



AMERICAN PETROLEUM INSTITUTE
Monogram Program™ / APIQR™



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January 18, 2019

TO: API Q1 Registered and Applicant Organizations
API Q2 Registered and Applicant Organizations
ISO 9001 Registered and Applicant Organizations

FROM: API Monogram/APIQR Programs

RE: Multi-Site Registration

To our valued customers,

APIQR's ISO 9001 registrations are accredited by the ANSI National Accreditation Board (ANAB). To maintain the accreditation, APIQR is updating its requirements related to multi-site organizations as follows:

All API Q1, API Q2, and/or ISO 9001 registered and applicant organizations who wish to register multiple locations under a single certificate must complete FM-3024 APIQR Multi-Site Organization Questionnaire (attached) and submit the completed form by **March 1, 2019** to certification@api.org.

Multi-site registration is optional. If your organization does not wish to pursue or retain its multi-site registration:

- No additional actions are required.
- API will remove all additional locations (if any) from your Certificate(s) of Registration.

Please be reminded that the registered facility must maintain control over QMS activities performed off-site even if these sites belong to a "sister-facility" or parent organization.

If you have any questions regarding multi-site registrations, please contact certification@api.org

Sincerely,

Sharon Bowie
Manager of Operations, Monogram/APIQR

SB:hh

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

Address		City	
State	Country	Zip	
Total Area (m²)	Area of manufacturing (m²)	Number of employees	
Distance from Central Function Address (km)			
Identify the start and end hours for all shifts at this site and the number of employees for each:			
Start Hour	End Hour	Employees	
What products and/or services are provided at this site:			
Identify the manufacturing, testing and inspection activities performed at this site:			
Identify any other Quality Management System activities performed at this site:			

Additional Location 2

Address		City	
State	Country	Zip	
Total Area (m²)	Area of manufacturing (m²)	Number of employees	
Distance from Central Function Address (km)			
Identify the start and end hours for all shifts at this site and the number of employees for each:			
Start Hour	End Hour	Employees	
What products and/or services are provided at this site:			
Identify the manufacturing, testing and inspection activities performed at this site:			
Identify any other Quality Management System activities performed at this site:			

Additional Location 3

Address		City	
State	Country	Zip	
Total Area (m²)	Area of manufacturing (m²)	Number of employees	
Distance from Central Function Address (km)			
Identify the start and end hours for all shifts at this site and the number of employees for each:			
Start Hour	End Hour	Employees	
What products and/or services are provided at this site:			
Identify the manufacturing, testing and inspection activities performed at this site:			
Identify any other Quality Management System activities performed at this site:			

Additional Location 4

Address		City	
State	Country	Zip	
Total Area (m²)	Area of manufacturing (m²)	Number of employees	
Distance from Central Function Address (km)			
Identify the start and end hours for all shifts at this site and the number of employees for each:			
Start Hour	End Hour	Employees	
What products and/or services are provided at this site:			
Identify the manufacturing, testing and inspection activities performed at this site:			
Identify any other Quality Management System activities performed at this site:			