PHOTOGRAPHY SERVICES

Prepared By :-	Approved By :-
Name : Roslan Rusly	Name : Dr. Harmi Taazim Mohamad
Position : Assistant Director	Position : Director Office for Communication, Advocacy and Promotion
Date : 01/01/2019	Date : 01/01/2019

1. OBJECTIVE

The purpose of this document is to ensure that the photography services provided are efficiently managed to meet customer's satisfaction.

2. SCOPE

The procedure covers the following activities:
2.1 Application for photo coverage
2.2 Photo processing
2.3 Filling of photos in image bank (Refer to WI-06)
2.4 Request for photos (Refer to WI-07)
2.5 Assignment of associates photographers (Refer to WI-08)

3. DEFINITION/ABBREVIATION

3.1	AO	: Administrative Officer
3.2	SAA	: Senior Administrative Assistant
3.3	P	: Photographer
3.3	AP	: Associate Photographer
3.4	OCAP	: Office for Communication, Advocacy and Promotion

4. REFERENCES

1. Image Bank Manual

5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE	
	5.1	APPLICATION FOR PHOTO COVERAGE BY K/C/D
SAA	5.1.1	Receive the application/form from K/C/D/I/O
AO/SAA	5.1.2	Verify the application/form submitted by the K/C/D/I/O.
SAA	5.1.3	Check booking schedules and assigned task. i) If Yes: proceed to 5.1.4 ii) If No: refer to WI-08
Photographer	5.1.4	Liaise and discuss with the applicant on the program, nature of coverage, photo editing works, selection, if soft/hard copy is required (refer to the Request of Photograph Form) and etc.
Photographer	5.1.5	Photo coverage work at assigned venue/event
Photographer	5.1.6	Loading and filing photos (Refer to WI-06)
Photographer	5.1.7	Select photos and copy to CD within 5 working days (complete with cover and label)
SAA	5.1.8	To handover the CD to organizer within 7 working days; if the organizer did not collect, it will be couriered to them.
SAA	5.1.9	Record the document in the relevant files.
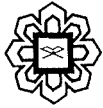
RESPONSIBILITY	DETAILED PROCEDURE
	5.2 **REQUEST FOR PHOTO**
SAA	5.2.1 Received the application form from K/C/D/ I/ O
AO	5.2.2 Verify the application form submitted by the K/C/D/ I/ o.
SAA	5.2.3 Assign photographer to retrieve archive
Photographer	5.2.4 Liaise and discuss with the applicant on the assignment
Photographer	5.2.5 Retrieving and selecting photos from the image bank.
Photographer	5.2.6 Hand over photos in hard/soft copy.
SAA	5.2.7 Record the document in the relevant files.

6. QUALITY RECORDS

NO	RECORDS	LOCATION	DURATION	RESPONSIBILITY
1	Request Form (Photo Coverage)	Filing Cabinet	1 Year	SAA/Photographer
2	Request Form for Photo	Filing Cabinet	1 Year	SAA/Photographer
3	IIUM Image Bank	Server	University's Life	AO/SAA
4	Collection of printed photos	Store	University's Life	SAA/Photographer

APPLICATION FOR PHOTO COVERAGE FOR K/C/D/ I/ O

Start

Received application/form from K/C/D/ I/ O

Verify the application

Incomplete

Complete

Check the availability of the photographers (If No please refer to WI-08)

No

Yes

Assign the photographer

Liaise with the requester

Photo coverage service

Loading and filing photo (refer to WI-06)

Selection of photo(s) and copy in CD

Handover the photo(s) to organiser (if requested by the organizer)

End

REQUEST FOR PHOTO

Start

Received application form from K/C/D/ I/ O

Verify the form — NO / YES

Assign photographer to retrieve from the image bank

Liaise with the requester

Retrieving and selecting (Refer to WI-07)

Photo submission

End

RESPONSIBILITY	DETAILED PROCEDURE	
Photographer	WI-1	Insert camera memory card to PC
Photographer	WI-2	Scan card for virus
Photographer	WI-3	Load photo to PC
Photographer	WI-4	Select suitable photo and saved the file
Photographer	WI-5	Name/label the file according to date and event
Photographer	WI-6	Transfer and saved the file into the folder in external drive according to date of event.
Photographer	WI-7	Saved one copy of the file into a CD.
SAA	WI-8	Print the file reference number according to image bank archive category coding by date and month, and update minute sheet.
AO	WI-9	Verify the minute sheet

RESPONSIBILITY	DETAILED PROCEDURE	
Photographer	WI-1	Retrieve photos from IIUM Image Bank by date and month.
Photographer	WI-2	View CD/Hard disk and select photos
Photographer	WI-3	Save selected photo in media required or copy for printing.
Photographer	WI-4	Contact requester for collection.
Photographer	WI-5	Job completed.

RESPONSIBILITY	DETAILED PROCEDURE	
SAA	WI-1	The OCAP resident photographer schedule is full
SAA	WI-2	Request to assign associate photographer from other K/C/D/ I/ O to AO
AO	WI-3	AO send an official request to the associate photographer's supervisor and obtain approval
AP	WI-4	Photo coverage work at assigned venue/event
AP	WI-5	Loading photo to OCAP photographer personnel computer
Photographer	WI-6	Loading and filing photos (Refer to WI-06)
AO	WI-7	AD to recommend to Admin Unit for honorarium payment of RM 50.00 per event/day