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Monogram Program™ / APIQR™

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April 1, 2020

TO: Q1 Registrants
          Q2 Registrants

FROM: APIQR Program

RE: Performing Surveillance 1 and Surveillance 2 audits remotely due to COVID-19

Dear APIQR Participant;

The American Petroleum Institute Quality Registrar (APIQR) has been monitoring the COVID-19 evolution and looking into alternatives to maintaining the audit cycle of our clients while meeting the ANSI National Accreditation Board (ANAB) requirements. As a result; the APIQR determined that although audits including ISO 9001, ISO 14001 and the Monogram Program require an on-site audit; there is an alternative to conduct "Surveillance 1 and Surveillance 2" audits remotely for clients holding only API Spec Q1 and/or API Spec Q2 certificate(s) of registration.

Over the coming days the APIQR team will be reviewing the eligible audits with target dates prior to June 28, 2020, and the assigned auditors will be contacted with instructions to conduct the audit activities remotely. Please note that having your API Spec Q1 / Q2 surveillance audit conducted remotely is optional and your on-site audit could be postponed until COVID-19 gets under control in your region.

Organizations eligible to have their upcoming audit conducted remotely shall:
-   Be operational while maintaining the capability to execute the activities within the scope of their certificate of registration
-   Have personnel subject to be interviewed on-site to facilitate connectivity and access to documents and records
-   Provide live streaming of product realization activities
-   Facilitate web-conferencing technology such as Skype, Microsoft Teams, Zoom Meetings, GoTo Meeting, etc.

As always, our client's confidentiality is very important, and auditors will not require you to email documents and/or records considering that information will be shared with web-conferencing technology. However, the assigned auditor may require an electronic copy of the Quality Manual as part of the audit planning stage.

API fully acknowledges that this alternative may create challenges, but considering the global impact of COVID-19, it is an option to protect the health and safety of your personnel and our contracted auditors.

Please contact us at audits@api.org with any questions about the communication above.

Sharon Bowie
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SB:kp