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**NATIONAL STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

GB/T 19363.1-2022

Translation services-Requirements for translation services

翻译服务 第1部分：笔译服务要求

(English Translation)

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Table of Contents

Foreword...	3
1 Scope...	4
2 Normative references...	4
3 Terms and definitions...	4
4 Requirements...	6

Foreword

GB/T 19363 "Specification for translation service" is divided into two parts.

- Part 1. Translation;
- Part 2. Interpretation.

The Part replaces GB/T 19363.1-2003. Compared with GB/T 19363.1-2003, the main changes are as follows.

- DELETE the introduction;
- DELETE the original 4 terms, namely, 3.10 process, 3.11 traceability, 3.12 correction, 3.13 corrective action; ADD the term electronic records;
- DELETE 4.4.2.4 ~ 4.4.2.8 that involve translation quality;
- DELETE 4.4.7 requirements of printing and photocopies;
- Slightly MODIFY other contents of the standard.

This Part was proposed by China Association for Standardization.

This Part shall be under the jurisdiction of China Association for Standardization.

Main drafting organizations of this Part. Central Compilation & Translation Bureau, China Translation & Publishing Corporation, China Association for Standardization, and Jiangsu Zhong Shan Translation Co., Ltd.

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Specification for Translation Service -

Part 1. Translation

1 Scope

This Part of GB/T 19363.1 specifies the translation services - translation services specifications.

This Part is applicable to translation services.

2 Normative references

The provisions in following documents become the provisions of this Part through reference in this Part. For dated references, the subsequent amendments (excluding corrigendums) or revisions do not apply to this Part, however, the parties who reach an agreement based on this Part are encouraged to study if the latest versions of these documents are applicable. For undated references, the latest editions of the referenced documents are applicable.

GB/T 788-1999 Formats and their sizes of books and magazines (neq ISO 6716. 1983)

GB/T 18894-2002 Standards of electronic records filing and management (idt ISO 9000.2000)

GB/T 19000-2000 Quality management systems - Fundamentals and vocabulary (idt ISO 9000.2000)

GB/T 19682-2005 Target text quality requirements for translation services

3 Terms and definitions

The following terms and definitions apply to this Part of GB/T 19363.

3.1

Translation service

The paid business activities that provide conversion services of two or more languages to clients.

3.2

Translation service provider

The economic entities or agencies who are able to execute translation services and

have certain qualifications.

3.3

Client

The organizations or individuals who receive the products.

[GB/T 19000-2000, 3.3.5]

3.4

Source language

Source language.

3.5

Target language

Target language.

3.6

Translation

TRANSLATE the source language to the written target language.

3.7

Original

The carrier that record the source language.

3.8

Draft translation

The semi-finished product of which the translation has been completed but it is not yet been reviewed.

3.9

Finished translation

The final finished product that is provided to client.

- Default and disclaimer;
- Change methods;
- Others.

4.2.4.1 Additional services

If clients want to get additional services, they shall consult with translation service-providers. Additional services include.

- Compilation of professional terminologies;
- Graphic design (including pictures, formulas, tables);
- Drawing process (word filling, scaling, etc. of drawings larger than A3);
- Layout process;
- Format preparation, printing;
- Others.

Note: Additional services shall be separately charged.

4.2.4.2 Signature

It shall comply with provisions of the relevant national copyright and signature laws and regulations.

4.2.4.3 Client's needs

Translation service-providers shall consult clients about the usage scope and objects, so as to provide a better translation services.

4.2.4 4 Source language and professional terminologies

If necessary, clients shall provide the corresponding materials and supports, such as.

- Professional literature;
- Professional terminologies,
- Paraphrase of difficult-words and abbreviation table; the relevant text;
- Background information;
- Appointed special software;
- Visiting sites or physical objects;
- Contact persons who are able to answer questions.