

# **Organization and Procedures for the Committee on Refinery Equipment:**

## **CRE Policy Document**

**Standards Department  
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## Foreword

The American Petroleum Institute (API) is chartered to promote the interests of the petroleum industry and to encourage the development and dissemination of petroleum technology. Since 1924, API has been the leader in developing voluntary industry standards that promote reliability, efficiency and safety through the use of proven practices.

The API Standards Program is accredited by the American National Standards Institute (ANSI), the authority on U.S. standards, and undergoes regular program audits to ensure it meets ANSI's Essential Requirements of openness, balance, consensus and due process. This is the same body that accredits programs at several national laboratories. API's standards are developed through a collaborative effort with industry experts, as well as the best and brightest technical experts from government, academia and other interested stakeholders. The API voluntary standards program is a means to achieve the standards development and technical cooperation objectives. The API Committee on Refinery Equipment (CRE) issues this document in support of the voluntary standards program.

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## 1 Scope

This document provides information on policies and procedures for the Committee on Refinery Equipment (CRE), its activities, and guidelines for its conduct. These activities include requirements for developing, adopting, and maintaining standards under the jurisdiction of this committee.

## 2 Normative References

The following references are cited in this document and are indispensable for the application of the requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the reference document (including any amendments) applies.

API Antitrust Guidelines;

API Procedures for Standards Development (PR-1007);

API Document Format and Style Manual (PR-1010);

CRE Standards Research and Resource Request (SR<sup>3</sup>) Form (FM-3004);

Record of Meeting Attendance (FM-3006);

API Guide for National Adoption of ISO Standards as API/American National Standards.

## 3 Terms, Definitions, and Abbreviations

### 3.1 Definitions

The following definitions apply for the purposes of this document.

#### 3.1.1

##### **API member company**

An organization that has paid the required fees for current membership in the API.

NOTE API membership is not required to participate in the standards development process but is encouraged to strengthen governance and industry cooperation.

#### 3.1.2

##### **company**

A legally defined business entity.

NOTE "Company" also refers to a parent company and its wholly owned subsidiaries or affiliates.

#### 3.1.3

##### **consensus body**

The group that approves the content of a standard by ballot and by its approval, demonstrates evidence of consensus.

#### 3.1.4

##### **consultant**

A subject matter expert under contract to an interested party other than API.

#### 3.1.5

##### **contracted expert**

A subject matter expert under contract to API for standards development activities.

### **3.1.6**

#### **general interest**

An entity that is neither Operator-User nor Manufacturer/Service Supplier but has a direct and material interest in the product, operation, or practice described in the standard.

NOTE This category can include consultants, government, academia and classification societies.

### **3.1.7**

#### **interest category**

A classification that describes members of the CRE, its subcommittees or subordinate groups. This can be Operator-User, Manufacturer/Service Supplier, or General Interest.

### **3.1.8**

#### **manufacturer/service supplier**

The entity that is fabricating a product specified in the standard or used in performing the operations or practices described in the standard or the entity that is providing a service in compliance with the standard.

### **3.1.9**

#### **master editor**

#### **technical editor**

A person contracted by API to assist with compiling and editing a standard.

### **3.1.10**

#### **member**

A person who has been officially designated by the appropriate appointing authority (see Table 1) to represent their company or interest in the standards development activities of the committee, subcommittee, or group to which they are appointed.

### **3.1.11**

#### **non-participating member**

An individual who fails to attend, either in person or virtually, any three consecutive meetings (subcommittee, task group or work group) and/or fail to vote in two consecutive ballots.

### **3.1.12**

#### **operator-user**

The entity that is using the product specified in the standard or performing the operations or practices described in the standard.

### **3.1.13**

#### **standard**

A document established by consensus that provides rules, guidelines or characteristics for activities or their results.

NOTE Such documents can be designated as Specifications, Standards, Recommended Practices, Bulletins, or Technical Reports, as defined in the *Procedures for Standards Development*.

### **3.1.14**

#### **standards action**

A substantive action taken or decision reached by an API committee or API staff relating to a standard or the manner in which such action was taken or decision was reached.

NOTE Standards actions include approval of new standards, revision, reaffirmation or withdrawal of existing standards and the decision to nationally adopt an international standard.

### **3.1.15**

#### **voting member**

A member of a consensus body that has been designated by their company to vote, and who conforms to the privileges and limitations as defined in this document.

## 3.2 Abbreviations

|                 |   |
|-----------------|---|
| ANSI            | American National Standards Institute             |
| API             | American Petroleum Institute                      |
| CRE             | Committee on Refinery Equipment                   |
| GISC            | Global Industry Services Committee                |
| ISO             | International Organization for Standardization    |
| OGC             | Office of General Counsel                         |
| SR <sup>3</sup> | Standards Resource and Research Request           |
| ICP             | Individual Certification Program                  |
| RSC             | Refining Subcommittee                             |
| ICPGB           | Individual Certification Program Governance Board |

## 4 General Policies

### 4.1 Antitrust

Participants in CRE standards activities shall conform with this document and the *API Antitrust Guidelines*.

API employees shall ensure that activities satisfy antitrust law and this policy. The API Office of General Counsel (OGC) should be consulted if there are questions concerning antitrust laws or the application of these requirements. OGC may assist staff or committee members by reviewing agendas and minutes and providing counsel at meetings.

### 4.2 National and International Standardization

API Standards and the API standardization program are recognized worldwide, and API encourages representatives of companies and organizations involved in the use/manufacture of equipment and/or provision of services to refinery, petrochemical and related process industries in any country to actively participate in the API standardization program.

It is the goal of API to cooperate with international standardization bodies. This requires adequate representation by the different interest categories, as well as close coordination with related efforts by API and other standards developing organizations.

API is a member of the American National Standards Institute (ANSI) which is the United States' member body of the International Organization for Standardization (ISO). API standards can be processed through ANSI for designation as American National Standards.

API standards activities shall be conducted in compliance with applicable laws.

## 5 Committee Organization

### 5.1 General

Figure 1 illustrates the typical organization and relationship between the different groups within the CRE.

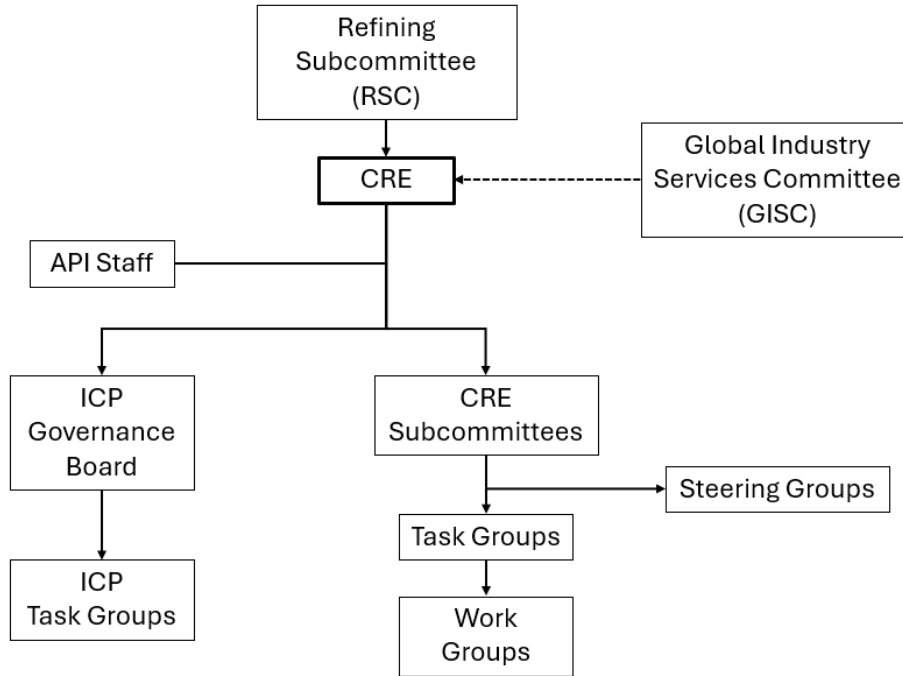


Figure 1 – Typical Organization Chart

## 5.2 Committee on Refinery Equipment (CRE)

### 5.2.1 General

The purpose of the API Committee on Refinery Equipment (CRE) is to develop API refinery and petrochemical standards that promote safe, environmentally sound, and efficient operations in the petroleum refining and petrochemical industry.

The mission of the API Committee on Refinery Equipment (CRE) is to promulgate safe and proven engineering practices for the design, fabrication, installation, inspection, and use of materials and equipment in refineries and related processing facilities. These practices are developed and approved as API standards, API specifications, and API recommended practices, in accordance with the API *Procedures for Standards Development*.

### 5.2.2 Function

The CRE supervises the subcommittees reporting to it. It is the ultimate authority over their activity, determines policy relative to all formative and administrative aspects of the standards program, and periodically reviews and approves the scope, priorities, and resource commitments of the work program. It may form and discharge subcommittees and groups as warranted. It considers, accepts, modifies, or rejects all reports of subcommittees. The CRE reports to the API Refining Subcommittee (RSC) of the Downstream Committee on segment policy issues and coordinates with the Global Industry Services Committee (GISC) on budgetary and resource issues.

There are 11 standing subcommittees of the CRE:

- a) SCCM - Subcommittee on Corrosion and Materials;
- b) SCIMI - Subcommittee on Inspection and Mechanical Integrity;
- c) SOICS - Subcommittee on Instruments and Control Systems;

- d) SOEE - Subcommittee on Electrical Equipment;
- e) SCHTE - Subcommittee on Heat Transfer Equipment;
- f) SOME - Subcommittee on Mechanical Equipment;
- g) SCPRS - Subcommittee on Pressure Relieving Systems;
- h) SCOPV - Subcommittee on Piping and Valves;
- i) SCAST - Subcommittee on Aboveground Storage Tanks;
- j) SCRMM - Subcommittee on Refractory Materials.
- k) Technical Data Committee;

NOTE Information about API's organization can be found at <http://www.api.org/about/organization>

Functions of the CRE shall include, but are not limited to the following:

- i. recommend actions to the Refining Subcommittee budgetary activities with the Global Industry Services Committee (GISC).
- ii. review governance and subcommittee reports and recommendations, such as project approvals, two-year extensions, and research and resource requests;
- iii. prioritize and manage the annual budget, which may include research, master editor, contracted expert, and other resources;
- iv. participate on the Appeals Board in the review of appeals of standards actions pursuant to the API Procedures for Standards Development, as required;
- v. Coordinate with API member companies to adequately staff the CRE subcommittees and achieve API's objectives for balance and consensus.
  - vi. identify candidates and present awards for service to the CRE, its subcommittees or subordinate groups;
  - vii. manage the approved work plan;
  - viii. oversee the ICPGB and,
  - ix. maintain API CRE *Organization and Procedures for the Committee on Refinery Equipment: Policy Document*.

### **5.2.3 CRE Membership**

#### **5.2.3.1 Members**

- a) CRE voting members shall be employees or authorized representatives of active API member companies engaged in the petroleum refining or related process industries and working to further the interests of the API standards program.
- b) Voting members shall be limited to one representative per company, including its affiliates or subsidiaries. Others who bring special skills, experience, or viewpoints to the group may be appointed as non-voting members at the discretion of CRE leadership and API management.



- c) Member companies represented on the CRE should have representatives actively engaged in at least three subcommittees to ensure a balance of technical interests are represented on the CRE.
- d) The chairs of the subordinate subcommittees reporting to the CRE shall serve as non-voting members until their term expires. Other non-voting members may include liaison representatives from companies, industry associations, regulatory agencies, etc., as are required to meet the representational needs of the CRE.
- e) Member companies represented on the CRE that fail to participate in three consecutive spring and fall refining meetings shall have their voting privileges removed and the company notified.
- f) Member companies removed from the committee for non-participation shall be required to petition the chair for reinstatement of their voting rights after waiting a period of no less than six months from the date that the privileges were withdrawn.

CRE members are expected to fully participate in API's biannual CRE meetings either in-person, via electronic means, or by naming a representative in advance of the meeting.

### **5.2.3.2 Officers and Duties**

#### **5.2.3.2.1 Officers**

- a) Officers shall include CRE chair, vice-chair, and secretary (non-voting API Staff position).
- b) The chair and vice-chair of the CRE shall be appointed for a two-year term commencing on January 1<sup>st</sup> and endorsed by the API Refining Subcommittee.
- c) The chair and vice-chair may be reappointed to additional terms. These terms may be extended for up to one year upon approval by the approval authority (see Table 1), in the event that additional time is necessary to ensure a smooth transition of officers. The vice-chair normally succeeds the chair.
- d) The secretary shall be responsible for the preparation of the minutes, record of attendance, and maintaining files and records.

#### **5.2.3.2.2 Officer Duties**

The chair is the presiding officer at all meetings of the CRE and, in consultation with API staff, establishes the time, date, and agenda for committee meetings, and ensures that the activities and policies of the CRE conform to the objectives of API.

The chair is responsible for keeping the RSC and the GISC informed of the activities of the CRE and its subcommittees by preparing brief summary reports and presenting them, in writing and in person, if required. The chair also serves as a member of the API GISC.

The vice-chair assists the chair in all the administrative duties of committee leadership, resource assignment, and in long-range planning. In the absence of the chair, or at the chair's request, the vice-chair assumes the duties of the chair. The vice-chair also leads the Project Coordination Meetings (See 6.3.2) .

### **5.2.4 CRE Subcommittee Sponsors**

#### **5.2.4.1 General**

To facilitate communications and coordination between the CRE and its various subcommittees during the conduct of committee business, the CRE chair assigns liaison responsibilities to CRE members to maintain close coordination with a specific user subcommittee and its non-user counterpart.

The subcommittee sponsor will assist the subcommittee and its officers as an advisor and mentor, and serve as an advocate to increase the effectiveness of the subcommittee.

#### **5.2.4.2 Qualifications**

To qualify as a sponsor, the CRE member should ideally:

- a) be knowledgeable of the workings of the API;
- b) have a minimal amount of other responsibilities for other CRE committees in order to have sufficient time available to devote to subcommittee issues; and
- c) have interest and awareness in the technical area covered by the subcommittee.

#### **5.2.4.3 Responsibilities**

The sponsor's responsibilities, in relation to their roles, are:

- Advisor: Keep the subcommittee chair apprised of CRE proceedings that affect the subcommittee. Assist the subcommittee chair in the selection of candidates for resolutions of appreciation (this is also part of the "Advocate" role).
- Mentor: Provide constructive feedback to the subcommittee chair concerning the work of the subcommittee. Suggest ways to improve subcommittee processes.
- Advocate: Support the subcommittee chair during the Project Coordination meetings of the CRE to aid in the approval of projects, standards, or studies proposed by the subcommittee. Consult with the subcommittee chair (and officers), prepare to explain subcommittee proposals, consent agenda items, and address other issues of concern to the CRE members.

#### **5.2.4.4 Duties**

Specific duties include:

- a) convening with the subcommittee chair on matters concerning the CRE at least once at each refining meeting;
- b) attending as many subcommittee meetings as practical, but particularly meeting with the subcommittee officers at a minimum; and
- c) helping to prepare the alternate sponsor to assume the position of sponsor.

### **5.3 CRE Subcommittees**

#### **5.3.1 Function**

CRE subcommittees are organized by subject area and are assigned the responsibility by the CRE to form, guide, and coordinate standards-development activities in their subject areas.

Within the work program approved by the CRE, subcommittees shall supervise the detailed development and maintenance of standards and may be the primary consensus body for approval of standards.

Subcommittees may form one or more consensus bodies to approve standards.

Subcommittees may form and discharge task groups and work groups as necessary for detailed investigation of items selected for consideration.

Subcommittees may initiate new work proposals and shall be responsible for the initial assessment and prioritization of proposals received.

Subcommittees may submit budget requests for research, program funds, and resource assistance to the CRE for the coming budget year. For each new project, the subcommittee shall submit a Standards Research and Resource Request for review during the Project Coordination meetings.

Subcommittees provide oversight to task groups responsible for (1) the definitive content of one or more standards, and (2) the development of responses to views and objections resulting from ballots and public comments.

Subcommittees may maintain liaison activities with other domestic and international standards development organizations, government agencies, industry associations, and independent research organizations.

Subcommittees sponsor meetings and general interest sessions during the spring and fall refining meeting associated with refinery equipment and practices related to the subcommittee area of specialty.

### **5.3.2 Officers**

The officers of the CRE subcommittees shall be a chair, vice-chair, and secretary (when assigned).

Preference for officers should be given to candidates from the operator-user interest category and API member companies.

The subcommittee chair shall provide a written report to the CRE bi-annually detailing the work program, plans, and progress of the subcommittee and its task groups.

The subcommittee chair shall be appointed by the chair of the CRE in consultation with the CRE voting members.

The subcommittee vice-chair shall be appointed by the subcommittee chair, in consultation with the CRE subcommittee sponsor.

The officers of each subcommittee are appointed for a three-year term. The vice-chair will normally succeed the chair. The goal of succession is to maintain continuity in committee programs. The chair and/or vice-chair may be reappointed to additional terms.

The vice-chair assists the chair in all the administrative duties of subcommittee leadership, resource assignment, and in long-range planning. In the absence of the chair, or at the chair's request, the vice-chair assumes the duties of the chair.

### **5.3.3 Membership**

Members of a subcommittee shall be representatives of companies or other interests whose business is directly and materially affected by the activities and standards under the subcommittee's jurisdiction.

Members may include representatives from any of the interest categories, plus other qualified individuals, who shall be qualified by reason of training, experience, and company responsibilities.

Requirements for standards subcommittee membership include the following:

- a) technical proficiency in a discipline related to the standards of the subcommittee;
- b) attendance and participation in subcommittee meetings;
- c) participation in subcommittee business such as task or work groups to create or revise standards;
- d) the support of company management to participate in API standards activities.

Where consultants are used to represent a company, the consultant shall disclose the organization whose interests they are representing.

### **5.3.4 Subcommittee Organization**

#### **5.3.4.1 Composition**

Subcommittees shall be composed of the officers, voting members and non-voting members.

A voting group within a subcommittee shall be composed of voting members that may include the officers, subject to the limitations in 5.3.4.3. A subcommittee may elect to create and maintain more than one voting group depending on the diversity of the subcommittee's work program.

Voting membership shall be limited to one representative per company.

For subcommittees with multiple voting groups, voting membership shall be limited to one representative per company per voting group.

When multiple voting groups exist within a subcommittee, the chair shall determine the document(s) and/or activities to be assigned to each voting group.

The subcommittee chair shall review the balance between the interest categories of the voting group(s) at least once every three years.

The subcommittee chair may solicit new voting members or request voting members to resign from the voting group if balance issues dictate such action.

Subcommittees may be formed or discharged by the CRE by two-thirds majority vote of the voting members, considering the resource requirements and industry needs for such action.

#### **5.3.4.2 Voting Privileges**

Companies or individuals that are members of a subcommittee may request voting privileges within that subcommittee.

Active participation in subcommittee activities, including participation in task groups and work groups shall be the minimal requirement for granting voting privileges, subject to the limitations in 5.3.4.3.

A company shall provide API staff with a written notification of the designated voting member of a subcommittee, and in the case of multiple voting groups, the designated voting member for each group.

If voting privileges are granted, voting shall be limited to ballots issued and actions discussed within the subcommittee granting the voting rights.

Subcommittee appointments shall be coordinated with API staff and the subcommittee chair.

#### **5.3.4.3 Limitations**

Voting on standards actions shall be limited to one vote per company within the subcommittee and, in the case of multiple voting groups, within each voting group.

For purposes of determining voting rights within a subcommittee, a company shall be defined as an organization that includes its affiliates or subsidiaries.

When multiple voting groups are identified within a subcommittee, a company may assign the same individual to vote on any or all groups or may elect to assign different individuals to each group depending on the scope of activities or documents assigned to a particular voting group.

Consultants representing another company's interests in developing a standard shall not vote on that standard if the represented company(s) also votes.

Multiple individuals from one company may comment on a ballot; however, harmonization of comments by all persons from a voting member company is recommended.

#### **5.3.4.4 Alternates and Non-voting Members**

Voting members may designate one alternate member from their company for each voting group. The alternate does not automatically succeed to subcommittee membership upon the voting member's resignation.

Alternates shall receive ballots and may provide additional comments but shall not vote unless formally designated by the voting member.

Voting members may designate a meeting representative from the same company, other than the alternate member, for subcommittee meetings. The meeting representative should be identified to the subcommittee chair and API Staff prior to the meeting.

A company may permit several individuals to participate in committee activities. If a company already has designated a voting member for all applicable voting groups within a subcommittee, the additional individuals shall be designated as non-voting members.

Non-voting members may comment on ballots assigned to a voting group within a subcommittee. However, it is expected that voters, alternates, and non-voting members from one company within a voting group will consult and coordinate with one another and not submit comments that conflict, contradict one another, or are inconsistent in some way.

#### **5.3.4.5 Participation Review and Loss of Voting Privileges**

Subcommittee officers and API staff shall review the extent of participation by the members to determine if personnel changes are necessary to maintain the desired balance among interest categories and/or eliminate non-participating members.

Non-participating members of the subcommittees, and subordinate groups may be removed from membership by the appropriate chair for failure to participate in any three consecutive meetings, and/or failure to otherwise contribute to the work of the group.

Voting members who have failed to return the last 2 consecutive ballots may lose voting privileges.

Non-participating voting members removed from the subcommittee or voting group shall result in the loss of voting privileges for their respective company.

A company may petition the subcommittee chair for reinstatement of voting rights after waiting a period of no less than six months from the date that the privileges were withdrawn.

#### **5.3.5 Emeritus Membership on CRE Subcommittees**

Individuals no longer sponsored by member companies may be granted emeritus membership by recommendation of the CRE Subcommittee chair and endorsed by the CRE chair.

Qualified individuals typically

- have been active within the industry, CRE, or subcommittees,
- maintain special expertise that is critical for the successful development of refinery standards, and
- demonstrate a desire to actively participate with standard development at the subcommittee level.

No more than two individuals from each subcommittee may serve as emeritus members at the same time.

Emeritus membership shall be for a one-year period, reviewed annually, and may be reaffirmed by recommendation of the subcommittee chair.

There is no limit to how many times an individual is granted Emeritus membership.

An individual who has been accorded emeritus membership shall be exempt from paying meeting fees. Other ancillary costs associated with meeting attendance, such as hotel, travel, etc. are the responsibility of the emeritus member.

Emeritus members shall comply with all applicable rules and regulations of API.

### **5.3.6 Steering Group**

Subcommittees may establish a steering group to facilitate the work of the subcommittee. Members typically include the subcommittee officers, immediate past chair, active task group chairs, API staff, and others who bring special skills, experience, or viewpoints to the group. Typical activities include initial assessment of SR<sup>3</sup> forms, initial prioritization of budget requests and provision of advice to subcommittee and task group leaders.

Steering groups shall not perform standards actions.

## **5.4 Task Groups**

### **5.4.1 Function**

Task groups perform the detailed standards development work (e.g. drafting a new standard, review and revising an existing standard, supervising a contracted expert or research project in support of standards development activities, etc.). Task groups are formed and discharged by the subcommittee as needed. The duration of task group activities may be short-term or long-term.

Task groups shall confine their activities within the limits of their assignments. Task groups are expected to meet as often as necessary to complete their assignments.

If completion of a task group assignment depends on research or compilation of data over an extended period of time, the task group chair shall submit a progress report to the subcommittee chair prior to each subcommittee meeting.

Task group assignments shall be defined and recorded in the task group report.

### **5.4.2 Officers**

Task Group officers shall include a chair and, at the chair's discretion, vice-chair(s) and/or a secretary.

Task group chairs shall be appointed by the chair of the parent subcommittee (see Table 1).

The task group chair shall be responsible for the following:

- a) leading the task group to complete the assignment as specified by the parent group in a timely manner;
- b) maintaining interest category balance in the task group, including required subject matter expertise;
- c) ensuring comment resolution, when applicable, is completed as per API *Procedures for Standards Development*;
- d) recommending any revisions to the SR<sup>3</sup> form;
- e) verifying that the editorial page proof is consistent with the approved document;
- f) submitting the task group's report to the parent group.

### **5.4.3 Membership**

Task group members shall be selected by the task group chair or parent subcommittee chair in order to meet the needs of the task group assignment. Members may include representatives from any of the interest categories, plus other qualified individuals.

Task group members shall be qualified by reason of training, experience, and company responsibilities. Task group membership does not convey membership on the parent subcommittee.

### **5.4.4 Voting During Task Group Meetings**

When voting is used during a task group meeting to establish consensus on a topic, voting shall be limited to one vote per company or interest, with the outcome based on a simple majority of the companies or interests who have voted.

## **5.5 Work Groups**

### **5.5.1 Function**

Work groups operate under the same procedures as task groups. They typically are formed by task groups desiring to facilitate timely completion of particularly large or complex assignments by distributing the work among small subgroups of their members for completion on an ad hoc basis (e.g., write a section of a new standard). Work groups function on a short-term basis and are dissolved upon completion of their work and the task group incorporates results into the overall assignment as appropriate

### **5.5.2 Officers**

Work group officers and their responsibilities shall be the same as for a task group (see 5.4.2).

### **5.5.3 Membership**

Work group members shall be selected on the same basis as for a task group (see 5.4.3).

## **5.6 API ICP Governance Board (ICPGB)**

### **5.6.1 Objective**

The objective of the ICPGB is to ensure that API's Individual Certification Programs (ICP) continue to meet the needs of the refinery, petrochemical, and related process industries through its certifications. The ICPGB provides advice and guidance to maintain the integrity and impartiality of ICP.

The ICPGB may form and discharge task groups and work groups as necessary to accomplish its objectives. These tasks can be assigned to other groups within the CRE subcommittee structure, after consultation with CRE leadership or the leadership of any applicable committee.

The ICPGB operates on the basis of consensus. Consensus is established when substantial agreement has been reached by the ICPGB members. Substantial agreement means more than a simple majority but not necessarily unanimity

### **5.6.2 Function**

The functions of the ICPGB are:

- a) Review and provide advice on policies to ensure that the processes are effective and consistent, and continue to deliver value to the stakeholders and meet the standards set forth by certification best practices.

- b) Provide advice regarding the advancement of programs to meet current and future industry needs.
- c) Review, make recommendations on new program development priorities, and help create task groups for new program development
- d) Provide advice on the relevance and representation of the ICP, as well as opportunities to expand existing programs, across all industry streams.
- e) Advise on matters affecting confidence in certification, including openness, stakeholder perception, and program effectiveness.
- f) Monitor and evaluate the health of certification programs and make recommendations for improvements in the delivery and effectiveness to ensure industry needs continue to be met.
- g) Report on effectiveness and stakeholder perception to API staff, the CRE, and other relevant committees.
- h) Provide support and input to the CRE and other relevant committees on certification requirements contained in the applicable codes/standards.
- i) Review and provide advice relating to ICP policy documents and their continuing conformity to the requirements of ISO 17024.
- j) Conduct an annual confidential review of, and provide input to, the impartiality analysis conducted by the ICP programs via a subgroup of ICPGB members.

The ICPGB tasks do not have jurisdiction relating to:

- ICP business, financial, and personnel decisions that impact the day-to-day operations for running certification programs, including application processing activities;
- exam maintenance or regular development activities for programs in place, unless issues need to be escalated from unresolved discussions from task group-related activities.

### **5.6.3 Officers**

Officers shall be a chair and a vice-chair. The chair and the vice-chair shall be members of the user interest category and they shall be appointed by the CRE chair in consultation with API staff and with input from relevant segment committees.

The ICPGB chair shall serve for a minimum of three years, unless service is terminated sooner by resignation. The chair can be reappointed to an additional term(s). The vice-chair normally succeeds the chair.

An API staff member serves as ICPGB secretary.

### **5.6.4 Members**

Voting members of the ICPGB shall be employees or designated representatives of API member companies, are nominated by CRE members or members of other relevant committees and are appointed by the chair of the ICPGB.

Membership is limited to one representative per company.

Members shall be qualified by reason of training, experience, and company responsibilities. Membership should include a good distribution of interested categories, including upstream, midstream, and downstream, as well as representatives of users, service providers, contractors, and manufacturers related to the ICP certification activities. Others who bring special skills, experience, or viewpoints to the ICPGB may be invited by the chair of the ICPGB, in consultation with the relevant committee chairs and API staff.

The chair of the ICPGB shall periodically review membership to ensure expertise, competence, and balance in interest categories. The results of the review shall be presented to the CRE on an annual basis.



### **5.6.5 Removal from Membership**

Members on ICPGB who fail to attend, in person or virtually, any three consecutive meetings may have their voting privileges removed and the company notified. A review of participation will be conducted by the ICPGB chair in consultation with API staff, and API will send warning letters of pending committee removal to those voting members who have missed three consecutive meetings. In absence of circumstances acceptable to the chair and API staff, the voting privileges may be suspended.

The companies of members removed from ICPGB for non-participation shall be required to petition the chair for reinstatement of their voting rights after waiting a period of no less than six months from the date that the privileges were withdrawn.

### **5.6.6 Task Groups**

#### **5.6.6.1 ICPGB's Certification Task Group**

Membership is made up of technical experts focused on exam development and maintenance of knowledge-based programs.

Objectives:

- Align programs to certification standards.
- Ensure technical consistency across programs.
- Ensure impartiality in ICP process.
- Recruit subject-matter experts (SMEs) for maintenance and new program development.

#### **5.6.6.2 ICPGB's Non-Destructive Examination (NDE) Oversight Task Group**

Membership is made up of representatives of member companies across all segments and technical expertise on exam development and prioritization.

Objectives:

- Discuss possible certification, training, and research programs that can benefit the entirety of the NDE industry (to submit for approval by respective sector committees).
- Identify cross-stream opportunities for resource and idea sharing that could lead to advancements in the professional development of NDE technicians.
- Advise API on the structure and strategy of approved programs (audience, purpose, responsible parties, etc.)
- Recommend action plans for carrying out examination/training programs and the responsible parties for storing sensible materials relating to each program.
- Carry out a gap analysis of current programs to determine the opportunities for reworking existing programs or creating subprograms that can work for other industry streams.
- Conduct any necessary reports and research required to ensure the technical integrity of certification programs.

## 5.7 API Staff

API staff shall be responsible for communicating API policy and providing procedural guidance and administrative support to the committee.

API staff is also responsible for the preparation of the minutes, record of attendance of all CRE (Standards Policy Committee) meetings and maintaining files and records in accordance with the appropriate API policies and procedures.

API staff shall attend (physically or virtually) meetings where the following actions are being performed:

- a) CRE and subcommittee meetings;
- b) the first meeting of any new project;
- c) steering group meetings;
- d) ballot comment resolution meetings;
- e) discussions addressing funded research and contracted experts.

API staff shall give timely written notice to each subcommittee chair of the need to revise or reaffirm any publication.

API staff shall handle all correspondence and maintain all records of requests for interpretations of API standards, specifications, and recommended practices in the CRE subject area.

## 6 Committee Operations

### 6.1 Appointing Authorities

Table 1 defines authorities for appointing officers and members of the committee, subcommittee, work groups, and task groups. Members of API committees are nominated by their respective companies.

All appointing authorities shall inform the API staff of appointments and resignations.

**Table 1—Appointing Authorities**

| <b>Officers/Members to be Appointed</b>         | <b>Appointing/Approval Authority</b>                               |
|---|--|
| CRE committee chair                             | Refining Subcommittee (RSC) chair                                  |
| CRE vice-chair                                  | CRE chair in consultation with API staff                           |
| CRE member companies                            | CRE voting member companies  |
| ICPGB chair                                     | CRE chair in consultation with API staff                           |
| ICPGB vice-chair                                | CRE chair in consultation with API staff                           |
| ICPGB members                                   | CRE or other relevant committee member                             |
| Subcommittee chair                              | CRE chair in consultation with CRE subcommittee sponsor            |
| Subcommittee vice-chair                         | Subcommittee chair in consultation with CRE subcommittee           |
| Task group chairs                               | Subcommittee chair   |
| Work group chairs                               | Subcommittee or Task group chair                                   |
| Subcommittee, Task group and work group members | Subcommittee chair, Task group or work group chair, as appropriate |

## **6.2 Standards Development**

### **6.2.1 General**

The authorization for developing voluntary industry standards is derived from the API Charter and the Institute's Board of Directors. API standards shall be developed, revised, or reaffirmed when a technical or safety justification exists to do so. See API's *Procedures for Standards Development* for detailed information on the standards development process, including the maintenance, reaffirmation, and withdrawal of standards.

New designs, techniques, processes, and materials shall be considered for standards when reasonable proof of fitness is available. API standards shall not address competitive or commercial matters such as prices, warranties, or guarantees.

CRE subordinate groups shall develop standards in accordance with the *Procedures for Standards Development*.

Standards shall be formatted in accordance with the *API Document Format and Style Manual*.

### **6.2.2 Project Justification and Assessment**

Committee work on developing a new standard or revising an existing standard commences with CRE approval of the project. The relevant subcommittee must justify the need for the new standard or the requirement for revising an existing standard using the Standards Research and Resource Request form. Once approved by the subcommittee, the SR<sup>3</sup> shall be submitted to the CRE vice-chair for review during the project coordination meeting (see 6.3.2) and recommendation to the CRE.

Once the CRE approves the project, the subcommittee shall form a task group responsible for drafting the standard. CRE may direct or the subcommittee may decide to solicit membership in the group from the membership of other subcommittees whose scope relates to the work being undertaken.

API staff is responsible for ensuring that any API groups that may have a related interest or concern review standards. API policy also requires that all proposed standards should be reviewed by legal counsel prior to publication. Comments and recommendations resulting from these reviews will be forwarded to the task group or subcommittee chair, or will be included in ballot summaries.

### **6.2.3 API Document Development and Participation by International Organizations**

The chair of the applicable subcommittee and/or task group shall actively encourage international input for standards developed in API.

Individuals representing organizations that participate in the development of API documents shall be afforded the right to vote on such documents in accordance with the policies for granting voting rights established within the applicable subcommittee(s).

### **6.2.4 U.S. National Adoption of ISO Standards**

ISO standards may be adopted as a U.S. national standard in accordance with current agreements between API and the American National Standards Institute (ANSI), and the Procedures for Standards Development. The decision for accepting or denying the proposal for the national adoption of another organization's standard shall be documented in the subcommittee or task group meeting minutes.

Prior to a U.S. national adoption of an ISO standard, the responsible subcommittee or task group should propose a project (see 6.2.2) to consider whether any additions or exceptions to that standard are necessary.

### **6.2.5 Liaison with Outside Organizations**

To provide coordination, to avoid duplication, and to represent the refining industry viewpoint in other standards-writing organizations, CRE subcommittees are encouraged to identify those bodies with which liaison is necessary. Examples are ASTM International, American National Standards Institute, American Society of Mechanical Engineers, National Electrical Manufacturers Association, Association for Materials Protection and Performance, American Welding Society, Institute of Electrical and Electronics Engineers, National Fire Protection Association, Engineering Equipment and Material Users Association, Instrument Society of America.

The liaison representative should present a written report at each regular meeting of the subcommittee and should seek guidance from the subcommittee or CRE so that the industry and API standards activities may be best represented.

## **6.3 Budgets**

### **6.3.1 General**

CRE subcommittees may submit budget requests for research, program funds, and resource assistance to the CRE for the coming budget year.

All budget requests should be fully supported, giving the justification for the work and the probable consequence if the work is not undertaken. For each new project, the subcommittee shall submit a SR<sup>3</sup> to the CRE vice-chair that includes a title, the objectives of the project, and a description of the work.

### **6.3.2 Project Coordination Meeting**

Following submission of new projects requests by each subcommittee, the CRE vice-chair or designee leads a Project Coordination Meeting with subcommittee officers to review the proposed projects (standards actions, research and contracted expert requests, special funding activities, etc.), for recommendation to the CRE voting members. The Project Coordination Meeting agenda includes:

- Review of previously approved research requests considering the importance of continuity, competing priorities, relative timing of each project, and other factors.
- Review of newly submitted SR<sup>3</sup> forms, considering factors such as demand for the proposed or existing document, duplication, or potential duplication of efforts by API or another standards-developing organization, benefit to industry, resource requirements, and need for coordination with other CRE subcommittees or outside organizations;

At each refining meeting, the CRE vice-chair or designee shall submit a report to the CRE recommending acceptance or rejection of each Standards Research and Resource Request submitted since the last meeting and a summary recommending spending levels for the current CRE budget.

### **6.3.3 Budget Approval**

Following submittal by each subcommittee and review during the Project Coordination Meeting, the budget proposals will be provided to the CRE members for priority ordering. The director of the Standards Department will present the proposed budget to the Global Industry Services Committee for review and approval. The CRE will be kept informed of adjustments to its budget requests and consulted for additional justification or guidance as required. Prior to the fall meeting, the chair of CRE will receive a final recap of the consolidated CRE budget for the coming year.

CRE subcommittees that have received funds are responsible for setting the scope and objectives of their work and monitoring its progress. Typically, members of the subcommittee carry out this responsibility, meet periodically with the individual or organization doing the work, and report to the subcommittee on progress at all regular meetings. The results of the work must be made available to industry and the general public. When appropriate, the research will be published by API and given wide distribution.

For previously approved projects that require additional funding, contract extensions up to \$10K may be processed upon API confirmation of budget availability and approval of the CRE vice-chair

#### **6.3.4 Master Editors Guidelines**

It is the responsibility of the CRE subcommittees to prioritize the projects based on the subcommittee resources and industry needs before submitting requests for master editor funding. Use of paid Master editors (see 3.1.9), although permissible, should be considered under the following circumstances:

- Development of a first edition document
- Development of a first or subsequent edition involving new technologies and/or research projects
- Instances when expedited standard development is justified, such as to meet a regulatory need

The Task Group Officers are responsible for leading the members during the stages of the standards development process. Master editors shall not be contracted to schedule task group meetings, keeping meeting minutes, or leading comment resolution sessions.

### **6.4 Meetings**

#### **6.4.1 General**

CRE executive meetings shall be closed meetings and may be attended only by officers, members and invited guests.

The CRE chair may call an executive meeting of just the CRE officers and CRE voting members.

CRE subordinate groups (subcommittee, task group, work group) meetings shall be open to directly and materially interested parties, including all interest categories and the general public.

The CRE and its subcommittees meet a minimum of twice each year, typically in conjunction with the spring and fall refining meetings.

Meeting agendas shall be prepared for each meeting and submitted to the appropriate API staff for distribution to all attendees.

A Record of Attendance form (see Annex A) shall be completed for all CRE and subordinate group meetings. The attendance form shall be returned to API headquarters for permanent retention.

#### **6.4.2 Task Group Meetings**

The task group chair will set the time, place, and frequency of task group meetings. Task groups may meet during the spring and fall refining meetings, and at other times, when necessary, to complete the work of the group. Conference calls and virtual meetings, combined with electronic distribution of minutes and work products, are encouraged.

#### **6.4.3 Notice of Meetings**

Notice of meetings and meeting agendas shall be prepared for each spring and fall meetings and submitted to

the appropriate API staff at least 15 days before the meeting date for approval by API, and subsequent distribution to all attendees.

Ad-hoc meetings may be scheduled in coordination with API Staff.

It is the responsibility of the subcommittee chairs to advise API staff in advance of the meeting date of meeting space and visual aid requirements.

#### **6.4.4 Quorum Requirements**

The CRE and subcommittees shall determine whether a quorum is present at the beginning of each meeting.

A simple majority (greater than 50%) of the voting members of the CRE or subcommittees shall constitute a quorum for conducting business related to a standards action at a meeting.

If a quorum is not present, actions taken shall be subject to confirmation by ballot.

A quorum shall not be required for committee actions not related to standards actions. A simple majority of voting members present may approve or disapprove matters brought before the group for action.

#### **6.4.5 Roundtable Discussions**

Subcommittees may hold meetings to discuss various approaches to a previously announced list of topics. These sessions are convened for the general purpose of sharing technical experiences with refining equipment. Since these discussions are informal, no records are required to be kept.

Roundtable discussions shall comply with 4.1. Discussions shall not (1) damage a supplier's competitive position; (2) inhibit any purchaser from selecting any quality level he chooses; or (3) establish any barriers for entry of any supplier into the field.

Additional information may be found in API's Antitrust Guidelines document, which is available on the CRE website.

#### **6.4.6 Minutes and Records**

Minutes are required and will be made available to all members of the committee or subordinate groups.

The chair is responsible for the preparation of minutes for meetings.

API shall retain official copies of these minutes in accordance with its record retention policy.

Minutes of all regular and special meetings of the CRE and all its subcommittees and subordinated task groups shall be made available to the members of those groups within 60 days following the meeting.

### **6.5 Surveys and Questionnaires**

Organizational groups described in Section 5 that wish to issue an industry survey or questionnaire shall consult with the API Standards staff prior to issuance.

API Standards staff shall consult the API Office of General Counsel, before initiating industry surveys or questionnaires.

Surveys or questionnaires shall be initiated, and comments collected through API staff, who may use a third party.

When disseminating data that can be considered confidential, API staff shall not disclose the identity of respondents.

## **6.6 Recognition and Awards**

### **6.6.1 General**

The CRE places a high value on the resources that are represented by participants on subcommittee and task group activities. In many cases, volunteers spend a significant amount of personal time and effort to ensure that the documents produced are of the highest technical quality. Recognition for contributions made to the work of the CRE organization can be based upon demonstration of outstanding leadership or a significant technical contribution to a CRE work product. Both are equally important in advancing the work of the CRE and the industry.

There are five types of awards available for CRE participants.

### **6.6.2 CRE Subcommittee Resolution of Appreciation (ROA)**

The CRE Subcommittee Resolution of Appreciation is presented to an individual who has demonstrated leadership, contributed significant technical expertise, or encouraged new innovations to a particular effort, such as the development of a standard or recommended practice.

A citation is prepared on behalf of the recipient and is included on the certificate that is signed by the CRE subcommittee chair and API staff.

### **6.6.3 API Citation for Service (CFS)**

The API Citation for Service award is presented to an individual who has demonstrated continued and dedicated service, contributing leadership and technical expertise in support of a variety of CRE and subcommittee activities, typically for a minimum of 10 years.

### **6.6.4 API Certificate of Appreciation (COA)**

The API Certificate of Appreciation is typically reserved for a senior individual who has committed their career to advancing the work of the industry through participation in API activities.

Typically, recipients of the COA have held multiple leadership positions within the CRE organization and have significantly influenced the work of the committee and its subgroups in a number of strategic areas, or chaired a senior-level committee.

### **6.6.5 CRE Outgoing Chair's Award**

The CRE Outgoing Chair's Award is presented to outgoing subcommittee chairs and the outgoing CRE chair at their last meeting in that position.

The award consists of a half-gavel on a wooden plaque inscribed with the recipient's name, the name of the committee, and years of service.

### **6.6.6 Service Recognition**

A Service Recognition award program recognizes volunteers on API standards committees for their long-term contributions. At each fall meeting, each committee participant is given a "Years of Service" pin based on API's records.

Certificates are mailed to recipients achieving a milestone at the five-year to 20-year mark.

A congratulatory letter is included with the certificate. Certificates for 25 years of service and greater are framed and presented at the refining meeting.

## **Annex A** (informative)

### **Links to CRE Forms**

The various forms used to conduct CRE business can be found by clicking [here](#). The following individual forms can be found on the site:

- a) API Antitrust Guidelines;
- b) API Procedure for Standards Development;
- c) API Document Format and Style Manual;
- d) CRE Standards Research and Resource Request (SR<sup>3</sup>) Form (FM-3004);
- e) Record of Meeting Attendance (FM-3006)