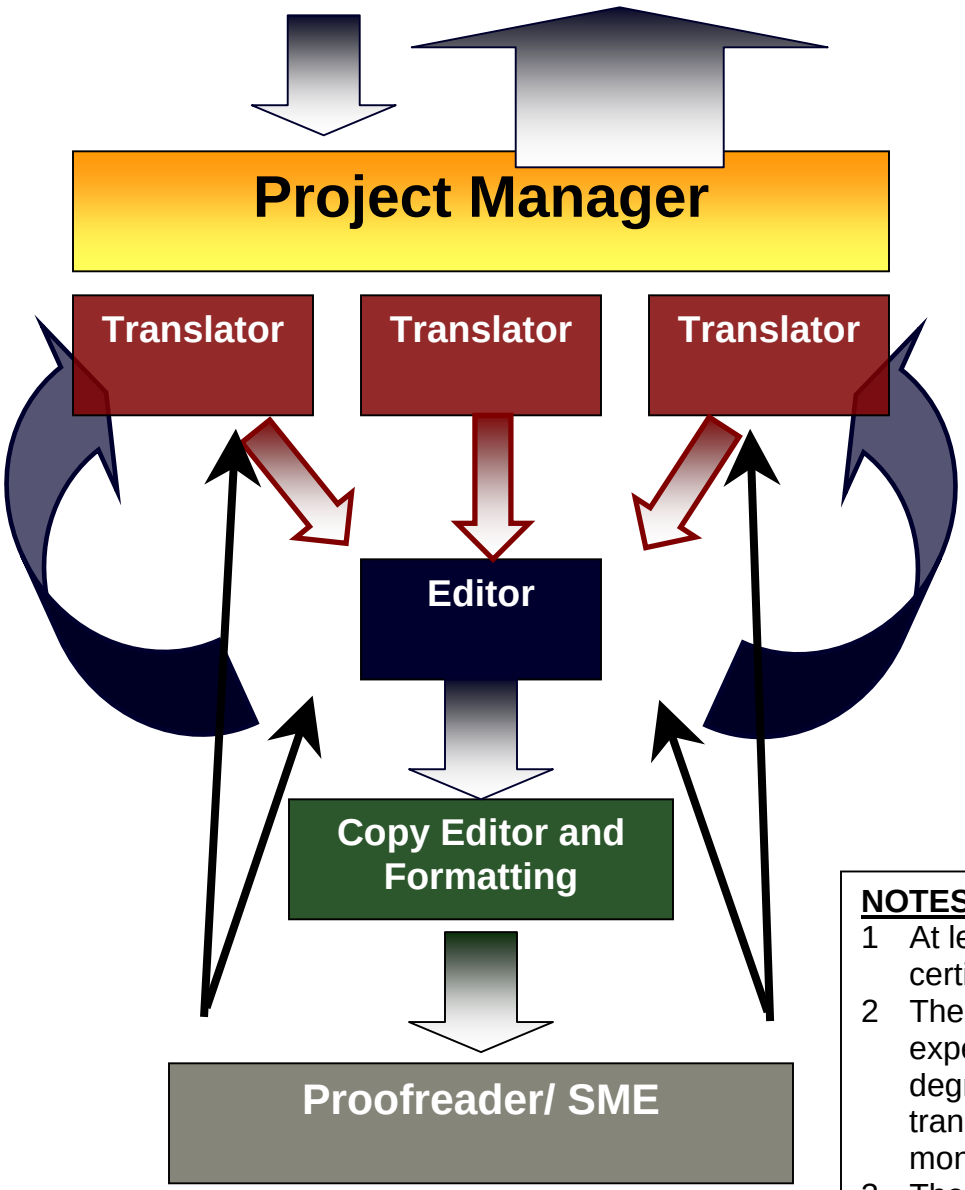
WordDoc Translations

The WordDoc Quality Control Process

All linguists are verified and approved by quality control. All projects begin in quality control. All steps of the quality control process, including verification of the use of linguists, are be checked and signed off by Vice President of QC. Random audits of QC are conducted to be sure all best practices are followed.



Step 1: Project Manager organizes project, selects team members and makes assignments

Step 2: From Translators to Editors and back. Editor has access to original files and checks for accuracy of translation.

Step 3: Formatting and check of conversions, numbers etc.

Step 4: Proofreader and/or Subject Matter Expert (SME) review for Style and errors in terminology and industry style. Proofreader does NOT have access to the original files. Files are returned to editor(s) and translator(s) to check that the meaning of the original document remains intact.

NOTES:

1. At least one team member should be certified.
2. The Proofreader/SME should be an expert in the field. Their degrees/education should not be in translation. Proofreader can be monolingual.
3. The proofreader should be a member of the target audience.
4. If project is Multilingual, then the final step should be to show all teams the results in other languages.

For More Information, please contact us at:

1-877-433Word
www.WordDoc.net

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