

SOP: Linguist Assignment and Qualification Verification

This SOP outlines the process for **linguist assignment and qualification verification**, including criteria for selecting qualified linguists, documentation and validation of language proficiency, verification of credentials and certifications, assignment procedures based on project requirements, ongoing performance evaluation, and compliance with industry standards. The purpose is to ensure accurate and reliable language services by assigning linguists with verified qualifications and competencies.

1. Purpose

To establish a standardized procedure for verifying the qualifications of linguists and ensuring the assignment of suitable personnel to language service projects, supporting accuracy, reliability, and compliance with industry standards.

2. Scope

This SOP applies to all personnel involved in the selection, verification, assignment, and ongoing evaluation of linguists engaged in translation, interpretation, localization, or related language services.

3. Criteria for Linguist Selection

- Native or near-native fluency in source and target languages
- Relevant educational degrees or certifications
- Documented professional experience in language services
- Specialization in subject matter as required by project
- Positive references and prior performance feedback

4. Documentation and Validation

- Collect copies of linguists' degrees, certifications, and professional licenses
- Conduct structured language proficiency assessments as necessary
- Maintain up-to-date records in linguist database
- Preserve documentation for audit and compliance purposes

5. Verification of Credentials

Credential Type	Verification Method
Degrees & Diplomas	Validate with issuing institution or certified copies
Language Certifications	Check authenticity through certifying body
Professional Experience	Reference checks and employment verification

6. Assignment Procedures

- Match project requirements to linguist qualification records
- Assign linguists based on confirmed skills, availability, and specialization
- Document assignment details in project management system
- Notify assigned linguists and provide project briefings

7. Ongoing Performance Evaluation

- Conduct periodic reviews of linguist output
- Obtain client/project manager feedback
- Implement corrective actions as needed

- Update qualification records accordingly

8. Compliance

- Adhere to relevant industry standards (e.g., ISO 17100, ASTM F2575)
- Ensure data privacy and confidentiality with linguist and client information
- Prepare for quality audits as required

9. References

- Industry standard guidelines (ISO, ATA, etc.)
- Internal quality management policies

10. Revision History

Version	Date	Description of Change	Approved By
1.0	2024-06-10	Initial template creation	[Approver Name]