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

5th Edition, March 2007

American
Petroleum
Institute

ISO

0   Introduction

This guide was prepared for use by API staff and committees when preparing to nationally adopt an ISO standard as an API/American National Standard. It has been prepared from information found in ISO Guide 21-1, *Regional or national adoption of International Standards and other International Deliverables* – Part 1: *Adoption of International Standards*; ISO Guide 21-1, *Regional or national adoption of International Standards and other International Deliverables* – Part 2: *Adoption of International Deliverables other than International Standards*; and the *ANSI Procedures for the National Adoption of ISO and IEC Standards as American National Standards,* January 2006.

This guide outlines the process to be used and procedures to be followed in developing and publishing a nationally adopted ISO standard as an American National Standard. Templates have been developed to aid in the preparation of national adoptions (see Annex C).

Please note that special situations may arise that will result in deviations from these guidelines; however, adherence to the ANSI procedures is nonetheless required.

1   Definitions

1.1 Amendment (to an ISO Standard): Equivalent to an API Addendum/Supplement

1.2 Identical Adoption: National adoption of an ISO standard with no technical deviations
Note: Editorial deviations and the addition of informative API (US) Annex(es) are permitted (see 5.1).

1.3 Modified Adoption: National adoption of an ISO standard with technical deviations
Note: The national adoption must include identification and explanation of the deviations.

1.4 Technical Corrigendum (to an ISO Standard): Equivalent to an API Errata

2   Approval of an ISO Standard as an API/American National Standard

2.1 API procedures

When an API committee (or other consensus body) decides to nationally adopt an ISO standard as an API/American National Standard, it shall follow the "API Procedures for Standards Development," or it may use the Expedited Procedures for the Identical Adoption of an ISO standard as an American National Standard (Section 3.0 of the "ANSI Procedures for the National Adoption of ISO and IEC Standards as American National Standards." It shall also determine whether or not to conduct the national adoption ballot concurrent with the ISO FDIS ballot or to ballot the national adoption following publication of the ISO standard.

If the simultaneous national adoption ballot option is chosen (see Annex D for sample ballot language), API staff shall ensure that the published ISO Standard contains no editorial or inadvertent technical deviations that may impact the national adoption ballot. Any deviations made to the FDIS ballot version shall be reported to the consensus body for determination of relevance and to assess the need for a re-ballot of the national adoption.

Amendments and technical corrigendum published after the national adoption of an ISO standard shall be considered for national adoption as soon as possible. Adoption of amendments shall follow the same procedure as for the original adoption. Technical corrigendum may be published following normal API errata publication procedures.

2.2 ANSI requirements

All API (US) national adoptions of ISO standards must be processed through ANSI for approval as an American National Standard. The required ANSI submittals are as follows:

- **Project Initiation Notice (PINS) form –** A PINS form is now <u>required</u> for all national adoptions. This should be submitted online to ANSI as soon as possible after decision to nationally adopt the ISO standard is made.
- **BSR-8 form –** this should be submitted online to ANSI prior to sending the API (US) national adoption ballot to the API subcommittee
- **BSR-9 form –** this should be submitted to ANSI following resolution of the API (US) national adoption ballot comments and objections

3 Designation as and API/American National Standard

General

Please note the following requirements for all API (US) national adoptions:

- All must be represented and designated in accordance with ANSI "*Procedures for the National Adoption of ISO and IEC Standards as American National Standards*", Section B.1.
- The ANSI logo or the words "*an American National Standard*" must appear on the cover. The date of the ANSI approval is not required on the front cover.
- API must publish the nationally adopted standard within six months of ANSI approval.
- The API title of the document is placed at the top of the front cover, with the appropriate designation placed below the title (see 3.2 or 3.3).
- The complete ISO title (including the appropriate level of correspondence, identical or modified, and its designation is placed below the API (US) national adoption designation.
- Any logos should be placed at the bottom of the front cover.
- ISO standards that have existing Amendments and/or Technical Corrigenda at the time of national adoption shall be included in the API (US) national adoption ballot and noted on the front cover.

Identical Adoption Designation

The front cover of an identical API (US) national adoption shall be prepared as follows:

> *API Title*
> *ANSI/API Designation*
> *Edition, Month/Year*
>
> *ISO XXXXX:Year, (Identical) Full ISO Title*

Modified Adoption Designation

The front cover of a modified API (US) national adoption shall be prepared as follows:

> *API Title*
> *ANSI/API XX*
> *Edition, Month/ Year*
>
> *ISO XXXXX:Year, (Modified) Full ISO Title*

Monogram Adoption Designation

An API (US) nationally adopted standard, either modified from or identical to the ISO standard, may include the API Monogram Program requirements. This shall be noted on the front cover as to be evident to the reader. Both modified and identical adoptions which include the API Monogram should be designated as follows:

> *API Title*
> *ANSI/API XX*
> *Edition, Month/Year*
>
> *Effective Date: (minimum of 6 months after publication date)*
>
> *Contains API Monogram Annex as part of US National Adoption.*
>
> *ISO XXXXX:Year, (Modified/Identical) Full ISO Title*

Note: During development of the ISO standard, some groups wish to include a reference to the API Monogram Program as an Annex. If the ISO group wishes to do this, they should use the API Monogram Annex contained in Annex B of this Guide – specifically the language shown in the Introduction.

4 Requirements for Special Notes and API Foreword

4.1 General

All API (US) national adoptions shall include Special Notes and an API Foreword that complies with API Office of General Counsel (OGC) requirements. The ISO Foreword and Introduction should be retained.

In addition to the OGC required statements, the following language should be placed in the API Foreword of all API (US) national standards:

> *"Standards referenced herein may be replaced by other international or national standards that can be shown to meet or exceed the requirements of the referenced standard."*

If blanket editorial deviations, such as changing a decimal comma to a decimal point, have been made in an API (US) national adoption the following statement, identifying the deviations, shall be placed in the API Foreword:

> *"In this American National Standard, the following editorial deviations have been made throughout the document: [insert detailed description of any deviations]"*

4.2 API Foreword – Identical Adoption

The API Foreword of an identical national adoption of an ISO standard shall contain the following language:

> *"This American National Standard is under the jurisdiction of the API insert appropriate group. This standard is considered identical to the English version of ISO insert ISO standard designation. ISO insert ISO standard designation was prepared by Technical Committee ISO/TC insert appropriate ISO technical committee number and name, SC insert appropriate ISO subcommittee number and name."*

4.3 Foreword – Modified Adoption

In addition to the items noted in 4.1, the API Foreword of a modified national adoption of an ISO standard shall contain the following language:

> *"This American National Standard is under the jurisdiction of the API <u>insert appropriate group</u>. This standard is modified from the English version of ISO <u>insert ISO standard designation</u>. ISO <u>insert ISO standard designation</u> was prepared by Technical Committee ISO/TC <u>insert appropriate ISO technical committee number and name</u>, SC <u>insert appropriate ISO subcommittee number and name</u>.*

Choose one of the following options depending on how the modified national adoption was prepared:

A) If the deviations are not incorporated into the text, select this option and insert the proper Annex Designation.

> *"In this American National Standard, certain technical modifications have been made. These technical modifications from the ISO Standard have not been incorporated directly into this API (US) national adoption.*
>
> *The modifications have been noted with an arrow (→) (or other suitable method) adjacent to the clause, table, figure, etc. that has been modified.*
>
> *A complete list of modifications can be found in Annex <u>insert appropriate Annex Designation</u>."*

B) If incorporating the deviations directly into the text, select this option.

> *"In this American National Standard, certain technical modifications have been made. These technical modifications from the ISO Standard have been incorporated directly into this API (US) national adoption.*
>
> *The modifications are marked with a change bar in the margin throughout the text."*

5 Modifications from ISO to API/American National Standards

5.1 Levels of Equivalency of National adoptions of ISO Standrds

5.1.1 Identical (IDT)
The following minor editorial deviations may be made to the ISO standard and the resulting American National Standard will be considered an identical national adoption:

- Substitution of decimal point for a decimal comma
- Correction of any misprints (use an arrow (➜) or a change bar in the margin to identify and include in Change Annex)
- Inclusion of any technical corrigenda or amendments issued to the ISO standard
- Deviations to the title to be consistent with an existing series of regional or national standards
- Substitution of "this national/regional standard" for "this international standard"
- Inclusion of any informative material such as advice to users, training guidance, or suggested forms or reports
- Deletion of informative preliminary material from theISO standard

- Replacement of words or phrases to reflect common language use in country adopting international standard
- Addition of recalculated values of quantity units in countries where a different measurement system is used

5.1.2 Modified (MOD)

Technical deviations to ISO standards are allowed either before the API (US) national adoption ballot or as a result of comments received during the ballot process. Technical deviations are permitted provided they are clearly identified and explained. If technical deviations are made, the American National Standard will then be a modified adoption of the ISO standard. The technical deviations must be identified in the text (see 5.2) and explained (see Annex A).

5.1.3 Not Equivalent (NEQ)

ISO Guide 21 provides this option, but for our purposes an NEQ adoption would not be practical.

5.2 Marking of Deviations

Technical deviations and errata items can be incorporated directly into the text of the API (US) national adoption and marked with a change bar in the margin. Alternatively, they can be marked with an arrow (➔) (or other suitable method) in the margin adjacent to the item that has been altered in the national adoption and the specific change given in the Modifications Annex.

5.3 Referenced Standards

There is a statement regarding the replacement of the standards referenced in the ISO standard with equivalent international or national standards that should be placed in the API Foreword of all API (US) national adoptions (see 4.1).

There may be instances where a specifically referenced edition of a standard is the only acceptable option. In this case, to avoid confusion, the referenced standard should be specifically listed in the Foreword, marked with an arrow (➔) in body of the standard (Clause 2), and listed in the Modifications Annex.

5.4 Marking Requirements

If an ISO standard contains requirements that the ISO standard designation be marked on the product, these marking requirements shall be modified during the national adoption process by replacing the ISO standard designation with the API standard designation. This modification is to be considered editorial and will not result in the national adoption becoming a Modified (MOD) National Adoption.

ISO standards should not have any requirements related to the marking of the API product specification or API Monogram.

Annex A – Modifications Annex

All deviations to the ISO Standard, except those noted in Clause 5.1.1 must be identified and explained in an Annex that is added at the end of the ISO Standard. The format for the Modification Annex should be prepared as follows:

Annex *insert appropriate designation*

(select - Informative/Normative)

Identification/Explanation of Deviations

The API (insert appropriate API group), that voted to adopt ISO (insert ISO standard designation) as American National Standard (insert appropriate ANSI/API designation), determined that the following modifications were necessary.

- **If incorporating the deviations directly into the national adoption, add the following statement:**

     "These technical deviations from the ISO Standard have been incorporated directly into the text and marked with a change bar in the margin."

- **If the deviations are not being incorporated into the text, add the following text:**

     "These technical deviations have been noted with an arrow (➜) adjacent to the clause, table, figure, etc. that has been modified."

- **If errata items are identified in the original ISO standard, add the following statement:**

     "Errata items identified in the original ISO standard are also included in this Annex and have been noted in the text with an arrow (➜) adjacent to the clause, table, figure, etc. that contained the error."

Modifications to ISO (insert ISO standard number) made during its adoption as an American National Standard:

Clause/Subclause   *Modification*
                                                (The description should begin with the word "Add", "Replace", or "Delete")

Annex B – API Monogram Annex

The following text must be added to the end of all nationally-adopted ISO Standards that are intended for use in the API Monogram Program:

Annex <u>insert appropriate annex designation</u>
(informative)

API Monogram

<u>Insert Annex designation</u>.0 Introduction

The API Monogram Program allows an API Licensee to apply the API Monogram to products. The API Monogram Program delivers significant value to the international oil and gas industry by linking the verification of an organization's quality management system with the demonstrated ability to meet specific product specification requirements. The use of the Monogram on products constitutes a representation and warranty by the Licensee to purchasers of the products that, on the date indicated, the products were produced in accordance with a verified quality management system and in accordance with an API product specification.

When used in conjunction with the requirements of the API License Agreement, API Specification Q1, in its entirety, defines the requirements for those organizations who wish to voluntarily obtain an API License to provide API monogrammed products in accordance with an API product specification.

API Monogram Program Licenses are issued only after an on-site audit has verified that the Licensee conforms to the requirements described in API Specification Q1 in total, and the requirements of an API product specification.

Customers/Users are requested to report to API all problems with API monogrammed products. The effectiveness of the API Monogram Program can be strengthened by Customers/Users reporting problems encountered with API monogrammed products. A nonconformance may be reported using the API Nonconformance Reporting System available at https://ncr.api.org. API solicits information on new product that is found to be nonconforming with API specified requirements, as well as field failures (or malfunctions), which are judged to be caused by either specification deficiencies or nonconformities with API specified requirements.

For information on becoming an API Monogram Licensee, please contact API, Certification Programs, 1220 L Street, N. W., Washington, DC 20005 or call 202-962-4791 or by email at certification@api.org.

<u>Insert Annex designation</u>.1 API Monogram Marking Requirements

These marking requirements apply only to those API licensees wishing to mark their products with the API Monogram.

<u>(insert appropriate API Monogram marking requirements)</u>

<u>Insert Annex designation</u>.2   Additional Requirements

<u>(insert any additional requirements if applicable)</u>

Annex C – API (US) National Adoption Templates

C.1 General

There are templates available for use in preparing national adoption ballots, editorial submissions, etc. located on the shared drive for standards, currently the S drive.   The three folders which contain the templates are named Covers, Forewords, and Annexes. The following are basic instructions on how to use the templates:

- You can move from box to box in the form field by using the TAB key. This will highlight the box and allow you to overwrite the words in one step.
- To clear and reset all the fields on the template, you will need to delete each field
- Some fields, such as the identical/modified selection, are drop-down menus. Click the down arrow and make your selection.
- You will need to make adjustments to the Forewords. Be sure to fix the spacing of the document.
- If you do not have the lock icon, go to View, Toolbars, and select Forms. You will find the lock icon on that toolbar.
- When saving your documents, please use the "Save As" option. Saving when you are in the template may change the template if the document has been left unlocked.

C.2 Templates

C.2.1 General
The following electronic templates have been created and are located in the shared drive (S:) in the folder titled "API (US) National Adoption Guide and Templates." Please use the documents located on the shared drive.

C.2.2 Cover Templates
The templates listed below are located in the subfolder "Covers" in the "API (US) National Adoption Guide and Templates" folder.
- Cover - Select Identical or Modified.doc
- Cover with Monogram - Select Identical or Modified.doc

C.2.3 Foreword Templates
The templates listed below are located in the subfolder "Forewords" in the "API (US) National Adoption Guide and Templates" folder.
- Foreword - Identical.doc
- Foreword - Modified.doc

C.2.4 Change Annexes
These templates are located in the subfolder "Annexes/Change Annex" in the "API (US) National Adoption Guide and Templates" folder.
- Annex Changes IN document
- Annex Changes NOT in document
- Annex Errata in ISO document

C.2.5 Monogram Annex
These documents are located in the subfolder "Annexes/Monogram Annex" in the "API (US) National Adoption Guide and Templates" folder.

- Monogram Annex with additional requirements
- Monogram Annex with no additional requirement

Annex D – Sample Language for Simultaneous ISO FDIS and API/US National Adoption Ballots

D.1 Sample Text and format to be used on e-ballot to members

Subject: Dual Ballot – API _____ and ISO/FDIS _____

Dear _____,

A new ballot for simultaneous API (US) national adoption and ISO/FDIS vote has been opened.

This ballot will serve **two purposes**:

1) To determine the US vote on whether or not ISO FDIS _____, [*INSERT FULL ISO STANDARD TITLE],* contained below should become a published ISO standard; and,

2) To determine if API should nationally adopt ISO FDIS _____ as the *[CHOOSE next or 1st*] Edition of API_____.

This simultaneous ballot for the ISO FDIS and the API (US) national adoption vote has been posted to _____

Your Ballot ID Number is _____
Your Login ID Number is _____

You should complete the ballot and submit your vote before _____**.**

Non-U.S. members of the API voting group are asked to submit their position and comments on the ISO/FDIS vote to their national standards bodies. Non-U.S. member votes and comments will only be considered on the API (US) national adoption ballot.

Using this electronic balloting system, the notice of the ballot will only be sent to the voting members. If you have a voting alternate they will NOT receive this notice. As the voting member it will be your responsibility to forward this notice to another member of your company should you wish them to submit a vote on your behalf or wish their input to assist you in voting.

Permission is granted by the American National Standards Institute to electronically reproduce this draft International Standard for the purpose of review and comment related to the preparation of the U.S. position, provided this notice is included. All other rights are reserved.

Should you have any queries, feel free to contact me.