Dear Auditors,

The following is the criteria to follow for all audits that have documentation written in a foreign language (this has been added to the Auditor and Client Guidelines):

**Language and Translation Control**

1. The official language for conducting PRI Registrar audits, and audit reviews, is English. When documents are translated, they are to be used for information only. If a discrepancy exists between the official English document and a translated document the English version shall supersede the translated document.

2. Prior to PRI Registrar audits and during the course of the audit, audited companies are responsible for providing translation based on the following rules:
   a. Pre-audit documents shall be provided written in English, unless an alternative language is agreed upon by the assigned auditor. If the auditor is reassigned, pre-audit documents shall be provided in written English unless the new auditor agrees to an alternative language.
   b. During the audit, the company shall provide verbal or written translations as required to assure auditor’s understanding and proper assessment.
   c. All NCR responses, dialog in EQM, and relevant paragraphs of documents submitted as objective evidence of corrective action shall be in English.
   d. All translated paragraphs in documents that were submitted as evidence must be part of the official and controlled document/procedure. An uncontrolled document with the relevant translated paragraphs will not be acceptable.

Please let me know of any questions you may have.