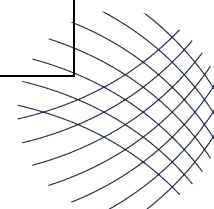


## Checklist – Translation

<b>Completeness</b>	No part of the text is missing and no non-existent content in the original has been added to the translation. All files and segments have been translated.
<b>Queries</b>	All queries have been clarified and implemented before delivery.
<b>Terminology</b>	Appropriate terminology has been used.  Terminology has been used in accordance with Client's instructions/glossary (if provided).  If the client has a public website, it will be checked for existing translations or preferences to ensure homogeneity.
<b>Consistency of terminology</b>	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. All necessary amendments have been introduced.
<b>Instructions</b>	All instructions from the Client and the PM have been followed.  If any of the instructions are not applicable or contradictory, inform the PM.
<b>Reference materials</b>	All reference materials have been consulted (e.g. source file layout checked in case of ambiguous segmentation in CAT format bilingual files, terminology use etc.).
<b>Tags and codes</b>	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.
<b>Numbers</b>	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.
<b>Fuzzy matches</b>	All segments containing fuzzy matches have been checked and all necessary changes have been introduced.
<b>Proper names and short names</b>	All proper names and abbreviations have been consistently translated / left untranslated.
<b>Style</b>	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.





<b>Spelling</b>	<p>All proper names and abbreviations are spelled correctly. All documents are checked for spelling mistakes.</p> <p>All documents have been visually checked for other spelling issues (not detected by the automatic spellcheck function).</p>
<b>Grammar</b>	<p>Grammatical and syntactic structure of the text is correct.</p>
<b>Punctuation</b>	<p>Language-specific editorial principles have been consistently applied throughout the translation (e.g. the use of proper quotation marks, dashes, hyphens, spaces before units of measure and symbols).</p>
<b>Spaces</b>	<p>There are no double spaces in the text.</p> <p>All spaces between symbols (% , ° , §) 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>	<p>The source file layout has been preserved and/or special instructions from the Client have been followed.</p>
<b>Formatting</b>	<p>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.</p>
<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>