



Expanding Your Existing Certification SD-019

SGCC Licensees Who Wish to Add Product(s) to Their Existing Certification

Expanding Your Existing Certification Is Easy

STEP 1

Complete Your Application

Submit the following to SGCC@amscert.com:

- ☐ Signed [SGCC New Licensee Application & Pre-issued Number Form \(SD-06\)](#)

SGCC staff will review and maintain these documents while you complete the remaining steps. If additional information is needed, we will contact you directly.

Note: As an existing licensee it is not mandatory that you complete an application, but it is strongly encouraged to notify SGCC staff of your intent to expand your certification. **This is particularly important for adding laminated products as SGCC staff can advise of the most economical and streamlined approach to meet your certification needs.**

STEP 2

Complete Prototype Testing – The very first test of a product, before SGCC authorizes certification of that product, is referred to as a “prototype” test.

- Testing must be performed by an [SGCC-Approved Laboratory](#)
- Prototype testing fees are paid directly to the laboratory, please contact your chosen SGCC-Approved Laboratory to coordinate payment of your prototype sample(s).
- Samples for testing can be sent at any time

- To ensure unnecessary or excessive testing, especially for laminated certification, we strongly recommend providing SGCC with your application for review prior to sending samples.
 - The address on the test report MUST match the manufacturing location where the glass was tempered and/or laminated as that location shall be the certification holder.
- Sample fabrication does NOT need to be witnessed by an SGCC auditor

General Sample Requirements

For Tempered Clear/Metalized Coated (low-e) and Tempered Patterned Glass:

- ☐ Four (4) test specimens (34" × 76") for each thickness you wish to certify.

For Laminated Glass (Please read [SD-210: Guidance for SGCC Certification of Laminated Glass](#)):

- ☐ Four (4) test specimens (34" × 76")
- ☐ Three (3) additional 12" × 12" specimens for boil or bake testing. The glass lite and interlayer thickness shall be the same for both impact and boil/bake testing sample.

Good to Know

✓ For the purposes of certification, the thickness requirements of Standard ASTM C1036, CEN or other nationally or internationally recognized thickness specifications shall apply.

✓ If you wish to use metalized coating (low-e) on your SGCC labeled TTG products, you must test and pass with metalized coating in place of clear once per year. We recommend sending prototype samples with metalized coating versus clear to gain the MC designator. [See referenced memo for more information.](#)

✓ 34×76" Samples will = an "Unlimited" Size Classification, meaning you can fabricate any size of the certified thickness. Sending samples smaller than 34×76" will = a "Limited" size classification and you can only fabricate samples of that size or that fit within the dimensions tested.

✓ If samples are larger than 34×76" the lab may not be able to accommodate the testing or additional testing fees may be accrued for test frame modifications. We recommend reaching out to your selected laboratory to verify testing of larger samples.

✓ Bent Glass shall be certified separately from flat glass. Bent glass test methods shall be the same as for flat sample testing except as referenced in the text and figures of the ANSI Z97.1 standard.

STEP 3

Submit Passing Test Reports

Once testing is complete:

- ☐ Ask your SGCC-approved laboratory to submit passing reports directly to SGCC@amscert.com.

Important

Reports must be **less than 60 days old from the report date** when received by SGCC.

STEP 4

Complete Certification

After SGCC reviews and processes your reports (within 2 weeks of receipt):

- ☒ Receive your [certification](#) invoice. This Invoice will include your SGCC certification number(s)
- ☒ Submit payment.

Within 3-5 business days of payment SGCC will then:

- ✓ Authorize use of the SGCC Certification Mark via your Authorization to Label and updated Plant Certificate that will be emailed directly to you.
 - ✓ Your products will be immediately listed on the SGCC Product Search feature on the SGCC website and in the next digital publication of the SGCC Certified Products Directory which occurs in January and July (provided they are certified at the time of publication).
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Congratulations!

You are now authorized to manufacture and SGCC label products that match the certified construction(s).

Only products manufactured using the same construction and fabrication as the certified prototype may bear the SGCC certification mark.

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](#).

You will not be required to test this product again until the cycle following the certification cycle. Example: If your product is certified early in the F27 cycle and your inspector completes your plant inspection later in the F27 cycle, you would not be required to send the product(s) for routine testing (unless otherwise directed by your auditor or SGCC staff).

☐ If you have not already done so, request Access to your location's Certification Information Portal (CIP) by emailing SGCC@amscert.com.

This portal allows you to:

- View contact information for your location
- View current & historical testing
- View and download test reports and plant certificate
- View and download audit/inspection reports
- View and respond to corrective actions from your audit/inspection
- View Analytics – anonymous industry wide program testing results

We're Here to Help

SGCC Program Staff

 PO Box 730
205 W. Main Street
Sackets Harbor, NY 13685

 315-646-2234 ext. 302

 SGCC@amscert.com

 sgcc.org

 Certification Information Portal (CIP) cip.amscert.com

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