



Global Industry Services
Certification Programs

Request for Reapplication of the API Monogram

REVISION 2 | FM-3069



API
Monogram
Program



Request for Reapplication of the API Monogram Product and Licensee Information

In accordance with API Q1, Annex A, a Licensee may reapply the API Monogram and License number to a product under limited scenarios and conditions.

Note: Reapplication of the Monogram Mark may be done wherever the product is located, including at a location outside the licensee's facility.

The following scenarios are eligible for reapplication of the API Monogram. Please mark the box next to the scenario that applies:

- 1. The API Monogram Mark has become illegible due to damage to the mark caused during transportation and/or handling.
- 2. The original Monogram Mark has been painted or coated over.
- 3. The original nameplate has been accidentally detached or damaged and will be replaced with the same nameplate information.
- 4. The original nameplate was removed for the purpose of performing maintenance, repair, or remanufacture activities, and a new nameplate will be generated with the same nameplate information.
- 5. The marking information is incorrect and is being corrected by the Licensee.
 - **Option A:** The incorrect marking was applied due to customer error.
 - **Option B:** The incorrect marking was applied due to licensee or supplier error and/or nonconformance.

Information about the Licensee and the Product

Company name: _____

Description of product: _____

Product serial number or other unique identifier: _____

API Specification and edition against which product was manufactured: _____

Date of manufacture marked on product: _____

License number marked on product: _____

Current myCerts facility ID: _____

Current license number: _____

Facility ID at time of manufacture: _____



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The Licensee must conform with the following requirements to be eligible to reapply the API Monogram and License number. Place your initials next to each item to affirm your organization's conformance with the requirement.

Licensee understands and agrees that it shall complete all conditions listed in this form if approval is granted by API and that failure to do so may result in suspension or cancellation of the organization's License(s).

The API Monogram Mark was applied to the product when the product was newly manufactured.

Reapplication of the API Monogram Mark will be performed by the same licensee that originally applied the mark. The same licensee means the same license number or the same myCerts facility ID.

The licensee reapplying the API Monogram Mark holds an active Monogram license for the product specification against which the product was manufactured.

Reapplication of the API Monogram Mark will not be outsourced and will be performed by a full-time employee of the facility, the corporate entity or its subsidiary. When the reapplication is performed by an individual that is not an employee of the Licensed facility, the following additional requirements apply:

1. The Licensed facility shall ensure that the employee has been provided training on reapplication of the API Monogram Mark.
2. Employee(s) of the Licensed facility shall validate through photographic evidence that the reapplication has been performed in accordance with the facility's procedures.
3. Records of the training and validation shall be maintained.

When the API Monogram is reapplied, the original date of manufacture marked on the product will be maintained.

Any marking reapplied will be in conformance with the API Product Specification edition at the time of manufacture and the API Monogram Marking requirements.

The customer will be provided written notification that the reapplied Monogram Mark is the manufacturer's representation that the product met the requirements of the API Monogram Program on the original date of manufacture of the product and that the customer should disclose such to subsequent customers.

The product was manufactured in full compliance with the requirements of the product specification and all records necessary to demonstrate conformance are available, including the records related to the marking requirements.

(This may be left blank if Option B under Scenario 5 is selected)



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If Option B under Scenario 5 has been selected, the company representative's initials must be placed next to each item to affirm the organization's conformance with the requirement:

With the exception of the marking information, the product was manufactured in full compliance with the requirements of the product specification and all records necessary to demonstrate conformance are available, including as the records relate to the marking requirements.

The nonconformance has been documented and addressed with correction, root cause analysis, and corrective action within the Licensee's QMS in accordance with API Q1 requirements.

Name of Company Representative: _____

Signature _____ Date _____



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