



A Subsidiary of  
ASTM INTERNATIONAL

October 28, 2019

**TO SEI NOCSAE PARTICIPANTS:**

**SEI Certification Bulletin #24  
SEI Certification Process and Use of the SEI Mark**

## **IMPORTANT CERTIFICATION INFORMATION!**

This bulletin is meant to serve as a reminder to all NOCSAE participants, as to the importance of (1) following the SEI certification process, (2) the SEI certification letter, and (3) the proper use of the SEI mark. The SEI Certification Program Manual (CPM) clearly states the process for product certification and when the SEI mark may be used on eligible product models and marketing materials, including websites. **When the SEI certification process is not followed, and the SEI mark is misused, the result is a devaluation of the importance and integrity of the third-party certification program.**

SEI CPM Section 8: Certification Process states the following;

### **8.0 Certification Process**

*A. Certification of product(s) will be granted by SEI when:*

- 1. A specific product model has been tested by the testing laboratory with compliant results; and SEI has been so notified of the test results;*
- 2. Quality assurance procedures have been evaluated by the Quality Assurance Auditor for the manufacturer and its critical component and materials suppliers with compliant results, and SEI has been so notified by the Quality Assurance Auditor;*
- 3. An SEI approved recall policy is on file;*
- 4. All appropriately assessed fees have been paid to SEI; and*
- 5. SEI insurance requirements have been met*

SEI CPM Section 17: Use of the SEI Certification Mark states the following;

### **17.0 Use of SEI Certification Mark**

*Once a manufacturer has received its certification letter authorizing use of the SEI mark, the manufacturer can begin using the SEI mark on the certified product. Additionally, many companies will choose to place the SEI mark on their labels, brochures, cartons and other materials. Some performance standards require that it be on labels and in a technical data package.*



Safety Equipment Institute  
1307 Dolley Madison Blvd. Suite 3A McLean, Virginia 22101  
Tel: 703/442-5732 FAX: 703/442-5756  
www.SEInet.org



If you have any questions about the SEI certification process or when to use the SEI mark, please contact a member of the SEI staff. SEI appreciates your continued cooperation to follow the SEI certification process and maintaining the integrity of the program.

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

Director, Certification Operations

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