LingvoHouse
Professional, Accurate & Fast Translation

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Quality Control Policy

1. Instructions from the client for translation are examined.

2. Translation reference material is analysed if available (memory/terms sheets/vocabulary/previous translations).

3. Appropriate team of translators formed based on screening process below (See “Vetting Process”). Only native speakers are used.

4. Work is assigned to ensure enough time for proofreading and checking post-completion.

5. On-going communication between translator-PM-client if necessary to ensure best translation of terms.

6. Translators equipped with Trados, Wordfast, MemoQ and other CAT-tools to ensure quality and consistency.

7. Once translation’s first draft is finished, it’s carefully proofread and spellchecked.

8. With four Service Levels to choose from you could decide depending on each project how many additional translators will be checking the quality of the translation from one to three people. If any additional proof-readers are engaged, they are more senior in experience and qualifications.

9. Once the proofread translations are submitted, they are checked in-house by PMs for formatting, consistency, layout and structure.

10. Translations submitted eventually in editable format so that clients can rephrase anything to their taste if necessary.

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11. In case of amendments, corrections are required, translators remain available post-completion to implement those quickly.

12. Post-completion, translation is stored into memory to ensure consistency in the future.