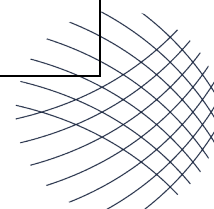


Checklist – Proofreading

Completeness	No part of the text is missing. All files and segments have been translated.
Terminology	Appropriate terminology has been used. Terminology has been used in accordance with Client's instructions/glossary, if provided (as far as it is possible to check this without knowing the source language)..
Consistency of terminology	Terms have been translated consistently (if they apply to the same concept) throughout the whole text. All terminology has been checked in terms of consistency with the Client's glossary (if any) by means of Xbench or similar QA software (as far as it is possible to check this without knowing the source language). All necessary amendments have been introduced.
Instructions	All instructions from the Client and the PM have been followed. If any of the instructions are not applicable or contradictory, inform the PM.
Tags and codes	All tags and codes from the source file have been preserved. No unnecessary tags have been copied (e.g. those inserting special characters which do not exist in the target language). There are no broken tags in the translation.
Numbers	All numbers/numerals in the target text match the source file. Units of measurements are appropriately converted/used according to country standards and Client's instructions. Decimal and thousand separators format has been adapted in order to comply with the target language rules / country standards and/or special instructions from the Client.
Fuzzy matches	All segments containing fuzzy matches have been checked and all necessary changes have been introduced.
Proper names and short names	All proper names and abbreviations have been consistently translated / left untranslated (as far as it is possible to check this without knowing the source language).
Style	The text reads well, it is coherent, cohesive and has been translated with the target reader in mind. while prioritizing the style of the client. The text is localized to the indicated orthography, dialect or language variant, as applicable.
Spelling	All proper names and abbreviations are spelled correctly. All documents are checked for spelling mistakes. All documents have been visually checked for other spelling issues (not detected by the automatic spellcheck function).





Grammar	Grammatical and syntactic structure of the text is correct.
Punctuation	The text contains no punctuation related issues (all punctuation marks have been used according to language specific standards). Appropriate quotation marks have been used.
Spaces	There are no double spaces in the text. All spaces between symbols (% , ° , §) and units of measurement have been used correctly and consistently. All spaces before/after tags have been placed with consideration for the tags' functions.
Layout	The source file layout has been preserved and/or special instructions from the Client have been followed.
Formatting	The target fonts match the source fonts. The font size and type have been preserved and/or special instructions from the Client have been followed.
QA	A quality check (e.g. with Trados QA Checker, Xbench or Verifika) on the bilingual files has been performed according to the following instructions: 20201029_QAInstructionsForTranslators_02-03-2021.pdf in case of using Trados. If no particular settings exist for your specific client/project, please refer to the general settings included in the following file: QA settings General template 2020 report.pdf.