🌿 STANDARD OPERATING PROCEDURE (SOP) — Audiobook Post-Production

Purpose:

To ensure consistent, high-quality audiobook production across all titles.

Applies to:

Internal team, freelancers, and contractors.

Step 1 — Receive Materials

- [ ] Full audiobook draft
- [ ] Proofing report
- [ ] Replacement audio files
- [ ] Music transitions
- [ ] Style notes
- [ ] Technical specs (ACX/Findaway)

Step 2 — Session Setup

- [ ] Import all files into DAW
- [ ] Create master session template
- [ ] Confirm sample rate, bit depth, and loudness targets
- [ ] Organize chapters into labeled tracks

Step 3 — Apply Corrections

For each correction:

- [ ] Locate timestamp
- [ ] Insert corrected line
- [ ] Match tone, pacing, and room tone
- [ ] Crossfade to avoid clicks
- [ ] Remove artifacts (breaths, pops, mouth noise)

Step 4 — Chapter Assembly

- [ ] Ensure clean chapter boundaries

- [ ] Add music transitions

- [ ] Standardize spacing before/after music

- [ ] Confirm chapter titles or opening lines are correct

Step 5 — Mastering

- [ ] Apply EQ, compression, de-essing

- [ ] Ensure RMS/LUFS within ACX standards

- [ ] Ensure peak levels below thresholds

- [ ] Confirm noise floor is acceptable

- [ ] Remove background noise and clicks

Step 6 — Quality Control

- [ ] Listen to each chapter start-to-finish

- [ ] Confirm all corrections applied

- [ ] Check pacing consistency

- [ ] Verify no repeated or missing lines

- [ ] Confirm music transitions

- [ ] Check file naming conventions

Step 7 — Final Rendering

- [ ] Export WAV + MP3

- [ ] Export chaptered files

- [ ] Export compiled version (if requested)

- [ ] Upload to shared folder

- [ ] Provide summary of work completed