TRANSLATION AUDIT-READINESS CHECKLIST

The questions an auditor is likely to ask of your translated documentation, and the records that answer them.

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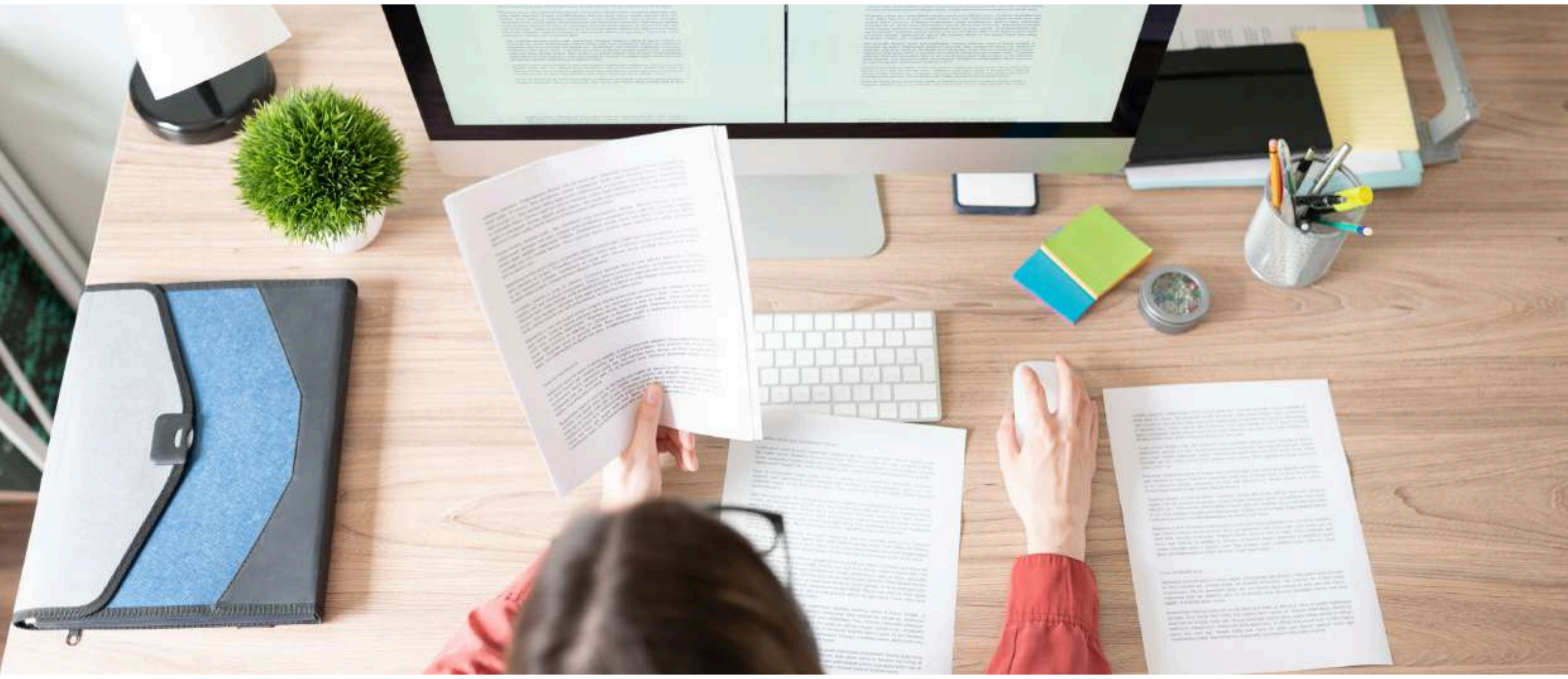
GETTING IT RIGHT

When your translated documentation is audited, the language is rarely the thing under examination. Traceability, version match and sign-off are. These are the questions an auditor is likely to ask, and the records that answer them.

Tick what you can evidence; note where each record lives. Anything you can't tick is where an audit is most likely to find a gap – and none of it is linguistic work. It's document control applied to translation.



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TRACEABILITY

- Every translated file can be traced to a named, approved source revision.
- The translation date and the process used are recorded for each file.
- The path from source to delivered translation can be reconstructed on request.
- Translation memory or a controlled reference links each language version to its source.

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VERSION MATCH

- Each translation corresponds to the current approved source, not a superseded draft.
- A change to the source triggers a review of every language version.
- Superseded translations are clearly identified and separated from current ones.
- You can show, per file, that the language version matches the source revision it cites.

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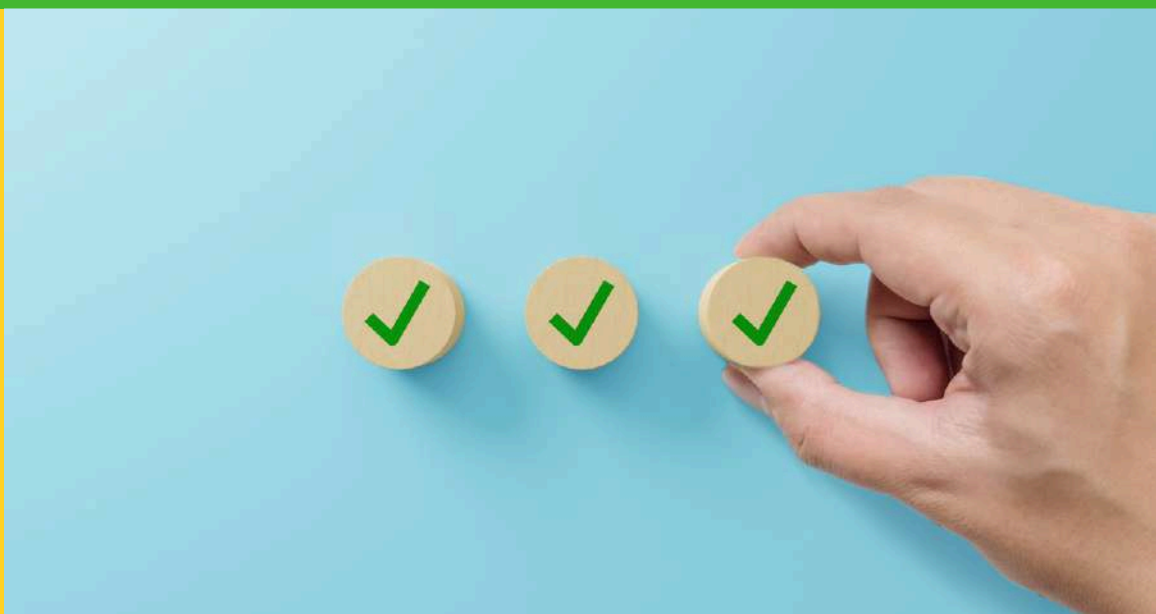
SIGN-OFF

- Sign-off is a recorded step with a named, accountable owner.
- Approval is documented for languages no one internal reads.
- The basis for approval is clear, not assumed because the file looked finished.
- Re-approval happens, and is recorded, when a source change affects the translated content.



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RETENTION

- Translated files and their approval records are retained with all documentation.
- Retention period matches the requirement that applies to the source documentation.
- Records are retrievable throughout that period without reassembly under pressure.

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