

API COMMITTEE ON REFINERY EQUIPMENT
Policy and Procedures Manual (Draft 8/25/2003)

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FOREWORD

This manual describes the Committee on Refinery Equipment's (CRE) policies and procedures for the management and coordination of the API refining standards development program and related activities.

1.0 REFERENCES

1.1 API POLICIES AND PROCEDURES

The applicable portions of the following API Policy Statements shall apply:

- Policy 402—Protection of Copyrights Belonging to Third Parties
- Policy 403—Protection of API's Copyrights and Trademarks
- Policy 404—API Records Retention
- Policy 501—Committee Membership and Structure
- Policy 502—Compliance with Anti-Trust Laws
- Policy 602—Voluntary Industry Standards Program
- Policy 603—API Publications Review

1.2 API PROCEDURES FOR STANDARDS DEVELOPMENT

The *API Procedures for Standards Development (Procedures)* provides specific guidance for API standards activities. API standards are developed, revised and interpreted only in accordance with the procedures described therein. The Procedures also provide guidance that allows for the submission of candidate API standards for approval as American National Standards.

1.3 API CRE PARTICIPATION IN ISO TC67/SC6 AND JOINT WORKING GROUPS

Annex A of the ISO Handbook - *Guidelines for API CRE Participation in ISO TC67/SC6 and Joint Working Groups* contains specific information on participation in international standards activities (Section 3.4). (<http://committees.api.org/standards/cre/iscc/ref/docs/gdlnsisotc67.doc>)

2.0 PURPOSE

2.1 MISSION

The mission of the API Committee on Refinery Equipment (CRE) is to promulgate safe and proven engineering practices for the design, fabrication, installation, inspection, and use of materials and equipment in refineries and related processing facilities. These practices are developed and approved as API Standards, API Specifications and API Recommended Practices, in accordance with the *API Procedures for Standards Development* (Section 1.2).

2.2 OBJECTIVES

The objectives of the CRE are as follows:

- a. Develop equipment standards and recommended practices for the design, construction, operation, maintenance and inspection of petroleum refining equipment. Encourage other standards developing organizations to adopt API documents when such adoptions are in the best interest of the petroleum industry
- b. Ensure API membership, participation and support to national and international standards developing organizations having significant impact on the petroleum refining industry
- c. Sponsor and administer research projects that result in improved standards and techniques for managing refinery design, construction, operation, maintenance and inspection

- d. Monitor codes and standards development activities of other organizations, regulatory agencies, and legislative bodies and identify those that will have significant impact on the petroleum refining industry. Recommend actions to the General Committee on Refining
- e. Provide a forum for dissemination of technical information to refiners, vendors, and contractors
- f. Identify technical concerns relating to refinery equipment
- g. Coordinate with API member companies to adequately staff the CRE subcommittees and achieve API's objectives for balance, consensus and due process

3.0 ORGANIZATION

3.1 COMMITTEE ON REFINERY EQUIPMENT (CRE)

The CRE reports to the API General Committee on Refining (GCR). Committee membership is discussed in Section 4. Committee officers and their duties are discussed in Section 5.

3.2 CRE SUBCOMMITTEES

There are nine standing subcommittees of the CRE:

- a. Corrosion and Materials
- b. Inspection
- c. Instruments and Control Systems
- d. Electrical Equipment
- e. Heat Transfer Equipment
- f. Mechanical Equipment
- g. Pressure Relieving Systems
- h. Piping
- i. Pressure Vessels and Tanks

CRE subcommittee members:

- a. Prepare, review, and revise API standards, specifications and recommended practices
- b. Guide API participation in related research
- c. Maintain liaison activities with other domestic and international standard-writing bodies, government agencies, industry associations and independent research organizations.
- d. Sponsor meetings and general interest sessions during the spring and fall refining conferences associated with refinery equipment and practices related to the subcommittee area of specialty.

3.3 PROJECT COORDINATION COMMITTEE

The Project Coordination Committee (PCC) is responsible for reviewing proposed projects (standards, research, special activities, etc.), as assigned by the CRE chairperson, for recommendations to the CRE. The PCC has oversight responsibility to insure that CRE standards are updated in accordance with the *API Procedures*. Finally, the PCC reviews and monitors the CRE subcommittees annual research budget requests to assure that research funds are appropriately allocated to projects from the CRE and its subcommittees based on priority and timing. Specifically, the PCC:

- a. Reviews Project Justification Requests and considers such factors as demand for the proposed or existing document, duplication or potential duplication of efforts by API or another standards developing organization, benefit to industry, resource requirements, and need for coordination with other CRE subcommittees or outside organizations
- b. Monitors research expenditures considering the importance of continuity, competing priorities, relative timing of each project and other factors.

At each biannual Refining Meeting the PCC shall submit a report to the CRE recommending acceptance or rejection of each Project Justification Request submitted since the last meeting and a budget summary recommending spending levels for the current budget year with a four-year projection.

3.4 INTERNATIONAL STANDARDS COORDINATING COMMITTEE (ISCC)

The ISCC is responsible for coordinating the international standards participation activities of those CRE subcommittees that participate in ISO, IEC and other international activities. The ISCC also monitors the activities of the ISO/IEC standards-writing activities that are common to those of the CRE, such as in ISO/TC67/SC 6 (*Processing Equipment and Systems*) and related ISO Joint Working Groups, and reports on those activities to the CRE and its subcommittees. The ISCC is not a policy setting committee and does not contain voting members. The ISCC:

- a. Develops and maintains liaison with ISO/TC67/SC6, and acts as a central contact for communication between SC 6 and the CRE. Also participates in TC67/SC6 activities as appropriate.
- b. Assesses the effectiveness of CRE involvement in international standard writing activities and recommends improvements and policy revisions to the CRE.
- c. Identifies nominees for appointment to the U.S. Technical Advisory Group (TAG) for TC 67/SC 6.
- d. Monitors the responsiveness of the CRE practices and procedures as they change to meet the needs of the international community and recommend improvements as appropriate
- e. Assists CRE subcommittees in the development of candidate international standards.
- f. Monitors federal actions regarding proposed efforts to require ISO standards and report on those effort to the CRE
- g. Work with other non-U.S. organizations such as Europia to ensure appropriate participation, communication and coordination.
- h. Chairman is requested to act at Head of Delegation to ISO TC67/SC6 plenary meetings
- i. Chairman assists with the development of the US Technical Advisory Group (TAG) position on ISO ballots where API is TAG administrator in accordance with Annex A of the ISO Handbook - *Guidelines for API CRE Participation in ISO TC67/SC6 and Joint Working Groups* (Section 1.3).

3.4.1 PARTICIPATION IN INTERNATIONAL STANDARDS ACTIVITIES

To maintain the effectiveness of API/CRE in global standardization, the long-term vision is to have a single world set of refinery standards. To support this vision and to maintain the effectiveness of API and CRE in global standardization efforts, the subcommittees shall initiate and maintain communications with corresponding elements of ISO to maintain awareness of current and planned activities and establish cooperation. One objective of this communication and cooperation shall be to minimize the differences between CRE standards and international (ISO) or European (CEN) standards. Individuals proposed by the subcommittees to serve as "US Experts" are approved by the ISCC. US Experts attend selected ISO working groups to represent US views and opinions.

The CRE encourages global participation in order to broaden the input to and improve worldwide acceptability of API standards. These activities should include active solicitation of input from the worldwide community, including ISO utilizing this input. The affected subcommittees shall identify to the CRE the international input that will be solicited in the form of a ballot at the time approval is sought for subcommittee ballot. Involving representatives of the worldwide community in the subcommittee balloting process is encouraged.

4.0 MEMBERSHIP

4.1 COMMITTEE ON REFINERY EQUIPMENT

CRE members shall be employees of API corporate members or representatives designated by API general member companies that are engaged in the petroleum refining or related process industries. Members should have the support of their companies to participate in CRE activities and attend meetings as required. Multiple memberships from a single company are prohibited. The chairperson makes CRE membership appointments after consultation with staff.

4.2 PROJECT COORDINATING COMMITTEE

Project Coordinating Committee members shall be members of the CRE and represent a broad working knowledge of the programs and activities of each of the nine CRE subcommittees. The CRE Chairperson shall appoint members of the PCC.

4.3 INTERNATIONAL STANDARDS COORDINATING COMMITTEE

The International Standards Coordinating Committee (ISCC) shall be made up of four members from the CRE appointed by the CRE Chairperson and a minimum of two members from each CRE subcommittee with standards being considered by ISO or ISO. The subcommittee chairperson shall appoint the subcommittee representatives.

4.4 CRE SUBCOMMITTEES

CRE subcommittees are organized by subject area and are assigned the responsibility by the CRE to form, guide and coordinate standards development activities in their subject areas. Subcommittees may contain voting and non-voting members. Subcommittees may function as standards committees in accordance with Section 4.2 of the *API Procedures* and therefore the roster of voting members must meet the due process and balance requirements of Section 7.1 of the *Procedures* for the purposes of developing consensus on a standards action.

Alternatively, subcommittees may form subgroups with a voting membership that meets the due process and balance requirements for the same purpose.

Subcommittees also provide oversight to task forces responsible for (1) the definitive content of one or more standards and (2) the development of responses to views and objections resulting from ballots and public comments.

To provide for a reasonably sized subcommittee organization, the maximum number of voting members should be limited to approximately 35. If allowing membership by all interested parties would result in exceeding the recommended voting member limits, the Subcommittee chairperson has the option to review membership requests, provide guidance in filling vacancies and endeavor to obtain additional appointments in order to maintain balance. Preference for voting members is usually assigned to those individuals that can contribute to the broadest range of technical content for that subcommittee. Multiple memberships from a single company are prohibited

4.5 TASK FORCES

Task forces are subgroups representing one or more subcommittees assigned to develop a particular project, such as the revision or development of a standard, specification or recommended practice. Task forces also provide a resource to address ongoing revisions for continuously updated standards, assist API in responding to requests for interpretations and providing support to ISO activities. Subcommittee approval is required to create a task force.

When task forces are established, the task force chairperson shall attempt to maintain a reasonable balance of representation of users and non-users, provided that in achieving this balance the requisite technical expertise is obtained. Membership on the parent subcommittee is not a prerequisite. Task Forces may be dissolved upon completion of a particular task or continue on an ongoing basis to respond to technical inquiries or maintain a continuously updated standard, specification or recommended practice.

4.5 REMOVAL FROM MEMBERSHIP

Members of the CRE and any subordinate group may be removed from membership by the CRE chairperson, in consultation with the subgroup chair, for failure to attend regular meetings, failure to return ballots, or failure to otherwise contribute to the work of the committee or subcommittee for two years or longer. When any one or a combination of these factors are observed, the CRE staff will notify the nominating company that the member will be removed. If the company desires to continue to be represented, a new member may be nominated.

5.0 OFFICERS AND THEIR DUTIES

5.1 COMMITTEE ON REFINERY EQUIPMENT

The officers of the Committee on Refinery Equipment are chairperson, vice-chairperson, and secretary (a non-voting API department staff member). The chairperson and vice-chairperson are appointed for a two-year term commencing January 1. The vice chairperson will normally succeed the chairperson.

5.1.1 CHAIRPERSON

The chairperson is the presiding officer at all meetings of the CRE and in consultation with API staff, establishes the time, date, and agenda for committee meetings, and ensures that the activities and policies of the CRE conform to the objectives of the American Petroleum Institute and the directives of the General Committee on Refining. All meetings are to be conducted according to the principles of parliamentary procedure as set forth in Robert's Rules of Order. The CRE chairperson, further approved by the chairperson of the General Committee, approves recommended changes to the committee structure.

The chairperson is responsible for keeping the General Committee informed of the activities of the CRE and its subcommittees by preparing brief summary reports and presenting them, in writing and in person, if required, to the General Committee at the spring and fall meetings.

5.1.2 VICE-CHAIRPERSON

The vice-chairperson assists the chairperson in all the administrative duties of committee leadership, manpower assignment and in long-range planning. In the absence of the chairperson, or at the chairperson's request, the vice-chairperson assumes the duties of the chairperson. The vice-chairperson also serves as chairperson of the Project Coordination Committee.

5.1.3 API STAFF

An API staff person is responsible for communicating API policy and providing procedural guidance and administrative support to the committee. The staff person is also responsible for the preparation of the minutes, record of attendance of all meetings of the CRE, and maintaining files and records in accordance with the appropriate API Policies and Procedures.

The staff person shall give timely written notice to each subcommittee chairperson of the need to revise or reaffirm any publication and shall handle all correspondence and maintain all records of requests for interpretations of API standards, specifications and recommended practices in the CRE subject area.

5.2 CRE SUBCOMMITTEES

The officers of the CRE subcommittees are chairperson, vice-chairperson, and secretary (when assigned). The officers of each subcommittee are appointed for a three-year term. The vice-chairperson will normally succeed the chairperson. The goal of succession is to maintain continuity in committee programs. The subcommittee chairperson may nominate other officers to assist the chairperson in carrying out subcommittee activities.

Subcommittee chairpersons are responsible for guiding the activities of their respective membership in the accomplishment of the purpose for which the subcommittees were appointed. The subcommittee chairperson appoints the chairperson of any task forces established within a subcommittee. The chairperson establishes the time, date, and agenda for committee meetings and submits the agenda to the CRE secretary for distribution. The chairperson is responsible for the preparation of minutes for all meetings. The chairperson may appoint a secretary to prepare minutes. The chairperson informs the CRE of the progress of his subcommittee work by presenting brief oral reports to the CRE at the Refining Department spring and fall meetings.

Subcommittee vice-chairpersons assist the chairpersons in all the administrative duties of committee leadership and in long-range planning. They are responsible for the program portion of the subcommittee meetings. In the absence of a chairperson, or at the chairperson's request, the vice-chairperson assumes the duties of the chairperson.

The subcommittee secretary is responsible for the preparation of subcommittee minutes and record of attendance of all meetings of the subcommittee. The secretary receives changes and corrections to the minutes for approval at the next subcommittee meeting.

5.3 TASK FORCES

See Appendix A for a description of the duties of task force officers.

5.4 PROJECT COORDINATION COMMITTEE

The Chairperson of the Project Coordination Committee shall normally be the Vice Chairperson of the CRE. The Vice-chairperson shall normally be the Past Chairperson of the CRE.

6.0 OPERATIONS

6.1 MEETINGS

Operations of the CRE will be conducted in accordance with API Policy 602 and the API Standards Procedures.

6.1.1 REGULAR CRE AND CRE SUBCOMMITTEE MEETINGS

CRE standards activities are open to all interested parties having a direct and material interest including users, manufacturers, contractors, consultants and the general public. The CRE and its subcommittees meet twice each year in conjunction with the spring and fall Refining Conference. Agenda shall be prepared for each meeting and submitted to the appropriate API staff for distribution to all attendees. A record of attendance shall be maintained of all attendees and returned to API headquarters for permanent retention.

6.1.2 TASK FORCE MEETINGS

The task force chairperson will set the time, place, and frequency of task force meetings. Task forces may meet during the spring and fall Refining Conference and other times when necessary to complete the work of the group. Use of teleconferencing and webconferencing combined with electronic distribution of minutes and work products is encouraged. Further guidance for the conduct of task force activities is provided in Appendix A.

6.1.3 NOTICE OF MEETINGS

Notice of regular committee and subcommittee meetings and an agenda for the meeting shall be provided to all members and other interested parties at least 30 days before the meeting date. The API Office of General Counsel shall review agendas in advance. It is the responsibility of the subcommittee chairpersons to advise API staff in advance of the meeting date of meeting space and visual aid requirements

6.1.4 MEETINGS PROCEDURES

The chairperson or his/her delegate will preside over all committee and subcommittee meetings. Attendance will be open to all, and all in attendance, including guests, will sign the record of attendance. A quorum is not required for committee actions not related to standards approval. A simple majority of members present and voting can approve or disapprove matters brought before the group for action. The chairperson may, at their discretion, ask that the user committee meet in executive session. Executive sessions deal only with administrative matters related to committee activities and do not deal with standardization matters.

6.1.5 MINUTES AND RECORDS

The chairperson is responsible for the preparation of minutes for meetings. Minutes for distribution will be submitted to the CRE secretary. Minutes of all regular and special meetings of CRE and all its subcommittees shall be mailed to the members of those groups and other attendees within 60 days following the meeting. The CRE secretary provides copies of minutes to the General Committee on Refining lawyer/advisor and the API Office of General Counsel. API shall retain official copies of these minutes in accordance with their record retention policy.

Minutes are required and will be made available to all members of the committee or subcommittee.

6.2 BUDGETS

CRE subcommittees may submit budget requests for research and program funds to the CRE for the coming budget year.

All budget requests should be fully supported giving the justification for the work and the probable consequence if the work is not undertaken. For each new project, the subcommittee shall submit a project proposal to the secretary of CRE including a title, the objectives of the project, and a description of the work.

In addition, each subcommittee shall submit estimates for budget requirements for four years beyond the current budget year. These requirements will be the basis for the CRE five-year research and special projects plan.

Following submittal by each subcommittee and review by the CRE Project Coordination Committee, the budget proposals will be provided to the CRE members for priority ordering. The director of the Standards Department will consolidate, in consultation with the General Committee on Refining, all unclassified budget requests and with the CRE secretary's assistance, justify requested budget items to the vice-president of Industry Operations and to API's director of Management and Budget. CRE will be kept informed of adjustments to its budget requests and consulted for additional justification or guidance as required. Prior to the fall meeting, the chairperson of CRE will receive a final recap of the consolidated CRE budget for the coming year.

CRE subcommittees who have received funds for sponsored research are responsible for setting the scope and objectives of that work and monitoring its progress. Typically, members of the subcommittee carry out this responsibility, meet periodically with the research organization doing the work, and report to the subcommittee on progress at all regular meetings. The results of the work must be made available to industry and the general public. When appropriate the research will be published by API and given wide distribution.

6.3 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 refinery equipment. Since these discussions are informal, no records are kept. Legal guidelines must be observed in order to avoid inappropriate discussions concerning a supplier's quality control achievements or failures. Discussions must not (1) damage a supplier's competitive position; (2) inhibit any purchaser from selecting any quality level he chooses, or (3) establish any barriers for entry of any supplier into the field. Round table discussions should adhere to the following general guidelines:

- a. Never agree on or recommend the use or non-use of a specific item or manufacturer.
- b. Be sure that all statements about a product or manufacturer are factual and correct.
- c. Do not advertise, promote, or disparage proprietary products or processes.
- d. Do not estimate future prices or costs or supply and demand from which prices or costs might be extrapolated.

6.4 LIAISON WITH OUTSIDE ORGANIZATIONS

To provide coordination, to avoid duplication, and to represent the refining industry viewpoint in other standards-writing organizations, CRE subcommittees are encouraged to identify those bodies with which liaison is necessary. Examples are ASTM, American National Standards Institute, American Society of Mechanical Engineers, National Electrical Manufacturers Association, National Association of Corrosion Engineers, American Welding Society, Institute of Electrical and Electronics Engineers, National Fire Protection Association, Engineering Equipment and Material Users Association, Instrument Society of America, CEN, ISO and other groups.

Having determined a need for such liaison, the subcommittee should obtain approval from the chair of the External Standards Coordination Committee and request the aid of CRE or API staff in implementing liaison activities. Typically, the appointment is made in the name of the director of the STANDARDS Department.

The liaison representative should present a written report at each regular meeting of the subcommittee and should seek guidance from the subcommittee or CRE so that the industry and API standards activities may be best represented.

6.5 CRE SUBCOMMITTEE SPONSORS

To improve communications and coordination between CRE and its various subcommittees during the conduct of committee business, the CRE chairperson assigns liaison responsibilities to members of CRE to maintain close coordination with a specific user subcommittee and its non-user counterpart.

The Subcommittee Sponsor will assist the subcommittee and its officers in the multiple roles of advisor, mentor, and advocate to increase the effectiveness of the subcommittee. The sponsor shall serve for a period of three years; rotation is staggered with the rotation of subcommittee chairs (For example, 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).

6.5.1 QUALIFICATIONS

To qualify as a sponsor, the CRE member should ideally:

- a. Be knowledgeable of the workings of the API,
- b. Have a minimal amount of other responsibilities for other CRE committees in order to have sufficient time available to devote to subcommittee issues, and
- c. Have a background in the technical area covered by the subcommittee.

6.5.2 RESPONSIBILITIES

- a. The sponsor's responsibilities, in relation to their roles, are:
- b. Advisor – Keep the subcommittee chair apprised of CRE proceedings that affect the subcommittee. Assist the subcommittee chair in the selection of candidates for Resolutions of Appreciation (this is also part of the "Advocate" role).
- c. Mentor – Provide constructive criticism to the subcommittee chair concerning the work of the subcommittee. Suggest ways to improve subcommittee processes.
- d. Advocate – Accompany the subcommittee chair to meetings with the Project Coordination Committee of the CRE to aid in the approval of projects, standards, or studies proposed by the subcommittee. Consult with the subcommittee chairperson (and officers), prepare to explain subcommittee proposals, consent agenda items, etc. to the CRE.

6.5.3 DUTIES

Specific duties include:

- a. Consulting with the subcommittee chair on matters concerning the CRE at least once at each Refining Meeting.
- b. Attending as many subcommittee meetings as practical, but particularly meeting with the subcommittee officers as a minimum.
- c. Helping to prepare the alternate sponsor to assume the position of sponsor.

6.6 STANDARDS DEVELOPMENT

Committee work on developing a new standard or revising an existing standard commences with CRE approval of the project. To obtain CRE approval, the subcommittee must justify the need for the new standard or the requirement for revision of an existing standard in writing. The justification should be prepared using the publications justification form that is submitted to the Project Coordination Committee through the CRE for secretary for approval. If the project justification is acceptable to the Project Coordination Committee, they will request CRE approval during the PCC report to the CRE. The Project Justification Committee may refer projects back to the subcommittee for additional justification.

In preparing justifications, the subcommittee should consider at least the following:

- a. Does the publication satisfy a technical or safety need?
- b. Does any other publication (including the publications of other trade associations or private publishers) satisfy this need?
- c. What resources (research, committee time, API staff, etc.) are required?
- d. What is the priority of the project compared with other projects already underway within the subcommittee?
- e. What subcommittee work could be curtailed if it is necessary or desirable to maintain only the current level of effort?
- f. What would be the consequences if the project did not go forward?
- g. What is the benefit to the industry?

The following additional considerations are required for publications that are to be revised:

- h. Will the revision result in improvements in the technical requirements or safer operations?
- i. What is the date of the current edition? Is it in error or significantly out of date?
- j. What is the sales history of the current edition of the document? (CRE secretary will supply this information.) Is interest in the document sufficient to warrant maintenance or updating?

Publications justifications should be signed by the subcommittee chairperson and endorsed by the CRE sponsor to the subcommittee.

Once CRE Project Coordination Committee and the CRE approve the project, the subcommittee shall form a task force responsible for drafting the standard. CRE may direct or the subcommittee may decide to solicit membership in the group from the membership of other subcommittees whose scope relates to the work being undertaken. Appendix A to this manual provides more specific guidance on the organization and activities of task forces in developing standards.

API staff is responsible for ensuring that any API groups that may have a related interest or concern review standards. API policy also requires that all proposed standards should be reviewed by legal counsel prior to publication. Comments and recommendations resulting from these reviews will be forwarded to the task force or subcommittee chairperson or will be included in ballot summaries.

6.7 RECOGNITION AND AWARDS

The CRE places a high value on the resources that are represented by participants on subcommittee and task force activities. In many cases volunteers spend a significant amount of personal time and effort to insure that the documents produced are of the highest technical quality. Recognition for contributions made to the work of the CRE organization can be based upon demonstration of outstanding leadership or a significant technical contribution to a CRE work product. Both are equally important in advancing the work of the CRE and the industry.

There are four types of awards available for CRE participants:

6.7.1 CRE SUBCOMMITTEE RESOLUTION OF APPRECIATION (ROA)

The CRE Subcommittee Resolution of Appreciation is presented to 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 is prepared on behalf of the recipient and is included on the certificate that is signed by the CRE Subcommittee Chairperson and API staff. This recognition is announced by the CRE Chairperson at the Welcoming breakfast and presented at a subsequent subcommittee meeting.

6.7.2 CRE CITATION FOR SERVICE (CFS)

The CRE Citation for Service award is presented to an individual who has demonstrated continued and dedicated service, contributing leadership and technical expertise in support of a variety of CRE and subcommittee activities, typically for a minimum of ten years. A certificate is prepared on behalf of the recipient that is signed by the CRE Chairperson and API senior staff. The CRE Chairperson presents the certificate to the recipient at the Welcoming breakfast.

6.7.3 API CERTIFICATE OF APPRECIATION

The API Certificate of Appreciation is typically 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 COA have held multiple leadership positions within the CRE organization and have significantly influenced the work of the

committee and its subgroups in a number of strategic areas, or chaired a senior level committee. A specially prepared certificate is prepared on behalf of the recipient that is signed by the CRE Chairperson and API senior staff. The Chairperson of the General Committee on Refining (GCR), the parent committee of the CRE presents the certificate to the recipient at the Welcoming breakfast and the recipient is invited to make a brief comment.

6.7.4 CRE OUTGOING CHAIRPERSON'S AWARD

The CRE Outgoing Chairperson's award is presented to outgoing Subcommittee Chairpersons and the outgoing CRE Chairperson at their last meeting in that position. The award consists of a half-gavel on a wooden plaque inscribed with the recipient's name, the name of the committee and years of service. The CRE Chairperson presents outgoing Subcommittee Chairpersons' plaques and the GCR chairperson presents the outgoing CRE Chairperson's plaque at the Welcoming breakfast.

END