

## APIQR Multi-Site Organization Questionnaire

This questionnaire must be completed (in addition to the application in myCerts) by all organizations that want to register multiple locations under a single management system. **APIQR will conduct an annual on-site audit for each site included in the multi-site registration. Application and annual fees apply.**

*Only ISO 9001, API Q1 and API Q2 registrations are eligible.*

**Company Name:** \_\_\_\_\_

**Facility ID:** \_\_\_\_\_

**Address of Central Function:** \_\_\_\_\_  
 [The central function is where operational control and authority from the top management of the organization is exerted over every site]  
 \_\_\_\_\_  
 \_\_\_\_\_

### Questionnaire:

*These questions will help us determine if your organization is eligible for multi-site registration. If you answer 'No' to any question, your organization is not eligible for multi-site registration.*

Organizational Structure		
Do all sites have the same ownership?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the Central Function maintain control over every site?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Management System Questions		
Are all sites included in a centralized management review?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are all sites included in the internal audit?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the central function responsible for data collection and analysis for all sites?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Does the central function have the authority to implement changes to all parts of the QMS?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are corrective actions implemented across all sites?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are the requested exclusions applicable for all sites? <i>leave blank if no exclusions</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are there processes/procedures common to all sites?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Identify the processes/procedures common to all sites:		
Control of Documents <input type="checkbox"/>	Control of Records <input type="checkbox"/>	Management of Change <input type="checkbox"/>
Preventive Action <input type="checkbox"/>	Competence <input type="checkbox"/>	Training <input type="checkbox"/>
Product Realization <input type="checkbox"/>	Other:	
What is the interaction of processes between all sites?		

## Location Details

Please fill out the tables below for each additional site

### Additional Location 1

<b>Address</b>		<b>City</b>	
<b>State</b>	<b>Country</b>	<b>Zip</b>	
<b>Total Area (m<sup>2</sup>)</b>	<b>Area of manufacturing (m<sup>2</sup>)</b>	<b>Number of employees</b>	
<b>Distance from Central Function Address (km)</b>			
<b>Identify the start and end hours for all shifts at this site and the number of employees for each:</b>			
<b>Start Hour</b>	<b>End Hour</b>	<b>Employees</b>	
<b>What products and/or services are provided at this site:</b>			
<b>Identify the manufacturing, testing and inspection activities performed at this site:</b>			
<b>Identify any other Quality Management System activities performed at this site:</b>			

### Additional Location 2

<b>Address</b>		<b>City</b>	
<b>State</b>	<b>Country</b>	<b>Zip</b>	
<b>Total Area (m<sup>2</sup>)</b>	<b>Area of manufacturing (m<sup>2</sup>)</b>	<b>Number of employees</b>	
<b>Distance from Central Function Address (km)</b>			
<b>Identify the start and end hours for all shifts at this site and the number of employees for each:</b>			
<b>Start Hour</b>	<b>End Hour</b>	<b>Employees</b>	
<b>What products and/or services are provided at this site:</b>			
<b>Identify the manufacturing, testing and inspection activities performed at this site:</b>			
<b>Identify any other Quality Management System activities performed at this site:</b>			

**Additional Location 3**

<b>Address</b>		<b>City</b>	
<b>State</b>	<b>Country</b>	<b>Zip</b>	
<b>Total Area (m<sup>2</sup>)</b>	<b>Area of manufacturing (m<sup>2</sup>)</b>	<b>Number of employees</b>	
<b>Distance from Central Function Address (km)</b>			
<b>Identify the start and end hours for all shifts at this site and the number of employees for each:</b>			
<b>Start Hour</b>	<b>End Hour</b>	<b>Employees</b>	
<b>What products and/or services are provided at this site:</b>			
<b>Identify the manufacturing, testing and inspection activities performed at this site:</b>			
<b>Identify any other Quality Management System activities performed at this site:</b>			

**Additional Location 4**

<b>Address</b>		<b>City</b>	
<b>State</b>	<b>Country</b>	<b>Zip</b>	
<b>Total Area (m<sup>2</sup>)</b>	<b>Area of manufacturing (m<sup>2</sup>)</b>	<b>Number of employees</b>	
<b>Distance from Central Function Address (km)</b>			
<b>Identify the start and end hours for all shifts at this site and the number of employees for each:</b>			
<b>Start Hour</b>	<b>End Hour</b>	<b>Employees</b>	
<b>What products and/or services are provided at this site:</b>			
<b>Identify the manufacturing, testing and inspection activities performed at this site:</b>			
<b>Identify any other Quality Management System activities performed at this site:</b>			