This Advisory describes API’s position on recognition and the authority of “management representatives” of licensed and registered organizations.

The purpose of an API audit is to verify that an organization has implemented the quality management system and that the personnel responsible for maintaining the system have the necessary competence to do so and are actively engaged in the process. The API audit also verifies the organization’s manufacturing and service provision capability. In order for API to properly evaluate an organization, it is extremely important that API and its auditor(s) have direct communications with the personnel that are responsible for handling the quality management system issues at the facility on a daily basis.

API does not approve or endorse third party contractors, and a licensee’s choice to use or not use a particular contractor’s services shall not affect their license status with API. Licensees are not required to use consultants. API auditors shall not require or recommend consulting services to meet the API program requirements.

However, third parties are not permitted to:

- Act as the organization’s management representative or point of contact;
- Interact with API staff or the API auditors, including asking questions of auditors, responding to inquiries on behalf of the licensee, or providing evidence of conformity with program requirements on behalf of the licensee;
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- Respond to notices in the API MyCerts licensing system;  
  答复API MyCerts许可系统中的通知;
- Provide translation services during the audit;  
  在审核期间提供翻译服务;
- Interfere in any way with the progress of the audit, including by abusive or unprofessional behavior towards API staff or auditors; or  
  以任何方式干扰审核进程，包括针对API员工或审核员的侮辱性或不专业行为；或
- Misrepresent to API that they are permanent or full-time employees of licensees.  
  向API谎称其为被许可人的正式或全职员工。

Licensed organizations are responsible for ensuring their third party consultants’ compliance with this Advisory. Violation of these prohibitions may lead to immediate suspension, termination, or loss of the right to use the API Monogram and registration marks.  
被许可组织应负责确保其第三方顾问遵守本指引。违反这些禁止规定可导致使用API会标和注册商标之权利的立即中止、终止或丧失。

This advisory supersedes any previous version.  
本指引取代任何之前的版本。  
It is considered part of API’s Program Requirements and is compulsory.  
本指引被视为API项目要求的一部分，且具有强制性。