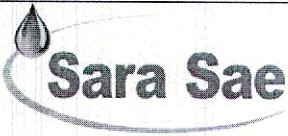
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## APPLICATION / WITHDRAWAL OF API MONOGRAM OF API 16D PRODUCT

Rev	Reason of Change	Date	Prepared by	Reviewed by	Approved by	Status
1	Initial Issue (Separated from SES 26-705)	07.10.2019	SKG	USR	AS	Released
2	Revised to include API Specification 16D clause 15	01.03.2023	FAA	USR	JG	Released





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## **APPLICATION / WITHDRAWAL OF API MONOGRAM OF API 16D PRODUCT**

### **1.0 PURPOSE**

To describe the requirements for making of API monogrammed products in accordance with applicable API specifications.

### **2.0 APPLICABILITY**

The requirements imposed by this procedure are directive in nature to all Production, Manufacturing Engineering, Production Control, Design Engineering, and Quality Control personnel involved in the manufacture of products manufactured to API specifications.

### **3.0 REFERENCE DOCUMENTS**

- 3.1 Sara Quality Assurance Manual
- 3.2 API Spec 16D, “Control Systems for Drilling Well Control Equipment and Control Systems for Diverter Equipment”
- 3.3 API Q1, “Specification for Quality Management System Requirements for Manufacturing Organizations for the Petroleum and Natural Gas Industries”

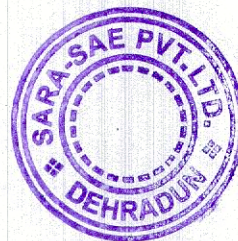
### **4.0 GENERAL**

The API monogram shall be applied only to those products that are designed (When Design applicable) and manufactured in accordance with applicable API specifications when required by the customer and Sara Sales Order.

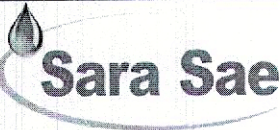
- 4.1. Products that do not conform to API specified requirements will not be monogrammed.
- 4.2. Only API Monogram approved Licensee shall apply the monogram and its designated license number to applicable monogramable newly manufactured products.
- 4.3. License(s) being facility specific, API monogram (during valid license period only) shall be applied at the approved site only.
- 4.4. Monogram may be applied at any appropriate time during product process but shall be removed, if the product is subsequently found out of conformance including rejection at the supplied location, in accordance with the process covered in Appendix(s) to this procedure.

**Note :** Alternative API Monogram marking procedures required to be adopted if any shall be in accordance with the details contained in the API Monogram Program alternative Marking of Products License Agreement, available on the API Monogram Program website. However as on approval of this procedure, at SARA SAE , we are not using the any alternate marking procedure.

### **5.0 RESPONSIBILITY**





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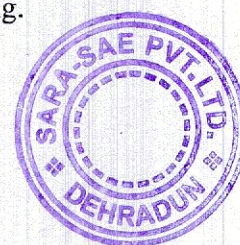
- 5.1** Manufacturing Engineering is responsible for detailing marking requirements for monogrammed products on Process Routings in accordance with Design Engineering documentation.
- 5.2** Production is responsible for marking all monogrammed products in accordance with the Engineering drawing or according to marking given in API (refer API specs in appendix B for marking).
- 5.3** Quality Control is responsible for ensuring the API monogrammed products are properly marked in accordance with the Engineering documentation.
- 5.4** Director/ Manager QAD will be responsible for release of application of API Monogram.

## **6.0 METHODS**


- 6.1** Design Engineering drawings shall specify all marking requirements and identify location for monogramming final products according to the appropriate API Specifications.
- 6.2** Manufacturing Engineering shall describe all marking requirements and methods of applications of markings of the final products according to Design Engineering drawings.
- 6.3** Product marking shall be clear, legible, and visible without the use of magnification. Only capital letters shall be used unless otherwise stated on the drawing or product specification
- 6.4** Equipment shall be marked with API Monogram as per Appendix- B.
- 6.5** Permanent markings may be engraving, stamping, etching, castings, or metal deposit, however these markings shall be visible after complete assembly.

NOTE: FOR MONOGRAMMING API 16D PRODUCT, SARA SAE WILL USE NAME PLATE WITH STAMPING.

- 6.6** The method of marking shall take into consideration the integrity of the part in its intended application and the length of time the markings need to be legible.
- 6.7** The marking shall include API Licenses number, manufacturer’s name and the date of manufacturing in conjunction with API Monogram.
  - 6.7.1** Date of manufacturing shall be of 2 digits representing month & year e.g. 03-11 for March 2011 unless otherwise stipulated in the applicable API Spec including additional requirements of specifications/standards, if any, as applicable.
  - 6.7.2** Design Engineering shall specifically add note to clarify for the application of the additional API product specification(s) and/or standard(s) marking requirements, to be marked on the product, if applicable.
- 6.8** Production shall apply all appropriate markings according to the information contained on the Process Routing in conformity with the details as mentioned on the relevant drawing.





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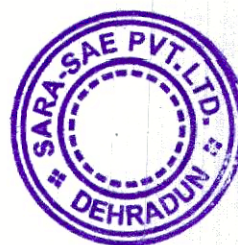
- 6.9** Quality Control shall apply the API Monogram in accordance with the Design Engineering drawings.
- 6.10** Manager Quality Control shall be responsible for overseeing the removal of the API monogram if the product is subsequently found to be in nonconformance with API specified requirements as per procedure in appendix A attached.
- 6.11** Product shall be marked with units as specified in the API specification and/or standard, if not specified equipment shall be marked with U.S. customary (USC), units. Use of dual units [USC units and metric SI units] may be acceptable, if such units are allowed by the applicable products specification and/or standard.
- 6.12** Name plate shall be made of a corrosion resistant material unless otherwise specified by the API specification and/or standard. Name plate shall be located as specified by the API specification and/or standard. If the location is not specified, then the licensee shall develop and maintain a procedure detailing the location to which name plate shall be applied. Name plate may be attached at anytime during the manufacturing process.

NOTE CORROSION RESITANT MATERIAL FOR NAME PLATE FOR MONOGRAMING API 16D PRODUCT IS AISI SS-304.

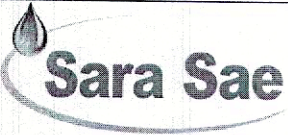
The API Monogram and license number shall be marked on the name plate, in addition to the other product marking requirements specified by the applicable product specification and/or standard.

NOTE OTHER REQUIREMENT ARE SPECIFIED IN ANNEXURE B

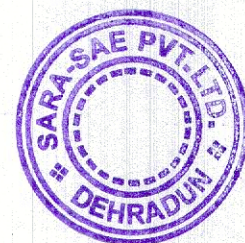
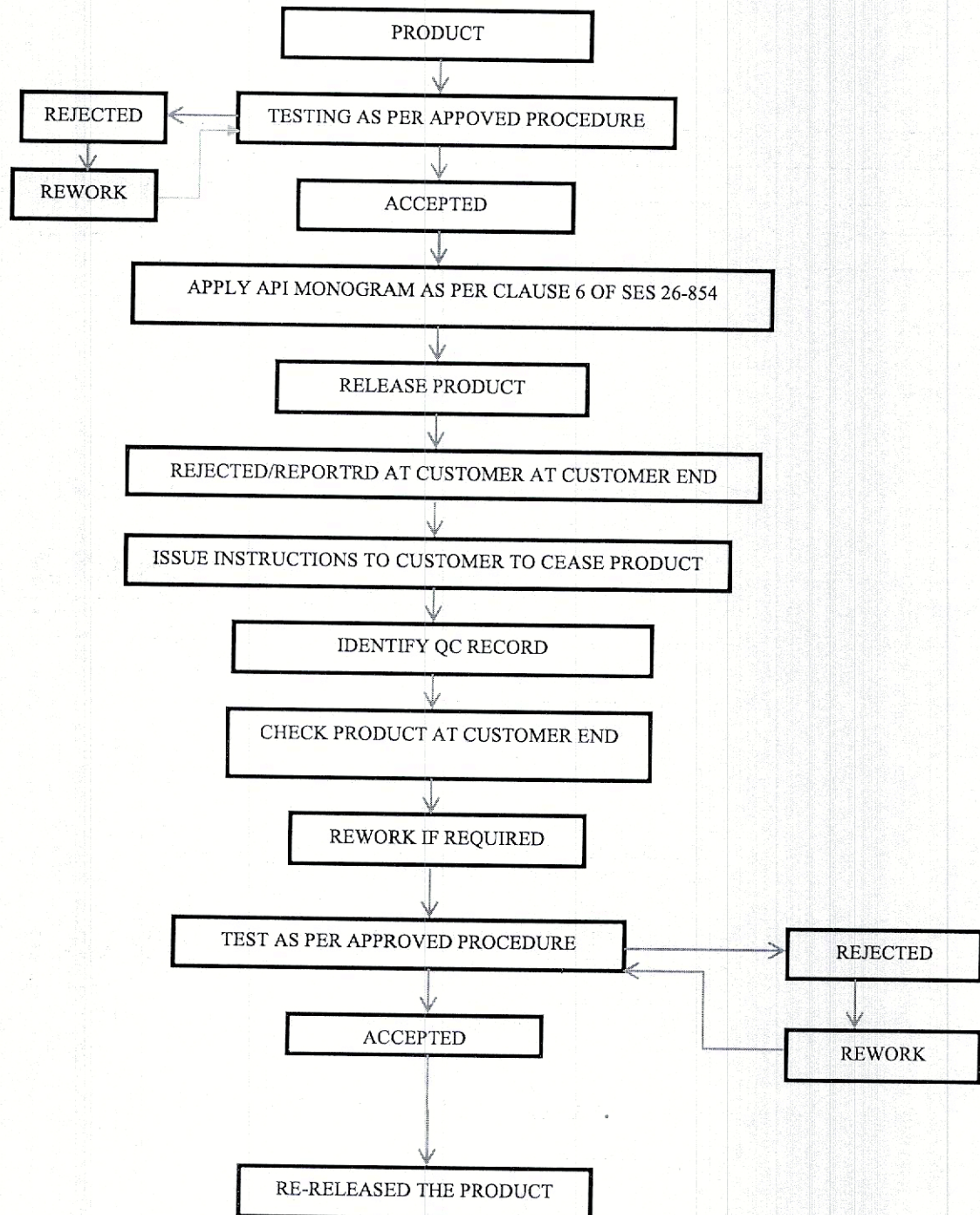
- 6.13** The API Monogram license number shall not be used unless it is marked in conjunction with the API Monogram license number shall be used in closed proximity to the API Monogram.



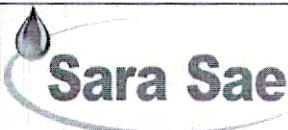


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### APPENDIX A





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## **APPENDIX –B**

### **APPENDIX B**

**(API Based Marking details of Products)**

**Marking details of API 16D products**

**(Ref Clause 15 of API 16D 3rd Edition) — Marking requirements and locations**

#### **B Marking**

##### **B.2 Permanent Marking**

Permanent markings shall be affixed in a manner to prevent them from being covered by further assembly.

##### **B.3 Equipment Identification Markings**

**B.3.1** The master control panel (and other major assemblies) of control systems supplied in accordance with this specification shall have permanent markings (e.g. affixed with a name plate) that include, as a minimum, the following information:

- a) Manufacturer's name or mark;
- b) Model name or part number, or both;
- c) Serial number or unique identifier;
- d) Date of manufacture;
- e) API 16D.

**B3.2** *The Control system subassemblies (e.g. valves, regulators) shall have at least one permanent marking containing, as a minimum, the manufacturer's name or mark and the part number or other suitable unique identification.*

