



1220 L Street, Northwest
Washington, DC 20005-4070
(T) 202-682-8490 (F) 202-682-8070
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Rev 01

Announcement 002 Perforator Application & Data Sheet Processing

In order for API to efficiently schedule, process, and manage the records of perforator tests, here are a few steps that shall be followed. This announcement supersedes all previous announcements on subject. Effectively immediately, please adhere to the following guidelines:

1. For consistency, the same test name (description) shall appear on applications, witness reports, registered datasheets, and file names. If the test name changes from the original application name, indicate the change in your forwarding message. When name changes are made subsequent to posting on website
2. **Initial (new) company test applications** must be submitted before API sends an invoice for tests. Multiple tests (for initial and existing applicants) may be included in a single application. Invoices must contain design test names (descriptions) for tracking. For application and invoice matters, contact Kelli Martin, 202-682-8145 or kmartin@api.org.
3. When the application is received and an invoice prepared and paid, Kelli will notify the auditor program manager to schedule witness. It is preferred that applications are sent via email. Invoices will be emailed to applicants. **NOTE:** Initial applicants must pay the application invoice before contacting the auditor to schedule a witness. **The Audit Department will contact witness, who will, in turn, contact the company to make scheduling arrangements after the invoice is paid.**
4. **Existing company test applicants** (those which have previously completed tests and paid for witness and test fees) will be invoiced for all fees after the tests have been completed. If you are an existing company you may email a signed API Perforator Design Registration Agreement directly to our audit department. The agreement may be used for multiple design tests. Send the Agreement to either Shawn Adams at adamss@api.org, 202-682-8076; or Aaron Duke at dukea@api.org, 202-682-8524. Shawn or Aaron will contact and set up witness or tests. Companies may contact the witness directly before or after submitting applications to expedite testing. If the company has arranged a test schedule directly with a witness before an application is received by API, it is the company's responsibility to notify Shawn or Aaron of the arrangement so that the witness schedule can be confirmed.
5. When tests are completed, the witness reports submitted to API must include the raw test data recorded during test. Although this information may be later transcribed into an electronic document, to ensure the reliability and integrity of the report, the actual record of the witness' observations should be included. Each original page must be signed by the witness.
6. Two lines have been added to all test data sheets. Companies should add the date and name of the test as it should appear on the website. The other line is for the addition of the date and name of the test as it appears on the application if it is different from current name. If application name is identical to registered data sheet name enter "Same."
7. When the witness report and registered data sheets are received and data reconciled, the registered data sheet will be posted on the API website.
8. **Witnesses will not be scheduled by API or data sheets posted on the API website until any outstanding balance is paid.**

If you have questions or concerns please contact:
Felix McClairen mcclairenf@api.org 202-682-8490
Aaron Duke dukea@api.org, 202-682-8524
Shawn Adams adamss@api.org 202-682-8076