



AMERICAN PETROLEUM INSTITUTE  
Monogram Program™ / APIQR™



1220 L Street, NW  
Washington, DC 20005-4070  
USA  
Phone 877-562-5187  
(Toll-free U.S. and Canada)  
(+1) 202-682-8041  
(Local and International)  
Email [certification@api.org](mailto:certification@api.org)  
[www.api.org/certification](http://www.api.org/certification)

TO: APIQR Registrants and Applicants  
API Auditors

FROM: Monogram/APIQR Program

DATE: February 27, 2019

RE: APIQR Scope of Registration

As a certification body (CB), APIQR is required to meet the requirements of ISO/IEC 17021 Conformity assessment - Requirements for bodies providing audit and certification of management systems. Our accreditation body, ANAB, requires the review of all scope statements to ensure conformance with these requirements.

API will use a phased approach to correct scope statements that do not meet the applicable requirements. To start the process, Program staff will update scope statements that contain grammatical/punctuation errors, activities/products that are vague and/or those with the non-auditable activities, such as marketing, training, consultancy.

During the second phase, the information provided in your audit report currently under review will be used to confirm the validity of the facility's scope. The final phase will affect registrants during their next surveillance or recertification audit.

If your organization's scope statement is changed during this process, API will issue an updated certificate.

If additional information or clarification is required, please contact us at [certification@api.org](mailto:certification@api.org).

Sincerely,

Sharon Bowie  
Manager, Monogram/APIQR

SB/kp