



December 27, 2021

TO: API Monogram/APIQR Participants
API AUDITORS

FROM: API Monogram/APIQR Programs

RE: Extension of Remote Audits in Response to Covid-19

The Monogram/APIQR Program has extended the use of Off-site (remote) audits through May 31, 2022 for eligible facilities that are not able to undergo an on-site audit due to disruptions caused by Covid-19. Eligibility requirements include the following:

1. The client must be operational and have the capability to execute the activities under the scope of their Monogram License and/or Certificate of Registration.
2. The client must have personnel on-site to participate in interviews and to facilitate connectivity and access to documents and records.
3. The client must agree to and facilitate the use of web-conferencing (e.g., Skype, Microsoft Teams, Zoom, GoToMeeting, Facetime, WhatsApp, etc.) and other technologies to complete the audit off-site.
4. The client must provide live streaming during the plant tour and the verification of product realization activities. (The facility must have a person on the floor facilitating the live streaming. Surveillance cameras do not meet this criterion.)
5. The client must ensure that all employees, contractors, and consultants who could be present during the audit have consented to participation in the video conference.

If you have any questions, please contact us at www.api.org/ContactMonogram.

Your continued support of and participation in the Monogram/APIQR Program are greatly appreciated.

Sincerely,

Kevin Ferrick
Director, API Monogram/APIQR

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