



August 28, 2014

TO NOCSAE LICENSEES:

SEI Certification Bulletin #6 – Certification Dates

The SEI staff, NOCSAE staff, and SFIA representatives have been working together diligently over the last several months to negotiate and fine tune the details of the SEI NOCSAE Certification Program. As a result, we have finalized and are sharing with you the SEI NOCSAE Manufacturer's Agreement. Based on discussions at the Summer 2014 NOCSAE Board of Directors meeting, certification deadline dates have been established for each sport product category. Additionally, NOCSAE has refined the certification language in NOCSAE Document ND001: *Standard Test Method and Equipment Used in Evaluating the Performance Characteristics of Protective Headgear/Equipment*, which will be reflected in the SEI Certification Program Manual.

SEI Certification Program Manual

The SEI staff is finalizing revisions to the SEI Certification Program Manual (CPM) to reflect 1) the most recent changes made to the NOCSAE Document ND001, and 2) updates relevant to all SEI certification programs. The CPM revision is expected to be sent to all SEI participants, including the NOCSAE licensees we have been in previous contact with, by September 9, 2014. If you have not already requested online access to the SEI website to view the CPM, please contact Bill Fithian (bfithian@seinet.org) to receive your online access credentials. The changes to the CPM include the following:

- Section 15: *Nonconformance/ Departure, Potential Hazard, and Complaints Received by SEI Filed Against Certified Products*
 - Language has been revised to reflect the Equipment/Gear Product Levels established in NOCSAE ND001.
- Section 16: *Withdrawal of Certification*
 - Language has been revised to reflect new terms for undisputed fees.
- Section 18: *Recall Procedures*
 - Language has been revised to reflect new terms for an SEI initiated recall.
- Section 30: *NOCSAE Athletic Equipment Program*
 - Language was added to reflect the NOCSAE licensee prerequisite.
 - Revised QC/QA language to reflect the Equipment/Gear Product Levels established in NOCSAE ND001.
 - A new section, 30.9, has been added for the NOCSAE quality audit procedures.
 - Revised language was made to reflect changes made to the application and annual certification fees.
 - Testing laboratory fees have been revised and/or added.
 - A remote audit checklist has been added.
 - The SEI NOCSAE Manufacturer's Agreement has been added.



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SEI NOCSAE Manufacturer's Agreement

The SEI Manufacturer's Agreement, specifically for the NOCSAE program will be contained within the CPM Section 30: *NOCSAE Athletic Equipment Program*. NOCSAE is requiring that all NOCSAE licensees review, complete, and return the SEI NOCSAE Manufacturer's Agreement to SEI **no later than January 31, 2015**. A copy of the SEI NOCSAE Manufacturer's Agreement is attached for your convenience. The following are key items that were negotiated and finalized for the SEI NOCSAE Manufacturer's Agreement:

- The right and need to recall is now the licensee's decision. SEI has the ability to withdraw a product certification if it has been determined that the product does not meet the applicable NOCSAE standard(s).
- The licensee now has the right to seek judicial review of a decision of the Appeals Board.
- Payment terms have been changed to a 45-day payment term.
- The licensee will now have 60 days to lodge a dispute over an invoice instead of 30 days.

Certification Deadline Dates

As determined and agreed upon at the Summer 2014 NOCSAE board meeting, the following certification deadline dates have been established by NOCSAE. In order to manufacture and sell SEI certified NOCSAE products after these dates, NOCSAE licensees shall have fulfilled all the SEI requirements for third party certification for all applicable models.

- August 31, 2015
 - Baseball/Softball Products
- October 31, 2015
 - Football Products (except football gloves)
 - Lacrosse Products
- December 31, 2015
 - Football Gloves
- January 31, 2016
 - Soccer Products

Other Important Items

SEI would like to encourage the NOCSAE licensees to be proactive and initiate the SEI certification process as soon as possible. There are several items that we can begin taking care of immediately.

- Optional Pre-Audits: We are wrapping up the pre-audits, but there is still time to take advantage of this service.
- Scheduling Audits for early 2015: If you wish to get a head start on completing the quality audit requirements, we can begin scheduling the required quality audits for the headquarters and factory (ies).
- Annual Participation Fees: Please complete the attached Confidential Sales Report so we can begin preparing the 2015 Annual Participation and Certification Invoices. If you choose to begin the certification process for select and/or all models in 2014, SEI will waive the typical pro-rated annual participation fee for 2014.

- Insurance: Evidence of product liability insurance must be provided, in English, with minimum coverage of US \$2,000,000, listing the SEI Officers, Directors, and Staff as additional insureds. Contractor category on ISO Form CG 20 37 with respects to completed operations – the manufacture and sales of all products certified by SEI. Additional details on this requirement can be found in the SEI NOCSAE Manufacturer’s Agreement. If you have any questions regarding the product liability insurance, please contact Anna Bowley (abowley@seinet.org).

As always, the SEI staff is available to answer questions and to ease the transition to third party certification. Please feel free to contact any member of the SEI staff for assistance and guidance through this process.

Sincerely,



Tricia Hock
Program Development Director

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

ENCLOSURES: SEI NOCSAE Manufacturer’s Agreement
Section 6: Standards (Schedule A)
Confidential Sales Report