



April 4, 2022

Dear Facility,

Like all organizations, API has been addressing the disruptions brought on by Covid-19. This includes making use of virtual (remote) audits when necessary. We are now attempting to shift our audits back to onsite. We find onsite audits to be more effective and efficient for our clients and our auditors. However, we are aware that some regions in China are instituting mandatory shutdowns and quarantines. If your facility is located in such a region, API's preference is to conduct the audit virtually (remotely) on the dates scheduled. Please notify your auditor as soon as possible if your facility needs to switch to a virtual audit. Please also keep the following in mind if your region is unexpectedly subject to shutdowns due to Covid-19:

- If your facility is operational and the auditor and your facility have the information and communication technology necessary to effectively conduct a remote audit, then the audit can be held remotely without prior permission from API.
- If the API auditor travels to your facility for an onsite audit and is unexpectedly subject to quarantine before and/or after the audit, hotel and meal expenses for the quarantine period will be invoiced to the facility.
- If a quarantine period runs into a national holiday, the expenses for hotel and meals will also be invoiced to the facility.

API understands that we are asking facilities to predict the future related to Covid-19 restrictions. In regions where the government is taking aggressive measures to prevent Covid-19 spread, facilities with audits pending should consider shifting their audits to virtual (remote). This will prevent API auditors from being held in quarantine and the need to reschedule audits.

Sincerely,

Kevin Ferrick
Senior Director, API Monogram Program /APIQR

KF:nh