



AMERICAN PETROLEUM INSTITUTE

Global Industry Services
Certification Programs

API MPMS Test Facility Registration Program

Application

REVISION 2 | FM-162.pdf



MPMS DP
Flow Meter
Test Witnessing
Program™

API MPMS Test Facility Registration Program

Introduction

Thank you for requesting information on the API MPMS Test Facility Registration Program. By applying for your API MPMS Test Facility Registration, you've already shown you're willing to take an important first step toward improving processes and customer satisfaction. So fill out your application today. Information on the materials you need to submit is included. If you have any questions, please contact one of our Associates by calling API at (+1) 202-962-4791. Please send email inquiries to certification@api.org.

Your application will be processed as soon as we receive your payment. And thanks again for your interest in the API MPMS Test Facility Registration Program.

API MPMS Test Facility Registration Program

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API MPMS Test Facility Registration Program

Part 1 – General Requirements

1. This part details the API MPMS Test Facility Registration Program.
2. The American Petroleum Institute (API) written agreements with each of its Registered Organizations requires the Organization to operate in conformance with its Registered ISO 17025 System, or ISO 9001 Quality Management System and ISO 17025, Clause 5 requirements, and to the applicable API MPMS Chapter.
3. Unless under appeal, the Registration Committee is the sole authority through which all questions regarding applications and/or Initial and Periodic Audits are deposited. Upon the approval of the Registration Committee, the Manager of Training and Certification Programs will be responsible for the issuance of Certificates of Registration.
4. Prior to API's acceptance of a Registration Application, Applicant Organizations shall have (1) an ISO 17025 Quality Management System registered with an accredited ISO 17025 registrar, or have a registered ISO 9001 Quality Management System that additionally meets the requirements of ISO 17025, Clause 5, (2) have performed and documented an internal audit of the ISO 17025 system, and (3) have performed and documented a management review of the ISO 17025 system.
5. Applicant Organizations that, through the application and audit process, satisfy the Registration Committee that the conditions of the API MPMS Test Facility Registration Program are being met, shall be granted a Certificate of Registration. The Certificate of Registration remains the property of API. Certificates of Registration are effective from the date of registration until the date of expiration, provided that the Organization continually meets all the requirements of the API MPMS Test Facility Registration Program as described herein. If a Registered Organization does not wish to continue its registration, it must notify API in writing ninety (90) days prior to the anniversary date of the Certificate of Registration.
6. An API Registered Organization shall:
 - (a) Comply with these Registration Program requirements.
 - (b) Agree to implement and maintain, continually and throughout facility operations, all general requirements of ISO 17025 or ISO 9001, in conjunction with ISO 17025, Clause 5, and the applicable API MPMS Chapter even though they may exceed the requirements of other applicable registrations. This continual implementation will apply under a defined API MPMS Chapter for each individual facility.
 - (c) Notify API of significant management system changes that will have an impact on the registration scope and activities. These would include changes to personnel, testing capabilities and capacity, facility size, significant equipment changes, testing scope, standard or API program changes, etc.
 - (d) Give the representatives of API access, with prior notice and during normal business hours, to the facilities which are the subject of registration to conduct initial and periodic audits (a minimum of once every three [3] years).
 - (e) Use the API MPMS Registration Marks in accordance with the conditions defined in Part 2 – Use and Misuse of the API MPMS Registration Mark.
 - (f) Immediately discontinue any use of the MPMS Registration Marks when notified by API.
 - (g) Upon suspension, cancellation or withdrawal of the Certificate of Registration (whether through the request of the Registered Organization or API), discontinue all use of the API MPMS Registration Marks, including all use on websites and advertising, literature, or documents which contain any reference to the API MPMS Test Facility Registration Marks or the status of being a Registered Organization.
7. API MPMS Registration Program costs include:
 - (a) An Annual Registration Fee.
 - (b) Audit fees and any related expenses.
 - (c) If applicable, additional expenses incurred by API resulting from the Organization's nonconformity with the API MPMS Test Facility Registration Program or its own QMS requirements, the nature of which require API to perform follow-up or re-audits not previously scheduled.

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API MPMS Test Facility Registration Program

Part 1 – General Requirements

8. API shall:
 - (a) Schedule, perform, and review audits.
 - (b) Notify a Registered Organization of any changes in API MPMS Test Facility registration requirements and give a practical period of time to revise their management system to meet the new requirements.
 - (c) Not disclose any information concerning submitted products to the test Facility other than information which is public knowledge.
 - (d) Identify and maintain all Registered Organizations, upon issuance of the Certificate of Registration, in *The API Composite List*, available online at compositelist.api.org.
9. After determining that the Applicant Organization has met all the requirements for registration, API shall issue the Certificate of Registration to the Organization.
10. If the Registered Organization fails to comply with API requirements, API shall take appropriate action which may include:
 - (a) Suspending or canceling the Certificate of Registration.
 - (b) Declining to grant, reinstate, or extend the scope of a Certificate of Registration.
11. In the event an Applicant or Registered Organization wishes to appeal a decision made by the API Registration Committee and based on this Registration Program, they shall do so within thirty (30) days of being notified by API's decision to refuse to grant or maintain registration of the Organization. The decision of the Registration Committee shall stand until such time that the Appeals Group can meet and formally hear the Organization's appeal. If the Organization wishes to appeal the Appeals Group decision, it shall be in accordance with the Registration Program Appeals Procedure, with any subsequent appeals to the Appeals Group handled in accordance with API Procedures.
12. This program may be changed at any time by API within the requirements of ISO 17025, ISO 9001, in conjunction with ISO 17025, Clause 5, and the applicable API MPMS Chapter. These changes will not affect the right to use the API MPMS Test Facility Registration Marks until the Registered Organization is notified in writing of these changes and granted a period by which compliance must be demonstrated.
13. API shall maintain records on the conformance/nonconformance of the Registered Organization's quality system. These records may include, audit report(s), and/or corrective action documentation.
14. The following definitions are used in the Program:
 - (a) **Appeals Group** – Comprised of API's Manager of Certification Programs or delegate and a minimum of two additional individuals who may be members of the API Registration Programs Registration Committee or contract auditors who have not participated in the evaluation or registration of the Organization making the appeal, which is established for hearing appeals relating to API's activities and registration decisions.
 - (b) **Registration Committee** – The API committee that is assigned the responsibility for decisions on all actions regarding issuance, suspension and withdrawal of API MPMS Test Facility Registrations.
 - (c) **Organization** – A group of people and facilities with an arrangement of responsibilities, authorities and relationships that contracts with API for API MPMS Test Facility registration.
 - (d) **Laboratory System Standard** – Refers to the applicable standard identifying laboratory requirements (e.g., ISO 9001, ISO 17025) against which an Organization is audited and to which registration is granted.
 - (e) **Lead Auditor** – A person who is qualified according to ISO 19011 or equivalent to organize and direct initial and/or periodic audits, and report their results.
 - (f) **Certificate of Registration** – A document issued by API which identifies and recognizes that the system operated by the identified Organization meets the requirements of API and ISO 9001, ISO 17025, Clause 5, and the applicable API MPMS Chapter.
 - (g) **API** – American Petroleum Institute.
 - (h) **APIQR** – American Petroleum Institute Quality Registrar.
 - (i) **Registration** – The inclusion of the organization's activity of assessed capability in API's list of Registered Organizations.
 - (j) **Registered Organization** – An organization that meets the API MPMS Test Facility Registration Program requirements and is granted a Registration by API.

API MPMS Test Facility Registration Program

Part 2 – Use and Misuse of the API Registration Marks

1. Upon registration, and as long as the Registered Organization continues to operate in conformance to its Registered QMS, the Registered Organization is entitled to use the API MPMS Test Facility Registration Mark. Camera-ready artwork of the Mark in various sizes is available to Registered Organizations.
2. A Registered Organization may not use the API MPMS Test Facility Registration Mark on correspondence, advertising, and promotional materials which are related to the goods and services of the registered organization.
3. The API MPMS Test Facility Registration Mark shall not be used on a product, related documentation, or in such a way as to suggest that API has certified or approved any product, process or service of the Registered Organization.
4. When the API MPMS Test Facility Registration Mark is used, it must always be in conjunction with the Organization's name and registration number.
5. The Registered Organization shall immediately, upon written notification, cease and desist the use of the API MPMS Test Facility Registration Mark (1) upon suspension or cancellation of their Registration, and (2) in any manner which API interprets as misleading.
6. Any misuse of the API MPMS Test Facility Registration Mark may be cause for suspension or cancellation of the Registered Organization's Registration.
7. The API MPMS Test Facility Registration Mark shall be reproduced: (1) in black, its original colors or the predominant color of the letterhead or printing, (2) on a clearly contrasting background, and (3) in a size which makes the features of the Registration Mark clearly distinguishable and without distortion of its dimension. The length of a side shall not be less than 12mm.

API MPMS Test Facility Registration Program

Part 3 – Registration Process

Application Submission

1. Prior to API's acceptance of a Registration Application, Applicant Organization shall (1) have a registered ISO 17025 Laboratory accredited system or ISO 9001 quality management system that has been registered with an accredited registrar, (2) have a quality system in place for at least four months, (3) have performed and documented an internal audit of all elements of the quality system in which the Applicant seeks registration, and (4) have performed and documented a Management Review of the quality system in which the Applicant Organization seeks registration.
2. The Applicant Organization shall submit Part 4 – API MPMS Test Facility Registration Agreement and Application to API along with the applicable registration fees.

On-Site Audit

3. When it is determined that the Applicant Organization meets the requirements of the applicable API MPMS Test Facility Registration Program, the audit shall be scheduled.
4. Qualified Auditor(s), as required for the specific audit, shall be assigned by API. API shall notify the Applicant Organization of the auditor(s) assigned.
5. An initial full system audit shall be performed which consists of an in-depth review of the Applicant Organization's procedures for determining that the facility meets the applicable requirements of the API MPMS Test Facility Registration Program.
6. At the conclusion of the audit, the auditor(s) shall present a report on the facility to the Applicant Organization's management. The areas of nonconformance found during the performance of the audit shall be identified within the audit report. The Applicant Organization shall be given an opportunity to question the team on any nonconformance cited.

API Review of Audit Report

7. An API associate shall be responsible for the evaluation of each audit report and the Registration Committee shall be responsible for making the final decision on whether to grant or withhold Registration.
8. If the Applicant Organization has nonconformances at the conclusion of the audit, it shall respond to the nonconformances once it has implemented the corrective actions. API shall require that corrective action is to be completed and implemented prior to approval for registration. API shall also:
 - (a) Determine if a follow-up audit is necessary to verify implementation of corrective action, or
 - (b) If the corrective action is to be verified during a subsequent audit.
9. After determining that the Applicant has met all the requirements for registration, API shall issue the Certificate of Registration to the Applicant Organization. The Organization's name shall be entered into API's list of Registered Organizations.
10. In the event of changes required to the API MPMS Test Facility Registration Program rules, API shall:
 - (a) Notify Registered Organizations affected by the changes and provide for comment, and
 - (b) Notify all Registered Organizations affected by the changes of the effective dates of the changes and action required by them.
11. If the Registered Organization fails to take the required action by the effective date, API shall decide on the action to be taken which may include suspension or cancellation of the registration.

Renewal Audit by API

12. API shall perform renewal audits of the Registered Organizations every three (3) years. The renewal audit shall be conducted in a manner similar to that described for the initial audit and shall verify the organization meets the quality system requirements of the API MPMS Test Facility Registration Program.
13. The Registered Organization shall be requested to respond to any nonconformances identified within sixty (60) days of the audit.
14. Following receipt of the Registered Organization's response to the request for corrective action, API shall determine if any further action, which could include notification of suspension or cancellation, or if a follow-up audit may be required.

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API MPMS Test Facility Registration Program

Part 3 – Registration Process

Suspension of Registration

15. Registration may be suspended for a period, at the discretion of API, if:
 - (a) Renewal audits indicate nonconformance to the requirements but cancellation is not considered necessary by the Registration Committee,
 - (b) Improper use of the Registration, Certificate of Registration, MPMS Test Facility Registration Mark and is not immediately remedied to API's satisfaction, and/or
 - (c) If there has been a violation by the Registered Organization of any of the requirements of the agreement between the Registered Organization and API.
16. The suspension shall be confirmed by API and shall provide the conditions under which the suspension may be removed.
17. When the Registered Organization has fulfilled the condition for removal of the suspension within the specified time period, API shall remove the suspension and reinstate the registration. If the Registered Organization does not meet the conditions, the registration may be cancelled and the Certificate of Registration recalled.
18. Registrant agrees that in no event will API be liable for consequential or other damages due to suspension for any reason.

Cancellation of Registration

19. API may cancel a Registration and recall the Certificate of Registration for any of the following reasons:
 - (a) When the conditions for suspension have not been removed within the specified time period.
 - (b) If an audit indicates that nonconformances to the requirements are of a serious nature requiring immediate cancellation as determined by the Registration Committee.
 - (c) When formally requested by the Registered Organization.
 - (d) If the Registered Organization no longer supplies the product, process or services for which they are registered and revision of the scope of registration is not possible.
 - (e) If the Registered Organization does not or cannot ensure conformance to the new requirements when system rules are changed.
 - (f) If the Registered Organization fails to meet any other provisions of the contract between API and the Registered Organization.
20. API may publish notification of any suspensions or cancellations of registrations of affected Organizations.
21. A Registered Organization may appeal to API any decision to suspend or cancel registration. Appeals are subject to the appeals procedure of API and as detailed in the contract between API and the Organization and in Part 1, Section 11.
22. Registrant agrees and understands that in no event will API be liable for consequential or other damages due to cancellation for any reason.

American Petroleum Institute

23. API (located at 1220 L Street, N.W., Washington, D.C. 20005-4070, U.S.A.) maintains the required facilities to perform registration in accordance with these requirements.



API MPMS Test Facility Registration Program Part 4 – Registration Agreement

This Agreement dated _____
between the AMERICAN PETROLEUM INSTITUTE (hereinafter “API”), a corporation of the District of Columbia, having offices at 1220
L Street, N.W., Washington, D.C., 20005-4070, USA, and:

hereinafter “Registrant”), a corporation of:

having its principal place of business at:

WHEREAS, API has ownership rights to certain marks relating to the API MPMS Test Facility Registration Program.

WHEREAS, Registrant desires a nonexclusive license from API to use the marks to demonstrate that the Registrant’s quality
management system meets ISO 17025 or ISO 9001, in conjunction with ISO 17025, Clause 5, and the applicable MPMS Chapter.

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 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 system in accordance with its API MPMS Test Facility Registration Program requirements, including any amendments, modifications, substitutions or interpretations that hereafter are adopted. This Agreement is applicable only to the Registrant’s facility which is located at:

(hereinafter “Facility”).

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. Registrant agrees to use the Marks only as specified in Part 2 – Use and Misuse of the API MPMS Test Facility Registration Mark and of this application and agrees not to use the Mark(s), the name AMERICAN PETROLEUM INSTITUTE, the description “API,” the description “API MPMS Test Facility” in any advertising or otherwise indicate API approval, endorsement or certification of the Registrant’s products or services.
3. Registrant agrees that use of the Mark(s) shall constitute a representation and warranty by Registrant to API and to the purchasers of the Registrant’s products and/or services that the Registrant’s quality system conforms to the applicable standards and registration requirements; and Registrant agrees to hold harmless and indemnify API, API’s officers, directors, agents and employees, and API’s registrar accreditation body for any and all liability, loss, damage, cost and expense which API and API’s registrar accreditation body may suffer, incur, or be put to by reason of any claim, suit or proceeding, for personal injury, property damage, economic loss or other damages or injury based on the failure or alleged failure of the Registrant to conform to such standards and requirements or arising out of the breach of any obligations or warranties contained in this Agreement; and Registrant further agrees to defend API and API’s registrar accreditation body, at Registrant’s expense, against any and all such suits, claims or proceedings.
4. API has the right, but not the obligation, to register at its own cost, any or all of its Mark(s) worldwide. Furthermore, API does not represent or warrant, express or imply, that the marks do not infringe the rights of third parties. API, however, represents and warrants that it has no actual knowledge that the Mark(s) infringe any valid right of any third party in whole or part that would preclude Registrant from using the Mark(s) as provided for in this Agreement.

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APPLICANT INITIAL HERE _____	<< ALL REGISTRATION AGREEMENT PAGES MUST BE INITIALED. By initialing here you signify you have read this Registration Agreement page and will abide by the terms and conditions above.
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API MPMS Test Facility Registration Program

Part 4 – Registration Agreement

5. Registrant agrees that API has ownership rights to the Mark(s) and agrees not to take any actions which are inconsistent with API's ownership rights including, but not limited to, challenging API's ownership rights and/or attempting to register the Mark(s), or any API Mark in any country, state or other jurisdiction.
6. The Registrant shall promptly notify API of any assertion that the use of the Mark(s) infringes the rights of any third parties and will consult with API to determine the course of action to be followed in response to said assertion. API shall have the right to terminate this Agreement, in whole or in part, in response to said assertion. API does not undertake and shall have no obligation, but nevertheless shall be entitled, to defend any action brought for infringement of trademarks, patents, industrial and artistic designs or copyright owned by a third party or unfair competition with a third party when the basis of the claim is related to the Registrant's use of the Mark(s). If API does not defend any such action, it shall have no obligation to reimburse or indemnify the Registrant, its agents, sub-agents, customers or any other persons for the cost of defending such suit or for damages incurred as a result of such actions.
7. The Registrant agrees to cooperate fully with API in any effort which API may deem advisable in order to record the Registrant as a registered user of the Mark(s), including the providing of information and execution of documents in connection therewith. Upon termination of this Agreement, the Registrant shall similarly cooperate with API in expunging any such recordings that may exist. Expenses associated with such recording and expungement shall be borne by API.
8. The Registrant agrees to assist API in the enforcement of any rights of API in the Mark(s). The Registrant agrees to notify API in writing of any infringements or imitations by third parties of the Mark(s) which may come to the Registrant's attention. API shall have sole right to determine whether or not any action shall be taken, at its sole expense, on account of any such infringement or imitation.
9. With respect to all claims, actions and suits to enforce API's rights in the Mark(s), including suits in which the Registrant is joined as a party, API shall have the sole right to employ counsel of its choosing and to direct the handling of the litigation and any settlement thereof. API shall be entitled to receive and retain all settlement proceeds and all amounts awarded as damages, profits or otherwise in connection with such suits.
10. The Registrant agrees that API may notify vendors, governmental authorities, potential users, and others of an improper or unauthorized use of the API MPMS Test Facility Registration Mark when in judgment of API such notifications are necessary to protect consumers, the public or for API's own protection.
11. Registrant agrees not to alter, adjust, amend, vary, revise or otherwise modify the API Certificate of Registration or any copies thereof.

Quality System

12. Registrant agrees to maintain at the Registrant's facility at all times a system conforming to the API MPMS Test Facility Registration Program requirements and agrees to fully comply with all requirements and obligations as specified in Part 1 – General Requirements of this application, including any amendments or modifications required by API. API shall be the sole judge of whether Registrant meets the appropriate qualifications to become and/or remain a Registrant.
13. Registrant agrees to pay to API applicable fees within the time frame specified by API. Fees may be revised if deemed necessary by API to cover the costs of administration and enforcement of the program. All fees are payable in U.S. Dollars.
14. Registrant understands and agrees that Registrant's facility shall be audited every three (3) years to determine whether or not the Registrant may continue to qualify for authorization to use the Mark(s). Registrant agrees to make all necessary arrangements for the performance of the assessment, including provision for reviewing documentation, and the access to all areas, records (including internal audit reports) and personnel for the purposes of assessment, surveillance, reassessment and resolution of concerns.
15. Registrant agrees to allow API to have access to all Applicant and Organization files pertaining to the registration activity. The right of API's representative to obtain free access to these facilities shall not be conditioned upon the execution by him/her or API of any agreement, waiver or release which in any way purports to affect his/her or her legal rights or the rights or obligations of API. Any such document executed in contravention of this provision shall be without force or effect. However, API shall direct its representative to exercise due care in complying with any safety regulations which may be generally applicable to the Registrant's facility personnel.

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By initialing here you signify you have read this Registration Agreement page and will abide by the terms and conditions above.

API MPMS Test Facility Registration Program

Part 4 – Registration Agreement

16. Registrant agrees that any auditing, sampling, inspections or tests conducted by API are designed only to verify conformance with API MPMS Test Facility Registration Program requirements and do not relieve the Registrant of its responsibility to ensure the quality of its services in the marketplace or ensure that all of its services meet customer requirements.

General

17. If API's requirements are modified during the term of this Agreement, API shall determine the date by which the new requirements become effective and shall notify the Registrant of such date. Registrant agrees to comply with the modified requirements from the specified effective date on.
18. Registrant agrees not to make representations or warranties to potential customers or API that are false, misleading, or inconsistent with the terms of this registration Agreement, or the API MPMS Test Facility Registration Program.
19. This Agreement may be terminated by API at any time and for any reason satisfactory to API after providing notice to the Registrant. However, if the Registrant defaults in any of its obligations under this Agreement, API may immediately terminate or suspend the rights or authority conferred by this Agreement without prejudice to any other rights which API may have. Termination, suspension, or expiration of this Agreement shall not affect any liability of the parties existing as of the date of such action, shall not relieve the Registrant of its obligation of indemnity as to services rendered prior thereto, and shall not excuse Registrant from paying any fees or other charges owing to API.
20. Upon termination or suspension, with or without cause, of any rights or authority conferred by this Agreement the Registrant agrees to immediately discontinue the use of the API MPMS Test Facility Registration Mark(s). If this Agreement is terminated for cause, Registrant agrees that API shall not be obligated to refund any fees or payments made by Registrant. Registrant agrees that under no circumstances shall API be liable for loss of profits, loss of income, loss of business opportunity, economic loss or other consequential loss or damages as a result of the termination of this Agreement.
21. If Registrant desires to terminate this Agreement, Registrant agrees to give API at least ninety (90) days notice prior to the anniversary date of this Agreement.
22. If any action or proceeding is brought by API to enforce, protect or establish any right or remedy with respect to this Agreement or with respect to the subject matter of this Agreement, API shall be entitled to recover reasonable attorney's fees and costs provided that it is the prevailing party.
23. This Agreement shall not be assignable or transferable by Registrant in any manner nor shall Registrant have the right to grant subagreements without written authorization from API.
24. This Agreement shall be interpreted and governed by the law of the District of Columbia, United States of America.
25. In the event of any litigation between the parties arising under this Agreement, the parties agree that the only proper venue for such litigation shall be the District of Columbia, United States of America.
26. This instrument contains the entire and only agreement between the parties. No oral statements or representations not herein contained shall have any force and effect.
27. All of the Registrant's obligations and duties contained in Paragraphs 3, 5, 10, 11, 13, 16, 19, 20, 22, 24, 25, and 28 survive the termination or expiration of this Agreement.
28. Registrant agrees to pay all sales, use, property, excise, and other taxes now or hereafter imposed by any government body or authority based on or in any way measured by this Agreement.
29. It is expressly understood between the parties hereto that no association, agency, apparent agency, employer/employee relationship, partnership or joint venture of any kind has been created.
30. Registrant represents and warrants that Registrant is not located in, or under the control of, a national or resident of any U.S. embargoed country. Registrant agrees it will provide no services to any firm or national prohibited by U.S. law.

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API MPMS Test Facility Registration Program

Part 4 – Registration Agreement

31. This Agreement shall terminate immediately without notice if Registrant files a petition in bankruptcy or is adjudicated a bankrupt or insolvent, or makes an assignment for the benefit of creditors, or an arrangement pursuant to any bankruptcy law, or if Registrant discontinues its business or a receiver is appointed for Registrant or for Registrant's business and such receiver is not discharged within thirty (30) days.
32. All payments due hereunder shall be made in U.S. Dollars and are exclusive of any sales, use or other taxes, fees or duties arising out of this Agreement.
33. The terms and conditions of this Agreement are severable. If any condition of this Agreement is deemed to be illegal or unenforceable under any rule of law, all other terms shall remain in force.
34. Any and all notices, reports, correspondence, amendments, requests, responses and other communication associated with this agreement shall be in the English language, and the controlling version of this Agreement shall be in the English language.
35. This Agreement shall be effective on the date that it is executed by API. The Agreement will expire upon the expiration date noted below and reflected on the Certificate of Registration. Upon expiration, a recertification audit and the execution of a new Agreement is required.
36. Notices required to be given by this Agreement shall be in writing and shall be effective as of the date on which such notice is delivered to:

Manager of Certification Programs

API
1220 L Street, NW
Washington, DC 20005-4070
USA

APPLICANT USE ONLY | APPLICANT AGREEMENT AUTHORIZATION

Name of Organization or Company: _____

Name of Authorized Officer: _____

Signature of Authorized Officer: _____

Title of Authorized Officer: _____

Date: _____

API USE ONLY | APPLICANT AGREEMENT AUTHORIZATION

Vice President,
API Global Industry Services:



API MPMS Test Facility Registration Program

Part 5 – Application

1. Facility Name:

(As it should appear on the certificate)

If more than one facility is applying, a separate Application is required for each location.

2. Actual Physical Location of Facility to be licensed and/or registered. In general, documents will be sent to Primary Correspondence Contact (see item 3). Physical location of facility is needed for planning of audits and will be identified on Certificates of Registration and/or licenses:

Street Address:

(P.O. Box numbers are not acceptable)

City:

State/Province:

Zip/Postal Code:

Country:

Website:

(Optional)

3. Primary Correspondence for this Application and other API Legal Documents (*NOTE: Individual must be an officer/employee of the organization*):

Name:

Title/Position:

Street Address:

(P.O. Box if applicable)

City:

State/Province:

Zip/Postal Code:

Country:

Telephone Number:

Fax Number:

(Include country and city codes if outside the United States and Canada)

Email Address:

(For Primary Corresponding Contact)

4. Facility Contact Person (Contact Person at the facility to be licensed and/or registered, if different from the Primary Correspondence Contact identified in item 3):

Name:

Title/Position:

Telephone Number:

Fax Number:

(Include country and city codes if outside the United States and Canada)

Email Address:

(For Facility Contact)

Sales Telephone Number:

(Optional)

Sales Email Address:

(Optional)

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API MPMS Test Facility Registration Program

Part 5 – Application

5. Is your facility currently registered to ISO 17025? ☐ Yes ☐ No

If yes, please identify your registrar and provide a copy of your current registration certificate.

Registrar:

6. Is your facility currently registered to ISO 9001? ☐ Yes ☐ No

If yes, please identify your registrar and provide a copy of your current registration certificate.

Registrar:

7. If you are not currently ISO 17025 or ISO 9001 registered, you must obtain registration through an accredited registrar. Registration may be obtained through APIQR at www.api.org/certifications/quote.

API MPMS Test Facility Registration Program

Part 6 – Applicant Submittal Checklist

Application Submittal Requirements

All Applicant Organizations must start the application process by completing the Applicant Submittal Checklist. Responses to each question must be “Yes” in order to submit the API MPMS Test Facility Registration Program Application. If the answer is “No” for any question in the checklist, the Organization must not proceed with the application process. The Organization may contact API to explain all “No” responses.

1. Have you signed and dated Part 4 – API MPMS Test Facility Registration Agreement?

☐ Yes ☐ No

2. Have you completed Part 5 – Application?

☐ Yes ☐ No

3. Do you have a check, money order, or wire transfer with the appropriate fees (see Part 7 – Fee Schedule) ready for submittal?

☐ Yes ☐ No

If you answered “No” to any of the above questions, please complete the registration process before submitting your application. Failure to do so will only delay the processing of your application.

How to Submit This Application

Submit the completed and signed Part 4 – API MPMS Test Facility Registration Agreement and Part 5 – Application to:

API MPMS Test Facility Registration Program
1220 L Street, NW
Washington, DC 20005-4070
USA

For detailed instructions on how to submit your payment, see Part 7 – Fee Schedule of this booklet.

API MPMS Test Facility Registration Program

Part 7 – Fee Schedule

A request for quotation may be submitted online at www.api.org/quote.

Initial Registration Costs

The initial, first-year API MPMS Test Facility Registration costs are comprised of a \$2,500.00 (U.S. Dollars) registration fee and auditor charges for the audit and related costs. Throughout the duration of the program, additional costs may result from nonconformance or other situations, the nature of which would require API to perform follow-up or other unscheduled audits. Under normal circumstances, the API MPMS Test Facility Registration Program requires one, full-system onsite (scheduled) audit every three (3) years.

Certificates

Upon successful completion of the registration process and audit, a printed certificate will be issued to the Applicant. A second certificate is available upon request at no cost. For a third, and each subsequent certificate, there will be a charge of \$50.00 (U.S. Dollars).

APPLICATIONS WILL NOT BE PROCESSED UNTIL PAYMENT IS RECEIVED.

All fees payable to API shall be in U.S. Dollars, and the Organization shall be liable for any and all bank handling charges it may incur.

If You Are Paying By Check Or Money Order

Please return Part 4 – API MPMS Test Registration Agreement, Part 5 – Application, and your registration fee to:

API MPMS Test Facility Registration Program
P.O. Box 1425
Merrifield, VA 22116-1425
USA

Include this Reference Number on your check: **SS-2100-U9200-7110**

IMPORTANT NOTE: Overnight/Express deliveries should be addressed to:

API MPMS Test Facility Registration Program
Attention: John Robertson
1220 L Street, NW
Washington, DC 20005-4070
USA

IMPORTANT NOTE: DO NOT send your application to the Payment Address.

If You Are Paying By Wire Transfer

Please add an additional \$50.00 (U.S. Dollars) to cover wire transfer fees. Return Part 4 – API MPMS Test Facility Registration Agreement and Part 5 – Application to:

API Certification Programs
1220 L Street, NW
Washington, DC 20005-4070
USA

Send your Registration Fee to:

TD Bank
1030 15th Street NW
Washington DC, 20005 USA
ABA Routing Number: 031101266
For further credit to API, Account Number: 4251303172
API Tax Identification Number: 13-0433-430
Reference Number: SS-2100-U9100-7110
SWIFT: NRTHUS33

IMPORTANT NOTE: DO NOT send your application to the Payment Address.



AMERICAN PETROLEUM INSTITUTE

Global Industry Services Certification Programs

API MPMS TEST FACILITY REGISTRATION PROGRAM

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