



Inter American Accreditation Cooperation

TRANSLATION PROCEDURE FOR IAF AND ILAC DOCUMENTS

CLASSIFICATION

This document is classified as an IAAC Procedures Document.

AUTHORIZATION

Issue N°:	02
Prepared by:	Executive Committee
Date:	August 2003
Revision N°:	00
Approved by:	Executive Committee
Issue Date:	March 14, 2008
Application Date:	Immediate
Document number:	IAAC PR 009/08
Inquiries:	IAAC Secretariat
Telephone:	+52 (55) 9148-4300
Fax:	+52 (55) 5591-0529
e-mail:	secretariat@iaac.org.mx

AVAILABILITY

Copies of this document on paper or disk, in English and Spanish, are available at the IAAC Secretariat.

COPYRIGHT

IAAC holds the copyright of this document and it may not be copied for resale.

Original: English



InterAmerican Accreditation Cooperation

TRANSLATION PROCEDURE FOR IAF AND ILAC DOCUMENTS

0. INTRODUCTION

The current document describes the Inter American Accreditation Cooperation's procedure that shall be followed to undertake translations of pertinent IAF and ILAC documents.

1. OBJECTIVE

To have the largest possible number of priority technical documents issued by IAF and ILAC translated into Spanish for the benefit of the accreditation bodies of the Americas.

2. SCOPE

The translation procedure for documents into Spanish refers to those approved by IAF and ILAC and that are considered a priority by IAAC. The translation of ISO documents remains beyond the scope of this procedure.

3. GENERAL

IAAC recognizes the benefit to the accreditation bodies in the Americas of having as many international technical documents as possible translated into Spanish.

IAAC has established the following mechanism to determine the priority that should be assigned to the translation work of ILAC and IAF documents.

The Executive Committee establishes the need and the priority for translation of IAAC documents into Spanish. The Executive Committee decides on the publication and dissemination of translations. The Documentation Subcommittee carries out the work by following the steps below.

IAAC members are encouraged to submit current available translations to undergo the process below to be considered as IAAC translations.

ILAC has kindly offered to post ILAC documents translated into Spanish and endorsed by IAAC on its web site.

4. TRANSLATION PROCEDURE

- a) The Documentation Subcommittee Chair designates a task leader who will be responsible for the translation process, as described below.
- b) The task leader seeks and identifies any existing translations.
- c) If no translation is found, the task leader decides how and will write the first draft of the translation.
- d) A native Spanish speaker who has expertise in the subject matter should prepare the first draft of the translation.



InterAmerican Accreditation Cooperation

- e) A person with strong proficiency in Spanish/English and knowledge of the subject matter will review the first draft.
- f) The task leader has the option to send the final draft to a small advisory group of his choosing. The approval of the final version is the responsibility of the Documentation Subcommittee.
- g) IAAC translations must clearly state that they are translations and indicate the title, date, and number of the original document.
- h) The final approved version will be submitted to the IAAC Secretary for publication and dissemination of the translation.