

Criteria to Determine Qualifications

Credentials of prospective contractors should be reviewed carefully. The principal considerations should include the following:

- **Educational background**

Academic credentials including degrees and papers published are usually good indicators of technical expertise. Also registration as a Professional Engineer and membership in a professional society are desirable, especially with senior, lifetime or fellow standing.

- **Technical experience and breadth of knowledge**

Overall job history, especially a history of positions with increasing job responsibility is desirable, along with a specialization in the particular subject under consideration.

- **Understanding and experience in standards-writing**

Previous experience on standards committees, especially API committees are desirable. It may be useful to check with colleagues and committee staff to ensure that the prospective candidate has demonstrated their ability and desire to work cooperatively in achieving consensus. The contractor should also possess the necessary temperament to facilitate and work with the committee members.

- **Knowledge of API, ANSI and ISO policies and procedures**

An in-depth knowledge of organizational policies and procedures generally insures a smoother process. Absent a complete understanding of the key elements regarding balance, consensus and due process, a consultant or contractor can do serious harm to API's reputation, create a controversy, and ultimately hold up the overall development process.

- **Personal interview, references and recommendations**

In most cases, prospective candidates are known to API staff, but in other situations, it may be necessary to arrange an interview and seek further information on the candidate's experience, knowledge, and ability to meet all contractual requirements.