

Universidad de Los Andes
Facultad de Humanidades y Educación
Escuela de Idiomas Modernos

Dentro del mundo de una empresa de traducción

Luisana Rodríguez

Mérida, mayo de 2013

Universidad de Los Andes
Facultad de Humanidades y Educación
Escuela de Idiomas Modernos

A World Behind a Translation Company

Luisana Rodríguez

Mérida, mayo de 2013

Universidad de Los Andes
Facultad de Humanidades y Educación
Escuela de Idiomas Modernos

A World Behind a Translation Company

Informe Final de Pasantía presentado por la Br. Luisana Rodríguez como requisito parcial para optar al título de Licenciada en Idiomas Modernos.

Nombre y apellido: Luisana Rodríguez

Cédula de Identidad: 17321916

Carrera: Licenciatura en Idiomas Modernos

Tutor académico: Antonella Giurizzato

Título del informe: A World Behind a Translation Company

Identificación de la institución sede:

- Organismo: San Pancraccio Traductores e Intérpretes Públicos C.A.
- Departamento o unidad: Departamento de Traducción
- Dirección: urbanización Los Palos Grandes, 5ta. avenida con 6ta. transversal, quinta Tadeo y Eduvigis, Caracas, estado Miranda, Venezuela.

Nombre y apellido del responsable institucional: Luilla Molina

Cargo: Directora del Departamento de Traducción

Duración de la pasantía:

- Fecha de inicio: 5 de enero de 2012
- Fecha de finalización: 10 de mayo de 2012

Table of Contents

	Page
Introduction.....	1
Profile of the Host Institution.....	4
Nature of the Internship.....	11
Reflection Essay.....	23
Conclusions.....	32
Recommendations.....	36
Reference List.....	38

Table of Appendices

	Page
Appendix 1: List of My Translation Record During the Internship.....	39
Appendix 2: A Traditional Consular Legalization vs. an Apostille.....	42
Appendix 3: An Example of a Product Procedure of Elaboration.....	44
Appendix 4: List of <i>SP Traductores</i> Legal Workshops I Attended.....	45
Appendix 5: An Invoice With Terminology Already Registered in the Agreement and Its Translation.....	46
Appendix 6: An Example of a Wine Sticker and Its Translation.....	48
Appendix 7: Terminology in Two Extracts of a Quality Assurance System Certificate and Their Translation.....	49
Appendix 8: A Good Manufacturing Practices Certificate Written in Two Languages and Its Translation.....	51
Appendix 9: Abbreviations in a Certificate to Foreign Government on Medical Devices and Its Translation.....	53
Appendix 10: An Example of a Document Issued by Venezuelan Health Institutions.....	55

Introduction

Through my studies in translation at the University of Los Andes, I learnt that a translator is a bridge between languages and sociocultural systems. I could practice different types of translations, such as general, journalistic, technical, scientific, legal, academic, and literary. Our professors taught us how to develop translation, documental, and terminological skills, in order to solve problems when translating.

My internship at *San Pancraccio Traductores e Intérpretes Públicos C. A.* was my first experience as a professional translator. This report is a compilation of all activities I did as an intern at *SP Traductores*, as it is also called, which is one of the major translation companies of the country. It was founded in 1982 as *Traduceidioma T.I.C.A.*, by Mrs Luilla Molina, a certified interpreter and translator of the Bolivarian Republic of Venezuela. She is the Translation Manager of the company, and she was my institutional proof-reader and supervisor as well.

In the first part of this report, I will present the profile of the Host Institution. *SP Traductores* is a company located in the state of Miranda, Venezuela. It employs around 150 freelance translators, and certified translators and interpreters in 35 languages. Among its services, it offers oral and written translations in diverse fields of knowledge. Subtitling and interpretation are also included in its services. It also provides assistance before making legal procedures and legalizations, and paralegal services in national institutions as well. *SP Traductores* has designed a group of paid

workshops in English, French, Italian, and Spanish, each of them in specialized areas of translation.

All translations at the company are received by the Receipt of Documents Unit, and they are sent to the Coordination Department, where the Coordinator assigned the work to any translator of the unit where I worked. I was placed at the Translation Office. There, translators work mainly from a foreign language into their mother tongue. When translations are finished, they are sent to the Digitization Unit, where all images from the original document are scanned and copied to the last version (translation). Most translations we worked were legal instruments. For this reason, they are signed and sealed by a certified translator or interpreter of the Bolivarian Republic of Venezuela.

In the second part of this report, I will present the nature of my internship, that is to say, all tasks I was assigned during my internship. In order to carry out my activities successfully, I had to master computer, grammatical, translation, and languages skills. My activities were mostly focused on how a translation company works. Among them, I learnt how to elaborate translation budgets, and how to manage translation administrative business.

My principal role was to be a translator. I translated 36,831 words in 47 works, from English, French, and Italian into Spanish, and from Spanish into English. Most of the works were legal translations. I divided all translations I made in 3 fields: legal,

technical and scientific, and academic. I will briefly explain the difficulties I had when translating them. I will also mention some complementary activities I did as part of my internship training.

In the third part of this report, I will develop a reflection essay on the problems I had when translating scientific, technical, and legal languages. I explain both the major difficulties and solutions to face specialized translations.

In the fourth part of this report, I will present some recommendations to the Host Institution. Next, there are some recommendations to the School of Modern Languages, specifically oriented to the Translation Department. And afterward, there are some pieces of advice to other translation students, in order to have a better development as interns, and as future professionals in translation.

I finally close the report with an analysis of how my academic training, mainly in Translation, and my internship helped me to build a translator's character and how it would help me in future as a professional.

Profile of the Host Institution

Mrs Luilla Molina Lazo de Díaz-Urbano is a university graduate in translation from the Johannes Gutenberg University in Mainz, Germany. She is a certified interpreter and translator of the Bolivarian Republic of Venezuela in English, German, and French. In 1982, she founded *Traduceidioma T.I.C.A.*, a company created in order to satisfy the need of good and specialized translators in a wide variety of languages in the national market. At the moment, she is the main director and the hiring translator of the company.

According to her, there was a lack of translators in many specific field areas. For this reason, she decided to search and gather independent professionals in translation and interpretation in some specialized areas to offer a high quality work. A meticulous work was performed and she could find colleagues and co-workers translators and interpreters that could handle certain languages with fluency to provide good services and excellence in her company.

By 1995, the company adopted a new name, *San Pancracio Traductores e Intérpretes Públicos C. A.* (Inc.). Nowadays, it is located in the 5th avenue with 6th street of Los Palos Grandes, state of Miranda, Venezuela. It is also called, in a shortest way, *SP Traductores*. This is one of the largest translation companies within the national territory, and it offers professional translation and interpretation services

in around 35 languages. Its motto is responsibility, loyalty and respect with any client and any work.

Among its services in oral and written translation the company offers: technical, scientific, legal, sworn, audio-visual, and commercial translations, as well as simultaneous, escort consecutive, whisper and court interpretation, voice-over, lip-sync, and subtitling. It also provides assistance before making legal procedures and legalizations, and if clients demand it, the company suggests them to carry out the paralegal services in national institutions, such as notaries, registries, ministries, and others.

SP Traductores is known by its constancy, responsibility and excellence. For this reason, through hard work for around 20 years, nowadays, the company has among its clients a list of recognized national and international companies, law firms, pharmaceutical laboratories, banks, food and drink industries, embassies, consulates, oil companies, individuals, international students, immigrants, and emigrants.

The majority of the company staff does not work at the office, but as free-lance. The regular team is organized in two major departments, Translation and Operations (see Organization Chart). It might be included the staff who promotes the company in social networks and the ones in charge of the organization and administration of the workshops taught at the main office as well.

The Operations Department is managed by Mr Miguel Ángel Díaz-Urbano, Mrs Molina's husband, who is in charge of the simultaneous and consecutive interpreters, and the technical team. The manager provides them transportation and logistics when interpretation services at conferences are required. He also looks for the equipment, such as headphones, microphones, wide-band receivers, full-size soundproof booths or tabletop simultaneous interpretation booths for reduced spaces, amplifiers, sound and control consoles, and video monitors. Likewise, Mr Díaz-Urbano manages the Administration, the Accounting, and the Paralegal Services Units; and the team for assignments, housekeeping and gardening.

Conversely, his wife, Mrs Molina manages the Translation Unit, the Receipt of Documents and the Coordination Departments, and the Budget and Paralegal Services Units. She is in charge of all translators, certified translators and interpreters, voice over and lip-sync translators. She is also the tutor and advisor of interns. There can only be one or two translators interns at the same time at the office because of the limited space.

SP Traductores employs around 150 free-lance translators, each of them translating professionally from a foreign language into his/her mother tongue. Besides, all translators are registered at the company data according to their translation specialities, as for example oils, health, legal, pharmacy, engineering, technical, sales, academic, etc. Moreover, some of them are certified interpreters and

translators, registered in the consulates and embassies of the countries where the documents will be delivered or where they come from.

I was placed in the Translation Unit, particularly in the Translation Office. In consequence, Mrs Molina was my direct internship advisor. I worked with another translation intern and with the Translation Coordinator, Mrs Sandra Zambrano, who was the second in charge of translators and interns' activities. Other translators of the company work from home.

All activities of said Unit are related to translations. First of all, clients visit the main office to leave the original documents –most of them legal instruments- or they send them via national or international courier, and they are admitted at the Receipt of Documents Unit. Here, the person in charge receives documents and delivers a budget to the client. Budgets depend on the language, date of receipt and delivery, images on the document, field area, number of words, and relation with the client. Besides, there is a higher price if the person requests some assistance in paralegal processes, such as legalizations. The company has a complete procedure that should be mostly carry out before translating.

The Translation Manager only accepts original documents due to some specific reasons, to be certain of its authenticity, to be precise, and to include every detail of the document when translating. Also, she gathers in one document the translation and the original instrument to sign and seal both. Some clients, particularly big

companies, can send the documents at first scanned, via mail, to start working on them. However, they had to send the original ones during the process of translation.

Secondly, when clients accept the budget and pay a 50% of the work, the document is sent to the Coordination Department where Mrs Zambrano decides who will do the work. Translations are handled to the proper translator –interns included- according to his/her mother tongue, languages s/he masters, field of knowledge, and time. The company pays translators for each word translated. The price is lower if the translator is not a certified translator or interpreter of the Bolivarian Republic of Venezuela, because the document will be signed and sealed by a certified one at the end of the translation.

Later on, translators or interns send documents and translations to the Digitization Unit, where all images, such as seals, stamps, revenue stamps, signatures, and logos from the original writing are scanned. Similarly, all details are improved and organized, and all images are copied to the translation. So, it will look pretty much like the original text.

In the next step, certified translators and interpreters sign and seal all legal translations. Likewise, Mrs Molina or other certified free-lance translators receive translations made by non-certified translators and interpreters to edit them, if necessary, sign and seal them. Finally, clients pay the remaining 50% of the work, and receive both, the translation and original text.

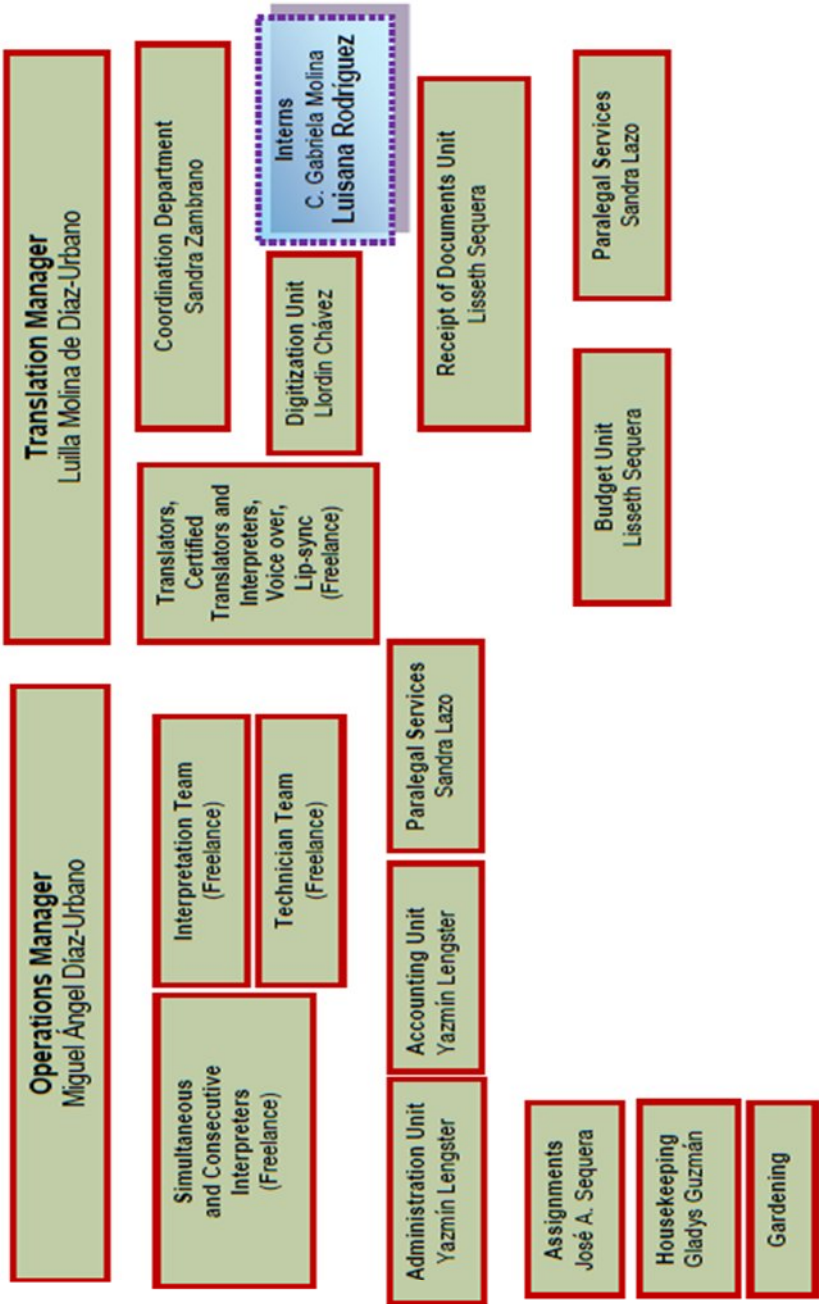
SP Traductores receives in the Translation Unit any professional with university studies in translation or interpretation that satisfies the profile of the company. Yet, s/he has to attend an interview with Mrs Molina, and translate a document as a proof of admittance. Also, interns from any university with studies in translation are accepted, if they have a good academic performance in translation courses and high ethical values. Some of the benefits of interns are a small amount of money every fifteen days, insurance, and a Certificate of Internship.

SP Traductores is a company implicated with the development and learning of its translators and different groups of professionals in translation. For this reason, it offers some paid workshops, each of them in specialized areas of translation in order to unify criteria regarding some terminology, and updating translators and translation students. Languages included in these workshops are English, French, Italian, and Spanish, until now; however, other languages can be incorporated.

In honour to the memory and the work of Mrs Molina's father, *SP Traductores* created an award named *Premio a la Excelencia Profesional "Embajador Armando Molina Landaeta"* in order to recognize the work of the best translators of the company. Five distinctions were given last time, on December, 2011. These distinctions are Technologies Applied to Translation, Professional Support, Professional Ethics, Professional Excellence, and Professional Commitment.



SP Traductores e Intérpretes Públicos, C. A. Organization Chart



Nature of the Internship

I started my internship at *SP Traductores* on January 5, 2012, and I finished it on May 10 of the same year. I was placed in the Translation Unit from Monday to Friday, from 8 h to 17 h, and extra hours if required, with another translation intern from the School of Modern Languages. Mrs Zambrano, the Translation Coordinator, and Mrs Molina, the owner of the company and the manager of said Unit, were my internship advisors.

I started after signing a Nondisclosure Agreement in order to respect translator's ethics. From the very beginning, I was informed about the company guidelines, how to welcome clients, and how to work as a team at the office. In order to carry out my activities as a translator successfully, I had to master computer, grammatical, translation, and languages skills.

Translating was the main activity during my internship. Nevertheless, I also completed some other activities included: learning how a legal translation company works, how to elaborate budgets, how to carry out paralegal services, and how to manage a translation business. I also did some tasks related to translation itself, such as digitizing and scanning images to include them in translated texts, learning legalization processes, organizing and attending legal courses, attending conferences, promoting the company's relationships, organizing documents into folders, and attending tuition corrections.

At first, I was told to do different tasks, such as attending conferences with simultaneous interpreters, visiting embassies, consulates, ministries, and government organizations. Unfortunately, I could not realise them for some reasons beyond my control. In turn, I will explain each of the activities mentioned before.

Translating

I successfully translated 47 writings that counted 36,831 words. I did both direct and prose translation. Direct from English, French, and Italian into Spanish, and prose from Spanish into English (see Appendix 1). Most of the instruments were translated for legal purposes in accordance with national legislations. In time, I will divide translations I made in 3 fields of knowledge.

In the first place, I will mention the translation of legal texts. I translated diverse legalizations from different countries; from French, English, and Italian into Spanish, and some Venezuelan legalizations into English. As usual, every work had one or more Apostilles, or the traditional consular legalization (see Appendix 2). Those Apostilles were generally from Italy, New Zealand, France, The United States, The United Kingdom, and Switzerland.

Besides, I translated other type of legal texts, such as Certificates of Translations' Authenticity, Power of Attorneys, Notarial Certificates, as well as Affidavits and Authentications of Signatures before notaries, registries, and national institutions. Some other documents come from the Vital Records Office, such as

Birth, Marriage, Death and Residence Certificates. There were also instruments of the Commercial Registry, such as Debts, Free-sale, Exportation, and Commerce Registry Certificates, Clauses of Agreements, Statements, Pricing Rates, and Authorizations.

Moreover, I translated documents issued by some Health Authorities, such as Certificates of Good Manufacturing Practices, Compliance of a Manufacturer Certificates, Manufacturing Authorizations, Certificates of Pharmaceutical Products, Notifications, Full Quality Assurance System Certificates, Certificates of the European Community, European Community Declarations of Conformity, Explanatory Notes, Certificates of Approval, Certificates to Foreign Government, as well as Analysis, Reports, and Dispositions for some products.

The hardest feature for me while translating those texts was the difficulty to find an equivalent legal term or phrase. Besides, it was challenging to find an equivalent for the name of some institutions, the commercial designation of some companies, such as **Pty Ltd** (*C. A.*), **Ltd t/a** (*C. A., bajo el nombre comercial de*), **GmbH** (*S. A.*), **SpA** (*S. A.*); and certainly, an equivalent for the name of many documents.

In the second place, I will explain my experience while translating technical and scientific texts. These were my favourite ones. They belonged mostly to industries and big companies, among them laboratories, food importers, and medical devices importers. I translated writings from English, Italian, and French into

Spanish. Rather, some of these documents were written in two languages. Sometimes, this situation made the work a little bit intricate because I had to read and compare both languages to start translating. However, at times, the correspondence between both languages was clearer for me, and I could easily comprehend the message of the text.

These documents were delivered by the competent authorities divisions of the Ministry of Health from the issuing country, such as *L'Agence Française de Sécurité des Produits de Santé (AFSSAPS)*, the Food and Drug Administration [FDA], the New Zealand Medicines and Medical Devices Safety Authority [MEDSAFE], *La Agenzia Italiana del Farmaco (AIFA)*. These entities issue the certificates after the corresponding inspections to the sites, following the principles and guidelines of Directives of the European Community.

Most of those texts were about active substances, human medicinal products, investigational products, and medical devices. Similarly, in technical texts, I translated documents of food and drink industries, such as Reports of Analysis, Procedures of Elaboration, Products Identification, and Quality Control Certificates of wines and chocolates (see Appendix 3). Besides, I translated the description and direction of a cleaning product.

Some of the major problems I found when translating these sorts of texts were terminology, acronyms, and abbreviations. Likewise, it was difficult to find

consistent information or parallel texts regarding some products in Spanish. Since English is the language commonly used for scientific research, most publications are written in English. In other languages, at times, we can only find the translated version. One aspect that caught my attention was the fact that I translated many documents issued in Italy and France originally written in English. It shows us the hegemony of English worldwide as the language used for scientific and technical texts.

In the third place, I will mention the translation of academic instruments. I was asked to translate some Certificates, Official Transcripts, and Diplomas from English into Spanish, and vice versa. Translating this sort of documents was one of the biggest challenges because it was prose translation. I accepted the fact that I was not trained to do this kind of translation. Moreover, finding some equivalents was often troublesome, especially when translating university degrees. Sometimes, a translator's note was compulsory in order to be precise and to clarify information.

The legal translations I did are mandatory for Venezuelan institutions. They are requirements prescribed to obtain authorizations for commercialization or importation in the national territory. Some documents are required in foreign educational institutions when studying abroad, and others are essential to obtain foreign currencies in our country.

Every time I translated, I put into practice the knowledge I acquired while studying translation at the university. It was necessary to look for precise information (documentation and terminology) for any translation. I frequently accessed specialized dictionaries, databases, web sites, glossaries, and translation forums on line, all recommended by my translation professors. I also searched for parallel texts, and I consulted some experts in specific fields when I had doubts on specialized terminology.

Besides, I created my own plurilingual glossary, which I consulted when necessary. I did my best to look for the most suitable equivalent. I methodically analysed, transferred, and checked translations to follow the principles of the good translation process. Legal translation is conceived to be precise and to have the same effect as the original document.

Translations in *SP Traductores* were as similar as possible to the original text. For this reason the Digitization Unit scanned all elements of the original document, such as seals, stamps, signatures, images, logos, and revenue stamps to place them in the final translation. Other details, such as font, colours, size, type, and presentation were also edited. This was a very hard work, and it could sound inappropriate or unnecessary for some translators, but for the company, it was mandatory. The company tries hard to offer the closest reproduction of the original.

Finally, when translations were ready, Mrs Molina or Mrs Zambrano put both, the original document and its translation in a whole document. Before handing it to the client, it was signed and sealed by certified interpreters and translators who were registered in different consulates and embassies settled in the national territory. Some people might be disappointed to see their original documents signed and sealed. However, this is a must for the company in order to avoid the inclusion of extra pages.

Besides, I learnt about the difference between copies and certified copies of translations because the owner of the company has a very *sui generis* way to affix her signature and seal of certified translator as the case might be. This fact also changes the price of the final product.

Attending Conferences

In March, 2012, the School of Modern Languages of the Central University of Venezuela celebrated its anniversary, and professors and students organized an entire week of events. I could be present in some conferences, such as:

- English as a Global Language
- *El valor de la lengua española*
- *La revisión en la traducción*
- *Retos para la enseñanza del español como lengua extranjera: la norma y la variación*

- *Narrativa venezolana: fundación, modernidad y periferia*

The same week, the British Council and the *Universidad Pedagógica Experimental Libertador* organized the forum named "Who Needs English?" which theme was the future of teaching and learning modern languages in Venezuela. Thus, I attended the following lectures:

- Overview of Trends and Issues in English Language Teaching Reform
- The Introduction of English in Primary School
- An Example of English Language Teaching Reform in Venezuela

Attending Workshops

As part of my training, I was allowed to be present in sixteen legal and academic workshops held at *SP Traductores* (see Appendix 4). These workshops were in French, English, and Spanish. Most of the participants were translation students or professionals preparing themselves to take the exam to become certified interpreters and translators. These workshops were designed to clarify some doubts regarding terminology and style when translating.

I did some sight translation. We translated some documents issued by Venezuelan institutions into English and French. The group was heterogeneous; there were people who had worked in translation for years, and beginners like me as well. For me, it was quite difficult translating legal matters without dictionary, and without knowledge about the field. This fact made me feel that the dynamic of every

workshop was pretty fast for beginners. Nevertheless, this was a very enriching activity, especially because we worked with specialists in fields, such as economics, business, and others, and I learnt a vast number of new terms.

Furthermore, I did two workshops during the week of the School of Modern Languages at the Central University of Venezuela. They were:

- *Todo lo que debe saberse antes de y para traducir documentos legales*, taught by Mrs Molina, in which I learnt more information about legal translations and legalizations.

- *El uso de cortometrajes en las clases de español como lengua extranjera* taught, by Professor Dexy Galué. In this workshop, I learnt about quite useful tools and resources, such as videos, activities, short movies, and materials when teaching Spanish as a foreign language, or some other language. Besides, I learnt that aspects, such as culture, age, gender, and student's preferences should be taken into account when searching for teaching materials.

Organizing Workshops

I, together with some members of the administrative staff of *SP Traductores*, worked hard to prepare two workshops taught by Mrs Molina, and at times, some other workshops held at the company. My tasks were to collaborate with the organization of the programs, to search, select, and organize all sample documents into areas, and to protect all personal information to comply with profession ethics.

While preparing resources, I had to look for updated information about legalization procedures in our country.

Learning About Paralegal Services

Although I never visited public offices, I learnt about the procedures to legalize and authenticate Venezuelan documents before national institutions so they can be accepted abroad. Wherefore, I acquired some knowledge regarding registries, consulates, and embassies in order to advice clients about said procedures. I also learnt the procedures that can be carried out at Venezuelan embassies or consulates in other countries.

Furthermore, I reaffirmed what I learnt in the Legal Translation subject at the university about which are the corresponding national institutions which are in charge of legalizing documents in our country. For instance, if we want to legalize a Certificate of Birth, at first, we have to go to the Main Registry Office of the state where it was issued; next we take the document to the Ministry of Internal Affairs; and finally, we take it to the Ministry of the Foreign Affairs, where it would be legalized either through an Apostille or the diplomatic legalization. Any of those procedures is personal, if someone asks for assistance, s/he would need a power of attorney duly notarised.

Attending Tuition Corrections

Some of the members of the Translation Unit and I attended two sessions for corrections, doubts, and difficulties when translating. Those meetings were designed to deal with legal, academic, technical, and scientific terminology. Besides, we did some exercises of Spanish grammar, linguistic rules, and other aspects to be considered. Mrs Molina always advised us on how to write better in Spanish, and this reminded me those exercises I used to do in class at the university when translating.

Moreover, we had two sessions to correct my translations at the very end of my internship, where Mrs Molina compared some of my translation drafts and her final versions. Most of my mistakes were not about terminology, but about style and linguistic issues in the target language. This activity was very enriching for me; however, I had preferred to have corrections more frequently, and not only at the end. I think interns can quickly improve their performance in translation if they are told about their mistakes at early stages of the internship, and that will avoid the reappearance of mistakes.

Other Activities

Some documents at the office are classified and organized in fields of knowledge, and according to the languages worked by the company. I was asked to identify those written in Italian and to organize them into folders. I did not find this activity interesting at all; however, it allowed me to familiarize myself with a great variety of technical and legal texts.

Furthermore, as *SP Traductores* is very concerned to offer the best service to any of their clients, interns are constantly told how to deal with them when offering information about the company. I put this in practice when sending messages with new information regarding services or when publishing advertising announcements in social networks, specifically on the Twitter ® account.

My internship was very complete. During four months, I learnt and practice different tasks. It was a hard work, but also very educational, and appropriate to my professional profile in translation. All activities I did helped me to improve my performance and to build a translator's character, together with all that I had already learnt at the University of Los Andes.

Reflection Essay

Major Problems When Translating Technical, Scientific, and Legal Languages in Legal Translations

Translation is a discipline with a communicative purpose. Translators do not transfer words by words from a source language (SL) into a target language (TL), but they transfer a complete message of a text into a dynamic translation. Linguistic, grammatical, and sociocultural aspects must be taken into account when translating. For this purpose, some studies in translation are compulsory. Besides, to improve results when translating different texts from any field of knowledge, we need to be acquainted with the corresponding specialized languages.

The knowledge I acquired during studies in Translation at the University of Los Andes was necessary to do my internship at *SP Traductores*. I translated documents of diverse nature from English, French, and Italian into Spanish. However, I will focus this essay on the major difficulties I had when translating technical, scientific, and legal languages. Among the principal problems I found, there are specialized terminology, acronyms, abbreviations, and the particular morphosyntactic features of these languages. I had to look for extra information through terminology and documentation to solve those problems.

I mostly worked with texts related to pharmaceutical, medical, and food and drink industries. I translated texts, such as products descriptions, patents and

certificates. The large majority of them were not oriented to people in general, but to national institutions. These translations were used to fulfil the requirements to obtain authorisations for importation, commercialization, or distribution of specific products.

Some of the legal documents received by *SP Traductores* present particular features. In cases, some of their parts had already been translated by someone else. In those cases, the company was forced to ask the client for the previous translation, in order to avoid lack of terminological cohesion, even if the translation presented inappropriate terms. For example, in an invoice (see Appendix 5), the product **Poultry Service Processor (PSP)** had been translated some months ago as *Procesador de Servicios Avícolas (PSP)*. The translation of that term was incorrect; however, I could not propose a new translation for commercial and legal reasons. Once a product has been already registered before the *Servicio Autónomo de Propiedad Intelectual (SAPI)*, its name is unchangeable. This is the case of many pharmaceutical products which names do not follow the Spanish grammatical standards, such as the words *Acetaminofen* and *Tachipirin* with no orthographic accent.

When dealing with another type of texts with commercial purposes, such as products' stickers or advertisings, we were informed by the client about the interest of their customers, for marketing purposes. As an example, in a wine sticker (see Appendix 6), the client wanted to preserve some words of the text in French, in order

to emphasize that the wine was produced in France. His marketing study, in this case, concluded that the origin of the wine is important for customers. In the Venezuelan market, European wines are the most desired.

Besides, when translating specialized languages, we have to deal with their terminology. "*La terminología técnica siempre se ha considerado como la principal característica de la traducción técnica*" (Gamero, 2001, p. 40). Rather, there are some terms in the SL whose equivalents in the TL are difficult to find, since they come from English. In some medical devices certificates (see Appendix 7), some of the medical and blood bank devices represented a problem due to the lack of precise information on line in both, the SL and the TL. When those terms were originally written in two foreign languages, as in some pharmaceutical products certificates (see Appendix 8), the document was easier to understand.

The problem is larger when some other linguistic phenomena appear, such as synonymy, polysemy, and homonymy that make more difficult the translators' work. For example, in pharmaceutical operations, *packing* and *packaging* are called in Spanish *envasado*, *empaquetado* or *acondicionamiento*. What might we choose? Then, it is better to ask some specialists in pharmaceutical industries settled in the country, which is the most suitable term before selecting one.

At the same time, abbreviations and acronyms represent another translators' problem. Some experts, such as those physicians and dentists I consulted, are used to

call their instruments by their name in English, and even worse, they only know the abbreviated form of those products in English. For example, **AVF** instead of *fistula arteriovenosa*, or **scalp vein** instead of *cánula intravenosa*. That is understandable due to the influence of scientific information from English into Spanish. In cases, the abbreviated form of many medical devices took me more than two days of investigation (see Appendix 9).

Fortunately, most of those problems are solved through documentation. "*La documentación sirve simultáneamente a tres propósitos: adquirir conocimientos sobre el campo temático, lograr el dominio de la terminología propia del mismo, y obtener información sobre las normas y funcionamiento del género*" (Gamero, 2001, pp. 44-45). We cannot translate if we do not understand the source text. Luckily, I learnt and practiced many documentation techniques during my studies. Nevertheless, it is necessary to be careful when selecting the references. A good translator should be selective and critical.

At first, in order to acquire knowledge about a specific field of knowledge, it is useful to use parallel texts to become familiar with the terminology of the specific area in the TL. Yet, sometimes it is difficult to find information about a particular product or theme, since they are published only in English. Usually, as some authors have said, many science publications are found in English due the influence this language has in the scientific world. Researchers that want their investigations be recognized presented them to the international community in the Anglo-Saxon

language. For this reason, it difficult to find parallel texts originally written in the SL to get involved with the terminology, but we find the translated version of those texts.

In some cases, when translating, I used parallel texts in the SL, instead of the TL, to better understand the content of the text to be translated. Besides, I had to ask some experts about the existence of some terms in the SL. Experts in the area are needed to solve lexicographical doubts, as well as geographical terminological variations. Some other useful tools to collect information about a field and its terminology are specialized books, articles, publications, and brochures.

Next step is to deal with lexicographical issues. A translator should know and master the terminology that characterizes each text.

El traductor debe poseer una competencia paralela a la del especialista que de manera natural se comunica sobre la materia de especialidad, necesitará similar que es un especialista, que conoce la materia y su especificidad cognitiva y que maneja los mismos elementos léxicos de la especialidad que los expertos (Cabré, 1998, p. 30).

The translator of specialized languages has to go beyond the features of his/her natural language to get involved with the peculiarities of specialized fields. For this purpose, through the tools above mentioned, a translator can learn lots of new terms and do a terminological compilation. A translator can also work with specialized dictionaries, glossaries, encyclopaedias, terminological data bases, thesaurus,

translators' forums, legislations, and monolingual and bilingual dictionaries to enrich his/her terminological cognizance.

Moreover, if the document will have legal effect, documentation of TL legislation in its area is necessary. In essence, if we are translating a document about medical devices, it is important to know that those products, in most cases, follow the principles of the Good Manufacturing Practices recommended by the World Health Organization. Besides, *"es importante, pues, que los traductores dispongan de fuentes terminológicas avaladas tanto por las instituciones públicas como por los medios que las utilizan"* (Lerat, 1997, p. 107). I translated some certificates according to the terminology accepted by the national legislation regarding specific areas. For example, in some translations about pharmaceutical products, such as product claims and patents, I had to search for certificates and documents issued by Venezuelan health institutions to corroborate the terminology they use (see Appendix 10).

The process of documentation, always took me more time than translating. In some cases, I had to read the complete description, specification, and applications of any product, as well as for any procedure. Sometimes the companies have brochures of their products published in Spanish, which makes the work easier. However, in cases, the companies do not have a brochure, not even in English. Therefore, after many hours of research, it is possible to find the most suitable equivalent.

The majority of sources are found on line. Because of that, when deciding what information is the most accurate, I always considered what I learnt during my translation studies. My professors taught me how important it is to be critical when selecting the information and the tools to access them. *"El traductor ha de saber utilizar las herramientas de búsqueda adecuadas y conocer los métodos de evaluación de la información ofrecida, que se rige por unos criterios específicos, como son la autoría, contenido, acceso y diseño"* (Palomares, 1999, p. 179). Hence, in order to evaluate a source with criteria, I looked for its credibility, fidelity, updating, and accessibility. A translator is responsible for the decisions s/he makes, from the information s/he searches to the terminology s/he selects.

In addition, to extract the pertinent terminology is basic to begin the research of information. A translator of texts with specialized languages should have a linguistic competence similar to that of the specialist in the field of knowledge to use the same terminology. That competence that, as I already said, s/he acquires through documentation. After this process, a translator should act as an active character, gathering and organizing all the terminology s/he found to create a glossary. Translators' glossaries are helpful to save some time in further translations. This is also a good manner to enrich his/her vocabulary. To carry out this process successfully, terminological skills are required.

When translating, it is compulsory to have writing skills. Those are required in translation of any kind, but especially in legal translations. A mistake in translation

could affect the company I was working for, and the client for whom I was translating. For this reason, after finishing my translation, I methodically checked all aspects regarding terminology and style in the TL. Later on, my proof-reader, Mrs Molina rechecked my translation draft, but she mostly focused on stylistic issues of the TL. Finally, if we both had a doubt of any kind, she called an expert in the respective matter to look for precision in the final version.

In technical, scientific, and legal texts as in translations of any field, a translator should be faithful to the content and the message of the original. It is essential to find a spontaneous equivalent in the TL. Besides, a translator must consider the linguistic and cultural differences of both languages to preserve the genius of the TL.

All aspects previously considered, translation is a fact of transferring information from a language into another. It is to produce a communicative text from a SL into a TL. The translator is not invisible, but he creates a new text. To me, translation studies are essential to translate, and it requires responsibility and self-consciousness to make decisions. During my internship at *SP Traductores*, I translated legal instruments from different fields of knowledge which presented particular features that are worthy to study. Nevertheless, I focused this essay on the common problems I had when translating specialized languages, such as terminology, acronyms, abbreviations, and morphosyntactic features and how to solve them.

Therefore, when working with specialized languages, a precise background inquiry and detailed understanding of the matter is required. Likewise, translation, instrumental, and terminological skills are compulsory to improve the quality of translations. During my translation studies, I could develop all those skills to solve problems from a SL into a TL. I learnt how to manage the intricacies through terminological and documental practices. Reading brochures and complete sections of books, selecting and gathering information were part of my research tasks as an intern. Nevertheless, a translator must know which tools are useful and how to access them. A translator must be a documental expert and a terminologist when translating from any field of knowledge. And finally, a translator must focus completely on additional features of the languages to improve style and expression of the translated text.

Conclusions

Translators are a bridge for communication and understanding between different people and cultures. They transfer thoughts and ideas of a text. Translators reproduce a source language message into a dynamic translation.

My internship at *SP Traductores* was my first experience as a professional translator. I must confess that all the knowledge I acquired during my studies in Modern Languages at the University of Los Andes was essential to face my internship. I consider that every subject of the study plan contributes to the development of a global translator's profile. Nevertheless, the subjects in which I studied reading and writing skills, and the ones in which I learnt grammar about the languages were compulsory to start translating and writing coherently in any language. Besides, while studying culture about the languages, I learnt the differences between sociolinguistic systems that we have to consider when translating. Subsequently, in my translation studies, I could develop translation, terminological, instrumental, and computing competences, which I put into practice when translating.

My experience at *SP Traductores* constituted a global approach to the work of a legal translation company. The tasks I was assigned helped me to improve my translator's character. All instruments I translated were useful to acquire specific terminology from different fields of knowledge, which completed what I had learnt in my translation subjects. Consequently, that terminology served to add more

information to the glossary I already had elaborated in Translation II and III, and that I expect to enrich with further translations. The organization of glossaries is a selective and time-consuming process; however, it helps translators to save some time in future translations.

It was a challenge for me translating from French and Italian into Spanish, considering that I had translated only from English. Nevertheless, I found some useful tools, and put into practice the same techniques and criteria I use in English when translating those languages. Nowadays, I can also translate from French and Italian into my mother tongue. The important aspect is to be conscious of our limitations, be honest and aware of not translating something that we are not well prepared to do. Undoubtedly, I had many difficulties when translating. I could solve most of them through documentation and terminology. Every translation was a challenge for me, even if it was similar to another one done previously.

I had the opportunity to work with documents written in two or three different languages. Nonetheless, I experienced the hegemony of English in scientific and technical languages. The power of English and Anglophone societies in these fields takes importance away from some other languages, such as Italian. As a student of Italian language, I was disappointed when I saw many documents issued in Italy but written in English. It is a clear example of the English hegemony worldwide.

To me, it was an enriching experience to translate documents of many acknowledged national and international pharmaceutical laboratories, food and drink industries, embassies, consulates, oil companies, and individuals. It was also significant to me because many of those documents are mandatory for the importation of goods and supplies that are required in the Venezuelan market.

Working with legal translations implies to do other activities related to this field. During my internship, I learnt about legalization processes in Venezuela; how to sign and seal certified translations; differences between copies and certified copies; documents required when living abroad; certified interpreters and translators' headings; and the *modus operandi* of the government institutions involved.

Besides, working at *SP Traductores*, I reaffirmed the commitment that translators have with the translation itself and the client. A nondisclosure agreement is a must for any translator. For this reason, I erased all personal data from the original documents and their translations I worked with to use them as examples in this report.

At *SP Traductores*, I learnt some social and administrative procedures to manage a translation company. I realized the importance of promoting personal and professional growth, having well defined roles inside the office, respecting the mission of the company, and offering good services, to have a valuable work as a result.

It was quite pleasant to work in a company that is very demanding to select their translation staff. They have preference for professionals in translation studies because they want to assure the quality of their work. Moreover, Mrs Molina is very concerned to have students and translators with high ethical values, such as responsibility, respect, and commitment; and high academic performance in translation, as well. Furthermore, as Mrs Molina checks the translations made by non-certified interpreters and translators methodically before signing and sealing them, translators are always evaluated. Thus, translators have to do his/her best in any work to be taken into account for further translations.

My institutional supervisor and proof-reader, Mrs Molina, is very implicated with the idea of handling high quality translations, and to preserve the good reputation of her company. For this reason, I had to work a lot, respect my work, my workmates, and all instructions I received. I saw the consolidation of my work as an intern when I was offered to work with them at the end of my internship.

At this moment, it is clearer to me that I want to do specialized studies in Translation. All knowledge acquired during my studies and my internship is a lifelong learning. To do my internship in my main field of study, Translation, allowed me to practice what I learnt during my studies in a real life situation, as well as to improve my performance and to build a translator's character.

Recommendations

To the Host Institution

- To correct translations constantly, and not only at the end of the internship. Interns need to know ahead of time what they are doing wrongly. It is a way to improve their performance, and to avoid the reappearance of mistakes.
- To give more importance to the documental work, even if it takes more time.
- To allow interns to do the complete translation work, instead of working with models already filed at the company, because although this practice saves time to the intern and to the company, the main idea of the internship is that an intern does his/her best.

To the School of Modern Languages

- To design some translation workshops in different the fields, such as Administration, Immigration, Commerce, Pharmacy, Medicine, and so on. This practice will allow students to be prepared to translate a wide variety of texts different from those studied in translation subjects.
- To include in Translation, as main field of study, other subjects related to the necessities of the country, such as oil, economics, and international relationships.

To The Students of Translation as a Main Field of Study

- To create a list of useful sources of reference while studying translation subjects.
- To put into practice documental and terminological skills when translating in order to obtain high quality translations.
- To preserve and enrich glossaries they elaborate during their studies.
- To take daily notes during their internship, in order to create a record of all activities, preferences, and difficulties when translating.

Reference List

- Cabré, M. T. (1998). Las fuentes terminológicas para la traducción. In P. Fernández, & J. M. Bravo (Eds.), *La traducción: orientaciones lingüísticas y culturales* (pp. 27-60). España: Universidad de Valladolid, Servicio de Apoyo a la Enseñanza.
- Gamero, S. (2001). *La traducción de textos técnicos*. Barcelona, España: Ariel.
- Lerat, P. (1997). *Las lenguas especializadas*. Barcelona, España: Ariel.
- Palomares, R. (1999). Evaluación de recursos documentales para el traductor en Internet. In: Pinto, M. & Cordon, J. A. (Eds.), *Técnicas documentales aplicadas a la traducción* (pp. 179-193). Madrid, España: Síntesis.

Appendix 1: List of My Translation Record During the Internship.

	Orden	Documento	Idioma	Palabras	Fecha
1	Orden 6180	Certificado de Producto Farmacéutico- INFARMED-	Ing./Por.-Esp.	1878	11.1.2011
2	Orden 6184	Titulos, Certificados de Puesto y Rango/Estudios Internacionales	Esp.-Ing.	1313	6.1.2012
3	Sin orden	Instrucciones-ambientador	Ing.-Esp.	145	11.1.2011
4	Orden 6195	Extracto Acta de Matrimonio-Bérgamo	Ita.-Esp.	595	13.1.2011
5	Orden 6202	Certificación de Deuda	Ing.-Esp.	381	16.1.2011
6	Orden 6203	Apostilla EE. UU.- Declaración-Declaración Jurada-Certificado de B. P. F. ¹ AFA ² -Certificado Fidelidad de la Traducción	Ita./Ing.-Esp.	3297	17.1.2011
7	Orden 6203	Certificado Producto Farmacéutico -Ministerio Salud Nva. Zelanda-Apostilla EE.UU.	Ing.-Esp.	1688	24.1.2011
8	Orden 6222	Constancia de la Situación de la Estudiante-Universidad de Glasgow-Certificado Notarial -Inglaterra-Apostilla Reino Unido.	Ing.-Esp.	606	25.1.2011
9	Orden 6217	Certificado de B.P.F. - AFSSAPS ³	Fra.-Esp.	527	26.1.2011
10	Orden 6217	Certificado de B.P.F.-AIFA Apostilla	Ita./Ing.-Esp.	1020	27.1.2011
11	Orden AH0019	Apostilla Nva. York-Acta Certificada y Acta de Nacimiento Nva. York	Ing.-Esp.	1331	30.1.2011
12	Orden 6243	Certificados CE ⁴ - TUV- Declaración de Cumplimiento	Ing.-Esp.	1565	8.2.2012
13	Orden 6251	Certificado de Producto Farmacéutico FDA.-Apostilla Washington	Ing.-Esp.	690	15.2.2011
14	Orden 6255	Certificados para Gobierno Extranjero FDA ⁵ -Apostillas	Ing.-Esp.	1394	17.2.2011

15	Orden 6259	Certificado Notarial- Cert. de Producto Farmacéutico- Ministerio de Salud de Canadá	Ing.-Esp.	1678	24.2.2011
16	Orden 6265	Comunicado Pescara- Apostillas Milán/Roma	Ita.-Esp.	349	29.2.2011
17	Orden 6270	Certificado de Residencia- Nápoles-Apostilla	Ita.-Esp.	935	28.2.2011
18	Orden 6261	Certificado Producto Farmacéutico -Ministerio Salud Nva. Zelanda-Apostilla Nva. Z.	Ing.-Esp.	1132	1.3.2012
19	Orden 6273	Certificado B.P.F._AFSSAPS	Fra.-Esp.	1654	1.3.2012
20	Orden 6281	Extracto Registro de Comercio-Nanterre	Fra.-Esp.	823	5.3.2012
21	Orden AH 0024	Constancia de Estudio-Nva. York	Ing.-Esp.	375	7.3.2012
22	Orden 6287	Certificado B.P.F. AIFA- Apostilla Rimini	Ita./Eng.-Esp.	1012	6.3.2012
23	Orden 6292	Facturas (modificación de cláusula 1)-Legalización	Ing.-Esp.	493	9.3.2012
24	Orden 6292	Facturas (modificación de cláusula 2)-Legalización	Ing.-Esp.	578	9.3.2012
25	Orden 6327	Certificado B.P.F.-AIFA	Ita./Ing.-Esp.	985	27.3.2011
26	Orden 6312	Autenticación-Apostilla Suiza	Fra./Ing.-Esp.	205	26.3.2011
27	Orden 6312	Certificado de Libre Venta Italia-Apostilla	Ita./Ing.-Esp.	416	26.3.2011
28	Orden 6312	Certificado de Análisis	Ita./Ing.-Esp.	845	26.3.2011
29	Orden 6318	Informe de Análisis	Fra.-Esp.	247	30.3.2011
30	Orden 6318	Certificado de Exportación y Origen	Fra.-Esp.	679	30.3.2011
31	Orden 6318	Carta de Autorización de Comercialización.-vinos	Fra.-Esp.	276	10.4.2011
32	Orden 6318	Proceso de Elaboración-vinos	Fra.-Esp.	295	10.4.2011
33	Orden 6318	Gráfico	Fra.-Esp.	20	10.4.2011

34	Orden 6279	Notas Certificadas-7mo-9no- Legalización	Esp.-Ing.	1217	13.4.2011
35	Orden 6279	Notas Certificadas- 1er y 2do año div.-Legalización	Esp.-Ing.	1180	13.4.2011
36	Orden 6279	Título Educación Media- Ciencias-Legalización	Esp.-Ing.	731	13.4.2011
37	Orden 6371	Poder con Apostilla- Autenticación	Ing.-Esp.	400	17.4.2011
38	Orden 6343	Declaración Jurada Florida	Ing.-Esp.	94	17.4.2011
39	Orden 6373	Sellos Notario- Certificado	Fra.-Esp.	70	18.4.2011
40	Orden 6373	Sellos-Certificado Notarial	Fra.-Esp.	198	18.4.2011
41	Orden 6377	Certificados Aprobación y Anexo de Productos Sanitarios	Ing.-Esp.	790	20.4.2011
42	Orden 6377	Certificados Aprobación y Anexo de Productos Sanitarios	Ing.-Esp.	661	25.4.2011
43	Orden 6377	Certificados-Aprobación y Conformidad de Productos Sanitarios	Ing.-Esp.	545	25.4.2011
44	Orden 6377	Certificados Aprobación	Ing.-Esp.	275	26.4.2011
45	Orden 6377	Declaración de Cumplimiento	Ing.-Esp.	360	26.4.2011
46	Orden 6318	Etiqueta-vino	Fra.-Esp.	103	30.4.2011
47	Orden 6391	Certificados Notariales- Apostillas R.U.-Texas	Ing.-Esp.	780	30.4.2011
Total de palabras				36831	

1 B. P. F.: *Buenas Prácticas de Fabricación*

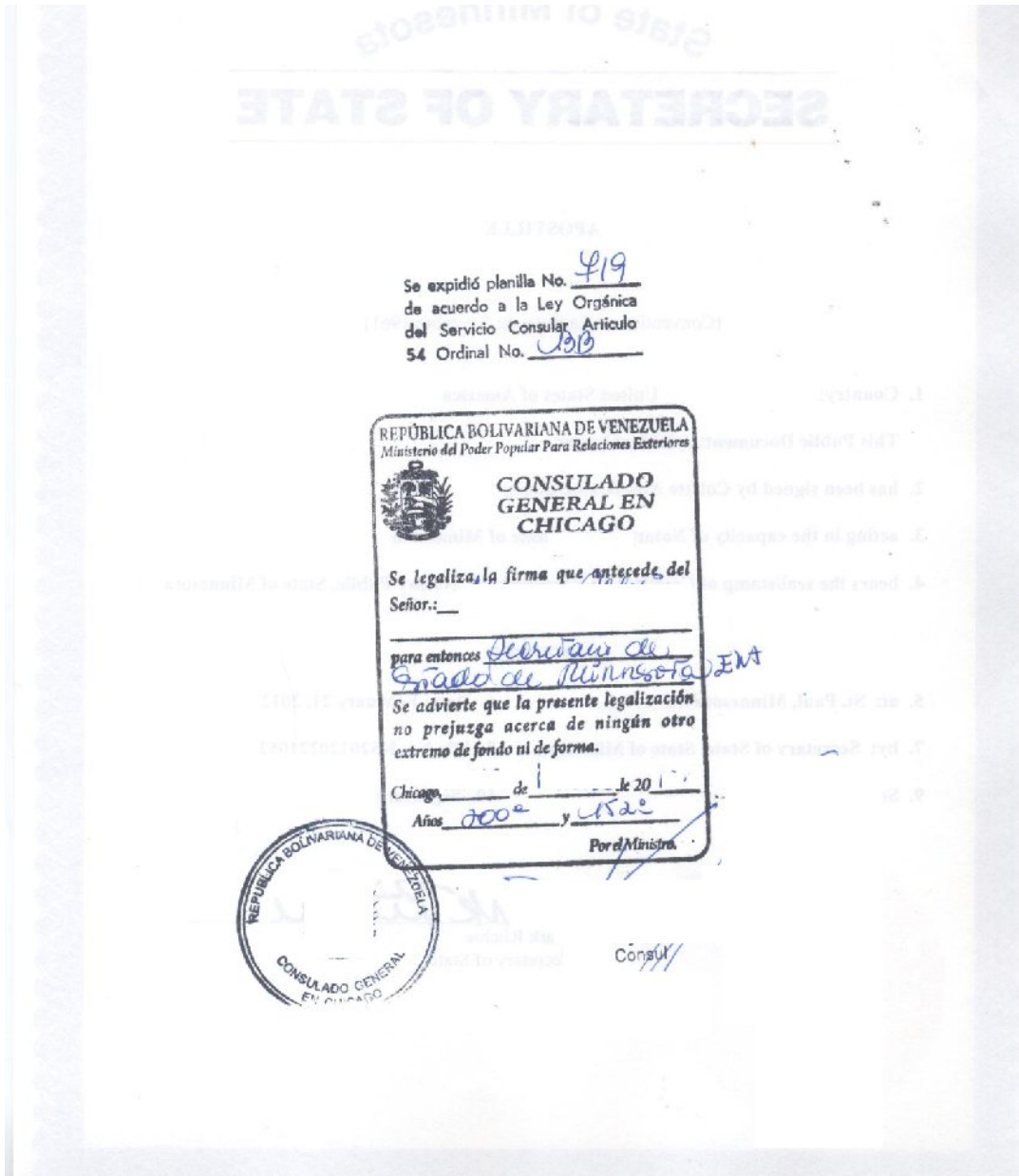
2 AIFA: *Agenzia Italiana del Farmaco*

3 AFSSAPS: *Agence Française de Sécurité des Produits de Santé*

4 CE: *Comunidad Europea*

5 FDA: *Food and Drug Administration*

Appendix 2: A Traditional Consular Legalization vs. an Apostille.



APOSTILLE
(Convention de La Haye du 5 octobre 1961)

1. **Country: New Zealand**
Pays / País:
This public document
Le présent acte public / El presente documento publico
2. **has been signed by: ***
a été signé par:
ha sido firmado por:
3. **acting in the capacity of: Support Officer, Medsafe**
agissant en qualité de:
quien actúa en calidad de:
4. **bears the seal / stamp of: Ministry of Health, Wellington, New Zealand**
est revêtu du sceau / timbre de:
y está revestido del sello / timbre de:

Certified
Attesté / Certificado

5. **at: Wellington**
à / en:
6. **the: February 20**
le / el día:
7. **by: The Authentication Unit**
par / por:
8. **No:**
sous n° / bajo el número:
9. **Seal / Stamp:**
Sceau / Timbre:
Sello / Timbre:
10. **Signature:**
Signature / Firma:

To verify this Apostille certificate go to: www.dia.govt.nz/apostille and click on the e-Register.
Pour vérifier ce certificat Apostille, allez sur www.dia.govt.nz/apostille et cliquez sur e-Register.
Para verificar esta certificación por apostilla vaya a: www.dia.govt.nz/apostille y haga clic en e-Register.

The purpose of this certificate is only to confirm that the signature, seal or stamp on the document is genuine. It does not mean that the contents of the document are correct or that the Authentication Unit of the Department of Internal Affairs approves of the contents.

L'objet de ce certificat est uniquement d'attester la véracité de la signature, du sceau ou du timbre sur le document. Cela ne veut pas dire que le contenu du document est correct ou que le service d'authentification du Ministère des Affaires Intérieures en approuve le contenu.

La finalidad de este certificado es simplemente la de confirmar que la firma, sello o timbre del documento es genuino. No indica que el contenido del documento sea correcto ni que la Unidad de Autenticación del Ministerio de Asuntos Interiores apruebe su contenido.

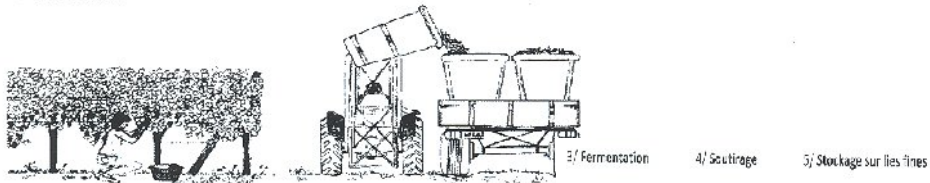
Appendix 3: An Example of a Product Procedure of Elaboration.

Vins d'Alsace
9

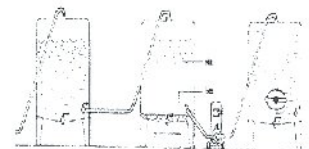
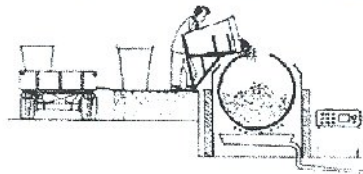
VINS FINS D'ALSACE
CREMANT D'ALSACE
GRAND CRU BRUDERTHAL

PROCEDE D'ELABORATION DU PINOT BLANC L

En septembre - octobre, une équipe de 20 à 25 personnes vendangent à la main les 16 hectares de notre domaine.



Les raisins entiers sont versés délicatement dans le pressoir.

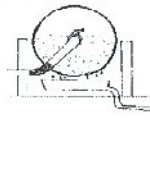


4/ Lorsque le vin a fini de fermenter, il est séparé des dernières impuretés, nommées lies, et pompé vers la cuve de stockage.

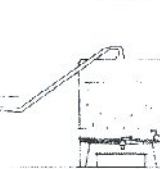
5/ Le vin va rester quelques mois dans les cuves avant d'être mis en bouteilles.

C'est alors que le processus de vinification peut commencer :

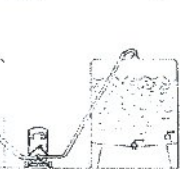
1/ Pressurage



2/ Débourbage



3/ Fermentation



1/ Le jus de raisin obtenu se nomme le moût.

2/ Le moût est laissé dans la cuve quelques jours afin que les impuretés, appelées bourbes, se déposent au fond.

3/ Le moût est ensuite pompé vers la cuve inox où il va fermenter.

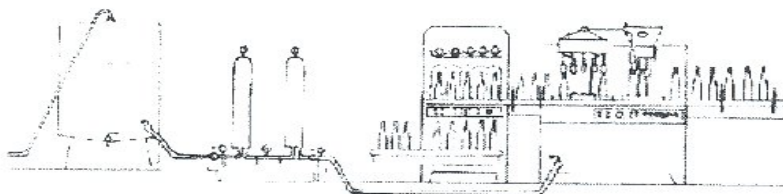
Au printemps, nous mettons les vins en bouteilles par une chaîne d'embouteillage automatique.

Cuve de stockage

Filtration

Vin mis en bouteille

Mise en place du bouchon en liège



Tél. :

rue
Fax :

@ : contact@

MOLSHEIM France

.fr - www.

.fr

Appendix 4: List of *SP Traductores* Legal Workshops I attended.

Workshops in English

Divorcio	Decreto de Separación de Cuerpos y Bienes; Sentencia; Divorcio 185-A	(3h)	Sáb. 28-01-12 9 a.m.-1 p.m.
Defunción	Acta; Datos Filiatorios; Declaración y Solvencia Sucesoral.	(3h)	Mar. 17-1-12 6-9 p.m.
Niños, Niñas y Adolescentes	Autorización de viaje; Regímenes de Convivencia (Visitas) y/o Manutención (Pensión de Alimentos).	(3h)	Mar. 31-1-12 6-9 p.m.
Trabajo	Contrato; Constancia; Finiquito; Antecedentes penales; Currícula Vitae.	(5h)	Sáb. 4-2-12 9 a.m.-2 p.m.
Académicos (Títulos & Diplomas)	Títulos/Diplomas; Acta de Grado	(5h)	Sáb. 18-2-12 9 a.m.-2 p.m.
Sociedades mercantiles	Actas Constitutivas y/o Estatutos Sociales; Asambleas.	(5h)	Sáb. 21-4-12 9 a.m.-2 p.m.
Compra venta	Contrato; Reserva de Dominio; Título de Propiedad	(7h)	Sáb. 14-4-12 9 a.m.-5 p.m.
Alquiler	Contrato; Notificación; Finiquito.	(3h)	Jue. 19-1-12 6-9 p.m.

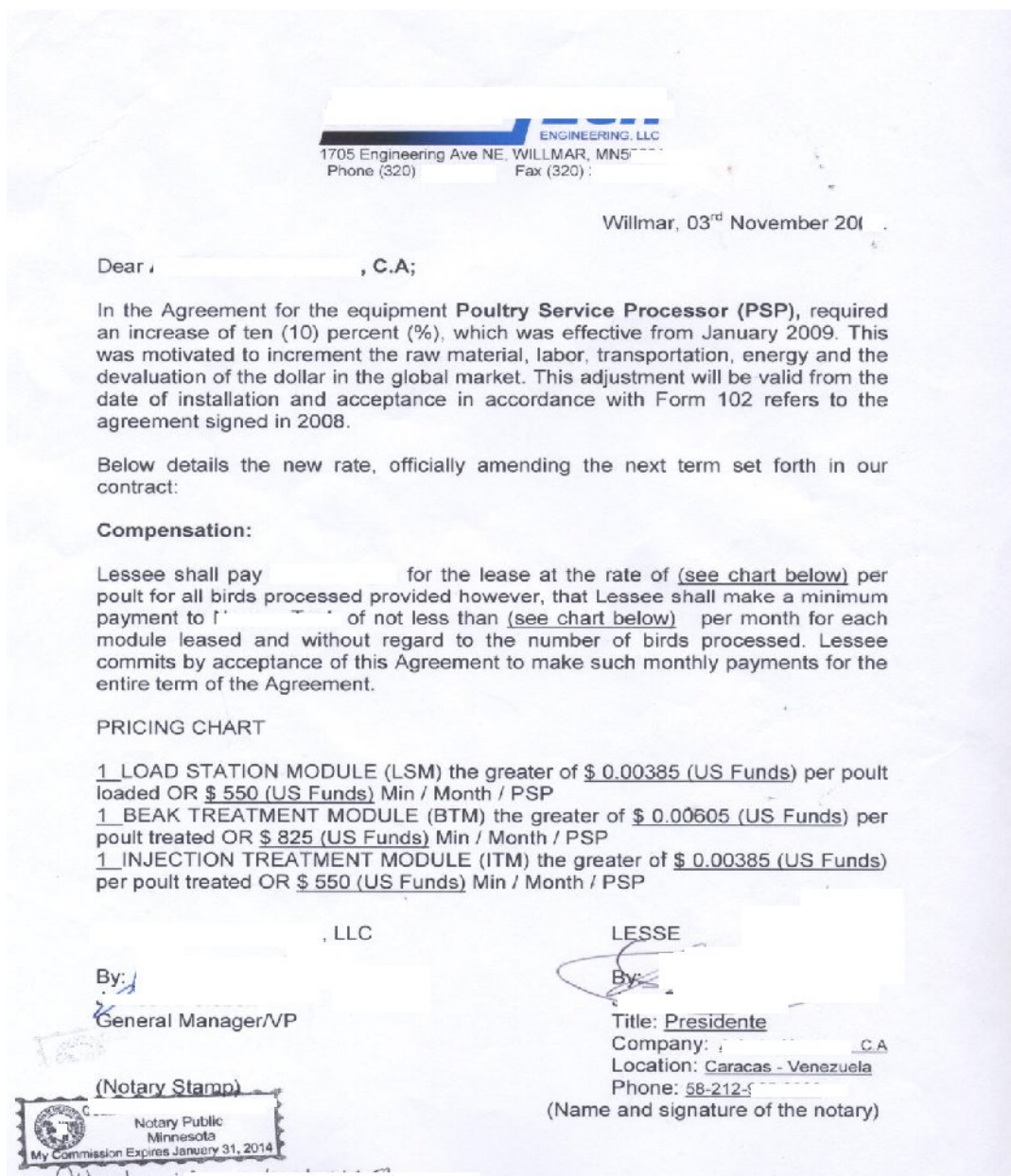
Workshops in Spanish

Nociones Jurídicas Básicas	Sobre el Estado y Capacidad de las Personas (naturales y jurídicas): Actas, Contratos, Sentencias, Certificados y Constancias	(7h)	Sáb. 21-1-12 9 a.m.-5 p.m.
La Profesión y la Empresa de Traducción Legal	Principios Generales; Ética Profesional; La Empresa: Metodología de Trabajo; Legalización de Documentos; Certificación.	(5h)	Sáb. 24-3-12 9 a.m.-2 p.m.
Nociones Contables Básicas	Conceptos; Balance General; Estado de Ganancias y Pérdidas; Informe de Comisario; Deberes Tributarios.	(7h)	Sáb. 28-4-12 9 a.m.-5 p.m.

Workshops in French

Divorcio	Decreto de Separación de Cuerpos y Bienes; Sentencia; Divorcio 185-A	(3h)	Mar 27-3-12 2 p.m.-5 p.m.
Defunción y herencia	Acta; Datos Filiatorios; Declaración y Solvencia Sucesoral.	(3h)	Jue 29-3-12 6-9 p.m.
Niños, Niñas y Adolescentes	Autorización de viaje; Regímenes de Convivencia (Visitas) y/o Manutención (Pensión de Alimentos).	(3h)	Jue 26-4-12 5:30 -8:30 p. Mié 2-5-12 2:30-4:30 p.m.

Appendix 5: An Invoice in which I had to preserve the same terminology of the translated agreement, even when incorrect. For example, the term **Poultry Service Processor (PSP)** had been translated as *Procesador de Servicios Avícolas (PSP)*. In the following page, it appears my translation.



xxxxxxx, LLC [S. A.]
1705 Engineering Ave NE, [avenida Engineering, noreste, nro. xxx]
Willmar, Minnesota 5xxx
Teléfono: (320) xxxx Fax: (320) xxxxx

Willmar, 3 de noviembre de 20xx

xxxxxxxxxxxxx, C. A.,

Por medio de la presente, se les que notifica que nos vimos la necesidad de hacer un ajuste del diez (10) por ciento (%) en el Contrato del equipo **Procesador de Servicios Avícolas (PSP)**, el cual surtió efecto a partir de enero de 2009. Esto se debió al incremento en la materia prima, mano de obra, transporte, electricidad, además de la devaluación del dólar en el mercado internacional. El nuevo ajuste será válido desde la fecha de aceptación e instalación del equipo, de acuerdo con el Formulario 102 el cual se refiere al contrato firmado en el año 2008.

Los detalles del nuevo monto se especifican más adelante; de esta manera y de forma oficial se enmienda el próximo término expresado en nuestro contrato:

Compensación:

El Arrendatario pagará a Nova-Tech por concepto de arrendamiento y sublicencia [véase contrato], la tarifa de (compárese con la lista más abajo) por ave, por todas las aves de corral procesadas, en el entendido, sin embargo, que el Arrendatario pague un mínimo mensual a Nova-Tech no inferior a (compárese con la lista más abajo) por cada módulo arrendado, indistintamente del número de aves de corral procesadas. Mediante la aceptación del presente Contrato, el Arrendatario se compromete a realizar dichos pagos mensuales durante todo el término del Contrato.

LISTA DE PRECIOS:

1 MÓDULO DE ESTACIÓN DE CARGA (LSM) monto mayor entre \$ 0,00385 (Fondos estadounidenses) por ave cargada ó US \$ 550 (Fondos estadounidenses) Min. / Mes / PSP

1 MÓDULO DE TRATAMIENTO DE PICOS (BTM) monto mayor entre \$ 0,00605 (Fondos estadounidenses) por ave tratada ó US \$ 825 (Fondos estadounidenses) Min. / Mes / PSP

1 MÓDULO DE TRATAMIENTO DE INYECCIÓN (ITM) monto mayor entre \$ 0,00385 (Fondos estadounidenses) por ave tratada ó US \$ 550 (Fondos estadounidenses) Min. / Mes / PSP

xxxxxxx Engineering, LLC [S. A.]
[Firma ilegible]

El Arrendatario
[Firma ilegible]

Por: _____
xxxxxxxxxxxxx
Vicepresidente/Gerente General

Por: _____
xxxxxxxxxxxxx.
Cargo: Presidente
Compañía: xxxxxxxxxx, C.A.
Ubicación: Caracas-Venezuela
Teléfono: 58-212xxxxxxxx
[Nombre y firma del Notario]


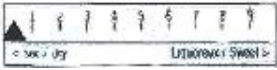

(Sello del Notario)

[Sello húmedo rectangular que contiene a la izquierda el sello del estado de Minnesota y a la derecha reza:]

xxxxxxxxxxxxxxxxxxxxx
Notario Público
Minnesota
Vencimiento de licencia: 31 de enero de 2014
[Firma legible]

Appendix 6: An Example of a Wine Sticker and Its translation.



<p>XXXXXXXXXX</p> <p>Propiedad de xxxxxx Vignerons Molsheim nro. 67120, FRANCIA Teléf.: xxxxxxxxxx-Fax: xxxxxx -Correo: contact@xxxxxxx</p> <p>VINO DE ALSACIA Denominación de origen controlada</p> <p>La Pinot blanca es una cepa floral y delicada que crece en la viña donde florecen los tulipanes silvestres.</p> <p>Ideal para acompañar quiches, entradas a base de pescados y de pequeños aperitivos.</p> <p>Sequedad  dulzor </p> <p>13 % vol. LPB110 /50ml CONTIENE SULFITOS </p>	<p>VINO DE ALSACIA Denominación de origen controlada</p> <p>PINOT BLANC</p> <p>XXXXXXXXXXXX</p> <p>LA TULIPE 2010</p> <p>Propiedad de xxxxxxx Vignerons Molsheim nro. xxxxx, FRANCIA</p> <p>VINIFICADO Y EMBOTELLADO DENTRO DE LA PROPIEDAD</p> <p>PRODUCTO FRANCÉS</p>
---	---

Appendix 7: Terminology in two extracts of a Quality Assurance System Certificate on medical devices and their translation.

	<p>Product Service</p>	
	<h1>CERTIFICATE</h1>	
	<p>No. Holder of Certificate: PTE LTD Ang Mo Kio Industrial Park 1</p>	
	<p>Facility(ies): SINGAPORE Ang Mo Kio Industrial Park 1, Singapore SINGAPORE Blok 211, Jalan Beringin, Muka Kuning, Batam, INDONESIA</p>	
	<p>Certification Mark:</p>	
	<p>Scope of Certificate:</p>	<p>Design and Development, Production and Distribution of the following Sterile Medical Devices: Blood Bags (with and without filters), A.V. Fistula Set, Blood Tubing Set, Peritoneal Dialysis Administration Set, IV Cannula, Plasma Collection Set, Scalp Vein Set, Disposable Medical Devices for infusion, Transfusion, Nutrition Management and Blood Sampling</p> <p>Distribution and Storage of Therapy Chair, Transfusion Chair, HemoScale, HemoSealer, Platelet Incubator, Platelet Agitator, Blood Component Extractor, Blood Tubing Stripper, Plasma Extractor, Syringe Pump and Infusion Pump</p>
	<p>Applied Standard(s):</p>	<p>EN ISO 13485:2003 / AC:2009 Medical Devices - Quality Management Systems - Requirements for regulatory purposes</p>
	<p>The Certification Body of above has established and is maintaining a quality system which meets the requirements of the listed standard(s). See also notes overleaf.</p>	<p>Product Service GmbH certifies that the company mentioned</p>
	<p>Report No.: Valid from: 201 -01 Valid until: 201 -30</p>	<div style="border: 1px solid black; padding: 2px;">Page 1</div>
	<p>EC - CERTIFICATE Full Quality Assurance System (Annex II, section 3 of the Directive 93/42/EEC on Medical Devices)</p>	
<p>No.</p>		
<p>Product Category(ies):</p>	<p>Blood Bags (Coventional System, Top and Bottom Extraction System, Cord Blood Collection Processing System and Leukocyte Reduction Filter System with related accessories), Transfusion and Infusion Sets, A.V. Fistula Sets, Scalp Vein Sets, Blood Tubing Set, Extension Tube, Needleless IV Accessories - Planecta®, IV Cannula</p>	
<p>The Certification Body of</p>	<p>Product Service GmbH declares that the aforementioned manufacturer has implemented a quality assurance system for design, manufacture and final inspection of the respective products / product categories according to Annex II section 3 of the Directive 93/42/EEC on Medical Devices. This quality assurance system conforms to the provisions of this Directive and is subject to periodical surveillance. For marketing of class III products an additional Annex II.4 certificate is mandatory. See also notes overleaf.</p>	
<p>Report No.:</p>	<div style="border: 1px solid black; padding: 2px;">Page 2</div>	

CERTIFICATE ◆ CERTIFICADO ◆ CERTIFIKAT ◆ 認 証 証 書

TUV
SÜD
servicio de producto



Product Service

CERTIFICADO
No. Q

Titular del Certificado: PTE LTD [S.R.L]
Ang Mo Kio Industrial Park 1 [Parque Industrial 1, Ang Mo Kio
Singapur
SINGAPUR

Instalación(es): PTE LTD [S.R.L]
Ang Mo Kio Industrial Park 1 [Parque Industrial 1, Ang Mo Kio
440.] Singapur
SINGAPUR

Industrie Batamindo
Blok 1, Jalan Beringin, Muka Kuning, Batam,
INDONESIA

[Firma ilegible y sello ovalado y número de:]
Ying
Notario Público
Singapur
N2
de abril de 20 -31 de marzo de 20

Marca de certificación

[Sello redondo en relieve de:]

Notario Público
Singapur

Alcance del certificado

Diseño y desarrollo, producción y distribución de los siguientes dispositivos médicos estériles: bolsas para sangre (con y sin filtros), equipo de fístulas arteriovenosas, equipo de líneas para sangre, equipo para administración de diálisis peritoneal, cánula intravenosa, equipo de toma de muestras de plasma, equipo de agujas epicraneales. Dispositivos médicos descartables para infusiones, transfusiones, administración de alimentos, y toma de muestras de sangre.

Distribución y almacenamiento de sillas para terapia, sillas para transfusión, HemoScale, HemoSealer; incubadora de plaquetas, agitador de plaquetas, extractor de componentes sanguíneos, pinzas de líneas para sangre, extractor de plasma, bomba de jeringa y bomba de infusión.

En cumplimiento de las normativas: EN ISO 13485:2003/AC:2009
Productos sanitarios
-Sistemas de gestión de calidad-
Requisitos para efectos regulatorios

El organismo de certificación de Product Service Gm bH [S.R.L.] certifica que la compañía anteriormente mencionada estableció y mantiene un sistema de calidad que cumple con todos los requisitos de los estándares enumerados. Véanse además las notas al dorso de la página.

Informe nro. THAO:
Válido desde el 1 de octubre de 2011
Hasta el 31 de septiembre de 20
Fecha: 13 de septiembre de 20 [Firma ilegible]

TUV
SÜD
servicio de producto



Product Service

CERTIFICADO-CE
Sistema de Garantía de Calidad Integral

(Anexo II, sección 3 de la Directiva 93/42/CEE de Productos Sanitarios)
Nº. C1

Categoría(s) de producto(s): Bolsas para sangre (sistema convencional, sistema de extracción superior e inferior, sistema de procesamiento de muestras del cordón umbilical, y sistema de filtros leucorreductores con accesorios), equipos de infusión y transfusión, equipos de fístulas arteriovenosas, equipo de agujas epicraneales, equipo de líneas para sangre, líneas de extensión, accesorios de agujas intravenosas-Planecta®, cánula intravenosa.

El organismo de certificación de TÜV SÜD Product Service Gm bH [S.R.L.] declara que el fabricante anteriormente mencionado implementó un sistema de garantía de calidad para el diseño, fabricación e inspección final de los productos o categoría de productos, de acuerdo con el Anexo II, sección 3 de la Directiva 93/42/CEE de Productos Sanitarios. Este sistema de garantía de calidad cumple con lo previsto en esta Directiva y está sujeto a inspecciones periódicas. Para la comercialización de los productos clase III, es obligatorio un certificado Anexo II, 4. Véanse además las notas al dorso de la página.

Informe N°.: 02E

Appendix 8: A Good Manufacturing Practices Certificate written in two languages, which made easier the terminological work, followed by its translation.



JE SOUSSIGNE
Maître
notaire associé à LYON
68rue de la République,
69002 LYON
CERTIFIE la présente copie,
conforme à l'original qui
lui a été présenté.



Certificat/Certificate No:

CERTIFICAT DE CONFORMITE AUX BONNES PRATIQUES DE FABRICATION
Certificate of GMP compliance of a manufacturer

1 OPERATIONS DE FABRICATION / MANUFACTURING OPERATIONS

- Les opérations de fabrication autorisées comprennent la fabrication partielle ou totale (y compris différents procédés de divisions, conditionnement ou présentation), la libération de lots et la certification, le stockage et la distribution de formes pharmaceutiques précises sauf indication contraire.
- Le contrôle de la qualité et/ou la libération et la certification de lots sans opération de fabrication doivent être précisés dans les points applicables.
- Si l'établissement assure la fabrication de produits particuliers tels que les radiopharmaceutiques ou des produits contenant des pénicillines, sulfamides, cytotoxiques, céphalosporines, substances avec une activité hormonale ou autre ou substances actives potentiellement dangereuses, ceci doit être clairement indiqué dans le type de produit et la forme pharmaceutique correspondante.
- *Authorised manufacturing operations include total and partial manufacturing (including various processes of dividing up, packaging or presentation), batch release and certification, storage and distribution of specified dosage forms unless informed to the contrary.*
- *Quality control testing and/or release and batch certification activities without manufacturing operations should be specified under the relevant items.*
- *If the company is engaged in manufacture of products with special requirements e.g. radiopharmaceuticals or products containing penicillin, sulphonamides, cytotoxics, cephalosporins, substances with hormonal activity or other or potentially hazardous active ingredients this should be stated under the relevant product type and dosage form.*

1.1	Produits stériles expérimentaux / Sterile Investigational Products
	1.1.2. Produits stérilisés dans leur récipient final (liste des formes pharmaceutiques) / Terminally sterilised (list of dosage forms)
	1.1.2.3 Préparations liquides de petit volume / Small volume liquids
1.4	Autres produits ou opérations pharmaceutiques / Other products or manufacturing activity
	Toute autre activité de fabrication/type de produit non couvert ci-dessus tel que la stérilisation des principes actifs, la fabrication de substances actives d'origine biologique (lorsque requis par la législation nationale), médicaments à base de plantes ou homéopathiques, fabrication de vrac ou de produit fini etc ... <i>Any other relevant manufacturing activity/product type that is not covered above e.g. sterilisation of active substances, manufacture of biological active starting materials (when required by national legislation), herbal or homeopathic products, bulk or total manufacturing, etc.</i>
	1.4.2. Stérilisation de principes actifs, excipients, produits finis / Sterilisation of active substances-excipients-finished products
	1.4.2.3 Chaleur humide / Moist heat
1.5	Conditionnement uniquement / Packaging only
	1.5.2. Conditionnement secondaire / Secondary packing
1.6	Contrôle de la qualité / Quality control testing
	1.6.1. Tests de stérilité / Microbiological: sterility
	1.6.2. Microbiologique hors tests de stérilité / Microbiological: non-sterility
	1.6.3. Physicochimique / Chemical/Physical

Restrictions ou clarifications liées au champ d'application du certificat :
Any restrictions or clarifying remarks related to the scope of this certificate:

L'établissement n'est pas autorisé à réaliser les opérations de mise en insu.
The site is not authorised for blinding operations:

Nom et signature de la personne responsable de l'autorité compétente française (Afssaps)
Name and signature of the authorised person of the Competent Authority of France

Date : 3 DEC 2011
Pour le Directeur Général et par délégation
Par empêchement du Directeur
de l'inspection et des établissements
Le Chef du département des établissements

CERTIFICADO DE CUMPLIMIENTO DE LAS BUENAS PRÁCTICAS DE FABRICACIÓN

2ª. Parte

Medicamentos en investigación para uso humano

1 ACTIVIDADES DE FABRICACION

-Las actividades de fabricación autorizadas comprenden la producción parcial o total (incluidos los diferentes procesos de división, acondicionamiento o presentación), la liberación y certificación de lotes, y el almacenamiento y distribución de medicamentos específicos, salvo que se indique lo contrario.

-El control de calidad y/o la liberación y certificación de lotes, sin incluir las actividades de fabricación, deben ser especificadas en las secciones correspondientes.

-Si el establecimiento está involucrado en la fabricación de productos con requerimientos particulares, por ejemplo, productos radiofarmacéuticos o productos que contengan penicilinas, sulfamidas, citotóxicos, cefalosporinas, sustancias con actividad hormonal o de otro tipo, y principios activos potencialmente peligrosos, esto debe ser claramente especificado en el tipo de producto y la presentación correspondiente.

1.1	Productos estériles
	1.1.2. Productos esterilizados en su recipiente final (listado de formas farmacéuticas) 1.1.2.3 Preparaciones líquidas de poco volumen
1.4	Otros productos o actividades de fabricación Cualquier otra actividad de fabricación o tipo de producto que no esté especificada más adelante, ya sea esterilización de principios activos, fabricación de principios activos de origen biológico (cuando los requiera la legislación nacional), medicamentos a base de plantas o productos homeopáticos, y producción a granel o de productos terminados, etcétera.
	1.4.2. Esterilización de principios activos, excipientes y productos terminados. 1.4.2.3 Por calor húmedo
1.5	Sólo acondicionamiento
	1.5.2. Acondicionamiento secundario
1.6	Control de calidad
	1.6.1. Pruebas de esterilidad 1.6.2. Control microbiológico sin pruebas de esterilidad 1.6.3. Control fisicoquímico

Cualquier restricción u observación aclaratoria relacionada con el marco de estas actividades de fabricación:

El laboratorio farmacéutico no está autorizado para realizar estudios a ciegas. Fecha: de diciembre de 20

Nombre y firma de la persona responsable de la autoridad francesa competente (AFSSAPS)

[Sello húmedo con la inscripción.]
Por el Director General y en ausencia del
Director de Inspección y de Plantas,
el Jefe del Departamento de Plantas.

[Firma ilegible]
SALMON

Appendix 9: Abbreviations in a Certificate to Foreign Government on medical devices with its translation. It was a challenge to find the equivalent of the abbreviated form of those products.

DEPARTMENT OF HEALTH & HUMAN SERVICES Food and Drug Administration

Center for Biologics Evaluation and Research
1401 Rockville Pike
Rockville, MD 20852-1448

Certificate No. _____

CERTIFICATE TO FOREIGN GOVERNMENT

In order to allow the importation of United States products into foreign countries, the U.S. Food and Drug Administration (FDA) certifies the following information concerning the product(s) to be exported listed below:

located at **400 Wood Road, Braintree, MA 02184.** Corporation **Buncher**
Industrial Pk Ave. C, Bldg. 18 **PA 15056, and** **Ltd. 5 Ashley Drive** **Scotland**
671 SBS United Kingdom manufactured the following product(s)

List Number(s)	Name of Product(s)
0600	PCS®2 Plasma Collection System
0600	PCS®2 Plasma Collection System
0600	PCS®2 Plasma Collection System
0220	ACP®215 Automated Cell Processor
0220	ACP®215 Automated Cell Processor
0810	MCS+
0620	BMB PLS Bowl
1900	CYMBAL®
0020	RBC Glycerolization Set
0020	RBC De-Glycerol./Cell Wash Set
2360	RBC De-Glycerol. Set 325mL BMB
0060	PLS Saline Adaptor
0060	Effluent line adaptor
0080	MCS 3P Platelet / Plasma Apheresis Set
0080	MCS 3P Platelet / Plasma Apheresis Set
0090	MCS+ SDP/PLP W/SALINE
0080	Red Cell Plasma Set
0080	Two Unit Red Cell Set
0830	Two Unit Red Cell Set w/RC2H
0080	Red Cell Plasma Set
9940	MCS®+ SDP/PLP & Filter
B40	TCD-B40 System Kit
B40	ICD-40 Wafer Assembly

The product(s) described above and the plant(s) where it is produced are subject to the jurisdiction of the FDA under the Federal Food, Drug and Cosmetic Act.


It is certified that the above listed product(s) may be marketed in, and legally exported from, the United States of America at this time. The manufacturing plant(s) in which the product(s) is produced is subject to periodic inspections. The last such inspection showed that the plant(s), at that time, appeared to be in substantial compliance with current good manufacturing practice requirements for the product(s) listed above.

Signature _____

Director
Division of Case Management
Office of Compliance and Biologics Quality
Center for Biologics Evaluation and Research
(This Certificate expires 24 months from the date notarized)

Notary Public
Howard County, MD
My Commission Expires
September 2014

State of Maryland
County of Howard
Subscribed and sworn before me this 13th day of _____
Notary Public
My Commission Expires 2014





DEPARTAMENTO DE SALUD Y
SERVICIOS HUMANOS

Administración de Alimentos y Medicamentos...
[Por sus siglas en inglés, Food and Drug Administration, FDA]

Centro de Investigaciones y Evaluaciones Biológicas
1401 Rockville Pike
Rockville, Maryland 208

Certificado N°: CT

CERTIFICADO PARA GOBIERNO EXTRANJERO

Con la finalidad de permitir la importación de productos de los Estados Unidos de Norteamérica a países extranjeros, la Administración de Alimentos y Medicamentos de los Estados Unidos de Norteamérica, [por sus siglas en inglés, Food and Drug Administration, FDA], certifica la siguiente información relacionada con el(los) producto(s) que se exporta(n), enumerado(s) a continuación:

... Corporation, ubicada en Wood Road [calle Wood, nº], Braintree, Maryland 02 ;
... Corporation, Buncher Industrial Pk, Ave. C, Bldg. [Parque Industrial Buncher, avenida C, edificio], Leetsdale, Pensilvania 1 ;
y UK Ltd. [S.R.L.], Ashley Drive, [avenida Ashley], Bothwell, Escocia G , Reino Unido fabrican el(los) siguiente(s) producto(s):

Número de lista(s)	Nombre del(los) producto(s)
06002-CPL-110	PCS@ 2 Sistema de recolección de plasma
06002-110 NA-EW	PCS@ 2 Sistema de recolección de plasma
06002-110-NA	PCS@ 2 Sistema de recolección de plasma
02215-220-E	ACP@215 Procesador celular automatizado
02215-110-E	ACP@215 Procesador celular automatizado
08150-110-E	MCS+ [MCS, sistema móvil de toma de muestras]
0625B-00	Envase moldeado por soplado para plasma
1900-XX	CYMBAL@
00225-00	Equipo de glicerización de glóbulos rojos
00235-00	Equipo de desglícerización de glóbulos rojos y lavado de células
236-0	Equipo de desglícerización de glóbulos rojos y envase moldeado por soplado de 325ml.
00695-00	Adaptador salino de plasma
00697-00	Adaptador de línea de afluentes
00894-00	MCS 3P Equipo de aféresis de plasma y plaquetas
00894F-00	MCS 3P Equipo de aféresis de plasma y plaquetas
00994-00	MCS+ para plaquetas de donante único por plaquetoféresis con solución salina
00822-00	Equipo de eritrocitos y plasma
0832-00	Equipo de dos unidades de eritrocitos
0832F-00	Equipo de dos unidades de eritrocitos con RCH2
00822-2P	Equipo de eritrocitos y plasma
994CF-CPP	MCS@+ para plaquetas de donante único por plaquetoféresis +filtro
B40-001245	TCD/B40 [T&C, manguera para conectar equipos] Equipo de sistema
B40-00-1274	TCD-40 Placa ensamblada

El(los) producto(s) descrito(s) anteriormente y la(s) planta(s) donde se produce(n) está(n) sujeto(s) a la jurisdicción de la FDA bajo la Ley Federal de Alimentos, Cosméticos y Medicamentos.

Por medio de la presente se certifica que, a partir de este momento, el(los) producto(s) arriba enumerado(s) puede(n) comercializarse y exportarse legalmente desde los Estados Unidos de Norteamérica. La(s) planta(s) de fabricación donde se produce(n) el(los) producto(s) está(n) sujeto(s) a inspecciones periódicas. La más reciente de tales inspecciones mostró que la(s) planta(s), en ese momento, cumplía(n) sustancialmente con los requisitos vigentes de las Buenas Prácticas de Fabricación para el(los) producto(s) descrito(s) anteriormente.

[Sello número de]	Firma	[Firma legible]
Alston		
Notario Público		Director
Condado de Howard, Maryland	[Sello redondo en relieve de:]	Departamento de Manejo de Casos
Vencimiento de licencia:	Alston	Oficina de Cumplimiento y Calidad Biológica
de septiembre de 20	Notario Público	Centro de Investigaciones y Evaluaciones Biológicas
	Condado de Howard	
	Maryland	

(Este certificado vence a los 24 meses contados a partir de la fecha de certificación notarial)

Estado de Maryland
Condado de Howard
Firmado y jurado ante mí, a los días del mes de enero del año 20
Notario Público [Firma ilegible]
Vencimiento de licencia: de septiembre de 20:

[Sello redondo y dorado en relieve de:]
Departamento de Salud y Servicios Humanos
Estados Unidos de Norteamérica]



Appendix 10: An example of a document issued by Venezuelan health institutions to corroborate the terminology they use regarding pharmaceutical processes.



Gobierno Bolivariano de Venezuela
Ministerio del Poder Popular para la Salud

Servicio Autónomo de Contraloría Sanitaria



REQUISITOS DE REGISTRO SANITARIO DE LABORATORIOS FABRICANTES O ACONDICIONADORES EN EMPAQUES SECUNDARIOS DE PRODUCTOS FARMACÉUTICOS Y/O COSMÉTICOS	
<input type="checkbox"/>	1.- Rellenar el Formulario de Solicitud de Registro Sanitario de Laboratorios Fabricantes o Acondicionadores en Empaques Secundarios de Productos Farmacéuticos y/o Cosméticos (Formato DDMC-I- Forma...), incluyendo todos los datos solicitados.
<input type="checkbox"/>	2.- Fotocopia del Título del Farmacéutico(a) donde se visualice claramente el Número de Matrícula bajo el cual quedo Registrado ante el Ministerio del Poder Popular para la Salud y Cédula de Identidad.
<input type="checkbox"/>	3.- Fotocopia del último Cambio de Regencia, en caso de haber Regentado anteriormente e Inscripción en Colifar e Inpreferar
<input type="checkbox"/>	4.- Fotocopia del Poder otorgado por la Empresa al Farmacéutico Notariado.
<input type="checkbox"/>	5.- Fotocopia del Registro Mercantil de la Empresa, el cual debe indicar la Categoría de Establecimiento a Registrar y el Objeto Social debe ajustarse a la Normativa Legal vigente para un Laboratorio o Empresa Acondicionadora en Empaques Primarios y Secundarios.
<input type="checkbox"/>	6.- Original de la Memoria Descriptiva indicando las Características Físicas del Local (Pisos, Paredes, Techo, Iluminación), incluyendo Sistema de Agua, Ventilación y Extracción y planos de los mismos.
<input type="checkbox"/>	7.- Fotocopia de la Patente de Industria y Comercio o Constancia de haberla Solicitado ante la Autoridad Competente, debe indicar la Actividad Comercial.
<input type="checkbox"/>	8.- Fotocopia del Contrato de Arrendamiento, Comodato o Documento de Propiedad del Local Notariado.
<input type="checkbox"/>	9.- Original de la Lista de los Productos a Fabricar o Acondicionar en Empaques Secundarios, Formas Farmacéuticas o Cosméticas
<input type="checkbox"/>	10.- Fotocopia de los Planos correspondientes a las Areas donde se efectuarán las diferentes Operaciones, indicando el Circuito del Personal e Insumos, elaborados y aprobados por Ingenieros, cuando se trate de Empresas Fabricantes de Productos Farmacéuticos: Especialidades Farmacéuticas, Productos Naturales, Productos Biológicos, Radiofármacos, Homeopáticos, Gases Medicinales y Productos Cosméticos.
<input type="checkbox"/>	11.- Fotocopia del Comprobante de obtención del Registro de Información Fiscal (R.I.F.).
<input type="checkbox"/>	12.- Original del Comprobante de Pago de Impuesto o Constancia de Pago (Planilla Forma - 16) emitida por el SENIAT. Monto a Cancelar Diez (10) Unidades Tributarias
 NOTA:	
Para las Empresas Fabricantes de Especialidades Farmacéuticas, Productos Naturales, Productos Biológicos, Productos Homeopáticos, Radiofármacos y Gases Medicinales se requieren el cumplimiento de las Normas de Buenas Prácticas de Manufactura de la Organización Mundial de la Salud (OMS), Informe 32, Resolución No. 407, de fecha 18-08-2.004, publicada en Gaceta Oficial No. 38.009 de fecha 26-08-2.004 y las Normas de Buenas Prácticas de Fabricación para la Industria Farmacéutica del Ministerio de Salud, Resolución No. 82, publicada en Gaceta Oficial No. 34.584 el día 31-10-1.990	

Edificio Sur, Centro Simón Bolívar, piso 3, oficina 337. El Silencio, Caracas, Venezuela. Telf.: 408.05.25/26/27/30 acabuaol@mpps.gov.ve
www.mpps.gov.ve

Retrieved from:
sacs.mpps.gov.ve/siacs/Cosmeticos/Instructivos/LABORATORIOS.pdf