

English Documentation and Translation Rules

GSQA-EVD-003 · 2.0 · 2026-10-19

1. Retain originals and translations together

A translation must not overwrite a non-English original. Map report numbers, versions, pages, tables and attachments. Complete missing translations and resolve discrepancies; do not omit adverse content in the original.

2. Technical cross-check

Check standard titles and numbers, models, test conditions, values, signs, decimals, units, detection limits and restrictions. Confirmation of a translation is not technical accreditation or official acceptance.

3. Responsibility and revisions

Identify the translator or organisation, completion date and statement of responsibility. For revisions, identify changes and reasons and retain earlier versions. Other certificate languages do not replace English verification documents.

4. English must cover the entire evidence

Application evidence requires complete English documentation. Correspondence must cover all text, tables, captions, attachments, restrictions, adverse results and revisions, not only the cover and conclusion.

5. Identify translation responsibility

State the translator or translation organisation, date and basis of responsibility, together with the corresponding original report number, version and pages. Retain original reports and translations separately; a translation must not overwrite the original file.

6. Check technical expressions item by item

Do not change standard numbers, models, values, decimal points, units, detection limits or conformity findings. Translation does not alter the original report's validity, scope or technical conclusions.

7. Check bilingual reports as well

Complete missing English content, conflicts with the original and absent attachments. Other-language certificates and public explanations do not replace English verification evidence.

8. Records, handling and corrections

Keep the application or case number, specific product and market, version applied, documents and page references, responsible personnel, material dates, reasons and formal notices relevant to this document. Handle personal data and trade secrets under access controls. Questions about a record may be raised through information correction, complaints or review by an entitled applicant. Submission alone does not change an existing decision or licence. The formal notice and current record govern the outcome.

9. Effective date, application and versions

Version 2.0 was published and took effect on 19 October 2026 and applies to relevant matters formally submitted after that date. Retain the original snapshot and rules for existing applications; notify substantive changes separately and apply transitional arrangements. Do not retrospectively add new conditions to historical decisions. Web and downloadable texts must agree. Identify superseded versions and record name or wording corrections separately from substantive amendments.