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

Policy Document

API S1
Twenty-fourth Edition, June 2017

Contents

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 Standardization of Oilfield Equipment and Materials (CSOEM) issues this document in support of the voluntary standards program.

The Board of Directors of the API has authorized the standardization program, a program of licensing manufacturers to use the API Monogram, and a program to register quality management systems. These programs have been delegated to upstream, midstream and downstream segments.

Key Changes

This edition of API S1 contains several changes from the previous version. The following is a list of some of the more significant changes made in this revision:

a) The API Monogram Program Board was expanded to include the duties of the API QR Technical Advisory Board. The annex describing the API Monogram Program Board was moved into the main text. The name of the board was changed to the APIQR/API Monogram Program Certification and Licensing Board.

b) Conformance to the various normative references was clarified and material redundant between the references and this document were removed.

c) Requirements for membership in the CSOEM, the APIQR/API Monogram Program Certification and Licensing Board, subcommittee, and task/work groups was clarified and expanded with clear limitations; including possible removal for non-participation.

d) The forms used by the CSOEM are now found as links to ensure use of the latest version (see Annex A).

e) Responsibilities of task group leaders were added.

f) Responsibilities of API Staff were clarified and attendance requirements for specific activities were added.

g) The process of creating SRRR for new projects was clarified and expanded.

h) The color-coding annex was moved into the main text.

i) International participation was encouraged and the potential use of international work groups was added.

j) The annex describing the Board of Director's resolution creating the API Monogram program was removed.

1 Scope

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. These activities include requirements for developing, adopting, maintaining, and interpreting 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 Compliance Guide*

API *Procedures for Standards Development*

API *Document Format and Style Manual*

API *Operating Procedures for the U.S. Technical Advisory Group (U.S. TAG) to ISO Technical Committee (TC) 67*

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

ISO/IEC 17021-1, *Conformity assessment—Requirements for bodies providing audit and certification of management systems*

3 Terms, Definitions, and Abbreviations

3.1 Definitions

The following definitions apply for the purposes of this document.

3.1.1
addenda
A published portion of an existing standard with substantive changes.

NOTE 1   Substantive changes include revisions, additions, or deletions of material that change how the standard is used or applied and are considered a standards action and require a ballot.

NOTE 2   Addenda can include errata items as well.

3.1.2
API corporate member
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.

3.1.3
Company
A legally defined entity.

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

3.1.4
consensus body
The group that approves the content of a standard by ballot and by its approval, demonstrates evidence of consensus.

3.1.5
consultant
A subject matter expert under contract to an interested party other than API.

3.1.6
contracted expert
A subject matter expert under contract to API for standards development activities.

3.1.7
errata
A published document containing non-substantive changes to an existing standard.

NOTE   Non-substantive changes include editorial errors or inconsistencies that do not affect how the standard is used or applied and therefore do not require a standards action.

3.1.8
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 may include consultants, government, academia and classification societies.

3.1.9
interest category
A classification that describes members of the CSOEM, its subcommittees or subordinate groups. This can be Operator-User, Manufacturer/Service Supplier, or General Interest.

3.1.10
licensing
Authorization from API to apply the API Monogram to conforming product.

3.1.11
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.

3.1.12
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.

3.1.13
Operator-User
The entity that is using the product specified in the standard or performing the operations or practices described in the standard.

3.1.14
Standard
A document established by consensus that provides rules, guidelines or characteristics for activities or their results.

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

3.1.15
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 may include approval of new standards, revision, reaffirmation or withdrawal of existing standards and the decision to nationally adopt an international standard.

3.1.16
US Technical Advisory Group
U.S. TAG
A group 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.

3.1.17
voting member
A member of a consensus body that has been designated by their company to vote, and which conforms to the privileges and limitations as defined in this document.

3.2   Abbreviations

ANSI   American National Standards Institute

API   American Petroleum Institute

APIQR   API Quality Registrar

CSOEM   Committee on Standardization for Oilfield Equipment and Materials

GISC   Global Industry Services Committee

ISO   International Organization for Standardization

IWG   International Working Group

MOU   Memorandum of Understanding

NOC   National Oil Company

NSB   National Standards Body

OGC   Office of General Counsel

P-TAG   Policy Technical Advisory Board

QRMPB   APIQR/API Monogram Program Certification and Licensing Board

SRRR   Standards Resource and Research Request

TG   task group

WG   work group

4   General Policies

4.1   Antitrust

Participants in CSOEM standards activities shall comply with this document and the *API Antitrust Compliance Guide.*

API employees shall ensure that 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.

In order to ensure all CSOEM standards developing activities are in alignment with antitrust laws, there shall be

— no discussion or forecasting of prices for goods or services provided or received by a company,

— no sharing or discussion of a company's confidential or proprietary information,

— no discussion of any company's specific purchasing plans, merger/divestment plans, production information, inventories, or costs,

— no discussion of company compliance costs unless publically available,

— no agreement or discussion of the purchase or sale of goods or services,

— no discussion of how individual companies intend to respond to potential market/economic scenarios or government action unless in general terms, and

— no disparaging remarks about specific products, vendors, services, or competitors.

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 the different interest categories, as well as close coordination with related efforts by API and other standards developing organizations.

Additionally, 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 CSOEM.
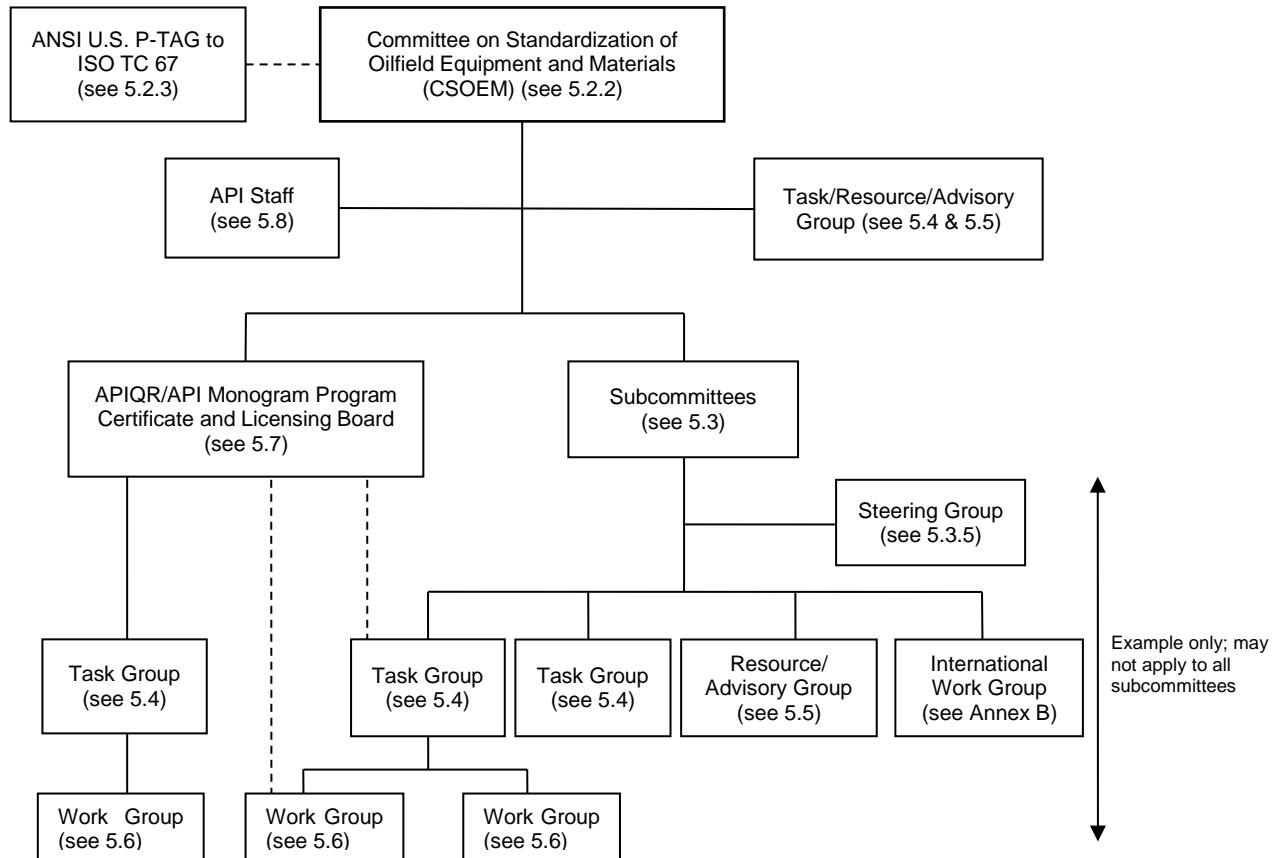

Figure 1—Typical Organization Chart

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 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 Committee (GISC) for budget and resource issues.

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

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

a) issue recommendations to the GISC regarding the work program and resources;

b) prioritize and manage the annual budget, which may include research, content specialist/contracted expert, and other resources;

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 QRMPB and,

h) maintain API S1 and provide input to the Procedures for Standards Development.

5.2.2   CSOEM Membership

5.2.2.1   Members

CSOEM Voting Members shall be employees or authorized representatives of active API corporate members engaged in Exploration and Production activities, and working to further the interests of the API standards program. 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 a non-voting member at the discretion of CSOEM leadership and API management.

Member companies represented on the CSOEM should have representatives actively engaged in at least three technical subcommittees to ensure a balance of technical interests are represented on the CSOEM.

The chairs of the subordinate subcommittees reporting to the CSOEM 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 CSOEM.

The CSOEM chair shall review CSOEM membership at least once every three years. The review shall address balance between Operator-User and Manufacturer/Service Supplier representation, and cross-subcommittee expertise. The chair may request members to resign from the CSOEM after consultation with API management if balance issues dictate such action. The balance analysis results shall be maintained by the CSOEM secretary.

Member companies represented on the CSOEM who fail to attend, in person or virtually, any three consecutive meetings shall have their voting privileges removed and the company notified. 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.

5.2.2.2   Officers

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

The chair and vice-chair of the CSOEM shall be appointed by the chair of the API Upstream Committee (see 6.1). The chair and the vice-chair of the CSOEM shall serve for a minimum of two years, unless

service is terminated sooner by resignation. The chair and vice-chair can be reappointed to an additional term(s).

The secretary shall be responsible for the preparation of the minutes, record of attendance, and maintaining files and records.

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. Policy Technical Advisory Group (P-TAG) to ISO/TC67. The chair may appoint a P-TAG coordinator to assume the duties of the TAG chair. The ANSI U.S. P-TAG shall follow the *Operating Procedures for U.S. Technical Advisory Group to ISO/TC 67*.

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 a CSOEM member as a Subcommittee Sponsor to maintain close coordination with a specific subcommittee.

The Subcommittee Sponsor assists 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 typically serves 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 informed of CSOEM proceedings that affect the subcommittee. Assist the subcommittee chair in the selection of candidates for Recognitions and Awards (see 6.5) (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 concerning the work and representation balance of the subcommittee.

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 chair (and officers), prepare to explain subcommittee proposals, recommendations, etc. to the CSOEM.

5.3 Subcommittees

5.3.1 Function

Within the work program approved by the CSOEM, subcommittees shall supervise the detailed development and maintenance of standards and may be the primary consensus body for approval of standards. Each subcommittee may form one or more consensus bodies to approve standards (see 5.3.4.1). 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.

Each subcommittee may form an international work group (see Annex B) with the approval of the CSOEM (see 6.2.4).

5.3.2 Officers

Officers of a subcommittee shall be a chair, one or more vice-chairs and a secretary. Preference for officers should be given to candidates from the Operator-User interest category and preferably from API member companies. The chair shall provide a written report to the CSOEM bi-annually detailing the work program, plans, and progress of the subcommittee and its task groups. The chair shall use the Subcommittee Report to the CSOEM form identified in Annex A, or shall otherwise provide a report that ensures that all of the elements of the form have been addressed.

The chair of the subcommittee shall be appointed by the chair of the CSOEM in consultation with the CSOEM Voting Members. The vice-chair of the subcommittee shall be appointed by the subcommittee chair, in consultation with the CSOEM chair (see 6.1). The subcommittee chair and vice-chair shall serve for a minimum of three years, unless service is terminated sooner by resignation. The chair and vice-chair can be reappointed to an additional term(s).

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 particularly qualified individuals. They shall be qualified by reason of training, experience, and company responsibilities. The subcommittee chair shall review subcommittee membership at least once every three years. The review shall address balance between Operator-User and Manufacturer/Service Supplier representation. The subcommittee chair may solicit new members or request members to resign from the subcommittee if balance issues dictate such action.

Requirements for standards subcommittee membership include

— technical proficiency in a discipline related to the standards of the subcommittee,

— attendance and participation in subcommittee meetings,

— participation in subcommittee business such as task or work groups to create or revise standards, and

— 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. 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.

5.3.4.2   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 subcommittee 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 in 5.3.4.3.

5.3.4.3   Limitations

Voting 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 may not vote on that standard if the represented company(s) also votes.

Multiple individuals from one company are allowed to 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 be notified of all relevant letter 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 shall 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.

Alternates and non-voting members shall be entitled to comment on any ballot assigned to a voting group within a subcommittee.

5.3.4.5   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 API staff as to the personnel changes considered necessary to maintain the desired balance among interest categories and/or eliminate non-participating personnel.

Non-participating personnel shall be defined as individuals who fail 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 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.

5.3.5 Emeritus Membership on CSOEM Subcommittees

Individuals no longer sponsored by member companies may be granted emeritus membership by recommendation of the CSOEM Subcommittee chair and more than two-thirds vote by the CSOEM.

Qualified individuals typically:

— 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.

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 and vote of the CSOEM. 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. 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 3.1.17. An emeritus member shall comply with all applicable rules and regulations of API.

5.3.6 Steering Group

Subcommittees may establish a Steering Group in order to facilitate the work of the subcommittee. Members typically include the subcommittee officers, immediate past chair, active task group chairs, and others who bring special skills, experience, or viewpoints to the group. Typical activities include initial assessment of SRRR forms, initial prioritization of budget requests and provision of advice to subcommittee and task group leaders. An API staff member shall be present at steering group meetings.

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 prior to each subcommittee meeting. Assignments shall be defined and recorded in the task group report.

5.4.2 Officers

Officers shall be 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 SRRR form;

e) verifying that the page proof is consistent with the document as approved by the task group;

f) preparing licensing information form used by the API Monogram Program when required;

g) submitting the task group's report to the parent group.

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. Members may include representatives from any of the interest categories, plus other particularly qualified individuals. 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, with the outcome based on a simple majority of the members present.

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 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).

5.5.4   Voting During Resource or Advisory Group Meetings

When voting is used during a resource or advisory group meeting to establish consensus on a topic, voting shall be limited to one vote per company, with the outcome based on a simple majority of the members present.

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 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).

5.6.4   Voting During Work Group Meetings

When voting is used during a work group meeting to establish consensus on a topic, voting shall be limited to one vote per company, with the outcome based on a simple majority of the members present.

5.7   APIQR/API Monogram Program Certification and Licensing Board (QRMPB)

5.7.1   Objective

The objective of the QRMPB shall be to ensure that the APIQR and API Monogram Programs continue to meet the needs of the oil and gas industry in its certification and licensing activities for manufacturers and service providers. The QRMPB provides oversight, guidance, and policy direction to maintain the integrity and impartiality of the APIQR and API Monogram Programs.

The QRMPB 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 CSOEM subcommittee structure, after consultation with CSOEM leadership.

5.7.2   Function

The functions of the QRMPB shall include, but are not limited to, the following.

— Review and provide guidance on policies relating to the APIQR and API Monogram Programs, including Program Advisories, to ensure that the licensing and certification processes are effective, consistent and continue to deliver value to the stakeholders.

— Review and provide guidance relating to the API Monogram and APIQR policy documents and their continuing conformity to the requirements of ISO 17021-1.

— Via a subgroup of API corporate member user interest employees only, conduct a confidential review of the internal audits of the APIQR and API Monogram Programs and further assess and report, as required, on the effectiveness, consistency, and stakeholder perception of the programs.

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

— Provide support and input to the CSOEM on the API quality management system standard requirements that impact APIQR certification of manufacturers and service providers.

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

— Annually, via a subgroup, conduct a confidential review of, and provide input to, the impartiality analysis conducted by the APIQR and API Monogram Programs.

5.7.3 Officers

Officers shall be a chair, a secretary (non-voting API Staff position) and a vice-chair (Subcommittee 18 chair). The chair shall be a member of the Operator-User interest category (see 3.1.12) and appointed by the CSOEM chair. The QRMPB chair shall serve for a minimum of two years, unless service is terminated sooner by resignation. The chair can be reappointed to an additional term(s).

5.7.4 Members

Voting members of the QRMPB shall be employees or designated representatives of API corporate members, are nominated by CSOEM members, and are appointed by the chair of the QRMPB. Membership is limited to one representative per company. Members shall be qualified by reason of training, experience, and company responsibilities. Membership shall include a balance of interest categories, including those with competence and knowledge in environmental and occupational health and safety management systems related to the APIQR certification activities. Others who bring special skills, experience, or viewpoints to the QRMPB may be invited by the chair of the QRMPB, in consultation with the CSOEM Chair and API Staff.

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

Member companies represented on QRMPB who fail to attend, in person or virtually, any three consecutive meetings shall have their voting privileges removed and the company notified. Member companies removed from QRMPB 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.

5.8 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.

API staff shall be responsible for ensuring the preparation of subcommittee meeting agendas, filing minutes, and the collection of the records of attendance for subcommittees. API staff may develop these documents in cooperation with the subcommittee officers.

API staff should be present at meetings where the following actions are being performed:

a)   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;

NOTE   Attendance may be virtual upon approval by the API staff Associate's manager.

API staff shall be physically present at all meetings conducted outside the U.S.

The staff person shall give timely written notice to each subcommittee chair of the need to revise or reaffirm any publication, the need for succession planning, 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   Appointing Authorities

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

Table 1—Appointing Authorities

Committee	Officers/Members to be Appointed	Appointing Authority
CSOEM	Chair & Vice-Chair	Upstream Committee Chair
	Secretary	Position held by API staff
	Voting Members	API Member companies, limited to one per company with approval by CSOEM Chair
	Subcommittee Sponsors (not designated elsewhere in S1)	CSOEM Chair
QRMPB	Chair	CSOEM Chair, in consultation with CSOEM Voting Members
	Vice-Chair	Not Applicable [a]
	Members	CSOEM Member [b]
Subcommittees	Chair	CSOEM Chair, in consultation with CSOEM Voting Members and API staff
	Vice-Chair and/or Secretary (optional)	Subcommittee Chair, in consultation with CSOEM Chair and API staff
	Members	Subcommittee Chair
Task Groups, Resource Groups, Advisory Groups	Chair	Chair of Parent Subcommittee
	Vice-Chair and/or Secretary (optional)	Group Chair
	Members	Group Chair, unless appointed sooner by the Chair of the parent subcommittee
Work Groups	Chair	Chair of Parent Group
	Vice-Chair and/or Secretary (optional)	Work Group Chair
	Members	Work group chair, unless appointed sooner by the Chair of the parent group
[a] Assigned to the Chair of Subcommittee 18		
[b] Or Authorized Representative		

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. 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.

CSOEM subordinate groups (subcommittees, task groups and work/resource/advisory 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

A Standards Resource and Research Request (SRRR) form (see Annex A) shall be completed for new projects. These projects include the following categories of work:

⎯ research funded by API;

⎯ research funded by API followed by the development or revision of a new or existing standard;

⎯ development or revision of a new or existing standard by volunteer resources;

⎯ any of the above project categories including the use of contracted resources.

The SRRR shall be developed by and assessed by the subcommittee and, if approved, passed to the CSOEM for final approval. It is recommended that a minimum of two Operator-User interest category volunteers be identified to participate in the work. The CSOEM may create, modify, and approve an SRRR in lieu of action by the appropriate subcommittee if circumstances warrant, such as an immediate need for action prior to the next scheduled subcommittee meeting. Projects requesting API funding shall be prioritized by the CSOEM as part of the annual budget. No expense shall be made until projects are approved by the CSOEM and a contract covering those expenses has been executed by API staff.

Subcommittees shall monitor the progress of approved projects and report to the CSOEM (see 5.3.2). This report shall include

⎯ significant changes in project scope,

⎯ changes in timing or amount of project expenditures, and/or

⎯ delays of 12 months or more in planned publication date.

6.2.3   API Monogram Program

6.2.3.1   Subcommittee Responsibilities

The subcommittee shall determine whether a standard is to be proposed for use in the API Monogram Program. If a standard is proposed for such use, the subcommittee shall define the scope of the product licensing. Prior to publication, the standard shall be subjected to a color coding review by API. The subcommittee shall determine whether standards previously included within the API Monogram Program that are being reaffirmed or revised, require color coding. The subcommittee shall review color coding results and the resulting audit questions.

The results of the color code report shall be considered by the responsible subcommittee along with any additional comments for future revisions of the document.

6.2.3.2   Color Code Information

The basis of the color code technique is to highlight (color code) informational, auditable, un-auditable and problem/conflict areas. These will be identified with colored highlighting as follows:

a)   Blue = Informational areas can include the following:

⎯ foreword;

⎯ policies;

⎯ table of contents;

— preface;

— terms and definitions;

— notes;

— conversion charts;

— bibliography.

b) Green = Auditable requirements can include the following:

— mechanical or physical properties;

— temperature requirements;

— pressure requirements;

— capacity requirements;

— identification or traceability requirements;

— design requirements;

— testing requirements;

— personnel qualification requirements;

— normative references.

c) Yellow = Un-auditable requirements can 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".

d) Red = Problem/conflict areas can include the following:

— conflicts or omissions with API policies and/or procedures;

— conflicts or omissions with other API standards.

6.2.4   API Document Development and Participation by International Organizations

The chair of the responsible subcommittee and/or task/work/advisory 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).

CSOEM subordinate groups may form International Workgroups (IWGs), in accordance with API International Workgroups Procedure (see Annex B)

6.2.5   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.

6.3   Meetings

6.3.1   General

CSOEM meetings are closed meetings and may be attended only by officers, 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 form (see Annex A) shall be maintained of all attendees and returned to API headquarters for permanent retention.

The CSOEM chair may, at its discretion, call an executive meeting of just the CSOEM officers and CSOEM Voting Members.

All CSOEM subordinate group (subcommittee, task group, work group) meetings shall be open to all interested parties having a direct and material interest including all interest categories and the general public.

6.3.2   Standards Conferences

The CSOEM and subcommittees should meet 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.

6.3.3   Meeting Locations

6.3.3.1   General

Meetings outside the standards conferences should be held at locations central for the participants; the 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.

6.3.3.2   Meeting Expense

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

6.3.4 Meeting Procedures

The chair, or his/her delegate, shall preside over all committee and subcommittee meetings. All attendees shall sign the Record of Meeting Attendance (see Annex A). 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 and subordinate groups should conduct meetings following the principles of Robert's Rules of Order [1].

6.3.5 Quorum Requirements

CSOEM and subcommittees shall determine whether a quorum is present at the beginning of each meetings. 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.

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 task groups, resource groups or work groups.

6.3.6 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. Meetings shall comply with 4.1.

6.4 Surveys and Questionnaires

All organizational units described in Section 5 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.

6.5 Recognition and Awards

6.5.1 General

The CSOEM 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 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 a 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;

— CSOEM Citation for Service;

— API Certificate of Appreciation;

— CSOEM Chair's Award.

6.5.2 CSOEM Subcommittee Resolution of Appreciation

Eligibility for the CSOEM Subcommittee Resolution of Appreciation 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.

6.5.3 CSOEM Citation for Service

Eligibility for the CSOEM Citation for Service 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.

6.5.4 API Certificate of Appreciation

The API Certificate of Appreciation 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 certificate 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.

6.5.5 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, the *API Procedures for Standards Development,* and the *API Document Format and Style Manual.*

7.2 Notice of Availability of Standards, Specifications and their Revisions

Notice of the availability of new standards, specifications and their revisions shall be sent to the parent subcommittee members and 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.

Annex A
(informative)
Links to CSOEM Forms

The various forms used to conduct CSOEM business can be found on the API MyCommittees site at http://mycommittees.api.org/standards/ecs, under the "Reference Documents" link, or by clicking here.

The individual forms can also by clicking on the following links:

a) Standards Research and Resource Request (SRRR) Form;

b) Subcommittee Report to the CSOEM;

c) Record of Meeting Attendance

Annex B
(normative)
International Work Groups

B.1 General

International Work Groups (IWGs) may be formed and discharged as needed with the approval of the CSOEM, in consultation with API staff. Membership and participation in IWGs shall comply with applicable U.S. law. The scope of an IWG is specific to the parent subcommittee under which it is formed.

B.2 Charter

The IWGs' charter is as follows:

a) Serve as a regional center of expertise to review proposed changes or additions to relevant API standards.

b) Initiate proposed standards actions, including revisions to API standards. Proposed revisions shall be processed in accordance with API's "Procedures for Standards Development". While API may consider regional annexes to individual standards, these annexes shall be balloted by the parent committee and/or parent subordinate committee or subcommittee and published solely by API.

c) Conduct IWG activities related to the relevant API standard in accordance with API "Procedures for Standards Development" and API S1.

d) Serve as a regional resource and coordinate IWG activities with the applicable parent committee.

B.3 Officers

The Chairs of IWGs shall be appointed in accordance with the parent committee policy and procedures. Chairs of the parent API committee and any related subordinate committees and subcommittees should participate in IWG activities.

B.4 Host Organizations

In order to facilitate logistics for meetings and the ongoing work of the IWG, API staff may seek an appropriate Host Organization(s) in a specific region. Host organizations can include regional industry trade groups, national standards bodies, or other industry organizations.

B.5 IWG Effectiveness

On an annual basis, API staff shall review the effectiveness of the IWG. These reviews should include number of IWG members, meetings held, suggested standards actions, and other metrics as agreed to between the API parent committee leadership and API staff.

Bibliography

[1]　　*The A-B-C's Of Parliamentary Procedure*, Channing Bete, 1-800-477-4776, www.channing-bete.com.

[2]　　*API Publications Catalog*, www.api.org/publications.