



SEI Product Certification - Summary of Program Requirements

Application - Initial Stage

- ❖ Submission of signed manufacturer's agreement, two copies (Chapter 16)
- ❖ Submission of a copy of indemnity (product liability) insurance policy to demonstrate adequate coverage and inclusion of SEI as an additional insured
- ❖ Product submittal form completed, one per model, including product description. Original to be sent to SEI
- ❖ Test samples to be sent directly to testing laboratory, accompanied by a copy of the SEI Certification Submittal Form
- ❖ On-site initial quality assurance audit of the described quality system to verify that it has been satisfactorily implemented and maintained at the manufacturing facility(ies).
- ❖ Payment of the following fees:
 - Application fee (one-time fee)
 - Annual Per Model Certification fee
 - Initial quality audit
 - Product testing
 - Annual participation Fee
- ❖ Upon successful completion of product testing, initial quality audit, confirmation of insurance and payment of fees, a certification letter will be issued by SEI confirming which models may have the SEI logo applied to them and the standard against which they are certified.

Maintenance Stage

- ❖ Surveillance audits to verify continued compliance of the manufacturer's quality system. Initial frequency of two audits per year. SEI may reduce to one per year after three successful visits. (Certification to a NFPA Standard requires two audits per year)
- ❖ Annual selection of samples to represent each certified model - selected during on-site audits and submitted to the SEI laboratory for re-certification testing.
- ❖ Manufacturer's internal periodic testing to confirm continued compliance of certified product with the reference standard
- ❖ Notification to SEI of any changes to the product or quality systems. Required actions to be assessed by SEI and notification to the manufacturer.
- ❖ Payment of the following fees:
 - Surveillance audits
 - Annual participation
 - Annual re-certification product testing
 - Annual certification per model

