energy **API**

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June 1, 2020

TO: APIQR Participants
    API Auditors

FROM: APIQR Program

RE: Performing ISO 9001, ISO 14001, Surveillance 1, Surveillance 2 and Recertification Audits
    Remotely Due to COVID-19

The American Petroleum Institute Quality Registrar (APIQR) has successfully conducted remote Stage 1 initial audits and Surveillance 1 and 2 audits for API Spec Q1 and Q2 clients in response to the disruptions caused by COVID-19. Recognizing this success, API has decided to expand its remote audit process to include ISO 9001 and ISO 14001 Surveillance 1 and Surveillance 2 audits and Recertification audits for API Spec Q1, API Spec Q2, ISO 9001 and ISO 14001. By expanding the types of audits eligible for remote audits, APIQR will be able to conduct audits of our clients within their current audit cycle and at the same time meet ANSI National Accreditation Board (ANAB) requirements. Please note that remote audits can only be conducted at facilities without a Monogram license(s).

Over the coming days, the APIQR team will be reviewing the eligible audits with target dates prior to December 31, 2020, and the assigned auditors will be instructed to offer remote auditing. Please note that COVID-19 must be cited as the reason why the audit must be conducted remotely. APIQR cannot offer the remote audit option in regions where COVID-19 is not considered a threat.

Organizations eligible to have their upcoming ISO 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 interviews 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 paramount, and auditors will not require you to email documents and/or records since this information will be shared through 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 necessary to protect the health and safety of your personnel and our contracted auditors as well as maintain your certification.

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

Best Regards,

Sharon Bowie
Manager, Monogram/APIQR