

Caption QA Checklist

A practical caption review sheet for YouTube, course videos, podcasts with video, social clips, and accessibility reviews.

Caption File Info

Project	File name	Language	Reviewer

Cue-Level Checks

Check	Target	Pass / Notes
Reading speed	About 17 CPS or lower unless the platform/client allows faster captions.	
Line length	Keep most lines at 42 characters or less.	
Line count	Prefer one or two lines per cue.	
Duration	Avoid flashes shorter than 1 second and long cues over 7 seconds.	
Gaps / overlaps	Avoid overlapping cues; leave a small readable gap between cues where possible.	
Speaker labels	Use labels only when needed for clarity.	
Sound cues	Include meaningful non-speech audio when it affects understanding.	
Burned-in text	Check contrast and safe area on mobile.	

Final Review

- Watch the full video with captions enabled, not just the transcript.
- Check names, product terms, acronyms, numbers, and timestamps.
- Test on a phone-sized viewport if the video will be used on social platforms.
- Run the Caption Readability Checker at infinitecreation.io/app-caption-checker.