



API MONOGRAM-APIQR PROGRAMS
AUDITOR ASSIGNMENT APPEAL

Date: _____

Auditor Name: _____	License No.'s: _____
Facility To Be Audited: _____	_____
Facility Contact Person: _____	APIQR Registration No.: _____
Contact Phone: _____	Contact Email: _____
Other Authorized Contact: _____	
Form Prepared By: _____	Position/Title: _____

Appeals of auditor assignments are granted only on the basis of an auditor's conflict of interest or unethical behavior.

1. Reason for appeal:

Auditor Has a Conflict of Interest** **Auditor Has Acted Unethically****

**Please see notes on page 2 for additional guidance.

2. Explanation:

If you need more space, please attach an extra sheet. Please also attach any documents that help explain your appeal. Please make sure that the information you provide is accurate to the best of your knowledge. API will not tolerate knowingly false submissions.

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AUDITOR ASSIGNMENT APPEAL

For API use only

Facility I.D.: _____

APPEAL:

Granted:

Denied:

Resolution/Comments: _____

Replacement Auditor Selected: _____

Senior Manager Monogram/APIQR: _____ Date: _____

Senior Director Monogram/APIQR : _____

****NOTES**

1. A conflict of interest exists when an auditor or persons associated with the auditor have, during the 24 months prior to or 24 months following the completion of the assignment, received, contracted, solicited, or negotiated to receive anything of value from the facility covered by the assignment, or when an auditor otherwise has a personal interest that may conflict with the best interests of API and its programs.
2. API Monogram-APIQR defines “unethical behavior” generally to include use of the position as an API auditor to seek an improper personal or company benefit or other improper conduct that is inconsistent with API’s core values and standards of professionalism.
3. Appeals should only be made on the basis of a direct or potential conflict of interest or unethical conduct by an auditor.
4. Licensees, certified organizations, and applicants must promptly report to API any (a) solicitation of a bribe or anything else of value in connection with an API audit, or (b) offer by an API auditor to provide any services to an audited facility within 24 months of conducting an API audit, whether such services are related to API or not. Reports may be made by contacting the Audit Program Manager at audits@api.org or by contacting any of API’s offices or any API staff member in person, by phone, or by email.