



	C/AOO Procedural Instruction	Edition/Supplement 1	Page 1/2
From C/AOO	Terminology for the Bosch Terminology Database	Originator Wolfgang Nufer	Date November 29, 2006

1. Subject

Specialist Bosch terminology must be developed, collated and released internally by the various organizational areas; it must then be made available on a common Intranet platform of the "Bosch Terminology Database". The database is managed by an external service provider on the basis of an agreement with CP/MAC.

Bosch terminology contributes to the creation of an internal and external corporate identity; this is achieved through the regulated and uniform use of specialist terminology. The terminology is also particularly useful in ensuring the necessary clarity in a given context, and as a result aids understanding throughout our international operations.

2. Responsibility for compiling, managing and releasing the terminology

Specialist Bosch terminology must be developed within the various organizational units (e.g. GB, business unit, corporate sector, corporate department, corporate offices).

Each organizational unit must nominate a terminologist who is responsible for checking/approving the terminology. Once checked and approved, the terminology must be released for incorporation in the terminology database. Duplicate entries should be avoided. If duplicates are deemed necessary, a separate definition should be provided by way of explanation. Each organizational area must develop the necessary processes and responsibilities and ensure that these are made known.

Specific Bosch terminology is managed on two levels:

- Within each organizational unit to suit its own purposes; this task is performed by the dedicated terminologist
- In the Bosch terminology database, which is available to all associates as an Intranet application.

The organizational areas have a specialist supervisory function in the determination and use of specific Bosch terminology.

3. Use of Bosch terminology

Bosch terminology is binding and should generally be followed in the source language as well as during translation work by both internal associates and external translation service providers, taking the appropriate context into account. The associated synergy effects lead to time savings and enhanced quality of both the source language texts and translations.



	C/AOO Procedural Instruction	Edition/Supplement 1	Page 2/2
From C/AOO	Terminology for the Bosch Terminology Database	Originator Wolfgang Nufer	Date November 29, 2006

4. Communicating/providing terminology

Bosch terminology released by the authorized terminologists within the organizational areas is communicated in both source and target language to the external service provider (SDL) in electronic format (preferably Excel; other file formats possible by agreement). The external service provider (SDL) then incorporates the terminology into the Bosch Terminology Database (Intranet application) free of charge. Allocation and assignment of ownership generally takes place when the terminology is incorporated. Changes, corrections and deletions are communicated in writing by the authorized terminologists. The translation service provider and the database manager must be provided with the name of the authorized terminologist for the organizational area.

5. Clarification of overlaps and duplicate entries

SDL checks for duplicate entries; any duplicates found are reported to the owner, if necessary with a note detailing the appropriate information, for clarification and internal approval at Bosch. If a duplicate entry with differing translations is deemed necessary, a definition should be provided by the terminologist to clarify the context.

A charge is made by SDL for its clarification and consultancy services in relation to specific terminology.

C/AOO
Signed Peters