

Tabs & Stickers

Over the years, our API classes have increased in length. The API codes keep getting longer and API has added codes to each class. MSTS is committed to having API classes that are no longer than six days. So we recently reviewed each of our API classes and tried to identify opportunities to improve our class materials.

Tabs: The top suggestion for improving class materials was to provide more direction on tabbing the codes. Tabbing codes has been a problem for many of our students. Problems include:

- 1) *Poor penmanship.*
- 2) *Tab titles too long, so print size is too small.*
- 3) *Too many tabs, we've seen ASME code books with over 100 tabs*
- 4) *Using tabs with different colors, but the colors had no meaning*
- 5) *Students have minimum practice using the tabs during class to look up answers to typical questions.*
- 6) *Often low value tabs covered up more important tabs.*

So we decided to somehow improve the tabbing process in class. We found a great solution, sheets of tabs that could be used with a computer printer. We determined which tabs are most needed and have printed sets of tabs. So now all API students in MSTS classes will be provided a set of pre-printed tabs.

The pre-printed tabs are easy to read. For some codes we have a color code system that makes information easier to find, *e.g. in ASME Section IX, Welder Qualification is one color, Procedure Qualification is another color.*

Jessie has worked to get this process streamlined so it's almost foolproof and can be rapidly implemented. We also provide a "tab ruler" that provides specific directions on where to place each tab.

In class we will always tab a code prior to covering that code in class. This allows the student an opportunity to practice using the tabs while they are learning about that specific code in class.

Stickers: What's the second change needed in our API classes? Minimize the time used in class to write specific comments in our codes. For example: in ASME Section VIII the hydrotest formula is written in the code as a sentence. So we always have to copy the "real" formula into our codes.

In all future classes we will provide pre-printed stickers that can be placed in the codes. These stickers are easy to use and easy to read. Just peel and paste.

With tabs and stickers all we need now are some coloring books and this would be just like grade school!

Tabs may be purchased by non-MSTS students. Need a set? Just call us at (918) 535-3395.