

Chinese Translation Vendor Evaluation Worksheet

Blank worksheet | Version 1.0 | Updated 2026-10-09 | Questions 1–5

Record supplier answers and request evidence. Unresolved items are not passes. No automatic score or filing/certification guarantee.

Project / supplier: _____ Reviewer / date: _____

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.		Audience and locale brief		
2. Are filenames, product models, source versions and the delivery list agreed?		Versioned source register and delivery list		
3. Which names, numbers, variables and codes must stay unchanged?		Approved do-not-translate list		
4. Who approves domain terms and records changes?		Named approver, termbase and change log		
5. Who performs independent review? Which content also needs product-expert checking?		Review roles and agreed scope		

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Record supplier answers and request evidence. Unresolved items are not passes. No automatic score or filing/certification guarantee.

Project / supplier: _____ Reviewer / date: _____

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?		Project-specific data-processing terms		
7. Who owns editable files, layout work, UI checks and actual-product testing?		Format specification and responsibility record		
8. How will a sample be assessed? Agree error severity, acceptance criteria and revision scope.		Sample review record and acceptance agreement		
9. How will translated text, labels and instructions stay aligned when the product changes?		Version links, change log and release approvals		
10. Which documents does the vendor prepare? Which conclusions require product or regulatory professionals?		Scope and responsibility statement		