



AMERICAN PETROLEUM INSTITUTE

Global Industry Services
Certification Programs

My Guide to myCerts[®]

Guide for Existing Users

August 2014

My Guide to myCerts®

INTRODUCTION

Welcome to the redesigned myCerts! This User Guide contains essential information to help the existing user make full use of the API myCerts system.

API has redesigned and improved myCerts in order to give all users more control over the management of their existing certification(s), submitting application(s), accessing online legal agreements, generating and printing invoices, overall account maintenance and responding to audit findings. In addition, more information regarding the status of your organization's license(s)/registration(s) will be available via the API Composite List.

IMPORTANT NOTE TO USERS

Even if you used the myCerts system prior to July 2014, you will need to register your email address in the redesigned system. API has ensured that all facilities associated with your existing email address will carry over to your User Account after you complete the registration process.

In addition, you will have the option to add other contacts to your User Account who need access to your organization's facility information in myCerts. All contacts will have access to the same Facility List and the ability to perform/request maintenance to the facilities associated with your account.

CONTACT LIST

API Helpdesk

Send an email to myCertsSupport@api.org or call 1-866-921-5148.

Global Sales

Send an email to sales@api.org.

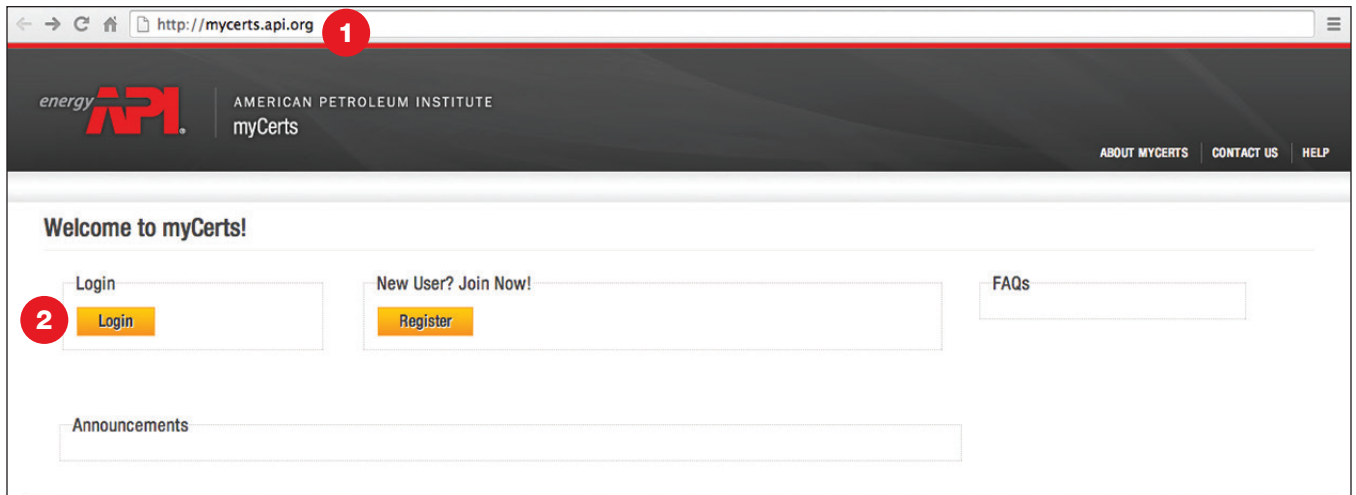
General Inquiries

Send an email to certification@api.org.

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A Register Your Login

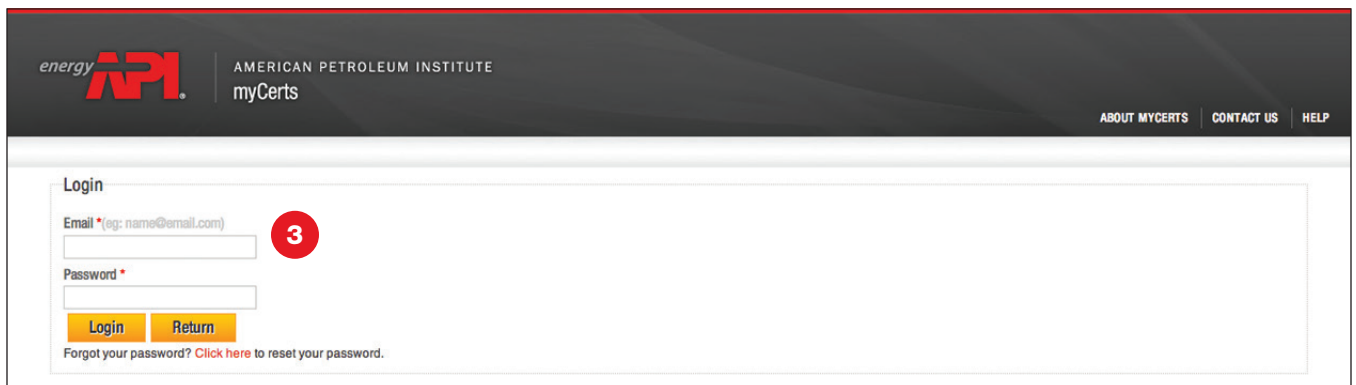


- 1 Open your web browser and access myCerts by typing **http://myCerts.api.org** into the browser's address bar. The above myCerts Welcome/Login page will appear.

All existing users will need to register and login to the redesigned system.

- 2 Click "Login."

API has migrated all of the facility information from the "old" system to the new system based on the email address for the Primary Contact on file as of July 2014.



- 3 On the login screen, type your email address and password in the spaces provided. Click "Login." The following screen will appear.

This will be the email address used in the previous version of the system.

A Register Your Login

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myCerts

ABOUT MYCERTS | CONTACT US | HELP

Login Verification Required

4

Resend Verification Email

Email Address:

Resend Verification Email

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4 **DO NOT** enter your email address in the space provided. **DO NOT** click “Resend Verification Email.” Go to your email inbox for the email address that you used to login to myCerts.

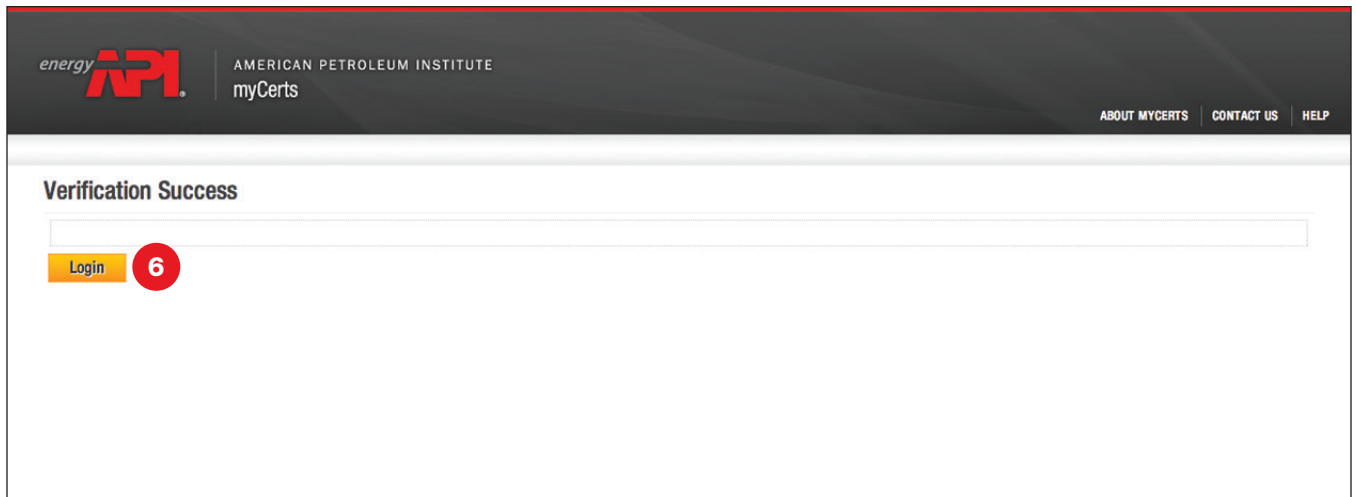
5 You will receive an email message from myCerts that contains a link to complete the verification process and register in the new system.

5

[To confirm your login, please verify your email address.](#)

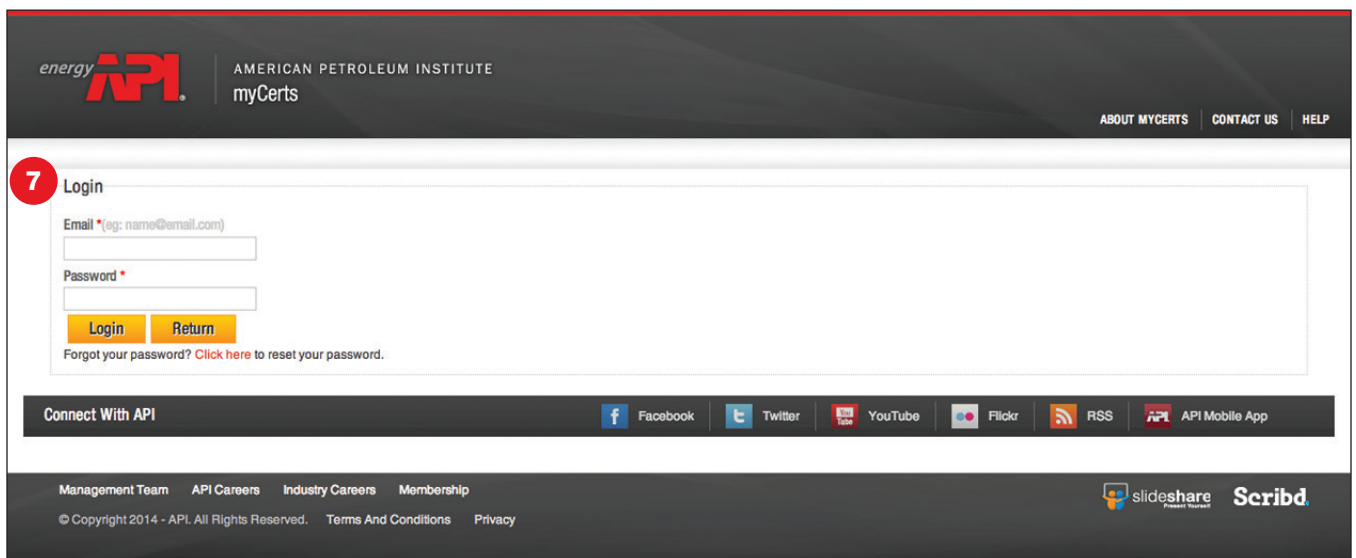
Thank you,
API myCerts

A Register Your Login



The screenshot shows the top navigation bar with the 'energy API' logo, 'AMERICAN PETROLEUM INSTITUTE myCerts', and links for 'ABOUT MYCERTS', 'CONTACT US', and 'HELP'. The main content area is titled 'Verification Success' and features a large empty text box. Below the text box is a yellow 'Login' button, which is highlighted with a red circle containing the number 6.

- 6 Once you click on the link in your email, you will be directed to the above screen indicating that your email address has been verified. You can proceed by clicking “Login” to enter myCerts.



The screenshot shows the top navigation bar with the 'energy API' logo, 'AMERICAN PETROLEUM INSTITUTE myCerts', and links for 'ABOUT MYCERTS', 'CONTACT US', and 'HELP'. The main content area is titled 'Login' and features a form with two input fields: 'Email *(eg: name@email.com)' and 'Password *'. Below the fields are 'Login' and 'Return' buttons. A link for 'Forgot your password? Click here to reset your password.' is also present. The bottom of the page includes a 'Connect With API' section with social media icons for Facebook, Twitter, YouTube, Flickr, RSS, and API Mobile App. The footer contains links for 'Management Team', 'API Careers', 'Industry Careers', and 'Membership', along with copyright information and links for 'Terms And Conditions' and 'Privacy'. The 'slideshare' and 'Scribd' logos are also visible in the footer.

- 7 Once again, type your email address and password in the spaces provided. Click “Login.”

A Register Your Login

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myCerts

ABOUT MYCERTS | CONTACT US | HELP

Register New Login

8 Login Information

Email * Confirm Email * Password * Confirm Password *

Salutation First Name * Middle Name Last Name * Suffix

Title

Phone * Extension Fax Extension

Cell

Work Address

Country * Address Line 1 * Address Line 2 City/Locality * State/Province Postal Code

User Agreement

☐ Yes, I agree to the terms and conditions.

Cancel Save **10**

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- 8** Complete the registration form by typing in your information and creating a password. Fields marked with an asterisk (*) are required.

Enter the email address used in the previous version of the system.

Passwords require eight (8) characters and at least one (1) numeric and one (1) special character.

When entering your work address, if your country is not listed as a choice, please contact sales@api.org.

- 9** Once you are satisfied that all required information has been entered, review the terms and conditions of the User Agreement. Click the check-box provided to acknowledge your agreement with the terms and conditions.

- 10** Click "Save" to complete the registration process as an existing user.

If needed, you may also discontinue the registration process on this screen by clicking on "Cancel." The information previously entered will not be saved you will have to start over.

A Register Your Login

AMERICAN PETROLEUM INSTITUTE

myCerts

Welcome myCerts User!

Log Off

FACILITY LIST

ABOUT MYCERTS

CONTACT US

HELP

Facility List

Create New Facility

Natural Gas Company

Facility ID

10130

11

Company Name

Natural Gas Company

Facility Name

Address

1220 L ST NW
WASHINGTON, DC 20005-4018
United States

Oil & Natural Gas Company

Facility ID

10131

Company Name

Oil & Natural Gas Company

Facility Name

Address

1221 L ST NW
WASHINGTON, DC 20005-4014
United States

New Oil Company

Facility ID

10132

Company Name

New Oil Company

Facility Name

Address

1222 L ST NW
WASHINGTON, DC 20005-4015
United States

Natural Gas Company / Location 1

Facility ID

10135

Company Name

Natural Gas Company

Facility Name

Location 1

Address

1224 L ST NW
WASHINGTON, DC 20005-4015
United States

Natural Gas Company / Washington Location

Facility ID

10134

Company Name

Natural Gas Company

Facility Name

Washington Location

Address

1200 L ST NW
WASHINGTON, DC 20005-4037
United States

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- 11** You will be routed to the list of facilities associated with your existing email address. You may review your facility information to ensure its accuracy and/or submit a new application. To review your facility information, click on the Facility ID number.

If you want to use an email address not previously on file with API, see Section F for further instructions.

B Login to myCerts

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ABOUT MYCERTS | CONTACT US | HELP

1 Login

Email * (eg: name@email.com)

Password *

Login Return

Forgot your password? [Click here](#) to reset your password.

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- 1** On the login screen, type your email address and password in the spaces provided. Click “Login.”

This will be the email address used in the previous version of the system.

Add a Facility Account

AMERICAN PETROLEUM INSTITUTE
myCerts

Welcome myCerts User! | [Log Off](#)

[FACILITY LIST](#) | [ABOUT MYCERTS](#) | [CONTACT US](#) | [HELP](#)

Facility List

1 [Create New Facility](#)



Natural Gas Company

Facility ID

10130

Company Name

Natural Gas Company

Facility Name

Address

1220 L ST NW
WASHINGTON, DC 20005-4018
United States



Oil & Natural Gas Company

Facility ID

10131

Company Name

Oil & Natural Gas Company

Facility Name

Address

1221 L ST NW
WASHINGTON, DC 20005-4014
United States



New Oil Company

Facility ID

10132

Company Name

New Oil Company

Facility Name

Address

1222 L ST NW
WASHINGTON, DC 20005-4015
United States



Natural Gas Company / Location 1

Facility ID

10135

Company Name

Natural Gas Company

Facility Name

Location 1

Address

1224 L ST NW
WASHINGTON, DC 20005-4015
United States



Natural Gas Company / Washington Location

Facility ID

10134

Company Name

Natural Gas Company

Facility Name

Washington Location

Address

1200 L ST NW
WASHINGTON, DC 20005-4037
United States

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- 1 From your Facility List, click “Create New Facility” to add a Facility Account.

Add a Facility Account

energy

API

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Welcome myCerts User! | Log Off

ABOUT MYCERTS | CONTACT US | HELP

Facility Information

* Required Field

Company Legal Name * 2

Facility Name 3

Facility Phone * 4 Extension

Sales Email

Sales Phone Extension

Website URL

Location Address 5

Country *

Address Line 1 * Address Line 2

City/Locality * State/Province Postal Code

Mailing Address

Same as above: 6

Contact Name * 8

Country *

Address Line 1 * 7 Address Line 2

City/Locality * State/Province Postal Code

Save Cancel 9

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Please refer to the following page for instructions corresponding to the above screen.

Add a Facility Account

- 2** Enter the information for the Facility Account you are adding. All fields marked with an asterisk (*) are required. You will not be able to proceed until these fields are filled. The Company Legal Name is the name that will appear on your certificate(s).
- 3** The Facility Name is not required; however, if your organizations have multiple facility locations, you may want to assign a Facility Name in order to differentiate between sites.
- 4** Enter the facility Telephone Number where contacts at this facility location can be reached.

Sales Phone and identifying the company website are not required fields.
- 5** The Location Address will identify the physical location of the facility (property/building) where the actual work is performed.

This address will appear on your certificates and on the API Composite List.
- 6** The Mailing Address is the location where you want API to send all correspondence related to this facility (invoices, certificates, letters, etc.). If the Mailing Address is the same as the facility location you are adding, select the "Same as above" check-box and the facility address information will automatically populate.
- 7** Enter the mailing address information, if different from the facility address.
- 8** Enter the Contact Name for this location – it is required, even if you are the contact.

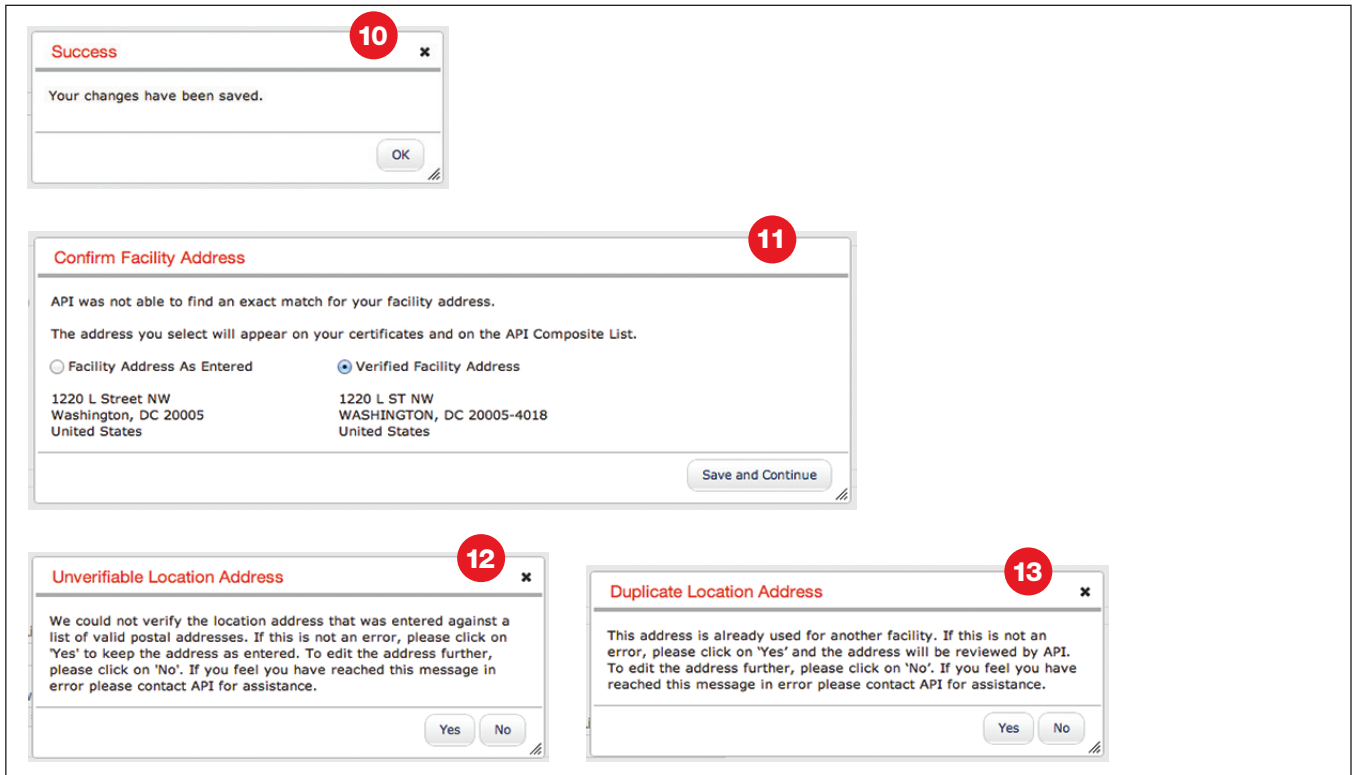
- 9** Once you are satisfied that the correct information has been entered, click "Save." If you do not want to Save the information entered, click "Cancel." If you click "Cancel," you will be routed back to the login screen to restart the process or log out. The information entered will not be saved.

API has a built-in tool to verify all facility and mailing address information. The address verification will occur after you click "Save" at the bottom of the screen.

There are four possible messages related to address information entered into myCerts: "Success," "Confirm Facility Address," "Unverifiable Location Address," or "Duplicate Location Address."

You will only need to contact API at myCertsSupport@api.org if your selection returns an error message other than those listed above.

Add a Facility Account



The screenshot displays four sequential notification windows from the API system:

- 10 Success:** A message box stating "Your changes have been saved." with an "OK" button.
- 11 Confirm Facility Address:** A message box stating "API was not able to find an exact match for your facility address. The address you select will appear on your certificates and on the API Composite List." It offers two options: "Facility Address As Entered" (1220 L Street NW, Washington, DC 20005, United States) and "Verified Facility Address" (1220 L ST NW, WASHINGTON, DC 20005-4018, United States). A "Save and Continue" button is at the bottom.
- 12 Unverifiable Location Address:** A message box stating "We could not verify the location address that was entered against a list of valid postal addresses. If this is not an error, please click on 'Yes' to keep the address as entered. To edit the address further, please click on 'No'. If you feel you have reached this message in error please contact API for assistance." with "Yes" and "No" buttons.
- 13 Duplicate Location Address:** A message box stating "This address is already used for another facility. If this is not an error, please click on 'Yes' and the address will be reviewed by API. To edit the address further, please click on 'No'. If you feel you have reached this message in error please contact API for assistance." with "Yes" and "No" buttons.

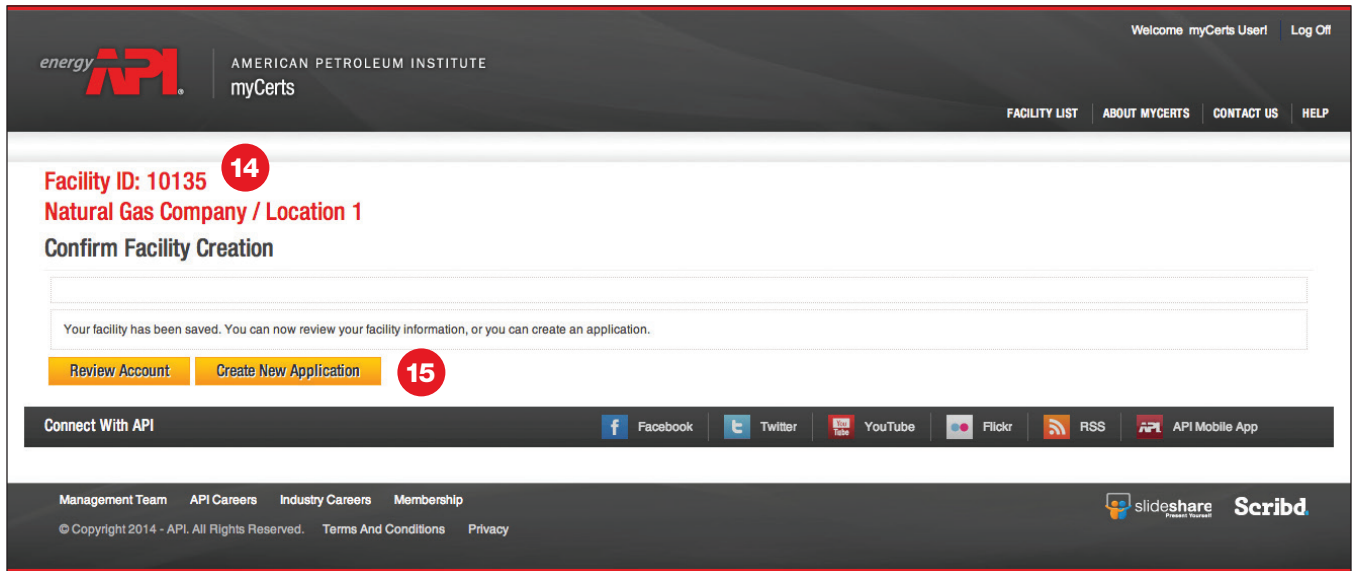
10 If the address you entered is verifiable, you will receive a "Success" notification, indicating you have successfully created a new Facility Account. Click "OK" and skip ahead to Step 14 of this section.

11 If you receive the "Confirm Facility Address" notification, select the appropriate box to proceed, then click "Save and Continue." You will receive a "Success" notification (see number 10 above), indicating you have successfully created a new Facility Account. Click "OK" and skip ahead to Step 14 of this section.

12 If you receive the "Unverifiable Location Address" notification, you can choose whether to proceed or go back and make changes. If you click "Yes," you may proceed. API will contact you for further information. If you click "No," you may go back and edit the location address before proceeding. If the edited address is verifiable, you will receive a "Success" notification (see number 10 above), indicating you have successfully created a new Facility Account. Click "OK" and skip ahead to Step 14 of this section.

13 If you receive the "Duplicate Location Address" notification, you need to choose whether to proceed or go back and make changes. If you click "Yes," API will contact you with further instructions. If you click "No," you may go back and edit the location address before proceeding. If the edited address is verifiable, you will receive a "Success" notification (see number 10 above), indicating you have successfully created a new Facility Account. Click "OK."

Add a Facility Account



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Welcome myCerts User! | Log Off

FACILITY LIST | ABOUT MYCERTS | CONTACT US | HELP

Facility ID: 10135 **14**
Natural Gas Company / Location 1
Confirm Facility Creation

Your facility has been saved. You can now review your facility information, or you can create an application.

[Review Account](#) [Create New Application](#) **15**

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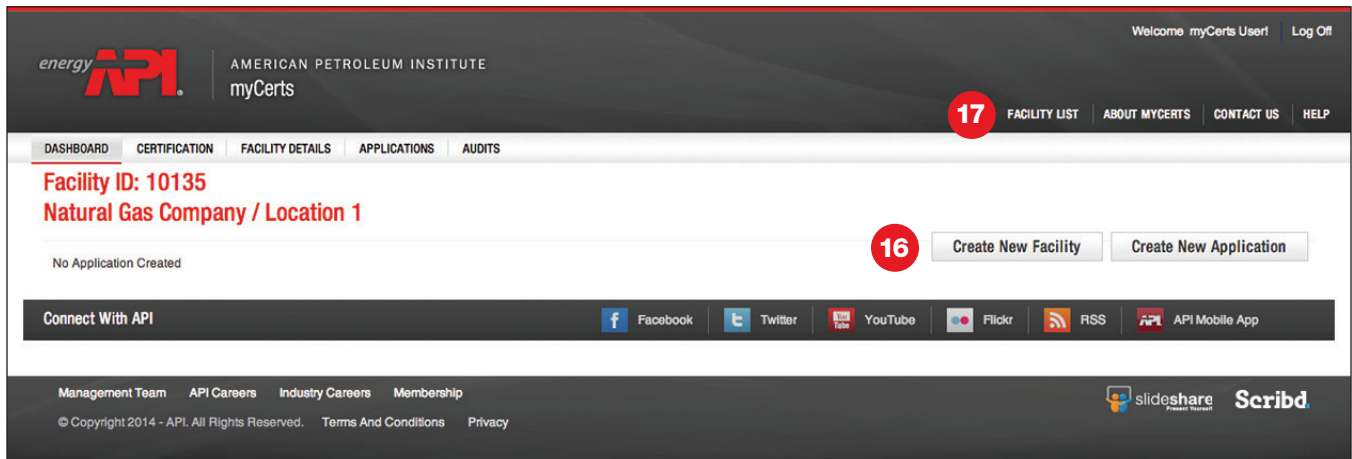
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14 A Facility ID has been assigned. Now you can review the Facility Account or create a new application.

15 To create a new application, click “Create New Application” and go to Section G – Create an Application. To review the account, click “Review Account.” The screen below will appear.



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Welcome myCerts User! | Log Off

17 FACILITY LIST | ABOUT MYCERTS | CONTACT US | HELP

DASHBOARD | CERTIFICATION | FACILITY DETAILS | APPLICATIONS | AUDITS

Facility ID: 10135
Natural Gas Company / Location 1

No Application Created

16 [Create New Facility](#) [Create New Application](#)

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16 If you have more than one facility location to add to your account, click “Create New Facility” and repeat Steps 2 through 13 of this section for each additional facility.

17 Once you have entered the correct information for each facility, click “Facility List” at the right of the screen to review your Facility List in its entirety. Each facility will have its own Facility Dashboard from which you can view existing certifications, facility details, pending applications, and audits.

D Access Facility Information

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1 FACILITY LIST | ABOUT MYCERTS | CONTACT US | HELP

Facility List

Create New Facility

Natural Gas Company

Facility ID	Company Name	Facility Name
10130	Natural Gas Company	

Address
1220 L ST NW
WASHINGTON, DC 20005-4018
United States

Oil & Natural Gas Company

Facility ID	Company Name	Facility Name
10131	Oil & Natural Gas Company	

Address
1221 L ST NW
WASHINGTON, DC 20005-4014
United States

- 1 If you only have one Facility Account, you will be automatically taken to the facility information page when you login. If you have more than one facility, click on Facility List on the top right hand side of the screen. Your list of facilities will appear.

The next time you Login; your Facility List will automatically appear when you enter the system.

- 2 Select the facility you wish to view by clicking on the Facility ID number. You may now submit an application for this facility, submit a change request to API, respond to audit findings, and/or add contacts.

E Add or Delete Contacts

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Welcome myCerts User! | Log Off

FACILITY LIST | ABOUT MYCERTS | CONTACT US | HELP

Facility List

Create New Facility

Natural Gas Company

Facility ID 10130	Company Name Natural Gas Company	Facility Name
Address 1220 L ST NW WASHINGTON, DC 20005-4018 United States		

Oil & Natural Gas Company

Facility ID 10131	Company Name Oil & Natural Gas Company	Facility Name
Address 1221 L ST NW WASHINGTON, DC 20005-4014 United States		

- 1 To add/delete contacts, you must first login to myCerts. Follow the login instructions in Section B of this guide. Once logged in, you will be directed to your Facility's Dashboard page or your Facility List if you manage multiple facility locations. Click the Facility ID number.

Only registered primary users can add/delete contacts on a Facility Account. The initial registration instructions can be found in Section A of this guide.

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Welcome myCerts User! | Log Off

FACILITY LIST | ABOUT MYCERTS | CONTACT US | HELP

DASHBOARD | CERTIFICATION | FACILITY DETAILS | APPLICATIONS | AUDITS

Facility ID: 10135

Natural Gas Company / Location 1

Create New Facility | Create New Application

Applications

Application ID	Program(s)	Status	Date Submitted
15	Monogram API Spec Q1 ISO 9001:2008	Application Review	25-Jul-2014

- 2 From the Dashboard, click the "Facility Details" tab to see information about a facility.

E Add or Delete Contacts

energy API AMERICAN PETROLEUM INSTITUTE myCerts

Welcome myCerts User! Log Off

FACILITY LIST ABOUT MYCERTS CONTACT US HELP

DASHBOARD CERTIFICATION **FACILITY DETAILS** APPLICATIONS AUDITS

Facility ID: 10130
Natural Gas Company

Details
Files
Additional Locations
Invoice History

Facility Information

Location Address
1220 L ST NW
WASHINGTON, DC 20005-4018
United States

Mailing Address
1220 L ST NW
WASHINGTON, DC 20005-4018
United States

Facility Phone Extension
202-682-8195

Sales Phone Extension

Sales Email

Website

of Employees
1

Add Contacts

3 Email Find/Add Contacts

No Match
The email address entered does not match any existing accounts. Please click on the send invite link in order to send an email to the new user. Once registered, they will be associated to this facility account.
[Send Invite](#)

Contacts

Primary Facility Contact	Name	Title	Email	Phone	Cell	Delete
<input checked="" type="checkbox"/>	myCerts User		contact@api.org	202-682-8000		4 X

Verified Facility Address

Facility Address As Entered
1220 L ST NW
WASHINGTON, DC 20005-4018
United States

Verified Facility Address
1220 L ST NW
WASHINGTON, DC 20005-4018
United States

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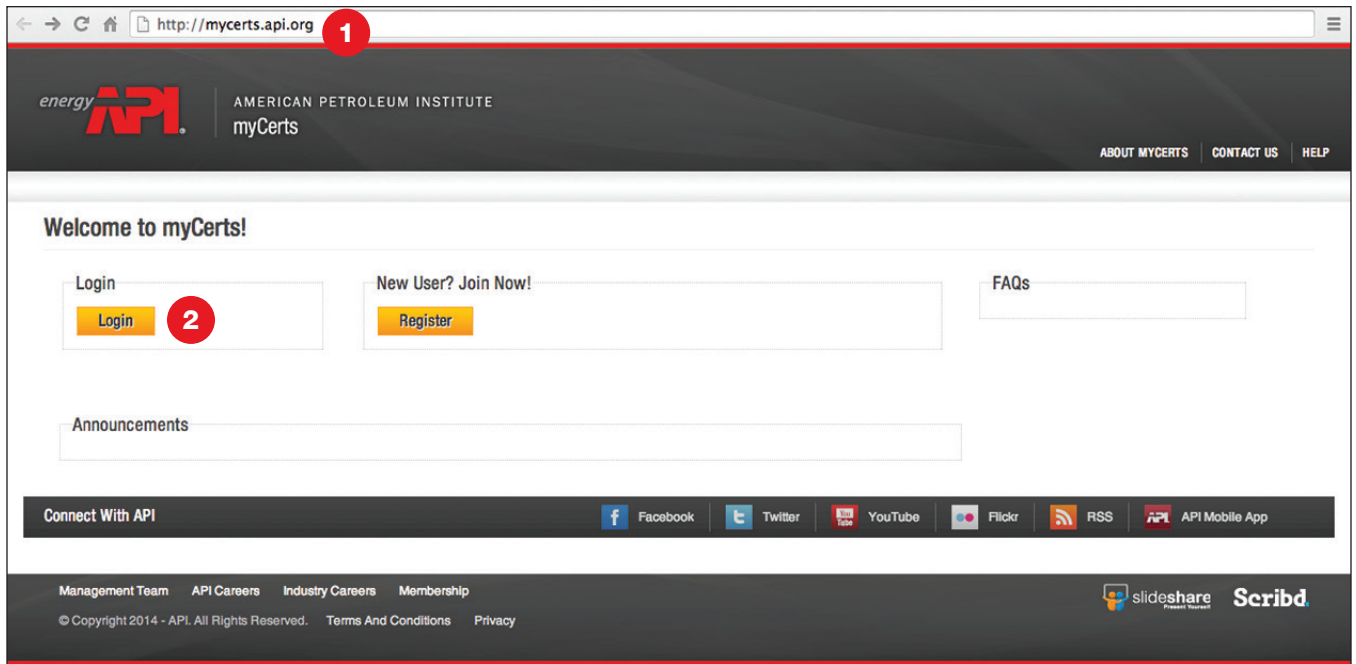
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- 3 Under Add Contacts enter the email address of the contact you wish to add.

A “No Match” message indicates that the email address entered does not match an existing account. Click the “Send Invite” link. myCerts will confirm that the invite has been sent to the email address of the contact being added. Notify the new contact to check their email inbox for the invitation. Once the invitation has been received, the new contact should click on the link provided and then register as a new user (see Section A of this guide).

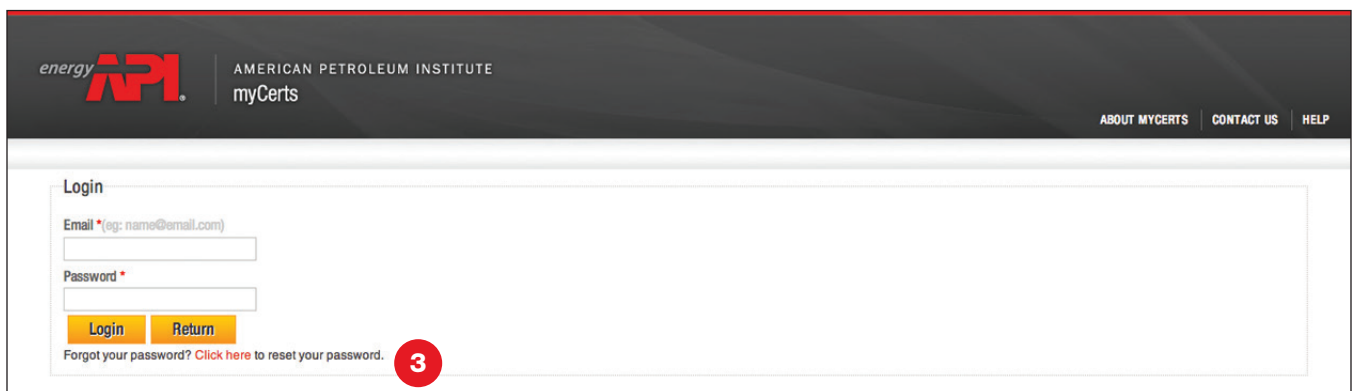
- 4 To delete a contact, find the contact and the related email address you want to delete. Click on the “X” in the red circle to the right of the contact. Click “Yes” to confirm that you want to delete the selected contact.

F Change User Information



1 If you do not remember your password or want to change it, you will be able to reset it in myCerts. Open your web browser and access myCerts by typing **<http://myCerts.api.org>** into the browser's address bar. The above myCerts Welcome/Login page will appear.

2 Click "Login" and the login screen will appear.



3 Click "Click here" next to "Forgot your password?"

F Change User Information

- 4 Enter your registered email address and click “Save.”

- 5 A “Success!” notification indicates that an email has been sent to your registered email address with a temporary password. Click “OK.” Access your email inbox and open the email from myCerts. Copy the temporary password, click the link in the email. Enter your email address and the temporary password in the spaces provided. Click “Login.” Your password is reset and you will be redirected to your Facility’s Dashboard page or your Facility List if you manage more than one facility location.

- 6 To change the temporary password or your login email or to edit your contact information, click on your name in the upper right corner of the screen. Select the option that reflects the change you would like to make.

F Change User Information

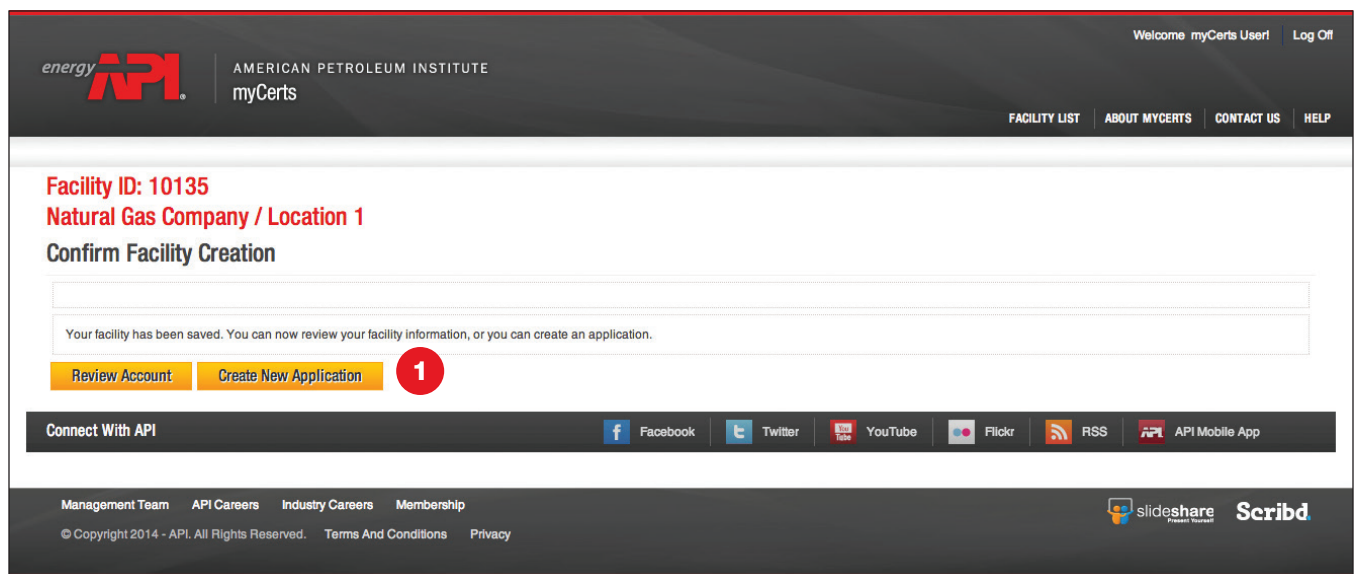
The screenshot shows a web application interface with a sidebar on the left containing three company entries: 'Natural Gas Company' (Facility ID 10130), 'Oil & Natural Gas Company' (Facility ID 10131), and 'New Oil Company' (Facility ID 10132). Each entry includes an address in Washington, DC. A modal window titled 'Login Information' is open in the center. It has a close button (X) in the top right corner. Below the title bar are three buttons: 'Edit' (highlighted with a red circle 7), 'Change Login Email', and 'Change Password'. The modal contains three sections: 'Contact' with fields for Full Name (myCerts User), Title, Phone (202-682-8000), Extension, Cell, and User Type (Client User); 'Login Information' with fields for Contact Email (contact@api.org) and Verified Date (24-Jul-2014); and 'Address' with fields for Address (1220 L Street NW, Washington, DC 20005, United States).

- 7 The Login Information screen will appear. If you select “Edit,” you will be able to change your personal contact information. If you select “Change Login Email,” you will be able to change the email address associated with your account. A confirmation email will be sent. If you select “Change Password,” you will be able to change your temporary/current password.

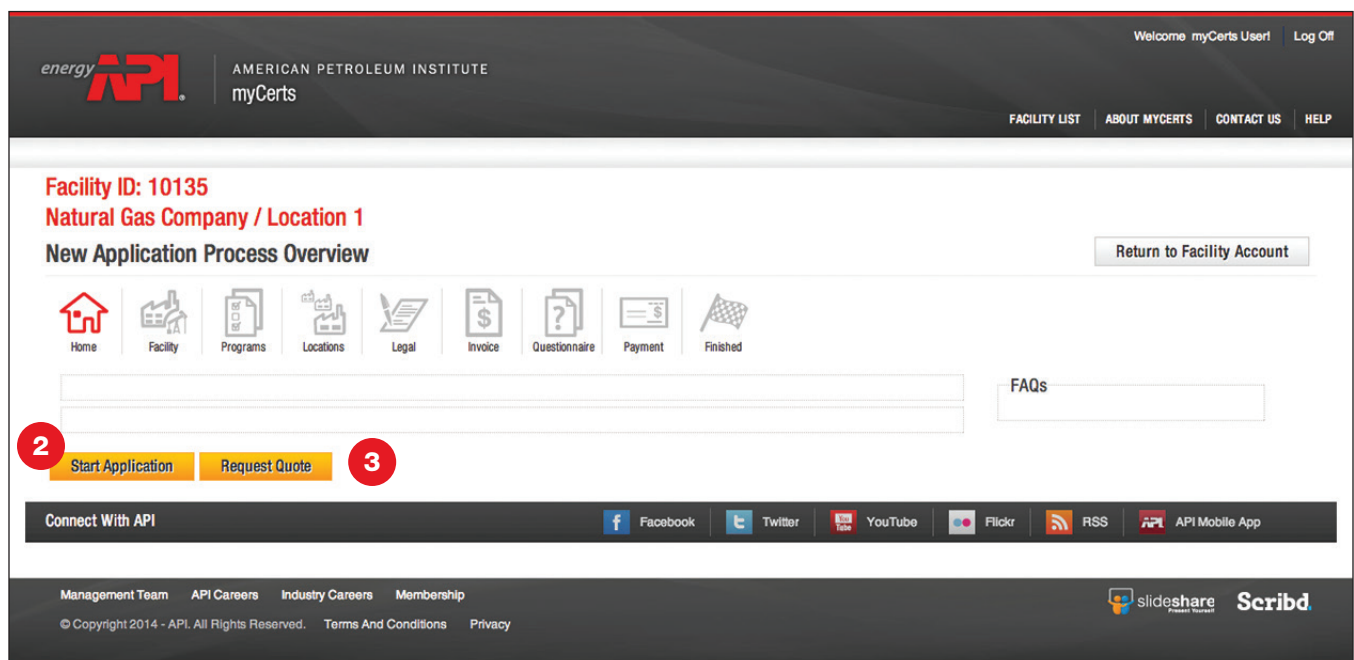
This screenshot shows the 'Change Password' section of the 'Login Information' modal window. It features three input fields: 'Current password', 'New password', and 'Confirm new password'. A red circle 8 is placed over the 'New password' field. At the bottom of the modal are two buttons: 'Save' (highlighted in orange) and 'Cancel' (highlighted in orange).

- 8 Enter and confirm the new password information. Click “Save” and use the new password the next time you login to myCerts.

Create an Application

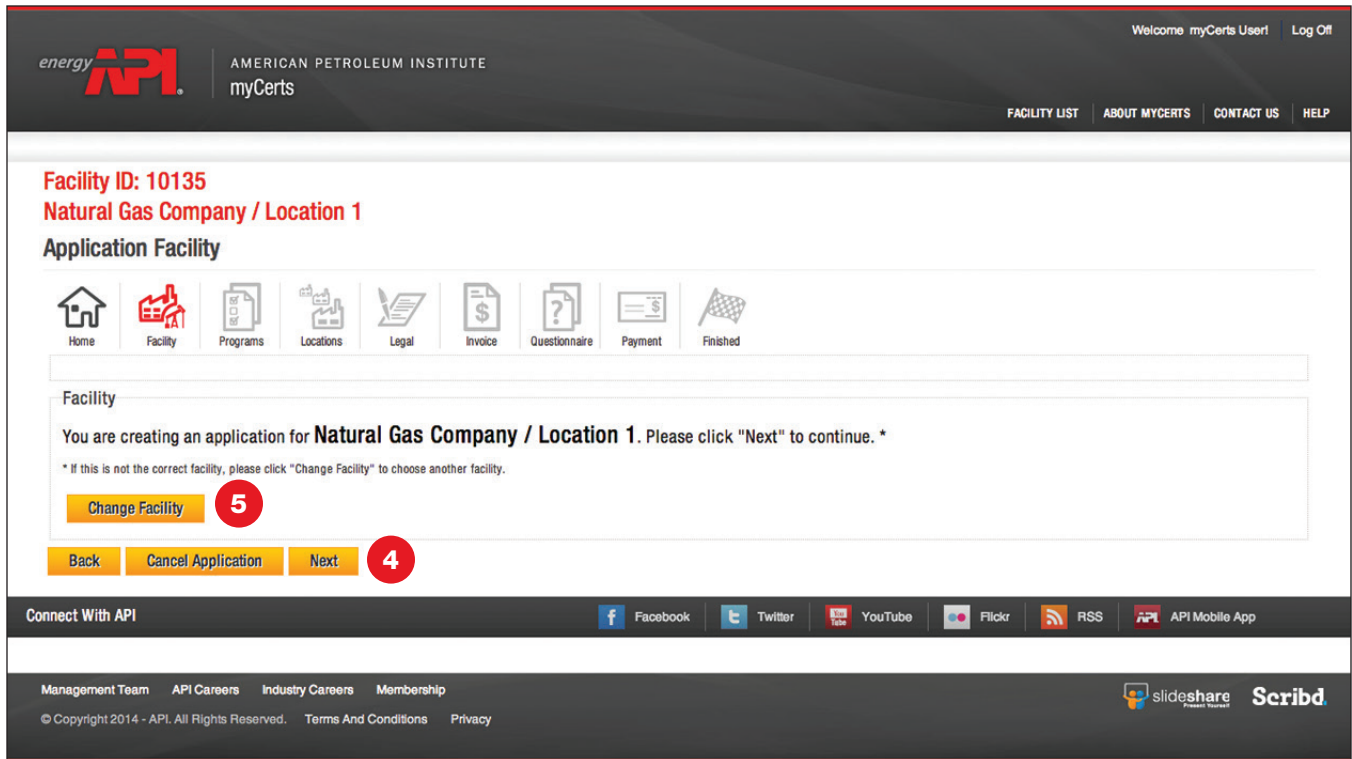


- 1 From your Facility Dashboard, click “Create New Application.” You will be navigated to the “New Application Process Overview” page.



- 2 Click “Start Application” to begin.
- 3 If you would like a quote before applying, click “Request Quote.” You will be routed to a webpage where you can submit this request.

Create an Application



- 4** Confirm you are applying for the correct facility by clicking “Next.” Skip ahead to Step 8.

If at any time you want to cancel your application, click “Cancel Application.”

- 5** If you need to change the facility for which you are creating an application, click “Change Facility.”

An Invoice stating the application fee will be generated during the application process.

G Create an Application

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FACILITY LIST | ABOUT MYCERTS | CONTACT US | HELP

Facility ID: 10131
Oil & Natural Gas Company
Application Facility

Home Facility Programs Locations Legal Invoice Questionnaire Payment Finished

Facilities

ID	Company Legal Name / Facility Name	City	State	Country
<input type="radio"/> 10130	Natural Gas Company	WASHINGTON	DC	United States
<input type="radio"/> 10131	Oil & Natural Gas Company	WASHINGTON	DC	United States
<input type="radio"/> 10132	New Oil Company	WASHINGTON	DC	United States
<input checked="" type="radio"/> 10135	Natural Gas Company / Location 1	WASHINGTON	DC	United States
<input type="radio"/> 10134	Natural Gas Company / Washington Location	WASHINGTON	DC	United States

Add Facility

Back **Cancel Application** **Next**

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6 Select another facility by clicking on the circle next to the Facility ID number.

7 Click "Next."

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Facility ID: 10135
Natural Gas Company / Location 1

Application Program Selection

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API Certification Programs

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8

Programs

Please select at least one program

☐ Monogram

Designed for manufacturers of production equipment, drilling equipment, and refinery equipment, the API Monogram Program identifies organizations that meet API's latest quality and product specifications.

☐ API Spec Q1

Based on API's Spec Q1, Specification for Quality Programs for the Petroleum, Petrochemical and Natural Gas Industry, API Spec Q1 registration program identifies organizations producing products and some services for the oil and natural gas industry.

☐ API Spec Q2

Based on API Spec Q2, Specification for Quality Management System Requirements for Service Supply Organizations for the Petroleum and Natural Gas Industries, API Spec Q2 Registration identifies service supply organizations compliant with the specification during oil and gas well construction, intervention, product and abandonment, and during well servicing, equipment repair/maintenance and/or inspection activities.

☐ ISO 9001:2008

Based on ISO 9001:2008 Quality management systems - Requirements, API's ISO 9001 registration program identifies organizations providing products and services to the oil and natural gas industry.

☐ ISO 14001:2004

ISO 14001 is the internationally recognized standard for environmental management systems. API's ISO 14001 registration program identifies organizations implementing an environmental management system developed to an appropriate environmental policy.

☐ OHSAS 18001:2007

OHSAS 18001 is the internationally recognised standard for occupational health and safety management systems. API's OHSAS 18001 registration program identifies organizations identifying, controlling and reducing risks associated with health and safety in your workplace.

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- 8 Select the API Certification Program(s) for which you are applying. Then click "Next."

If you have questions about the types of certifications offered, send an email to sales@api.org.

Organizations can achieve registration to one, a combination of, or ALL of the management system standards. API Spec Q1® and ISO 9001™ or API Spec Q2™ and ISO 9001 can be achieved through one convenient annual audit and one annual fee for either set of registrations with API.

Create an Application

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Specifications

Monogram

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☐ API-2B Structural Steel Pipe

☐ API-2C Offshore Cranes

☐ API-2F Mooring Chain

☐ API-2H Carbon Manganese Steel Plate for Offshore Platform Tubular Joints

☐ API-2MT1 As-Rolled Carbon Manganese Steel Plate with Improved Toughness for Offshore Structures

☐ API-2MT2 Rolled Shapes with Improved Notch Toughness

☐ API-2W Steel Plates for Offshore Structures by Thermo-Mechanical Control Processing (TMCP)

☐ API-2Y Steel Plates, Quenched and Tempered, for Offshore Structures

☐ API-4F Drilling and Well Servicing Structures

☐ API-547 General-Purpose Form-Wound Squirrel Cage Induction Motors - 250 Horsepower and Larger

☐ API-594 Check Valves

☐ API-599 Metal Plug Valves

☐ API-5B Threading, Gaging and Thread Inspection of Casing, Tubing and Line Pipe Threads

☒ API-5CT Casing and Tubing

☐ API-5DP Drill Pipe

API Spec Q1

Please propose a statement of the scope of the management system will be certified by APIQR. * ?

10

ISO 9001:2008

Please propose a statement of the scope of the management system will be certified by APIQR. * ?

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9 Monogram Applicants: you must select at least one specification/standard for which to apply. In the above example, API Spec 5CT has been selected. You can select multiple specifications/standards by clicking on the box next to each specification/standard.

10 Registration Applicants: you must enter a scope statement for each registration for which you are applying. The scope of registration **must be the same** for each management standard.

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API Certification Programs

Programs | Specifications | Products | Product Details | Exclusions | Review

Products

Monogram

API-SCT Casing and Tubing

11

☐ Manufacturer of Electric-Welded Casing or Tubing Plain End
☒ Manufacturer of Seamless Casing or Tubing Plain End
☐ Manufacturer of Electric-Welded Casing or Tubing Threaded and Coupled
☐ Manufacturer of Seamless Casing or Tubing Threaded and Coupled
☐ Manufacturer of Coupling Stock
☐ Manufacturer of Casing or Tubing Pup Joints
☐ Manufacturer of Casing or Tubing Couplings
☐ Manufacturer of Accessories
☐ Processor of Casing or Tubing Plain End
☐ Processor of Casing or Tubing Threaded and Coupled
☐ Threader

API Spec Q1

ISO 9001:2008

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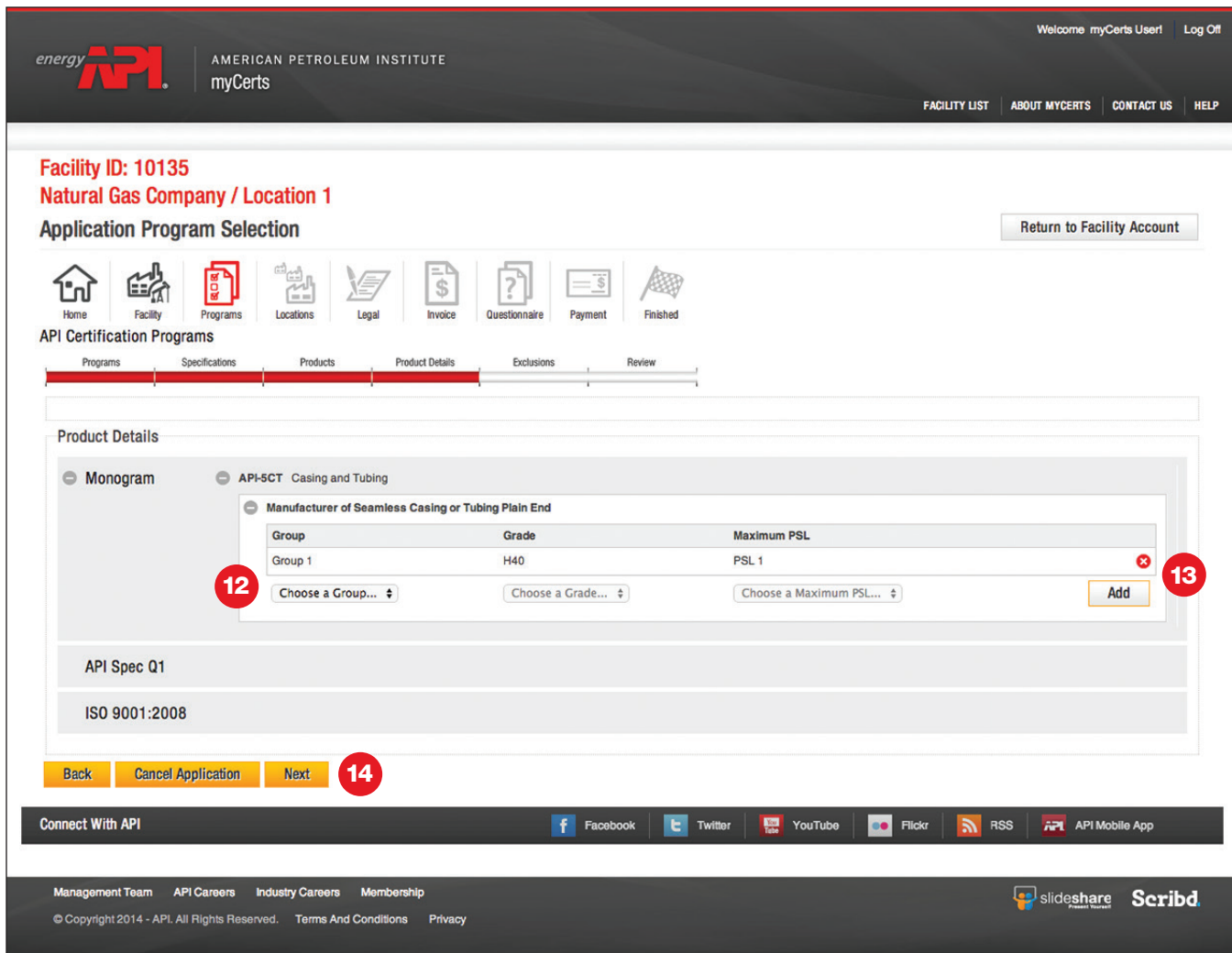
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- 11 Monogram Applicants:** For each Specification/ Standard, you will need to add products and/or product details. Select all applicable products for which you are applying, and then click Next.

For more information, you can refer to the Licensing Information Forms posted on API's website at <http://www.api.org/certification-programs/api-monogram-program-and-apiqr/licensing-information-forms>.

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energy API AMERICAN PETROLEUM INSTITUTE myCerts

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Facility ID: 10135
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Application Program Selection [Return to Facility Account](#)

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API Certification Programs

Programs Specifications Products Product Details Exclusions Review

Product Details

Monogram API-SCT Casing and Tubing

Manufacturer of Seamless Casing or Tubing Plain End

Group	Grade	Maximum PSL
Group 1	H40	PSL 1

Choose a Group... Choose a Grade... Choose a Maximum PSL... Add

API Spec Q1

ISO 9001:2008

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- 12 Monogram Applicants:** Some products may require additional information related to group, grade, or product service level. Make your selections and click "Next."
- 13** You can add additional product details by clicking "Add." To delete product details, click the "X" in the red circle on the right of the screen.
- 14** When you are finished, click "Next."

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API Certification Programs

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15 Exclusions

Monogram

API-SCT Casing and Tubing

☒ Design and Development
☐ Validation of Processes
☐ Customer Property

API Spec Q1

ISO 9001:2008

☐ 7.2 Customer Related Processes
☐ 7.2.2 Requirements Related to the Product
☐ 7.2.3 Customer Communication
☒ 7.3 Design and Development
☐ 7.4 Purchasing
☐ 7.5.1 Control of Production and Service Provision
☐ 7.5.2 Validation of Processes
☐ 7.5.3 Identification and Traceability
☐ 7.5.4 Customer Property
☐ 7.5.5 Preservation of Product
☐ 7.6 Control of Monitoring and Measuring Devices

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- 15 If your quality manual and conformity matrix contain a justified exclusion, please select that exclusion for each license and/or registration by clicking the appropriate check box. In the above example, Design and Development has been selected as an allowable exclusion for the Monogram license and for the ISO 9001:2008 registration. If your facility does not claim any exclusion, leave all check-boxes blank and click "Next."

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API Certification Programs

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Products

Product Details

Exclusions

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Final Review

Monogram

API-SCT Casing and Tubing

Manufacturer of Seamless Casing or Tubing Plain End

Group	Grade	Maximum PSL
Group 1	H40	PSL 1

Exclusions

Design and Development

API Spec Q1

Manufacturer of casing and tubing plain end.

ISO 9001:2008

Manufacturer of casing and tubing plain end.

Exclusions

7.3 Design and Development







Back

Cancel Application

Next

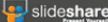

16

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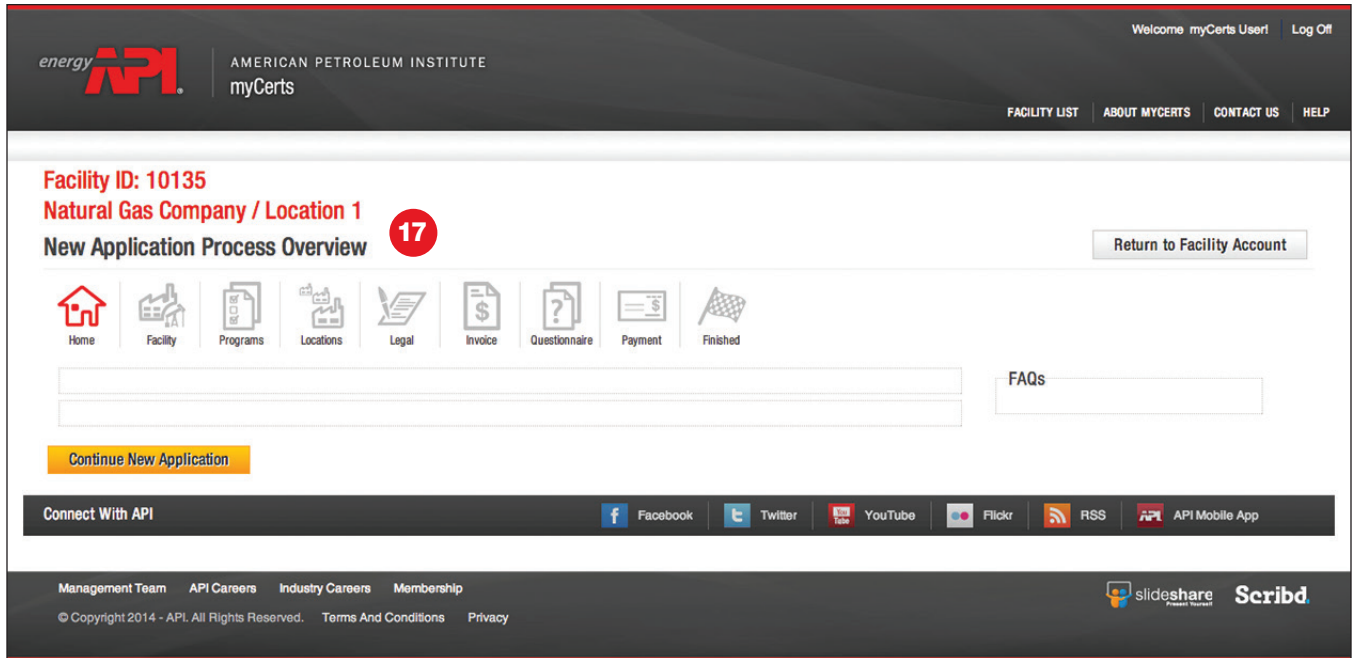
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- 16** Please review the information entered carefully. If it is correct, click “Next” and skip ahead to Step 18 of this section. If any information is incorrect, click “Back” to edit your selections.

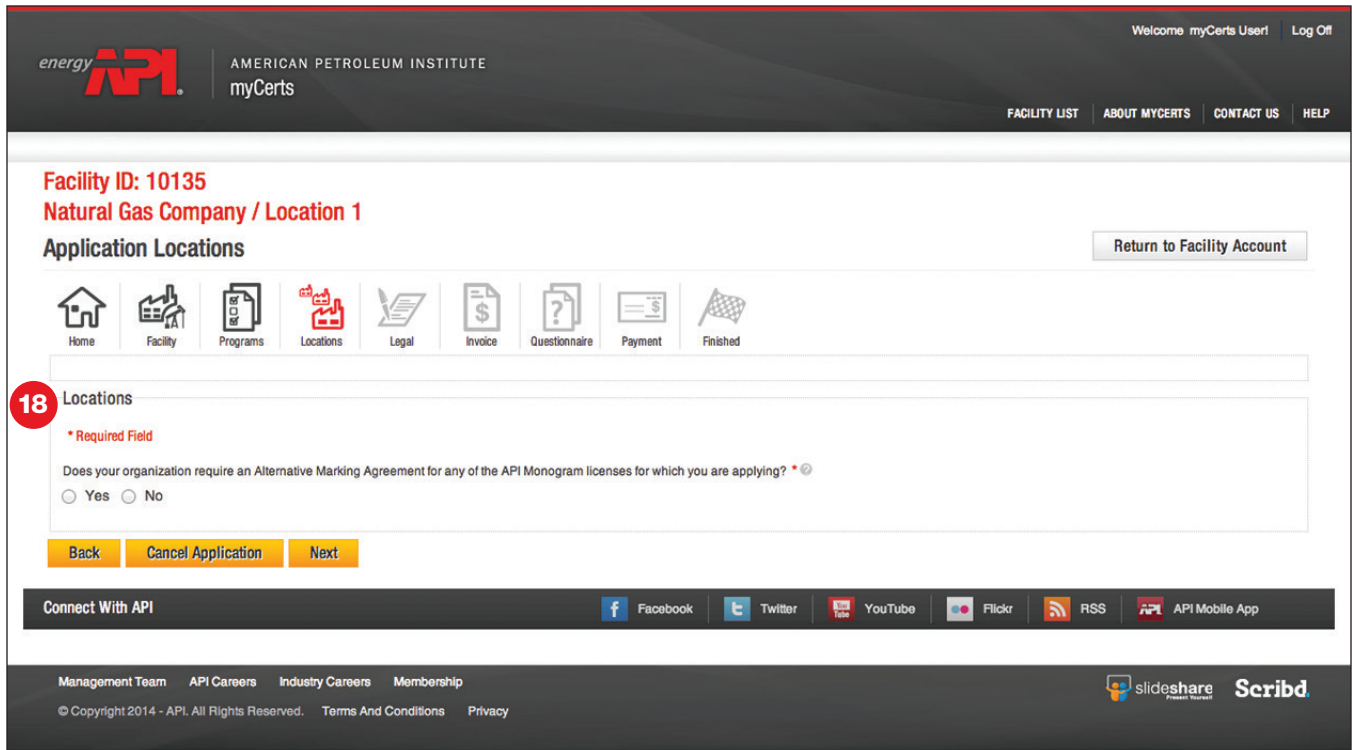
Create an Application



The screenshot displays the myCerts user interface. At the top, the header includes the energy API logo, the text "AMERICAN PETROLEUM INSTITUTE myCerts", and user information: "Welcome myCerts User!" and "Log Off". Navigation links for "FACILITY LIST", "ABOUT MYCERTS", "CONTACT US", and "HELP" are also present. The main content area shows "Facility ID: 10135" and "Natural Gas Company / Location 1" in red. Below this is the "New Application Process Overview" section, which features a progress bar with 10 steps: Home, Facility, Programs, Locations, Legal, Invoice, Questionnaire, Payment, and Finished. A red circle with the number "17" is positioned over the "Questionnaire" step. To the right of the progress bar is a "Return to Facility Account" button. Below the progress bar is a "Continue New Application" button. At the bottom of the page, there is a "Connect With API" section with links to Facebook, Twitter, YouTube, Flickr, RSS, and the API Mobile App. The footer contains links for "Management Team", "API Careers", "Industry Careers", and "Membership", along with copyright information: "© Copyright 2014 - API. All Rights Reserved. Terms And Conditions Privacy".

- 17** If you continue to click “Back,” you will be returned to the previous screens until you reach the New Application Process Overview. From this screen you have two options: “Continue New Application” or “Return to Facility Account.”

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The screenshot displays the myCerts application interface. At the top, the header includes the energy API logo, the text 'AMERICAN PETROLEUM INSTITUTE myCerts', and user information 'Welcome myCerts User!' with a 'Log Off' link. Navigation links for 'FACILITY LIST', 'ABOUT MYCERTS', 'CONTACT US', and 'HELP' are also present. The main content area shows 'Facility ID: 10135' and 'Natural Gas Company / Location 1'. A 'Return to Facility Account' button is located in the top right. Below this is a horizontal menu with icons for Home, Facility, Programs, Locations (highlighted), Legal, Invoice, Questionnaire, Payment, and Finished. The 'Locations' section is active, featuring a red circle with the number '18' and a 'Required Field' label. The question asks: 'Does your organization require an Alternative Marking Agreement for any of the API Monogram licenses for which you are applying?'. There are radio buttons for 'Yes' and 'No'. At the bottom of this section are 'Back', 'Cancel Application', and 'Next' buttons. The footer contains social media links for Facebook, Twitter, YouTube, Flickr, RSS, and API Mobile App, along with links for 'Management Team', 'API Careers', 'Industry Careers', and 'Membership'. It also includes copyright information '© Copyright 2014 - API. All Rights Reserved.' and links for 'Terms And Conditions' and 'Privacy'. Logos for 'slideshare' and 'Scribd' are also visible.

- 18** You will be given the option to add an Alternative Marking Agreement (AMA), if applicable. Refer to Section K of this guide for more information regarding this agreement. If the AMA is not applicable to the specification(s)/standard(s), you will be routed directly to the next step to review and sign the Legal Agreements.

The above screen may not appear based on the Monogram specification(s)/standard(s) for which you are applying for a license.

Create an Application

Welcome myCerts User | Log Off

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FACILITY LIST | ABOUT MYCERTS | CONTACT US | HELP

Facility ID: 10135
Natural Gas Company / Location 1

Application Legal Agreement

Return to Facility Account

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Management System Legal Agreement

WHEREAS, API has ownership rights to certain Marks relating to the APIQR Registration Program.

WHEREAS, Registrant desires a nonexclusive license from API to use the Marks to demonstrate that the Registrant's management system meets APIQR requirements.

NOW THEREFORE, in consideration of the mutual covenants hereinafter stated, the parties agree as follows:

The Mark

1. API grants to Registrant a nonexclusive license to use the Mark(s) shown in the Certificate(s) of Registration (hereinafter "Certificate") in connection with the scope of registration set forth in the Certificate which is made a part hereof provided that the Registrant maintains a management system in accordance with its registered management system, the applicable management system standard, and APIQR Registration Program requirements, including any amendments, modifications, substitutions, or interpretations that hereafter are adopted. This Agreement is applicable only to the scope of the management system that is registered at the location(s) identified in the Certificate of Registration.

2. Registrant may use the Mark(s) only on correspondence, advertising, and promotional materials which are related to the goods and services referenced in the scope of the Organization's registration and in regards to the approved management system. Registrant agrees to use the Marks only as specified in this agreement and agrees not to use the Mark(s), the name AMERICAN PETROLEUM INSTITUTE, the description "API," and/or the description "APIQR" in any other advertising or otherwise indicate API/APIQR approval, endorsement, or certification of the Registrant's products.

3. Neither the APIQR Mark nor the ANAB Mark shall be used on a product, related documentation, or in such a way as to suggest that API, APIQR, and/or ANAB have certified or approved any product, process, or service of the registered Organization, or in any other misleading manner. This includes laboratory tests, calibration or inspections reports, as such reports are deemed to be products in this context.

Please enter your full name as displayed below to accept the legal agreement.

myCerts User *

☐ I represent and warrant that I am authorized to sign on behalf of the person listed below.

20

Monogram License Agreement

WHEREAS, API is the owner of all rights to the certification mark (hereinafter "the API Monogram") relating to API's Monogram Program.

WHEREAS Licensee desires a non-exclusive license from API on or in connection with the marketing of goods made in accordance with API standards and specifications.

NOW THEREFORE, in consideration of the mutual covenants hereinafter stated, the parties agree as follows:

1. API grants to Licensee a non-exclusive non-transferable license to use the API Monogram on the types of products set forth in the Certificate of Authority to Use the Official API Monogram which is made a part hereof provided that these products are made in accordance with the requirements set forth in the API Product Specification in effect at the time of manufacture associated with the above license number, API Spec Q1 (Specification for Quality Programs for the Petroleum, Petrochemical and Natural Gas Industry), and the API Monogram Program Requirements, including any amendments, modifications, substitutions or interpretations that hereafter are adopted (hereinafter "the API requirements" or "the requirements"). This Agreement is applicable only to Licensee's product(s) that are made at the Licensee's facility which is located at: (hereinafter "facility").

2. Licensee shall not use the API Monogram on letterheads, or in any advertising (including company-sponsored websites) without an express statement of fact describing the scope of Licensee's authorization (license number and product specification), and further provided that Licensee shall not use the API Monogram or the name the AMERICAN PETROLEUM INSTITUTE or the description "API" in any advertising or otherwise to indicate API approval or endorsement of the Licensee's products. This includes the use of the API name, logo, or Monogram on any shipping documents, testing records, or contracts.

3. Licensee agrees that use of the API Monogram on the products shall constitute a representation and

Please enter your full name as displayed below to accept the legal agreement.

myCerts User *

☐ I represent and warrant that I am authorized to sign on behalf of the person listed below.

21

Back

Cancel Application

Accept

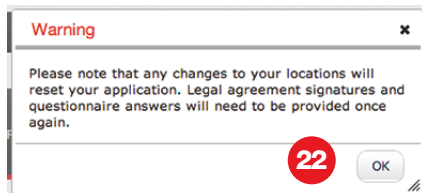
Please refer to the following page for instructions corresponding to the above screen.

My Guide to myCerts – Guide for Existing Users

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G Create an Application

- 19** You are required to accept terms and conditions of the API Monogram Program Licensing Agreement and/or the APIQR Registration Agreement by typing your full name in the box below your printed name. This is your electronic signature. If you are presented with multiple agreements, you must sign below each agreement.
- 20** If you are signing on behalf of another person, you must check the box and type that person's name, title, and email address in the space provided. Otherwise, if you have authority to sign for your company, leave the check-box blank.
- 21** Click "Accept" to proceed.
- 22** Once you electronically sign the Legal Agreement(s), any changes to your location(s) will reset your application. You will receive the warning message shown above. All information from that point forward, including the legal agreement signature and questionnaire answers must be provided again. Click "OK."



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23

Billing Contact

First Name *
myCerts

Middle Name

Last Name *
User

Company Name *
Natural Gas Company

Country *
United States

Address Line 1 *
1224 L ST NW

Address Line 2

City/Locality *
WASHINGTON

State/Province *
DC

Postal Code *
20005-4015

Mailing Contact

First Name *
myCerts

Middle Name

Last Name *
User

Company Name *
Natural Gas Company

Country *
United States

Address Line 1 *
1224 L ST NW

Address Line 2

City/Locality *
WASHINGTON

State/Province *
DC

Postal Code *
20005-4015

Optional Billing Information

PO #

Tax ID

VAT

Bill

Product Code	Description	Amount
2271	Monogram - API-SCT	\$5,000.00
2323	APIQR Application Fee - Registration For API Spec Q1 and ISO 9001	\$3,000.00
Grand Total		\$8,000.00

* Prices are subject to change.


Back | Cancel Application | Print Invoice | Save Changes | Next

24

23 Review your application invoice. This information has been pre-populated based on information you provided. If your company requires the invoice to be addressed to a separate person or location, or requires additional billing information, you may make the appropriate changes on this page.

24 After you have made any changes, click “Save Changes.” You will receive a confirmation that your changes have been saved. Click “OK.” To print the invoice, click “Print Invoice.” The system will generate a PDF for printing. After generating and printing the PDF, click “Next” to continue.

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Invoice # MC 17

Invoice Date
24-July-2014

Due Date
7-September-2014

Billing Contact:

Natural Gas Company
Attn: myCerts User
1224 L ST NW
WASHINGTON, DC 20005-4015
United States

Mailing Contact:

Natural Gas Company
Attn: myCerts User
1224 L ST NW
WASHINGTON, DC 20005-4015
United States


All payments must be made in United States currency. Checks must be drawn from a U.S. bank. You are responsible for all taxes, banking or other service fees, *including all applicable withholding taxes*. If you are paying by electronic transfer, please note (1) you are responsible for all electronic transfer, A.C.H. and banking fees; (2) for electronic payments not drawn on a U.S. bank a fifty-dollar (\$50) handling fee must be added at the time payment is made; and (3) you must reference the Invoice # MC 17 above. Thank you.

Product Code	Description	Amount
2271	Monogram - API-5CT	\$5,000.00
2323	APIQR Application Fee - Registration For API Spec Q1 and ISO 9001	\$3,000.00

Facility Number: 10135

Comments:

If you are paying by bank electronic transfer or A.C.H., you MUST have your bank include the invoice # MC 17 . Thank you.



John Robertson
Official Signature

Subtotal \$8,000.00

TOTAL \$8,000.00

Payment Received \$0.00

Balance Due \$8,000.00

25

Send Checks By Mail To:
American Petroleum Institute
P.O. Box 1425
Merrifield, VA 22116-1425
USA

REFERENCE: MC 17

Send Checks By Courier Services To:
Attn: John Robertson
American Petroleum Institute
1220 L Street NW
Washington, D.C.
20005-4070
USA

REFERENCE: MC 17

Send Wire Transfers To:
TD Bank
1030 15th St NW
Washington, D.C. 20005 USA
ABA Routing # 031101266
Credit To American
Petroleum Institute
Account # 4251303172
SWIFT: NRTHUS33

REFERENCE: MC 17


Send Correspondence To:
Financial Manager
American Petroleum Institute
1220 L Street NW
Washington, D.C. 20005-4070
Phone: 202-682-8092
Fax: 202-682-8070
email:
QualityFinance@api.org

United States Federal Tax ID No. 13-0433-430

25 The printed Invoice contains the information needed to remit funds to API.

Payment is NOT processed through the website. All payments must be sent to API using the instructions on the printed invoice.

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Log Off

FACILITY LIST

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☐

What are the products and/or services under the control of your management system? *

☒



In the table below, please identify the processes or activities that your facility outsources or performs at another location including any manufacturing, testing or inspection activities. In addition to the name of the process, please provide the name and location of the supplier and the percentage of the process or activity outsourced.

Process/Activity Name	Name and Location	Percent Outsourced	
NDE	NDE Services, Houston, TX	100%	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<div>Add</div>

27




☒

In the table below, please identify the manufacturing, testing and inspection activities performed at this facility. Do not include any activities that you outsource or perform at another location. *

Activity Name	
Machining	
Heat Treatment	
<input type="text"/>	<div>Add</div>

☒

In the table below, please identify the processes within the control of your management system that require validation. Include both processes performed at this facility, processes performed at another location and outsourced processes.

Process Name	
Welding	
NDE	
Heat Treatment	
<input type="text"/>	<div>Add</div>

- 26** The Application Questionnaire requires you to input information specific to your facility's management system. The red box indicates a required answer. You will not be able to proceed if this information is not provided.

The questions with a gray box are optional depending on the nature of your business.

- 27** Identify outsourced processes, manufacturing, testing and inspection activities and processes that require validation by adding these items to your application. Complete all fields, then click "Add." You can add other activities and processes by entering additional information and clicking "Add" again. You can delete an entry by clicking the "X" in the red circle on the right of the screen.

G Create an Application

☒ Please identify the start and end hours for all shifts at this facility and the number of employees who work on each shift.

Start Hour	End Hour	Employees
8:00AM	5:00PM	30
3:00PM	10:00PM	15

☒ Upload your quality manual. *

File
Maximum file size: 15mb
Quality Manual 9th Ed.docx

☒ Upload your conformance matrix. *

File
Maximum file size: 15mb
Conformity Matrix.xlsx

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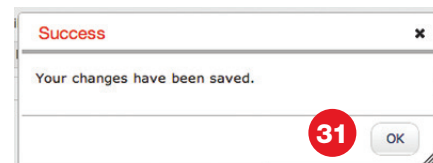
28 Enter shift information by entering the hours and number of employees, then click “Add.” Add one shift at a time. You can delete an entry by clicking the “X” in the red circle” on the right of the screen.

29 Upload your Quality Manual and Conformity Matrix. These items are required. Recognized file formats include .pdf, .doc, .xlsx. Maximum file size for each file is 15MB. To upload a file, click “Upload File” and follow the screen prompts. You can upload multiple files by clicking “Upload File” again. To delete an uploaded file, click the “X” in the red circle on the right of the file name.

30 When all application questions have been answered and your Quality Manual and Conformity Matrix have been uploaded, click “Save Changes.”

API Spec Q1 and API Spec Q2 require separate conformity matrices. Visit the API website (<http://www.api.org/certification-programs/api-monogram-program-and-apiqr/applications-forms>) to download the API Spec Q1 Conformity Matrix and/or the API Spec Q2 Conformity Matrix.

31 You will receive the following message confirming that your changes have been saved successfully. Click “OK.” Click “Next” at the bottom of the page to continue.



G Create an Application

AMERICAN PETROLEUM INSTITUTE

myCerts

Welcome myCerts User!

Log Off

FACILITY LIST

ABOUT MYCERTS

CONTACT US

HELP

Facility ID: 10135

Natural Gas Company / Location 1

Application Payment Submission

Return to Facility Account

Home

Facility

Programs

Locations

Legal

Invoice

Questionnaire

Payment

Finished

32

Payment Method: *

☐ Bank Wire
☐ ACH
☒ Check

Check Number: *

Amount: \$8,000.00

Remitter Name: *

Invoice Number: MC 19

Invoice Date: 25-Jul-2014

Billing Contact

myCerts User

Natural Gas Company

1220 L ST NW

WASHINGTON DC 20005-4018

United States

Mailing Contact

myCerts User

Natural Gas Company

1220 L ST NW

WASHINGTON DC 20005-4018

United States

Optional Billing Information

PO #

Tax ID

VAT

Bill

Product Code	Description	Amount
2271	Monogram - API-SCT	\$5,000.00
2323	APIQR Application Fee - Registration For API Spec Q1 and ISO 9001	\$3,000.00
Grand Total		\$8,000.00

* Prices are subject to change.

Back

Cancel Application

Print Invoice

Submit Application

33

Connect With API

Facebook

Twitter

YouTube

Flickr

RSS

API Mobile App

Management Team

API Careers

Industry Careers

Membership

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Privacy

slideshare

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- 32** The above screen allows you to provide payment information to API and facilitate verification when the payment is received. Select your method of payment from the available options. Payment can be made by Bank Wire, ACH, or Check. Next, you will be asked to provide a Bank Name or Check Number and Remitter Name. The payment method is required in order to proceed.

The invoice you generated in Step 24 shows the amount of the application fee to be remitted to API. If you need to print the invoice again, click "Print Invoice."

- 33** Click Submit Application.

Only one application can be open (per facility) at a time.

Once you click "Submit Application" you will no longer have the ability to make changes to an application. If changes are required after you click "Submit Application," contact API.

G Create an Application

AMERICAN PETROLEUM INSTITUTE

myCerts

Welcome myCerts User!

Log Off

35

FACILITY LIST

ABOUT MYCERTS

CONTACT US

HELP

Facility ID: 10135

Natural Gas Company / Location 1

Application Receipt

34

Home

Facility

Programs

Locations

Legal

Invoice

Questionnaire

Payment

Finished

Thank you for submitting your application!

Payment Method: Check

Check Number: 101

Remitter Name: Natural Gas Company

Amount: \$8,000.00

Invoice Number: MC 17

Order Number: 776527

Invoice Date: 24-Jul-2014

Billing Contact:

myCerts User

Natural Gas Company

1224 L ST NW

WASHINGTON DC 20005-4015

United States

Mailing Contact:

myCerts User

Natural Gas Company

1224 L ST NW

WASHINGTON DC 20005-4015

United States

Optional Billing Information

PO #

Tax ID

VAT

Not Set

Not Set

Not Set

Bill

Product Code	Description	Amount
2271	Monogram - API-SCT	\$5,000.00
2323	APIQR Application Fee - Registration For API Spec Q1 and ISO 9001	\$3,000.00
Grand Total		\$8,000.00

* Prices are subject to change.

Print Invoice

Return to Facility Account

Approve Payment

Connect With API

Facebook

Twitter

YouTube

Flickr

RSS

API Mobile App

Management Team

API Careers

Industry Careers

Membership

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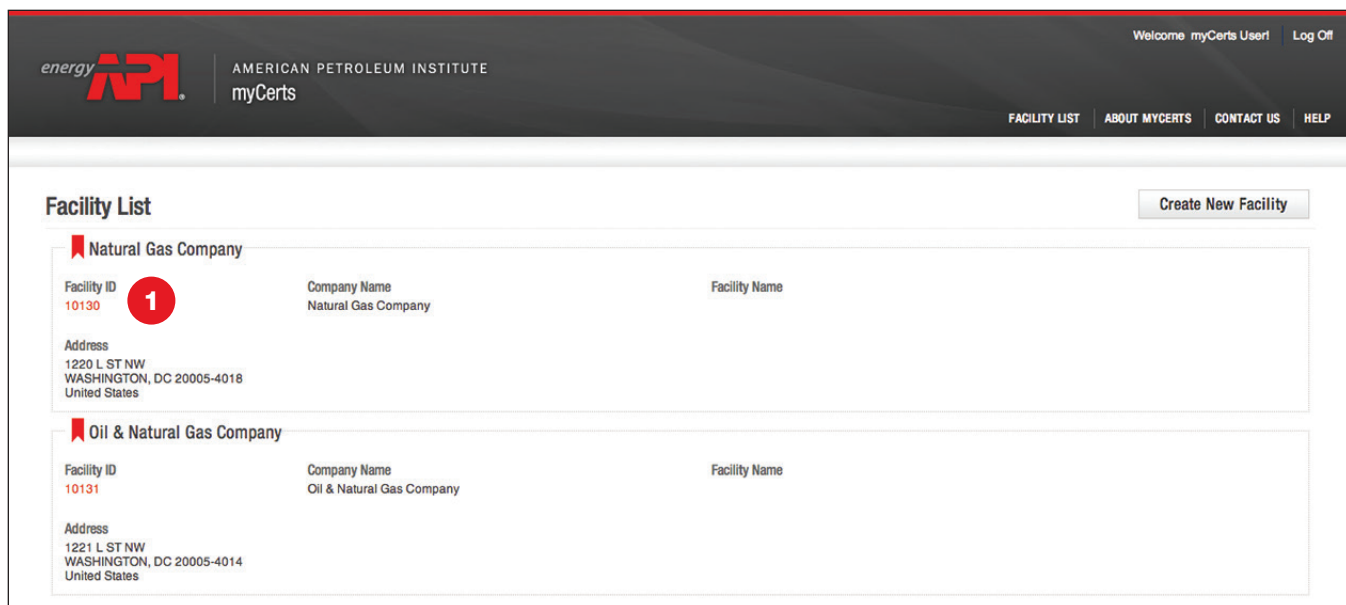
34 The application receipt confirms that your application has been submitted. To return to the dashboard for this Facility Account, click “Return to Facility Account” at the bottom of the page.

35 You may now return to your Facility List or exit the system by clicking “Log Off” in the top right corner of the screen. If you have created more than one facility, you may continue creating new applications, following the instructions in Section G of this guide.

My Guide to myCerts – Guide for Existing Users

Page 39 of 52

H Application Status



energy **API** AMERICAN PETROLEUM INSTITUTE myCerts

Welcome myCerts User! Log Off

FACILITY LIST ABOUT MYCERTS CONTACT US HELP

Facility List

Create New Facility

Natural Gas Company

Facility ID **10130** **1** Company Name Natural Gas Company Facility Name

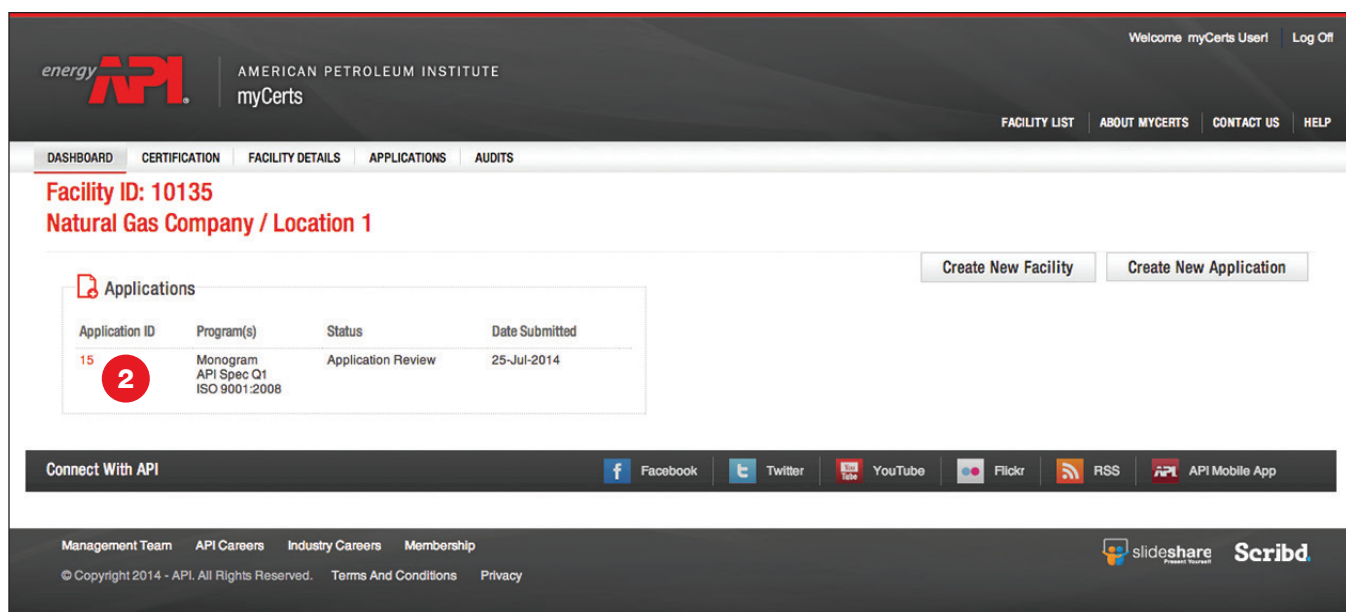
Address
1220 L ST NW
WASHINGTON, DC 20005-4018
United States

Oil & Natural Gas Company

Facility ID **10131** Company Name Oil & Natural Gas Company Facility Name

Address
1221 L ST NW
WASHINGTON, DC 20005-4014
United States

- 1 To determine the status of your application(s), login to myCerts. You will be directed to your Facility Dashboard (or your Facility List if you manage multiple facilities). Click the Facility ID you wish to view.



energy **API** AMERICAN PETROLEUM INSTITUTE myCerts

Welcome myCerts User! Log Off

FACILITY LIST ABOUT MYCERTS CONTACT US HELP

DASHBOARD CERTIFICATION FACILITY DETAILS APPLICATIONS AUDITS

Facility ID: 10135

Natural Gas Company / Location 1

Create New Facility Create New Application

Applications

Application ID	Program(s)	Status	Date Submitted
15 2	Monogram API Spec Q1 ISO 9001:2008	Application Review	25-Jul-2014

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- 2 Click the Application ID number.

H Application Status

energy **API** AMERICAN PETROLEUM INSTITUTE myCerts

Welcome myCerts User! Log Off

FACILITY LIST ABOUT MYCERTS CONTACT US HELP

DASHBOARD CERTIFICATION FACILITY DETAILS APPLICATIONS AUDITS

Facility ID: 10135

New Application - Natural Gas Company - 7/24/2014

- Details
 - Programs
 - Locations
 - Legal Agreement
 - Invoice
 - Questionnaire
 - Receipt
- Status Changes 3**

Application - New

Application Number 15	Status Application Review 25-Jul-2014 by myCerts User
Created Date 24-Jul-2014 by myCerts User	Last Change Date 25-Jul-2014 by myCerts User
Program Status Completed 24-Jul-2014	Location Status Completed 24-Jul-2014

3 On the left menu, click “Status Changes.”

energy **API** AMERICAN PETROLEUM INSTITUTE myCerts

Welcome myCerts User! Log Off

FACILITY LIST ABOUT MYCERTS CONTACT US HELP

DASHBOARD CERTIFICATION FACILITY DETAILS APPLICATIONS AUDITS

Facility ID: 10135

New Application - Natural Gas Company - 7/24/2014

- Details
 - Programs
 - Locations
 - Legal Agreement
 - Invoice
 - Questionnaire
 - Receipt
- Status Changes 4**

Status Change History

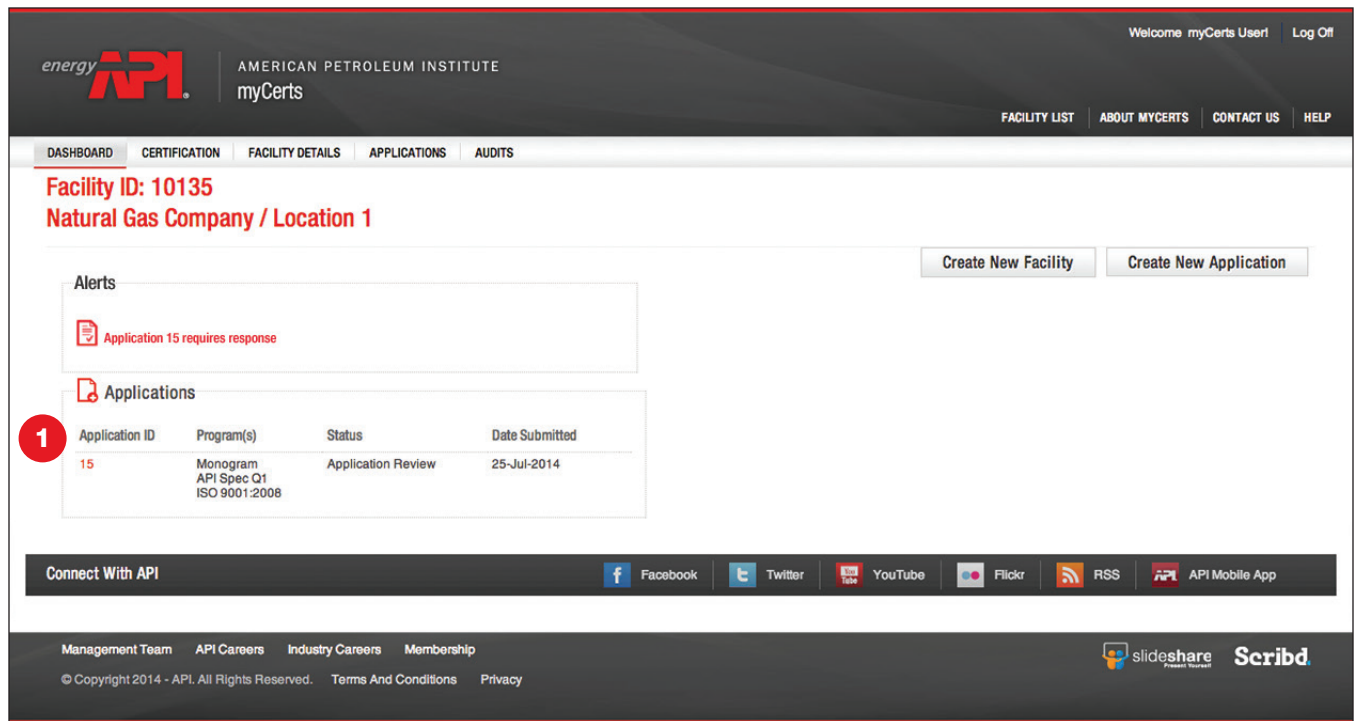
STATUS	STATUS REASON	CHANGE DATE	CHANGED BY
Application Review	Payment Review to Application Review	07/25/2014	myCerts User
Payment Review	Application Questionnaire Completed To Payment Review	07/25/2014	myCerts User
Questions Completed	Invoice Generated To Questionnaire Completed	07/25/2014	myCerts User
Invoice Generated	Legal Agreement Accepted To Invoice Generated	07/24/2014	myCerts User
Legal Agreement Accepted	Legal Agreement Accepted	07/24/2014	myCerts User
Legal Agreement Accepted	Locations Completed To Legal Agreement Accepted	07/24/2014	myCerts User
Locations Completed	Program Selected To Locations Completed	07/24/2014	myCerts User
Programs Selected	Locations Completed To Program Selected	07/24/2014	myCerts User
Locations Completed	Program Selected To Locations Completed	07/24/2014	myCerts User
Programs Selected	Facility Selected To Program Selected	07/24/2014	myCerts User

Displaying items 1 - 10 of 12

4 You will be directed to the Status Change History for the application you selected, as shown above.

The review of your application will not begin until API has verified receipt of your payment.

I Review and Correct an Application



The screenshot shows the myCerts dashboard for a user named 'myCerts User1'. The top navigation bar includes the API logo, 'AMERICAN PETROLEUM INSTITUTE myCerts', and links for 'FACILITY LIST', 'ABOUT MYCERTS', 'CONTACT US', and 'HELP'. The main navigation bar has tabs for 'DASHBOARD', 'CERTIFICATION', 'FACILITY DETAILS', 'APPLICATIONS', and 'AUDITS'. The 'APPLICATIONS' tab is selected, showing 'Facility ID: 10135' and 'Natural Gas Company / Location 1'. There are buttons for 'Create New Facility' and 'Create New Application'. An 'Alerts' section shows 'Application 15 requires response'. Below this is an 'Applications' table with one entry: Application ID 15, Program(s) Monogram API Spec Q1 ISO 9001:2008, Status Application Review, and Date Submitted 25-Jul-2014. A red circle with the number 1 highlights the Application ID 15. The bottom of the page features a 'Connect With API' section with social media links and a footer with copyright information and logos for slideshare and Scribd.

Application ID	Program(s)	Status	Date Submitted
15	Monogram API Spec Q1 ISO 9001:2008	Application Review	25-Jul-2014

- 1 Once payment for your application is received and confirmed by API, your application will be reviewed by an API Associate for completeness and accuracy. If API has comments regarding your application, you will receive an email notification and your application status will change to "Application (#) requires response." When you receive this email, login to myCerts, locate the Application ID and click on the number. You will be redirected to that application.

I Review and Correct an Application

The screenshot shows the myCerts web interface. At the top, the header includes the energy API logo, 'AMERICAN PETROLEUM INSTITUTE myCerts', and a user welcome message 'Welcome myCerts User!' with a 'Log Off' link. A navigation bar contains links for 'FACILITY LIST', 'ABOUT MYCERTS', 'CONTACT US', and 'HELP'. Below this, a sub-navigation bar has 'DASHBOARD', 'CERTIFICATION', 'FACILITY DETAILS', 'APPLICATIONS' (highlighted), and 'AUDITS'. The main content area displays 'Facility ID: 10135' and 'New Application - Natural Gas Company - 7/24/2014'. On the left, a sidebar menu lists 'Details' (Programs, Locations, Legal Agreement, Invoice, Questionnaire, Receipt) and 'Status Changes'. The 'Questionnaire' item is highlighted with a red circle '2'. The main area shows 'Application - New' with fields for 'Application Number' (15), 'Created Date' (24-Jul-2014 by myCerts User), 'Program Status' (Completed 24-Jul-2014), 'Status' (Application Review 25-Jul-2014 by myCerts User), 'Last Change Date' (25-Jul-2014 by myCerts User), and 'Location Status' (Completed 24-Jul-2014).

- 2 Click "Questionnaire" on the left menu. Comments from the API Associate will appear on the screen. You can view the entire Questionnaire by scrolling down the page.

This screenshot shows the same myCerts interface but with more content visible. The 'Questionnaire' item in the sidebar is still highlighted with a red circle '2'. Below the application details, there is a 'Comments' section with a text area and a 'Post' button (highlighted with a red circle '3'). A comment from 'Sharon Thomas - [25-Apr-2014]' is visible, stating: 'Please provide a revised scope statement and update the dates of your last management view and internal audit to include the year.' To the right of the comments is a yellow 'Resubmit' button (highlighted with a red circle '4'). Below the comments is a 'Questionnaire' section with a checkbox (checked) and the question: 'What are the products and/or services under the control of your management system? * ?'.

- 3 In the Comments section, type your response addressing the request from the API Associate regarding corrections to your application. When you're satisfied with the response, click "Post."

- 4 After providing response comments and making any necessary revisions to your application(s), click "Resubmit." When your application is complete and accepted by API, the application status will show as "Accepted."

J Modify an Application in Progress

The screenshot shows the myCerts website interface. At the top, there's a header with the API logo and 'AMERICAN PETROLEUM INSTITUTE myCerts'. A navigation bar includes links like 'FACILITY LIST', 'ABOUT MYCERTS', 'CONTACT US', and 'HELP'. Below this, a sub-navigation bar has 'DASHBOARD', 'CERTIFICATION', 'FACILITY DETAILS', 'APPLICATIONS', and 'AUDITS'. The main content area displays 'Facility ID: 10130' and 'Natural Gas Company'. There are buttons for 'Create New Facility' and 'Create New Application'. A table titled 'Applications' lists application details. The first row shows 'Application ID: 17', 'Program(s): Monogram', 'Status: Facility Selected', and 'Date Submitted: Not Set'. An 'Edit' link is next to the application ID, highlighted by a red circle with the number 1. At the bottom, there's a 'Connect With API' section with social media links for Facebook, Twitter, YouTube, Flickr, RSS, and an API Mobile App. The footer contains links for 'Management Team', 'API Careers', 'Industry Careers', 'Membership', 'Terms And Conditions', and 'Privacy', along with logos for slideshare and Scribd.

Application ID	Program(s)	Status	Date Submitted	
17	Monogram	Facility Selected	Not Set	Edit

- 1 The myCerts website allows you to exit the application process and return to submit an application at a later time. Your changes are automatically saved. To modify an application already in process, login to myCerts. Once logged in, you will be directed to your Facility's Dashboard page or your Facility List if you manage multiple facility locations. Click "Edit" next to the application you want to modify. The application will open where your work stopped. You can click "Back" to return to previous sections of the application.

If you change the location information, you will need to resign the Legal Agreements for each program for which you are applying.

You will not be able to edit an application after you click "Submit Application." You will need to contact API to make any changes at this point.

K Alternative Marking Agreement (AMA)

The screenshot shows the myCerts user interface for a facility with ID 10135, Natural Gas Company / Location 1. The page is titled "Application Locations" and includes a "Return to Facility Account" button. A navigation bar at the top contains icons for Home, Facility, Programs, Locations, Legal, Invoice, Questionnaire, Payment, and Finished. The "Locations" section is highlighted with a red circle and the number 1. Below this, a form asks if the organization requires an Alternative Marking Agreement for any of the API Monogram licenses for which they are applying. The form has radio buttons for "Yes" and "No". At the bottom of the form are buttons for "Back", "Cancel Application", and "Next". The footer of the page includes social media links for Facebook, Twitter, YouTube, Flickr, RSS, and API Mobile App, as well as a copyright notice for 2014 and links to Management Team, API Careers, Industry Careers, and Membership.

energy API AMERICAN PETROLEUM INSTITUTE myCerts

Welcome myCerts User! Log Off

FACILITY LIST ABOUT MYCERTS CONTACT US HELP

Facility ID: 10135
Natural Gas Company / Location 1

Application Locations [Return to Facility Account](#)

Home Facility Programs Locations Legal Invoice Questionnaire Payment Finished

Locations

* Required Field

1

Does your organization require an Alternative Marking Agreement for any of the API Monogram licenses for which you are applying? *

☐ Yes ☐ No

[Back](#) [Cancel Application](#) [Next](#)

Connect With API

Facebook Twitter YouTube Flickr RSS API Mobile App

Management Team API Careers Industry Careers Membership

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slideshare Scribd

- 1 This Agreement will not apply to most API Monogram applicants. Only certain API Specifications and products are eligible.

If you are applying for certain products under API Specs 5CT, 5DP 5L, 7K, 2F, 7F, 9A, 10A, 13A, you have the option to apply for an AMA. For example, only High Pressure Mud and Cement Hoses are eligible under API Spec 7K.

Use this page to confirm whether or not you are applying for an Alternative Marking Agreement. Click "Yes" or "No" and then click "Next."

If you click Yes, you will need to thoroughly review Part 3 – Alternative API Marking Controls of the License Agreement to ensure your eligibility. A hard copy of the document can be found on our website at <http://www.api.org/>.

For more information regarding this option, contact sales@api.org.

L The Audit Process

- 1 As an existing licensee/registrant, you are familiar with the current audit process. This has not changed. Most licensees get audited every three years, while others get audited annually, including all APIQR Registered Organizations.
- 2 The API audit performed at your facility location(s) will be scheduled based on the scope of your license(s)/registration(s) in conjunction with the number of employees at each of your facility location(s).
- 3 API will assign a qualified Auditor(s) who will contact the facility's management representative to schedule the audit based on API program requirements.
- 4 You will be notified by API when the audit is assigned and the Auditor will send you a copy of the audit plan prior to the audit.
- 5 You will need to arrange for the audit team's support, which could include escorts in the facility, safety precautions and restrictions.
- 6 After the audit is conducted, the auditor will submit the audit report and the findings file, if any, to API for review and determination of licensing/registration.

The screenshot displays the myCerts web application interface. At the top, the header includes the 'energy API' logo, 'AMERICAN PETROLEUM INSTITUTE myCerts', and a user greeting 'Welcome myCerts User! Log Off'. A navigation bar contains links for 'FACILITY LIST', 'ABOUT MYCERTS', 'CONTACT US', and 'HELP'. Below this, a secondary navigation bar highlights the 'APPLICATIONS' tab, with other options being 'DASHBOARD', 'CERTIFICATION', 'FACILITY DETAILS', and 'AUDITS'. The main content area shows 'Facility ID: 10135' and 'Natural Gas Company / Location 1'. A 'Create New Application' button is visible. An 'Application List' table contains one entry with Application ID 15, listing programs 'Monogram', 'API Spec Q1', and 'ISO 9001:2008', with a status of 'Application Review' and a submission date of '25-Jul-2014'. A footer section titled 'Connect With API' features social media icons for Facebook, Twitter, YouTube, Flickr, RSS, and an API Mobile App. The bottom-most footer contains links for 'Management Team', 'API Careers', 'Industry Careers', and 'Membership', along with copyright information and links to 'Terms And Conditions' and 'Privacy'. The 'slideshare' and 'Scribd' logos are also present.

Application ID	Program(s)	Status	Date Submitted
15	Monogram API Spec Q1 ISO 9001:2008	Application Review	25-Jul-2014

- 7 You will be able to monitor the status of your application(s) and audits on your Facility Dashboard. Click the Applications tab to see the status of applications submitted. Click the Audits tab to view and respond to audit findings.

energy **API** AMERICAN PETROLEUM INSTITUTE myCerts

Welcome myCerts User! Log Off

FACILITY LIST ABOUT MYCERTS CONTACT US HELP

DASHBOARD CERTIFICATION FACILITY DETAILS APPLICATIONS **AUDITS** 2

Facility ID: 10135
Natural Gas Company / Location 1

Audit List

ID	Status	Type	Company	Program(s)	Scheduled Date	Conclusion Submitted Date	Audit End Date	Nonconformities	Concerns
26652	Scheduled	2nd Surveilla...	Natural Gas Company Location 1	Monogram API Spec Q1, 9th Edition ISO 9001:2008	1-Sep-2014	Not Set	Not Set	0	0
25921	Complete	Initial 1st Surveilla...	Natural Gas Company Location 1	Monogram API Spec Q1, 9th Edition ISO 9001:2008	22-Jul-2013	2-Aug-2013	25-Jul-2013	1	0

3

- 1 Once the auditor uploads all required audit documents to API, you will receive an email notification from myCerts. If there were no findings during your audit, no action is required. API will notify you when your audit review is complete and of the action taken. If there were findings during the audit, you will receive an email notification indicating that your audit findings require response.
- 2 To respond to audit findings, login to myCerts – see Section B. On your Facility Dashboard, click the AUDITS tab.
- 3 Click the ID number of the audit for which you want to provide responses. Note the status of the audit will be 'Complete.'

M Respond to Audit Findings

The screenshot shows the myCerts interface for Facility ID 10135. The top navigation bar includes the energy API logo, AMERICAN PETROLEUM INSTITUTE myCerts, and user information (Welcome myCerts User! | Log Off). The main navigation bar includes DASHBOARD, CERTIFICATION, FACILITY DETAILS, APPLICATIONS, and AUDITS. The Audit Dashboard for Facility ID 10135 is displayed, showing the Initial - Natural Gas Company / Location 1 - [Complete] status. The dashboard includes sections for Alerts, Company Details, Auditors, and Findings. A red circle with the number 4 highlights the Alerts section, and a red circle with the number 5 highlights the Findings section.

4 Once you click the audit ID, you will be routed to your Audit Dashboard, where you will see the findings identified during the audit. You will also see any messages (called Alerts) from API regarding the audit.

5 A finding that requires a response will have a red triangle next to it. Click the finding number for which you want to provide a response. Note that all findings must be addressed before API will review your audit.

Concerns do not require a written response. API will review all Concerns to determine if action is required. If so, the Concern will be upgraded to a nonconformity and a written response will be required. You will receive an email notification from myCerts.

M Respond to Audit Findings

AMERICAN PETROLEUM INSTITUTE

myCerts

Welcome Sharon Bowie!

Log Off

Switch User

DASHBOARD

SEARCH

ABOUT MYCERTS

CONTACT US

ADMINISTRATION

HELP

DASHBOARD

CERTIFICATION

FACILITY DETAILS

APPLICATIONS

AUDITS

HISTORIC FILES

Facility ID: 10135

Initial - Natural Gas Company / Location 1 - [Complete]

Audit Dashboard

Recommendation

Auditor Evaluation

Auditor Name

Audit Invoice

No Audit Invoices

Add New Invoice

Client Bill

Findings

1

2

3

8

Finding Details

Finding Number	Finding Status	Review Decision	Facility ID
2	No Response Required	Resolved	9317
Auditor	Audit Type	Finding Type	Product Impact
Robert Ryan	Initial	Concern	No Impact
Requirement - MS Standard	Clause		
ISO/TS 29001: 2007 Edition	6.2.2.2		
Description			
The organization shall conduct internal audits to determine whether the quality management system conforms to the requirements of this document and is effectively implemented and maintained.			
Product Specification	Clause		

7

Internal Notes

Notifications

Files

Status Transition History

Change History

Objective Evidence

Review of internal audit report dated October 2013

Nonconformance/Concern Description

Although not specifically required by API Q2 review of the internal audit report dated October 2013 found that the audit does not in all cases document the objective evidence utilized toward decisions of conformance for non-conformance:

Root Cause Analysis

Requires Response
 Provide a detailed explanation of the cause of the nonconformity (i.e., the reason "why" the nonconformity occurred). A simple re-wording of the nonconformity is not acceptable. Terms such as "oversight" or "human error" require further explanation.

Post

Corrective Action(s)

Requires Response
 Provide a detailed explanation of the action(s) taken / implemented to address the root cause and minimize the likelihood of recurrence. Provide the date of completion and implementation.

Post

7

Supporting Documentation

Add Files

Upload New File: Maximum allowed file size: 15 MB

Upload File

Link Files

Link File

Please refer to the following page for instructions corresponding to the above screen.

M Respond to Audit Findings

6 On this screen, you can enter your response to the finding. You must enter the required information in the space provided for the Root Cause Analysis, Corrective Action(s) and the Correction, separately. Once you type the response in the space provided, click “Post.” You will need to click “Post” after entering each section’s response.

7 If you need to upload documentation as a part of your response to a finding, scroll down to Supporting Documentation. Click “Upload File” and attach supporting documents/evidence.

After posting a response, when you return to your Audit Dashboard, the finding alert next to the finding number for which you posted a response will be gray. When the alert is gray, no action is required from you.

8 If you have more than one finding, click the next finding number and enter the response for that finding in the same manner as before. When you have responded to all open findings, your audit report and responses will be automatically assigned to a Certification Associate for review.

You cannot make changes or submit additional documentation while API is reviewing the audit. If API has questions or needs additional information, you will receive an email message from myCerts with instructions to login to the site.

If you need to make changes while the audit is under review, contact API.

9 Once API reviews your Audit in conjunction with your responses to the findings, you will receive an email notification regarding the status of the review.

10 A notification will also be sent if additional information is required.

Dear myCerts User,

10

API needs additional information regarding your audit response. The API Associate described what information is still needed under the appropriate finding on the website. All findings must be closed within 60 days of the last day of the audit.

You can view additional requested actions regarding your recent audit at [25921](#)

You will need to sign in with the login information that was provided in a separate email. If you have any questions please contact the associate assigned to your audit review.

Send an email to the help desk at myCertsSupport@api.org if you have any questions using the myCerts website.

Thank you,
API myCerts

N Automatic Notifications

myCerts messaging will keep you informed about the status of your application(s), audit(s), and any other account related requests or actions taken.

If you have any questions or need assistance with the site or sales support, the API staff is available to assist you.



AMERICAN PETROLEUM INSTITUTE

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