



October 19, 2020

TO: ISO Registered Facilities

RE: Update to Temporary Extensions to ISO Certificate(s) of Registration

Since April 2020, API has been issuing extensions to Active ISO Certificates of Registration in accordance with rules set forth by our Accreditation Body. This temporary policy change is granted due to extenuating circumstances caused by the COVID-19 pandemic. This authorization allows API to extend the certificate of registration expiration date up to 6 months. The rules related to extensions have recently been updated, and as a result, API is updating its processes as well.

The updated extension process for ISO registered facilities is as follows:

- a) If the scheduling of a facility's audit is directly impacted by COVID-19 pandemic and the facility will require an extension to its ISO certificate(s), the facility must submit an explanation and/or evidence through the API Monogram/APIQR Contact form at [www.api.org/ContactMonogram](http://www.api.org/ContactMonogram) (e.g. facility not allowing visitors due to COVID-19).
- b) To be eligible for an extension, the facility's recertification audit must be conducted prior to the expiration date on the certificate(s).
- c) Immediately prior to expiration of the ISO certificate(s), API will review the company's records to determine if it is eligible for extension.
- d) If the facility is eligible for extension, API will issue a 6-month extension letter to extend the expiration date of the certificate(s). The certificate(s) will expire when the certificate(s) reach the end of the extension date.

If you have any questions, please contact us at [www.api.org/ContactMonogram](http://www.api.org/ContactMonogram).

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

Sincerely,

Kevin Ferrick  
Director, API Monogram Program /APIQR

KF:hh