

SCAN Year 2 Self-Audit Frequently Asked Questions

General Questions on the Audit

1. When and why does SCAN assign the Year 2 Self-Audit to me?

- This self-audit is assigned to you by SCAN 45-60 days before your most recent SCAN Onsite/Immersive audit expires. You do **NOT** need to apply. Please pay attention to SCAN notifications and complete the self-audit within **30 days** of receiving the request from SCAN to extend your audit cadence from one year to two years.
- The SCAN Year 2 Self-Audit is a critical component of the **SCAN Security Audit Cadence**. Click [HERE](#) to learn more about it.

2. May I respond to the audit questions in a language other than English?

- Yes, the audit template is available in several languages, including:
 - Chinese (Simplified)
 - Spanish
 - Vietnamese
- You can switch your language preference in the SCAN system using this [GUIDE](#).
 - If you select of the supported languages (Chinese, Spanish, or Vietnamese), you may answer the audit questions in that language, and your comments will be automatically translated into English upon submission.
 - If you select any other language, the system interface will appear in that language; however, the audit questions will remain in English, and your comments must also be written in English because auto-translation will not be available.

3. What will happen if I do NOT complete the SCAN Year 2 Self-Audit within the given 30 days?

- Failure to complete the self-audit on time will result in an **automatic assignment of a full Onsite/Immersive SCAN audit**, which may lead to:
 - Additional Onsite/Immersive audit fatigue.
 - Increased costs on both time and money to schedule an onsite/immersive audit.
 - Disruption to your normal audit cadence.

Note: Please prioritize timely completion. An Onsite/Immersive audit is the standard audit type for SCAN, and is conducted by SCAN approved audit firms.

4. What benefits will I get by completing this self-audit?

- **Strengthen your readiness** for the next Onsite/Immersive SCAN audit.
- **Reduce non-compliance risks** by identifying gaps in implementation against SCAN standards.
- **Achieve long-term savings** by potentially reducing the number of required Onsite/Immersive audits.
- **Demonstrate your commitment** to supply chain security to your associated SCAN members.

5. How do I complete the online self-audit in the SCAN system?

- Log into the SCAN system, complete the audit report, and submit payment online via PayPal before final submission. Submission is **NOT** allowed until payment is completed.
- Follow the [SCAN Year 2 Self-Audit Completion Guide](#) for detailed, step-by-step instructions.

6. Do I need to complete all questions in the audit report at once?

- No. You may complete the audit report over multiple sessions. Click "**Save**" in the top-right corner of the report page before exiting.
- When you log in again next time, you can continue exactly where you left off.

7. How do I know if I need to upload attachments? What if I get an upload error?

- Check the "**Audit Guidance**" next to each question in the report to see whether attachments are required.
- If you encounter issues uploading files:
 - Ensure the file size is **under 20MB**.
 - File names should **not include special characters**.
 - Use only accepted file **formats** (the system will display a prompt if the file type is not allowed).
 - If multiple files are needed for one question, **combine them into a single Word/Excel document or compress them into one ZIP file**. Uploading files separately will overwrite previous uploads.

[Audit Payment Questions](#)

1. How do I pay for the Year 2 Self-Audit?

- You can pay via **PayPal** using a bank credit or debit card that supports **international transactions**.

- Click on this to access the [PayPal Guidance Document](#), which provides step-by-step help for setting up your account and completing the payment.

2. What if I do NOT have a bank credit/ debit card that allows international transactions?

- You may ask your **vendor, supplier, or client** to make the payment on your behalf.

3. What if the above guidance is NOT workable for me and I still need help?

- **FIRST** try options **1 and 2** listed above.
- If you still need assistance, please email SCAN support at SCAN@scrisksolutions.com and describe the issue in detail.

4. Are there any other payment methods besides PayPal?

- **Yes – But ONLY if PayPal is restricted/ banned in your country.**
If you are genuinely unable to complete the online payment, you may request a **manual payment invoice** and pay via bank transfer. Please note:
 - A **\$50 USD** manual processing fee on top of the self-audit fee \$485 USD applies.
 - Manual processing may take **2-3 extra weeks**.
 - Consider your timeline carefully to avoid delays in submitting your audit report.

5. May I download a copy of the receipt after completing the audit in the SCAN system?

- Yes. If you paid via PayPal, you can download a copy of your receipt. Follow this [LINK](#) for instructions on how to obtain it.

6. Can SCAN issue a tax-deductible invoice after payment?

- **No.** SCAN does not issue invoices for tax deduction purposes.
Please work with your internal finance team for proper accounting and recordkeeping.
A transaction invoice will be provided only for manual payments.

[The SCAN Year 2 Self-Audit Report](#)

1. Can I view or download the report after completing the audit?

- Yes. You will be able to view or download the report once the audit is marked as **“Reviewed”** in the SCAN system.
This will occur after:
 - You complete all assigned corrective actions (one-round submission), and
 - SCAN confirms closure of the audit cycle by sending you an email notification.
- Once you receive the notification, log in to the [Audit Portal](#) and follow the [instructions](#) provided to access your audit report.

2. When will the next SCAN audit be? How does the audit cadence get extended?

- SCAN will assign the next audit to the audit firm **45-60 days before the “Audit Expiration Date”** shown in your Year 2 Self-Audit report. The expiration date is one year after your self-audit submission.
- The assigned audit firm will then contact you directly to schedule the audit appointment.

SCAN Security Audit Cadence and Report Validity

The SCAN onsite/immersive audit is valid for one year. To qualify for a 2-year audit cadence, a facility must meet all of the following criteria:

- Be associated with a SCAN Member in good standing at time of the original audit.
- Achieve an audit compliance score of 95% or higher, with all Corrective Actions fully addressed and approved by SCAN.
- Or – achieve an audit compliance score between 85% and 94%, provided the country security risk level is *Low, Guarded, or Elevated*, and all Corrective Actions are fully addressed and approved by SCAN.
- In addition to the above requirements, 12 months after the onsite/immersive audit was conducted, the facility must complete a **SCAN Supply Chain Security Audit (Year 2 Self Audit)** assigned by the SCAN Program Management Team.

Failure to complete the Year 2 Self-Audit within the designated timeframe will result in an immediate assignment of an onsite/immersive audit, which will replace the self-audit.

Important Note: *Regardless of the criteria above, the Year 2 Self Audit may change to an onsite/immersive audit based on the Country Security Threat Index at time of annual review, and vice versa.*