1. **Scope/Purpose**

1.1. This procedure describes the minimum requirements that shall be documented in the API product specifications to be eligible for admission into the Monogram Program.

2. **Responsibility**

2.1. The Manager - API Monogram Program/APIQR, or the designated Associate is responsible for the overall implementation of this procedure.

3. **Reference Documents**

3.1. API S1 - Organization and Procedures for the Committee on Standardization of Oilfield Equipment and Materials:

4. **Procedure**

The Monogram Program with the guidance of the QR-Monogram Program Board shall ensure that product specifications being considered for inclusion into the API Monogram Program include auditable minimum functional specifications, technical specifications and manufacturing requirements. Bullet listings of possible sub-topics are presented for reference.

4.1 **Functional specifications**

These are requirements that the user/purchaser shall supply to the manufacturer for the design, development, and validation of the product. They can include:

a) Well parameters

b) Environmental compatibility

c) Design validation, verification, and changes

d) Operational parameters

e) Compatibility with related well equipment

4.2 **Technical specifications**

These are requirements with which the supplier/manufacturer conforms for the supply of the intended product. They can include:

a) Technical characteristics of the product

b) Materials
c) Design

d) Design verification

e) Design validation

f) Design validation by scaling rules

g) Design changes

h) Verification of performance ratings

4.3 Manufacturing requirements

This clause contains the detailed requirements to verify that each product manufactured meets the requirements of the functional and technical specifications. These can include requirements for:

a) Limitations on allowable manufacturing processes

b) Quality control, items such as:
   - Materials
   - Heat treating
   - Non-destructive examination
   - Calibration
   - Traceability
   - Welding or other processes requiring validation

c) Functional testing

d) Shipping and storage

e) Documentation and data control, items such as:
   - Record-keeping
   - Operating manuals
   - Product data sheets
   - Product identification
   - Repair or re-dress

5. Records

5.1. Records of implementation of this procedure are included in the QR-Monogram Program Board meeting minutes in myCommittees.