

Required Use of CMMI Registered Interpreter Policy

All CMMI Institute License Partners and CMMI Institute-Certified CMMI Version 2.0 Lead Appraisers (LAs) are subject to the requirements of this policy. CMMI Institute License Partners are responsible for maintaining current knowledge of relevant CMMI Institute agreements, policies, and guidelines, and for ensuring that all credentialed individuals sponsored under their Partner agreement adheres to each.

Worldwide adoption of CMMI models has increased demand for appraisal services, creating opportunities for LAs to work in regions where the spoken language is not their own. This has, in turn, increased the demand for translation services during CMMI appraisals.

The CMMI community has shared with CMMI Institute its concerns surrounding the quality of translations performed by interpreters working on appraisals. To address this concern, the CMMI Registered Interpreter role has been created. A Registered Interpreter must work between the spoken languages of all appraisal stakeholders to simultaneously, clearly, and accurately interpret and communicate appraisal information.

When is an Interpreter Required

When an English-speaking Lead Appraiser is delivering an appraisal where the primary spoken language is Chinese, and they require interpreter services, they are required to use a CMMI Registered Interpreter. A list of Registered Interpreters can be found in CMMI Institute's resource center. Use of a Registered Interpreters must be recorded in the appraisal plan as an assigned role as an appraisal participant and all the other MDD requirements for the appraisal team, including the team consensus process, must still be met. Lead Appraisers must also ensure the interpreter is appropriately reflected in the appraisal system as an appraisal participating the appraisal, and also recorded final findings presentation.

Description of Tasks

Document review

Interpreters may be asked to translate documents written in an appraised organization's native language into the English language, as well as English into the organization's native language. This requires the ability to read and write both languages.

Core documents may be written in multiple languages. Multilingual documentation may be provided by the appraised organization's appraisal sponsor, organization employees, CMMI Institute Certified Lead Appraisers or CMMI Consultancies. The interpreter's job is to clearly and

accurately translate the content of original texts into the spoken language of both the appraisal Lead Appraiser and appraisal team.

Type of Documents

Interpreters handle many types of documents from business processes, process improvement through statistical management, human resource documentation, safety and security documentation, software and hardware development, manufacturing and services.

Précis Writing

Translators may be asked to carry out services to either document proceedings of an appraisal delivery or take notes during interviews. Précis writing is the process of listening attentively to the conversations and interviews to write down all the essential points so that anyone reading their translation will be able to understand the ideas expressed during the appraisal delivery.

Tasks

Interpreters will summarize statements made in the meeting room and condense the statements in a clear, accurate and concise manner without omitting any of the speaker's key points or distorting the argument. Interpreters may work from notes or use audio recordings of meetings to verify notes if requested by the Lead Appraiser. The interpreter's role is not to make judgements for appraisal team members. All appraisal artifacts must be managed in accordance with the Method Definition Document. Artifacts may be reviewed if the appraisal is selected for audit.

Schedule and Assignments

CMMI Institute Certified Lead Appraisers are solely responsible for building their schedules directly with the organization being appraised. Only CMMI Institute Certified Lead Appraisers are authorized to prepare appraisal schedules and coordinate the appraisal delivery with the organization acquiring the appraisal. Lead Appraisers are also solely responsible for identifying the scope of work for CMMI Institute Registered Interpreters. Interpreters may not have dual roles on an appraisal; they may neither participate as both an Appraisal Team Member and interpreter, nor as both Appraisal Sponsor and interpreter. Interpreters must be under written agreement directly with Lead Appraisers.

Code of Professional Conduct

Registered Interpreters must sign and are accountable for the contents of the CMMI Institute Code of Professional Conduct (COPC).

Failure to comply with this policy could result in corrective or adverse actions impacting certification status. Refer to policy number 0030 "[CMMI Institute Quality Policy: Defining Remedial and Corrective Actions](#)" for more information about these and other policies.

Questions regarding this policy should be directed to quality@cmmiinstitute.com