



May 22, 2015

TO NOCSAE LICENSEES:

SEI Certification Bulletin #11 – SEI Certification Submittal Process & Quality Audits

It has been several months since our last SEI NOCSAE bulletin and we are pleased to report the certification process is successfully underway, mainly with our baseball participants which are working toward their certification deadline of August 15, 2015. SEI NOCSAE participants are submitting items listed on the New Participant Checklist, scheduling headquarters and manufacturing location audits, and submitting products for certification testing. Just as a reminder, the certification steps outlined on the New Participant Checklist, including quality audits and product submittals, can be completed simultaneously.

If you are a participant involved in the baseball / softball program you should have been contacted by an SEI auditor by now to schedule your headquarters and manufacturing location audits. **Please contact us if you are a baseball / softball participant and you still have quality audits that need to be scheduled.** For those participants in the football and lacrosse programs, we will begin working with our auditors, starting in June, to begin scheduling the required quality audits with your headquarters locations and manufacturing locations.

Several participants have asked what will be covered during a headquarters quality audit. Depending on what activities occur at the headquarters location, the audit may cover, but not be limited to, the following applicable items as referenced on the SEI Audit Checklist; receiving and shipping processes, nonconforming material, supplier control, infrastructure, traceability, inspection, training, use of the SEI/NOCSAE logo, customer complaints and/or returns, and corporate structure (quality manual, quality policy, organization chart, and any applicable procedures).

Some manufacturing locations are used by more than one SEI NOCSAE participant, which is acceptable, but can make conducting the quality audit a challenge if a representative from the headquarters location wants to be present during the audit. Please understand that in order to maintain confidentiality between the SEI NOCSAE participants, the headquarters representative will only be allowed to observe those portions of the audit when their specific products and/or processes are being audited.

Any time during the initial certification process you can initiate product submittals for certification testing. SEI will need a completed Submittal Form and Components & Materials Form for each model being submitted for certification in order for SEI to authorize the testing laboratory to begin testing. A bill of materials may be submitted in place of a completed Components & Materials Form. When completing your product submittals, it is important that you indicate which approved



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testing laboratory you wish to use for certification testing. If you are submitting any type of helmet for certification testing please include the helmet positioning index (HPI) information, if available, with the product submittal. When submitting the actual samples to the testing laboratory, please identify the samples by the SEI Reference Number, if available at that time, and/or the associated model number. As a reminder, for certification purposes we will be using the NOCSAE standards that have the same effective date as the certification deadline date.

Finally, we wanted to share with you a NOCSAE policy that we recently became aware of and you might find beneficial. The NOCSAE policy states, *“Any equipment that you have already manufactured and certified as meeting the NOCSAE standard, or will manufacture and certify before the effective start date of the SEI certification, can be sold and distributed under the existing license agreement with NOCSAE. Thirty days before the start date of the SEI certification, NOCSAE will send a notice of termination of the NOCSAE license agreement for all manufacturers that have not arranged to migrate to the SEI certification program. Once the notice of termination is received, a manufacturer must immediately stop the use of the NOCSAE names, logos, and other registered properties on any equipment, and may no longer certify compliance with the NOCSAE standards. The exception is for any equipment “to which the Licensed Property has been applied before the effective date of expiration or termination.” NOCSAE interprets this language to permit the manufacturer to complete any manufacturing or assembly of products which were already in the “production process” before the notice of termination.”*

We hope you have found this bulletin to be beneficial. If at any time we can answer any questions please contact me or 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 CPM Section 13: Audit Checklist
SEI CPM Section 30: Submittal Form
SEI CPM Section 30: Components and Materials Form