



January 22, 2015

TO NOCSAE LICENSEES:

SEI Certification Bulletin #10 – SEI Certification Program / New Participant Checklist

We would like to welcome those participants that have submitted their signed SEI NOCSAE Manufacturer's Agreement to SEI! For those of you who have not submitted a signed Manufacturer's Agreement there is still one week left to meet the NOCSAE deadline. We are looking forward to working with each of you. In an effort to ensure everyone is moving in the right direction to complete the certification process by the certification deadline dates, we will be sending each company who has submitted a signed Manufacturer's Agreement a New Participant Checklist individualized for your company. As a reminder, the certification steps outlined on the New Participant Checklist can be completed simultaneously.

If we have received a completed survey from you, we have taken the liberty of tentatively scheduling a time period for the quality audits of your headquarters location and manufacturing location(s) with an SEI approved auditor. If your company manufactures products in different NOCSAE product categories (i.e., baseball, lacrosse, etc.) we have scheduled the audits using the first approaching certification deadline date as our guideline. The audit dates and auditor contact information will be shared with you when we send your individualized New Participant Checklist. The assigned SEI auditor will be contacting you to coordinate audit dates/details. Based on the tentative audit schedule we have coordinated, you should have adequate time to resolve any noncompliances should they arise during the quality audit.

Everyone who has submitted a completed survey should have already received a cost estimate. Once we receive approval of the cost estimate from you, we can begin working together to schedule the certification testing with the SEI approved test laboratory of your choosing. All testing, initial and annual, will be coordinated through SEI. Because this is initial certification, it will be your responsibility to submit the test samples to the test laboratory. In subsequent years, test samples will be selected by the SEI auditor during the annual quality audit.

To initiate testing with the test laboratory, SEI requires a completed Submittal Form and Components and Materials Form (or an equivalent bill of materials) for each product model being submitted for certification. We have attached the referenced forms for your convenience. Please be aware that you do not have to test all product models at one time, nor do we have to test all product models at the same test laboratory. However, if testing of a product model is started at one test laboratory it must be completed at that test laboratory. For certification purposes we will be using the NOCSAE standards that have the same effective date as the certification deadline date.



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We hope you have found this bulletin to be informative. We are looking forward to sharing your New Product Checklist progress update with each of you. And for those of you who have not submitted the signed Manufacturer's Agreement, we look forward to receiving that soon. If at any time we can answer any questions please contact me or a member of the SEI staff.

Sincerely,

A handwritten signature in black ink, appearing to read "Tricia Hock". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Tricia Hock
Program Development Director

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

ENCLOSURES: New Participant Checklist (blank form)
SEI NOCSAE Survey
Section 30: Submittal Form
Section 30: Components and Materials Form