



Global Industry Services
Certification Programs

Request for Permission to Return Product and Apply the API Monogram

REVISION 1 | FM-3068



API
Monogram
Program



Request for Permission to Return Product and Apply the API Monogram

Part 1 – Introduction

API Q1 Annex A specifies that the API Monogram Mark can be applied on a product manufactured by a Licensed facility if the product has remained under the control of the Licensed facility's Quality Management System (QMS). When the product remains under the control of the Licensed facility's QMS (either at the Licensed facility or at an approved supplier), the Licensee can continue to update or make modifications to the product and subsequently apply the API Monogram Mark as long as the product meets API Monogram Program requirements.

API Q1 Annex A also specifies that in some circumstances, product that has not remained under the control of the Licensed facility's QMS 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.

These exceptions are granted on a case-by-case basis, and if granted, are contingent on the plan being implemented as described. The Licensee must meet several criteria to be eligible:

1. The product must have remained within the premises of the company or corporate organization (including parents and subsidiaries) when not actively transported.
2. The product must not have been put in service or used in operations.
3. The product must not have been modified while outside the Licensed facility.
4. The Licensee must affirm that the product, once released, will conform to the requirements of the API Monogram Program.
5. The Licensee must complete the questions in this form and request that it be signed by the end user of the product.
6. The end user and the Licensee shall not be the same company or corporate organization (including parents and subsidiaries) or have the same ownership.



Request for Permission to Return Product and Apply the API Monogram

Part 2 – Facility and Product Details

1. Facility Name: _____
2. Facility ID: _____
3. API Monogram License Number(s): _____

Provide the information requested below for the specific product for which you are submitting your request:

4. Licensed Product (use terminology from the applicable [Licensing Information Form](#)): _____

5. API Product Specification: _____
6. Product Unique Identifier: _____
7. Product Description: _____



Request for Permission to Return Product and Apply the API Monogram

Part 3 – Questionnaire

Has your organization provided a written record of the following information to the end user of the product and maintained a copy of this record?

Yes **No**

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | 1. A summary of the entities and organizations that handled/transported/stored (or will handle/transport/store) the product since its shipment from the Licensed facility location. |
| <input type="checkbox"/> | <input type="checkbox"/> | 2. The time period that the product was (or will be) outside the Licensed facility location. |
| <input type="checkbox"/> | <input type="checkbox"/> | 3. A description of the storage conditions of the product during the entirety of the time period since its shipment from the Licensed facility location. |
| <input type="checkbox"/> | <input type="checkbox"/> | 4. A confirmation that no modifications, changes, additions, etc. were (or will be) made to the product since its shipment from the Licensed facility location and before its return to the Licensed facility location. |
| <input type="checkbox"/> | <input type="checkbox"/> | 5. A description of any additional manufacturing activities that were (or will be) performed when the product is returned to the Licensed facility. |
| <input type="checkbox"/> | <input type="checkbox"/> | 6. A description of the activities or actions performed (or will be performed) to verify that the product continues to meet the requirements of the API Product Specification. |
| <input type="checkbox"/> | <input type="checkbox"/> | 7. A description of how your organization has verified (or will verify) that the product has not and will not be put in service or used in operations prior to the application of the Monogram. |

Does the Licensee affirm that the product meets or will meet all requirements associated with the application of the Monogram prior to shipment?

Yes **No**



Request for Permission to Return Product and Apply the API Monogram Part 4 – Acknowledgement and Signatures

Licensee acknowledgement and signature (to be completed by a representative of the Licensed Facility):

- Name of Licensee Representative: _____
- Company Name (“Licensee”): _____
- Company Ownership (Are the Licensed facility and the end-user company part of the same corporate entity?): _____
- Signature: _____
- Date: _____

By signing above, I affirm that I am authorized by my Company to sign this form and the information provided in this form is true. I further understand and agree that, (1) if API grants approval to apply the API Monogram Mark, the approval is contingent on implementation of the plan and actions as described to the End User in association with this form; (2) misrepresentations or failure to comply with requirements of this permission may result in immediate suspension or cancellation of relevant licenses and any other licenses held by the Licensee; and (3) the Licensee shall ensure API’s agents and employees have full, unrestricted access to facilities where equipment covered under this form is located so that the agents and employees may be able to audit compliance with representations in this form and program requirements.

End-User acknowledgement and signature:

- Company Name (“End User”): _____
- Name of Person Signing Form: _____
- Signature: _____
- Date: _____

By signing above, you are affirming that you are authorized to sign this form as the End User and that, to the best of your knowledge, you (the End User) are the intended user of the product described in this form. You are also affirming to having reviewed the information provided and referred to in this form by the Licensed facility and that your organization has not raised any objections based on this information. API is not making a technical determination on the quality of the product or whether the actions taken are sufficient to maintain the quality of the product. The Licensed facility remains responsible for ensuring that its product conforms to all requirements of the API Monogram Program, including the requirements of the relevant API Product Specification or Standard.

End User understands and agrees that if API grants approval to apply the API Monogram Mark, the approval is contingent on implementation of the plan and actions as described to the End User in association with this form.



Global Industry Services
Certification Programs

API MONOGRAM PROGRAM

200 Massachusetts Avenue, NW Suite 1100
Washington, DC 20001-5571
USA

Sales: 877-562-5187
(Toll-free in the U.S. and Canada)
(+1) 202-682-8041
(Local and International)

Email: certification@api.org

Web: www.api.org