



CERTIFICATION PROGRAMS

Participant Corrective Action Request (CAR) Procedure

Effective for Site Audits on or after 09/08/2015: In order to maintain proper communication, the following instructions are provided to assist you with the completion and submittal of the CAR(s) that were issued during the AISC Certification Site Audit process. An electronic copy of the CAR(s) was provided to you or will be e-mailed to you shortly. Below are the details to improve your success in addressing these CAR(s):

- Part #2 of the CAR must be completed and the form submitted by the Evidence Due Date shown along with:
 - Evidence for the actions you have taken to correct cause and prevent recurrence.
- Evidence must be submitted as PDF attachments to the email containing your response. Multiple PDF files may be contained in a ZIP file to reduce size and make emailing large files easier. This email must have your audit number in the subject line. Only evidence for one CAR can be contained within each attachment and the following naming conventions must be used:

Audit Number-CAR x

Examples:

19989803114AR1-CAR A.pdf

19989803114AR1-CAR B.pdf

if multiple files contain evidence for the same CAR use this convention:

19989803114AR1-CAR A1.pdf

19989803114AR1-CAR A2.pdf

19989803114AR1-CAR A3.pdf

Acceptable evidence is due no more than 30 days after the issue date. All submittals can be reviewed and discussed with our staff to determine if you have taken action to correct the nonconformance. To avoid any delay, responses are to be sent via e-mail to:

cars@qmconline.org

We encourage you to submit CAR(s) and your supporting evidence for review prior to the due date. Please note that you may be required to submit additional evidence during this review process. Once QMC has completed the CAR evidence review, these results will be forwarded to AISC for final review and determination of certification.

- Evidence of the effectiveness of your corrective actions will be reviewed at your next scheduled audit by the auditor. During this time it will be reviewed to determine if you have followed up with periodic monitoring and verification to assure corrective action was implemented and remains effective.

Remember! Missing the date for submitting satisfactory evidence within 30 days of issuance will close the audit and will result in an unsatisfactory recommendation to the AISC Certification Review Group (CRG). The CRG may suspend, amend or decline your certification or the CRG may require an Additional Site Audit at your expense.