



January 15, 2016

TO SEI NOCSAE PARTICIPANTS:

SEI Certification Bulletin #13 – 2016 Annual Certification Program

After a successful launch of the SEI/NOCSAE certification program throughout last year, the SEI staff is ready to begin planning and initiating the 2016 annual certification program. But first, SEI would like to thank NOCSAE and all of the NOCSAE participants for their cooperation as we worked through the initial certification process together. There were definitely some challenges to overcome, however overall the SEI/NOCSAE certification program initiation was a success.

SEI and NOCSAE staff members recently met to discuss the details of the 2016 annual certification process. We wanted to share with you the expectations for (1) certification testing, (2) product labeling, (3) quality audits at the headquarters location(s) and manufacturing location(s), and (4) NOCSAE licensee status. We anticipate maintaining a similar schedule, plus or minus a month, which was developed last year (2015) for initial product testing and quality audits. A member of the SEI staff will be contacting each participant when it is time to schedule quality audits and/or collect samples for annual certification testing.

I. Product Submittals & Sampling

SEI is required by its ISO/IEC 17065 accreditations to certify products as specified in the product performance standards. As a result, SEI has followed the NOCSAE standards per the stated language. Additionally, SEI took a thorough and conservative approach in defining the necessary samples needed for initial certification testing.

With the combination of the complete initial certifications completed and the implementation of the QC/QA programs at the participant level, there appears to be adequate data on file to support a modified testing protocol for annual certifications in some NOCSAE program areas. SEI staff will work with each NOCSAE participant to collect samples based on the modified testing protocol for the NOCSAE programs outlined in this bulletin. Please know if your company received a marginal certification letter as part of initial testing, the modified testing protocol may not be used.

Baseball/Softball Batter's Helmets (NOCSAE ND022)

For initial certification SEI required, per the NOCSAE standard, three helmets in each critical size offered by the participant to be tested on **each size headform** the helmet fits.

For annual certification testing, three helmets in each critical size offered by the participant will be tested on the **largest size headform** the helmet fits.

Baseball/Softball Batter's Helmet Mounted Face Protector (NOCSAE ND072)

Face Protectors Offered in More Than One Size

For initial certification of face protectors offered in more than one size SEI required **two sets** of each size face protector for **each stated ball type** be tested on each listed batters helmet model and on **each size headform** the helmet model fits.

For annual certification testing, **one set** of each size face protector for **baseballs** will be tested on each listed batters helmet model that fits the **medium size headform**.

Face Protectors Offered in One Size and Fits More Than One Size Helmet

For initial certification face protectors offered in one size and fits more than one size helmet, SEI required **two sets** of face protectors for **each stated ball type** be tested on all listed batters helmet models that fit the **medium size headform**.

For annual certification testing, face protectors offered in one size and fits more than one size helmet, **one set** of face protectors for **baseballs** will be tested on all listed batters helmet models that fit the **medium size headform**.

Note: NOCSAE ND072 allows for faceguards to be tested as **softball only** faceguards per the Labels and Warnings requirement outlined in sections 7.4 and 7.5. For softball only face protectors the stated ball type will be a softball.

Catcher's Helmets with Faceguard (NOCSAE ND024)

For initial certification SEI required, per the NOCSAE standard, helmets in each critical size offered by the participant be tested on **each size headform that the helmet fits for projectile testing** and on the **largest headform the helmet fits for drop testing**.

For annual certification testing, helmets in each critical size offered will be tested on the **largest headform the helmet fits for both projectile testing and drop testing**.

Football Helmets (NOCSAE ND002)

No modified testing protocol for annual certification.

Football Faceguards (NOCSAE ND087)

For initial certification SEI required faceguards with the **least populated and most populated** facial guard area be tested.

For annual certification testing, faceguards with the **least populated** facial guard area will be tested.

Lacrosse Helmets (NOCSAE ND042) and Lacrosse Face Protectors (NOCSAE ND045)

No modified testing protocol for annual certification.

Lacrosse Balls (NOCSAE ND049)

For initial certification SEI required, per the NOCSAE standard, one dozen balls of **each color** of each model be tested.

For annual certification, if a lacrosse ball model is offered by the participant in multiple colors, a **mix of all certified colors** will be submitted for the one dozen sampling requirement.

Soccer Shin Guards (NOCSAE ND090)

No modified testing protocol for annual certification.

II. Quality Audits

All initial quality audits, at the headquarters locations and supplier locations, were conducted on-site. After reviewing the initial audit reports it has been determined that SEI will conduct remote surveillance (annual) quality audits at headquarters locations that do not have manufacturing capabilities on site.

All headquarters locations with manufacturing and supplier location surveillance quality audits will be conducted on-site. SEI will commission one audit at supplier locations with multiple participants. This will simplify the audit process and will reduce the audit costs, which will be shared between the participants which use that supplier.

III. SEI NOCSAE Logo Transition

Most participants provided electronic artwork illustrating the SEI NOCSAE logo for initial certification of their products as they transitioned from the wording "Manufacturer Certifies" to what is required in the standard for SEI Certification. SEI will expect to see the SEI NOCSAE logo on certified products when submitted for annual certification testing and during the surveillance quality audits.

If a sticker is used for the SEI NOCSAE logo, it must meet the requirements of "permanent" as defined by NOCSAE DOC ND001 *Standard Test Method and Equipment Used in Evaluating the Performance Characteristics of Headgear/Equipment*, Section 3.38. Section 3.38 defines Permanent (Label/Marking) as a label, or similar marking, that cannot be readily (1) removed without leaving a trace of its previous existence (2) erased or (3) smudged to the point that it is illegible. If it requires chemical or mechanical

means such as the solvents, abrasives, grinding, etc., to remove a label or marking, then that label or marking is considered "permanent."

IV. NOCSAE Licensee Status

For initial certification, participants were required to request an email be sent from NOCSAE to SEI stating they were a NOCSAE licensee and in good standing. SEI will confirm on an annual basis with NOCSAE staff that each NOCSAE participant has maintained their NOCSAE license and remains in good standing.

V. 2016 SEI Staff Responsibilities: NOCSAE Program

The following are the SEI contacts for the various NOCSAE Programs:

- All New Participants / Rawlings / Schutt: Tricia Hock
- Baseball: Dean Moran
- Football: Bill Fithian
- Lacrosse / Soccer: Peter Morabito
- Quality Audits: Kate McDonald
- Invoicing: Anna Bowley / Kate McDonald

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