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42-Point Audit Vetting Checklist (Comprehensive)

This checklist provides an actionable, auditable protocol for selecting and managing interpreters involved in high-risk industrial and regulatory audits (PMDA/HSE). It ensures ethical obligations, technical suitability, and adherence to international standards (ISO 23155).

I. Preparation and Due Diligence (Points 1-8)

1. Target language proficiency audit (Tier S/A verification).
2. Domain-specific expertise validation (Pharma/Energy certification).
3. Pre-assignment confidentiality agreement signature.
4. Liability insurance documentation check (Minimum $1M coverage).
5. Verification of conflict of interest declarations.
6. Background check and security clearance confirmation.
7. Preparation time allocation (Minimum 4 hours for technical assignments).
8. Final fee agreement confirmation (including Osaka premium indexing).

II. Ethical Due Diligence and Conflict of Interest Elimination (Points 9-14)

9. Mandatory Neutrality Agreement Signature. (Strictly linguistic transfer only.)

10. Prohibition on Undisclosed Volunteer Interpreters. (Only vetted LSPs allowed.)

11. Procedure for Addressing Confusion or Misunderstanding. (Alert interviewer only during breaks.)

12. Pre-Agreement on Private Conference Rules. (Interpreter absence during privileged discussions.)

13. Audit of Ethical Code Adherence (AIIC/LSP standard).

14. Long-Term Relationship Prohibition (Preventing undue familiarity with counterparty).

III. Technical Proficiency and RSI Audits (Points 15-22)

15. ISO 23155 Team Mandate Compliance (2 interpreters for >60 min SI).

16. AIIC-Recommended Headset Mandate.

17. Redundant Internet Connection Proof (RSI).

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18. Minimum Computing Specification Audit (RSI).

19. Platform Familiarity Certification (Specific RSI/Compliance platforms).

20. Acoustic Isolation Check (Physical booth/Remote environment).

21. Visual and Oral Communication Protocol (Clear video/audio check).

22. Equipment Self-Check Mandate (Before session start).

IV. Pre-Session Preparation and Environmental Control (Points 23-30)

23. Advance Document Submission Deadline (Contractual 48-hour minimum).

24. Pre-Session Jargon Briefing (15-30 minutes mandatory).

25. Glossary finalization and distribution.

26. Speaker Pacing Agreement (Controlled pace, pauses).

27. Environmental Control Protocol (Lighting, temperature, noise control).

28. Logistics and Access Protocol (Site access, PPE ready).

29. Contingency plan for interpreter illness/technical failure.

30. Clear definition of consecutive vs. whispered mode transitions.

V. On-Site/On-Call Protocol (Points 31-36)

31. Zero-tolerance policy for off-script commentary (avoiding "mediator" role).

32. Protocol for handling sensitive/confidential information during breaks.

33. Strict adherence to factory safety instructions (HSE compliance).

34. Procedure for interruption/clarification requests (non-intrusive signal).

35. Time management discipline (Adherence to meeting agenda).

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36. Prompt reporting of any perceived conflict or bias.

VI. Post-Engagement Audit and Risk Quantification (Points 37–42)

37. Confidential Feedback Loop Implementation (Documented quality review).

38. Vendor Risk Quantification Scorecard Assignment. (Integrating ISO 23155 compliance status).

39. Detailed invoice audit against rate card and actual hours.

40. Deletion/destruction of preparatory documents protocol compliance.

41. Review of linguistic ambiguity points identified during the session.

42. Recommendation for specialized refresher training based on audit failures.