

# SPRAT TRANSLATION POLICY

## Overview

SPRAT is a member-driven, international organization that advances the safe use of rope access through education, standards development, and administering certifications.

The working language of SPRAT is US English. The official version of a SPRAT document is the US English language version on the SPRAT web site. To facilitate global adoption, we welcome efforts to provide SPRAT standards, specifications, and documents in as many languages as possible. As a non-profit organization, we rely on the support of members and other parties to provide or fund translations that enable communities around the world to understand and implement SPRAT work.

## How to Volunteer

We invite you to volunteer to translate or fund the translation of a SPRAT document into another language. You may work alone or together with others in the community.

As a starting point, please contact the SPRAT Office at 1-610-971-4850 or email [info@sprat.org](mailto:info@sprat.org) and alert them of your intentions to translate for SPRAT, including the document(s) you would like to translate. To avoid duplications, please check whether the document you intend to translate has already been translated, or is in the process of being translated. Contacting the SPRAT Office will also enable us to coordinate, promote, and provide support for your efforts.

## What to Translate

The documents listed below have been identified as the priority for translation. These are stable documents, and their translations will have the greatest impact. Documents 1, 2, 3 and 5 can be found on our web site at the provided link. Please contact the SPRAT office for document 4.

1. Safe Practices for Rope Access Work - [SPRAT Public Documents](#)
2. Certification Requirements for Rope Access Work - [SPRAT Public Documents](#)
3. Waiver of Liability - [Host Resources](#)
4. LI-LIII Tests – Contact the SPRAT Office
5. Evaluation Guidelines - [SPRAT Public Documents](#)

## Marketing Materials

SPRAT will allow the translation of SPRAT designated marketing materials, however all translations of these materials will still need to comply with the below procedure. The individual or company completing the translation may list themselves as the “translator.” If the individual or company would like to include a logo, it must be in the form of a pre-printed sticker or decal, and cannot be printed directly on the document. SPRAT will remain the owner of all translated materials, as such all printing will need to be completed through the SPRAT Office.

## TRANSLATION PROCEDURE

### Member-Generated Translations:

Translators of SPRAT documents must comply with the following requirements:

1. Inform SPRAT of your intent to translate a document by emailing notification to [info@sprat.org](mailto:info@sprat.org). Your notification should:

- a. be provided in English for SPRAT tracking purposes;
- b. provide permanent contact information, including address, email, and phone; and
- c. indicate that you have read the SPRAT Translation Policy and that you agree to its terms.

2. Wait for a response from SPRAT before you proceed with the translation. If SPRAT gives you authorization to translate the document(s), proceed to step 3.

3. Translate the document: At the beginning of your translation, include the following disclaimer notice in both English and the language of your translation:

"This translated document is provided by <YOUR NAME/ORGANIZATION> as an informational service to the global community. This is an unofficial, non-normative translation of the official document, <DOC NAME>, located at <SPRAT URL>, Copyright © SPRAT <insert date of the SPRAT copyright from original document>. This translation is published with acknowledgement of and in agreement with terms specified in the SPRAT Translation Policy. Neither SPRAT nor <YOUR NAME/ORGANIZATION> assume responsibility for any errors contained herein."

4. Once you have completed a translation, you will submit it to the SPRAT Office at [info@sprat.org](mailto:info@sprat.org). The translation will then undergo a peer review by two (2) SPRAT members who speak the language of the translation, and be sent back to you to accept or reject any of their changes. You will submit your final version to the SPRAT office. This version will then be vetted through both the International Committee and the Board of Directors to ensure due diligence. Once the translation is approved by the International Committee and the Board of Directors, it may be placed on our web site as a "member-generated translation."
5. Please share constructive feedback on the source document. Your insights on clarity and consistency are valuable to SPRAT. Email any observations you have to the SPRAT Office at [info@sprat.org](mailto:info@sprat.org).
6. Notify SPRAT if at any time you would like to update or make any changes to your translation.

### **IMPORTANT NOTES:**

- Please ensure that your document is a faithful translation of the SPRAT document and that normative changes are not made to any part of the document including the status, contributors, or appendices. Raw machine translation does not provide an acceptable level of quality for SPRAT translations. In addition, SPRAT documents are written in formal English. Please use formal, high-register language in your translation, avoiding slang terms and local

jargon. Strive to make your translation as “neutral” as possible by selecting general terminology that will be understood by people in different regions of the same country, and different countries in which the same language is spoken.

- A “Member-Generated Translation” is not considered an “Official SPRAT Translation.” In order to gain that distinction, in addition to the above listed process, the document must also be edited by a professional editor/translator and undergo a secondary approval by the SPRAT International Committee and Board of Directors.

### **SPRAT-Generated Translations**

Currently Spanish and French have been designated as priority languages by the organization based on proven demand; as such, the development of the translations into these languages is administered by SPRAT. The process for SPRAT-generated translations is as follows:

1. SPRAT designates a professional translator to perform the translation.
2. The translation is submitted to peer review by two (2) SPRAT members who speak the language of the translation.
3. The reviews are sent back to the professional translator to perform a final review of the document and accept or reject any changes.
4. This version will then be vetted through both the International Committee and the Board of Directors to ensure due diligence. Once the translation is approved by the SPRAT International Committee and Board of Directors, it is placed on the SPRAT web site next to the original English version.

### **Acknowledgements**

Several features of this SPRAT Translation Policy have been inspired by or adapted from the OASIS Translation Policy at <https://www.oasis-open.org/policies-guidelines/translation>.