

Translated English of Chinese Standard: GB/T19363.1-2008

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National Standard

of the People's Republic of China

GB/T 19363.1-2008

Replacing GB/T 19363.1-2003

Specification for translation service –

Part 1: Translation

翻译服务规范 第一部分：笔译

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Foreword

GB/T 19363 "Specification for translation service" is divided into two parts:

- Part 1: Translation;
- Part 2: Interpretation.

The Part replaces GB/T 19363.1-2003. Compared with GB/T 19363.1-2003, the main changes are as follows:

- DELETE the introduction;
- DELETE the original 4 terms, namely, 3.10 process, 3.11 traceability, 3.12 correction, 3.13 corrective action; ADD the term electronic records;
- DELETE 4.4.2.4 ~ 4.4.2.8 that involve translation quality;
- DELETE 4.4.7 requirements of printing and photocopies;
- Slightly MODIFY other contents of the standard.

This Part was proposed by China Association for Standardization.

This Part shall be under the jurisdiction of China Association for Standardization.

Main drafting organizations of this Part: Central Compilation & Translation Bureau, China Translation & Publishing Corporation, China Association for Standardization, and Jiangsu Zhong Shan Translation Co., Ltd.

Main drafters of this Part: Yi Chengdong, Wu Xizeng, Yang Ziqiang, Gu Xiaofang, and Zhang Nanjun.

Specification for Translation Service –

Part 1: Translation

1 Scope

This Part of GB/T 19363.1 specifies the translation services - translation services specifications.

This Part is applicable to translation services.

2 Normative references

The provisions in following documents become the provisions of this Part through reference in this Part. For dated references, the subsequent amendments (excluding corrigendums) or revisions do not apply to this Part, however, the parties who reach an agreement based on this Part are encouraged to study if the latest versions of these documents are applicable. For undated references, the latest editions of the referenced documents are applicable.

GB/T 788-1999 Formats and their sizes of books and magazines (neq ISO 6716:1983)

GB/T 18894-2002 Standards of electronic records filing and management (idt ISO 9000:2000)

GB/T 19000-2000 Quality management systems - Fundamentals and vocabulary (idt ISO 9000:2000)

GB/T 19682-2005 Target text quality requirements for translation services

3 Terms and definitions

The following terms and definitions apply to this Part of GB/T 19363.

3.1

Translation service

The paid business activities that provide conversion services of two or more languages to clients.

3.2

Translation service provider

The economic entities or agencies who are able to execute translation services and have certain qualifications.

3.3

Client

The organizations or individuals who receive the products.

[GB/T 19000-2000, 3.3.5]

3.4

Source language

Source language.

3.5

Target language

Target language.

3.6

Translation

TRANSLATE the source language to the written target language.

3.7

Original

The carrier that record the source language.

3.8

Draft translation

The semi-finished product of which the translation has been completed but it is not yet been reviewed.

3.9

Finished translation

The final finished product that is provided to client.

- Default and disclaimer;
- Change methods;
- Others.

4.2.4 Other matters

4.2.4.1 Additional services

If clients want to get additional services, they shall consult with translation service-providers. Additional services include:

- Compilation of professional terminologies;
- Graphic design (including pictures, formulas, tables);
- Drawing process (word filling, scaling, etc. of drawings larger than A3);
- Layout process;
- Format preparation, printing;
- Others.

Note: Additional services shall be separately charged.

4.2.4.2 Signature

It shall comply with provisions of the relevant national copyright and signature laws and regulations.

4.2.4.3 Client's needs

Translation service-providers shall consult clients about the usage scope and objects, so as to provide a better translation services.

4.2.4.4 Source language and professional terminologies

If necessary, clients shall provide the corresponding materials and supports, such as:

- Professional literature;
- Professional terminologies,
- Paraphrase of difficult-words and abbreviation table; the relevant text;
- Background information;
- Appointed special software;

- Visiting sites or physical objects;
- Contact persons who are able to answer questions.

4.2.4.5 Word counting method

Word counting is generally based on Chinese.

- Word counting according to layout: COUNT according to actual text. That is, COUNT by multiplying the word-number of each line of the layout BY all actual line-number; for those that are less than one-line or the subject-lines, COUNT as one line;
- Word counting according to computer: BASE on the counting of word processing software, usually adopts "number of characters (excluding space)" [[Translator: Chinese characters](#)].

Note: When the source language and target language are both foreign languages, it shall be negotiated by clients and translation service-providers.

4.3 Traceability identification

Each set of material shall be identified by unique traceable identification through means such as numbers and/or letters. It shall include one or several following elements:

- Sequence serial number;
- Batch;
- Date;
- Quantity (number of pages, specifications);
- Language-type;
- Client code.

4.4 Translation services

4.4.1 Original

4.4.1.1 Clients shall provide the electronic records of originals as possible. Translation service-providers generally do not accept handwritten originals.

4.4.1.2 Original sort-out and protection

- INVENTORY and SORT-OUT originals; CHECK if there are gaps, omissions, and illegible. If any, it shall inform clients, and ask clients to provide and supplement. If

corresponding text of originals shall be translated and fully reflected in the finished translation. It must not have miss-translation, lack-translation, omitted-translation, and skip-translation. The parts with less confidence in translation accuracy shall be noted, unless it is specifically agreed with clients.

4.4.3.4 Unified vocabulary

The proprietary vocabulary shall be unified across the finished translation. For the vocabulary which has no conventional translation, it shall be translated after discussing with clients (this kind of vocabulary shall be clearly indicated).

4.4.4 Review

4.4.4.1 Reviewer qualification: same as 4.4.3.1.

4.4.4.2 Review shall be carried out according to originals (copies) and draft translation, and shall unify the proprietary vocabulary according to the context. It must carefully review the names, data, formulas, quantities, and units. After the finished translation is reviewed, it shall be accurate in contents and fluent in writings. Reviewing shall use obvious identifications that are different from those used in translation, so as to distinguish one from another.

4.4.4.3 Review contents:

- If the draft translation is complete;
- If the contents and terminologies are accurate, and if the text function meets needs;
- If the grammar and figure of speech are correct, If the language usage is appropriate;
- If it complies with the client's agreement about the quality of finished translation;
- If the translator's notes are appropriate;
- If the formats, punctuations, and symbols of draft translation are correct.

Note: DECIDE the number of review according to, agreed with clients, the usage of finished translation.

4.4.5 Editing

Translation editing work is mainly a process of reprocessing according to the format of originals, so as to make the breadth, layout, format, font, spelling of finished translation to meet requirements of GB/T 788-1999. The layout of finished translation shall be beautiful, elegant, and compact; the chart shall be arranged in order, corresponding to the original, and complete in chapters and sections. When editing, it

non-paper drafts to clients.

Note: In this case, translation service-providers does not undertake the responsibility of 4.5.2, 4.5.3 in this Part.

4.7 Client feedback and quality tracking

Translation service-providers shall designate a person to register and organize client's feedback and suggestions, and take corrections or corrective measures against the feedback and suggestions for rectifications. It shall reply to all feedback and suggestions from clients.

For batch-business clients, translation service-providers shall also perform the preliminary, mid-term, and late-term quality tracking and interviews, and timely rectify the problems feedbacked by clients.

4.8 Confidentiality

Translation service-providers shall safeguard the clients' business and technical secrets according to relevant laws and regulations, and must not disclose the clients' business or technical secrets to any third party.

4.9 Declaration of conformity

Each translation service-provider can voluntarily perform the provisions of this Part, and self-declare that - he is providing the translation services in accordance with this Part (declaration of conformity).

_____ **END** _____

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Contact: Wayne Zheng, Sales@ChineseStandard.net

Linkin: <https://www.linkedin.com/in/waynezhengwenrui/>

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