

# Translation Defensibility Checklist

In regulated industries, translation is more than a transfer of meaning; it's a controlled, auditable process that protects safety, compliance, and public trust.

The Translation Defensibility Checklist is a concise, practical guide to ensure every translation project is traceable, accountable, and regulator-ready. Use it to confirm who owns linguistic assets, how AI is governed, what references were used, how changes are tracked, and how data privacy and security are maintained.

With this checklist, teams can demonstrate that translation is a deliberate risk-management discipline.



## Governance and Ownership

- Language Asset Owner (LAO) named?
- Roles documented (translator, reviewer, terminology manager, QA, compliance)?
- Change control policy in place?

## Qualifications and Vendor Selection

- Translator and reviewer credentials verified?
- Subject matter expertise documented?
- Ongoing competence program?

## References and Source Truth

- All sources captured and versioned?
- Source-to-translation linkage established?

## AI Governance

- AI role disclosed (generation, post-editing, glossary aid)?
- Model/version, prompts, outputs recorded?
- Is sensitive content kept off public models?

## Review, Validation, and Approvals

- Review plan defined (scope, criteria, reviewers)?
- Edits tracked with rationale and timestamps?
- Final approval documented?

## Terminology and Assets

- Glossary and TM versioning in place?
- Change-control for new terms (approval, retirement)?

## Data Security and Privacy

- Data handling aligned with regulations (PII/PHI)?
- Audit trails protected and accessible for regulators?

## Evidence Pack for Regulators

- Ready-to-share bundle exists? (scope, roles, references, AI usage, logs)
- Searchable and versioned?

## Ownership and Accountability

- Clear ownership assigned for governance failures and actions?

## Continuous Improvement

- Mechanism to identify gaps and remediate quickly?

**Worried your translation process may not be regulator-ready?**

**Schedule a confidential Translation Risk Review to see where your current process stands and where defensibility gaps may exist.**

**Email us at [info@tlctranslation.com](mailto:info@tlctranslation.com) or visit [www.tlctranslation.com](http://www.tlctranslation.com) to book your spot now!**