

Caption review checklist

Check words, timing, readability and presentation against the actual recording.

WHEN	FOR	UPDATED
After captions are generated	Caption reviewers and video editors	2026-10-05

00 Fill in

5 FIELDS

Recording	Language
Caption filename	Reviewer
Unresolved words and timestamps	

01 Review checks

12 CHECKS

- ☐ Check names, brands, technical terms and numbers against the audio.
- ☐ Remove recognizer text that does not correspond to speech.
- ☐ Preserve corrections, qualifications and the meaning of each sentence.
- ☐ Start each cue when the corresponding speech starts.
- ☐ Keep cue ends after their starts and resolve accidental overlaps.
- ☐ Check reading speed; shorten text or allow more time where possible.
- ☐ Break lines at phrase boundaries rather than splitting names.
- ☐ Check the captions at the actual display size and frame shape.
- ☐ Include relevant non-speech information when the audience needs it.
- ☐ Test the exported SRT or VTT in the destination player.
- ☐ Review burned-in captions for contrast and obscured faces or graphics.
- ☐ Keep a copy of both the reviewed subtitle file and the source audio.

Next Correct the words before sharing.

Check Studio's captions against the recording and request corrections in the video's chat.

[Edit this recording in Studio](#)

30 free editing minutes when you sign up

<https://studio2.itskaivalya.com/signup?src=resource-caption-review-checklist>


SCAN TO OPEN