



A Subsidiary of
ASTM INTERNATIONAL

January 10, 2019

TO SEI NOCSAE PARTICIPANTS:

**SEI Certification Bulletin #26
Implementation of NOCSAE QC/QA Pre-Approval Process**

This bulletin serves as a follow-up to **Bulletin #25: NOCSAE QC/QA Protocol Requirements** that was issued on November 22, 2019. As you may recall, the SEI team took several steps to improve our processes associated with the NOCSAE QC/QA requirements, one of which was implementing a pre-approval process of participant QC/QA plans. The goals associated with implementing this process is to effectively determine if 1) the SEI NOCSAE participant has control of their QC/QA plan and 2) the supplier is correctly implementing the plan.

Beginning now SEI NOCSAE participants shall begin submitting their QC/QA plan(s) for each product model type and for each supplier location to SEI's Program Manager, Dave Petit (dpetit@seinet.org). SEI staff and the SEI auditor will review the QC/QA plan(s), using the QC/QA Protocol Review Checklist to determine if the plan meets the NOCSAE QC/QA requirements as specified in NOCSAE ND 001 *Standard Drop Impact Test Method and Equipment for Protective Headgear/Equipment* and NOCSAE ND 011 *Manufacturers Procedural Guide for the Control of Quality and Sample Selection for Testing to NOCSAE Standards*.

Once the QC/QA plan is approved, the SEI auditor assigned to your headquarters and supplier location will be provided with the approved QC/QA plan to assess whether the QC/QA plan is being implemented accordingly. The SEI auditor will utilize the appropriate quality audit checklist; CPM Section 13B *NOCSAE Audit Checklist*, CPM Section 30C *NOCSAE Athletic Equipment Headquarters Remote Audit Checklist*, or CPM Section 30D *NOCSAE Athletic Equipment Supplier Remote Audit Checklist*, that incorporates the same items as CPM Section 30E *QC/QA Protocol Checklist*.

SEI will be hosting a **WebEx Training Session on March 5, 2020** where John Sabelli, SEI auditor, will walk SEI NOCSAE participants through the SEI quality audit process and discuss the NOCSAE QC/QA requirements. This training session will be available for all participants and their supplier quality control representatives. More information will be provided in the near future.

If you have any questions or concerns, please do not hesitate to reach out to either myself or Kate McDonald.

Sincerely,

Tricia Hock
Director, Certification Operations

Kate McDonald
Manager of Finance and Quality Audits

cc: SEI Staff, SEI Quality Auditors, SEI Approved Laboratories, NOCSAE, SFIA



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