



Global Industry Services
Certification Programs

API Certification Programs

Application

REVISION 6 | FM-001.pdf



API
Monogram™
Program



API Quality
Registrar™



API Spec Q1®



API Spec Q2™



API
QualityPlus™

API Certification Programs Application Contents

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API Certification Programs Application Introduction

Thank you for requesting an API Certification Programs Application. This Application form must be used when applying to any API® or APIQR™ program including: **QualityPlus,® ISO 9001 Registration, API Spec Q1® Registration, API Spec Q2™ Registration, and API Monogram™ Licensing.**

This Application provides API or APIQR with the basic information required for processing your inquiry. Please include as much detailed information as possible. All such information is subject to investigation and applications may be rejected if the information supplied so warrants. If you have any questions, please contact one of our associates by calling API at 202-962-4791. Please send email inquiries to certification@api.org.

If more than one facility is applying, please indicate each location on a separate Application. If more space is needed, please attach additional sheets as necessary.

API Certification Programs Application Options

Organizations have the option to apply for one or a combination of any or all of the following certifications:

- API Monogram Licensing
 - API Spec Q1 Registration
 - API Spec Q2 Registration
 - ISO 9001 Registration
 - ISO 14001 Registration
 - OHSAS 18001 Registration
1. Organizations can achieve ALL of the above certifications and API product licensing through one convenient annual integrated management system audit.
 2. 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.
 3. Organizations can achieve API Monogram Licensing and any or a combination of the registrations through one convenient annual audit.
 4. Organizations can achieve licensing to more than 70 different product specifications. The license allows organizations to provide evidence to equipment purchasers that they manufacture products in accordance with API product specifications.

API Certification Programs Application Submission of the Application

Directions for Submission of the Application

Submit all applicable pages of the following items for each program for which you are applying:

1. **Part 1 – Application**
2. **Part 2 – Application Agreement**
3. (a) **API Monogram License Agreement**
Located in the API Monogram Licensing Program Requirements.

and/or

(b) **APIQR Management System Registration Agreement**
Located in the APIQR Registration Program Requirements.
4. **Product Licensing Information Form (For API Monogram Licensing Only)**
If you did not receive the necessary form(s) with the Application package, please visit our website at www.api.org/certifications/monogram/documents/licensing-forms.cfm to obtain the forms. You must submit one for each license sought.
5. **Quality Manual**
A controlled copy of your Quality Manual (written in English).
6. **ISO 9001 Registration Certificate**
If you currently maintain an ISO 9001 Registration, include a copy of the certificate with your ISO 9001 Registration Agreement.
7. **Conformity Matrix for API Spec Q1 and/or API Spec Q2**
The matrix can be downloaded from www.api.org.

Submit completed Applications to:

API Certification Programs
1220 L Street, NW
Washington, DC 20005-4070
USA

Program Fee(s)

For instructions on submitting payment, see the **Fee Schedule** sheet for the applicable program, located in the Program Requirements.

Applications will not be processed until payment and all documentation are received.

API Certification Programs Application Certification Process

1. Organizations applying for licensing under the API Monogram Program must develop and maintain quality manuals that describe their quality management system and how it conforms to the requirements of API Spec Q1. Organizations participating in the API Monogram Program must also demonstrate continued ability to meet the technical requirements identified in the applicable API product specification(s).
2. Organizations applying only for ISO 9001 Registration must develop and maintain quality manuals and quality management systems that conform to the ISO 9001 standard. Organizations applying for API Spec Q1 Registration and/or API Spec Q2 Registration must develop and maintain quality manuals and quality management systems in conformance with these standards. Organizations applying for ISO 14001 Registration and/or OHSAS 18001 Registration must develop and maintain a management system that conforms to the requirements of these standards.
3. Prior to submitting an application to API, organizations must have had a management system in place for at least four months. This includes performing and documenting an internal audit and management review in accordance with API Spec Q1, ISO 9001, API Spec Q2, ISO 14001 and/or OHSAS 18001.
4. Submit the completed application forms, application fee, and the quality manual and conformity matrix, if required. The quality manual and/or conformity matrices must be in English.
5. API will review the application forms, the quality manual and the conformity matrix for conformance with program requirements and applicability of desired scope of certification. Should application forms be incomplete, and/or should the quality manual be out of conformance with requirements, API will provide comments.
6. When the application package, quality manual and/or conformity matrix are accepted, API will schedule a Stage 1 or initial audit. The audit costs are at the organization's expense. Stage 1 audit is only required for ISO 9001 and ISO 14001 registrations.
7. Stage 1 audits are generally performed offsite and require the organization to provide the auditor with documents for review. These documents may include procedures, control features, internal audit reports, management review records, staff responsibilities and facility layout. If needed, parts of the Stage 1 audit may be carried-out at the organization's premises.
8. Once the Stage 1 audit has been successfully completed, API and the assigned auditor will schedule a Stage 2 audit. The audit costs are at the organization's expense.
9. Initial or Stage 2 audits are performed on-site and include verifying the organization's conformance with API Spec Q1, ISO 9001, API Spec Q2, ISO 14001, OHSAS 18001 and/or any applicable API product specification(s).
10. API will make the certification decision on the basis of an evaluation of the audit findings and conclusions, and evidence of effective implementation of corrective actions by the organization (if required)*.
11. Organizations licensed under the API Monogram Program will have audits scheduled every three years to ensure continued conformance with the applicable program requirements.
12. Organizations registered under API Spec Q1, ISO 9001, API Spec Q2, ISO 14001 and/or OHSAS 18001 will have a full system audit every year to ensure continued conformance with the applicable program requirements.

**A follow-up audit may be required if nonconformances are deemed significant.*

API Certification Programs Application

Part 1 – Application

1. Facility Name:

(As it should appear on the certificate)

If more than one facility is applying, a separate Application is required for each location.

2. Actual Physical Location of Facility to be licensed and/or registered. In general, documents will be sent to Primary Correspondence Contact (see item 3). Physical location of facility is needed for planning of audits and will be identified on Certificates of Registration and/or licenses:

Street Address:

(P.O. Box numbers are not acceptable)

City:

State/Province:

Zip/Postal Code:

Country:

Website:

(Optional)

3. Primary Correspondence for this Application and other API Legal Documents (*NOTE: Individual must be an officer/employee of the organization*):

Name:

Title/Position:

Street Address:

(P.O. Box if applicable)

City:

State/Province:

Zip/Postal Code:

Country:

Telephone Number:

Fax Number:

(Include country and city codes if outside the United States and Canada)

Email Address:

(For Primary Corresponding Contact)

4. Facility Contact Person (Contact Person at the facility to be licensed and/or registered, if different from the Primary Correspondence Contact identified in item 3):

Name:

Title/Position:

Telephone Number:

Fax Number:

(Include country and city codes if outside the United States and Canada)

Email Address:

(For Facility Contact)

Sales Telephone Number:

(Optional)

Sales Email Address:

(Optional)

Website:

(Optional)

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API Certification Programs Application

Part 1 – Application

FOR REGISTRATION APPLICATIONS ONLY

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

FOR ALL APPLICATIONS

Please provide answers to the following questions:

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

2. How long have you provided these products and/or services to the oil and gas industry?

3. How long has your organization had a management system in place that meets the requirements of:

API Spec Q1: _____ ISO 14001: _____

API Spec Q2: _____ OHSAS 18001: _____

ISO 9001: _____

4. What were the dates of your last full system internal audit? _____

5. What were the dates of your last management review? _____

6. If you have used any outside assistance (e.g. consultant) in preparing any part of your management system, please provide the name and contact information of the person or company that provided the assistance:

First Name: _____ Middle Name: _____

Last Name: _____

Company Name: _____

Address: _____

City/Locality: _____ State/Province: _____

Zip/Postal Code: _____ Country: _____

Telephone Number: _____ Email: _____

(Include country and city codes if outside the United States and Canada)

Do you wish to send copies of API correspondences to this individual? Yes No

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API Certification Programs Application

Part 1 – Application

7. 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

8. 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	Activity Name	Activity Name

9. 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	Process Name	Process Name

10. What is the total area of this facility in square meters? _____

11. What is the area of the manufacturing sites at this facility in square meters? _____

12. How many employees work at this facility? _____

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

Shift	Start Time	End Time	Number of Employees

14. Please submit a copy of your quality manual in English.

15. Please submit a copy of your conformance matrix.

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API Certification Programs Application

Part 1 – Application

ISO 14001

If you are applying for ISO 14001 registration, you must also provide information on the following items:

1. Types of hazardous materials used (please check all that apply).

- | | |
|---------------------------------|---|
| <input type="checkbox"/> Acids | <input type="checkbox"/> Solvents |
| <input type="checkbox"/> Bases | <input type="checkbox"/> Others (Please specify): _____ |
| <input type="checkbox"/> Metals | |

2. Check all environmental aspects and impacts identified by the organization.

- | | |
|---|---|
| <input type="checkbox"/> Above-ground Storage Tanks | <input type="checkbox"/> Odors |
| <input type="checkbox"/> Air Emissions | <input type="checkbox"/> PCBs |
| <input type="checkbox"/> Asbestos | <input type="checkbox"/> Pesticides/Herbicides |
| <input type="checkbox"/> Energy Use | <input type="checkbox"/> Radon |
| <input type="checkbox"/> EPCRA Reporting | <input type="checkbox"/> Recycling |
| <input type="checkbox"/> Ground Water | <input type="checkbox"/> Solid Waste Generation |
| <input type="checkbox"/> Hazardous Materials Management | <input type="checkbox"/> Storm Water |
| <input type="checkbox"/> Hazardous Waste Generation | <input type="checkbox"/> Underground Storage Tanks |
| <input type="checkbox"/> Investigation/Remediation | <input type="checkbox"/> Wastewater |
| <input type="checkbox"/> Land Contamination | <input type="checkbox"/> Wastewater Handled On-site |
| <input type="checkbox"/> Lead | <input type="checkbox"/> Wastewater to POTW |
| <input type="checkbox"/> National Resource Conservation | <input type="checkbox"/> Water Use |
| <input type="checkbox"/> Noise | <input type="checkbox"/> Others (Please specify): _____ |

3. Please Identify the applicable regulations, standards and other environmental requirements. Include a unique identification or reference number.

Federal/National Government:

Reference Number	Title

State/Province:

Reference Number	Title

Local Government:

Reference Number	Title

4. Please submit a description of the interaction between the processes of the environmental management system. Include the identified aspects and impacts for each process.

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API Certification Programs Application

Part 1 – Application

OHSAS 18001

If you are applying for OHSAS 18001 registration, you must also provide information on the following items:

1. Please list any other health and safety concerns that have not been addressed that fall outside the proposed scope of registration.

2. Check all significant risks and hazards identified by the organization if applicable (only a sampling is included in the list).

- | | |
|--|---|
| <input type="checkbox"/> Biological Hazard | <input type="checkbox"/> Hearing Protection |
| <input type="checkbox"/> Confined Space | <input type="checkbox"/> Indoor Air Quality |
| <input type="checkbox"/> Ergonomics | <input type="checkbox"/> Machine Guarding |
| <input type="checkbox"/> Eye and Face Protection | <input type="checkbox"/> Physical Hazard |
| <input type="checkbox"/> Fire Safety | <input type="checkbox"/> Respiratory Program |
| <input type="checkbox"/> Hazardous Energy | <input type="checkbox"/> Trip/Falls |
| <input type="checkbox"/> Hazardous Materials | <input type="checkbox"/> Others (Please specify): _____ |

3. Please Identify the applicable regulations, standards and other health and safety requirements. Include a unique identification or reference number.

Federal/National Government:

Reference Number	Title

State/Province:

Reference Number	Title

Local Government:

Reference Number	Title

4. Please submit a description of the interaction between the processes of the health and safety management system. Include the identified aspects and impacts for each process.

API Certification Programs Application

Part 2 – Applicant Agreement

The Applicant agrees to the following as a condition of its application being accepted by API.

1. The Applicant must select one or more of the Certification Programs Options from Part 1. At this time, the Applicant is applying for:

<input type="checkbox"/> API Monogram Licensing	<input type="checkbox"/> ISO 9001 Registration
<input type="checkbox"/> API Spec Q1 Registration	<input type="checkbox"/> ISO 14001 Registration
<input type="checkbox"/> API Spec Q2 Registration	<input type="checkbox"/> OHSAS 18001 Registration
2. The Applicant must submit the requested documents and agree to fully comply with all of the requirements specified in the Application and in the Program Requirements.
3. The Applicant will participate in and pay the cost of the API Audit, whether or not the Applicant is granted rights to use the API Certification Programs marks or certificates.

Audit Costs. The Applicant/Licensee pays the audit costs based on the contract rate of API’s auditor(s) and any related auditor(s) expenses, including travel time, airfare, taxi, rental car, or private car, plus accommodations, meals, parking, telephone, etc. API expends every effort to use a local qualified auditor(s) in an effort to keep audit costs as low as possible.
4. API shall be the sole judge of whether or not an Applicant meets the appropriate qualification to become a licensee or registrant.
5. If the Applicant fails to pay the audit fee within the time frame specified, API may bring an action or a proceeding to recover these costs. API shall be entitled to recover reasonable attorney’s fees and costs.
6. The Applicant agrees that the venue and applicable law for such action and any action related to this Agreement shall be the District of Columbia, United States of America.
7. The Applicant will not be granted any rights to use the API Certification Programs marks or certificates until all steps in the process have been completed to the satisfaction of API, applicable fees have been paid, and the Applicant has agreed to comply with all of the terms and conditions of the License and/or Registration Agreement.
8. The undersigned individual represents and warrants that they are expressly and duly authorized by their entities or agencies to execute the Agreement and to legally bind their entities or agency as set forth herein.
9. All program fees payable to API shall be in U.S. dollars and shall be **non-refundable**.
10. The Applicant understands and agrees that API’s representative(s) shall have access to the Applicant’s facility and records to the extent necessary to process the application and perform audits. API agrees to take all reasonable steps to maintain the confidentiality of any proprietary information obtained, but accepts no liability. Applicant may require API’s representative(s) to comply with all of the Applicant’s work place safety procedures. However, Applicant shall not require API’s representative to sign any contract or agreement that attempts to limit the Applicant’s legal liability or impose additional liability on API or API’s representative(s). Any such release or document shall be null and void unless API or API’s representative(s) would have been liable for damages under U.S. law in the absence of the contract or agreement.
11. API shall not be responsible for any delay or failure in performance resulting from acts beyond its control.
12. This Agreement shall not and is not intended to benefit nor to grant any rights or remedy to any person or entity that is not a party to this Agreement.

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<p>APPLICANT INITIAL HERE</p> 	<p><< ALL REGISTRATION AGREEMENT PAGES MUST BE INITIALED.</p> <p>By initialing here you signify you have read this Registration Agreement page and will abide by the terms and conditions above.</p>
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API Certification Programs Application Part 2 – Applicant Agreement

APPLICANT USE ONLY | APPLICANT AGREEMENT AUTHORIZATION

Name of Organization or Company: _____

Name of Authorized Officer: _____

Signature of Authorized Officer: _____

Title of Authorized Officer: _____

Date: _____

API USE ONLY | APPLICANT AGREEMENT AUTHORIZATION

Vice President,
API Global Industry Services:





Global Industry Services Certification Programs

API CERTIFICATION PROGRAMS

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