Organization and Procedures for the Committee on Standardization of Oilfield Equipment and Materials:

Policy Document

API S1

Twenty-third Edition
July 1, 2013
# Table of Contents

1. **Scope** .......................................................................................................................... 1  
   1.1 **Purpose** .................................................................................................................. 1  
   1.2 **Authorization** ........................................................................................................ 1  
2. **References** .................................................................................................................. 1  
3. **Definitions** .................................................................................................................. 1  
4. **General Policies** .......................................................................................................... 3  
   4.1 **Antitrust Laws** ....................................................................................................... 3  
   4.2 **National and International Standardization** ............................................................ 4  
5. **Committee Organization** ............................................................................................. 4  
   5.1 **General** .................................................................................................................. 4  
   5.2 **Committee on Standardization of Oilfield Equipment and Materials (CSOEM)** ....... 5  
   5.3 **Subcommittees** ...................................................................................................... 7  
   5.4 **Task Groups** ......................................................................................................... 9  
   5.5 **Resource and Advisory Groups** .......................................................................... 10  
   5.6 **Work Groups** ....................................................................................................... 10  
   5.7 **Monogram Program Board** .................................................................................. 10  
   5.8 **Membership Participation Review** ....................................................................... 11  
   5.9 **API Staff** ............................................................................................................... 11  
6. **Committee Operations** ............................................................................................... 11  
   6.1 **Appointments** ....................................................................................................... 11  
   6.2 **Project Justification and Assessment** .................................................................. 11  
   6.3 **Standards Development** ...................................................................................... 13  
   6.4 **Meetings** .............................................................................................................. 16  
   6.5 **Standards-related Research** ................................................................................ 17  
   6.6 **Surveys and Questionnaires** .............................................................................. 18  
   6.7 **Requests for Interpretations and Information** .................................................... 18  
   6.8 **Recognition and Awards** .................................................................................. 18  
7. **Publications—API Staff Responsibilities** .................................................................. 19  
   7.1 **Issue of Standards and Revisions** ...................................................................... 19  
   7.2 **Notice of Availability of Standards, Specifications and their Revisions** .......... 19  
   7.3 **Effective Date of Standards and Specifications used in the API Monogram Program** 19  
   7.4 **Effective Date of Standards and Specifications not used in the API Monogram Program** 19  
   7.5 **Standards and Specifications Incorporated by Reference** ....................................... 20  
Annex A (informative) **API Monogram Program Board Resolution** ................................. 21  
Annex B (normative) **Standards Resource and Research Request (SR³) Form** .................. 22  
Annex C (informative) **Subcommittee Report to the CSOEM** ......................................... 26  
Annex D (normative) **Monogram Program Board** ............................................................ 27  
Annex E (normative) **Color Coding** ................................................................................ 29
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. The API mission statement is as follows.

The mission of the American Petroleum Institute (API) is to influence public policy in support of a strong, viable U.S. oil and natural gas industry essential to meet the energy needs of consumers in an efficient, environmentally responsible manner.

As the U.S. oil and natural gas industry's primary trade association, API:

— engages in federal and state legislative and regulatory advocacy that is based on scientific research; technical, legal and economic analysis; and public issues communication;

— provides an industry forum to develop consensus policies and collective action on issues impacting its members; and

— works collaboratively with all industry oil and gas associations, and other organizations, to enhance industry unity and effectiveness in its advocacy.

API also provides the opportunity for standards development, technical cooperation and other activities to improve the industry's competitiveness through sponsorship of self-supporting programs.

The API voluntary standards program is a means to achieve the standards development and technical cooperation objectives. The API Committee on Standardization of Oilfield Equipment and Materials issues this document in support of the voluntary standards program.
1 Scope

1.1 Purpose

This document provides information on policies and procedures for the Committee on Standardization of Oilfield Equipment and Materials CSOEM, its activities, and guidelines for its conduct. Standards under the jurisdiction of this committee shall be developed, adopted, maintained, and interpreted in accordance with the requirements described in this document.

1.2 Authorization

The Board of Directors of the API has authorized the standardization program, including a program of licensing manufacturers to use the API Monogram, and has delegated the authority to implement the program to the various API Segments. See Annex A for the API Board Resolution. See Annex D for the requirements of the API Monogram Program Board. The CSOEM is responsible for developing the policies, procedures, and guidelines necessary to implement the specifications and standards issued as voluntary-use documents and applicable to the API Monogram Program. API policies and the API Procedures for Standards Development establish uniform procedures for the conduct of API standards activities.

2 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.

*Procedures for Standards Development*

*API Antitrust Compliance Guide*

*API Document Format and Style Manual*

*Operating Procedures for U.S. Technical Advisory Group to ISO/TC 67*

*API Guide for Adoption of ISO Standards as US National Standards*

*ISO/IEC 17021:2006, Conformity assessment—Requirements for bodies providing audit and certification of management systems*

3 Definitions

The following definitions apply for the purposes of this document.

3.1 API corporate member

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

NOTE 1 This term applies to persons on the CSOEM, subcommittees, and task/work/resource/advisory groups.

NOTE 2 API membership is not required to participate in the standards development process, but is encouraged to strengthen governance and industry cooperation.

3.2 codes

Documents that may be adopted by regulatory agencies or authorities having jurisdiction
3.3 
**company**
A legally defined entity

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

3.4 
**contracted expert**
A subject matter expert under contract to API for standards development activities

3.5 
**General Interest**
**GI**
An entity that is neither of the above but has a direct and material interest in the product, operation, or practice described in the standard. Typically this category includes consultants.

3.6 
**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.

3.7 
**Manufacturer-service Supplier**
**MSS**
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.

3.8 
**participant**
Any non-member who attends meetings or is involved in the standards development activities of a committee, subcommittee, or group.

NOTE  Participants contribute to the consensus building process, but are not eligible to vote.

3.9 
**purchaser**
A person, organization, or other entity that is a recipient of a good or service provided by a seller under a purchase order or contract of sale.

NOTE  A user is sometimes referred to as a buyer.

3.10 
**recommended practice**
A document that communicates proven industry practices.

3.11 
**specification**
A document that facilitates communications between purchasers and manufacturers.

3.12 
**standard**
A document that combines elements of both specifications and recommended practices.
3.13 technical report
A document that conveys technical information on a specific subject or topic and is usually issued on a one-time basis.

NOTE A bulletin is a type of technical report.

3.14 user
A person, organization, or other entity that is the ultimate consumer, or makes the services use of; products by another or voluntarily following the requirements of a guidance or reference document.

NOTE A user may enter into a contractual agreement with require another person, organization or entity to meet the requirements of a document on their behalf.

3.15 user interest category
Classification reference to members of the American Petroleum Institute whose primary business activities include exploration, production, refining, and/or transportation of petroleum, natural gas, and derivative products, used to determine the balance of materially affected groups on a committee, subcommittee, task group or work group.

3.16 US Technical Advisory Group
USTAG
Groups that develops and transmits, via ANSI, the U.S. positions on activities and ballots of ISO Technical Committees (and as appropriate, Subcommittees and policy committees), including the approval, reaffirmation, revision and withdrawal of ISO standards.

3.17 voting member
Any member of the CSOEM, a subcommittee or of a task, work, resource, or advisory group designated by their company to vote on consensus issues.

4 General Policies

4.1 Antitrust Laws

It is the policy of the API to strictly comply with state and federal antitrust and trade regulation laws. Antitrust laws are intended to protect and foster the efficient operation of the free enterprise system by assuring the preservation of competition among business firms at all levels of trade. Antitrust laws promote the rigor of a competitive market by prohibiting activities among competitors that have the effect of fixing prices, limiting production, dividing markets or allocating customers.

API employees shall have the duty to take reasonable steps to ensure that all activities satisfy antitrust law and this policy. The 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. OGC can also prepare written antitrust guidance suited for the specific nature and scope of a meeting and for use by meeting participants. It is the responsibility of every committee member or participant, officer and employee of the API to comply with the antitrust regulations. All API communications, e.g. letters, emails, telephone conversations, telephone conferences, are subject to these regulations.

An Antitrust Compliance Guide has been developed by the API Office of General Counsel, and may be obtained from API or is available on-line at the API committee website to assist in identifying situations which may have antitrust implications. Any antitrust questions should be resolved with OGC.
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 oilfield equipment and/or provision of exploration- and production-related services to the oil and gas industry 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 users, manufacturers, and API staff, and close coordination of related API and other standards developing organizations efforts.

Additionally, API is a member of the American National Standards Institute (ANSI), which coordinates the adoption of American National Standards, and is the United States’ member body of the International Organization for Standardization (ISO). API standards are processed through ANSI for adoption as American National Standards whenever practical and industry is supportive of this action. API standards shall be conducted in full conformance with applicable laws.

5 Committee Organization

5.1 General

Figure 1 illustrates the organization of model API standardization subcommittees within the Committee on Standardization of Oilfield Equipment and Materials.
5.2 Committee on Standardization of Oilfield Equipment and Materials (CSOEM)

5.2.1 Function

The CSOEM 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 task groups as warranted. It considers, accepts, modifies, or rejects all reports of subcommittees. The CSOEM reports to the API Upstream Committee for policy direction and coordinates with the Global Industry Services (GIS) Committee for budget and resource issues.

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

a) issue recommendations to the Global Industry Services Committee regarding the work program and resources;

b) prioritize and manage both the annual research and content specialist/contracted expert and other resources budget;

c) participate on the Appeals Board in the review of appeals of standards actions pursuant to the *API Procedures for Standards Development*, as required;

d) address recruitment and retention activities, including Emeritus Membership on subcommittees;

e) identify candidates and present awards for service to the CSOEM, its subcommittees or subordinate groups;

f) manage the approved work plan;

g) oversee the Monogram Program Board, in accordance with ISO/IEC 17021:2006, Section 6.2 and,

h) maintain API S1.

5.2.2 CSOEM Membership

5.2.2.1 Members

CSOEM voting members shall be employees of API corporate members or representatives designated by API member companies that are engaged in the exploration and production industry, with membership limited to one representative per company, including its affiliates or subsidiaries, although others who bring special skills, experience, or viewpoints to the group may be appointed after consultation with API management. The chairs of the subordinate subcommittees reporting to the CSOEM shall serve as non-voting, ex-officio members, and shall serve on the CSOEM 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 CSOEM.

5.2.2.2 Officers

Officers shall include CSOEM chair, vice-chair, and Secretary (non-voting API Staff position).

The chair shall review CSOEM membership at least once every three years to strive for adequate and balanced user representation and may request members to resign from the CSOEM after consultation with API management if balance issues dictate such action.

The chair of the CSOEM shall be appointed for a minimum of two years and may serve longer if re-appointed (see 6.1.2).
The vice-chair of the CSOEM shall serve as the chair of the Monogram Program Board.

5.2.3 ANSI U.S. TAGs for ISO/TC67 and Associated Subcommittees

The chair of the CSOEM shall serve as the chair of the ANSI U.S. Technical Advisory Group (TAG) to ISO/TC67. The chair may appoint a TAG coordinator to assume duties of TAG chair. See the Operating Procedures for U.S. Technical Advisory Group to ISO/TC 67 for additional information.

The API subcommittee most closely aligned with document development activities and topics (subject matter) of ISO/TC67 subcommittees shall act as the U.S. TAG to the applicable ISO/TC67 subcommittee and or workgroup. The chair of the API subcommittee shall be the chair of the equivalent U.S. TAG subcommittee/workgroup, if required.

The US TAG shall be responsible for the review of applicable ISO/TC67 documents, including making the determination for the U.S. national adoption of those documents (see 6.3.6). The U.S. TAG shall be responsible for the development of the recommendation to ANSI for the proposed vote by the United States for the associated document action under review. API staff shall be responsible for informing ANSI of the decision of the US TAG, including the recommended vote.

5.2.4 CSOEM Subcommittee Sponsors

5.2.4.1 General

To improve communications and coordination between CSOEM and its various subcommittees during the conduct of committee business, the CSOEM chair may assign CSOEM members to serve as liaison responsibilities (Subcommittee Sponsors) to maintain close coordination with a specific subcommittee.

The Subcommittee Sponsor shall assist the subcommittee and its officers in the multiple roles of advisor, mentor and as an advocate to increase the effectiveness of the subcommittee. The sponsor shall serve for a period of three years; rotation is staggered with the rotation of subcommittee chairs (e.g. if the subcommittee chair is replaced at the beginning of one year, the sponsor remains the same for at least three more meetings - or 18 months).

5.2.4.2 Responsibilities

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

a) Advisor—Keep the subcommittee chair apprised of CSOEM 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).

b) Mentor—Provide constructive criticism to the subcommittee chair concerning the work of the subcommittee. Suggest ways to improve subcommittee processes.

c) Advocate—Accompany the subcommittee chair to meetings of the CSOEM on budget issues to aid in the approval of projects, standards, or studies proposed by the subcommittee. Consult with the subcommittee chairperson (and officers), prepare to explain subcommittee proposals, consent agenda items, etc. to the CSOEM.

5.2.4.3 Duties

Specific duties include:

a) consulting with the subcommittee chair on matters concerning the CSOEM at least once at each meeting;
b) attending as many subcommittee meetings as practical, but particularly meeting with the subcommittee officers as a minimum;

c) helping to prepare the alternate sponsor to assume the position of sponsor.

5.3 Subcommittees

5.3.1 Function

Subcommittees shall be created and discharged by the CSOEM as warranted. Within the work program approved by the CSOEM, subcommittees shall supervise the detailed development and maintenance of standards and shall be the primary ballot authority for approval of standards. Each subcommittee may form and discharge task groups and work groups as necessary for detailed investigation of items selected for consideration. Any subcommittee may initiate new work proposals in accordance with 6.2, and shall be responsible for the initial assessment and prioritization of proposals received.

5.3.2 Officers

Officers shall be a chair, and at the chair’s discretion, one or more vice-chairs and a secretary. Preference for offices should be given to user interest category company candidates preferably from API member companies. The chair shall provide a written report to the CSOEM at least annually detailing the work program, plans, and progress of the subcommittee and its task groups. The chair may use the report format identified in Annex C, or shall otherwise provide a report that ensures that all of the elements of Annex C have been addressed minimally.

The chair of the subcommittee shall be appointed by the chair of the CSOEM for a minimum of three years and may serve longer if re-appointed (see 6.1.2).

5.3.3 Membership

5.3.3.1 General

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 users and manufacturers of products covered by the standards, plus other particularly qualified individuals, such as organizations that provide services associated with the exploration and production of oil and gas. They shall be qualified by reason of training, experience, and company responsibilities. The chair should review subcommittee membership periodically to ensure balance and may request members to resign from the subcommittee if balance issues dictate such action.

5.3.3.2 Subcommittee Organization

5.3.3.2.1 Composition

Subcommittees shall be composed of the leadership (chair and vice chair(s) if applicable), voting members and non-voting members. A voting group within a subcommittee shall be composed of voting members (see 5.3.3.2.2) that may include the chair and vice chair, subject to the limitations described in 5.3.3.2.3. A subcommittee may elect to create and maintain more than one voting group depending on the diversity of the subcommittee. 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. In the case of the existence of multiple voting groups within a subcommittee, the chair shall determine the document(s) and/or activities to be assigned to each voting group.
5.3.3.2.2 Voting Privileges

Companies or individuals that are members of a subcommittee may request voting privileges within that subcommittee. 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 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 committee chair. 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 outlined in 5.3.3.2.3.

5.3.3.2.3 Limitations

API’s one-company-one vote policy shall apply at all times 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.

At the chair’s discretion, voting membership within a subcommittee or voting group may be limited to ensure balance within the subcommittee.

5.3.3.2.4 Alternates and Non-voting Members

Voting members may designate one alternate member from their company for each voting group. (Note: The alternate does not automatically succeed to subcommittee membership upon the voting member’s resignation.) Alternates shall be notified of all relevant letter ballots and may provide [additional] comments but shall not vote unless formally designated by the voting member.

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. Furthermore, non-voting members (if a company is already represented on the subcommittee) may be from the related non-API Work Group(s) or subcommittee(s), or their subordinate groups. However, subcommittee voting rights shall reside with the company-designated voting representative in accordance with API’s one company-one vote policy.

Alternates and non-voting members shall be designated as guests on subcommittee attendance sheets. Alternates and non-voting members shall be entitled the right to comment on any ballot assigned to a voting group within a subcommittee per API’s policies and procedures on balloting.

5.3.3.3 Participation Review and Loss of Voting Privileges

When requested by a subcommittee chair, API staff shall review the extent of participation by the members and shall submit the results to the chair. Each chair shall then advise the API staff as to the personnel changes considered necessary to (1) maintain the desired balance, and/or (2) eliminate non-participating personnel.

Non-participating personnel shall be defined as individuals who fail to attend any three consecutive meetings (subcommittee, task group or work group) and/or fail to vote in two consecutive letter ballots. Voting members removed from the subcommittee or voting group shall result in the loss of voting privileges for their respective company. Voting members or companies removed from the subcommittee 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.
5.3.4 Emeritus Membership on CSOEM Subcommittees

In addition to the foregoing, individuals no longer sponsored by member companies may be granted emeritus membership by recommendation of the CSOEM Subcommittee Officers and more than two-thirds vote by the CSOEM.

Qualified individuals typically:

— are annuitants, who have been active within the industry, CSOEM, or Subcommittees;

— maintain special expertise that is critical for the successful development of exploration and production standards; and,

— demonstrate a desire to actively participate with standard development at the subcommittee level.

Individuals may be nominated from subcommittees, work groups or task groups. CSOEM members may also recommend individuals for emeritus membership. The Subcommittee’s Officers or Coordinating Committee shall review and forward approved candidates to the CSOEM Secretary. The CSOEM Secretary shall consider the nominees and shall forward the approved candidates for vote by the CSOEM.

The CSOEM shall normally vote on nominees in the autumn for membership in the following calendar year. 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 vote of the CSOEM.

An individual who has been accorded emeritus membership shall be exempt from paying meeting fees. He or she, however, shall bear all other ancillary costs associated with meeting attendance, such as hotel, travel, etc.

An emeritus member shall be accorded subcommittee voting privileges as defined for a voting member in Section 3.

An emeritus member shall comply with all applicable rules and regulations of API.

5.3.5 Steering or Executive Committees

Subcommittee chairs may appoint Steering or Executive committees in order to facilitate the work of the subcommittee. Members typically include the subcommittee officers, immediate past chair, active task force chairs, and others who bring special skills, experience, or viewpoints to the group.

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.

Task groups shall confine their activities within the limits of their assignments unless their assignments are revised by the parent subcommittee. 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 prior to each subcommittee meeting.
5.4.2 Officers

Officers shall be a chair and, at the chair’s discretion, a vice-chair and secretary. Task group chairs shall be appointed by the chair of the parent subcommittee (see Table 1). The task group chair shall pursue timely completion and submittal of the task group’s final report or a progress report to API. The chair shall submit progress reports at other times at the call of the chair of the parent subcommittee.

5.4.3 Member Selection

Members shall be selected by the task group chair or parent subcommittee chair in order to meet the needs of the task group assignment. Task group membership does not convey membership on the parent subcommittee.

5.5 Resource and Advisory Groups

5.5.1 Function

At the discretion of the parent subcommittee, groups may be formed as resource or advisory groups and kept on the subcommittee roster without a specific work assignment. Resource groups typically provide standardization expertise in a subject area where ongoing activity is anticipated. Advisory groups serve in an “on call” capacity for a particular subject area. Resource or advisory groups shall become active only with the prior approval of the chair of the parent subcommittee, and when activated shall operate under the same procedures as task groups.

5.5.2 Officers

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

5.5.3 Member Selection

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

5.6 Work Groups

5.6.1 Function

Work groups may be formed by any higher group, and 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 full task group incorporates results into the overall assignment as appropriate.

5.6.2 Officers

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

5.6.3 Members

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

5.7 Monogram Program Board

Within the work program approved by the Committee on Standardization of Oilfield Equipment and Materials, the Monogram Program Board oversees the API Monogram Program and provides policy direction to this activity to ensure that the API Monogram Program continues to meet the needs of the oil
and gas industry in its licensing of manufacturers to meet the requirements of API Spec Q1 and applicable product specifications (refer to Annex D).

5.8 Membership Participation Review

Members of the CSOEM and any subordinate group may be removed from membership by the CSOEM chair (in consultation with the subordinate group chair) or by the subordinate group chair, for failure to attend regular meetings, failure to return ballots, and/or failure to otherwise contribute to the work of the committee or subcommittee for two years or longer. When any one, or a combination of these factors, is observed, the API staff shall notify the affected company that the member may be removed. If a company’s member is removed and they wish to continue to be represented, a new member may be nominated.

5.9 API Staff

API staff shall be responsible for communicating API policy and providing procedural guidance and administrative support to the CSOEM, subcommittees, task groups and work groups, as necessary. The staff person shall be also responsible for the preparation of the minutes, record of attendance of all meetings of the CSOEM, and maintaining files and records in accordance with the appropriate API policies and procedures. API staff is shall be responsible for ensuring the preparation of the meeting agendas, filing minutes and the collection of the records of attendance for subcommittees or other subordinate groups, and, due to parallel meeting sessions, may develop these documents in cooperation with the subcommittee officers. API staff is responsible for maintaining files and records for the subcommittees and subordinate groups in accordance with the appropriate API policies and procedures.

The staff person shall give timely written notice to each subcommittee chair of the need to revise or reaffirm any publication and shall handle all correspondence and maintain all records of requests for interpretations of API standards, specifications, and recommended practices in the CSOEM subject area.

6 Committee Operations

6.1 Appointments

6.1.1 Appointing Authorities

Table 1 defines authorities for appointing officers and members of the CSOEM, subcommittees, task groups, work groups and the Monogram Program Board. All appointing authorities shall inform the API staff of appointments and resignations.

6.1.2 Tenure of Appointments

The chairs and vice chairs of the CSOEM serve two-year terms, the chair and vice chair of the subcommittees serve for three-year terms, unless service is terminated sooner by resignation. The vice-chair normally succeeds the chair. Committee officers can be reappointed to an additional term if necessary.

6.2 Project Justification and Assessment

6.2.1 Requesting New or Additional Resources

A Standards Resource and Research Request (SRRR) form shall be completed for a new work item (NWI) for the development or revision of new or existing standards. A copy of the form can be found in Annex B. Any person, organization, committee, or subgroup may submit an SRRR form.
6.2.1.1 New Work Proposals

The SRRR form should describe and justify the work (standard to be written or revised), the business need and scope of the standard, describe resource needs (type and number of members, number of meetings, research needs, etc.) and list available or proposed participants. The SRRR form should include a time line for major milestones in completing the work, when practicable. [Note: It is recommended (but not required) that a minimum of two user representatives volunteer to participate in the work before it is initiated.]

6.2.1.2 Assessment of New Work Item Proposals

Each subcommittee shall assess and prioritize all new work proposals and justifications received, and, if requested, submit a written report to the CSOEM on all subcommittee-approved proposals, justifications and their priorities.

6.2.2 Project Monitoring and Results

Subcommittees receiving funds for standards-related research shall be responsible for establishing the scope and objectives of that work and monitoring its progress. Typically, members of the subcommittee

---

Table 1—Appointing Authorities

<table>
<thead>
<tr>
<th>Committee</th>
<th>Officers/Members to be Appointed</th>
<th>Appointing Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSOEM</td>
<td>Chair &amp; Vice-Chair</td>
<td>Upstream Committee Chair</td>
</tr>
<tr>
<td></td>
<td>Secretary</td>
<td>Position held by API staff</td>
</tr>
<tr>
<td></td>
<td>Members</td>
<td>API Member companies, limited to one per company with approval by CSOEM Chair</td>
</tr>
<tr>
<td></td>
<td>Subcommittee Sponsors (not designated elsewhere in S1)</td>
<td>CSOEM Chair</td>
</tr>
<tr>
<td>Monogram Program Board</td>
<td>Chair</td>
<td>Not Applicable *</td>
</tr>
<tr>
<td></td>
<td>Vice-Chair</td>
<td>Not Applicable b</td>
</tr>
<tr>
<td></td>
<td>Members</td>
<td>CSOEM Member c</td>
</tr>
<tr>
<td>Subcommittees</td>
<td>Chair</td>
<td>CSOEM Chair</td>
</tr>
<tr>
<td></td>
<td>Vice-Chair and/or Secretary (optional)</td>
<td>Subcommittee Chair</td>
</tr>
<tr>
<td></td>
<td>Members</td>
<td>Subcommittee Chair</td>
</tr>
<tr>
<td>Task Groups, Resource Groups, Advisory Groups</td>
<td>Chair</td>
<td>Chair of Parent Subcommittee</td>
</tr>
<tr>
<td></td>
<td>Vice-Chair and/or Secretary (optional)</td>
<td>Group Chair</td>
</tr>
<tr>
<td></td>
<td>Members</td>
<td>Group Chair, unless appointed sooner by the Chair of the parent subcommittee</td>
</tr>
<tr>
<td>Work Groups</td>
<td>Chair</td>
<td>Chair of Parent Group</td>
</tr>
<tr>
<td></td>
<td>Vice-Chair and/or Secretary (optional)</td>
<td>Work Group Chair</td>
</tr>
<tr>
<td></td>
<td>Members</td>
<td>Work group chair, unless appointed sooner by the Chair of the parent group</td>
</tr>
</tbody>
</table>

*a* Assigned to the Vice-Chair of the CSOEM  
*b* Assigned to the Chair of SC18  
*c* Or Designee
carry out this responsibility, meet periodically with the contractor doing the work, and report to the subcommittee on progress at meetings.

The results of the work shall be made available to industry and the general public. When appropriate the research may be published by API and given wide distribution.

6.3 Standards Development

6.3.1 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. API standards shall be based on performance to the maximum extent feasible. Specification standards shall not be used when performance standards are feasible, except when specification criteria improve competition, as in the promotion of interchangeability. The API standards program shall consider designs, techniques, processes and materials that have been demonstrated to be satisfactory for the service intended. 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.

Standards committees shall develop standards on the basis of consensus as defined in the Procedures for Standards Development and shall ensure that comments by interested parties are considered. API standards shall be reviewed for antitrust and other legal concerns by the API standards staff, in consultation with the API Office of General Counsel. Any person having a material interest in an API standards action has the right to bring a timely appeal pursuant to the Procedures for Standards Development.

API specifications, recommended practices and standards shall be subject to review, revision or withdrawal within five years of the completion of the last review or revision of the document. However, documents may be reviewed, revised or withdrawn at any time prior to the expiration of the five-year term on approval by the subcommittee with oversight of the document. The subcommittee shall determine when the review, revision or withdrawal action commences, not to exceed the minimal five-year review period. The CSOEM may issue an administrative extension of up to 2 years to accommodate any development or processing delays resulting in the review/revisions process encountered by the subcommittee work group (see Procedures for Standards Development.)

Work on developing a new standard or revising an existing standard commences with subcommittee approval of the project. The CSOEM may review and approve the SRRR in lieu of action by the appropriate subcommittee if circumstances warrant, such as an immediate need for action in the face of a long lead time before the next scheduled subcommittee meeting. Standards actions shall be performed in accordance with API’s Procedures for Standards Development and documents shall be formatted in accordance with the API Document Format and Style Manual.

6.3.2 Types of documents

Standard is a broad term covering all API documents that have been developed in accordance with these procedures. For the purposes of these policies and procedures, the term standard means a prescribed set of voluntary rules, conditions, or requirements concerned with the definition of terms; classification of components; delineation of procedures; specification of dimensions; construction criteria, materials, performance, design, or operations; measurement of quality and quantity in describing materials, products, systems, services, or practices; or descriptions of fit and measurement of size. This shall include all API publications that are, or have been, designated as standards, specifications, recommended practices, codes, and technical reports.

Emerging or maturing technologies may be covered by standards after the industry gains sufficient experience with the technology and an analysis of data from its use. Draft Standards (6.3.2.4) or Technical Reports (6.3.2.6) may be published to promote data collection and gain experience with
emerging technologies. In such cases, a preliminary form of the standard may be issued as a draft standard and may be used a vehicle to obtain consistent data and experience within the industry.

Refer to section 3 for definitions of the types of API documents. All API documents shall be identified by a numeric or alphanumeric designation. The following document types may be included in the title:

6.3.2.1 Specifications

These are documents that facilitate communications between purchasers and manufacturers. These documents are sometimes referred to as Specs or as Product Specs.

6.3.2.2 Recommended Practices

These are documents that communicate proven industry practices. These documents are sometimes referred to as RPs.

6.3.2.3 Standards

These are documents combine elements of both 6.3.2.1 and 6.3.2.2.

6.3.2.4 Draft Standards:

This is a document that has been developed under these procedures and is distributed for additional comment. Most draft standards are not published; however, with the approval of the appropriate committee, draft standards may be published for a specified period of time to obtain more widespread circulation to interested parties. A draft standard may be published as long as it is identified as such on its cover and includes an express disclaimer approved by the API Office of General Counsel.

6.3.2.5 Codes

These are documents that may be adopted by regulatory agencies or authorities having jurisdiction. This may include "inspection-based" material.

6.3.2.6 Technical Reports

These are documents that convey technical information on a specific subject or topic and are generally issued on a one-time basis. These documents are not standards and shall not be subject to the API Procedures for Standards Development.

6.3.2.7 Other Terms

Any other terms such as, but not limited to, guide, publication or guidance document are being phased out and should not be used in the title of API Standards.

6.3.3 Publication Review

To assure accuracy, conformance with API policies and compliance with applicable legal requirements, API publications should receive adequate review by departments that have particular expertise or policy development responsibilities that could be affected by the subject matter of the publication. The API staff who is assigned to manage the individual publications shall be responsible for initiating the review procedure, monitoring progress, and following through on reviews until completion.

All API publications, including final balloted drafts, shall be reviewed by the Office of General Counsel (OGC). Note: Informal legal review of early drafts is encouraged where potential problem areas may arise. Legal reviews shall be directed at antitrust, tort liability, intellectual property and other legal matters; appropriate staff shall identify any issues that arose during the development stage that have potential legal ramifications. Legal approval, conditioned or otherwise, and manuscript markups, shall be in writing.
The department having jurisdiction over the publication shall maintain legal reviews in the documentation file for the publication. The staff managing the publication, or the Office of General Counsel, should refer publications with health, environmental, and safety ramifications to the API Director of Regulatory and Scientific Affairs for review and inclusion of appropriate language.

### 6.3.4 Color Coding Review

It shall be the responsibility of the subcommittee to determine whether a new or revised standard or specification may be proposed for use in the API Monogram Program upon publication of the document. If a document is proposed for such use (or continued use in the case of revised documents) it shall be subjected to a color coding review by API (see Annex E). The API Monogram Program staff shall, as part of its annual budget development process, identify those standards requiring a color code review in the upcoming year and funds shall be recommended for such work. Upon funding approval, API Monogram Program staff shall be responsible for selecting a contractor to complete such work. If feasible, product subcommittee members may be invited to participate in this process.

Existing documents used in the API Monogram Program shall not be required to undergo color coding, unless responsible product subcommittee requires it. New documents shall not be included for use in the API Monogram Program until color coding has been completed and the API staff, in conjunction with the responsible product subcommittee (as required), has reviewed the results and determined the applicability of the document for use in the program. Documents previously color coded and reaffirmed for continued use by ballot shall not require color coding. Documents previously color coded and subject to minor and/or editorial revisions shall not require color coding unless specifically directed to do so by the responsible product subcommittee.

Once complete, the results of the color code work shall be the basis for the development of audit questions to be used in during the performance of API Monogram Program audits. The results of color coding may be provided to the responsible product subcommittee upon request. The results of the color code report may be considered by the responsible product subcommittee along with any additional comments for future revisions of the document.

### 6.3.5 API Document Development and Participation by International Organizations

The chair of the responsible subcommittee and/or task group/workgroup 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).

The intent of international participation on API document task groups and work groups is to recognize the contribution from the international community in the development of documents intended to be used globally. Joint development of documentation by API and international contributors shall not be the basis for failing to adhere to the API standards development requirement for review, revision or withdrawal on a five-year cycle (see API Procedures for Standards Development.) The goal shall be to focus efforts on those projects of highest priority that provide the basis for global use of API documents and the ongoing support API advocacy efforts.

### 6.3.6 U.S. National Adoption of Other Standards

Standards not based on API documents, or for which there is no API equivalent documents, may be adopted as a U.S. national standard in accordance with current agreements between API and the issuing standards organization. The national adoption of eligible document shall be approved by letter ballot in the appropriate API subcommittee most closely responsible for that subject matter. The decision for accepting or denying the proposal for the national adoption of another organization’s standard shall be documented in the subcommittee meeting minutes. A document approved for U.S. national adoption shall be cobranded, recognizing both API and the source organization on the title page.
 Prior to a U.S. national adoption of a standard that was developed outside of the API, the responsible API subcommittee should consider whether any additions or exceptions to that standard are necessary for adoption by the API. Documents approved for adoption with no modifications shall be identified as “Identical” to the source document. Documents requiring further technical changes upon adoption shall be identified as “Modified”.

See API Guide for Adoption of ISO Standards as U.S. National Standards for additional information on the adoption process.

6.4 Meetings

6.4.1 General

CSOEM meetings are closed meetings and may be attended only by members and invited guests. Agendas shall be prepared for each meeting and submitted to the appropriate API staff for distribution to all attendees. A record of attendance shall be maintained of all attendees and returned to API headquarters for permanent retention.

All CSOEM subordinate group (subcommittee, task group, work group) meetings shall be open to all interested parties having a direct and material interest including users, manufacturers, contractors, consultants, service providers and the general public. Standards Conferences

The CSOEM and subcommittees shall typically meet twice per year during the Exploration and Production Standards Conferences to assess new work proposals and review all activities, and may meet at other times and locations at the discretion of their chairs. Task groups and work groups are encouraged to hold any necessary meetings before the Standards Conferences to allow completion and inclusion of a final report or progress report in the parent subcommittee’s conference agenda. Conference calls and net meetings are encouraged to facilitate communications within the groups and to advance their respective projects.

The locations for Standards Conferences shall be at the discretion of the CSOEM.

6.4.2 Meeting Frequency

Meetings of each organizational unit shall be held at the discretion of its chair. Meetings should be held only when they are the most efficient and afford reasonable means of accomplishing a task. Conference calls, electronic mail, web meetings, and other such mechanisms should be used whenever practical as a means of avoiding member travel and time out of the office.

6.4.3 Meeting Locations

6.4.3.1 General

Meetings outside the standards conferences should be held at locations central for the participants, and ease and cost of transportation should be major considerations in selecting meeting sites. Meetings typically are held at API or member company offices central for the participants.

6.4.3.2 Meeting Expense

No expense shall be incurred by any committee, subgroup, or member on behalf of the API without prior approval of the API.

6.4.4 Meeting Procedures

All meetings shall be planned and conducted in accordance with API Procedure for Standards Development. The chair, or his/her delegate, shall preside over all committee and subcommittee meetings. Attendance shall be open to all interested parties and all members and guests shall sign the
Record of Meeting Attendance. Draft agendas should be circulated three to four weeks in advance of the meeting to allow for the inclusion of any new business items. CSOEM meetings shall be conducted in accordance API Procedures for Standards Development.

API standards meetings are open to all interested parties, and participation by interested parties is encouraged in the development and maintenance of API standards. Note: Interested parties include users and operators, consumers, manufacturers, contractors, distributors, designers, service providers and the general public.

6.4.5 Quorum Requirements

A simple majority (greater than 50%) of the voting members of the CSOEM or subcommittees shall constitute a quorum for conducting business at a meeting. If a quorum is not present, actions taken shall be subject to confirmation by letter ballot. All documents, including new or revised standards, shall be balloted to the subcommittee.

A quorum shall not be required for committee actions not related to standards actions. A simple majority of members present and voting can approve or disapprove matters brought before the group for action. The requirement for a quorum shall not apply to work groups.

The chair may, at its discretion, ask that selected members meet in executive session. Executive sessions shall deal only with administrative matters related to committee activities and shall not approve standards actions.

6.4.6 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 exploration and production. Since these discussions are informal, no records are required to be kept. Legal guidelines shall be observed in order to avoid inappropriate discussions concerning a supplier's quality control achievements or failures. 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. Roundtable discussions should adhere to the following general guidelines:

a) never agree on or recommend the use or non-use of a specific item or, manufacturer or service provider;

b) be sure that all statements about a product or, manufacturer or service provider are factual and correct;

c) do not advertise, promote, or disparage proprietary products or processes;

d) do not estimate future prices or costs or supply and demand from which prices or costs might be extrapolated.

6.5 Standards-related Research

With appropriate approvals, any subcommittee may sponsor applied research in connection with standardization of oilfield equipment and materials. Requests for appropriations to fund a research project must originate with a subcommittee. The responsible subcommittee shall affirm that the results of any proposal submitted are necessary or desirable to further their standardization efforts. The CSOEM shall be responsible for prioritizing all research proposals under its jurisdiction, and submitting same to the Global Industry Services Committee for review and funding consideration under the normal annual budget process. Funding requests shall be submitted via the SRRR form (see Annex B).
6.6 Surveys and Questionnaires

All organizational units described in Section 4 shall consult the API staff, and the staff will consult the API Office of General Counsel, before initiating industry surveys or questionnaires. Surveys or questionnaires involving requests for data that may be considered confidential by potential respondents shall be requested by the appropriate subcommittee chair. When disseminating data that may be considered confidential, the API staff shall not disclose the identity of respondents.

6.7 Requests for Interpretations and Information

Requests for interpretation of the requirements in a standard or any information concerning matters consistent with the purpose of the standards program, shall be referred to, and answered by the API staff in accordance with the policy described in API Procedures for Standards Development.

6.8 Recognition and Awards

6.8.1 General

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

There are four types of awards available for CSOEM participants:

— CSOEM Subcommittee Resolution of Appreciation (ROA);
— CSOEM Citation for Service (CFS);
— API Certificate of Appreciation;
— CSOEM Chair’s Award.

6.8.2 CSOEM Subcommittee Resolution of Appreciation

Eligibility for the CSOEM Subcommittee Resolution of Appreciation (ROA) should be based on a history of participation by 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 should be prepared on behalf of the recipient and shall be included on the certificate that is signed by the subcommittee chair and the API Upstream Standards Manager. The CSOEM Chair presents this award to the recipient at a main gathering of members if possible.

6.8.3 CSOEM Citation for Service

Eligibility for the CSOEM Citation for Service (CFS) award should be based on a history of participation by an individual who has demonstrated continued and dedicated service, contributing leadership and technical expertise in support of a variety of CSOEM and subcommittee activities, typically for a minimum of ten years. A certificate should be prepared on behalf of the recipient that is signed by the CSOEM Chair and API Standards Director. The CSOEM Chair presents this award to the recipient at a main gathering of members if possible.

6.8.4 API Certificate of Appreciation

The API Certificate of Appreciation (COA) shall be reserved for a senior individual who had committed their career to advancing the work of the industry through participation in API activities. Typically,
recipients of the COA shall have held multiple leadership positions within the CSOEM organization and shall have significantly influenced the work of the committee and its subgroups in a number of strategic areas, or chaired a senior level committee. A special certificate should be prepared on behalf of the recipient that is signed by API senior staff. The CSOEM Chair presents this award to the recipient at a main gathering of members, if possible.

6.8.5 CSOEM Chair’s Award

The CSOEM Chair’s Award shall be presented to outgoing subcommittee and CSOEM Chair at their last meeting in that position. The award shall consist of a half-gavel on a wooden plaque inscribed with the recipient’s name, the name of the committee and years of service. The CSOEM Chair presents this award at a main gathering of members or the subcommittee meeting, if possible.

7 Publications—API Staff Responsibilities

7.1 Issue of Standards and Revisions

The API staff shall issue new standards or revisions as soon as practical after the close of the letter ballot, resolution of comments and approval by API legal. Revisions shall be in the form of new editions, addenda, or errata. The API staff shall be responsible for ensuring that standards and revisions conform to the requirements of this document and the API Procedures for Standards Development.

7.2 Notice of Availability of Standards, Specifications and their Revisions

Notice of the availability of new standards, specifications and their revisions should be sent to the parent subcommittee. Copies of applicable standards and specifications shall be made available to all affected licensees and applicants in the API Monogram Program as soon as practical after publication. Copies of all standards, specifications and revisions for purchase shall be available to all other interested parties through the process established by API for their effective distribution.

7.3 Effective Date of Standards and Specifications used in the API Monogram Program

The effective date, when required, usually shall be six (6) months after the new document or its revision is available for distribution by API. A longer or shorter period between the date of distribution and effective date may be established by the responsible subcommittee or by API. The effective date of a standard or specification used in the API Monogram Program shall be the date printed on the cover. If a standard or specification is reaffirmed, subsequent copies of the document shall carry the original effective date of the applicable edition and its reaffirmation date. Alternatively, a new edition may be issued.

The foreword of new or revised standards shall include the following statement:

“This Standard shall become effective on the date printed on the cover but may be used voluntarily from the date of distribution.”

7.4 Effective Date of Standards and Specifications not used in the API Monogram Program

For documents that are not used in the API Monogram Program (see 7.3), and unless otherwise noted, the effective date of a document is the date printed on its cover. Sufficient time shall be allowed to distribute the document before its effective date. If a document is reaffirmed, all subsequent copies shall carry the original date of publication of the particular issue and its reaffirmation dates.
7.5 Standards and Specifications Incorporated by Reference

Where available standards and specifications are incorporated by reference in other API standards and/or specifications, only those aspects of the document included by reference that are absolutely necessary to fulfill the purpose of the host API standard or specification shall be referenced.

The latest editions of reference documents should be specified unless the responsible subcommittee or committee determines a specific edition is more appropriate for the purpose of the API standard or Specification. The normative reference section of the document shall include the following statement:

“For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.”

The following statement shall be included in the foreword of API standards and specifications developed by organizations external to the API process and nationally adopted by the API (see 6.3.6), and may be included in any other API document:

“Standards referenced herein may be replaced by other international or national standards that can be shown to meet or exceed the requirements of the referenced standard.”
Annex A
(informative)

The American Petroleum Institute administers the API Monogram Program as a service to the global oil and natural gas industry. The program is widely known for the API Monogram symbol, which can be found physically marked on many products used in the industry today. The mark is a warranty by the licensed product manufacturer or service provider to the API and to the purchaser of the product or recipient of the service, that a) the item complies in every aspect with the applicable API Product Specification in effect on the date of manufacture and b) the item was manufactured or service provided in conformance with the manufacturer's API-approved quality management system.

**API Monogram Program Board Resolution**

The original resolutions adopted by the Board of Directors of the American Petroleum Institute on October 20, 1924, embodied the purpose and conditions under which such official monogram may be used.

The following restatement of the resolutions was adopted by the Board of Directors on November 14, 1977:

WHEREAS, The Board of Directors of the American Petroleum Institute has caused a review of the Institute's program for licensing the use of the API monogram and WHEREAS, It now appears desirable to restate and clarify such licensing policy and to confirm and make explicitly clear that it is the licensees, not API, who make the representation and warranty that the equipment or material on which they have affixed the API monogram meets the applicable standards and specifications prescribed by the Institute;

NOW, THEREFORE, BE IT RESOLVED, That the purpose of the voluntary Standardization Program and the Monogram Program of the American Petroleum Institute is to establish a procedure by which purchasers of petroleum equipment and material may identify such equipment and materials as are represented and warranted by the manufacturers thereof to conform to applicable standards and specifications of the American Petroleum Institute; and be it further

RESOLVED, That the previous action under which the following monogram was adopted as the official monogram of the American Petroleum Institute is reaffirmed:

![API Monogram](image)

BE IT FURTHER RESOLVED, That the American Petroleum Institute's monogram and standardization programs have been beneficial to the general public as well as the petroleum industry and should be continued and the Secretary is hereby authorized to license the use of the monogram to anyone desiring to do so under such terms and conditions as may be authorized by the Board of Directors of the American Petroleum Institute, provided that the licensee shall agree that the use of the monogram by such licensee shall constitute the licensee's representation and warranty that equipment and materials bearing such monogram complies with the applicable standards and specifications of the American Petroleum Institute; and that licensee shall affix the monogram in the following manner:

BE IT FURTHER RESOLVED, That the words “Official Publication” shall be incorporated with said monogram on all such standards and specifications that may hereafter be adopted and published by the American Petroleum Institute.
Annex B
(normative)

Standards Resource & Research Request (SR³) Form
Committee on Standardization of Oilfield Equipment & Materials
Part A – Resource Plan

1. Background and Information:
   1. Explain the business need for the proposed action. Indicate potential cost savings to industry where possible.

   

   2. What is the scope of the standard?

   

   3. Is this standard on the work program of another standards development organization (SDO)?

   Yes [ ] No [ ]

   If yes, specify SDO and standard designation/project title/contact

   

   If yes, is the work being coordinated with the appropriate group? Are there special circumstances that would justify independent API initiation of the proposed action?

   

   4. Are a volunteer chair and group of experts available to perform the proposed action?

   Please include names and company affiliation and indicate chair, if available.

   

   5. Is there a need to commit resources to supplement the development of the draft? Would a paid content specialist accelerate progress on the development/revision? Is there a readily available content specialist?

   

Rev 1-11-13
Standards Resource & Research Request (SR³) Form
Committee on Standardization of Oilfield Equipment & Materials

6. Are there special format requirements for final document, i.e. knowledge of ISO template required, significant graphics, photos or equations) required that would need extraordinary resources?
   Yes [ ] No [ ]
   If Yes, please provide details:

7. Please provide any other information that is pertinent to the proposed action.

8. What are the implications of not initiating the proposed action? Include potential safety, reliability, environmental and financial impacts that may arise.

9. Is there research proposed to accomplish the proposed action?
   Yes [ ] No [ ]
   If yes, complete Part B of this form.

II. Project Timing
   Proposed start date: [ ]
   Proposed date draft will be ready for letter ballot: [ ]
   TG/WG: (estimated number of volunteers needed) [ ]
   Content Management: ($ amount "if needed" or volunteer) [ ]

PART B – Research Plan

I. Background and Information

1. Proposed Research Title:

2. Proposed Project Scope:

3. Research Amount:
   $ [ ]

4. What is the business need for the proposed research?

5. Is the proposed research edition-specific for a single standard or will it result in technology enhancement for multiple standards?
   Yes [ ] No [ ]
   If multiple standards, please cite the standards affected:

Rev 1.11.13
Standards Resource & Research Request (SR³) Form
Committee on Standardization of Oilfield Equipment & Materials

6. Research Timing:
   [ ] Research is necessary prior to scheduled revision.
   [ ] Research can be done concurrent with revision.

7. How does the research support the proposed action identified in Part A?

8. Is a joint industry project (JIP) a possibility?
   [ ] Yes
   [ ] No
   If Yes, with who?

9. Are there opportunities for leveraged research with other organizations?
   [ ] Yes
   [ ] No
   What organizations?

10. What are the implications of not performing the proposed research?

II. Dates and Funding:

<table>
<thead>
<tr>
<th>Estimated Completion Date</th>
<th>Prior Research Funding Requested</th>
<th>Anticipated Future Research Funding Needs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>Year 2: $</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Year 3: $</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Year 4: $</td>
</tr>
</tbody>
</table>

PART C – Proposal Feedback/Approval Information

For API Use ONLY

| SC comments to Proposer/WG: |
| Date approved by subcommittee: |
| CSOEM comments: |
| Date approved by CSOEM: |
| Date entered into API Publications DB: |
Annex C
(informative)

Subcommittee Report to the CSOEM

Date: _____

Subcommittee: _____

Membership: _____

On Roster which is a change Up or Down of: _____

Last Regular Meeting Date: _____

Location: _____

Agenda Items:

_____

Major Concerns:

_____  

Items for CSOEM Action:

1) _____

2) _____

Submitted by: _____

Subcommittee Chairman
Annex D
(normative)

Monogram Program Board

D.1 Scope

This annex describes the responsibilities, functions and officer requirements for the Monogram Program Board.

D.2 Objective

The objective of the Monogram Program Board shall be to ensure that the API Monogram Program continues to meet the needs of the oil and gas industry in its licensing of manufacturers to meet the requirements of API Spec Q1 and applicable product specifications. Within the work program approved by the Committee on Standardization of Oilfield Equipment and Materials (CSOEM), the Monogram Program Board oversees the API Monogram Program and provides policy direction for this activity.

The Monogram Program Board may form and discharge task groups and work groups as necessary to accomplish the objectives and function of the Monogram Program Board or may assign these tasks to equivalent groups within the CSOEM subcommittee structure.

D.3 Function

The Monogram Program Board is created and discharged by the CSOEM as warranted. The functions of the Monogram Program Board shall include, but are not limited to, the following.

— Establish, review and approve policies relating to the API Monogram Program including Program Advisories;

— Identify applicable elements of ISO 17021, Conformity Assessment — Requirements for Bodies Providing Audit and Certification of Management Systems, that shall be applied to the API Monogram Program to be included in policy documents;

— Review the internal audits of the API Monogram Program; and further assess and report on the effectiveness, consistency, and stakeholder perception of the API Monogram Program;

— Provide support and input to the CSOEM on API product standard/specification requirements that impact API licensing;

— Identify needed improvements in the delivery and advancement of the API Monogram Program to meet the current and future industry needs.

D.4 Officers

Officers shall be a chair, a secretary (non-voting API Staff position) and a vice-chair (Subcommittee 18 chair). The chair shall be appointed by the CSOEM, shall be a voting member of the CSOEM, and shall be an employee of an API major integrated petroleum company member. The vice-chair of the CSOEM shall serve as the chair of the Monogram Program Board.

D.5 Members

Monogram Program Board voting members shall be nominated by members of CSOEM and shall be employees of API corporate members or representatives designated by API member companies that are
engaged in the exploration and production industry, with membership limited to one representative per company, including its affiliates or subsidiaries, although others who bring special skills, experience, or viewpoints to the group may be appointed after consultation with API management. Members may include users and manufacturers of products covered by the standards, plus other particularly qualified individuals, such as organizations that provide services associated with the exploration and production of oil and gas. They shall be qualified by reason of training, experience, and company responsibilities. The chair should review Monogram Program Board membership periodically to ensure balance and may request members to resign from the Board if balance issues dictate such action.
Annex E
(normative)

Color Coding

G.1 General

The purpose of the color coding review shall be to ensure the text of the new (or revised) standard or specification is not ambiguous, does not conflict with other applicable API documents, and that the requirements are sufficiently clear so as to be audited under the API Monogram Program.

A specification (sometimes called a “Spec” or a “Product Spec”) is a document that defines measurement tolerances, testing requirements (including pass/fail criteria), material requirements, documentation and facilitates communications between purchasers and manufacturers. These documents are the basis of most documents in the API Monogram Program and shall be color coded before use in the program.

Documents that set no acceptance criteria, provide no tolerances, do not provide details or specific information on testing, materials or default to limits/activities prescribed solely by a manufacturer or customer are typically classified as Recommended Practices. These documents do not meet the criteria of a product standard or specification. Recommended Practices shall not be color coded and shall not be part of the API Monogram Program.

A standard is a commonly used methodology or established and widely recognized model for a product of a service that combines elements of both specifications and recommended practices. API standards are published to facilitate the broad availability of proven, sound engineering and operating practices. Since these documents combine elements of both specifications and recommended practices, standards may not fully satisfy the requirements of either and as such, may or may not be used in the API Monogram Program.

It shall be the responsibility of the applicable subcommittee to determine the use of documents in the API Monogram Program (using the above guidance) that were not developed directly by API but adopted as an API specification.

G.2 Color Code General Rules

The basis of the color code technique is to highlight (color code) each element of the specification according to the following rules:

- Blue - Informational
- Green - Auditable requirements
- Yellow – Un-auditable requirements
- Red (Pink) – Problem/conflict areas

G.3 Informational Areas

Informational areas of the specification are color-coded blue and include the following:

- Foreword
- Policies
- Table of Contents
- Preface
- Referenced Standards
Abbreviations/Definitions
Notes
Conversion charts

G.4 Auditable Areas

Auditable requirements of the specification are color-coded green and must not be vague or ambiguous, must be observable and measurable, and must have finite accept and reject criteria. These include the following:
- Mechanical or physical properties
- Temperature requirements
- Pressure requirements
- Capacity requirements
- Identification or traceability requirements
- Design requirements
- Testing requirements
- Personnel qualification requirements

G.5 Un-Auditable Areas

Un-auditable requirements of the specification are color-coded yellow and are vague or ambiguous, are not observable and measurable, or do not have finite accept and reject criteria. These include the following:
- Un-toleranced accept or reject criteria requirements
- Use of words “should” or “may”
- Use of words such as “immediate” or “approximate”
- Use of words such as “small” or “large”
- Use of words such as “where appropriate” “where practicable” or “as applicable”

G.6 Problem/conflict Areas

Problem/conflict areas of the specification are color-coded red or pink and are conflicts with [API] policies, conflicts with other accepted standards, or provided the wrong information. These include the following:
- Conflicts or omissions with API S1
- Conflicts or omissions with API Q1
- Absence of, or incomplete, information
- Conflicts with ANSI or other policies
- Conflicts with ANSI or other standards/documents