

ISO 20771:2020-04 (E)

Legal translation - Requirements

Contents		Page
Foreword		iv
Introduction		v
1	Scope	1
2	Normative references	1
3	Terms and definitions	1
3.1	Concepts related to legal translation and legal translation services	1
3.2	Concepts related to translation workflow, technology and project management	2
3.3	Concepts related to language and content	3
3.4	Concepts related to people involved in translation services	5
3.5	Concepts related to translation process, resources and professional requirements	6
4	General	7
5	Competences and qualifications	8
5.1	Required competences of legal translators	8
5.2	Required qualifications of legal translators	9
5.3	Required competences of revisers of legal translation	9
5.4	Required qualifications of revisers of legal translation	10
5.5	Required competences and qualifications of reviewers of legal translation	10
6	Translation process	10
6.1	Responsibility of the legal translator	10
6.2	Co-operation with other parties	11
6.3	Legal translation service related issues	11
6.3.1	Agreement and service specification	11
6.3.2	Project preparation	11
6.3.3	Translation	11
6.4	Check	12
6.5	Revision and review	12
6.6	Verification and correction	13
6.7	Signing off and record keeping	13
6.8	Authorized certification	13
6.9	Feedback and final steps	14
6.10	Complaints, individual responsibility and corrective action	14
7	Confidentiality, security and professional liability insurance	14
7.1	Confidentiality and security	14
7.2	Professional liability insurance	14
8	Professional development and involvement	14
8.1	Continuing professional development (CPD)	14
8.2	Documented proof of continuing professional development	15
Annex A (informative)	Information on authorized legal translation used in judicial settings, and for the use of public authorities and commercial purposes	16
Annex B (informative)	Information on legal translation in government institutions and non-governmental organizations	18
Annex C (informative)	Information on how to document and quantify continuing professional development (CPD)	20
Bibliography		22
Alphabetical index of the vocabulary in Clause 3		23