

Chinese Translation Vendor Evaluation Worksheet

Illustrative example | Version 1.0 | Updated 2026-10-09 | Questions 1–5

Illustrative example — a fictional pump manual project, not a customer case or a statement of Angel Translation commitments.

Question	Supplier response	Evidence or document	Owner	Open items
1. Who will read the Chinese content? Confirm Simplified or Traditional Chinese, the target market and the intended use.	Simplified Chinese for mainland-China service technicians.	Locale brief, draft v1	Product owner	Confirm whether operators also use the manual.
2. Are filenames, product models, source versions and the delivery list agreed?	Pump-A manual, source v3.2; Chinese PDF and editable layout requested.	Source register, draft v1	Document owner	Freeze the source after engineering approval.
3. Which names, numbers, variables and codes must stay unchanged?	Keep Pump-A, alarm codes and {pressure} unchanged.	Protected-content list	Engineering lead	Approve number and unit conventions.
4. Who approves domain terms and records changes?	Engineering lead approves Chinese terms before the production batch.	Draft bilingual glossary	Engineering lead	Resolve two competing names for the valve.
5. Who performs independent review? Which content also needs product-expert checking?	Vendor to identify the reviser; product team checks warnings and operating limits.	Proposed review plan	Vendor project lead	Obtain reviewer role and domain-experience evidence.

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Question	Supplier response	Evidence or document	Owner	Open items
6. Will MT or an LLM be used? What processing, retention and approval arrangements apply to this project?	Not confirmed; procurement requests the proposed tools and processing terms.	Vendor response pending	Procurement lead	Approve processing and retention before sharing project files.
7. Who owns editable files, layout work, UI checks and actual-product testing?	Vendor prepares the agreed layout; product team validates the released document.	Delivery specification	Document owner	Confirm font licensing and editable-file format.
8. How will a sample be assessed? Agree error severity, acceptance criteria and revision scope.	Review an agreed sample against recorded terminology, number and warning checks.	Sample review record	Quality lead	Agree severity definitions and revision boundaries.
9. How will translated text, labels and instructions stay aligned when the product changes?	Link Chinese manual v1 to source v3.2; record affected text for the next release.	Revision register	Document owner	Confirm who approves the next release.
10. Which documents does the vendor prepare? Which conclusions require product or regulatory professionals?	Vendor supplies agreed translations; product and regulatory professionals determine applicable requirements.	Scope statement	Product owner	Confirm intended use; no filing or certification outcome assumed.