Conflicts of interest: Presenters / guests / production team

This covers any issues or perceived issues which may arise concerning guests, presenters, producers and production. Give as much information as you can. Particular attention should be paid to business interests.

EDITORIAL GUIDELINES

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Politics **EDITORIAL GUIDELINES**

34. Opinion polls / surveys

This covers both commissioning and reporting polls or surveys. If YES please note the subject of the poll or survey and whether BBC commissioned.

Refer to:

EDITORIAL GUIDELINES	Commissioning opinion polls
EDITORIAL GUIDELINES	Polling Methods
EDITORIAL GUIDELINES	Reporting opinion polls
EDITORIAL GUIDELINES	Reporting opinion polls at election times
EDITORIAL GUIDELINES	Surveys

35. Interview / appearance of party leaders

If YES please detail the name and party of the leader. **EDITORIAL GUIDELINES**

36. If YES to 34 or 35, referred to Chief Political Adviser?

It is MANDATORY to get approval from Chief Adviser, Politics to commission a survey on any matter or an opinion poll on politics, party political support; voting intentions in the electorate at large or any other matter of public policy.

Except for brief news interviews, any proposal to interview or profile any of the party leaders in the UK for BBC network and English regional output areas must be referred in advance to Chief Adviser, Politics. In BBC Scotland, BBC Wales or BBC Northern Ireland it should be referred in advance to the respective Head of News and Current Affairs.

Other Issues Affecting Transmission

37. Public figures – as contributors

See Editorial Guidelines - Fairness, Contributors & Content, Section 6.4.24 - We must treat our contributors and potential contributors with respect. We must not be unduly intimidatory, humiliating, intrusive or aggressive to contributors, either to obtain their consent or during their participation in our output.

38. Public figures – reference to

Tick YES, if any well-known person, in politics, entertainment, sport etc either takes part in the programme or if reference is made to a public figure. If possible, you should provide full detail, but if this would be overly burdensome e.g. if there are multiple references in programmes delivered close to transmission, then simply tick YES. Please note that this section may be particularly valuable to TV in the event of unexpected events between delivery and transmission e.g. death of a public figure.

NB See also Editorial Guidelines - Intimidation and Humiliation Harm & Offence Section 5.4.32 BBC content must respect human dignity. Intimidation, humiliation, intrusion, aggression and derogatory remarks are all aspects of human behaviour that may be discussed or included in BBC output. Some content can be cruel but unduly intimidatory, humiliating, intrusive, aggressive or derogatory remarks aimed at real people (as opposed to fictional characters or historic figures) must not be celebrated for the purposes of entertainment. Care should be taken that such comments and the tone in which they are delivered are proportionate to their target

39. Sensitive content issues

This covers a range of potential problems, primarily in the event of a repeat. It includes for example, references to recently dead people, people who are very ill and may subsequently have died, interviews with children etc. Try to think hard about any other potential issue which may arise.

40. Any restriction on re-use?

This refers to any contributor sensitivities or legal reasons which would affect the partial or whole re-use/repeat of the programme. If you tick 'yes' please give full details in the notes section.

41. Flashing lights / strobing effects which have failed TX review

Flashing lights / strobing effects at certain frequencies can cause people with photo sensitive epilepsy to suffer life threatening attacks. For this reason, the use of strobing effects and flashing or intermittent lights should be avoided or remedied technically.

If a pre-recorded programme fails its TX review due to the frequency of flashing lights or strobing, and the producer feels strongly that the sequence must be retained for editorial / artistic reasons, it must be referred to the relevant Channel Controller for approval through a senior editorial figure or for Independents through the Genre Commissioning Editor / Executive. In the very rare occasions when approval is given in these circumstances, the programme must be preceded by a clear continuity warning. **EDITORIAL GUIDELINES**

Interactivity

This section of the compliance form was introduced in April 2008 following publication of new Editorial Guidelines regarding audience interactivity **EDITORIAL GUIDELINES** and the introduction of **Interactivity Approval Forms** **EDITORIAL GUIDELINES**

42-46. Competitions; Audience Voting; BBC Awards; Premium Rate Telephony; Non-Premium Rate Telephony You must tick 'yes' against the relevant question if your programme includes a Competition, Audience Voting, BBC Awards, Premium Rate Telephony and/or Non-Premium Rate Telephony.

47. Interactivity Approval Form Authorisation

If you have ticked yes to any of questions 42 - 46 you must also confirm that the correct, mandatory *Interactivity Approval Form* has been authorised by the relevant Controller. Divisional controller sign off arrangements for *Interactivity Approval Forms* are detailed here: **EDITORIAL GUIDELINES**

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Content announcements

Vision Compliance Managers, Editorial Policy and PLA can be consulted on wording for pre TX content information. Please contact Compliance Managers for advice in order to arrange.

Does Programme Include

Where there is a programme related interactive site, this should be indicated, but there should be a separate form submitted by the relevant Interactive Executive or TV Executive Producer for programming on Red Button interactive streams.

Additional Transmission Recommendation

Producers may wish to make an additional recommendation about placing here for example regarding suitability for transmission during an election period, scheduling in terms of proximity to the watershed or children's programming etc.

Advice / Approvals / Referrals (in some cases these are MANDATORY)

All mandatory referrals are summarised at the start of each section of the BBC Editorial Guidelines.

A list of Mandatory Referrals to Director, Editorial Policy & Standards can be accessed via the Compliance Form by clicking where it says "help". If any are relevant give the referral number in the issue box.

You should indicate names, the issue (brief details only) and dates for all referrals and advice taken during the course of making the programme. Programmes made for transmission in Wales may be referred to the relevant Head of Programmes rather than the Controller and indicated in that box.

Please note that regarding legal advice, only the general issue should be recorded – the actual legal advice should not be detailed.

Please note that you must tick YES or NO for Mandatory Referral to Director, Editorial Policy & Standards for your form to be accepted.

Confirmation Boxes

It is mandatory that the person completing the compliance form and confirming the programme's compliance status has viewed the programme. Their responsibility for dealing with its compliance should have been agreed in advance by the BBC Executive Producer responsible for the programme.

In the left hand box you should also tick if the programme is suitable for pre-watershed viewing on all linear channels and on Video On Demand services (including broadband and the BBC i-Player) without content 'Guidance' labelling. (NB Content 'Guidance' labelling refers to additional text information given on EPGs and Programme Information web pages alerting viewers to stronger programme material). If in doubt, please contact the Vision Compliance Managers for advice.

All originated programmes must also be viewed by the BBC Executive Producer, who must give final sign off on the programme once the form has been uploaded into the BBC Compliance Manager database.

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Problems, Questions and Errors

The right hand side of the form doesn't appear when I try to print it:

In Internet Explorer go to the "File" menu and select "Page Setup".

Change the Print settings to: Left 6.01, Right 6.01, Top 4.23, Bottom 4.23

How do I deal with programmes that start after midnight?

Please use the date that a programme would appear in the listings of the Radio Times and the actual billed time. Thus the first programme of the New Year, starting at 1am on New Year's Day should be entered on a Compliance Form as 31/12/2003 01:00.

I have to enter a lot of forms – how can I make my life easier?

1) Entering a whole series at once

If you have a whole series to enter, try entering all of the common information and all of the programme numbers. When you "Save & Hold" a form is created for each programme number. You can then edit the forms for information specific to each episode.

2) Entering a single episode at a time, but for the same series. (Programmes with regular ongoing delivery).

Go to the "Search Forms" tab and search for the programme title. Identify a recent form for the series and click on "New Prog". This creates a new form based on the old one. Enter the programme number of the new episode and the episode title. Remember to ensure that the compliance questions are all answered correctly – you are certifying that the information on this form is correct when you enter your name at the bottom.

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