

Safety Manuals, SOPs & Training Records

Use this checklist to prepare controlled workplace documents for professional translation. The goal is to preserve warnings, procedures, technical terminology, tables and revision history across languages.

1. Confirm the source version

- ☐ Provide the approved current source document.
- ☐ Include title, document code and revision date.
- ☐ Send editable files when available.
- ☐ Resolve conflicting English versions before translation.

2. Define audience & languages

- ☐ List the target languages.
- ☐ Identify roles, sites and work environments.
- ☐ Explain the expected reading level and delivery format.
- ☐ Flag content that must remain unchanged.

3. Protect terminology & layout

- ☐ Provide equipment names and approved abbreviations.
- ☐ Share previous translations for reference, not blind reuse.
- ☐ Preserve warnings, numbered steps, tables and diagrams.
- ☐ Plan desktop publishing for complex layouts.

4. Control review & updates

- ☐ Name a technical reviewer or subject contact.
- ☐ Record language, version and revision in file names.
- ☐ Update every language when the source procedure changes.
- ☐ Confirm volume, deadline and update frequency for quoting.

Important: Translation supports clear workplace communication. It does not replace training, supervision, hazard assessment or the employer's responsibility to maintain compliant procedures.

READY FOR A QUOTE?

Upload clear files and tell us where the translation will be used.
<https://www.talberta.ca/howtoorder/>



PROJECT DETAILS

RECIPIENT / INTENDED USE

DEADLINE

SOURCE LANGUAGE

TARGET LANGUAGE

CERTIFICATION / FORMAT REQUESTED BY RECIPIENT

DELIVERY
Digital / hard copy / both

General business translation information only. Translation Agency of Alberta operates online and does not provide occupational health and safety or legal compliance advice.