SOP: Translation Workflow and CAT Tool Usage Instructions

This SOP details the **translation workflow and CAT tool usage instructions**, covering project initiation, text preparation, terminology management, translation memory usage, quality assurance checks, collaboration protocols, and final delivery processes. It aims to streamline translation efficiency, maintain consistency, and enhance accuracy by integrating standardized CAT tool practices and workflow steps for translators and project managers.

1. Project Initiation

1. Receive project brief and source files from the client or project manager.
2. Confirm project scope, target language(s), deadline, and reference materials.
3. Create or update project documentation and assign team roles.

2. Text Preparation

1. Analyze the source files for format compatibility with the CAT tool.
2. Convert files to supported format if necessary (e.g., DOCX, XLSX, HTML, XML).
3. Pre-process texts (e.g., extraction from PDFs; handling non-editable images via OCR).
4. Segment text ensuring proper sentence splitting and context preservation.

3. Terminology Management

1. Compile client-specific glossaries and termbases.
2. Import/maintain terminology databases in the CAT tool.
3. Flag terms requiring clarification and confirm with client if needed.
4. Update terminology throughout the project as new terms arise.

4. Translation Memory (TM) Usage

1. Attach relevant translation memories to the project in the CAT tool.
2. Leverage TM matches to ensure consistency and accelerate translation.
3. Use concordance search to review previous translations and context.
4. Update TM upon segment confirmation or project completion.

5. Translation Process

1. Translate each segment with reference to TM and termbase suggestions.
2. Address tags, placeholders, and formatting codes accurately.
3. Flag ambiguous or unclear content for client review.
4. Save and synchronize project files regularly to avoid data loss.

6. Quality Assurance (QA) Checks

1. Run built-in QA tools in the CAT environment (e.g., for inconsistencies, terminology, tags, numbers).
2. Perform spellcheck, grammar, and formatting reviews.
3. Resolve flagged issues and ensure full completeness of translation.
4. Request peer or second linguist review where workflow requires.

7. Collaboration Protocols

1. Share project packages and resource files via secure channels (e.g., cloud, CAT tool platforms).
2. Communicate queries or clarifications promptly through designated project communication channels.
3. Track and log changes for review and approval if multiple linguists contribute.
4. Maintain document version control to prevent data overwrite or loss.

8. Final Delivery Process

1. Generate target files in required formats, ensuring preservation of layout and formatting.
2. Conduct final review of exported documents.
3. Package translated files with updated TM, termbase, and QA report if requested.
4. Deliver completed project files to the client within the agreed timeline.
5. Archive all files and translation assets per data retention policy.

9. Responsibilities

- **Translators:** Accurate translation, TM and termbase usage, QA checks, communication of issues.
- **Reviewers:** Bilingual review and feedback.
- **Project Managers:** Resource setup, workflow oversight, client communication, final QA.

10. References and Resources

- User manuals for the designated CAT tool.
- Internal translation style guides.
- Client-specific reference materials.
- Company data privacy and security policies.