

TRANSLATION POLICY AND PROCEDURES



Society of Professional Rope Access Technicians

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Registry Number:

IC-01

Revision History:

Version 19A Board Approved September 2019

Table of Contents:

1. Purpose and Scope	3
2. Translation Priorities.....	3
3. Marketing Materials	3
4. Translation Procedure	3

1. Purpose and Scope

1.1. Purpose

- 1.1.1. The purpose of this document is to provide a framework for translating SPRAT documentation, with the goal of facilitating global adoption of SPRAT standards and procedures.

1.2. Scope

- 1.2.1. This document applies to all efforts to translate any SPRAT document.
- 1.2.2. This document is intended for use by professional translators contracted by SPRAT, individuals or groups interested in volunteering the translation of a SPRAT document, and individuals or groups interested in funding a SPRAT translation project.

2. Translation Priorities

- 2.1. The documents listed below have been identified as priority for translation:

- 2.1.1. Safe Practices for Rope Access Work
- 2.1.2. *Certification Requirements for Rope Access Work*
- 2.1.3. *Evaluation Guidelines*
- 2.1.4. *Evaluation Session Candidate Affidavit*
- 2.1.5. LI, LII, and LIII written tests

3. Marketing Materials

- 3.1. Translations of marketing materials shall comply with the following procedure and guidelines:

- 3.1.1. Notification of intent to translate a marketing item shall be sent to the SPRAT Office.
- 3.1.2. The individual or company completing the translation may list themselves as the translator.
- 3.1.3. 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.
- 3.1.4. SPRAT remains the owner of all translated materials.
 - 3.1.4.1. All printing shall be completed through the SPRAT Office.

4. Translation Procedure

- 4.1. Member-Generated Translations:

- 4.1.1. Notification of intent to translate or update a translation of a document shall be sent to the SPRAT Office.
 - 4.1.1.1. Notifications shall:
 - 4.1.1.1.1. Be provided in English for SPRAT tracking purposes
 - 4.1.1.1.2. Provide contact information of the translator(s)
 - 4.1.1.1.3. Indicate that the translator has read the SPRAT Translation Policy and agrees to its terms
- 4.1.2. The SPRAT Office will provide authorization for the translation.
- 4.1.3. Once authorization is received, the document(s) may be translated.
 - 4.1.3.1. The document shall be a faithful translation of the SPRAT document.
 - 4.1.3.1.1. Normative changes shall not be made to any part of the document.
 - 4.1.3.1.2. Raw machine translation does not provide an acceptable level of quality for SPRAT translations.
 - 4.1.3.2. Formal, high-register language shall be used in translations.
 - 4.1.3.2.1. Slang terms and local jargon shall be avoided.
 - 4.1.3.3. Translations should be as neutral as possible, incorporating 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.
 - 4.1.3.4. During or after the translation, constructive feedback regarding the source document should be sent to the SPRAT Office.

4.1.4. The following disclaimer notice shall be placed at the beginning of the translation in both English and the language of the translation:

4.1.4.1. "This translated document is provided by <YOUR NAME/ORGANIZATION> as an informational service to the rope access 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 SPRAT's Translation Policy. Neither SPRAT nor <YOUR NAME/ORGANIZATION> assume responsibility for any errors contained herein."

4.1.5. Completed translations shall be submitted to the SPRAT Office.

4.1.6. The translation shall undergo a peer review by two SPRAT members who speak the language of the translation.

4.1.7. Responses from the peer review shall be sent to the translator for review.

4.1.7.1. The translator shall accept or reject any changes made from the peer review.

4.1.7.2. If responses from the peer review are rejected, a rationale shall be documented.

4.1.8. The final version of the translation and review documentation shall be submitted to the SPRAT Office.

4.1.9. Following approval by the International Committee and the Board of Directors, the translation may be placed on our web site as a "Member-Generated Translation."

4.1.9.1. 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.

4.2. Official Translations

4.2.1. Translations of documentation is administered by SPRAT for the following languages:

4.2.1.1. Spanish

4.2.1.2. French

4.2.2. SPRAT shall designate a professional translator to perform the translation.

4.2.3. Completed translations shall be submitted to the SPRAT Office.

4.2.3.1. During or after the translation, constructive feedback regarding the source document should also be sent to the SPRAT Office.

4.2.4. The translation shall undergo a peer review by two SPRAT members who speak the language of the translation.

4.2.4.1. The translation may be submitted to one SPRAT member if that member is also a professional translator.

4.2.5. The review shall be returned to the professional translator to perform a final review of the document to accept or reject any changes.

4.2.5.1. If responses from the peer review are rejected, a rationale shall be documented.

4.2.6. Following approval by the International Committee and the Board of Directors, the translation will be placed on the SPRAT web site next to the original English version.