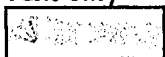


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# Compliance Manager

## Programme Content Management System

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Compliance Manager was updated in February 2011.

### BBC Vision Compliance Policy

- All pre-recorded programmes (in-house and indie) must be fully viewed by the relevant BBC Executive Producer.
- All pre-recorded programmes must have a full, signed-off compliance form submitted in the system prior to broadcast. This form must be signed by the BBC Executive Producer. For independent productions the compliance form must be signed by both the independent Executive Producer and the BBC Executive Producer.
- Channel planners and schedulers must not transmit a recorded programme which does not have a full, signed-off compliance form submitted in the system.
- Live programmes must be complied using the Live Compliance guidelines drawn up by Editorial Policy. The Executive Producer for the BBC must be present in the gallery during the transmission of live shows being produced by independent companies.
- The 'most offensive' language must be referred to the appropriate Channel Controller in accordance with the guidance on mandatory language referrals. Language referrals must be made BEFORE the compliance form is submitted.
- The full BBC Vision Compliance Policy statement can be found here

Questions on the Compliance Form reflect key aspects of the BBC Editorial Guidelines. These guidelines incorporate the areas of the OFCOM Broadcasting Code which became effective 25/07/2005 and with which the BBC must comply.

OFCOM have the power to fine the BBC up to £250,000 for serious or repeated breaches of the Broadcasting Code.



#### What do you need to do ?

Editors and Producers throughout the BBC must complete and submit a compliance form for all recorded TV programmes to confirm that they have complied with the BBC Editorial Guidelines.

Help on getting started is [here](#) and useful advice is [here](#). Complete the form [here](#) in conjunction with the [guidance notes](#). It is strongly recommended that you refer to the guidance notes as you fill in the form.

Forms should be submitted on your delivery date. Compliance managers will check the forms to ensure that the programme is suitable for transmission in the proposed slot.

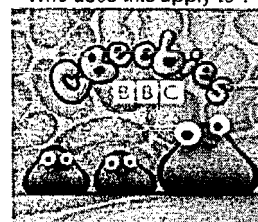
#### Why do you need to do this ?

The BBC ensures high ethical and editorial standards in all its output by requiring production staff to adhere to the BBC Editorial Guidelines which incorporate the relevant sections of the OFCOM Broadcasting Code.

The BBC needs to demonstrate that it has a robust compliance process. The form is designed to record the whole range of compliance issues that producers may face during the making of a programme.

It also records the referral process that should be used where there are contentious issues (including mandatory referrals to the Controller of Editorial Policy, Heads of Department, Channel Controllers, PLA etc).

#### 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](#)

