

**TRANSLATING QUESTIONNAIRE**

**TO BE ANSWERED BY FIRMS THAT PROVIDE TRANSLATION SERVICES**

1 Please detail the vetting procedure that you have in place, to satisfy your criteria, regarding the extent of experience and expertise of your staff and consultants, sub-contractors or self-employed persons that undertake work on your behalf.

2 Do you undertake translation of Technical or Scientific Literature? **YES/NO**  
If yes, please detail how you ensure the translator has the relevant competence, to fully understand the nature of the literature?

3 Please list your activities as approximate percentages of the following work:

Commercial	%
Scientific and/ or Technical	%
Military/ Defence (please specify)	%
Avionics/ Aerospace (please specify)	%
Simultaneous Verbal Translation	%
Other (please specify)	%

**PLEASE ALSO PROVIDE YOUR STANDARD CONTRACT TERMS AND CONDITIONS**

4 If you undertake Simultaneous Verbal Interpretation, please provide details.

5 Please list the major languages that you translate:

Spanish	%
Chinese (Mandarin)	%
Chinese (Cantonese)	%
Portuguese/ Brazilian	%
Russian	%
Indian (Hindi)	%
Indian (Bengali)	%
Arabic	%
Malay/ Austonesian	%
French	%
Japanese	%
Punjabi	%
German	%
Other (please specify)	%

Signed:

Dated: