



AMERICAN PETROLEUM INSTITUTE
Monogram Program™ / APIQR™



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April 2, 2020

TO: ISO Registered Facilities

RE: Temporary Extension to ISO Certificates of Registration

API's Accreditation Body, **ANSI National Accreditation Board** (ANAB), has authorized us to extend the validity of Active ISO Certificates of Registration. This temporary policy change is granted due to extenuating circumstances caused by the COVID-19 pandemic. This authorization allows API to extend the certificate of registration expiration date up to 6 months.

The extension process for ISO registered facilities that will expire within the next 4 months is as follows:

- a. Your facility must submit evidence to audits@api.org that explains why the audit cannot occur as regularly scheduled (e.g. facility not allowing visitors due to COVID-19). Audits will be postponed as appropriate.
- b. If your facility has already undergone an audit but is unable to respond to findings, email audits@api.org with a justification.
- c. API will issue 6-month extension letters to extend the expiration date of certificates for affected facilities. Certificates will expire when they reach the end of the extension date. Facilities will become eligible daily as they enter the 4-month period.
- d. API will track facilities granted extensions as we are required to submit this information to our accreditation body on a monthly basis.

Through it all, please keep your wellbeing and that of your staff, family, friends and other loved ones your top priority. This is a challenging time for everyone, worldwide.

If you have any questions, please contact us at audits@api.org.

Your continued support and participation in the Monogram/APIQR programs is greatly appreciated.

Sincerely,

Sharon Bowie
Manager, Monogram/APIQR