

Transcription Risk Checklist

Use this checklist to identify where transcription errors create risk in your work. Small issues are easy to miss, but they change meaning, slow teams down, and increase exposure.

1. Content Accuracy

- Are key words and phrases verified against the original audio?
- Are negations and qualifiers captured correctly, such as “not,” “except,” or “unless”?
- Are technical terms, names, and acronyms accurate?

2. Speaker Identification

- Are all speakers correctly labeled and consistent throughout the file?
- Are interruptions, overlaps, and handoffs clearly captured?
- Can a reader follow who said what without referring back to audio?

3. Audio complexity

- Does the file include multiple speakers, accents, or background noise?
- Has the transcription process accounted for difficult audio conditions?
- Were unclear sections reviewed more than once?

4. Quality assurance process

- Was the transcript reviewed by more than one person?
- Is there a defined QA step before delivery?
- Are formatting, punctuation, and terminology consistent?

5. Usability

- Can your team work from the transcript without rechecking the audio?
- Is the structure clear enough to support analysis, legal review, or publication?
- Does the transcript preserve meaning, not just words?

6. Turnaround and tradeoffs

- Was speed prioritized over accuracy?
- Did the delivery timeline allow for proper review?
- Did the final output require rework by your team?

Final Question

Where would a small transcription error create a meaningful problem in your work?