

API Guide for Adoption of ISO Standards as US National Standards

3rd Edition, March 2006



Table of Contents

0	Introduction
1	Scope
2	References
3	Definitions
4	Front Cover & Designation of Standards
5	Front Material
6	Body of Standard
7	Balloting & Submittals
Annex A	Identification/Explanation of Changes
Annex B	API Monogram Annex
Annex C	API Adopt-back Templates
Annex D	Templates

0 Introduction

API staff and committees should use this document as guidance when preparing to adopt-back an ISO standard as an API/ANSI 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 21-2, *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*.

1 Scope

This document addresses the process of adopting back an ISO standard as an American National Standard with commentary added where appropriate. Templates are available for use in preparing adopt-back ballot versions of API/ISO standards (see Annex D). Special situations may arise that will result in deviations from these guidelines.

For our purposes, there are two types of adopt-backs – identical (IDT) and modified (MOD).

2 References

ISO Guide 21-1, *Regional or national adoption of International Standards and other International Deliverables – Part 1: Adoption of International Standards*, First Edition 2005

ISO Guide 21-2, *Regional or national adoption of International Standards and other International Deliverables – Part 2: Adoption of International Deliverables other than International Standards*, First Edition 2005

ANSI Procedures for the National Adoption of ISO and IEC Standards as American National Standards.

3 Definitions

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

3.2 Identical Adoption: Adopt the ISO standard as is, with editorial changes, and/or with the addition of an Informative Annex.

3.3 Modified Adoption: Adopt the ISO standard with technical changes (must include identification and explanation of the changes)

3.4 Technical Corrigenda: Equivalent to an API Errata

4 Front Cover Material and Designation of Standards

4.1 General

All API adopt-backs of ISO standards must be processed through ANSI (see 7.2 for required ANSI submittals) for acceptance as American National Standard. Therefore, all standards must be represented and designated in accordance with ANSI procedures. The ANSI logo or the words “an American National Standard” must appear on the cover of all standards. 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 should be placed at the top of the front cover, with the appropriate designation placed below the title (see 4.2 or 4.3). The complete ISO title and its designation should be placed below the API adopt-back designation. Any logos should be placed at the bottom of the front cover.

API Specifications that fall under the Monogram Program shall indicate an effective date that is no less than 6 months after the publication date.

ISO standards that have existing Amendments and/or Technical Corrigenda at the time of adopt-back shall be included in the adopt-back ballot and noted on the front cover.

4.2 Identical Adoption Designation

When a national standard is identical to an ISO standard, this should be evident to the reader immediately on the cover. Identical adoptions should be designated as follows:

API Title
ANSI/API XX
Edition, Month/Year

ISO XXXXX:Year, (Identical) Full ISO Title

See Annex D.1 for the template format

4.3 Modified Adoption Designation

When a national standard is a modified version of the ISO standard, this should be evident to the reader on the front cover. Modified adoptions should be designated as follows:

API Title
ANSI/API XX
Edition, Month/ Year

ISO XXXXX:Year, (Modified) Full ISO Title

See Annex D.1 for the template format.

4.4 Monogram Adoption Designation

A national standard , either modified from or identical to the ISO standard, may include the API Monogram Program requirements. This should be noted on the front cover 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

Contains API Monogram Annex as part of US national Adoption.

ISO XXXXX:Year, (Modified/Identical) Full ISO Title

See Annex D.2 for the template format.

5 Front Material

5.1 General

All adopt-backs shall include the API Special Notes (to be added by API editorial staff), and an API Foreword. The ISO Foreword and Introduction should be retained. API editorial staff will generate a Table of Contents prior to publication.

The following language shall be placed in the API Foreword of all standards:

"Nothing contained in any API publication is to be construed as granting any right, by implication or otherwise, for the manufacture, sale, or use of any method, apparatus, or product covered by letters patent. Neither should anything contained in the publication be construed as insuring anyone against liability for infringement of letters patent.

This document was produced under API standardization procedures that ensure appropriate notification and participation in the developmental process and is designated as an API standard. Questions concerning the interpretation of the content of this publication or comments and questions concerning the procedures under which this publication was developed should be directed in writing to the Director of Standards, American Petroleum Institute, 1220 L Street, N.W., Washington, D.C. 20005. Requests for permission to reproduce or translate all or any part of the material published herein should also be addressed to the director.

Generally, API standards are reviewed and revised, reaffirmed, or withdrawn at least every five years. A one-time extension of up to two years may be added to this review cycle. Status of the publication can be ascertained from the API Standards Department, telephone (202) 682-8000. A catalog of API publications and materials is published annually and updated quarterly by API, 1220 L Street, N.W., Washington, D.C. 20005.

This standard shall become effective on the date printed on the cover but may be used voluntarily from the date of distribution.

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.

Suggested revisions are invited and should be submitted to the API, Standards Department, 1220 L Street, NW, Washington, DC 20005, or by email to standards@api.org. "

When blanket editorial changes, such as changing a decimal comma to a decimal point, are made in an adopt-back standard (identical or modified), the following statement, identifying the changes, shall be placed in the API Foreword:

"In this American National Standard, the following editorial changes have been made throughout the document: insert appropriate changes"

5.2 API Foreword – Identical Adoption

In addition to the items shown in 5.1, the API Foreword of an identical 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."

See Annex D.3 for the template format.

5.3 Foreword – Modified Adoption

In addition to the items shown in 5.1, the API Foreword of a modified 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."

Choose one of the following for modification:

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 adopt-back version.

The modifications have been noted with an arrow (→) adjacent to the clause, table, figure, etc. that has been modified.

A complete list of modifications can be found in Annex Insert appropriate Annex Designation.

OR

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 adopt-back version.

The modifications are marked with a change bar in the margin throughout the text."

If the changes are not incorporated into the text, select the first option on the template and insert the proper Annex Designation.

If incorporating the changes directly into the text, select the second option on the template.

6 Body of Standard

6.1 Allowed Changes

6.1.1 Identical Adoption

The following minor editorial changes may be made to the ISO standard and the resulting American National Standard will be considered an identical 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 by ISO to the international standard
- Changes to the title to be consistent with an existing series of 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 the international 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

6.1.2 Modified Adoption

Technical changes to ISO standards are allowed either before the adopt-back ballot or as a result of comments received during the ballot process. If technical changes are made, the American National Standard will then be a modified adoption of the ISO standard. The technical changes must be identified in the text (see 6.2) and explained (see Annex A).

6.2 Marking of Changes

Technical changes and errata items can either be incorporated directly into the text of the adopt-back standard and marked with a change bar in the margin, or marked with an arrow (➔) in the margin adjacent to the item that has been altered with the specific change given in the Modifications Annex.

6.3 Referenced Standards

There is a statement regarding the replacement of the standards referenced in the ISO standard with equivalent international or national standards that must be placed in the API Foreword of all adopt-back standard (see 5.1).

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

7 Balloting and Submittals

7.1 API ballots

It is highly recommended that the adopt-back ballot be conducted after the ISO standard is published, rather than at the FDIS stage. The reason for this is that there is a high likelihood of changes being made to the ISO standard between the FDIS ballot stage and publication. If you choose to ballot the FDIS version of the ISO standard for adopt-back, the published ISO Standard should be checked closely for editorial and inadvertent technical changes that may impact the adopt-back ballot.

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

7.2 ANSI submittals

All API adopt backs of ISO standards must be processed through ANSI (for online submissions go to www.ansi.org) for acceptance as American National Standard. The required ANSI submittals are as follows:

- **Project Initiation Notice (PINS) form** – this should be submitted online to ANSI as soon as possible after decision to adopt back the ISO standard is made
Note: A PINS form is not required if the ISO Standard has been published prior to the adopt-back ballot.
- **BSR-8 form** – this should be submitted online to ANSI prior to sending the adopt back ballot to the API subcommittee

- **BSR-9 form** – this should be submitted to ANSI following resolution of the adopt back ballot comments and objections

Annex A

Identification/Explanation of Changes

All changes to the ISO Standard, except those noted in Clause 6.1.1 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 as follows:

Annex insert appropriate designation

(Informative/Normative)

Identification/Explanation of Changes

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 changes directly into the standard, 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 changes 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

(should begin with word “Add”, “Replace”, or “Delete”)

Annex B

API Monogram Annex

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

Annex insert appropriate annex designation

(Informative)

API Monogram

Insert Annex designation.0 Introduction

The API Monogram Program allows an API Licensee to apply the API Monogram to products. 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. 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.

When used in conjunction with the requirements of the API License Agreement, API Specification Q1, including Annex Insert Proper Annex Designation, 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..

For information on becoming an API Monogram Licensee, please contact API, Certification Programs, 1220 L Street, N. W., Washington, DC 20005 or call 202-682-8000 or by email at quality@api.org.

Insert Annex designation.1 API Monogram Marking Requirements

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

(insert appropriate API Monogram marking requirements)

Insert Annex designation.2 Additional Requirements

(insert any additional requirements if applicable)

Annex C

API Adopt-back Templates

C.1 General

There are templates available for use in preparing adopt-back ballots, editorial submissions, etc. located on the shared drive for standards, currently the S drive. The three folders which contain the templates are Covers, Forewords, and Annexes. The following are some 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 templates have been created and copies are contained within this document (see Annex D). The electronic templates are located in the shared drive (S:) in the folder titled “API Adopt-back 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 Adopt-back Guide and Templates” folder. See Annex D.1 and D.2.

- 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 Adopt-back Guide and Templates" folder. See Annex D.3 and D.4.

- Foreword- Identical.doc
- Foreword- Modified.doc

C.2.4 Change Annexes

These templates are located in the subfolder "Annexes/Change Annex" in the "API Adopt-back Guide and Templates" folder. See Annex D.5.1, D.5.2 and D.5.3.

- 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 Adopt-back Guide and Templates" folder. See Annex D.6.1 and D.6.2.

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

Annex D

Templates

D.1 Identical/Modified Cover

D.2 Monogram Identical/Modified Cover

D.3 Identical Foreword

D.4 Modified Foreword

D.5 Change Annexes

 D.5.1 Change Annex with Changes in Document

 D.5.2 Change Annex with Changes not in Document

D.6 Monogram Annexes

 D.6.1 Monogram Annex with additional requirements

 D.6.2 Monogram Annex with no additional requirements

D.3 Identical Foreword

API Foreword

Nothing contained in any API publication is to be construed as granting any right, by implication or otherwise, for the manufacture, sale, or use of any method, apparatus, or product covered by letters patent. Neither should anything contained in the publication be construed as insuring anyone against liability for infringement of letters patent.

This document was produced under API standardization procedures that ensure appropriate notification and participation in the developmental process and is designated as an API standard. Questions concerning the interpretation of the content of this publication or comments and questions concerning the procedures under which this publication was developed should be directed in writing to the Director of Standards, American Petroleum Institute, 1220 L Street, N.W., Washington, D.C. 20005. Requests for permission to reproduce or translate all or any part of the material published herein should also be addressed to the director.

Generally, API standards are reviewed and revised, reaffirmed, or withdrawn at least every five years. A one-time extension of up to two years may be added to this review cycle. Status of the publication can be ascertained from the API Standards Department, telephone (202) 682-8000. A catalog of API publications and materials is published annually and updated quarterly by API, 1220 L Street, N.W., Washington, D.C. 20005.

This standard shall become effective on the date printed on the cover but may be used voluntarily from the date of distribution.

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.

Suggested revisions are invited and should be submitted to the API, Standards Department, 1220 L Street, NW, Washington, DC 20005, or by email to standards@api.org.

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.

If appropriate, add:

In this American National Standard, the following editorial changes have been made throughout the document: insert appropriate changes

***Be sure to delete the unwanted portion of text and adjust spacing.**

D.4 Modified Foreword

API Foreword

Nothing contained in any API publication is to be construed as granting any right, by implication or otherwise, for the manufacture, sale, or use of any method, apparatus, or product covered by letters patent. Neither should anything contained in the publication be construed as insuring anyone against liability for infringement of letters patent.

This document was produced under API standardization procedures that ensure appropriate notification and participation in the developmental process and is designated as an API standard. Questions concerning the interpretation of the content of this publication or comments and questions concerning the procedures under which this publication was developed should be directed in writing to the Director of Standards, American Petroleum Institute, 1220 L Street, N.W., Washington, D.C. 20005. Requests for permission to reproduce or translate all or any part of the material published herein should also be addressed to the director.

Generally, API standards are reviewed and revised, reaffirmed, or withdrawn at least every five years. A one-time extension of up to two years may be added to this review cycle. Status of the publication can be ascertained from the API Standards Department, telephone (202) 682-8000. A catalog of API publications and materials is published annually and updated quarterly by API, 1220 L Street, N.W., Washington, D.C. 20005.

This standard shall become effective on the date printed on the cover but may be used voluntarily from the date of distribution.

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.

Suggested revisions are invited and should be submitted to the API, Standards Department, 1220 L Street, NW, Washington, DC 20005, or by email to standards@api.org.

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.

Choose one of the following for modification:

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 adopt-back version.

The modifications have been noted with an arrow (→) adjacent to the clause, table, figure, etc. that has been modified.

A complete list of modifications can be found in Annex Insert appropriate Annex Designation.

OR

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 adopt-back version.

The modifications are marked with a change bar in the margin throughout the text.

A complete list of modifications can be found in Annex Insert appropriate Annex Designation.

AND

In this American National Standard, the following editorial changes have been made throughout the document: insert appropriate changes

***Be sure to delete the unwanted portion of text and adjust spacing.**

D.5 Change Annexes

D.5.1 Change Annex with Changes In Document

Annex insert appropriate designation

Pick one

Identification/Explanation of Changes

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.

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

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

Clause/Subclause
Insert Clause/Subclause

Modification
Insert modification. It should begin with word "Add", "Replace", or "Delete"

D.5.2 Change Annex with Changes Not In Document

Annex Insert appropriate designation

Pick One

Identification/Explanation of Changes

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.

These technical modifications have been noted with and arrow (➔) adjacent to the clause, table, figure, etc. that has been modified.

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

Clause/Subclause
Insert Clause/Subclause

Modification
Insert modification. It should begin with word "Add", "Replace", or "Delete"

D.5.3 Annex Errata in ISO Document

Annex Insert appropriate designation

Pick One

Identification/Explanation of Changes

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.

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

Insert Clause/Subclause

Modification

Insert modification. It should begin with word "Add", "Replace", or "Delete"

