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# Notice of Changes to Certification

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**To:** All SGCC Licensees, Participants, Auditors

**From:** Safety Glazing Certification Council (SGCC)

**Date:** November 25, 2019

**Subject:** **IMPORTANT Changes to SGCC's Plant Quality Assurance Requirements**

## Topics & Summary of Changes:

As approved at the fall 2018 SGCC meeting, SGCC's requirements for a certified plants Quality Assurance Program have been revised. See actual requirements below. **This is a significant revision to the SGCC program and may take significant effort by the plants.** The intent is to implement these changes in 2019 before requiring mandatory compliance on 1/1/2020. These requirements can also be found in the July 2019 *Certified Products Directory* (<https://www.sgcc.org/documents/235.pdf>).

## **SGCC QUALITY ASSURANCE PROGRAM REQUIREMENTS:**

- 1) **A Quality System Manual** – A quality manual shall be present that documents, identifies, describes and contains the workings of the quality system, and as a minimum contains the following sections:
  - a. Designated Person for Quality Assurance
  - b. Process Control (Procedures)
  - c. Production Testing
  - d. Calibration
- 2) **Designated Representative for Quality Assurance** – The manufacturer shall designate a person who is responsible for the quality system function in the manufacturing facility.
- 3) **Process Control** - The individual areas involved in the fabrication of safety glazing shall be defined. Each area shall have documented procedures.
- 4) **Production testing** – Procedures shall describe testing of regular production and shall include SGCC requirements for safety glazing products. The SGCC auditor shall 1) review historical testing records ensuring procedures were followed if failure occurred 2) witness at least one production test and 3) review the method of evaluation during twice per year visits. When samples are not available, the manufacturer shall describe to the auditor how production testing is performed. Where ANSI or ASTM test methods are referenced below, other like national or internationally accepted test methods (for example EN 12600) are acceptable. Records of testing shall be maintained for a minimum of 10 years.
  - a. Tempered – ANSI Z97.1 Center Punch and/or Impactor Test - As a minimum, testing shall occur on the first of each product thickness per shift. Additional testing may be appropriate.
  - b. Laminated – ASTM F3007 and/or ANSI Z97.1 Impactor Test - During regular production periods, a minimum sample collection shall be performed weekly, and actual testing occur at least monthly. Sample collection must be traceable to specific production runs. For ASTM F3007 testing, sampling and testing shall occur as a minimum on the thinnest product(s) produced. Evaluation shall occur and drop height selection as a minimum shall be in accordance with ASTM F3006.

- c. Products other than Tempered or Laminated - Testing procedures shall be established and accepted by the SGCC Administrator.
- 5) **Calibration** - Test equipment used in the quality inspection process must be working properly and accuracy assured. Equipment shall be 1) identifiable, 2) records of the calibration maintained, and 3) a method shall exist for monitoring at least an annual calibration

### What will this mean to certified plants: What has been added/changed?

1. **Quality Manual** - Further definition has been added for the requirements of the quality manual
2. **Process Control** – Procedures for each area involved in safety glazing fabrication will be required
3. **Production testing** (Additional tests (i.e. stress, pummel) are encouraged but the below are mandated)
  - a. Tempered – ANSI Z97.1 impactor test or Center Punch test (as a minimum) shall be required
  - b. Laminated – ANSI Z97.1 impactor test or ASTM F3007 (**The 2019 version**) (ball drop) test (as a minimum) shall be required
4. **Calibration** – Annual calibration of test equipment will be required

### What this means for SGCC plant inspections

1. The SGCC auditor shall review historical testing record insuring (corrective action) procedures were followed if failure occurred
2. The SGCC auditor shall witness at least 1 production test
3. The SGCC auditor shall review the method of evaluation (production test pass/fail)

### The following Resources are provided to assist in this process:

1. Guidance for the SGCC Quality Assurance Production Testing document (included with this memo and also available at <https://www.sgcc.org/Miscellaneous-Forms-and-Information.aspx>)
2. On-line video of performing the ASTM F3007 ball drop test (available at <https://www.sgcc.org/Miscellaneous-Forms-and-Information.aspx>)
3. On-line tutorial (will be available at [www.sgcc.org](http://www.sgcc.org) by January 1<sup>st</sup>)
4. Frequently Asked Questions for testing laminated samples (available at [www.sgcc.org](http://www.sgcc.org))
5. Laminated glass ball drop test steel ball supply - For companies within the United States and Canada these can be purchased through SGCC, or can be purchased through Craig Ball Sales ([http://www.craigballsales.com/3-14-Chrome-Steel-Balls-Lot-of-1\\_p\\_2161.html](http://www.craigballsales.com/3-14-Chrome-Steel-Balls-Lot-of-1_p_2161.html))
6. Center Punch impactor source of supply – it has been shown that the Starrett Model 818 and 18C works well for performing the Center Punch test. Both can be purchased on Amazon
7. Source of supply for laminated glass ASTM F3007 test apparatus
  - a. A list of materials and suggested design are provided, also included with the Guidance document (item #1)
  - b. If you would prefer to purchase the test apparatus pre-fabricated (<\$500US plus shipping) we have identified a vendor, contact SGCC to place an order.

Complete meeting minutes are posted to the SGCC website at <https://www.sgcc.org/MeetingsEvents.aspx>. Thank you for your attention to these matters. If you have any questions, please feel free to contact us any time and as always, thank you for your support of the SGCC Certification process.

Best regards,

Katrina Stafford  
Administrative Manager