

Requirements for Translation Services and Interpreters for Assessments of the Deutsche Akkreditierungsstelle

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Scope:

This rule is binding for all assessment activities requiring translation services to ensure adequate communication between the assessor of the Deutsche Akkreditierungsstelle (DAkkS) and the conformity assessment body.

Date of confirmation by the Accreditation Advisory Board: 24.03.2017

Changes in comparison to previous version are marked with a bar on the right side or highlighted in yellow.

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1 Purpose/scope

This rule is binding for all assessment activities requiring translation services to ensure adequate communication between the assessor of the Deutsche Akkreditierungsstelle (DAkKS) and the conformity assessment body (CAB).

2 Terms and definitions

Not applicable

3 Description

To ensure adequate communication between assessors and the personnel of the conformity assessment body (CAB), and to ensure that documents and records of the CAB can be read, understood and evaluated, the auditor team (if so required by DAkKS) must include at least one interpreter who is independent from the CAB, for assessments inside and outside of the fixed facilities of the CAB (e.g. witness audits, on-site assessments), and who masters the **local language** and is capable of translating to English or to German.

If the required documents and records are fully in German or English and all personnel of the CAB is able to communicate fluently in German or English, or if the assessors used by DAkKS are fluent in the local language, interpreters are not required for the assessment of fixed locations of the CAB. Interpreters are not required for the performance of witness audits if the audit is carried out entirely in German or English and documents **and records are available in German or English, or if the assessor used by DAkKS is fluent in the local language where the audit is performed and able to verify relevant documents and records.**

If so previously desired by the assessor, the CAB must ensure that the interpreter has mastered the art of consecutive interpreting¹ or whisper interpreting² in order to ensure fluent communication and a transparent exchange of information during the assessment/witness audit.

The need of an interpreter is determined by the DAkKS within the assessment planning and this is communicated to the CAB. Interpreters will basically be provided by the CAB. Interpreters must fulfil the following requirements:

- Independence and impartiality regarding the assessed CAB or the audited organisation within a witness audit
- Technical aptitude regarding the relevant technical vocabulary
- Basic understanding about CAB's activities or activities of the audited organisation within the witness-audit
- Ensuring of confidentiality regarding received information during the translation activity

There must be a contractual agreement between CAB and interpreter, which meet the above-mentioned requirements. The agreements must be submitted to DAkKS in advance.

The suitability of the interpreter must be proven by the CAB to DAkKS before their assignment (e.g. resume, CV).

When using one or more interpreters, the assessment duration is accordingly longer in order to ensure adequate assessment depth. Corresponding determinations are made at DAkKS's own discretion on a case-by-case basis.

If the CAB has not appointed an interpreter at the latest two weeks before the assessment date, DAkKS reserves the right to postpone the assessment. The CAB must bear all costs accrued by that time (flight cancellations, preparation time etc.).

If a hired interpreter does not appear at the scheduled time, the planned assessment will not be performed. The assessment must be rescheduled in this case. The costs for the expenses of the auditors and DAkKS must be borne by the CAB. If predetermined surveillance deadlines cannot be heeded due to these postponements, DAkKS may restrict the accreditation issued pursuant to DAkKS rules (e.g. suspension).

4 Further applicable documents

No applicable documents

¹ **Consecutive interpreting** = liaison interpreting. The interpreter interprets into both languages. The interpreter works from memory or uses notes.

² **Whisper interpreting** = is a form of simultaneous interpreting. The interpreter sits between or behind his audience and whispers the interpretation very quietly.