



Maintaining Your SGCC Certification SD-018

Certification doesn't end after approval, it continues through ongoing quality assurance and product verification.

Twice Each Year

SGCC conducts a plant audit/inspection during each six-month cycle.

(F) Cycle = January 1 – June 30

(L) Cycle = July 1 – December 31

Note: Your first inspection will occur in the cycle following the cycle your first product became certified; *i.e. if your first product was certified in the (F) cycle, your first inspection would occur in the (L) cycle, if certified in the (L cycle) your first inspection would take place in the (F) cycle of the following certification year.*

During each visit, an auditor will:

Review Your Plant's Quality System and Production Testing Records

- See [Quality Assurance Program & Requirements](#) within the [SGCC Certified Products Directory & Procedural Guide](#) for the list of requirements.
 - To preview a copy of the SGCC Plant Audit Form (SD-10) that will be used by your auditor at each inspection contact SGCC@amscert.com.
 - For more information regarding the required Production Testing portion of the Quality Assurance Requirements, please see [Guidance for the SGCC Quality Assurance Production Testing](#).
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Initiate Submission of Production Samples for Routine Testing

- You will be required to ship the selected product(s) to the SGCC approved test laboratory of your choice for testing within (6) weeks of each cycle's inspection.

- Your auditor will leave paper labels and shipping crate labels (optional) to accompany the correct permanent label (mandatory) for all samples to be sent for testing.
 - The shipping crate label and paper labels are helpful tools to keep you and the laboratory organized and informed, use is not mandatory like the permanent label(s) but is highly encouraged.
 - Unless otherwise directed by SGCC, routine testing samples should **NOT** be sent for testing prior to each cycle's inspection, doing so could result in return of the samples.
 - Need an extension? If you need to request an extension, please notify SGCC staff at SGCC@amscert.com. Keeping staff notified will prevent unwanted glass tracking emails and risk of product decertification for failure to send samples.
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Verify Product Labeling

- Once certified, a product's SGCC certification is only valid if the correct **PERMANENT** certification mark (aka label or bug) is on the glass. Please see [Labeling Requirements](#)
 - Your auditor will verify that your labels comply with SGCC requirements and verify that unlawful SGCC labeling of non-certified products isn't taking place.
 - Remember: Certification depends on both **product performance** and **proper labeling**. All certified product samples being sent for routine testing **MUST** have the correct permanent label affixed to each sample and it must be legible. Avoid sending unmarked or smudged samples or you will be at risk of a label failure which will require retesting to occur on new samples.
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Payment of Certification and Testing Fees

- Once certified, certification fees, testing fees, and foreign inspection fees (if applicable- non-US & Canada) are **pre-paid** twice per year to SGCC.
- Invoices are **sent out in April** for the July - December (L) cycle and **sent out in October** for the January - June (F) cycle.
- SGCC will then in turn pay testing fees to the laboratories upon receipt and processing of the corresponding routine testing reports.
- Failure to pay any invoice issued by SGCC may result in decertification from the program or decertification of related product(s)

- Please see [SGCC Certification Fees SD-110](#) for cost and more information.
 - Testing Fees are based on the product type and designated laboratory. Contact SGCC for ongoing certification testing fees.
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Your Ongoing Responsibilities

- ✓ Maintain a quality assurance program that meets SGCC requirements
 - ✓ Successfully complete production testing at required frequency.
 - ✓ Maintain corresponding quality records
 - ✓ Produce products consistent with the certified prototype(s)
 - ✓ Properly apply the permanent SGCC certification mark
 - ✓ Resolve any corrective actions that result from your plant inspection within 30 days of notification
 - ✓ Pay all invoices received by SGCC staff on time
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We're Here to Help

SGCC Program Staff

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 Certification Information Portal (CIP) cip.amscert.com

Questions? Contact us anytime. We'll help you navigate every step of the certification process.