

## **Annex A** (informative)

### **API Monogram Program—Use of the API Monogram by Licensees**

#### **A.1 Scope**

The API Monogram® is a registered certification mark owned by the American Petroleum Institute (API) and authorized for licensing by the API Board of Directors. Through the API Monogram Program, API licenses product manufacturers to apply the API Monogram to new products which comply with product specifications and have been manufactured under a quality management system that meets the requirements of API Spec Q1. API maintains a complete, searchable list of all Monogram licensees on the API Composite List website (<https://compositelist.api.org>).

The application of the API Monogram and license number on products constitutes a representation and warranty by the licensee to API and to purchasers of the products that, as of the date indicated, the products were manufactured under a quality management system conforming to the requirements of API Spec Q1 and that the product conforms in every detail with the applicable standard(s) or product specification(s). API Monogram Program licenses are issued only after on-site audits have verified that an organization has implemented and continually maintained a quality management system that meets the requirements of API Spec Q1 and that the resulting products satisfy the requirements of the applicable API product specification(s) and/or standard(s). Although any manufacturer may claim that its products meet API product requirements without monogramming them, only manufacturers with a license from API can apply the API Monogram to their products.

Together with the requirements of the API Monogram license agreement, this annex establishes the requirements for those organizations who wish to voluntarily obtain an API license to provide API monogrammed products that satisfy the requirements of the applicable API product specification(s) and/or standard(s) and API Monogram Program requirements.

For information on becoming an API Monogram Licensee, please contact API, Monogram Program, 200 Massachusetts Avenue, NW, Washington, DC 20001 at [Certification@api.org](mailto:Certification@api.org)

#### **A.2 Normative References**

For Licensees under the Monogram Program, the latest version of this document shall be used. The requirements identified therein are mandatory.

#### **A.3 Terms and Definitions**

For purposes of this annex, the following terms and definitions apply.

##### **A.3.1**

##### **API monogrammmable product**

Product that has been newly manufactured by an API Licensee utilizing a fully implemented API Spec Q1 compliant quality management system and that meets all the API-specified requirements of the applicable API product specification(s) and/or standard(s).

NOTE Products that have been put in service or used in operations are not “newly manufactured” products.

### **A.3.2**

#### **API product specification**

Prescribed set of rules, conditions, or requirements attributed to a specified product that address the definition of terms; classification of components; delineation of procedures; specified dimensions; manufacturing criteria; material requirements, performance testing, design of activities; and the measurement of quality and quantity with respect to materials; products, processes, services, and/or practices.

### **A.3.3**

#### **API-specified requirements**

Requirements, including performance and Licensee-specified requirements, set forth in API Spec Q1 and the applicable API product specification(s) and/or standard(s).

NOTE Licensee-specified requirements include those activities necessary to satisfy API-specified requirements.

### **A.3.4**

#### **design package**

Records and documents required to provide evidence that the applicable product has been designed in accordance with API Spec Q1 and the requirements of the applicable product specification(s) and/or standard(s).

### **A.3.5**

#### **licensee**

Organization that has successfully completed the application and audit process and has been issued a license by API to use the API Monogram Mark.

## **A.4 Quality Management System Requirements**

An organization applying the API Monogram to products shall develop, maintain, and operate at all times a quality management system conforming to API Spec Q1.

## **A.5 Control of the Application and Removal of the API Monogram**

Each licensee shall control the application and removal of the API Monogram in accordance with the following:

- a) Products that do not conform to API specified requirements shall not bear the API Monogram.
- b) Each licensee shall develop and maintain an API Monogram marking procedure that documents the marking/monogramming requirements specified by this annex and any applicable API product specification(s) and/or standard(s). The marking procedure shall:
  - 1) define the authority responsible for application and removal of the API Monogram and license number;
  - 2) define the method(s) used to apply the Monogram and license number;
  - 3) identify the location on the product where the API Monogram and license number are to be applied;
  - 4) require the application of the date of manufacture of the product in conjunction with the use of the API Monogram and license number;

- 5) require that the date of manufacture, at a minimum, be two digits representing the month and two digits representing the year (e.g. 05-12 for May 2012) unless otherwise stipulated in the applicable API product specification(s) or standard(s);
  - 6) define the application of all other required API product specification(s) and/or standard(s) marking requirements; and
  - 7) define the requirements for reapplication of the API Monogram (see A.6).
- c) Only an API licensee shall apply the API Monogram and its designated license number to API monogramable products.
  - d) The API Monogram and license number, when issued, are site-specific and subsequently the API Monogram shall only be applied at that site specific licensed facility location.
  - e) The API Monogram may be applied at any time appropriate during the production process but shall be removed in accordance with the licensee's API Monogram marking procedure if the product is subsequently found to be out of conformance with any of the requirements of the applicable API product specification(s) and/or standard(s) and API Monogram Program.

Under exceptional circumstances, API may permit the application of the API Monogram after the production process has been completed. Contact the Monogram Program at [www.api.org/ContactMonogram](http://www.api.org/ContactMonogram) for more information.

- f) Monogrammed products shall have remained under the control of the licensed facility's QMS, either on-site at the licensed facility or through an approved supplier in accordance with API Q1, except as specified below.

In instances where the product has remained at the company or corporate organization's premises but not within the control of the licensed facility, the product may be returned to the licensed facility for further manufacturing and marking if (1) all marking is performed at the licensed facility and (2) a written exception is granted by the API Monogram Program. The form that must be completed to secure permission from the API Monogram Program requires end user review and can be found and submitted on the API Monogram Program website.

For certain manufacturing processes or types of products, alternative API Monogram marking procedures may be acceptable. Requirements for alternative API Monogram marking are detailed in the *API Alternative Marking Agreement (AMA)*, which is available on the API Monogram Program website.

## A.6 Reapplication of the API Monogram

Under the following scenarios and conditions, it is acceptable to reapply the API Monogram and license number to a product if the product was originally marked with the API Monogram:

- 1) The licensee that originally applied the API Monogram and license number to a product may reapply the API Monogram and license number to the product after product delivery, under limited scenarios and conditions and upon written approval by API. The licensee must submit the "Request for Reapplication of the API Monogram" form and receive written approval from API prior to reapplying the API Monogram.
- 2) When performing maintenance, repair, or remanufacture of a product bearing the API Monogram on a nameplate, and when the nameplate is removed for the purpose of completing the maintenance/repair/remanufacture activities, the organization performing the maintenance/repair/remanufacture activities may reinstall the nameplate to the product, provided the nameplate is not modified in any manner.

NOTE 1 Under this scenario, it is not acceptable to create and install a new nameplate bearing the API Monogram and license number, even if the information on the nameplate is identical. For organizations that would like to reapply the API Monogram by creating a new nameplate, see A.6, item 1).

NOTE 2 The organization performing the maintenance/repair/remanufacture activities may be different than the organization that originally applied the API Monogram and license number to the product.

## **A.7 Design Package Requirements**

Each licensee and/or applicant for licensing shall maintain a current design package for all of the applicable products that fall under the scope of each Monogram license. The design package information shall provide objective evidence that the product design meets the requirements of the applicable and most current API product specification(s) and/or standard(s). The design package(s) shall be made available during API audits of the facility.

In specific instances, the exclusion of design activities is allowed under the Monogram Program, as detailed in Advisory # 6, available on the API Monogram Program website.

## **A.8 Manufacturing Capability**

The API Monogram Program is designed to identify facilities that have demonstrated the ability to manufacture equipment that conforms to API specifications and/or standards. API may refuse initial licensing or suspend current licensing based on a facility's level of manufacturing capability. If API determines that additional review is warranted, API may perform additional audits (at the organization's expense) of any primary subcontractors to ensure their compliance with applicable specifications.

Facilities with capabilities that are limited to the processes or activities defined below do not meet the manufacturing capability requirements to produce new products, and therefore, shall not be licensed or be the basis for licensing under the API Monogram Program:

- Capabilities that are limited to performing final inspection and testing of the product;
- Buying, selling and/or distributing finished products and materials;
- Design and development activities;
- Tearing-down and/or re-assembling of products/components; and
- Repairing or remanufacturing of existing, used, worn or damaged products.

In all instances where requirements for manufacturing or manufacturing facilities are explicitly identified within the API product specification, those requirements shall take precedence over this advisory.

## **A.9 Product Marking Requirements**

### **A.9.1 General**

These marking requirements shall apply only to those API Licensees wishing to mark applicable products in conjunction with the requirements of the API Monogram Program.

### **A.9.2 Product Specification Identification**

Manufacturers shall mark products as specified by the applicable API specifications or standards. Marking shall include reference to the applicable API specification and/or standard. Unless otherwise specified, reference to the API specifications and/or standards shall be, as a minimum, "API [Document Number]" (e.g. API 6A, or

API 600). Unless otherwise specified, when space allows, the marking may include use of “Spec” or “Std”, as applicable (e.g. API Spec 6A or API Std 600).

### **A.9.3 Units**

Products shall be marked with units as specified in the API specification and/or standard. If not specified, equipment shall be marked with U.S. customary (USC) units. Use of dual units [USC units and metric (SI) units] may be acceptable if such units are allowed by the applicable product specification and/or standard.

### **A.9.4 Nameplates**

Nameplates, when applicable, shall be made of a corrosion-resistant material unless otherwise specified by the API specification and/or standard. Nameplate shall be located as specified by the API specification and/or standard. If the location is not specified, then the licensee shall develop and maintain a procedure detailing the location to which the nameplate shall be applied. Nameplates may be attached at any time during the manufacturing process.

The API Monogram and license number shall be marked on the nameplate, in addition to the other product marking requirements specified by the applicable product specification and/or standard.

### **A.9.5 License Number**

The API Monogram license number shall not be used unless it is marked in conjunction with the API Monogram. The license number shall be used in close proximity to the API Monogram.

## **A.10 API Monogram Program—Nonconformance Reporting**

API solicits information on products that are found to be nonconforming with API specified requirements, as well as field failures (or malfunctions), which are judged to be caused by either specification and/or standard deficiencies or nonconformities against API specified requirements. Customers are requested to report to API all problems with API monogrammed products. A nonconformance may be reported using the API Nonconformance Reporting System available at <https://ncr.api.org/ncr.aspx>.