



CMMI Appraisal - CMMI Registered Interpreter Policy

Purpose

This policy establishes the requirements for usage of a CMMI® Registered Interpreter on CMMI V2.0 appraisals where translation services are employed.

Scope and Applicability

This policy currently applies only to appraisals performed in China. The Registered Interpreter role is being piloted in the Chinese market, and its effectiveness will be reviewed before it can be expanded to other markets.

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

This policy replaces Policy 2019-01, *Required Use of CMMI Registered Interpreter Policy*.

Background

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 its concerns surrounding the quality of translations performed by interpreters with CMMI Institute. 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.

Policy Implementation Detail

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 Interpreter must be recorded in the CMMI Appraisal System (CAS) as an assigned role. Further, all MDD appraisal team requirements, including the appraisal team consensus process, must still be met. LAs must also ensure the Registered

Interpreter is appropriately reflected as participating on the appraisal in the final findings presentation.

Description of Tasks

Document Review

Registered Interpreters may be asked to translate documents written in the native language of an appraised organization's employees into English, as well as translate from English into the native language of the organization's staff. 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, 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 LA and appraisal team.

Type of Documents

Registered Interpreters handle many types of documentation, including—but not limited to—business process, statistical management, human resource, safety and security, software and hardware development, and manufacturing and services documentation.

Précis Writing

Translators may be asked 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 is able to understand the ideas expressed during the appraisal delivery.

Tasks

Registered 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 any arguments. Registered Interpreters may work from notes or use audio recordings of meetings to verify notes if requested by the LA. The Registered Interpreter's role is not to make judgements for Appraisal Team Members (ATMs). All appraisal artifacts must be managed in accordance with the CMMI Method Definition Document (MDD). Artifacts may be reviewed by CMMI Institute 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 procuring the appraisal. LAs are also solely responsible for identifying the scope of work for CMMI Institute Registered Interpreters. Registered Interpreters may not have dual roles on an appraisal; they may not participate as both an ATM and Registered Interpreter, nor

as both Appraisal Sponsor and Registered Interpreter. Registered Interpreters must be under written agreement directly with LAs.

Certified CMMI Lead Appraisers may fulfill the role of Registered Interpreter and ATM if approved by CMMI Institute and consistent with the requirements of the MDD.

Code of Professional Conduct (COPC)

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

Additional References

Failure to comply with this policy will result in corrective or adverse actions impacting certification status. Refer to policy (PQ002) CMMI Quality – Remedial and Corrective Actions Policy for more information about these and other policies.

- Questions regarding this policy should be directed to quality@cmmiinstitute.com
- Published Policies are available at [cmmiinstitute.com](https://cmmiinstitute.com/partners/policies) on the policy page:
<https://cmmiinstitute.com/partners/policies>

Revision History

Version Number	Date Published	Date Effective	Changes
V1.2	30 September 2019	01 January 2019	Updated format & structure
V1.1	15 August 2019	01 January 2019	Updated to new CMMI Institute policy formatting, naming convention; clarified use of LA as interpreter
V1.0	01 November 2018	01 January 2019	Initial release