3.1.3   Professional competences of translators

Translators shall have the following competences.

a) **Translation competence:** the ability to translate content in accordance with 5.3.1, including the ability to address the problems of language content comprehension and language content production and the ability to render the target language content in accordance with the client-TSP agreement and other project specifications.

b) **Linguistic and textual competence in the source language and the target language:** the ability to understand the source language, fluency in the target language, and general or specialized knowledge of text-type conventions. This linguistic and textual competence includes the ability to apply this knowledge when producing translation or other target language content.

c) **Competence in research, information acquisition, and processing:** the ability to efficiently acquire the additional linguistic and specialized knowledge necessary to understand the source language content and to produce the target language content. Research competence also requires experience in the use of research tools and the ability to develop suitable strategies for the efficient use of the information sources available.

d) **Cultural competence:** ability to make use of information on the behavioural standards, up-to-date terminology, value systems, and locale that characterize both source and target language cultures.

e) **Technical competence:** the knowledge, abilities, and skills required to perform the technical tasks in the translation process by employing technical resources including the tools and IT systems that support the whole translation process.

f) **Domain competence:** the ability to understand content produced in the source language and to reproduce it in the target language using the appropriate style and terminology.

3.1.4   Translator qualifications

The TSP shall determine the translator's qualifications to provide a service conforming to this International Standard by obtaining documented evidence that the translator can meet at least one of the following criteria:

a) a recognized graduate qualification in translation from an institution of higher education;

b) a recognized graduate qualification in any other field from an institution of higher education plus two years of full-time professional experience in translating;

c) five years of full-time professional experience in translating.

NOTE 1 In some countries translation degrees may be referred to by a different name such as linguistic studies or language studies. If the course includes translation training, it is considered equivalent to a translation degree.

NOTE 2 Noting that the word "graduate" can have differing application in differing educational jurisdictions, in this International Standard it includes the first degree level of academic award issued by a recognised institution of higher education.

NOTE 3   Full-time professional experience means full-time or equivalent.

3.1.5   Professional competences of revisers

The TSP shall ensure that revisers have all the translator competences defined in 3.1.3, the qualification defined in 3.1.4, and translation and/or revision experience in the domain under consideration.

3.1.6   Professional competences of reviewers

The TSP shall ensure that reviewers are domain specialists and have a relevant qualification in this domain from an institution of higher learning and/or experience in this domain.

3.1.8   Recording regular maintenance and updating of required competences

The TSP shall have a process in place to record that the competences of their translators, revisers, reviewers, project managers, and other professionals required by 3.1.3 to 3.1.7 are maintained by continuing practice and regularly updated by training or other means. The TSP shall keep a record of how competences are maintained and updated.

3.2 Technical and technological resources

The TSP shall have an infrastructure in place which, where appropriate, ensures the availability and use of the following:

a) technical equipment required for the efficient and effective completion of translation projects and for the safe and confidential handling, storage, retrieval, archiving, and disposal of all relevant data and documents;

b) communications equipment including appropriate hardware and software;

c) information resources and media;

d) translation technology tools, translation management systems, terminology management systems, and other systems for managing translation-related language resources.

5.3 Translation process

5.3.1 Translation

The translator shall translate in accordance with the purpose of the translation project, including the linguistic conventions of the target language and relevant project specifications. Throughout this process, the translator shall provide a service conforming to this International Standard with regards to the following:

a) compliance with specific domain and client terminology and/or any other reference material provided and ensuring terminological consistency during translation;

b) semantic accuracy of the target language content;

c) appropriate syntax, spelling, punctuation, diacritical marks, and other orthographical conventions of the target language;

d) lexical cohesion and phraseology;

e) compliance with any proprietary and/or client style guide (including domain, language register, and language variants);

f) locale and any applicable standards;

g) formatting;

h) target audience and purpose of the target language content.

The translator shall raise any uncertainty as a query with the project manager.

5.3.2 Check

This task shall at least include the translator's overall self-revision of the target content for possible semantic, grammatical and spelling issues, and for omissions and other errors, as well as ensuring compliance with any relevant translation project specifications.

The translator shall make any corrections necessary prior to delivery.

5.3.3 Revision

The TSP shall ensure that the target language content is revised.

The reviser, who shall be a person other than the translator, shall have the competences mentioned in 3.1.5 in the source and target languages. The reviser shall examine the target language content against the source language content for any errors and other issues, and its suitability for purpose. This shall include comparison of the source and target language content for the aspects listed in 5.3.1.

As agreed upon with the project manager, the reviser shall either correct any errors found in the target language content or recommend the corrections to be implemented by the translator.

NOTE   Corrections can include retranslation.

Any errors or other issues affecting target language content quality should be corrected and the process repeated until the reviser and TSP are satisfied. The reviser shall also inform the TSP of any corrective action he/she has taken.