



December 18, 2014

TO NOCSAE LICENSEES:

SEI Certification Bulletin #9 – SEI Certification Quality Audits

2015 is fast approaching, and as a friendly reminder SEI wants to emphasize the need for NOCSAE licensees to be proactive in working toward SEI certification completion dates. The following list identifies the dates by which your products shall have successfully completed the SEI certification process in order to label products to the new NOCSAE standards. SEI encourages those NOCSAE licensees who have not initiated the certification process to submit their signed manufacturer's agreement as soon as possible.

- January 31, 2015
 - SEI NOCSAE Manufacturer's Agreement Signed.
- August 31, 2015
 - Baseball/Softball Products Certified
- October 31, 2015
 - Football Products (except football gloves) Certified
 - Lacrosse Products Certified
- December 31, 2015
 - Football Gloves Certified
- January 31, 2016
 - Soccer Products Certified

Please understand that there are several steps involved in the certification process, from administrative items to certification testing and quality audits, that need to be successfully completed and approved before SEI certification can be issued. As a result, we have created an SEI Certification Process Flow Chart that we believe will be a beneficial tool for planning and executing the certification process during the upcoming year.

Quality audits and certification testing can be completed simultaneously. One of the more challenging aspects of the process will be coordinating and scheduling the quality audits. SEI has utilized the information from the surveys submitted to compile a list of the potential headquarters and manufacturing locations in an effort to begin coordinating a tentative audit schedule with our auditors. We encourage NOCSAE licensees to initiate the certification process soon to take advantage of the proposed scheduling opportunities; otherwise it could take up to 2 – 3 months to schedule an audit.



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Please be aware that quality audits are required for your headquarters location and manufacturing location(s), if different from your headquarters. Each location will be required to have a quality system and manual in place. The audits, with the exception of manufacturers of only football gloves, will require on-site quality audits at all locations. The audits will need to be successfully conducted and closed out before certification can be issued; this includes approval of all noncompliance corrective actions.

The SEI staff is looking forward to working with each of you during the initiation of the SEI NOCSAE Athletic Equipment Certification Program. As always, if you have any questions, please contact a member of the SEI staff.

Sincerely,



Tricia Hock
Program Development Director

cc: SEI Board of Directors
SEI Quality Auditors
SEI Testing Laboratories
NOCSAE
SFIA

ENCLOSURES: SEI Certification Process Flow Chart
SEI NOCSAE Manufacturer's Agreement