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Legal translation - Requirements

Services de traduction juridique

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03.160	Pravo. Uprava	Law. Administration

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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 the people involved in translation services.....	4
3.5 Concepts related to the translation process, resources and professional requirements.....	6
4 Competences and qualifications	7
4.1 Required competences of a legal translator.....	7
4.2 Qualifications of a legal translator.....	8
4.3 Required competences of revisers of legal translation.....	8
4.4 Qualifications of a reviser of legal translation.....	9
4.5 Professional competences and qualifications of reviewers of legal translation.....	9
5 Translation process	9
5.1 Responsibility of the legal translator.....	9
5.2 Responsibility of other parties.....	10
5.3 Legal translation service related issues.....	10
5.3.1 Agreement and service specification.....	10
5.3.2 Project preparation.....	10
5.3.3 Translation.....	10
5.4 Check.....	11
5.5 Revision and review.....	11
5.6 Verification and correction.....	11
5.7 Signing off and record keeping.....	12
5.8 Authorized certification.....	12
5.9 Feedback and final steps.....	12
5.10 Complaints, individual responsibility and corrective action.....	12
6 Confidentiality, security and professional liability insurance	12
6.1 Confidentiality and security.....	12
6.2 Professional liability insurance.....	13
7 Professional development and involvement	13
7.1 Continuing professional development.....	13
7.2 Documented proof of continuing professional development.....	13
Annex A (informative) Certified legal translation used in judicial settings and for the use of public authorities	14
Annex B (informative) Legal translation in government institutions and non-governmental organisations	16
Annex C (informative) Information on how to document and quantify continuing professional development (CPD)	18
Bibliography	20
Alphabetical Index of Vocabulary in Clause 3	21

ISO/DIS 20771:2019(E)

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

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For an explanation on the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see the following URL: www.iso.org/iso/foreword.html. (standards.iteh.ai)

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Introduction

This document provides requirements for all aspects of the translation process directly affecting the quality and delivery of legal translation services. It includes provisions for qualifications and competences of legal translators, revisers and reviewers, good translation practices and the translation process as well as professional development requirements for legal translators.

Legal translation is a specialization which covers law related or legal specialist field translation in terms of content as well as context (e.g. legal settings). Given the potential legal consequences, formal and liability issues, this specialization requires specific competences and a professional approach from the individuals involved. Due to the formalized and sensitive nature of the subject matter in certain countries, settings and under certain circumstances legal translators may be subject to specific professional, confidentiality and ethical requirements, authorization, certification, and/or security clearance procedures.

This document is intended for implementation by individual translators who specialize in the provision of legal translation services. Conformity requires all the required provisions to be met. How the requirements are met may depend on the subject matter, circumstances, regulations and the adopted process.

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Legal translation — Requirements

1 Scope

This document specifies requirements for the competences and qualifications of legal translators, revisers and reviewers. In particular, it specifies the core processes, resources, professional development, training and other aspects of the legal translation service provided by individual translators.

Fulfilment of the requirements set out in this document enables the individual legal translator to demonstrate their capability to maintain a desired level of quality in legal translation services that will meet the Client's and other applicable specifications and therefore be considered a fit for purpose specialist translation product. .

The use of output from machine translation, even with post-editing, is outside the scope of this document.

This document does not apply to interpreting services.

2 Normative references

There are no normative references in this document.

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- IEC Electropedia: available at <http://www.electropedia.org/>
- ISO Online browsing platform: available at <http://www.iso.org/obp>

NOTE The terms designating these concepts are listed alphabetically with linked reference numbers given in the index.

3.1 Concepts related to legal translation and legal translation services

3.1.1

translate

render *source language content* (3.3.2) into *target language content* (3.3.3) in written form

[SOURCE: ISO 17100:2015, 2.1.1]

3.1.2

translation

set of processes to render *source language content* (3.3.2) into *target language content* (3.3.3) in written form

Note 1 to entry: A translation may refer to formats other than text-based formats, e.g. an audio file, image etc.

[SOURCE: ISO 17100:2015, 2.1.2]

3.1.3

legal translation

law related or legal *specialist field* (3.3.12) *translation* (3.1.2) by a *legal translator* (3.4.5)

ISO/DIS 20771:2019(E)

3.1.4

specialized translation

translation (3.1.2) within a field of specialization by a *specialist translator* (3.4.4)

Note 1 to entry: specialized translation is often also referred to as specialist translation.

3.2 Concepts related to translation workflow, technology and project management

3.2.1

computer-aided translation**CAT**

approach to translation in which software applications are used to support the task of human *translation* (3.1.2)

3.2.2

machine translation**MT**

automated *translation* (3.1.2) of *content* (3.3.1) from one natural language to another using a computer system

3.2.3

check

examination of *target language content* (3.3.3) against the *source language content* (3.3.2) carried out by the *translator* (3.4.3)

3.2.4

revision

bilingual examination of the entire *target language content* (3.3.3) against the *source language content* (3.3.2), in order to ensure its factual and linguistic accuracy, and suitability for the agreed purpose, carried out by the *reviser* (3.4.8)

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3.2.5

review

monolingual examination of the entire *target language content* (3.3.3), in order to ensure its factual and linguistic accuracy, and suitability for the agreed purpose, carried out by the *reviewer* (3.4.9)

3.2.6

proofreading

examination of the revised *target language content* (3.3.3), and applying final corrections, before printing

3.2.7

project management

coordinating, managing and monitoring a project throughout its complete lifecycle

[SOURCE: ISO 17100:2015, 2.2.9]

3.2.8

style guide

set of editing and formatting instructions

[SOURCE: ISO 17100:2015, 2.2.10]

3.2.9

specification

client's or other stakeholder's instructions or best-practice guides that specify what is requested and required to make the translation fit-for-purpose

Note 1 to entry: Specifications for translators are often also referred to as translation briefs.

Note 2 to entry: Apart from project-related details such as deadlines, technical instructions, genre conventions, locales, language registers etc. specifications for translators should state at least the main function (purpose) of the translated document and its target audience.

3.3 Concepts related to language and content

3.3.1

content

anything representing meaningful information or knowledge

[SOURCE: ISO 17100:2015, 2.3.1]

3.3.2

source language content

language *content* (3.3.1) to be translated (3.1.1)

[SOURCE: ISO 17100:2015, 2.3.2]

3.3.3

target language content

language *content* (3.3.1) translated (3.1.1) from *source language content* (3.3.2)

[SOURCE: ISO 17100:2015, 2.3.3]

3.3.4

text

content (3.3.1) in written form

[SOURCE: ISO 17100:2015, 2.3.4]

3.3.5

source language

language of the *source language content* (3.3.2)

[SOURCE: ISO 17100:2015, 2.3.5]

3.3.6

target language

language into which *source language content* (3.3.2) is translated (3.1.1)

[SOURCE: ISO 17100:2015, 2.3.6]

3.3.7

language register

language variety used for a particular purpose or in an event of language use, depending on the type of situation, especially its degree of formality

[SOURCE: ISO/TR 20694]

3.3.8

locale

set of characteristics, information or conventions specific to the linguistic, cultural, technical and geographical conventions of a target audience

[SOURCE: ISO 17100:2015, 2.3.11]