



## ADVISORY 1

### **API Procedures Concerning Communications with Third Parties**

API is aware that some API licensees utilize consultants and other third parties to assist in the development of management systems for their facilities. API also recognizes that these consultants can provide a valuable service to the industry and can help to expedite the licensing and certification process.

This Advisory is intended to notify all licensees of API's procedures for managing communications if a third party is involved in the application or licensing process. The key elements of this procedure are as follows:

- API will send all correspondence directly to the applicant or licensee.
- If requested by the applicant or licensee, API will also send copies of correspondence related to the license or application to a third party.
- API will only respond to specific inquiries or questions relating to an applicant or licensee when the correspondence comes directly from an authorized employee of the licensee.
- An authorized employee of the licensee or applicant must sign all program forms and legal documents; this includes electronic and online forms.
- The licensee or applicant remains solely responsible for complying with all of the requirements of API's programs, including but not limited to, responding to correspondence from API.

This advisory supersedes any previous version.  
It is considered part of API's Program Requirements and is compulsory.