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Quality Assurance Procedure

Before Translation:

1. Go through the source document to make sure it is something we are comfortable to translate and can make the deadline.
2. Sign and return Purchase Order or confirm by E-mail.

During Translation:

1. First version translation is to be completed by a professional native speaker of the target language.
2. The translator must carry out an accurate translation: the style, phrasing and vocabulary used in the translation must be appropriate and sound natural.
3. Do not make assumptions about what the document is saying. If it is unclear in the source language about what is being explained, then the target translation must be the same.
4. Format the translation to look as close to the format of the source document as possible.
5. The first read-through of the translation, this time it is to check for spelling and grammatical accuracy.

After Translation:

1. The first version translation is then checked by an experienced proofreader who is a native speaker of the target language. The primary role of the proofreader is to ensure that the translation fully reflects the meaning of the original text, and that there is no omission.
2. Where typesetting or DTP has been involved, a further round of proof-reading is required before the artwork is signed off as an accurate translation
3. Deliver the final version translation to the client.