



February 12, 2014

**TO ALL NOCSAE LICENSEES:**

## **SEI Certification Program Update**

We are pleased to provide you with a follow up to our previous letter dated January 6, 2014 introducing you to the SEI certification process. Since that time, we have spoken with many of you regarding completion of the surveys as well as answering your questions about the certification process. SEI staff has been able to successfully contact the majority of the NOCSAE licensees either by mail, email, and/or phone.

The SEI Manufacturer's Agreement was sent as information only, as the most important issue at hand was to learn more about your companies, the products you manufacture/sell and the location(s) of your headquarters and factories. If you have not had a chance to complete the survey, please do so as quickly as possible. This will enable us the opportunity to implement the SEI NOCSAE Athletic Equipment Certification Program more accurately and efficiently.

As a result of the returned surveys and follow up telephone conversations and emails, we were able to generate a list of common questions. We would like to take this opportunity to address these questions and concerns.

### **What NOCSAE products need to be certified and why?**

The NOCSAE Board of Directors approved third-party certification for all NOCSAE product standards in each sports category at their Summer 2013 Board Meeting. The language requiring and specifying third party certification was added to document ND001-13m13, section 6.1. This draft document, ND001-13m13, was approved by the NOCSAE Board of Directors at their NOCSAE Winter 2014 Board Meeting.

### **Who Should Become an SEI Participant?**

An SEI participant is any company who sells and/or manufactures third-party certified products. Therefore, if you are subcontracting the manufacture of your products being sold and are selling products under your company brand, it will be required that you become an SEI Participant. Each participant must carry minimum product liability insurance coverage of \$2,000,000. The full requirements of the SEI certification program are contained in the Manufacturers Agreement.

### **What is the Manufacturers Agreement and When Does SEI Need a Signed Copy?**

The SEI Manufacturers Agreement is a common agreement signed by all SEI participants in all certification programs. The Manufacturers Agreement is a controlled document in SEI's quality system approved by the SEI Board of Directors.

The Manufacturers Agreement was originally shared with you for informational purposes only. We are in the process of finalizing the referenced Schedule "A" which is a list of all standards SEI's Board of Directors has approved for certification. Once the NOCSAE standards are added, it will be acceptable to sign the Manufacturers Agreement and return to SEI. At that point you will also have received the cost estimates for certification of your products.



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### **What is a Desk Audit?**

The subject of a “desk audit” came up during a NOCSAE Board Meeting as an option to licensees that are unsure of their quality systems and compliance to SEI and NOCSAE requirements. A desk audit is optional. It is not an on-site audit, but rather a documentation review only of your quality manual and procedures to determine where potential deficiencies exist. While these are included in the Certification Program Manual, for your convenience we are attaching CPM Section 11: Quality Assurance, CPM Section 12: Audit Procedures, and CPM Section 13: Audit Checklist.

### **When Can NOCSAE Participants Expect To Receive Testing Costs?**

SEI has now received testing fees from each SEI approved laboratory for NOCSAE certification testing. We are in the process of reviewing the test quotes and creating a new CPM Section 30: NOCSAE Athletic Equipment Program. CPM Section 30 will outline the certification requirements specific to the NOCSAE program and will include testing costs for each standard from each laboratory. As mentioned previously, you may review the Recreational Products Section 27 of the CPM to gain a basic understanding of the process/expectations. We plan to provide estimated costs by March 14, 2014 to all who have already provided their survey to SEI.

We have referenced the **SEI Certification Program Manual (CPM)** often throughout our correspondence and throughout this bulletin. If your company has not already received online sign-in credentials to access the full SEI CPM on the SEI website please contact Bill Fithian at [bfithian@seinet.org](mailto:bfithian@seinet.org) to receive this information. It is recommended that SEI participants have each SEI point of contact have access to the SEI CPM.

We hope you have found this information beneficial. If you still have a question or concern, which is expected, please feel free to contact a member of the SEI staff. Please know that all information provided by you will be treated with the strictest of confidentiality, in accordance with SEI’s internal confidentiality requirements.

As mentioned prior, we are here to help make this transition to third-party certification as straightforward as possible for your company.

Sincerely,



Tricia Hock  
Program Development Director