



December 7, 2020

Dear Monogram Program/APIQR participant,

The API Monogram/APIQR Program is continually evaluating its processes and procedures to ensure we are serving our clients as best as possible during the COVID-19 pandemic. We want to provide the following updates on new ways we are accommodating our clients:

1. For facilities in Inactive status, we have extended the period of time to notify us that you are able to undergo an audit to **twelve (12) months** from the current six (6) months. As a reminder, facilities are transitioned to Inactive status if they are unable to undergo their audit within the required timeframe due to COVID-19.
2. Initial applicants, facilities adding locations, and facilities that change locations are now eligible for remote audits if an on-site audit is not possible due to COVID-19. This means that effective today, all audit types are eligible for remote audits except for Periodic audits.

Eligibility criteria to undergo a remote audit has not changed. Organizations eligible to have their upcoming audit conducted remotely shall:

- Be operational while maintaining the capability to execute the activities within the scope of their Monogram License(s) and/or Certificate(s) of Registration;
- Have personnel subject to interviews on-site to facilitate connectivity and access to documents and records;
- Provide live streaming of product realization activities;
- Ensure that all employees, contractors, and consultants who would be present during the audit have consented to participation in the video conference; and
- Have capability to facilitate web-conferencing technology such as Skype, Microsoft Teams, Zoom Meetings, GoTo Meeting, etc.

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 Program /APIQR

KF:hh