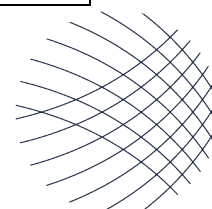


## Checklist – QA

<b>Completeness</b>	<p>No part of the text is missing (as far as it is possible to check this without knowing the source and target languages).</p> <p>All corresponding source and target segments have been checked for similarity in terms of length.</p>
<b>Instructions</b>	<p>All instructions from the Client and the PM have been followed (as far as it is possible to check this without knowing the source and target languages).</p>
<b>Consistency of terminology</b>	<p>All terminology has been checked in terms of consistency with the client's glossary (if any) by means of Xbench or similar QA software. All necessary changes (if obvious and easy to implement) have been introduced and all queries have been forwarded to the translation provider.</p> <p>*Please note that not all clients/texts require such consistency checks to be performed, e.g. marketing, economic outlook texts.</p>
<b>Tags and codes</b>	<p>All tags and codes from the source file have been preserved.</p> <p>No unnecessary tags have been copied (e.g. those inserting special characters which do not exist in the target language).</p> <p>There are no broken tags in the translation.</p>
<b>Numbers</b>	<p>All numbers/numerals in the target text match the source file. Number formatting (decimal and thousand separators) has been adapted in order to comply with the target language rules / country standards and/or special instructions from the Client.</p>
<b>Fuzzy matches</b>	<p>All segments, especially fuzzy matches, have been checked in terms of source/target inconsistency. All necessary changes (if obvious and easy to implement) have been introduced and all queries have been forwarded to the translation provider.</p> <p>*Should the QA checker not be fluent in source/target language, QA report will be returned to the linguist.</p>
<b>Proper names and short names</b>	<p>All proper names and abbreviations have been consistently translated / left untranslated (as far as it is possible to check this without knowing the source and target languages).</p>
<b>Spaces</b>	<p>There are no double spaces in the text.</p> <p>All spaces between symbols (% , ° , § etc.) and units of measurement have been used correctly and consistently.</p> <p>All spaces before/after tags have been placed with consideration for the tags' functions.</p>





<b>Layout</b>	The source file layout has been preserved and/or special instructions from the Client have been followed.
<b>Formatting</b>	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.
<b>QA</b>	<p>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.</p> <p>*If the QA checker is not fluent in the target language, the aim of performing the F7 is to check if there are untranslated parts or that can be easily detected.</p>