ANNEX 3.8 to Part III
IMAGE QUALITY – QUALITY CONTROL CHECKLIST

On every tenth digital image file, ITU will check that the image quality corresponds to the agreed quality standard. Visual evaluation of images will be conducted while viewing the images at 100% magnification on a standard PC monitor. ITU will conduct its quality control using the checklist below:

	Technical
	Image is the correct resolution (300 dpi)
	Bit-depth is correct (8 bit greyscale; 24 bit colour)
	File format is correct (uncompressed TIFF)
	File name is correct > File name corresponds to the content of the image
	Image clarity
	All details are legibly captured > Individual letters, particularly if they have closed loops or other bounded areas, in the typeface should not display "filled-in" areas and should be clearly identifiable. Punctuation marks should be clear identifiable.
	All details are in proper focus and the sharpness of the image is comparable to the original > No lack of sharpness or too much sharpening > No loss of detail in highlight or shadow areas
	Image is not pixelated
	No moiré patterns > No wavy lines or swirls on page images that contain illustrations, photographs, or other graphic materials
	No excessive noise (especially in dark areas or shadows)
	No digital artifacts (e.g., lines across the image)
	No scanner-generated speckle (that is, speckle that is not present on the original document)
	Image skew
	Image is not skewed > All images must be deskewed to provide an easily read page image when presented on a display screen. Deskewing techniques and tools should be mindful both of the page edges and the page content. > ITU will evaluate skew using a level horizontal rule across the image frame compared against lines of text on the page image, which are assumed to be level and square on the page. Deviations greater than 1 degree from the level rule are unacceptable.
	Image framing
	Image is complete and the dimensions accurately compare with the original > No information is missing at the edges of the image area > "Black borders" where the image capture was beyond the page itself have been eliminated
	Image is not rotated or backwards
	Colour fidelity
	Colours accurately compare with the original > Tonal values are correct > Solid black areas are not too light or too dark
	Brightness and contrast are correct > Image is not too dark or too light overall