



DATE: February 28, 2020

TO: API Monogram Licensees
API Monogram Applicants
APIQR Registrants
APIQR Applicants

FROM: Monogram Program/APIQR

RE: Audits affected by Coronavirus Outbreak

Dear Monogram Program/APIQR Participant,

API is closely monitoring the Coronavirus outbreak worldwide, and we understand that you may have to postpone API audits for safety concerns or due to government restrictions. If you must postpone your audit due to the Coronavirus outbreak, please contact the assigned auditor and email audits@api.org as soon as possible. Note, API must review requests for postponement on a case-by-case basis.

Additionally, please note that if you already had an audit and are currently responding to findings, API has automatically granted 30 additional response days for those facilities affected by the outbreak to address audit nonconformances. If more time is required, please contact certification@api.org.

Please take all necessary precautions for your health and safety. Bear with us as we assist all affected clients and be aware that our response time for general inquiries has increased. We appreciate your patience and continued support of the Monogram Program /APIQR during this period of uncertainty.

Best Regards,

Sharon Bowie
Manager, Monogram/APIQR
SB:kp