

Preparing a Chinese Documentation Pack for China Market Entry

Version 1.0 | Updated 2026-10-09 | Files and approved names

This is a document-coordination template. The listed document types are examples, not a mandatory submission list. Product-specific filing, testing and certification requirements need separate confirmation from the relevant authority or qualified specialist.

Document register

Record the actual source revision and Chinese revision separately. Leave an unconfirmed approval date blank.

Product / model	English filename	Document ID	Source version	Chinese version	Intended use	Owner	Approval date

Names and protected terms

Distinguish an approved Chinese name from a provisional translation. Record where a protected identifier must stay unchanged.

Company / product / term	Source name	Approved Chinese name	Abbreviation / do-not-translate rule	Approver / date

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Keep product applicability, source currency and open decisions visible. Translation completion is a separate status from filing, testing or certification conclusions.

Official source register

Use the original official source. Record which product it applies to and when its current status was checked. A URL alone does not establish applicability.

Agency	Document title	Applicable product	Version / effective date	Original URL	Last checked date

Requirements awaiting confirmation

Keep unresolved requirements visible. A completed translation does not establish filing acceptance, a test result or certification.

Open question	Product / document	Evidence / source	Decision owner	Status	Decision / date

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Version 1.0 | Updated 2026-10-09 | Cross-file checks and illustrative example

Cross-file consistency checks

Check	What to review	Record
Product identity	Company name, product name and model identifiers agree across files.	Approved names and any document-specific exceptions.
Document versions	The manual, labels and technical files refer to the intended source revision.	Source and Chinese versions, plus documents affected by a change.
Specifications	Numbers, units, ranges and model-specific data agree.	Source reference and unresolved discrepancies.
Warnings and instructions	The same approved warning or instruction has a consistent meaning across files.	Document IDs, locations and the owner of unclear source content.
Cross-references	Figures, part names, document references and revision references match.	Broken or outdated references requiring correction.
Terms and protected strings	Approved Chinese terms, abbreviations and unchanged identifiers follow the recorded rules.	Term-list revision and approver.
Unconfirmed requirements	Translation status and product-specific approval status are recorded separately.	Open question, evidence needed and decision owner.

Illustrative document register

Illustrative example only. This fictional control-panel project is not a customer record or a statement of mandatory requirements.

Product / model	English filename	Document ID	Source version	Chinese version	Intended use	Owner	Approval date
CP-01	operator-manual-en.docx	DOC-001	A	Pending	Operator reference	Documentation lead	
CP-01	panel-labels-en.xlsx	DOC-002	B	Pending	Panel text	Product engineer	
CP-01	technical-data-en.pdf	DOC-003	A	Pending	Technical reference	Product engineer	