TRANSLATION PROCESS OVERVIEW

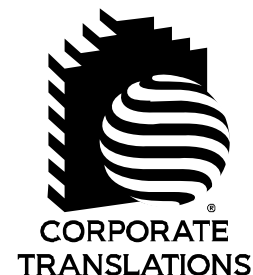**CORPORATE TRANSLATIONS**

Our **ASTM** (American Society for Testing and Materials) **Standard F2575-06** aligned QUALITY-MANAGEMENT PROCESS, developed from many years of experience, begins with authorization of an itemized **PROPOSAL** for the total cost of your project. At this point, you will be assigned a **DEDICATED PROJECT MANAGER (3.1.24)** who will work with you for the entirety of your relationship with Corporate Translations. The project manager will be fluent in your industry and its particular regulations and certification obligations. Of course, the project manager will become fluent in the translation demands of your projects and in your company's unique requirements. The project manager can be relied upon to guide you through the translation process and anticipate your needs along the way.

For the highest-quality translations, Corporate Translations uses a **FOUR-PHASE ASTM TRANSLATION PROCESS: ANALYSIS PHASE, TRANSLATION PHASE, EDITING PHASE** and **PROOFREADING PHASE**. The project manager manages this process, beginning with the **ANALYSIS PHASE (8.0)**. The first part of the analysis phase is centered on preparing the proposal (scheduling, cost, delivery, program versions, fonts, etc.). Once the proposal has been authorized, and receipt confirmed with the client, the second part of the analysis phase takes place. This entails a comprehensive analysis of your document, during which your project manager will address potential red flags (U.S.-based 800 telephone numbers, acronyms, formatting variances, etc.). Experience has shown that the more thorough the analysis, the more accurate the translation, and the more time - and cost - effective the overall process. At Corporate Translations, process and quality assurance are synonymous.

After working side-by-side with you during the analysis phase to resolve all linguistic and technical issues, your project manager will begin the **TRANSLATION PHASE** and the **EDITING PHASE** by selecting a translator and editor especially suited to your needs. **Translator (3.1.48)** and **Editor (3.1.7)** qualifications are of the utmost importance. Corporate Translations recruits highly experienced translation specialists with verified credentials (i.e. a practicing doctor in the country of origin, professional degree, etc.); documented accreditation (i.e. from the American Translators Association (ATA), etc.); and impeccable references from leaders in a variety of fields.

Once assigned, the translator and editor will become part of your **dedicated translation team (3.1.47)**. This team will then serve alongside your larger Corporate Translations team – led by your dedicated project manager – to complete your project. Your project manager will then ensure the availability of your dedicated translation team for future projects with the same requirements.

During the translation and editing phases, the translator, then the editor proceeds systematically through the text. State-of-the-art memory tools and other technologies may be employed during the translation phase to leverage sections of text that have been translated previously. This promotes consistency throughout the translation and prevents needless re-translation, thus reducing the time and cost expenditures associated with not only the project at hand, but ensuing projects as well.

Next, your project manager will oversee Corporate Translations' meticulous **PROOFREADING PHASE**, after which the **proofreader (3.1.25)** and translation team will confer with you about issues that may have emerged. It is at this point in the process that the project manager consults with you to document any revisions of your original specifications so they can be incorporated into later projects. As you change and further refine your requirements, we continue to communicate, chronicle and archive them. Through strict adherence to our quality process, the quality of our translations improves with each project enabling us to deliver Quality-by-Design (QbD).

Once proofreading is completed and any updates to a client's requirements have been logged, the **FINAL PROJECT** is either delivered to you, **Desktop Publishing (DTP)** on to **back translation (3.1.3)** as scheduled **(8.5.6.2)** and/or for **Certification (6.4.1)**.

Process flowchart:
Client → Authorized Proposal → Dedicated Project Manager → Analysis Phase / Specification Phase *(ASTM F2575-06, 8.0)* → Translation Phase, Native Speaking *(ASTM F2575-06, 3.1.48)* → Editing Phase, Native Speaking *(ASTM F2575-06, 3.1.7)* → Bilingual Proofreading *(ASTM 3.1.25)* → Client Review → Formating/DTP → Final Project. Client Terminology Database / Translation Memory *(ASTM F2575-06, 3.1.4, 3.1.37 & 8.5.3.2)*