



Home Office

# **PSDB Protective Headwear Standard for UK Police (2004) (Pub. 21/04)**

## **Test House & Manufacturer SOP Certification Testing Guidance**

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# Introduction

This document is to act as a guidance to be used in conjunction with the PSDB Protective Headwear Standard for UK Police (2004) (Pub. 21/04) and any associated amendments. This guidance covers processes outside of that standard and provides clarity for accredited test houses and manufacturers.

Process maps are located in Annex A of this SOP.

# Process for Testing

1. Manufacturer chooses a Test House and agrees a test date.
2. Manufacturer creates a technical file. This will include details stipulated in Technical File review form (POH#001), consisting of details outlined in sections 3.1, 3.2, 3.3, 3.5 and 4.2 of the Standard.
3. Manufacturer will complete Technical File Proforma (TFP#001).
  - a. This will be sent to both the Test House and the Home Office ([PEDwebsite@homeoffice.gov.uk](mailto:PEDwebsite@homeoffice.gov.uk)).
4. Test House Laboratory Manager will review technical file using Technical File Review (POH#001) and ensure no details have been missed.
  - a. Testing will not commence until any issues or missing information have been resolved by the manufacturer.
5. Testing should be completed *as per* the requirements of the standard including the approved standard amendments noted on the Police Equipment Database (PED).
6. Results obtained are checked by the Test House Laboratory Manager to ensure that they meet all the thresholds of the standard.
7. If all results are within the thresholds of the standard, a conformation of accreditation can be drafted using the CoA template (POH#002).
  - a. A unique CoA number will be generated using the naming convention below. The Test House has been informed of their identifier, the unique test number is selected by the Test House:  
  
*Test House Identifier/unique test number/date of testing.*
  - b. If testing is carried out over multiple dates the first day of testing should be used.
8. CoA is signed off by Test House Laboratory Manager confirming all testing is completed and has met the requirements of the Standard.
9. If the submission has met the requirements, CoA (POH#002), Final Technical file, Technical file review (POH#001), Proforma (TFP#001) and full Test Results provided to Home Office (e-mail: [PEDwebsite@homeoffice.gov.uk](mailto:PEDwebsite@homeoffice.gov.uk)).

**Note: The CoA must not be sent to the manufacturer.**

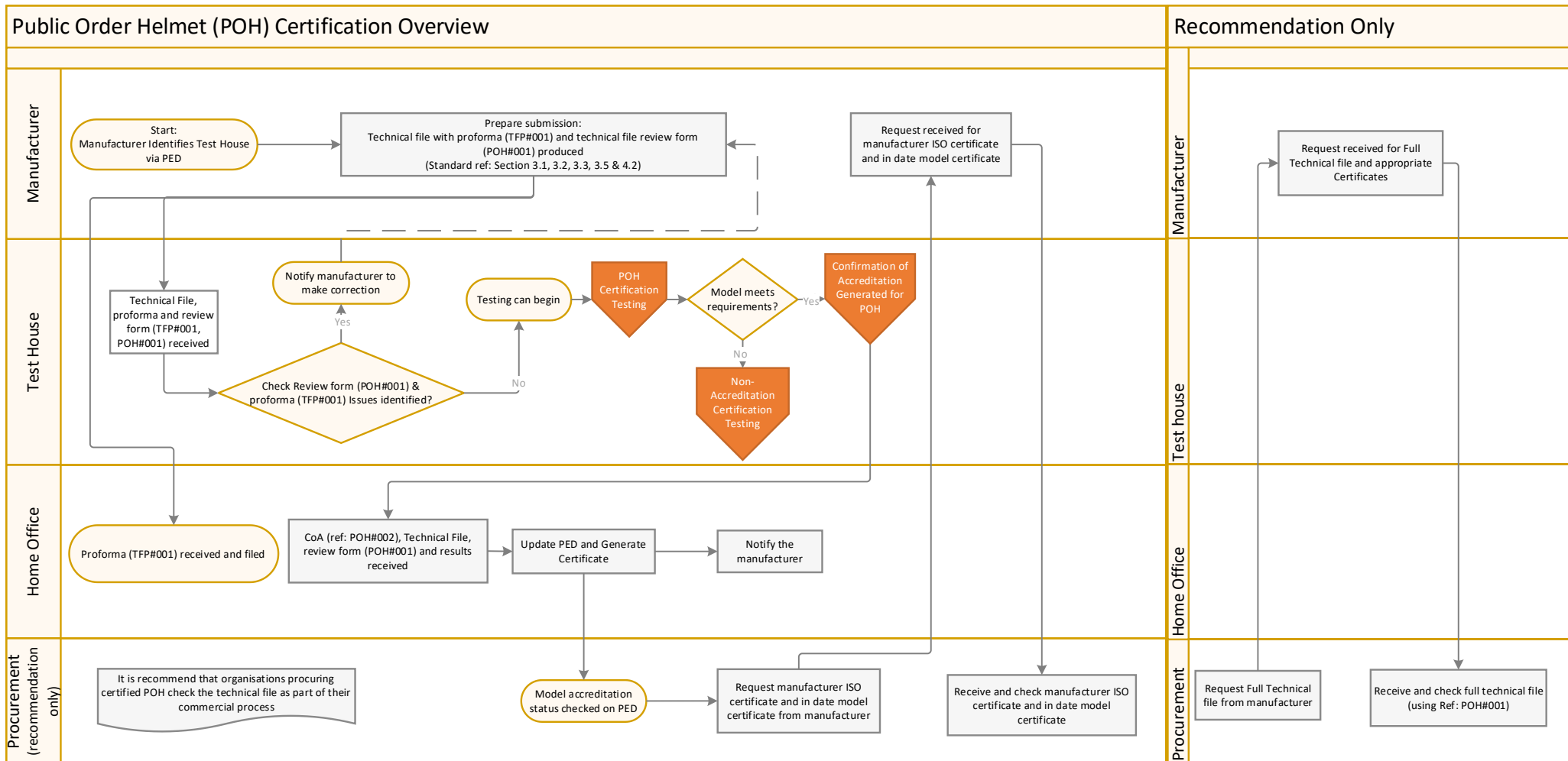
10. If results fail to meet requirements of the Standard, the manufacturer is informed.

- a. The Model number of a failed submission cannot be used again.
11. A non-conformance form (POH#003) will be completed and sent to the Home Office with a copy of Test Results (e-mail: [PEDwebsite@homeoffice.gov.uk](mailto:PEDwebsite@homeoffice.gov.uk)).
12. All results will be stored in accordance with agreed documents retention timelines.

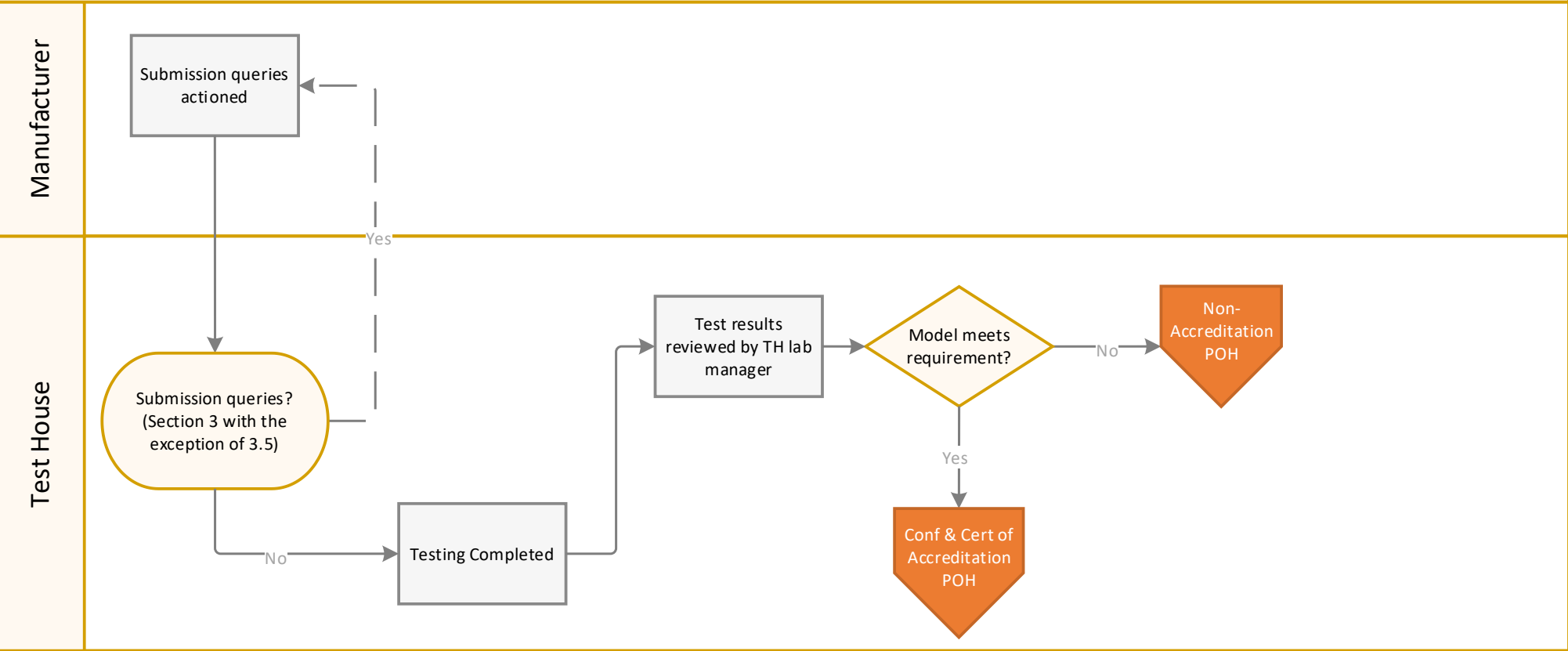
## Abbreviations

Abbreviation	Full Version
POH	Public Order Helmet
CoA	Confirmation of Accreditation
DoC	Declaration of Construction
HO	Home Office
PED	Protective Equipment Database
SOP	Standard Operating Procedure

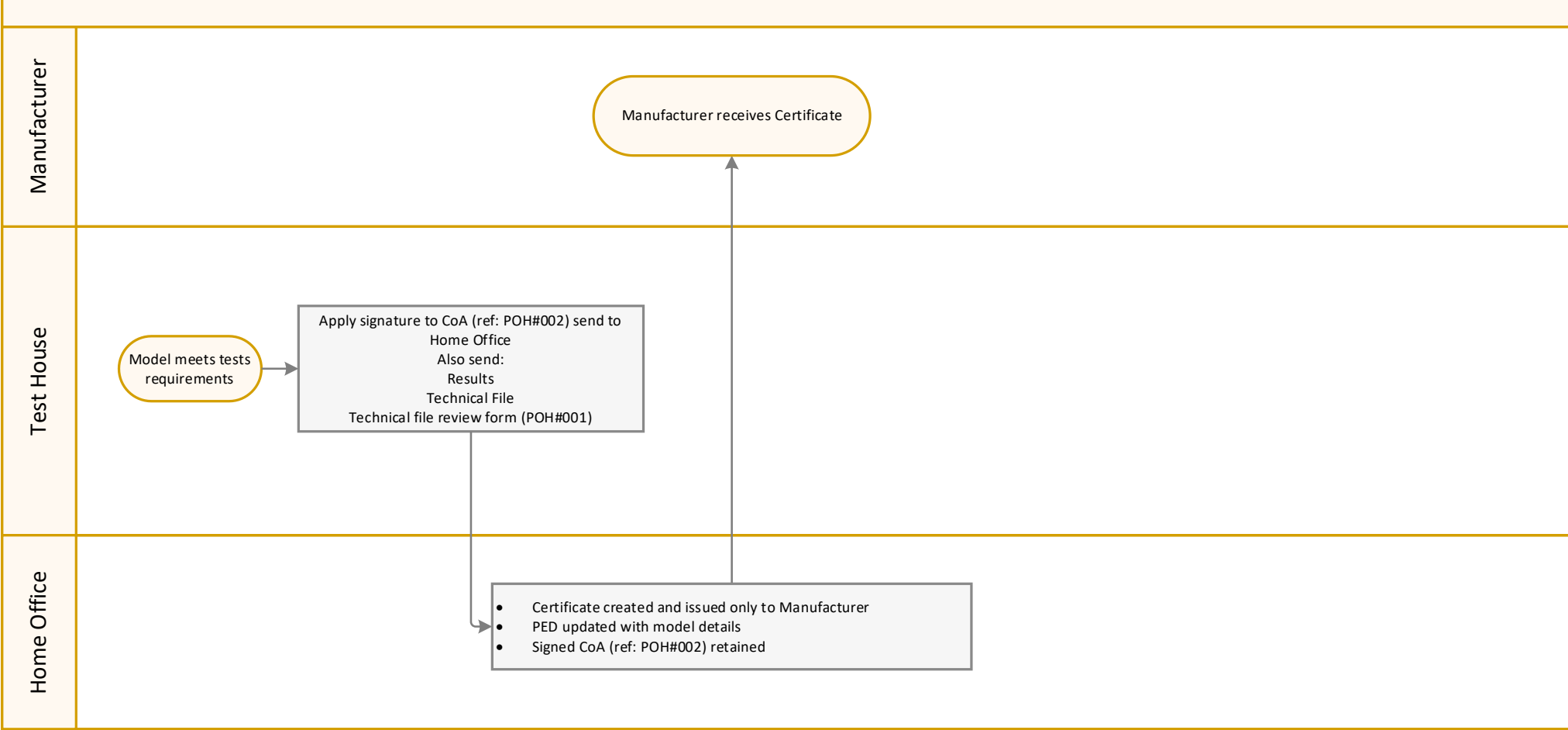
# Annex 1 Process maps

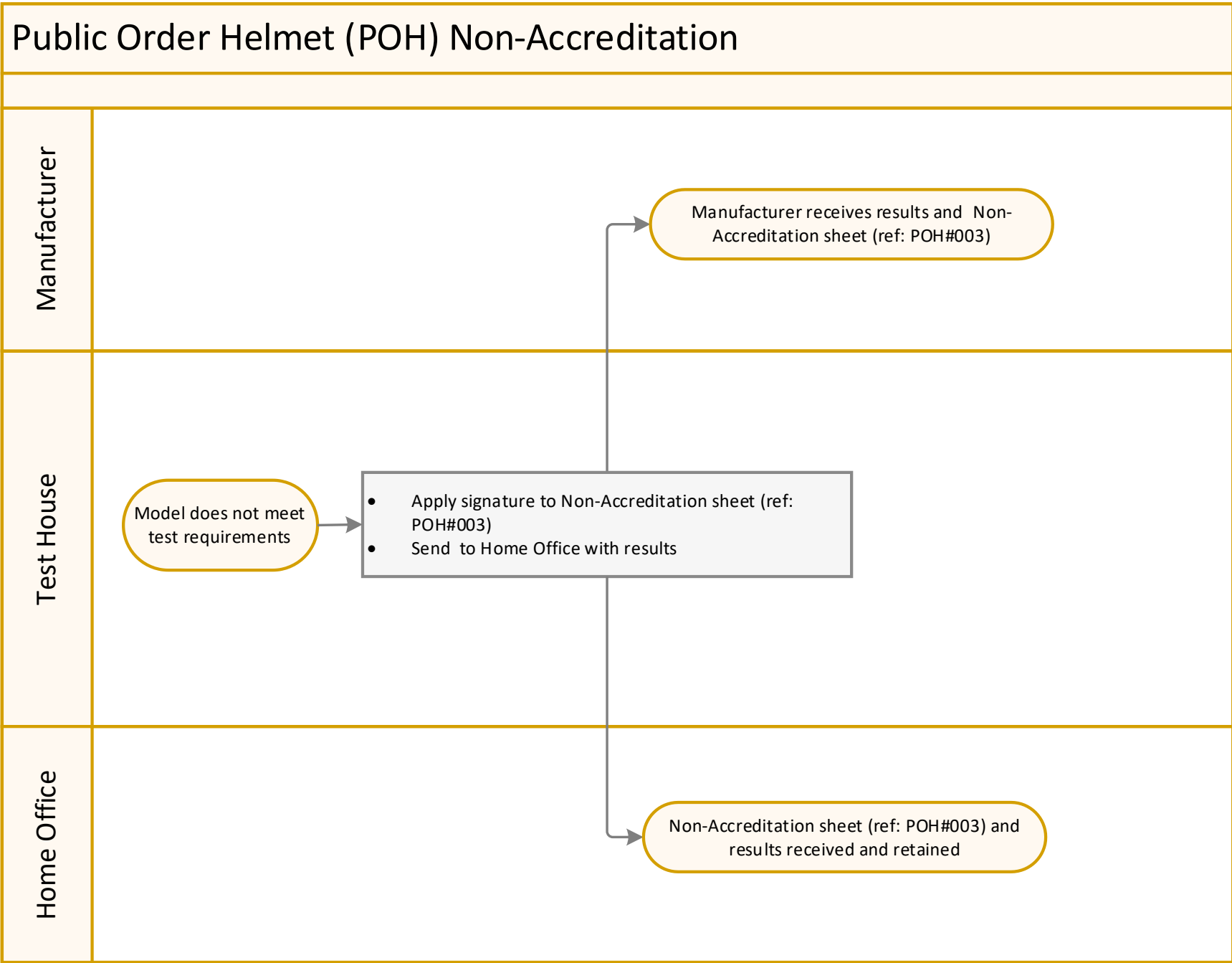


# Public Order Helmet (POH) Certification Testing

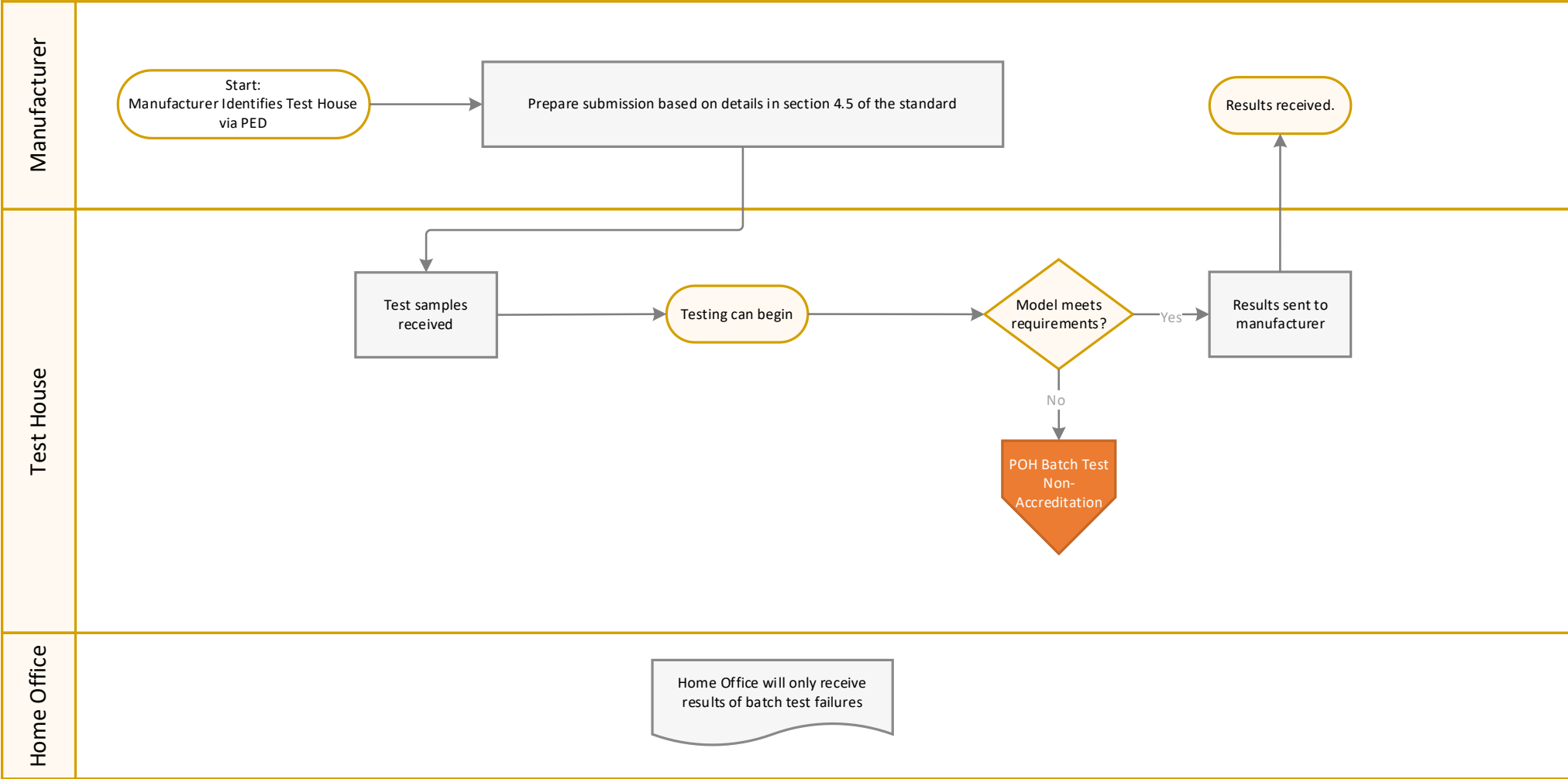


### Public Order Helmets (POH) Confirmation of Accreditation and Certification





### Public Order Helmet (POH) Batch Testing Overview



## POH Batch Test Non-Accreditation

