



ATTN: ALL API MONOGRAM LICENSEES AND APIQR REGISTERED ORGANIZATIONS

SUBJECT: PROGRAM CHANGES

Dear Colleagues,

In order to streamline operations at API and to improve processing times in the years ahead, the program changes identified below will be initiated effective immediately.

API / APIQR is no longer requiring Licensed / Registered Organizations to submit revised Quality Manuals for review and acceptance. Manuals will need to be sent to API for review only as a part of the APPLICATION PROCESS, but licensees and registrants are no longer required to submit manual changes to API for review and acceptance once the original quality manual has been accepted by API. Changes or revisions to the Quality Manuals will now be reviewed by the API Auditors as part of the annual / renewal audit process. If future standard or program changes require substantial quality management system changes, API will make a specific request for the submission of a revised Quality Manual for review at that time. **NOTE:** Licensees / Registrants are still required to notify API of significant management system changes that will have an impact on the Licensing, Registration or Certification Scope and activities. These would include changes to personnel, production capabilities and capacity, facility size, significant equipment changes, product scope, etc. At that time, API will review the situation to see if a manual review is required. API will continue to review the manuals for API Spec Q1, 8th Edition that have been submitted, but for those who have not submitted these manuals, we will ask the auditors to review them as part of the audit process for existing sites. If your organization has submitted a quality manual for review prior to November 17, 2008, this quality manual will be reviewed and you will receive notification. Your organization will be required to address any manual nonconformities.

Audit Reports will NOT be reviewed prior to receiving an audit response from the facility that has been audited. All facilities will now respond DIRECTLY TO THE NONCONFORMANCES (AAR FORMS) that were issued at the time of the audit. All facilities are strongly encouraged to perform this task quickly and in electronic format by using API's Audit Response Website. This will allow the Associates reviewing the audit to access the information quickly and directly from the site. Facilities which did not receive any Nonconformances during an audit need not take any further action. **YOU WILL NO LONGER RECEIVE A LETTER FROM API PRIOR TO THE RESPONSE ISSUED BY YOUR SITE.** **NOTE:** For any site recently audited over the last several months, you are strongly encouraged to enter responses to your site's AARs directly into the API Audit Response Website and to NOT wait for a letter from API indicating the status of your nonconformances. This will speed up the process of review at your facility.

Please understand that it is the intention of API to ensure a fair and expeditious review and response of both your manual and audits. As such, we are attempting to streamline our operations to facilitate a quicker and more meaningful review. We sincerely appreciate your cooperation in these changes.

A handwritten signature in black ink that reads "W. Don Whittaker". The signature is fluid and cursive, with the first name "W." and last name "Whittaker" clearly legible.

W. Don Whittaker

Manager - Certification and Training Programs

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