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## How to Become an API Monogram Licensee

### The API Monogram Licensing Program

Thank you for your interest in the API Monogram™ Licensing Program. By seeking out information about API Monogram licensing, you are demonstrating a willingness to take an important step toward improving your processes and customer satisfaction.

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## Licensing Program Requirements

The information contained herein details the applicable requirements for organizations seeking approval to use the API Monogram Mark.

To obtain and retain an API Monogram license, an organization must have a documented effectively-functioning quality management system in place that meets both the requirements of API Spec Q1® (Quality Management System Requirements for Manufacturing Organizations for the Petroleum and Natural Gas Industry), and at least one applicable API Product Specification.

### Are you ready to apply?

- ✓ Has the facility implemented and maintained, for at least four months, a quality management system that meets the applicable requirements of API Spec Q1?
- ✓ Has a full system internal audit been performed?
- ✓ Has a management review been conducted?
- ✓ Has the facility identified and a provided justification for any **QMS Exclusions**?
- ✓ Has the facility purchased an official, current edition of each API Product Specification from an authorized redistributor?
- ✓ Has the facility purchased an official, current edition of API Spec Q1 from an authorized redistributor?
- ✓ Does the facility have a validated **design package, if necessary**, for each product under the scope of its application for licensing? Refer to [API Advisory 6 - Design and Development Exclusion](#).

If you answered **YES** to all of the questions above, you are ready to apply.

When submitting your API Monogram application in [myCerts](#), you will also need to provide:

- ✓ **Your facility's Quality Manual**
- ✓ [API Spec Q1 9th Edition Conformity Matrix](#)
- ✓ [Payment](#)

**Eligibility Criteria:** API may refuse initial licensing or suspend current licensing based on a facility's level of manufacturing capability. Even though subcontracting is permitted, the API Monogram Program is designed to identify organizations that have demonstrated the ability to manufacture new equipment that conforms to API product specifications. API may perform additional audits (at the organization's expense) of any primary subcontractors to ensure their compliance with applicable specifications or requirements.

**QMS Exclusions:** API Spec Q1 limits the sections of the standard that are applicable for exclusion (refer to Section 1.2.1). For eligibility of these exclusions, the Applicant or Licensed Organization shall provide a written justification for the exclusion(s) and identify the exclusion(s) in the Quality Manual.

The Applicant or Licensed Organization must ensure that appropriate controls are being maintained both in the outsourced organization's management system and in their own management system for periodic verification of the controls being outsourced. With this, such activities are not eligible for exclusion (refer to Section 4.1).

NOTE: The Applicant or Licensed Organization shall be required to provide evidence (during audits) that controls are adequately implemented and maintained for any activity that may be outsourced. Examples: If no customer-supplied property (i.e. finished product, raw material, or intellectual documentation) is used within the manufacturing/servicing process of the Applicant or Licensed Organization, then API Spec Q1, Section 7.5.4, may be declared as an applicable exclusion. However, if the facility provides threading, heat treatment or inspection services of finished product to its clients, Section 7.5.4 may not be eligible for exclusion. Similarly, if the facility receives proprietary designs of products for manufacturing, Section 7.5.4 is not eligible for exclusion.

If processes that require validation as prescribed by the respective product specification(s) are not applicable (e.g., welding, NDE and heat treating), then API Spec Q1, Section 5.7.1.5 may be declared as an applicable exclusion. However, if the facility is required to perform such processes and chooses to outsource them, Section 5.7.1.5 is not eligible for exclusion.

If no product design is performed by nature of the defined activities within the management system (e.g., threading, servicing, machining), then API Spec Q1, Section 5.4 may be declared as an applicable exclusion. Refer to [API Advisory 6 - Design and Development Exclusion](#).

If the facility must satisfy specific product design requirements from applicable standards or if the design is outsourced to third party designers or to other divisions within the same organization (e.g., a corporate design center), Section 5.4 is not eligible for exclusion, and all elements of this part of the standard must be addressed within the quality management system.

API, in conjunction with objective evidence provided from the audit, shall have the final decision as to whether an Applicant is eligible for the requested exclusion(s). If exclusion(s) is (are) granted and later deemed ineligible, the Applicant shall be required to revise the affected Quality Manual and ensure that controls are maintained within the quality management system to be verified during an audit.

**Design Packages:** The Organization must develop and maintain a Design Package(s) to demonstrate compliance with design and development requirements. The API Monogram Licensing Program requires the selection of a design package for review during an audit. To determine what qualifies as a design package, please follow these guidelines:

- Design – a detailed plan for a product(s).
- Package – a collection of related items to be considered as or acted on together.

Design Package (therefore is) – a detailed plan for a product(s) which includes all the background documents, applicable API standards, and the instructions, procedures, specifications, drawings, routers, travelers, checklists, process sheets and changes to these documents necessary to produce the product(s) at the manufacturing location. Such documentation shall include, but not be limited to, design plans, input elements, output elements, evidence of review/verification and evidence of validation. Since the purpose of the API Monogram Program is to consistently, objectively, and reliably identify organizations who are capable of producing products that comply with API specifications, the organization shall have a complete design package, as well as procedures that provide instructions and requirements on how to develop a design, unless eligible for design exclusion.

**API Product Specifications:** The applicant is required to maintain at least one copy of the official, current edition of the English language version of the API Product Specification(s) under which it is seeking licensure. The product specification(s) must be the version of the document that is published by API, distributed by API or an authorized distributor. Translating API publications without express written prior permission from API is a copyright violation. If a translated version is not available through an authorized redistributor, contact API at [certification@api.org](mailto:certification@api.org). API will take the necessary actions to have the document translated.

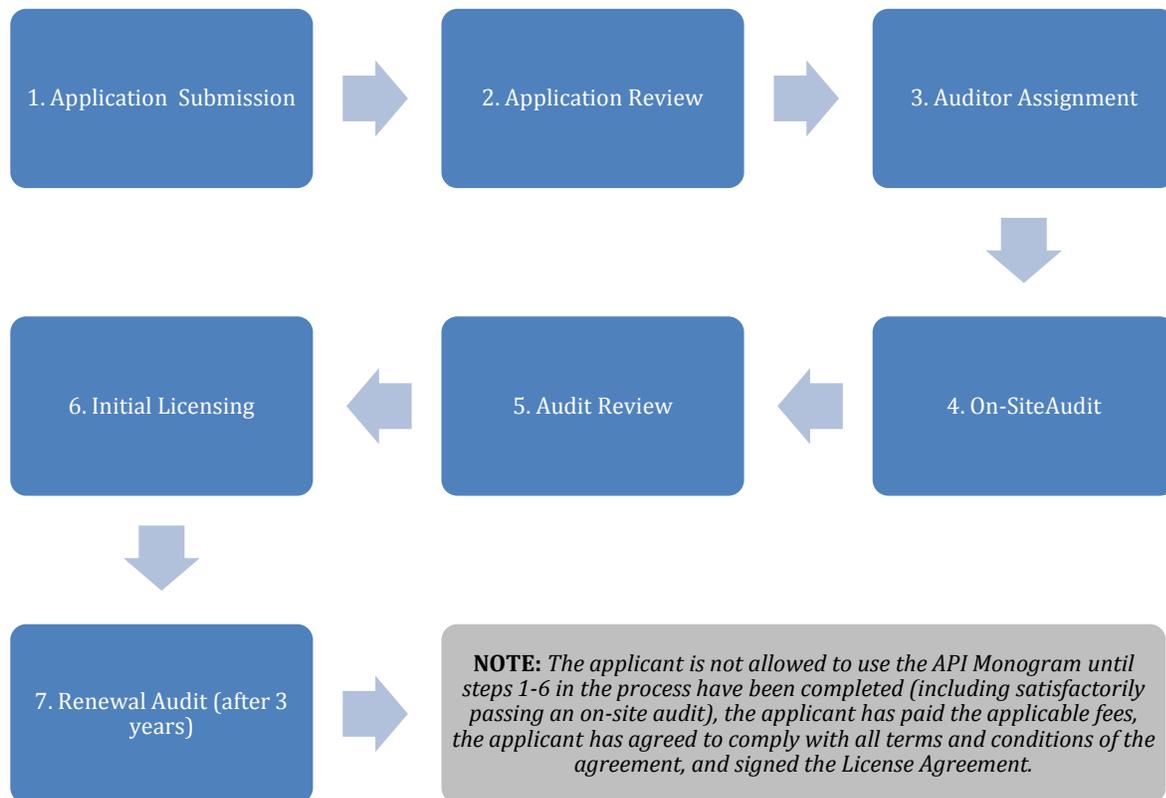
Technical requirements identified in the current English language version of the document shall be the only acceptable manufacturing criteria to be used by the applicant.

[Purchase API Standards & Software](#)

**API Advisories:** The Monogram Program regularly publishes important [Program Advisories](#) on the API website. These advisories are intended to notify applicants and licensed organizations of program policies that have industry-wide application. These advisories are part of the Program Requirements and compliance with them is compulsory. It is the responsibility of the applicant organization to periodically check the site to ensure that they remain in compliance with all of the advisories.

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## Licensing Process



### 1. Application Submission

#### a) Application

Applications must be submitted online through the myCerts portal at:

<https://mycerts.api.org/AccountManager/Welcome>.

- The applicant organization needs to satisfy the application requirements listed in this section. Any deficiencies in the application will need to be resolved within one year of submission, or the application shall be withdrawn.
- An initial audit needs to be conducted within one year of API's acceptance of the application. If the audit is not conducted within one year, the application shall be withdrawn.
- The initial audit shall only be setup when the application is accepted by API.

b) **Licensing Information: Product Details**

**New Licenses:** When applying, you will need to provide product details for each API Monogram License for which you are applying, as applicable to the API Specification(s). You can find product detail information for each Monogram License here: [API Licensing Information Forms](#)

**Existing Licensees:** Existing Licensees applying for new API Monogram products must fill out a [Licensing Information Form](#) and email it to [Certification@api.org](mailto:Certification@api.org).

c) **Quality Manual**

You must upload a copy of your current Quality Manual (in English), which thoroughly describes your quality management system. The Quality Manual must explicitly address all requirements identified in API Spec Q1, including description and interaction of all processes, as well as identification of all applicable (if allowable) exclusions. (See API Spec Q1, Section 1.2.1).

d) **Conformity Matrix**

You must complete and then upload a copy of the [API Spec Q1 9th Edition Conformity Matrix](#) (in English).

e) **Payment**

Applications cannot be processed until full payment is received. The fees are as follows:

\$5,000.00 (U.S. Dollars): First API Spec License Application

\$3,500.00 (U.S. Dollars): Second API Spec License Application

\$2,000.00 (U.S. Dollars): Each additional API Spec License Application

Information on where to send your application fee can be found on the invoice, or review the [Payment Guidelines](#) on the API website, or contact us (+1) 202-682-8041, fax (+1) 202-682-8070.

Submittal of the application documentation, including licensing fees, does not give the applicant the right to use the API Monogram Mark. The License Agreement does not become effective until the date that it is executed by API.

## 2. Application Review

Upon receipt of your application and supporting documentation, API Monogram Program staff will review your quality manual and conformity matrix against API Spec Q1 and the requirements of the API Product Specifications under which you are seeking licensing. If your quality manual and conformity matrix do not meet the stated requirements, the facility will be notified of any deficiencies and required to resubmit a revised manual and/or conformity matrix. Please note that the conformity matrix requires an electronic signature.

### **3. Auditor Assignment**

Upon acceptance of your application, quality manual and conformity matrix, API will assign an auditor to perform the Initial Audit. The facility will need to log into myCerts and read and accept API's Ethics Policy. After accepting API's Ethics Policy, the assigned auditor will contact the facility to schedule the audit for a time mutually convenient for your facility and the assigned API auditor. Please be advised that the audit cannot be scheduled until the API's Ethics Policy is accepted.

The auditor will work with the facility to verify information specific to each location being audited and all other pertinent information regarding preparation for the on-site audit. The auditor will provide pertinent information about the audit and verify the information in myCerts. The organization is responsible for the cost of the audit regardless of API's decision on licensing.

### **4. On-Site Audit**

At the conclusion of the audit, the audit team leader will prepare a detailed report, and any findings will be reviewed with the organization representatives during the closing meeting. The original report will be forwarded to the Monogram/APIQR staff for verification that the program described in the audited organization's quality manual is in place and functioning effectively.

Site audits are required to verify demonstrated capability of the facility to meet program requirements. Associated audit expenses will be paid by the organization.

### **5. Audit Review**

API's decision to issue a license(s) is based upon objective evidence obtained during the audit that verifies conformance with API product standards and API Monogram Program requirements.

### **6. Initial Licensing**

Issuance of the license(s) is dependent upon a successful evaluation of the organization's quality manual, API Spec Q1 Conformity Matrix and satisfactorily passing an on-site audit of the organization's facility and processes by API through its designated auditors.

### **7. Renewal Audit**

Once licensed, API Monogram Licensees are required to undergo a renewal audit every three years. In some cases, Licensees may be required to undergo an annual audit. In the interim, there can be unscheduled periodic or unannounced audits as outlined in the License Agreement.

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## Contact

If you have any questions, please contact API. Call 202-682-8041, or send an email to [certification@api.org](mailto:certification@api.org).

A list of our Worldwide Representatives can be found on our website at <http://www.api.org/products-and-services/worldwide-representatives>.