



AISC Certification will email CAR(s) to the certification contact on file so that your firm may immediately begin addressing them.

We will also upload a copy of the PDFs to the portal, along with the rest of your audit findings, when we have completed the initial review. This may take 5 to 7 days following the completion of your audit.

You must submit all evidence for all CARs issued during a single audit by the due date.

Per GR6.2.1 of the *Governing Requirements for Certification Programs*, AISC will deem any additional evidence you submit after that initial upload to be the CAR reviewer's second request for documents.



Uploading CAR Evidence:

Account	Audit Number	Audit Date	Audit Scope
HoneyFab	A-005776	1/26/2023	R1

[View All](#)

You can access the audit details page by clicking the relevant audit number, then click the "Submit CAR Evidence" button (shown below) to get started.



CERTIFICATION PROGRAMS

Audit
A-005776

Submit CAR Evidence

Account: [HoneyFab](#)
Audit Date: 1/26/2023

Please use the 'Submit CAR Evidence' button (top right) to upload your files for CAR Evidence submission.

▼ Auditor Details

Audit Location
On Site
IsLastYear

Auditor: [Wise Wolves](#)
Audit Plan Status
Submitted

▼ Scheduling Details

Audit Date: 1/26/2023
Audit Duration: 1

▼ Participant Details

Account: [HoneyFab](#)
Case

▼ Audit Details

Audit Scope: R1

▼ Audit Results

Number of CARs: 0

Invoices (1)

Invoice Id	Status	Invoice Amount
IN-00019542	Sent	\$13,000.00

[View All](#)

Files (4)

[Add Files](#)

Cert00000334... Jul 18, 2023	Regional Table (1) Jul 13, 2023	AISC Home_A... Jul 13, 2023
AISC Home_A... Jul 13, 2023		

[View All](#)

The evidence upload window will open. See below



CERTIFICATION PROGRAMS

The screenshot shows a web application interface for submitting evidence. A modal window titled "Submit CAR Evidence" is open, displaying an "Upload Files" button and a "Confirm" button, both highlighted with red circles. The modal also contains instructions and a "View All" link. The background shows a sidebar with navigation options and a main content area with a table of invoices.

Submit CAR Evidence

Upload Files drop files

View All Evidence has been submitted

Before clicking on the confirm button, ensure you are submitting evidence for ALL CARs at the same time. Evidence must be submitted as PDF attachments. If your evidence requires video, host the video file on your own platform and submit a link to the video in a pdf. Video files as attachments will not be accepted. Lastly, only evidence for one CAR can be contained within each attachment and the following naming conventions must be used:

Audit Number- CAR x Examples: A-001234-CAR A.pdf, A-001234-CAR B.pdf. If multiple files contain evidence for the same CAR use this convention: A-001234-CAR A1.pdf, A-001234-CAR A2.pdf

Confirm

Status	Invoice Amount
Sent	\$13,000.00

Regional Table (1)	AISC Home _ A...
Jul 13, 2023	Jul 13, 2023

Use the "Upload Files" button to add evidence to the system. When you have finished uploading your files, hit the "Confirm" button. This will complete your submission and notify the QMC reviewer that your evidence is ready for review.

If the reviewer requires additional evidence, they will email you directly. You may repeat the process above to submit additional evidence.