

DIN EN 15038:2006-08 (E)

Translation services - Service requirements

Contents		Page
Foreword		3
Introduction		4
1	Scope	5
2	Terms and Definitions	5
3	Basic requirements	6
3.1	General	6
3.2	Human resources	6
3.2.1	Human resources management	6
3.2.2	Professional competences of translators	7
3.2.3	Professional competences of revisers	7
3.2.4	Professional competences of reviewers	7
3.2.5	Continuing professional development	7
3.3	Technical resources	7
3.4	Quality management system	8
3.5	Project management	8
4	Client-TSP relationship	8
4.1	General	8
4.2	Enquiry and feasibility	8
4.3	Quotation	8
4.4	Client-TSP agreement	8
4.5	Handling of project-related client information	9
4.6	Project conclusion	9
5	Procedures in translation services	9
5.1	General	9
5.2	Managing translation projects	9
5.3	Preparation	9
5.3.1	Administrative aspects	10
5.3.2	Technical aspects	10
5.3.3	Linguistic aspects	10
5.4	Translation process	11
5.4.1	Translation	11
5.4.2	Checking	11
5.4.3	Revision	11
5.4.4	Review	11
5.4.5	Proofreading	12
5.4.6	Final verification	12
6	Added value services	12
Annex A (informative) Project registration details		13
Annex B (informative) Technical pre-translation processing		14
Annex C (informative) Source text analysis		15
Annex D (informative) Style guide		16

Annex E (informative) Non-exhaustive list of added value services	17
Bibliography	18