



AMERICAN PETROLEUM INSTITUTE

Global Industry Services
Certification Programs

My Guide to myCerts[®]

User Guide for Applicants

July 2014

My Guide to myCerts®

INTRODUCTION

Welcome to myCerts! This User Guide contains essential information to help the new user make full use of the API myCerts system.

API has redesigned myCerts in order to give all users more control over the management of their existing certification(s), submitting application(s), accessing online legal agreements, generating and printing invoices, overall account maintenance, and responding to audit findings. In addition, more information regarding the status of your organization's license(s)/registration(s) will be available via the API Composite List.

IMPORTANT NOTE TO RETURNING USERS

Even if you used the myCerts system prior to July 2014, you will need to register your email address in the redesigned system. API has ensured that all facilities associated with your existing email address will carry over to your User Account after you complete the registration process.

In addition, you will have the option to add other contacts to your User Account who need access to your organization's facility information in myCerts. All contacts will have access to the same Facility List and the ability to perform/request maintenance to the facilities associated with your account.

CONTACT LIST

API Helpdesk

Send an email to myCertsSupport@api.org or call 1-866-921-5148.

Global Sales

Send an email to sales@api.org.

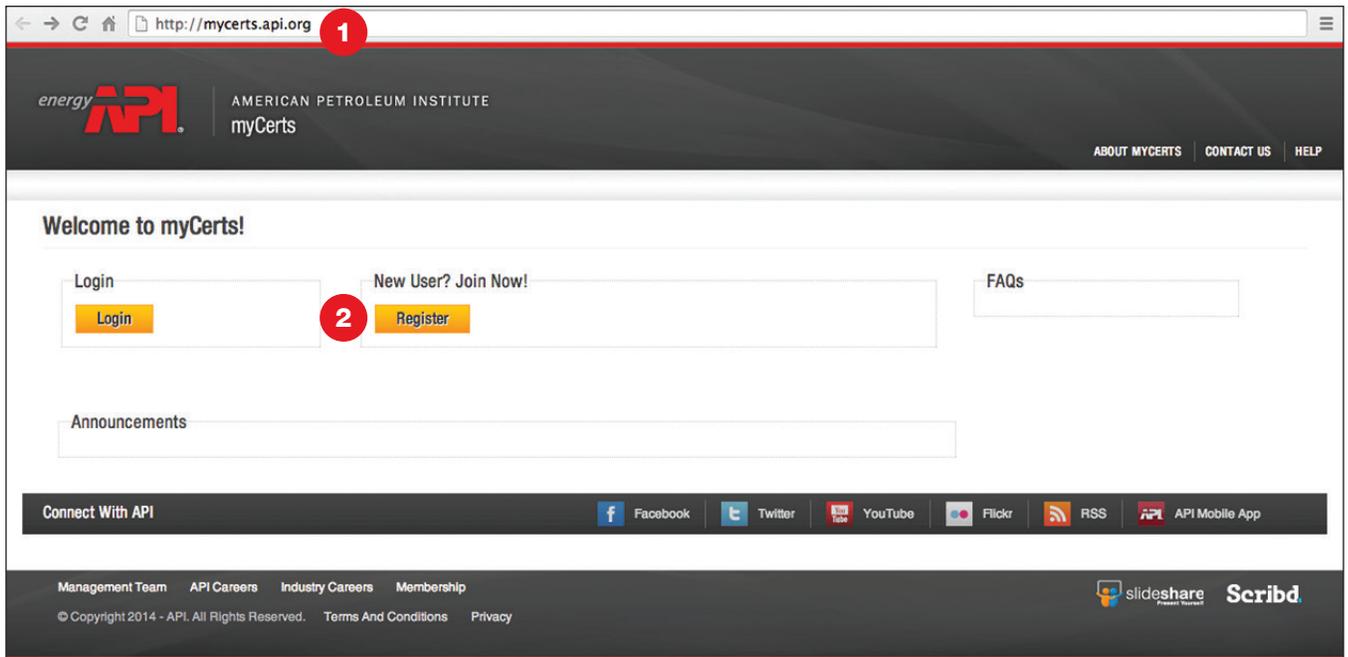
General Inquiries

Send an email to certification@api.org.

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A Register As a New User



- 1 Open your web browser and access myCerts by typing **http://myCerts.api.org** into the browser's address bar. The above myCerts Welcome/Login page will appear.

All existing users will need to register and login to the redesigned system.

- 2 Click "Register" to begin the user registration process.

A valid email address is required to register on the myCerts site.

A Register As a New User

The screenshot shows the 'Register New Login' page on the myCerts website. The page has a dark header with the 'energy API' logo and 'AMERICAN PETROLEUM INSTITUTE myCerts' text. Navigation links for 'ABOUT MYCERTS', 'CONTACT US', and 'HELP' are in the top right. The main content area is titled 'Register New Login' and contains several sections: 'Login Information' with fields for Email, Confirm Email, Password, and Confirm Password; 'Contact Information' with fields for Salutation, First Name, Middle Name, Last Name, Suffix, Title, Phone, Extension, Fax, and Cell; 'Work Address' with fields for Country, Address Line 1, Address Line 2, City/Locality, State/Province, and Postal Code; and 'User Agreement' with a checkbox. At the bottom are 'Cancel' and 'Save' buttons. Red circles with numbers 3, 4, and 5 highlight the Login Information, User Agreement checkbox, and Save button respectively.

3 Complete the registration form by typing in your information and creating a password. Fields marked with an asterisk (*) are required.

Your email address will be used to login to myCerts in the future.

Passwords require eight (8) characters and at least one (1) numeric and one (1) special character.

When entering your work address, if your country is not listed as a choice, please contact sales@api.org.

4 Once you are satisfied that all required information has been entered, review the terms and conditions of the User Agreement. Click the check-box provided to acknowledge your agreement with the terms and conditions.

5 Click "Save" to proceed with the registration process.

If needed, you may also "Cancel" the registration. The information previously entered will not be saved and you will have to restart the registration process.

A Register As a New User

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myCerts

ABOUT MYCERTS CONTACT US HELP

Login Verification Required

6

Resend Verification Email

Email Address:

Resend Verification Email

Connect With API

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Management Team API Careers Industry Careers Membership

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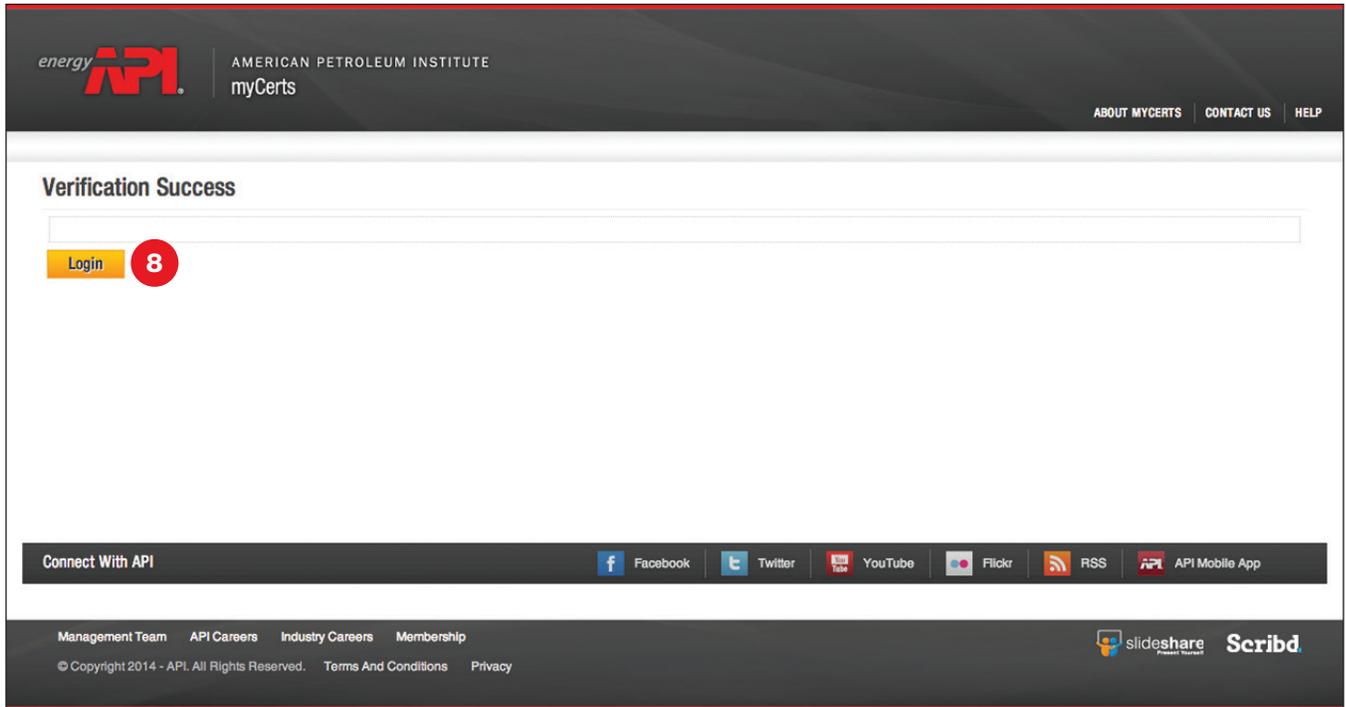
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- 6 If you clicked “Save,” the above screen will appear. **DO NOT** enter your email address in the space provided. **DO NOT** click “Resend Verification Email.”
- 7 Go to your email inbox for the email address that you used to register. You will receive an email message from myCerts that contains a link to complete the myCerts registration process.
- 7

[To confirm your login, please verify your email address.](#)

Thank you,
API myCerts

A Register As a New User



- 8 Once you click on the link in your email, the initial registration process is complete. You will see the above screen indicating that your email address has been verified. You can proceed by clicking "Login" to enter myCerts.

B Login to myCerts

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myCerts

ABOUT MYCERTS CONTACT US HELP

1 Login

Email * (eg: name@email.com)

Password *

[Login](#) [Return](#)

Forgot your password? [Click here](#) to reset your password.

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- 1 From the login screen, you can enter myCerts and submit an application or request. Enter your email address and password, then click “Login.” The following screen will appear.

B Login to myCerts

Welcome myCerts User | Log Off

energy **API** AMERICAN PETROLEUM INSTITUTE myCerts

ABOUT MYCERTS | CONTACT US | HELP

Does your facility already have an account with API?

If your facility has a license or certificate or an application with API, your facility already has an account. To be added to your facility's account, you need to contact your facility's primary account manager. If you are not sure whom your facility's primary account manager is, please contact the API helpdesk.

[Contact API Helpdesk](#) **2**

If you are not sure if your facility has an account, please search for your facility's name on the API Composite List. If your facility appears in the search results, your facility already has an account.

[Search the API Composite List](#) **3**

Do you need to create a new facility account?

If your facility does not have an account with API, you can create a new facility account and start a new application. Your facility should only create a new facility account one time.

[Create New Facility Account](#) **4**

Connect With API

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Choose the desired option to proceed:

2 If you click “Contact API Helpdesk,” you will be able to send an email addressed to myCertsSupport@api.org.

3 If you click “Search the API Composite List,” you will be rerouted to the API Composite List in real-time, where you will find up-to-the-minute information for all API licensed/registered organizations. This is for information only.

You may search the API Composite List at any time by accessing <http://CompositeList.api.org>

4 If you click “Create New Facility Account,” you will be able to add a new facility location. Please see Section C – Create a New Facility Account for next steps.

You only need to create a new Facility Account if you are adding a new facility location and want to submit an application for licensing/registration for that facility.

Create a New Facility Account

Welcome myCerts User | Log Off

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myCerts

ABOUT MYCERTS | CONTACT US | HELP

New Facility

Facility Information

* Required Field

Company Legal Name * **1**

Facility Name **2**

Facility Phone * Extension **3**

Sales Email

Sales Phone Extension

Website URL

Location Address **4**

Country *

Address Line 1 * Address Line 2

City/Locality * State/Province Postal Code

Mailing Address

Same as above: **5**

Contact Name * **7**

Country *

Address Line 1 * **6** Address Line 2

City/Locality * State/Province Postal Code

Save **Cancel** **8**

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Please refer to the following page for instructions corresponding to the above screen.

Create a New Facility Account

- 1** Enter the information for the Facility Account you are adding. All fields marked with an asterisk (*) are required. You will not be able to proceed until these fields are filled. The Company Legal Name is the name that will appear on your certificate(s).
- 2** The Facility Name is not required; however, if your organizations have multiple facility locations, you may want to assign a Facility Name in order to differentiate between sites.
- 3** Enter the facility Telephone Number where contacts at this facility location can be reached.
Sales Phone and identifying the company website are not required fields.
- 4** The Location Address will identify the physical location of the facility (property/building) where the actual work is performed.
This address will appear on your certificates and on the API Composite List.
- 5** The Mailing Address is the location where you want API to send all correspondence related to this facility (invoices, certificates, letters, etc.). If the Mailing Address is the same as the facility location you are adding, select the “Same as above” check-box and the facility address information will automatically populate.
- 6** Enter the mailing address information, if different from the facility address.
- 7** Enter the Contact Name for this location – it is required, even if you are the contact.

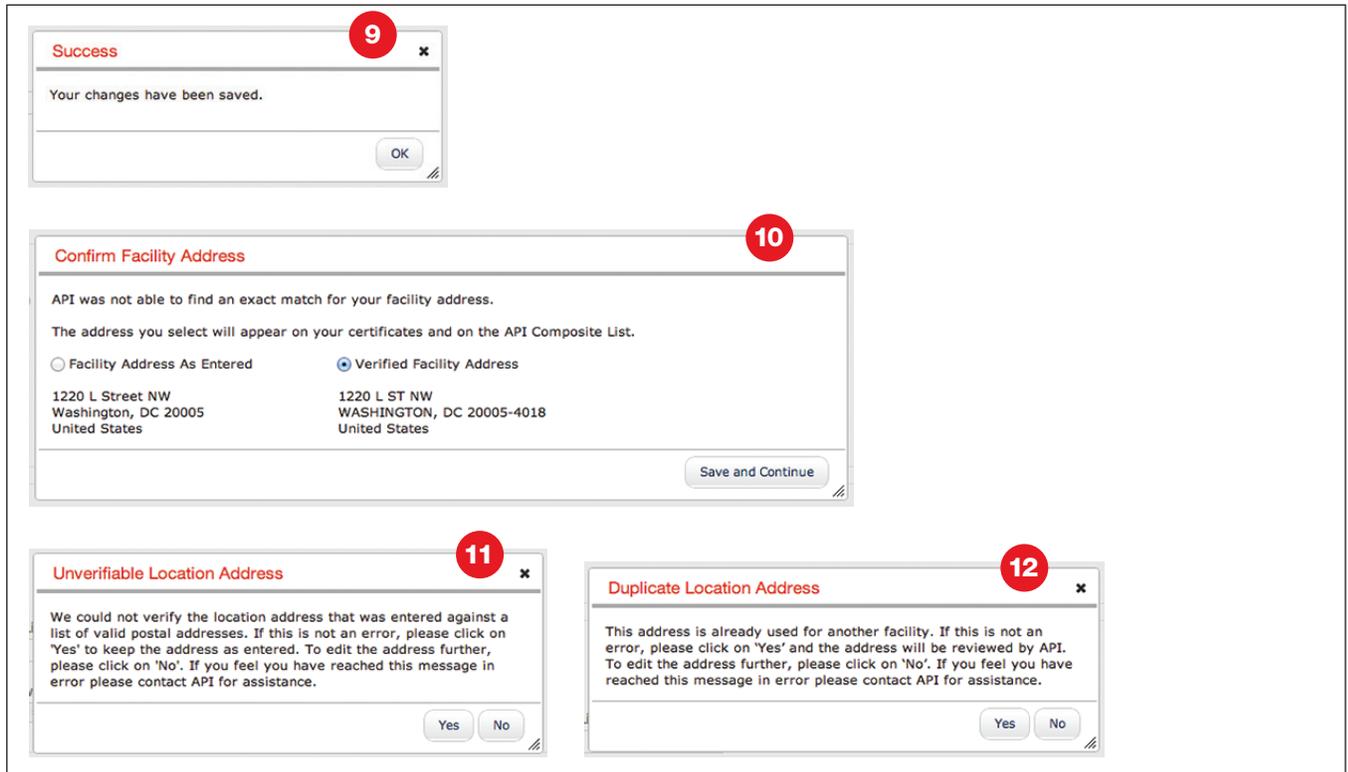
- 8** Once you are satisfied that the correct information has been entered, click “Save.” If you do not want to Save the information entered, click “Cancel.” If you click “Cancel,” you will be routed back to the login screen to restart the process or log out. The information entered will not be saved.

API has a built-in tool to verify all facility and mailing address information. The address verification will occur after you click “Save” at the bottom of the screen.

There are four possible messages related to address information entered into myCerts: “Success,” “Confirm Facility Address,” “Unverifiable Location Address,” or “Duplicate Location Address.”

You will only need to contact API at myCertsSupport@api.org if your selection returns an error message other than those listed above.

C Create a New Facility Account



9 If the address you entered is verifiable, you will receive a “Success” notification, indicating you have successfully created a new Facility Account. Click “OK” and skip ahead to step 13 of this section.

10 If you receive the “Confirm Facility Address” notification, select the appropriate box to proceed, then click “Save and Continue.” You will receive a “Success” notification (see number 9 above), indicating you have successfully created a new Facility Account. Click “OK” and skip ahead to step 13 of this section.

11 If you receive the “Unverifiable Location Address” notification, you can choose whether to proceed or go back and make changes. If you click “Yes,” you may proceed. API will contact you for further information. If you click “No,” you may go back and edit the location address before proceeding. If the edited address is verifiable, you will receive a “Success” notification (see number 9 above), indicating you have successfully created a new Facility Account. Click “OK” and skip ahead to step 13 of this section.

12 If you receive the “Duplicate Location Address” notification, you need to choose whether to proceed or go back and make changes. If you click “Yes,” API will contact you with further instructions. If you click “No,” you may go back and edit the location address before proceeding. If the edited address is verifiable, you will receive a “Success” notification (see number 9 above), indicating you have successfully created a new Facility Account. Click “OK.”

C Create a New Facility Account

Welcome myCerts User! | Log Off

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FACILITY LIST | ABOUT MYCERTS | CONTACT US | HELP

13 Facility ID: 10135
Natural Gas Company / Location 1

Confirm Facility Creation

Your facility has been saved. You can now review your facility information, or you can create an application.

Review Account | **14** Create New Application

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13 A Facility ID has been assigned. Now you can review the Facility Account or create a new application.

14 To create a new application, click “Create New Application” and skip ahead to Section D – Create an Application. To review the account, click “Review Account.” The screen below will appear.

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16 FACILITY LIST | ABOUT MYCERTS | CONTACT US | HELP

DASHBOARD | CERTIFICATION | FACILITY DETAILS | APPLICATIONS | AUDITS

15 Facility ID: 10135
Natural Gas Company / Location 1

No Application Created

Create New Facility | Create New Application

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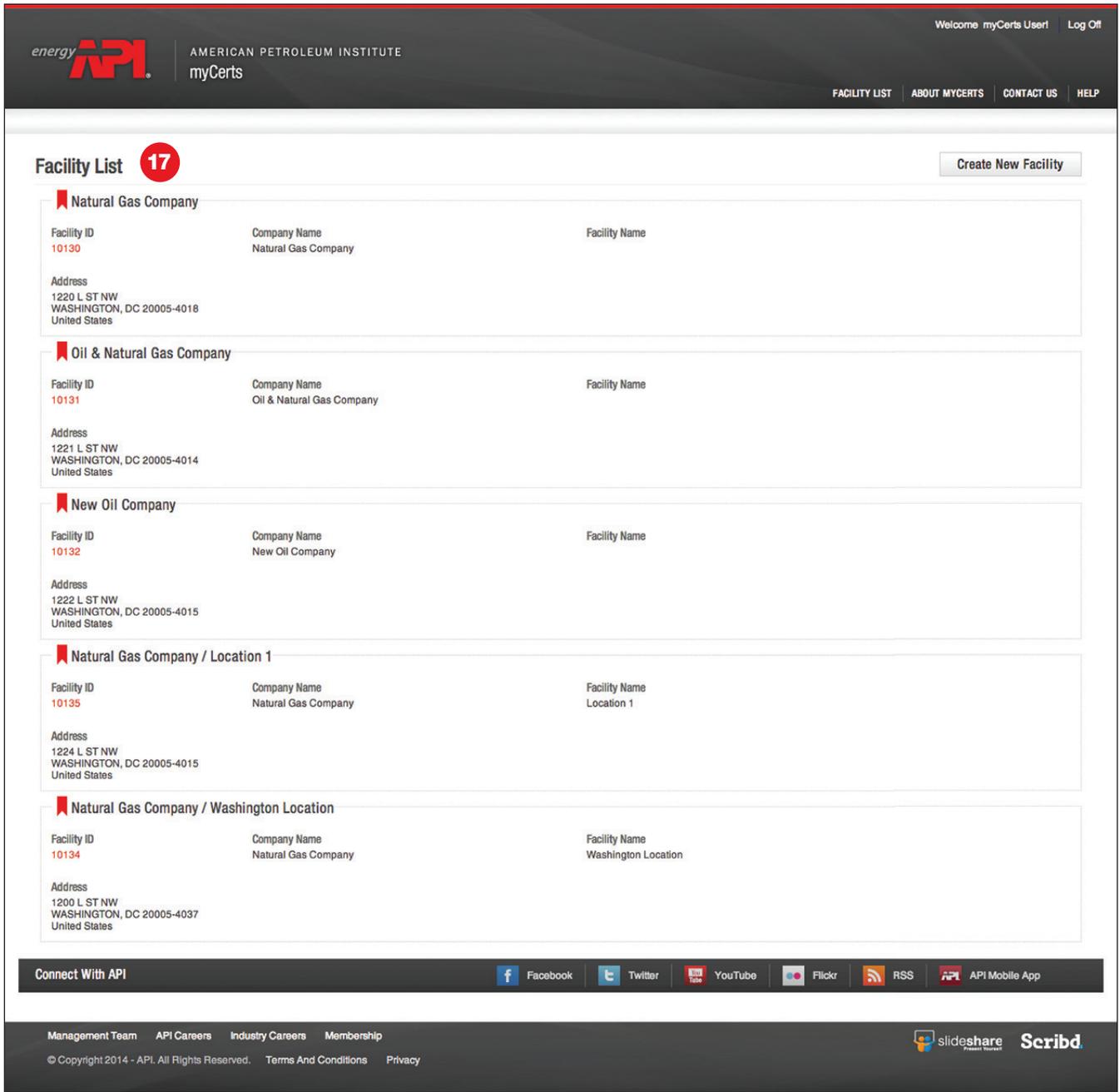
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15 If you have more than one facility location to add to your account, click “Create New Facility” and repeat steps 1 through 12 of this section for each additional facility.

16 Once you have entered the correct information for each facility, click “Facility List” at the right of the screen to review your Facility List in its entirety.

Create a New Facility Account



The screenshot shows the myCerts Facility List page. At the top, there is a navigation bar with the API logo, the text "AMERICAN PETROLEUM INSTITUTE myCerts", and user information "Welcome myCerts User! Log Off". Below the navigation bar, there are links for "FACILITY LIST", "ABOUT MYCERTS", "CONTACT US", and "HELP". The main content area is titled "Facility List" with a red circle containing the number "17" next to it. A "Create New Facility" button is located in the top right corner of the main content area. The facility list contains five entries, each with a red bookmark icon on the left. Each entry includes a Facility ID, Company Name, Facility Name, and Address. The entries are: 1. Natural Gas Company (Facility ID 10130), 2. Oil & Natural Gas Company (Facility ID 10131), 3. New Oil Company (Facility ID 10132), 4. Natural Gas Company / Location 1 (Facility ID 10135), and 5. Natural Gas Company / Washington Location (Facility ID 10134). At the bottom of the page, there is a "Connect With API" section with icons for Facebook, Twitter, YouTube, Flickr, RSS, and API Mobile App. Below this, there are links for "Management Team", "API Careers", "Industry Careers", and "Membership". The footer contains copyright information "© Copyright 2014 - API. All Rights Reserved.", "Terms And Conditions", "Privacy", and logos for "slideshare" and "Scribd".

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FACILITY LIST ABOUT MYCERTS CONTACT US HELP

Facility List 17 [Create New Facility](#)

Natural Gas Company

Facility ID	Company Name	Facility Name
10130	Natural Gas Company	

Address
1220 L ST NW
WASHINGTON, DC 20005-4018
United States

Oil & Natural Gas Company

Facility ID	Company Name	Facility Name
10131	Oil & Natural Gas Company	

Address
1221 L ST NW
WASHINGTON, DC 20005-4014
United States

New Oil Company

Facility ID	Company Name	Facility Name
10132	New Oil Company	

Address
1222 L ST NW
WASHINGTON, DC 20005-4015
United States

Natural Gas Company / Location 1

Facility ID	Company Name	Facility Name
10135	Natural Gas Company	Location 1

Address
1224 L ST NW
WASHINGTON, DC 20005-4015
United States

Natural Gas Company / Washington Location

Facility ID	Company Name	Facility Name
10134	Natural Gas Company	Washington Location

Address
1200 L ST NW
WASHINGTON, DC 20005-4037
United States

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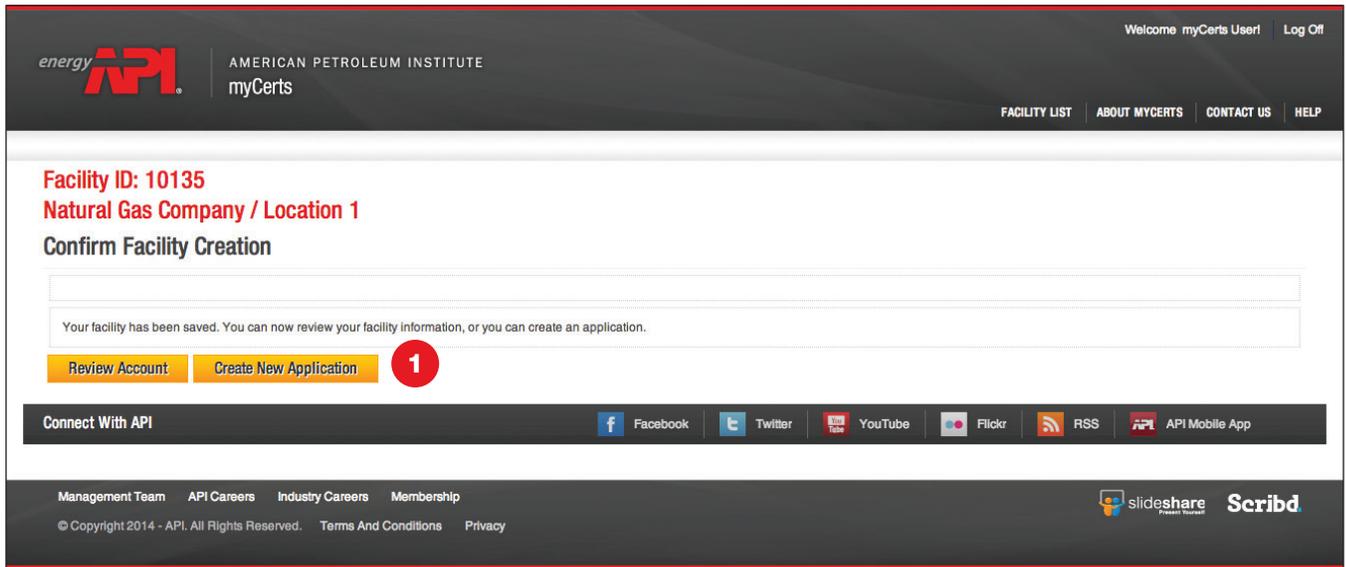
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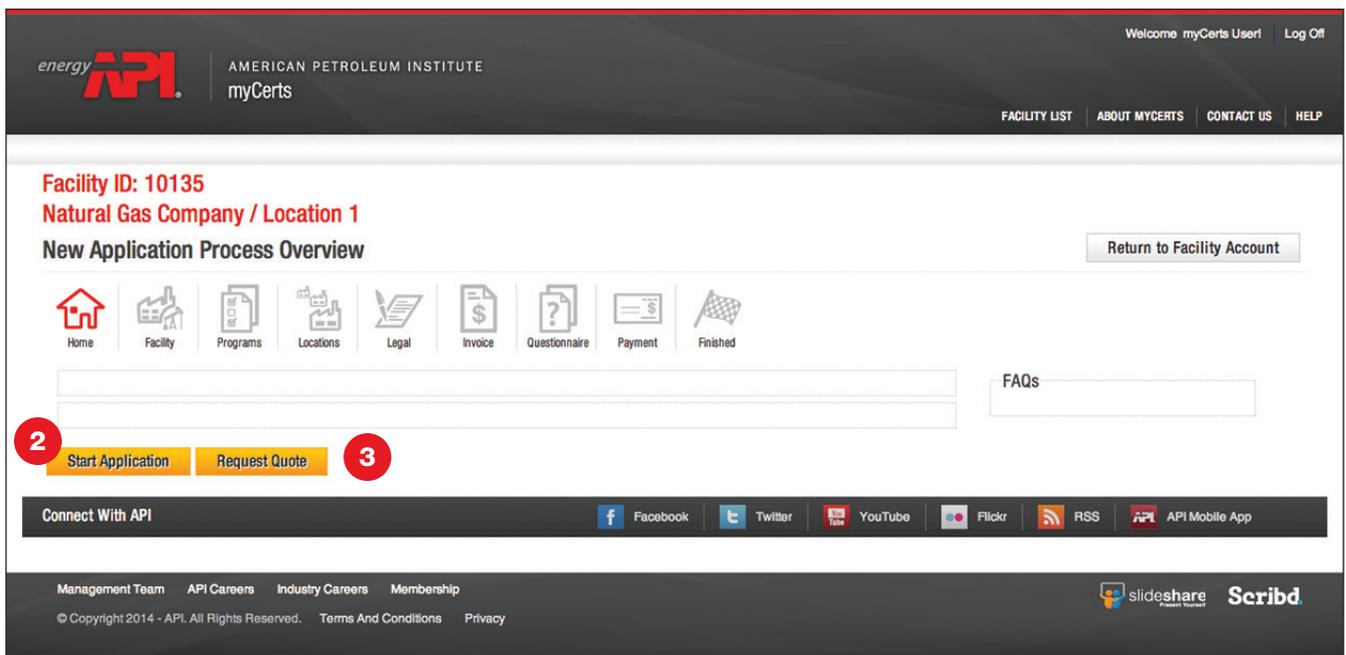
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- 17** From this screen, you can review all of your facility locations. Click on a Facility ID number to review the Facility Account and/or create a new application. Please see Section D – Create an Application for next steps.

D Create an Application



- 1 Once you click “Create New Application,” you will be navigated to the “New Application Process Overview” page as shown below.



- 2 Click “Start Application” to begin.
- 3 If you would like a quote before applying, click “Request Quote.” You will be routed to a webpage where you can submit this request.

D Create an Application

Welcome myCerts User! | Log Off

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FACILITY LIST | ABOUT MYCERTS | CONTACT US | HELP

Facility ID: 10135
Natural Gas Company / Location 1
Application Facility

Home Facility Programs Locations Legal Invoice Questionnaire Payment Finished

Facility

You are creating an application for **Natural Gas Company / Location 1**. Please click "Next" to continue. *

* If this is not the correct facility, please click "Change Facility" to choose another facility.

Change Facility 5

Back Cancel Application Next 4

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- 4 Confirm you are applying for the correct facility by clicking "Next." Skip ahead to Step 8.

If at any time you want to cancel your application, click "Cancel Application."

- 5 If you need to change the facility for which you are creating an application, click "Change Facility."

An Invoice stating the application fee will be generated during the application process.

D Create an Application

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Welcome myCerts User! Log Off

FACILITY LIST ABOUT MYCERTS CONTACT US HELP

Facility ID: 10131
Oil & Natural Gas Company
Application Facility

Home Facility Programs Locations Legal Invoice Questionnaire Payment Finished

Facilities

ID	Company Legal Name / Facility Name	City	State	Country
<input type="radio"/> 10130	Natural Gas Company	WASHINGTON	DC	United States
<input type="radio"/> 10131	Oil & Natural Gas Company	WASHINGTON	DC	United States
<input type="radio"/> 10132	New Oil Company	WASHINGTON	DC	United States
<input checked="" type="radio"/> 10135	Natural Gas Company / Location 1	WASHINGTON	DC	United States
<input type="radio"/> 10134	Natural Gas Company / Washington Location	WASHINGTON	DC	United States

Add Facility

Back Cancel Application Next

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6 Select another facility by clicking on the circle next to the Facility ID number.

7 Click "Next."

D Create an Application

The screenshot shows the myCerts application selection interface. At the top, the user is logged in as 'myCerts User' and can access a 'Log Off' link. The facility information is 'Facility ID: 10135' and 'Natural Gas Company / Location 1'. A 'Return to Facility Account' button is available. The navigation menu includes Home, Facility, Programs, Locations, Legal, Invoice, Questionnaire, Payment, and Finished. The 'API Certification Programs' section is active, showing a progress bar with steps: Programs, Specifications, Products, Product Details, Exclusions, and Review. The 'Programs' step is highlighted with a red circle and the number '8'. Below this, there is a list of certification programs with checkboxes and descriptions:

- Monogram** - Designed for manufacturers of production equipment, drilling equipment, and refinery equipment, the API Monogram Program identifies organizations that meet API's latest quality and product specifications.
- API Spec Q1** - Based on API's Spec Q1, Specification for Quality Programs for the Petroleum, Petrochemical and Natural Gas industry, API Spec Q1 registration program identifies organizations producing products and some services for the oil and natural gas industry.
- API Spec Q2** - Based on API Spec Q2, Specification for Quality Management System Requirements for Service Supply Organizations for the Petroleum and Natural Gas Industries, API Spec Q2 Registration identifies service supply organizations compliant with the specification during oil and gas well construction, intervention, product and abandonment, and during well servicing, equipment repair/maintenance and/or inspection activities.
- ISO 9001:2008** - Based on ISO 9001:2008 Quality management systems - Requirements, API's ISO 9001 registration program identifies organizations providing products and services to the oil and natural gas industry.
- ISO 14001:2004** - ISO 14001 is the internationally recognized standard for environmental management systems. API's ISO 14001 registration program identifies organizations implementing an environmental management system developed to an appropriate environmental policy.
- OHSAS 18001:2007** - OHSAS 18001 is the internationally recognised standard for occupational health and safety management systems. API's OHSAS 18001 registration program identifies organizations identifying, controlling and reducing risks associated with health and safety in your workplace.

At the bottom of the selection area, there are three buttons: 'Back', 'Cancel Application', and 'Next'. Below the selection area is a 'Connect With API' section with social media links for Facebook, Twitter, YouTube, Flickr, RSS, and the API Mobile App. The footer contains links for Management Team, API Careers, Industry Careers, and Membership, along with copyright information and links for Terms And Conditions and Privacy. Logos for Slideshare and Scribd are also present.

- 8 Select the API Certification Program(s) for which you are applying. Then click "Next."

If you have questions about the types of certifications offered, send an email to sales@api.org.

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.

D Create an Application

Welcome myCerts User! Log Off

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FACILITY LIST ABOUT MYCERTS CONTACT US HELP

Facility ID: 10135
Natural Gas Company / Location 1

Application Program Selection [Return to Facility Account](#)

Home Facility Programs Locations Legal Invoice Questionnaire Payment Finished

API Certification Programs

Programs Specifications Products Product Details Exclusions Review

Specifications

Monogram

- API-2B Structural Steel Pipe
- API-2C Offshore Cranes
- API-2F Mooring Chain
- API-2H Carbon Manganese Steel Plate for Offshore Platform Tubular Joints
- API-2MT1 As-Rolled Carbon Manganese Steel Plate with Improved Toughness for Offshore Structures
- API-2MT2 Rolled Shapes with Improved Notch Toughness
- API-2W Steel Plates for Offshore Structures by Thermo-Mechanical Control Processing (TMCP)
- API-2Y Steel Plates, Quenched and Tempered, for Offshore Structures
- API-4F Drilling and Well Servicing Structures
- API-547 General-Purpose Form-Wound Squirrel Cage Induction Motors - 250 Horsepower and Larger
- API-594 Check Valves
- API-599 Metal Plug Valves
- API-5B Threading, Gaging and Thread Inspection of Casing, Tubing and Line Pipe Threads
- API-5CT Casing and Tubing
- API-5DP Drill Pipe

API Spec Q1 Please propose a statement of the scope of the management system will be certified by APIQR. *

ISO 9001:2008 Please propose a statement of the scope of the management system will be certified by APIQR. *

Back Cancel Application Next

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9 Monogram Applicants: you must select at least one specification/standard for which to apply. In the above example, API Spec 5CT has been selected. You can select multiple specifications/standards by clicking on the box next to each specification/standard.

10 Registration Applicants: you must enter a scope statement for each registration for which you are applying. The scope of registration **must be the same** for each management standard.

D Create an Application

The screenshot shows the 'Application Program Selection' page for Facility ID 10135, Natural Gas Company / Location 1. The page features a navigation bar with the energy API logo and 'AMERICAN PETROLEUM INSTITUTE myCerts'. A 'Return to Facility Account' button is located in the top right. Below the header, a progress bar indicates the current step is 'Products'. The main content area is titled 'Products' and shows a list of product categories under 'Monogram' and 'API-SCT Casing and Tubing'. A red circle with the number '11' highlights the 'Manufacturer of Seamless Casing or Tubing Plain End' option, which is selected with a checked checkbox. Other options include 'Manufacturer of Electric-Welded Casing or Tubing Plain End', 'Manufacturer of Electric-Welded Casing or Tubing Threaded and Coupled', 'Manufacturer of Seamless Casing or Tubing Threaded and Coupled', 'Manufacturer of Coupling Stock', 'Manufacturer of Casing or Tubing Pup Joints', 'Manufacturer of Casing or Tubing Couplings', 'Manufacturer of Accessories', 'Processor of Casing or Tubing Plain End', 'Processor of Casing or Tubing Threaded and Coupled', and 'Threader'. Below the product list, the API Spec Q1 and ISO 9001:2008 standards are listed. At the bottom of the form, there are 'Back', 'Cancel Application', and 'Next' buttons. The footer includes social media links for Facebook, Twitter, YouTube, Flickr, RSS, and API Mobile App, along with navigation links for Management Team, API Careers, Industry Careers, and Membership. Copyright information for 2014 and logos for Slideshare and Scribd are also present.

11 Monogram Applicants: For each Specification/ Standard, you will need to add products and/or product details. Select all applicable products for which you are applying, and then click Next.

For more information, you can refer to the Licensing Information Forms posted on API's website at <http://www.api.org/certification-programs/api-monogram-program-and-apiqr/licensing-information-forms>.

D Create an Application

energy API AMERICAN PETROLEUM INSTITUTE myCerts

Welcome myCerts User | Log Off

FACILITY LIST ABOUT MYCERTS CONTACT US HELP

Facility ID: 10135
Natural Gas Company / Location 1

Application Program Selection

Return to Facility Account

Home Facility Programs Locations Legal Invoice Questionnaire Payment Finished

API Certification Programs

Programs Specifications Products Product Details Exclusions Review

Product Details

Monogram API-SCT Casing and Tubing

Manufacturer of Seamless Casing or Tubing Plain End

Group	Grade	Maximum PSL
Group 1	H40	PSL 1

Choose a Group... Choose a Grade... Choose a Maximum PSL... Add

API Spec Q1

ISO 9001:2008

Back Cancel Application Next

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- 12 Monogram Applicants:** Some products may require additional information related to group, grade, or product service level. Make your selections and click “Next.”
- 13** You can add additional product details by clicking “Add.” To delete product details, click the “X” in the red circle on the right of the screen.
- 14** When you are finished, click “Next.”

D Create an Application

Welcome myCerts User! Log Off

energy API AMERICAN PETROLEUM INSTITUTE myCerts

FACILITY LIST ABOUT MYCERTS CONTACT US HELP

Facility ID: 10135
Natural Gas Company / Location 1

Return to Facility Account

Application Program Selection

Home Facility Programs Locations Legal Invoice Questionnaire Payment Finished

API Certification Programs

Programs Specifications Products Product Details Exclusions Review

15 Exclusions

Monogram

- Design and Development
- Validation of Processes
- Customer Property

API-SCT Casing and Tubing

API Spec Q1

ISO 9001:2008

- 7.2 Customer Related Processes
- 7.2.2 Requirements Related to the Product
- 7.2.3 Customer Communication
- 7.3 Design and Development
- 7.4 Purchasing
- 7.5.1 Control of Production and Service Provision
- 7.5.2 Validation of Processes
- 7.5.3 Identification and Traceability
- 7.5.4 Customer Property
- 7.5.5 Preservation of Product
- 7.6 Control of Monitoring and Measuring Devices

Back Cancel Application Next

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15 If your quality manual and conformity matrix contain a justified exclusion, please select that exclusion for each license and/or registration by clicking the appropriate check box. In the above example, Design and Development has been selected as an allowable exclusion for the Monogram license and for the ISO 9001:2008 registration. If your facility does not claim any exclusion, leave all check-boxes blank and click "Next."

D Create an Application

Welcome myCerts User! Log Off

energy API AMERICAN PETROLEUM INSTITUTE myCerts

FACILITY LIST ABOUT MYCERTS CONTACT US HELP

Facility ID: 10135
Natural Gas Company / Location 1

Return to Facility Account

Application Program Selection

Home Facility Programs Locations Legal Invoice Questionnaire Payment Finished

API Certification Programs

Programs Specifications Products Product Details Exclusions Review

Final Review

Monogram API-SCT Casing and Tubing

Manufacturer of Seamless Casing or Tubing Plain End

Group	Grade	Maximum PSL
Group 1	H40	PSL 1

Exclusions
Design and Development

API Spec Q1
Manufacturer of casing and tubing plain end.

ISO 9001:2008
Manufacturer of casing and tubing plain end.
Exclusions
7.3 Design and Development

Back Cancel Application Next 16

Connect With API Facebook Twitter YouTube Flickr RSS API Mobile App

Management Team API Careers Industry Careers Membership

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slideshare Scribd

- 16 Please review the information entered carefully. If it is correct, click “Next” and skip ahead to Step 18 of this section. If any information is incorrect, click “Back” to edit your selections.

D Create an Application

The screenshot displays the myCerts user interface. At the top, the header includes the 'energy API' logo, 'AMERICAN PETROLEUM INSTITUTE myCerts', and a user greeting 'Welcome myCerts User!' with a 'Log Off' link. Navigation links for 'FACILITY LIST', 'ABOUT MYCERTS', 'CONTACT US', and 'HELP' are also present. The main content area shows 'Facility ID: 10135' and 'Natural Gas Company / Location 1'. A red circle with the number '17' is positioned above the 'New Application Process Overview' title. A 'Return to Facility Account' button is located in the top right of this section. Below the title is a horizontal menu with icons for 'Home', 'Facility', 'Programs', 'Locations', 'Legal', 'Invoice', 'Questionnaire', 'Payment', and 'Finished'. The 'Questionnaire' icon is highlighted with a red circle. Below the menu are two empty input fields and an 'FAQs' section with a search box. A yellow 'Continue New Application' button is at the bottom left. A 'Connect With API' bar features social media icons for Facebook, Twitter, YouTube, Flickr, RSS, and the API Mobile App. The footer contains links for 'Management Team', 'API Careers', 'Industry Careers', and 'Membership', along with copyright information and logos for 'slideshare' and 'Scribd'.

- 17** If you continue to click “Back,” you will be returned to the previous screens until you reach the New Application Process Overview. From this screen you have two options: “Continue New Application” or “Return to Facility Account.”

D Create an Application

The screenshot displays the myCerts application interface. At the top, the header includes the 'energy API' logo, 'AMERICAN PETROLEUM INSTITUTE myCerts', and user information 'Welcome myCerts User! Log Off'. Navigation links for 'FACILITY LIST', 'ABOUT MYCERTS', 'CONTACT US', and 'HELP' are also present. The main content area shows 'Facility ID: 10135' and 'Natural Gas Company / Location 1'. A 'Return to Facility Account' button is located in the top right. Below this is a navigation bar with icons for 'Home', 'Facility', 'Programs', 'Locations', 'Legal', 'Invoice', 'Questionnaire', 'Payment', and 'Finished'. The 'Locations' step is highlighted with a red circle and the number '18'. The 'Locations' section contains a red asterisk indicating a 'Required Field' and a question: 'Does your organization require an Alternative Marking Agreement for any of the API Monogram licenses for which you are applying?'. Below the question are radio buttons for 'Yes' and 'No'. At the bottom of this section are three buttons: 'Back', 'Cancel Application', and 'Next'. The footer includes social media links for Facebook, Twitter, YouTube, Flickr, RSS, and API Mobile App, along with copyright information and logos for slideshare and Scribd.

- 18** You will be given the option to add an Alternative Marking Agreement (AMA), if applicable. Refer to Section K of this guide for more information regarding this agreement. If the AMA is not applicable to the specification(s)/standard(s), you will be routed directly to the next step to review and sign the Legal Agreements.

The above screen may not appear based on the Monogram specification(s)/standard(s) for which you are applying for a license.

D Create an Application

Welcome myCerts User | Log Off

energy API AMERICAN PETROLEUM INSTITUTE myCerts

FACILITY LIST ABOUT MYCERTS CONTACT US HELP

Facility ID: 10135
Natural Gas Company / Location 1

Application Legal Agreement [Return to Facility Account](#)

Home Facility Programs Locations Legal Invoice Questionnaire Payment Finished

19 Management System Legal Agreement

WHEREAS, API has ownership rights to certain Marks relating to the APIQR Registration Program.

WHEREAS, Registrant desires a nonexclusive license from API to use the Marks to demonstrate that the Registrant's management system meets APIQR requirements.

NOW THEREFORE, in consideration of the mutual covenants hereinafter stated, the parties agree as follows:

The Mark

1. API grants to Registrant a nonexclusive license to use the Mark(s) shown in the Certificate(s) of Registration (hereinafter "Certificate") in connection with the scope of registration set forth in the Certificate which is made a part hereof provided that the Registrant maintains a management system in accordance with its registered management system, the applicable management system standard, and APIQR Registration Program requirements, including any amendments, modifications, substitutions, or interpretations that hereafter are adopted. This Agreement is applicable only to the scope of the management system that is registered at the location(s) identified in the Certificate of Registration.

2. Registrant may use the Mark(s) only on correspondence, advertising, and promotional materials which are related to the goods and services referenced in the scope of the Organization's registration and in regards to the approved management system. Registrant agrees to use the Marks only as specified in this agreement and agrees not to use the Mark(s), the name AMERICAN PETROLEUM INSTITUTE, the description "API," and/or the description "APIQR" in any other advertising or otherwise indicate API/APIQR approval, endorsement, or certification of the Registrant's products.

3. Neither the APIQR Mark nor the ANAB Mark shall be used on a product, related documentation, or in such a way as to suggest that API, APIQR, and/or ANAB have certified or approved any product, process, or service of the registered Organization, or in any other misleading manner. This includes laboratory tests, calibration or inspections reports, as such reports are deemed to be products in this context.

Please enter your full name as displayed below to accept the legal agreement.

myCerts User *

I represent and warrant that I am authorized to sign on behalf of the person listed below.

20 Monogram License Agreement

WHEREAS, API is the owner of all rights to the certification mark (hereinafter "the API Monogram") relating to API's Monogram Program.

WHEREAS Licensee desires a non-exclusive license from API on or in connection with the marketing of goods made in accordance with API standards and specifications.

NOW THEREFORE, in consideration of the mutual covenants hereinafter stated, the parties agree as follows:

1. API grants to Licensee a non-exclusive non-transferable license to use the API Monogram on the types of products set forth in the Certificate of Authority to Use the Official API Monogram which is made a part hereof provided that these products are made in accordance with the requirements set forth in the API Product Specification in effect at the time of manufacture associated with the above license number, API Spec Q1 (Specification for Quality Programs for the Petroleum, Petrochemical and Natural Gas Industry), and the API Monogram Program Requirements, including any amendments, modifications, substitutions or interpretations that hereafter are adopted (hereinafter "the API requirements" or "the requirements"). This Agreement is applicable only to Licensee's product(s) that are made at the Licensee's facility which is located at: (hereinafter "facility").

2. Licensee shall not use the API Monogram on letterheads, or in any advertising (including company-sponsored websites) without an express statement of fact describing the scope of Licensee's authorization (license number and product specification), and further provided that Licensee shall not use the API Monogram or the name the AMERICAN PETROLEUM INSTITUTE or the description "API" in any advertising or otherwise to indicate API approval or endorsement of the Licensee's products. This includes the use of the API name, logo, or Monogram on any shipping documents, testing records, or contracts.

3. Licensee agrees that use of the API Monogram on the products shall constitute a representation and

Please enter your full name as displayed below to accept the legal agreement.

myCerts User *

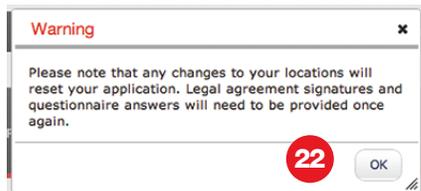
I represent and warrant that I am authorized to sign on behalf of the person listed below.

[Back](#) [Cancel Application](#) [Accept](#) **21**

Please refer to the following page for instructions corresponding to the above screen.

D Create an Application

- 19 You are required to accept terms and conditions of the API Monogram Program Licensing Agreement and/or the APIQR Registration Agreement by typing your full name in the box below your printed name. This is your electronic signature. If you are presented with multiple agreements, you must sign below each agreement.
- 20 If you are signing on behalf of another person, you must check the box and type that person's name, title, and email address in the space provided. Otherwise, if you have authority to sign for your company, leave the check-box blank.
- 21 Click "Accept" to proceed.
- 22 Once you electronically sign the Legal Agreement(s), any changes to your location(s) will reset your application. You will receive the warning message shown above. All information from that point forward, including the legal agreement signature and questionnaire answers must be provided again. Click "OK."



D Create an Application

Welcome myCerts User! [Log Off](#)
AMERICAN PETROLEUM INSTITUTE
myCerts

[FACILITY LIST](#) | [ABOUT MYCERTS](#) | [CONTACT US](#) | [HELP](#)

Facility ID: 10135
Natural Gas Company / Location 1

Application Invoice Information Return to Facility Account

Home
Facility
Programs
Locations
Legal
Invoice
Questionnaire
Payment
Finished

Invoice: MC 17

23 Billing Contact

First Name * Middle Name Last Name *

Company Name *

Country *

Address Line 1 * Address Line 2

City/Locality * State/Province *

Postal Code *

Mailing Contact

First Name * Middle Name Last Name *

Company Name *

Country *

Address Line 1 * Address Line 2

City/Locality * State/Province *

Postal Code *

Optional Billing Information

PO # Tax ID VAT

Bill

Product Code	Description	Amount
2271	Monogram - API-SCT	\$5,000.00
2323	APIQR Application Fee - Registration For API Spec Q1 and ISO 9001	\$3,000.00
Grand Total		\$8,000.00

* Prices are subject to change.

Back
Cancel Application
Print Invoice
Save Changes
Next
24

23 Review your application invoice. This information has been pre-populated based on information you provided. If your company requires the invoice to be addressed to a separate person or location, or requires additional billing information, you may make the appropriate changes on this page.

24 After you have made any changes, click “Save Changes.” You will receive a confirmation that your changes have been saved. Click “OK.” To print the invoice, click “Print Invoice.” The system will generate a PDF for printing. After generating and printing the PDF, click “Next” to continue.

D Create an Application



Invoice # MC 17

Invoice Date
24-July-2014

Due Date
7-September-2014

Billing Contact:

Natural Gas Company
Attn: myCerts User
1224 L ST NW
WASHINGTON, DC 20005-4015
United States

Mailing Contact:

Natural Gas Company
Attn: myCerts User
1224 L ST NW
WASHINGTON, DC 20005-4015
United States

All payments must be made in United States currency. Checks must be drawn from a U.S. bank. You are responsible for all taxes, banking or other service fees, *including all applicable withholding taxes*. If you are paying by electronic transfer, please note **(1) you are responsible for all electronic transfer, A.C.H. and banking fees; (2) for electronic payments not drawn on a U.S. bank a fifty-dollar (\$50) handling fee must be added at the time payment is made; and (3) you must reference the Invoice # MC 17 above.** Thank you.

Product Code	Description	Amount
2271	Monogram - API-5CT	\$5,000.00
2323	APIQR Application Fee - Registration For API Spec Q1 and ISO 9001	\$3,000.00

Facility Number: 10135

Subtotal	\$8,000.00
TOTAL	\$8,000.00
Payment Received	\$0.00
Balance Due	\$8,000.00

Comments:

If you are paying by bank electronic transfer or A.C.H., you MUST have your bank include the invoice # MC 17 . Thank you.



John Robertson
Official Signature

25

<p>Send Checks By Mail To: American Petroleum Institute P.O. Box 1425 Merrifield, VA 22116-1425 USA</p> <p>REFERENCE: MC 17</p>	<p>Send Checks By Courier Services To: Attn: John Robertson American Petroleum Institute 1220 L Street NW Washington, D.C. 20005-4070 USA</p> <p>REFERENCE: MC 17</p>	<p>Send Wire Transfers To: TD Bank 1030 15th St NW Washington, D.C. 20005 USA ABA Routing # 031101266 Credit To American Petroleum Institute Account # 4251303172 SWIFT: NRTHUS33</p> <p>REFERENCE: MC 17</p>	<p>Send Correspondence To: Financial Manager American Petroleum Institute 1220 L Street NW Washington, D.C. 20005-4070 Phone: 202-682-8092 Fax: 202-682-8070 email: QualityFinance@api.org</p>
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United States Federal Tax ID No. 13-0433-430

25 The printed Invoice contains the information needed to remit funds to API.

Payment is NOT processed through the website. All payments must be sent to API using the instructions on the printed invoice.

D Create an Application

26 The Application Questionnaire requires you to input information specific to your facility’s management system. The red box indicates a required answer. You will not be able to proceed if this information is not provided.

The questions with a gray box are optional depending on the nature of your business.

27 Identify outsourced processes, manufacturing, testing and inspection activities and processes that require validation by adding these items to your application. Complete all fields, then click “Add.” You can add other activities and processes by entering additional information and clicking “Add” again. You can delete an entry by clicking the “X” in the red circle on the right of the screen.

D Create an Application

The screenshot displays a web application interface for creating an application. At the top, a checkbox is checked, and a message reads: "Please identify the start and end hours for all shifts at this facility and the number of employees who work on each shift." Below this is a table with three columns: "Start Hour", "End Hour", and "Employees".

Start Hour	End Hour	Employees
8:00AM	5:00PM	30
3:00PM	10:00PM	15

Below the table are three empty input fields and an "Add" button. A red circle with the number 28 is positioned to the left of the table.

Below the table, there are two file upload sections. The first is titled "Upload your quality manual. *". It shows a file named "Quality Manual 9th Ed.docx" with a maximum file size of 15mb. A red circle with the number 29 is to the left of the "Upload file" button.

The second section is titled "Upload your conformance matrix. *". It shows a file named "Conformity Matrix.xlsx" with a maximum file size of 15mb. A red circle with the number 30 is to the left of the "Upload file" button.

At the bottom of the form, there are four buttons: "Back", "Cancel Application", "Save Changes", and "Next". A red circle with the number 30 is to the right of the "Next" button.

Below the form is a "Connect With API" section with social media icons for Facebook, Twitter, YouTube, Flickr, RSS, and API Mobile App.

The footer contains navigation links: "Management Team", "API Careers", "Industry Careers", and "Membership". It also includes copyright information: "© Copyright 2014 - API. All Rights Reserved. Terms And Conditions Privacy" and logos for "slideshare" and "Scribd".

28 Enter shift information by entering the hours and number of employees, then click "Add." Add one shift at a time. You can delete an entry by clicking the "X" in the red circle" on the right of the screen.

29 Upload your Quality Manual and Conformity Matrix. These items are required. Recognized file formats include .pdf, .doc, .xlsx. Maximum file size for each file is 15MB. To upload a file, click "Upload File" and follow the screen prompts. You can upload multiple files by clicking "Upload File" again. To delete an uploaded file, click the "X" in the red circle on the right of the file name.

30 When all application questions have been answered and your Quality Manual and Conformity Matrix have been uploaded, click "Save Changes."

API Spec Q1 and API Spec Q2 require separate conformity matrices. Visit the API website (<http://www.api.org/certification-programs/api-monogram-program-and-apiqr/applications-forms>) to download the API Spec Q1 Conformity Matrix and/or the API Spec Q2 Conformity Matrix.

31 You will receive the following message confirming that your changes have been saved successfully. Click "OK." Click "Next" at the bottom of the page to continue.



D Create an Application

Welcome myCerts User! | Log Off

energy **API** AMERICAN PETROLEUM INSTITUTE myCerts

FACILITY LIST | ABOUT MYCERTS | CONTACT US | HELP

Facility ID: 10135
Natural Gas Company / Location 1

Application Payment Submission [Return to Facility Account](#)

Home Facility Programs Locations Legal Invoice Questionnaire Payment Finished

32

Payment Method: * Bank Wire ACH Check Check Number: * Amount: **\$8,000.00**
Remitter Name: *

Invoice Number: **MC 19**
Invoice Date: **25-Jul-2014**
Billing Contact: myCerts User
Natural Gas Company
1220 L ST NW
WASHINGTON DC 20005-4018
United States
Mailing Contact: myCerts User
Natural Gas Company
1220 L ST NW
WASHINGTON DC 20005-4018
United States

Optional Billing Information

PO # Tax ID VAT

Bill

Product Code	Description	Amount
2271	Monogram - API-SCT	\$5,000.00
2323	APIQR Application Fee - Registration For API Spec Q1 and ISO 9001	\$3,000.00
Grand Total		\$8,000.00

* Prices are subject to change.

Back Cancel Application Print Invoice Submit Application **33**

Connect With API [Facebook](#) [Twitter](#) [YouTube](#) [Flickr](#) [RSS](#) [API Mobile App](#)

Management Team API Careers Industry Careers Membership [slideshare](#) [Scribd](#)

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32 The above screen allows you to provide payment information to API and facilitate verification when the payment is received. Select your method of payment from the available options. Payment can be made by Bank Wire, ACH, or Check. Next, you will be asked to provide a Bank Name or Check Number and Remitter Name. The payment method is required in order to proceed.

The invoice you generated in Step 24 shows the amount of the application fee to be remitted to API. If you need to print the invoice again, click "Print Invoice."

33 Click Submit Application.

Only one application can be open (per facility) at a time.

Once you click "Submit Application" you will no longer have the ability to make changes to an application. If changes are required after you click "Submit Application," contact API.

D Create an Application

The screenshot shows the 'Application Receipt' page for Facility ID 10135, Natural Gas Company / Location 1. The page features a navigation bar with the energy API logo, American Petroleum Institute myCerts branding, and user information (Welcome myCerts User | Log Off). A red circle with the number 35 is in the top right. Below the navigation bar, the facility name and 'Application Receipt' are displayed, with a red circle containing the number 34. A navigation menu includes icons for Home, Facility, Programs, Locations, Legal, Invoice, Questionnaire, Payment, and Finished. The main content area contains a 'Thank you for submitting your application!' message and a list of application details: Payment Method: Check, Check Number: 101, Remitter Name: Natural Gas Company, Amount: \$8,000.00, Invoice Number: MC 17, Order Number: 776527, Invoice Date: 24-Jul-2014, and Billing/Mailing Contact information for myCerts User at Natural Gas Company, 1224 L ST NW, WASHINGTON DC 20005-4015, United States. Below this is an 'Optional Billing Information' table with columns for PO #, Tax ID, and VAT, all marked as 'Not Set'. A 'Bill' table follows, listing two items: Monogram - API-SCT for \$5,000.00 and APIQR Application Fee - Registration For API Spec Q1 and ISO 9001 for \$3,000.00, with a Grand Total of \$8,000.00. At the bottom of the bill table, it states '* Prices are subject to change.' Three buttons are visible: 'Print Invoice', 'Return to Facility Account', and 'Approve Payment'. A 'Connect With API' section includes social media links for Facebook, Twitter, YouTube, Flickr, RSS, and API Mobile App. The footer contains links for Management Team, API Careers, Industry Careers, and Membership, along with copyright information (© Copyright 2014 - API. All Rights Reserved. Terms And Conditions Privacy) and logos for Slideshare and Scribd.

34 The application receipt confirms that your application has been submitted. To return to the dashboard for this Facility Account, click “Return to Facility Account” at the bottom of the page.

35 You may now return to your Facility List or exit the system by clicking “Log Off” in the top right corner of the screen. If you have created more than one facility, you may continue creating new applications, following the instructions in Section G of this guide.

E Application Status

Welcome myCerts User! Log Off

energy API AMERICAN PETROLEUM INSTITUTE myCerts

FACILITY LIST ABOUT MYCERTS CONTACT US HELP

Facility List

Create New Facility

Natural Gas Company

Facility ID	Company Name	Facility Name
10130 1	Natural Gas Company	

Address
1220 L ST NW
WASHINGTON, DC 20005-4018
United States

Oil & Natural Gas Company

Facility ID	Company Name	Facility Name
10131	Oil & Natural Gas Company	

Address
1221 L ST NW
WASHINGTON, DC 20005-4014
United States

- 1** To determine the status of your application(s), login to myCerts. You will be directed to your Facility Dashboard (or your Facility List if you manage multiple facilities). Click the Facility ID you wish to view.

Welcome myCerts User! Log Off

energy API AMERICAN PETROLEUM INSTITUTE myCerts

FACILITY LIST ABOUT MYCERTS CONTACT US HELP

DASHBOARD CERTIFICATION FACILITY DETAILS APPLICATIONS AUDITS

Facility ID: 10135

Natural Gas Company / Location 1

Create New Facility Create New Application

Applications

Application ID	Program(s)	Status	Date Submitted
15 2	Monogram API Spec Q1 ISO 9001:2008	Application Review	25-Jul-2014

Connect With API

Facebook Twitter YouTube Flickr RSS API Mobile App

Management Team API Careers Industry Careers Membership

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- 2** Click the Application ID number.

E Application Status

energy **API** AMERICAN PETROLEUM INSTITUTE myCerts

Welcome myCerts User! Log Off

FACILITY LIST ABOUT MYCERTS CONTACT US HELP

DASHBOARD CERTIFICATION FACILITY DETAILS **APPLICATIONS** AUDITS

Facility ID: 10135

New Application - Natural Gas Company - 7/24/2014

- Details
 - Programs
 - Locations
 - Legal Agreement
 - Invoice
 - Questionnaire
 - Receipt
- Status Changes** **3**

Application - New

Application Number 15	Status Application Review 25-Jul-2014 by myCerts User
Created Date 24-Jul-2014 by myCerts User	Last Change Date 25-Jul-2014 by myCerts User
Program Status Completed 24-Jul-2014	Location Status Completed 24-Jul-2014

3 On the left menu, click “Status Changes.”

energy **API** AMERICAN PETROLEUM INSTITUTE myCerts

Welcome myCerts User! Log Off

FACILITY LIST ABOUT MYCERTS CONTACT US HELP

DASHBOARD CERTIFICATION FACILITY DETAILS **APPLICATIONS** AUDITS

Facility ID: 10135

New Application - Natural Gas Company - 7/24/2014

- Details
 - Programs
 - Locations
 - Legal Agreement
 - Invoice
 - Questionnaire
 - Receipt
- Status Changes**
- Status Change History** **4**

STATUS	STATUS REASON	CHANGE DATE	CHANGED BY
Application Review	Payment Review to Application Review	07/25/2014	myCerts User
Payment Review	Application Questionnaire Completed To Payment Review	07/25/2014	myCerts User
Questions Completed	Invoice Generated To Questionnaire Completed	07/25/2014	myCerts User
Invoice Generated	Legal Agreement Accepted To Invoice Generated	07/24/2014	myCerts User
Legal Agreement Accepted	Legal Agreement Accepted	07/24/2014	myCerts User
Legal Agreement Accepted	Locations Completed To Legal Agreement Accepted	07/24/2014	myCerts User
Locations Completed	Program Selected To Locations Completed	07/24/2014	myCerts User
Programs Selected	Locations Completed To Program Selected	07/24/2014	myCerts User
Locations Completed	Program Selected To Locations Completed	07/24/2014	myCerts User
Programs Selected	Facility Selected To Program Selected	07/24/2014	myCerts User

Displaying Items 1 - 10 of 12

4 You will be directed to the Status Change History for the application you selected, as shown above.

The review of your application will not begin until API has verified receipt of your payment.

F Review and Correct an Application

The screenshot displays the myCerts user interface for a user named 'myCerts User'. The header includes the 'energy API' logo and 'AMERICAN PETROLEUM INSTITUTE myCerts'. Navigation tabs include 'DASHBOARD', 'CERTIFICATION', 'FACILITY DETAILS', 'APPLICATIONS', and 'AUDITS'. The current page shows 'Facility ID: 10135' and 'Natural Gas Company / Location 1'. There are buttons for 'Create New Facility' and 'Create New Application'. An 'Alerts' section contains a message: 'Application 15 requires response'. Below this is an 'Applications' table with one entry: Application ID 15, Program(s) Monogram API Spec Q1 ISO 9001:2008, Status Application Review, and Date Submitted 25-Jul-2014. A red circle with the number '1' is placed next to the Application ID '15'. The footer contains social media links for Facebook, Twitter, YouTube, Flickr, RSS, and API Mobile App, along with contact information and copyright notices.

Application ID	Program(s)	Status	Date Submitted
15	Monogram API Spec Q1 ISO 9001:2008	Application Review	25-Jul-2014

- 1 Once payment for your application is received and confirmed by API, your application will be reviewed by an API Associate for completeness and accuracy. If API has comments regarding your application, you will receive an email notification and your application status will change to “Application (#) requires response.” When you receive this email, login to myCerts, locate the Application ID and click on the number. You will be redirected to that application.

F Review and Correct an Application

The screenshot shows the myCerts interface for Facility ID 10135. The page title is "New Application - Natural Gas Company - 7/24/2014". On the left sidebar, the "Questionnaire" menu item is highlighted with a red circle containing the number 2. The main content area displays "Application - New" with the following details:

Application Number	15	Status	Application Review 25-Jul-2014 by myCerts User
Created Date	24-Jul-2014 by myCerts User	Last Change Date	25-Jul-2014 by myCerts User
Program Status	Completed	Location Status	Completed
	24-Jul-2014		24-Jul-2014

2 Click "Questionnaire" on the left menu. Comments from the API Associate will appear on the screen. You can view the entire Questionnaire by scrolling down the page.

The screenshot shows the myCerts interface for Facility ID 10135, focusing on the "Comments" section. The "Questionnaire" menu item is highlighted with a red circle containing the number 2. The "Comments" section contains a text input field, a "Post" button (circled with a red 3), and a "Resubmit" button (circled with a red 4). A comment from Sharon Thomas, dated 25-Apr-2014, is visible with the text: "Please provide a revised scope statement and update the dates of your last management view and internal audit to include the year." Below the comments is the "Questionnaire" section, which includes a checked checkbox and the question: "What are the products and/or services under the control of your management system?"

3 In the Comments section, type your response addressing the request from the API Associate regarding corrections to your application. When you're satisfied with the response, click "Post."

4 After providing response comments and making any necessary revisions to your application(s), click "Resubmit." When your application is complete and accepted by API, the application status will show as "Accepted."

G Modify an Application in Progress

The screenshot shows the myCerts website interface. At the top, there is a navigation bar with the API logo and 'AMERICAN PETROLEUM INSTITUTE myCerts'. Below this is a secondary navigation bar with links for 'FACILITY LIST', 'ABOUT MYCERTS', 'CONTACT US', and 'HELP'. The main content area displays 'Facility ID: 10130' and 'Natural Gas Company'. There are two buttons: 'Create New Facility' and 'Create New Application'. Below these is a table titled 'Applications' with columns for 'Application ID', 'Program(s)', 'Status', and 'Date Submitted'. A single row is visible with '17' in the Application ID column, 'Monogram' in Program(s), 'Facility Selected' in Status, and 'Not Set' in Date Submitted. An 'Edit' button is located to the right of this row, highlighted with a red circle and the number 1. At the bottom of the page, there is a 'Connect With API' section with social media icons for Facebook, Twitter, YouTube, Flickr, RSS, and API Mobile App. The footer contains links for 'Management Team', 'API Careers', 'Industry Careers', and 'Membership', along with copyright information and logos for slideshare and Scribd.

- 1 The myCerts website allows you to exit the application process and return to submit an application at a later time. Your changes are automatically saved. To modify an application already in process, login to myCerts. Once logged in, you will be directed to your Facility's Dashboard page or your Facility List if you manage multiple facility locations. Click "Edit" next to the application you want to modify. The application will open where your work stopped. You can click "Back" to return to previous sections of the application.

If you change the location information, you will need to resign the Legal Agreements for each program for which you are applying.

You will not be able to edit an application after you click "Submit Application." You will need to contact API to make any changes at this point.

H Add or Delete Contacts

Welcome myCerts User! | Log Off

energy API AMERICAN PETROLEUM INSTITUTE myCerts

FACILITY LIST | ABOUT MYCERTS | CONTACT US | HELP

Facility List

Create New Facility

Natural Gas Company

Facility ID	Company Name	Facility Name
10130	Natural Gas Company	

Address
1220 L ST NW
WASHINGTON, DC 20005-4018
United States

Oil & Natural Gas Company

Facility ID	Company Name	Facility Name
10131	Oil & Natural Gas Company	

Address
1221 L ST NW
WASHINGTON, DC 20005-4014
United States

- 1 To add/delete contacts, you must first login to myCerts. Follow the login instructions in Section B of this guide. Once logged in, you will be directed to your Facility's Dashboard page or your Facility List if you manage multiple facility locations. Click the Facility ID number.

Only registered primary users can add/delete contacts on a Facility Account. The initial registration instructions can be found in Section A of this guide.

Welcome myCerts User! | Log Off

energy API AMERICAN PETROLEUM INSTITUTE myCerts

FACILITY LIST | ABOUT MYCERTS | CONTACT US | HELP

DASHBOARD | CERTIFICATION | FACILITY DETAILS | APPLICATIONS | AUDITS

Facility ID: 10135

Natural Gas Company / Location 1

Create New Facility | Create New Application

Applications

Application ID	Program(s)	Status	Date Submitted
15	Monogram API Spec Q1 ISO 9001:2008	Application Review	25-Jul-2014

- 2 From the Dashboard, click the "Facility Details" tab to see information about a facility.

H Add or Delete Contacts

The screenshot shows the myCerts user interface for Facility ID: 10130, Natural Gas Company. The page is divided into several sections:

- Facility Information:** Displays location and mailing addresses, phone numbers, sales email, and website.
- Add Contacts:** Includes an email input field (highlighted with a red circle 3) and a "Find/Add Contacts" button. Below it, a "No Match" message indicates that the email address entered does not match any existing accounts.
- Contacts:** A table listing contacts with columns for Primary Facility Contact, Name, Title, Email, Phone, Cell, and Delete. A contact named "myCerts User" is listed with the email "contact@api.org" and phone number "202-682-8000". A red circle 4 highlights the "Delete" button (an "X" icon) for this contact.
- Verified Facility Address:** Shows the facility address as entered and verified.

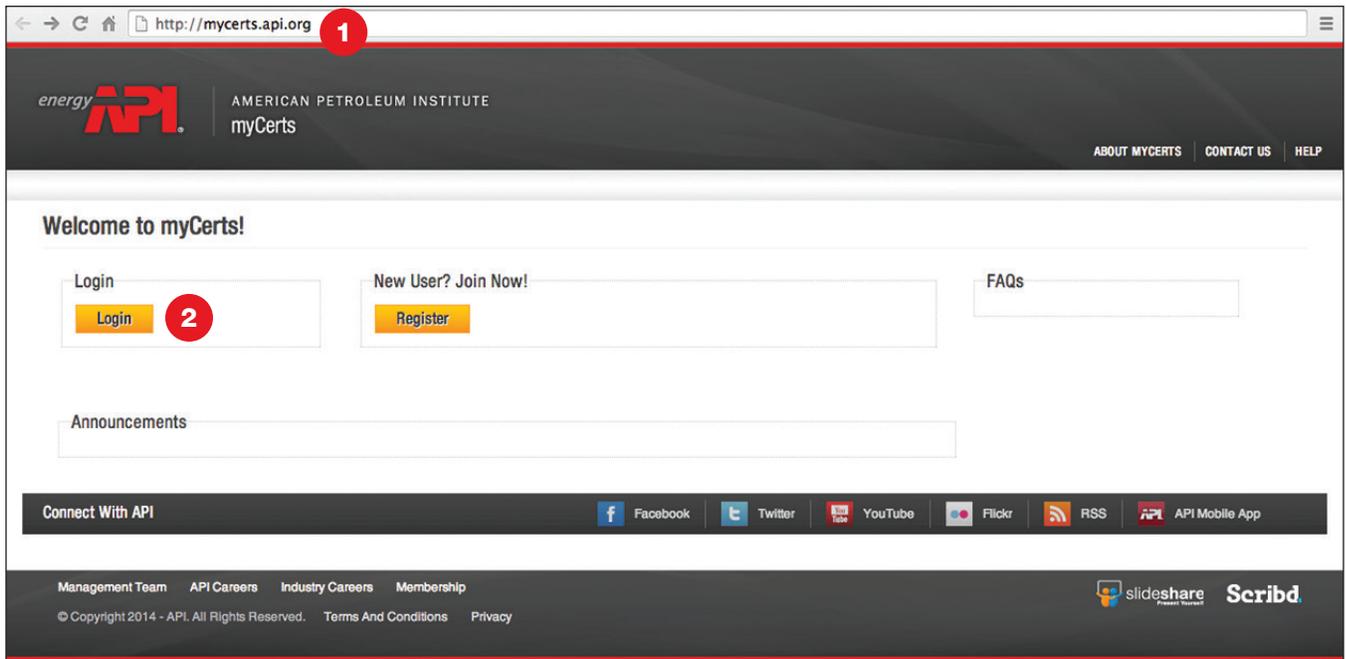
At the bottom of the page, there are social media links (Facebook, Twitter, YouTube, Flickr, RSS) and an API Mobile App link. The footer contains copyright information and links to Management Team, API Careers, Industry Careers, Membership, Terms And Conditions, and Privacy.

3 Under Add Contacts enter the email address of the contact you wish to add.

A "No Match" message indicates that the email address entered does not match an existing account. Click the "Send Invite" link. myCerts will confirm that the invite has been sent to the email address of the contact being added. Notify the new contact to check their email inbox for the invitation. Once the invitation has been received, the new contact should click on the link provided and then register as a new user (see Section A of this guide).

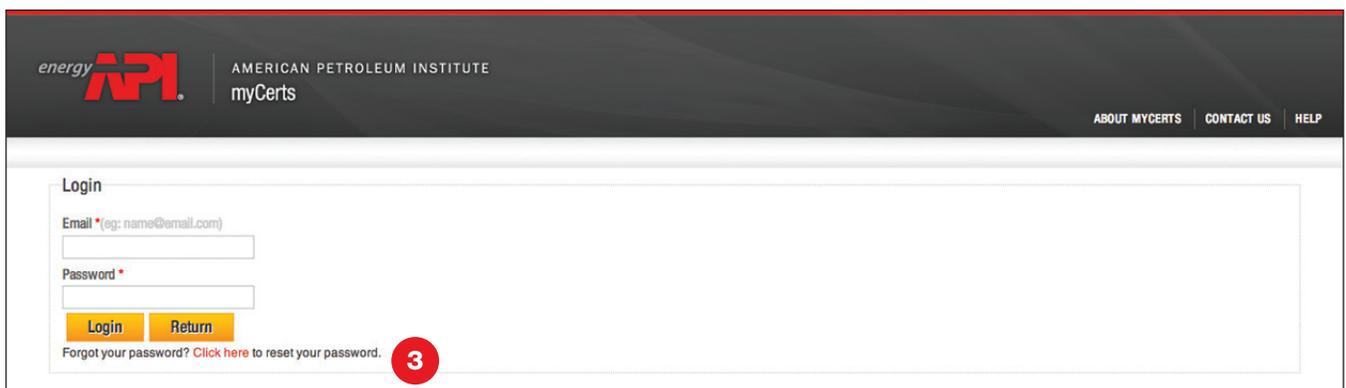
4 To delete a contact, find the contact and the related email address you want to delete. Click on the "X" in the red circle to the right of the contact. Click "Yes" to confirm that you want to delete the selected contact.

I Change User Information



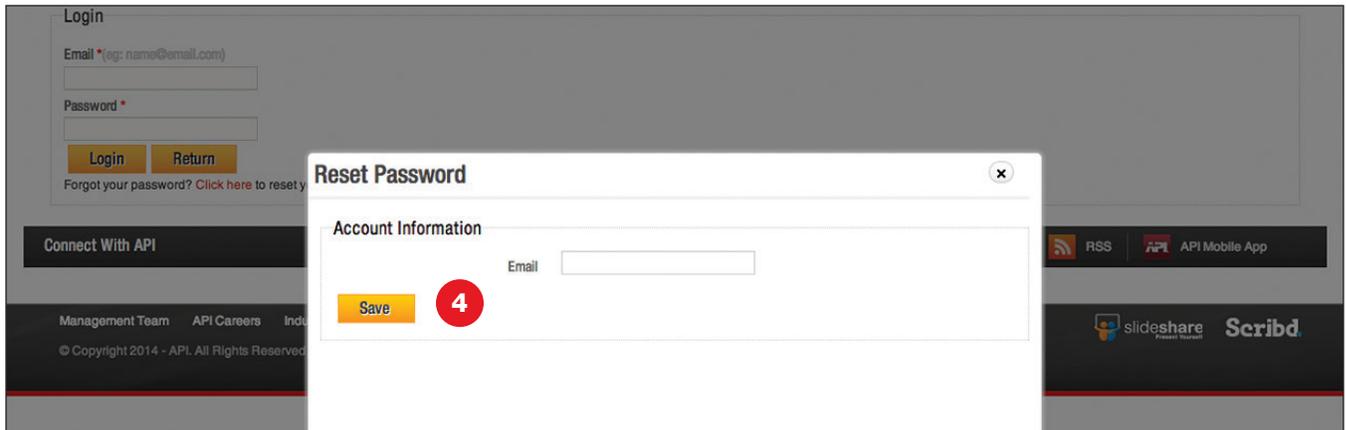
1 If you do not remember your password or want to change it, you will be able to reset it in myCerts. Open your web browser and access myCerts by typing **http://myCerts.api.org** into the browser's address bar. The above myCerts Welcome/Login page will appear.

2 Click "Login" and the login screen will appear.

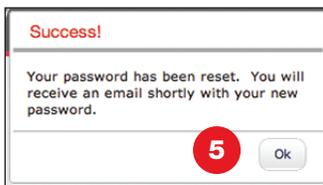


3 Click "Click here" next to "Forgot your password?"

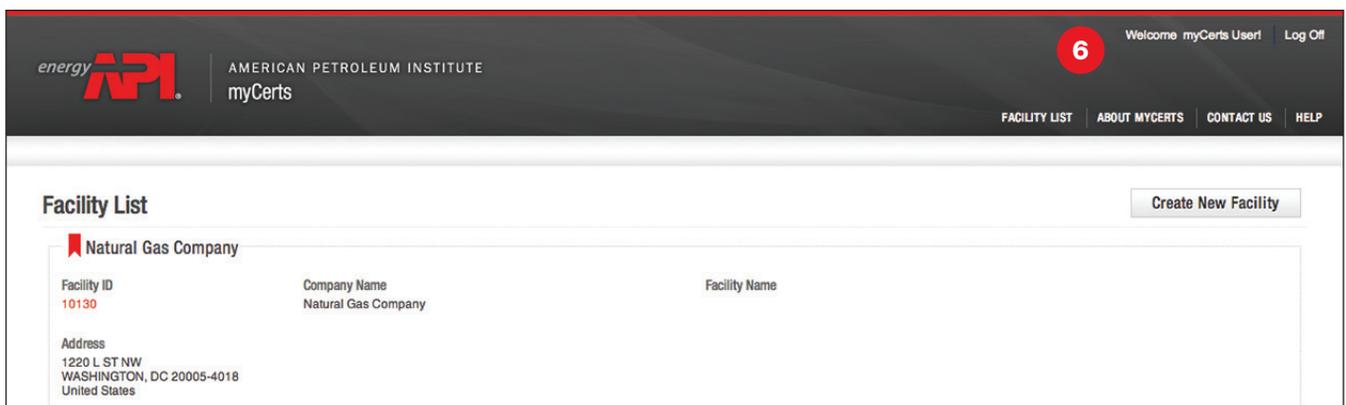
I Change User Information



- 4 Enter your registered email address and click “Save.”

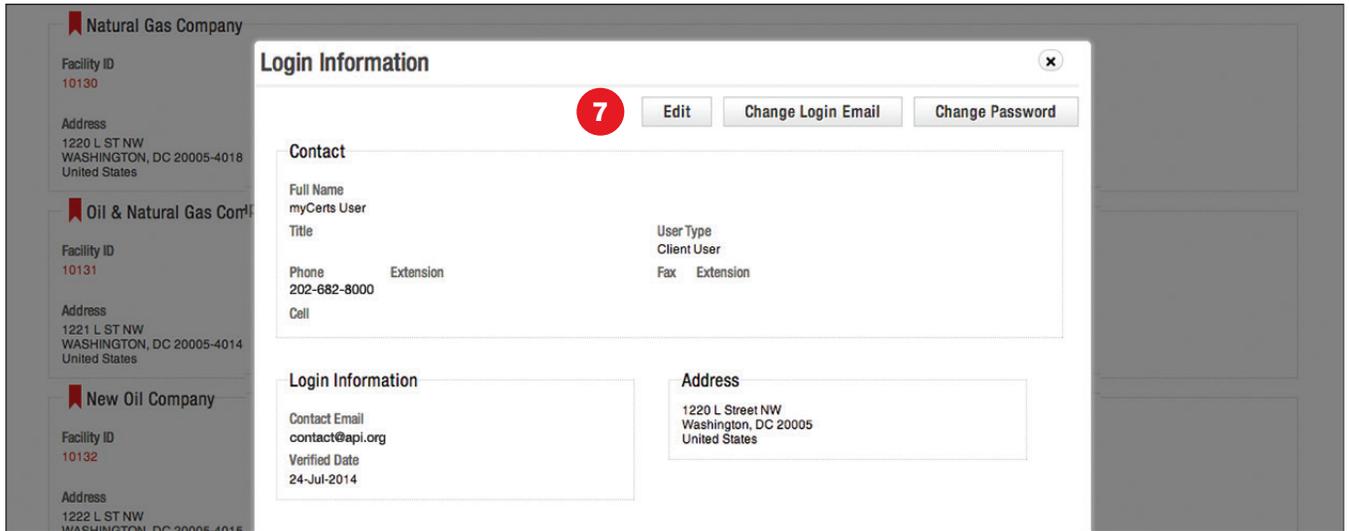


- 5 A “Success!” notification indicates that an email has been sent to your registered email address with a temporary password. Click “OK.” Access your email inbox and open the email from myCerts. Copy the temporary password, click the link in the email. Enter your email address and the temporary password in the spaces provided. Click “Login.” Your password is reset and you will be redirected to your Facility’s Dashboard page or your Facility List if you manage more than one facility location.

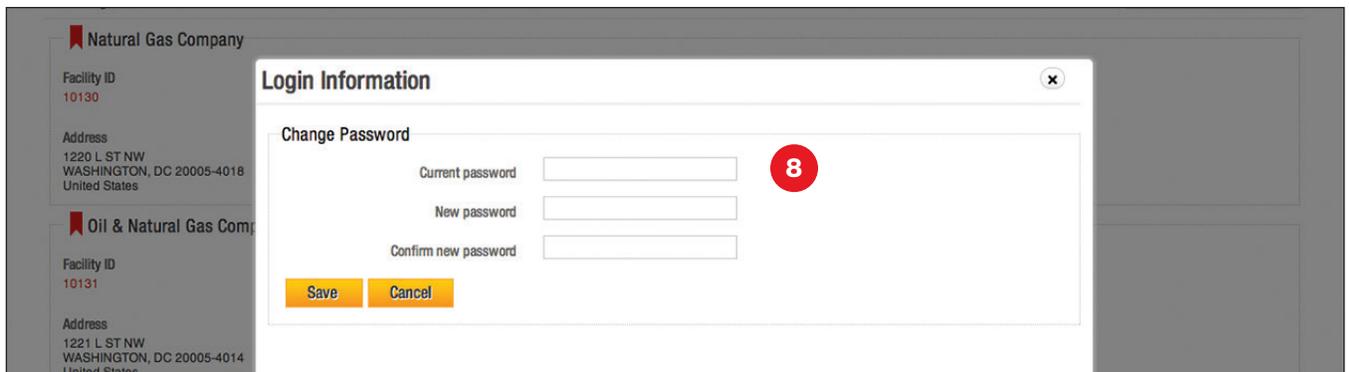


- 6 To change the temporary password or your login email or to edit your contact information, click on your name in the upper right corner of the screen. Select the option that reflects the change you would like to make.

I Change User Information



- 7 The Login Information screen will appear. If you select “Edit,” you will be able to change your personal contact information. If you select “Change Login Email,” you will be able to change the email address associated with your account. A confirmation email will be sent. If you select “Change Password,” you will be able to change your temporary/current password.



- 8 Enter and confirm the new password information. Click “Save” and use the new password the next time you login to myCerts.

J Alternative Marking Agreement (AMA)

Welcome myCerts User! Log Off

energy API AMERICAN PETROLEUM INSTITUTE myCerts

FACILITY LIST ABOUT MYCERTS CONTACT US HELP

Facility ID: 10135
Natural Gas Company / Location 1

Application Locations Return to Facility Account

Home Facility Programs Locations Legal Invoice Questionnaire Payment Finished

Locations **1**

* Required Field

Does your organization require an Alternative Marking Agreement for any of the API Monogram licenses for which you are applying? *

Yes No

Back Cancel Application Next

Connect With API Facebook Twitter YouTube Flickr RSS API Mobile App

Management Team API Careers Industry Careers Membership

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slideshare Scribd

1 This Agreement will not apply to most API Monogram applicants. Only certain API Specifications and products are eligible.

If you are applying for certain products under API Specs 5CT, 5DP 5L, 7K, 2F, 7F, 9A, 10A, 13A, you have the option to apply for an AMA. For example, only High Pressure Mud and Cement Hoses are eligible under API Spec 7K.

Use this page to confirm whether or not you are applying for an Alternative Marking Agreement. Click "Yes" or "No" and then click "Next."

If you click Yes, you will need to thoroughly review Part 3 – Alternative API Marking Controls of the License Agreement to ensure your eligibility. A hard copy of the document can be found on our website at <http://www.api.org/>.

For more information regarding this option, contact sales@api.org.

K The Audit Process

- 1 Most licensees get audited every three years, while others get audited annually, including all APIQR Registered Organizations.
- 2 The API audit performed at your facility location(s) will be scheduled based on the scope of your license(s)/registration(s) in conjunction with the number of employees at each of your facility location(s).
- 3 API will assign a qualified Auditor(s) who will contact the facility's management representative to schedule the audit based on API program requirements.
- 4 You will be notified by API when the audit is assigned and the Auditor will send you a copy of the audit plan prior to the audit.
- 5 You will need to arrange for the audit team's support, which could include escorts in the facility, safety precautions and restrictions.
- 6 After the audit is conducted, the auditor will submit the audit report and the findings file, if any, to API for review and determination of licensing/ registration.

The screenshot displays the myCerts user interface. At the top, there is a navigation bar with the API logo and the text 'AMERICAN PETROLEUM INSTITUTE myCerts'. On the right, it says 'Welcome myCerts User!' and 'Log Off'. Below this is a secondary navigation bar with links for 'FACILITY LIST', 'ABOUT MYCERTS', 'CONTACT US', and 'HELP'. The main content area has a breadcrumb trail: 'DASHBOARD > CERTIFICATION > FACILITY DETAILS > APPLICATIONS > AUDITS'. The 'APPLICATIONS' tab is highlighted with a red circle containing the number 7. Below the breadcrumb, the facility information is shown: 'Facility ID: 10135' and 'Natural Gas Company / Location 1'. There is a 'Create New Application' button. An 'Application List' table is displayed with the following data:

Application ID	Program(s)	Status	Date Submitted
15	Monogram API Spec Q1 ISO 9001:2008	Application Review	25-Jul-2014

At the bottom of the page, there is a 'Connect With API' section with icons for Facebook, Twitter, YouTube, Flickr, RSS, and API Mobile App. The footer contains links for 'Management Team', 'API Careers', 'Industry Careers', and 'Membership', along with copyright information: '© Copyright 2014 - API. All Rights Reserved. Terms And Conditions Privacy'. There are also logos for 'slideshare' and 'Scribd'.

- 7 You will be able to monitor the status of your application(s) and audits on your Facility Dashboard. Click the Applications tab to see the status of applications submitted. Click the Audits tab to view and respond to audit findings.

L Respond to Audit Findings

energy API AMERICAN PETROLEUM INSTITUTE myCerts

Welcome myCerts User! Log Off

FACILITY LIST ABOUT MYCERTS CONTACT US HELP

DASHBOARD CERTIFICATION FACILITY DETAILS APPLICATIONS **AUDITS** 2

Facility ID: 10135
Natural Gas Company / Location 1

Audit List

ID	Status	Type	Company	Program(s)	Scheduled Date	Conclusion Submitted Date	Audit End Date	Nonconformities	Concerns
26652	Scheduled	2nd Surveilla...	Natural Gas Company Location 1	Monogram API Spec Q1, 9th Edition ISO 9001:2008	1-Sep-2014	Not Set	Not Set	0	0
25921	Complete	Initial 1st Surveilla...	Natural Gas Company Location 1	Monogram API Spec Q1, 9th Edition ISO 9001:2008	22-Jul-2013	2-Aug-2013	25-Jul-2013	1	0

3

- 1 Once the auditor uploads all required audit documents to API, you will receive an email notification from myCerts. If there were no findings during your audit, no action is required. API will notify you when your audit review is complete and of the action taken. If there were findings during the audit, you will receive an email notification indicating that your audit findings require response.
- 2 To respond to audit findings, login to myCerts – see Section B. On your Facility Dashboard, click the AUDITS tab.
- 3 Click the ID number of the audit for which you want to provide responses. Note the status of the audit will be 'Complete.'

L Respond to Audit Findings

The screenshot shows the myCerts interface for Facility ID 10135. The top navigation bar includes the API logo, 'AMERICAN PETROLEUM INSTITUTE myCerts', and user information 'Welcome myCerts User! Log Off'. Below the navigation bar are tabs for 'DASHBOARD', 'CERTIFICATION', 'FACILITY DETAILS', 'APPLICATIONS', and 'AUDITS'. The main content area is titled 'Facility ID: 10135' and 'Initial - Natural Gas Company / Location 1 - [Complete]'. On the left, there is an 'Audit Dashboard' section with links for 'Recommendation', 'Audit Invoice', 'Client Bill', and 'Findings'. The 'Findings' list shows six items, with item 2 highlighted by a red circle with the number 5. On the right, there is an 'Alerts' section with a red circle containing the number 4, showing a message 'Audit Findings Require Response 25921'. Below the alerts is a 'Company Details' section with fields for Facility Number (10135), Company Name (Natural Gas Company), and Primary Account Manager. At the bottom right is an 'Auditor Assignment' table with columns for Name, Email, Role, Audit Accepted, and Accepted/Declined Date.

4 Once you click the audit ID, you will be routed to your Audit Dashboard, where you will see the findings identified during the audit. You will also see any messages (called Alerts) from API regarding the audit.

5 A finding that requires a response will have a red triangle next to it. Click the finding number for which you want to provide a response. Note that all findings must be addressed before API will review your audit.

Concerns do not require a written response. API will review all Concerns to determine if action is required. If so, the Concern will be upgraded to a nonconformity and a written response will be required. You will receive an email notification from myCerts.

L Respond to Audit Findings

Welcome Sharon Bowie! [Log Off](#) [Switch User](#)

AMERICAN PETROLEUM INSTITUTE
myCerts

[DASHBOARD](#) [SEARCH](#) [ABOUT MYCERTS](#) [CONTACT US](#) [ADMINISTRATION](#) [HELP](#)

[DASHBOARD](#)
[CERTIFICATION](#)
[FACILITY DETAILS](#)
[APPLICATIONS](#)
[AUDITS](#)
[HISTORIC FILES](#)

Facility ID: 10135

Initial - Natural Gas Company / Location 1 - [Complete] ▲

Audit Dashboard ▲

Recommendation

Auditor Evaluation

Auditor Name

Audit Invoice

No Audit Invoices

Add New Invoice

Client Bill

Findings 8

1 ▲

2 ▲

3

Finding Details

Finding Number 2	Finding Status No Response Required	Review Decision Resolved	Facility ID 9317
Auditor Robert Ryan	Audit Type Initial	Finding Type Concern	Product Impact No Impact

Requirement - MS Standard ISO/TS 29001: 2007 Edition	Clause 6.2.2.2
---	-------------------

Description
The organization shall conduct internal audits to determine whether the quality management system conforms to the requirements of this document and is effectively implemented and maintained.

Product Specification	Clause
-----------------------	--------

7

Internal Notes

Notifications

Files

Status Transition History

Change History

Objective Evidence
Review of internal audit report dated October 2013

Nonconformance/Concern Description
Although not specifically required by API Q2 review of the internal audit report dated October 2013 found that the audit does not in all cases document the objective evidence utilized toward decisions of conformance for non-conformance:

6

▲ Requires Response
Provide a detailed explanation of the cause of the nonconformity (i.e., the reason "why" the nonconformity occurred). A simple re-wording of the nonconformity is not acceptable. Terms such as "oversight" or "human error" require further explanation.

[Post](#)

▲ Requires Response
Provide a detailed explanation of the action(s) taken / implemented to address the root cause and minimize the likelihood of recurrence. Provide the date of completion and implementation.

[Post](#)

Supporting Documentation

Add Files

Upload New File: Maximum allowed file size: 15 MB

[Upload File](#)

Link Files

[Link File](#)

Please refer to the following page for instructions corresponding to the above screen.

L Respond to Audit Findings

6 On this screen, you can enter your response to the finding. You must enter the required information in the space provided for the Root Cause Analysis, Corrective Action(s) and the Correction, separately. Once you type the response in the space provided, click “Post.” You will need to click “Post” after entering each section’s response.

7 If you need to upload documentation as a part of your response to a finding, scroll down to Supporting Documentation. Click “Upload File” and attach supporting documents/evidence.

After posting a response, when you return to your Audit Dashboard, the finding alert next to the finding number for which you posted a response will be gray. When the alert is gray, no action is required from you.

8 If you have more than one finding, click the next finding number and enter the response for that finding in the same manner as before. When you have responded to all open findings, your audit report and responses will be automatically assigned to a Certification Associate for review.

You cannot make changes or submit additional documentation while API is reviewing the audit. If API has questions or needs additional information, you will receive an email message from myCerts with instructions to login to the site.

If you need to make changes while the audit is under review, contact API.

9 Once API reviews your Audit in conjunction with your responses to the findings, you will receive an email notification regarding the status of the review.

10 A notification will also be sent if additional information is required.

Dear myCerts User,

10

API needs additional information regarding your audit response. The API Associate described what information is still needed under the appropriate finding on the website. All findings must be closed within 60 days of the last day of the audit.

You can view additional requested actions regarding your recent audit at [25921](#)

You will need to sign in with the login information that was provided in a separate email. If you have any questions please contact the associate assigned to your audit review.

Send an email to the help desk at myCertsSupport@api.org if you have any questions using the myCerts website.

Thank you,
API myCerts

M Automatic Notifications

myCerts messaging will keep you informed about the status of your application(s), audit(s), and any other account related requests or actions taken.

If you have any questions or need assistance with the site or sales support, the API staff is available to assist you.



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