



REVALIDATION WORK PRACTICE LOG SHEET FOR TRANSLATORS

For translating work undertaken between:/...../.....	AND/...../.....
NAME:			NAATI NUMBER:
LANGUAGE OTHER THAN ENGLISH (LOTE):	(NOTE: Use a separate Log Sheet for each language and direction)		
DIRECTION (Please tick the appropriate box)	<input type="checkbox"/> ENGLISH → LOTE <input type="checkbox"/> LOTE → ENGLISH	Note: For Translators accredited in both language directions, NAATI will give special consideration for situations where there is a disproportionate amount of translation in one direction causing a shortfall in the requirements for revalidation in the other direction.	
Address			
Telephone	Home:	Business:	Mobile:
Email	Home:		Business:

To meet the requirements for Revalidation of Accreditation you must translate 30,000 words over three years. This represents an average of 200 words per week.

Translators who meet the required number of words before the end of the three year period should continue to keep records of additional work until the end of the three year period.

This document has been designed so that records can be kept electronically by entering information directly. If completing manually additional sheets should be photocopies of the page without assignment numbers indicated.

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Assignment number	Assignment date	Employer/Client name	Type of document	Total words translated	Form of documentation retained
<i>EXAMPLE</i>	<i>21/1/2008</i>	<i>Adamant</i>	<i>Annual Report</i>	<i>5000</i>	<i>Booking sheet</i>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

= Total of words translated on this s page

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Declaration

I certify that the entries in this document are a true and accurate record of the **Words** I have translated during the stated reporting period and that I have the documentary evidence necessary to support the above record should I be called on to present it for validation/audit.

Applicant

Witness

Signature:

Signature:

Name:
(Print name here)

Name:
(Print name here)

Date:

Date:

Category of Witness Criteria (see below)

Contact telephone number:

Witness Criteria - The witness must be 18 years of age or over, must **not** be related to the applicant by birth or marriage, and must not be in a de-facto relationship with the applicant. The witness must be currently employed in one of the following professional or occupational groups:

- Justices of the Peace (JP)
- Accountants
- Bank Managers
- Chartered Professional Engineers
- Police Officers (with a minimum of 5 years continuous service)
- Members of the legal profession (solicitors, judges, magistrates)
- Clerks of Courts
- Dentists
- Pharmacists

- Registered Nurses
- Registered Medical Practitioners
- Registered Veterinary Surgeons
- Full-time teachers (with a minimum of 5 years employment at a school or tertiary institution)
- Public Service Employees (State or Commonwealth with a minimum of 5 years service)
- NAATI Staff Member