



APIQR Multi-Site Organization Questionnaire

This questionnaire must be completed by all organizations that want to register multiple locations under a single management system, under one API Facility ID. **APIQR will conduct an annual on-site audit for each location included in the multi-site registration. The audit length will be calculated separately for each location. Application and annual fees apply.**

Only ISO 9001, API Q1 and API Q2 registrations are eligible for Multi-Site.

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?		



Details for Each Location

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:			