

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

API S1

TWENTY-FIFTH EDITION, APRIL 2024

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Foreword

The American Petroleum Institute (API) is chartered to promote the interests of the petroleum industry and to encourage the development and dissemination of petroleum technology. Since 1924, API has been the leader in developing voluntary industry standards that promote reliability, efficiency and safety through the use of proven practices. The API Standards Program is accredited by the American National Standards Institute (ANSI), the authority on U.S. standards, and undergoes regular program audits to ensure it meets ANSI's Essential Requirements of openness, balance, consensus and due process. This is the same body that accredits programs at several national laboratories. API's standards are developed through a collaborative effort with industry experts, as well as the best and brightest technical experts from government, academia and other interested stakeholders. The API voluntary standards program is a means to achieve the standards development and technical cooperation objectives. The API Committee on 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 the significant changes made in this revision:

- a) added definition of master editor;
- b) clarified participation review and loss of voting privileges in 5.3.4.5;
- c) added Liaison Members to the list of CSOEM appointed officers/members in 6.1, Table 1;
- d) added reference to API's Procedures for Standards Development for standards maintenance procedures in 6.2.1;
- e) clarified SRRR form requirements in 6.2.2;
- f) deleted detailed color-coding information in 6.2.3.2 and added reference to API procedure PR-1005.
- g) deleted provisions on International Working Groups in 6.2.4 and Annex B;
- h) clarified quorum requirements in 6.3.5

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, and maintaining standards under the jurisdiction of this committee.

2 Normative References

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

API Antitrust 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

PR-1003, Subcommittee Guidelines on Eligibility Requirements of Product Documents for Use in the API Monogram Program

PR-1005, Procedure for Color-coding – Determination of Auditability of Technical Documents and Basis for Supplemental Documents

3 Terms, Definitions, and Abbreviations

3.1 Definitions

The following definitions apply for the purposes of this document.

3.1.1

addenda

Published portions of an existing standard with substantive changes.

EXAMPLE 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 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 business 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

Published documents containing non-substantive changes to an existing standard.

EXAMPLE 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

master editor

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

3.1.13

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.

3.1.14

non-participating member

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

3.1.15

operator-user

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

3.1.16

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*.

3.1.17

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.

3.1.18

U.S. 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.

3.1.19

voting member

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

3.2 Abbreviations

ANAB	ANSI National Accreditation Board
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
OGC	Office of General Counsel
P-TAG	ISO TC 67 Policy Technical Advisory Group
QRMPB	APIQR/API Monogram Program Certification and Licensing Board
SRRR	Standards Resource and Research Request

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 publicly 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 and no promotional remarks about specific products, vendors, services, or competitors.

4.2 National and International Standardization

4.2.1 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.

4.2.2 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.

4.2.3 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.

4.2.4 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.

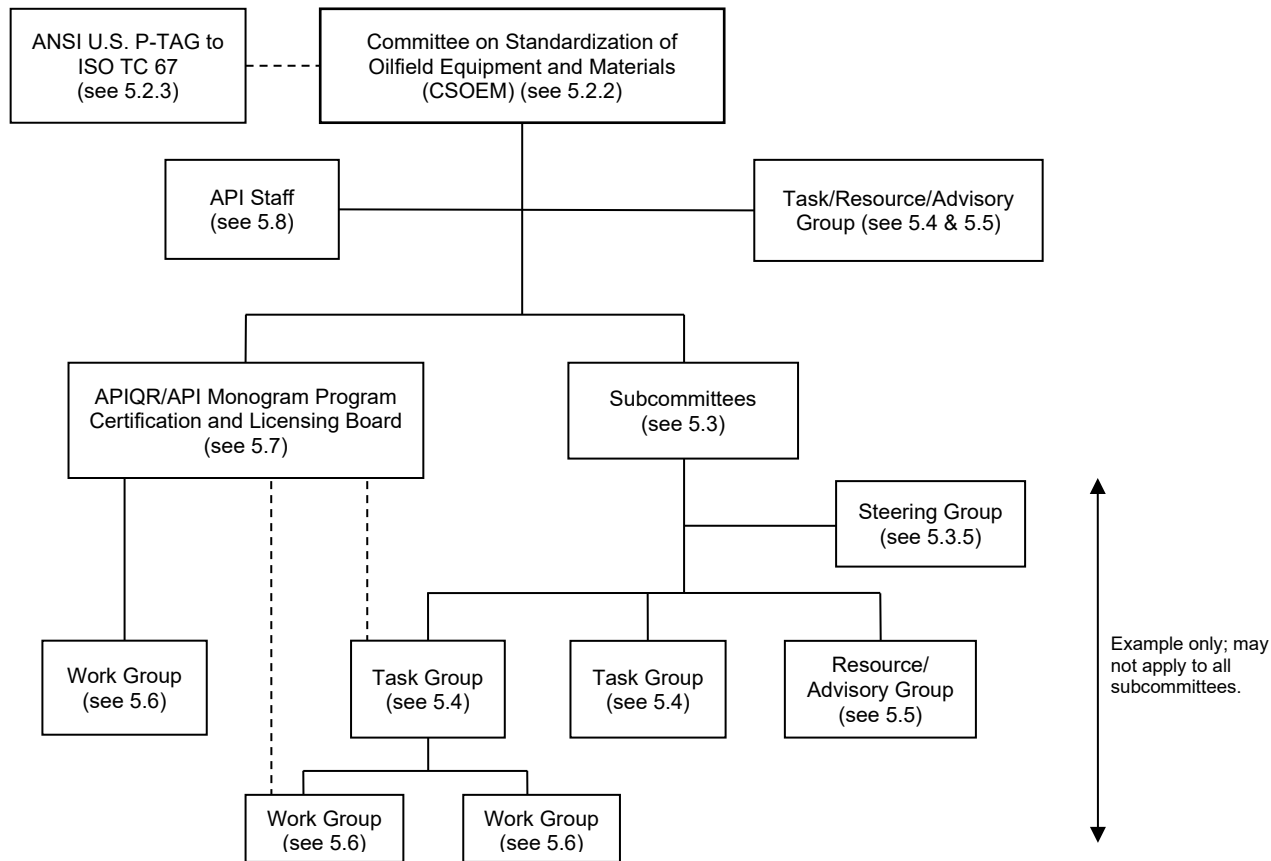


Figure 1—Typical Organization Chart

5.2 Committee on Standardization of Oilfield Equipment and Materials (CSOEM)

5.2.1 Function

5.2.1.1 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>.

5.2.1.2 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, master editor, 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 API Procedures for Standards Development.

5.2.2 CSOEM Membership

5.2.2.1 Members

5.2.2.1.1 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.

5.2.2.1.2 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.

5.2.2.1.3 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.

5.2.2.1.4 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.

5.2.2.1.5 Member companies represented on the CSOEM that fail to participate in three consecutive meetings shall have their voting privileges removed and the company notified.

5.2.2.1.6 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

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

5.2.2.2.2 The chair and vice-chair of the CSOEM shall be appointed by the chair of the API Upstream Committee (see 6.1).

5.2.2.2.3 The terms for the chair and the vice-chair of the CSOEM shall be two years unless service is terminated sooner by resignation. The chair and vice-chair may be reappointed to additional terms.

5.2.2.2.4 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

5.2.4.1.1 To improve communications and coordination between CSOEM and its various subcommittees when conducting committee business, the CSOEM chair may assign a CSOEM member as a Subcommittee Sponsor to maintain close coordination with a specific subcommittee.

5.2.4.1.2 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

5.3.1.1 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.

5.3.1.2 Subcommittees may form one or more consensus bodies to approve standards (see 5.3.4.1).

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

5.3.1.4 Subcommittees 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

5.3.2.1 Officers of a subcommittee shall be a chair, one or more vice-chairs and a secretary.

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

5.3.2.3 The subcommittee 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.

5.3.2.4 The subcommittee chair shall use the Subcommittee Report to the CSOEM form identified in Annex A or may provide a report that ensures that all of the elements of the form have been addressed.

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

5.3.2.6 The subcommittee vice-chair shall be appointed by the subcommittee chair, in consultation with the CSOEM chair (see 6.1).

5.3.2.7 The terms for subcommittee chair and vice-chair shall be three years, unless service is terminated sooner by resignation. The chair and vice-chair may be reappointed to additional terms.

5.3.3 Membership

5.3.3.1 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.

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

5.3.3.3 Requirements for standards subcommittee membership include the following:

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

5.3.3.4 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

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

5.3.4.1.2 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.

5.3.4.1.3 Voting membership shall be limited to one representative per company.

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

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

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

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

5.3.4.2 Voting Privileges

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

5.3.4.2.2 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.

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

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

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

5.3.4.3 Limitations

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

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

5.3.4.3.3 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.

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

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

5.3.4.4 Alternates and Non-voting Members

5.3.4.4.1 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.

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

5.3.4.4.3 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.

5.3.4.4.4 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.

5.3.4.4.5 Non-voting members may comment on ballots assigned to a voting group within a subcommittee.

5.3.4.5 Participation Review and Loss of Voting Privileges

5.3.4.5.1 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.

5.3.4.5.2 The subcommittee 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.

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

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

5.3.5 Emeritus Membership on CSOEM Subcommittees

5.3.5.1 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.

5.3.5.2 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.

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

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

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

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

5.3.5.7 Emeritus members shall be accorded subcommittee voting privileges as defined for a voting members in 3.1.19.

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

5.3.6 Steering Group

5.3.6.1 Subcommittees may establish a steering group to facilitate the work of the subcommittee. Members typically include the subcommittee officers, immediate past chair, active task group chairs, 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.

5.3.6.2 An API staff member shall be present at steering group meetings.

5.3.6.3 Steering groups shall not perform standards actions.

5.4 Task Groups

5.4.1 Function

5.4.1.1 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.

5.4.1.2 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.

5.4.1.3 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.

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

5.4.2 Officers

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

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

5.4.2.3 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) providing advice and feedback in the preparation of Licensing Information Forms used by the API Monogram Program when required;
- g) submitting the task group's report to the parent group.

5.4.3 Member Selection

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

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

5.4.4 Voting During Task Group Meetings

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

5.5 Resource and Advisory Groups

5.5.1 Function

5.5.1.1 At the discretion of the parent subcommittee or the CSOEM, resource or advisory groups may be formed and maintained 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.

5.5.1.2 Resource and 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

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

5.5.3 Member Selection

Resource and advisory group 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 or interest, with the outcome based on a simple majority of the companies 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

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

5.6.3 Members

Work group 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 or interest, with the outcome based on a simple majority of the companies present.

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

5.7.1 Objective

5.7.1.1 The objective of the QRMPB is to ensure that the APIQR and API Monogram Program meets the needs of the oil and gas industry in its certification and licensing activities for manufacturers and service providers, and that the Monogram Program fairly and consistently operates in accordance with its established procedures. The QRMPB provides advice, guidance, and recommendations for changes in program policies and procedures to maintain the integrity and impartiality of the APIQR and API Monogram Programs.

5.7.1.2 The QRMPB may form and discharge resource, advisory or work groups as necessary to accomplish its objectives. Specific tasks may also 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 not be limited to, the following.

- Review policies and provide guidance relating to the APIQR and API Monogram Programs, including Program Advisories, to ensure that the licensing and certification processes are effective, consistent, impartial, and continue to deliver value to the stakeholders.
- Review the API Monogram and APIQR policy documents and procedures for needed improvements or changes and provide guidance relating to assuring continued conformance to the requirements of ISO 17021-1, and continued compliance with ANAB and other accreditation requirements.
- Under the auspices of a subgroup of API corporate member employees in the Operator-User category 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, impartiality, and stakeholder perception of the programs.
- Provide recommendations to the CSOEM on API product standard/specification requirements that impact API licensing.
- Provide recommendations to the CSOEM on the API quality management system standard requirements that impact APIQR certification of manufacturers and service providers.
- 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

5.7.3.1 QRMPB officers shall be a chair, a secretary (non-voting API Staff position) and a vice-chair.

5.7.3.2 The chair and vice-chair shall be API corporate members of the Operator-User interest category (see 3.1.13) and appointed by the CSOEM chair.

5.7.3.3 The term for the QRMPB chair is two years, unless service is terminated sooner by resignation. The chair may be reappointed to additional terms.

5.7.4 Members

5.7.4.1 Members of the QRMPB shall be employees or designated representatives of API corporate members and appointed by the chair of the QRMPB, after consultation with and approval of API staff. Members may be nominated by CSOEM members, the QRMPB Chair, or API staff.

5.7.4.2 Others who bring special skills, experience, or viewpoints to the QRMPB may also be invited for membership by the chair of the QRMPB, after consultation with and approval of API staff.

5.7.4.3 QRMPB membership shall be limited to one representative per company.

5.7.4.4 QRMPB members shall be qualified based on training, experience, and company responsibilities.

5.7.4.5 QRMPB membership shall include individuals with competence and knowledge in quality and environmental and management systems related to the APIQR certification activities, manufacturing to API product specifications/standards related to the API monogram licensing activities and/or experience with API standards and specifications development and maintenance.

5.7.4.6 Non-participating members shall be removed from the QRMPB; their company shall have its voting privileges revoked, and the company shall be notified of these actions taken by the QRMPB.

5.7.4.7 Members removed from QRMPB for non-participation shall wait for a period of no less than six months from the date that the privileges were withdrawn before a petition to the chair for reinstatement of their membership and voting rights can be made.

5.8 API Staff

5.8.1 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.

5.8.2 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.

5.8.3 API staff should be present at the following:

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

5.8.4 API staff shall be present (physically or virtually) at comment resolution meetings and meetings hosted physically outside the U.S.

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

5.8.6 API staff 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 and Liaison Members (not designated elsewhere in this document)	CSOEM Chair, in consultation with API staff
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

6.2.1.1 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.

6.2.1.2 API standards shall be based on performance to the maximum extent feasible.

6.2.1.3 Specification standards shall not be used when performance standards are feasible, except when specification criteria improve competition, as in the promotion of interchangeability.

6.2.1.4 The API standards program shall consider designs, techniques, processes, and materials that have been demonstrated to be satisfactory for the service intended.

6.2.1.5 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. See API's *Procedures for Standards Development* for detailed information on periodic maintenance, reaffirmation, continuous maintenance, and withdrawal of standards.

6.2.1.6 CSOEM subordinate groups (subcommittees, task groups and work/resource/advisory groups) shall develop standards in accordance with the *Procedures for Standards Development*.

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

6.2.2 Project Justification and Assessment

6.2.2.1 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.

6.2.2.2 The SRRR shall be developed by and assessed by the subcommittee and, if approved, passed to the CSOEM for final approval.

6.2.2.3 The SRRR form shall clearly describe the scope of the proposed new or revised standard, as well as the need for any contracted resources including Master Editors (see 3.1.12).

6.2.2.4 A minimum of two Operator-User interest category volunteers should be identified to participate in the work.

6.2.2.5 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.

6.2.2.6 Projects requesting API funding shall be prioritized by the CSOEM as part of the annual budget.

6.2.2.7 No expense shall be made until projects are approved by the CSOEM and a contract covering those expenses has been executed by API staff.

6.2.2.8 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

6.2.3.1.1 The subcommittee/task group shall review the guidelines on eligibility requirements in API PR-1003 to determine whether a standard meets the minimum requirements to be included in the API Monogram Program.

6.2.3.1.2 If a standard is proposed for use in the API Monogram Program, the subcommittee shall define the scope of the product licensing.

6.2.3.1.3 Prior to publication, the standard shall be subjected to a color-coding review by API staff.

6.2.3.1.4 The subcommittee shall determine whether standards previously included within the API Monogram Program that are being reaffirmed or revised, require color coding.

6.2.3.1.5 The subcommittee shall review color coding results and the resulting audit questions.

6.2.3.1.6 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

6.2.3.2.1 The purpose of color-coding is to determine the auditability of standard in relation to the requirements of the API Monogram Program. The color-coding results are one component used by the Monogram staff to determine the suitability of a new or revised standard for program eligibility.

6.2.3.2.2 The color-coding process shall be performed in accordance with API PR-1005.

6.2.4 API Document Development and Participation by International Organizations

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

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

6.2.5 U.S. National Adoption of ISO Standards

6.2.5.1 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.

6.2.5.2 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

6.3.1.1 CSOEM meetings shall be closed meetings and may be attended only by officers, members and invited guests.

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

6.3.1.3 A Record of Attendance form (see Annex A) shall be maintained of all attendees and returned to API headquarters for permanent retention.

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

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

6.3.2 Standards Conferences

6.3.2.1 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.

6.3.2.2 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.

6.3.2.3 Conference calls and virtual meetings are encouraged to facilitate communications within the groups and to advance their respective projects.

6.3.2.4 API staff shall select the locations for standards conferences in consultation with the CSOEM chair.

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. Virtual meetings are encouraged to reduce costs and increase participation.

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

6.3.4.1 The chair, or his/her delegate, shall preside over all committee and subcommittee meetings.

6.3.4.2 All attendees shall sign the Record of Meeting Attendance (see Annex A), including the names of virtual participants, if applicable.

6.3.4.3 Draft agendas should be circulated three to four weeks in advance of the meeting to allow for the inclusion of any new business items.

6.3.4.4 The CSOEM and subordinate groups should conduct meetings following the principles of Robert's Rules of Order [1].

6.3.5 Quorum Requirements

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

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

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

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

6.3.6 Roundtable Discussions

6.3.6.1 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.

6.3.6.2 Roundtable discussions shall comply with 4.1.

6.4 Surveys and Questionnaires

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

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

6.3.3 Surveys or questionnaires shall be initiated and comments collected by API staff.

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

6.5 Recognition and Awards

6.5.1 General

6.5.1.1 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.

6.5.1.2 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

6.5.2.1 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.

6.5.2.2 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.

6.5.2.3 The CSOEM Chair presents this award to the recipient at a main gathering of members if possible.

6.5.3 CSOEM Citation for Service

6.5.3.1 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.

6.5.3.2 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

6.5.4.1 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.

6.5.4.2 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.

6.5.4.3 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

6.5.5.1 The CSOEM Chair’s Award shall be presented to outgoing subcommittee and CSOEM Chair at their last meeting in that position.

6.5.5.2 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

7.1.1 API staff shall issue new standards or revisions as soon as practical after the close of the ballot, resolution of comments and approval by API legal.

7.1.2 Standards revisions shall be in the form of new editions, addenda, or errata.

7.1.3 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

7.2.1 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.

7.2.2 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 by clicking [here](#). The following individual forms can be found on the site:

- a) Standards Research and Resource Request (SRRR) Form;
- b) Subcommittee Report to the CSOEM;
- c) Record of Meeting Attendance.

Bibliography

- [1] *The A-B-C's Of Parliamentary Procedure*, Channing Bete Company, 1-800-477-4776, www.channingbete.com.
- [2] *API Publications Catalog*, www.api.org/products-and-services/standards/purchase.