

APIQR Multi-Site Organization Questionnaire

This questionnaire must be completed 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.
Additional locations that hold Monogram Licenses are not 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]

Number of Employees at Central Function: _____

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 table below for each additional site

Address		City	
State	Country	Zip	
Total Area (m²)	Area of manufacturing (m²)	Number of employees	
Distance from Central Function Address (km)			
If this site has any other API Licenses or Registrations, please provide the License/Registration numbers:			
Identify the start and end hours for all shifts at this site and the number of employees for each:			
Start Hour	End Hour	Employees	
Please provide the scope of this site:			
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:			