



safety glazing certification council  
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MINUTES OF NINETY-FIRST  
MEETING OF THE  
CERTIFICATION COMMITTEE  
OCTOBER 3<sup>rd</sup> and 4<sup>th</sup>, 2018  
HILTON DALLAS/ROCKWALL LAKEFRONT  
ROCKWALL, TEXAS

**Members and Alternates Present**

		<b>Date and Votes Present</b>	
		<b><u>10/3/2018</u></b>	<b><u>10/4/2018</u></b>
AGC Fab.	Mark Cody	X	X
AGC Industries	Mark Cody	X	X
Cardinal Glass	Bernie Herron	X	X
Cardinal Glass	Daniel Weil	Present	Present
Guardian Fabrication Inc.	Melissa Matyniak	X	X
Guardian Industries Corp.	David Kinkade	X	X
Intigral	Mark Hutchinson	X	X
Oldcastle Building Envelope	Rick Wright	X	X
Trulite	Jeff Haberer	X	X
Viracon	Brian Louks	X	X

**Members by Virtue of Being a Director**

Public Interest	Elaine Rodman	X	X
Public Interest	Peter Weismantle	X	X
Public Interest	Bill Nugent	X	X
Public Interest	June Willcott	X	X
<b>Votes</b>		<hr/> 13	<hr/> 13

**Guests**

NGA/GANA	Urmilla Sowell	Present	Present
Intertek	Sierra Connor	Present	Present
Intertek	Josiah Rice	Present	Present

**Legal Counsel**

Schiff, Hardin LLP	William M. Hannay	Present	Present
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**Administrative Staff**

AMS, Inc.	John Kent	Present	Present
AMS, Inc.	Katrina Stafford	Present	Present

<b>Persons Present</b>	<hr/> 19	<hr/> 19
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## MOTIONS

Agenda Item #	Ref #	Moved	Second	Motion	Vote A/N/A	P/F
4	10.3.18.1	Mark C.	Elaine	Approved minutes of the September 19 & 20, 2017 meeting in Clayton, NY	UA	P
12A	10.3.18.2	Mark H.	Brian L.	Motion to approve Intertek Springdale Laboratory to be an approved SGCC testing laboratory contingent upon completion of all required obligations.	UA	P
12C	10.3.18.3	Mark H.	Jeff H.	To mandate SGCC Lab training exam to “all personnel performing SGCC testing” are required to take and pass annually (Passing requirements = 100%). Implementation of these changes are effective 1/1/2020.	UA	P
14	10.4.18.1	Jeff H.	Mark H.	Accepted the changes to the Quality Assurance Program as written. With implementation mandatory by 1/1/2020 ( <b>Attachment 1</b> )	UA	P
15	10.4.18.2	June W.	Peter W.	Approve revisions to Laminated glass guidelines pending sub-committee finalization. Implementation January 2019	17/0/2	P
19	10.4.18.3	Rick W.	June W.	To remove the following text from the CPD: When a licensee is located outside North America, one audit in a given year may be performed internally by personnel of the licensee. In this case the required audit information will be transmitted to the licensee’s internal auditor and upon completion reviewed by the administrator (see minute 9.30.02.6). Mandate that all certified manufacturers have twice per year audits. Effective 1/1/2020 Billing cycle of F20	UA	P

## ASSIGNMENTS & DISCUSSIONS (Action Items)

No.	Assigned	Details	Due Date
4	AMS	Agreed to try the new format while also capturing discussions.	Oct 2018
6	AMS	Based on Board’s guidance the ‘Time, Place and Marketing’ sub-committee (SC) was split into 2 SCs ‘Time and Place’ and ‘Marketing’ efforts.	2019
10	AMS	On the ‘Failure By Thickness’ graph the group would like to see the total number to specimens (sets) tested for that year for each thickness.	Next meeting
12C	AMS	Interactive Animation, look to provide a ‘Review’ of the questions after the exam is taken so people have the chance to see what they got right and/or wrong	
12C	AMS	AMS to create a Plant version of the SGCC testing modules.	

13	AMS	Directed to continue Coated Glass Pilot study for another year.	Next Meeting
16	<i>Discussion</i>	<i>Upon review of CPSC response to safety glazing labeling, after review it was agreed to maintain status quo.</i>	
18	AMS	It was decided that SGCC will certify plastics Guideline PE.2 is acceptable to the group but would require an impact test and infrared spectrogram (see not in the CPD regarding the spectrogram) while weathering testing is being completed. If we need help contact Mark C.	
20	AMS	<b><u>Jumbo Glass</u></b> SGCC was asked to review “Jumbo Glass” as it relates to certification and ANSI Z97.1 testing: “SGCC does not certify a process but rather a product. With the constraints inherent in the testing standards, there are often additional considerations that should be made by a fabricator of safety glazing. The SGCC applies testing based on the current U.S. safety glazing standard and the current Canadian safety glass standard, and these requirements should not be construed as a replacement for a fabricators overall obligations or quality management system. A company fabricating "jumbo" size glass should take the necessary steps to safeguard product compliance.”	
	All	<b>Next Meeting</b> will be held in Chicago on October 9 <sup>th</sup> & 10 <sup>th</sup>	
	All	2020 Meeting to be held in Naples FL	

**Attachments are included with initial meeting material or attached hereto if changed during the meeting.**

### **Certification Committee Meeting Agenda**

#### **Business Reports**

1. Call to Order and Self Introduction of Participants and Guests
2. Presentation – Security Glazing for Schools – Urmilla Sowell
3. Voting Rights and Responsibilities
4. (M) Review and Approval of Previous Meeting Minutes
5. Legal Counsel’s Report – Bill Hannay
6. Committee Structure
7. Board of Directors Report – Brian Louks
8. Administrator’s Report – John Kent
9. Quick Action Sub-Committee Report

#### **Topics**

10. Program Testing Results Review – John Kent & Katrina Stafford
11. ANSI Z97.1, CPSC, CAN/CGSB 12.1 – John Kent
12. Testing Laboratories
  - a. Laboratory Approval Status – Katrina Stafford
  - b. Lab Manual Revision
  - c. Lab training – John Kent

- 13. Guideline T.3 and Coated Glass – John Kent
- 14. QA requirements (reviewed both Day 1 and Day 2)

**\*\*\*\* End Day One \*\*\*\***

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- 15. Laminated Products (LSP)
- 16. SG Labeling, CPSC and the Building Code
- 17. SGCC Corp Logo on Label
- 18. Certification of Plastics
- 19. Non – North American Audits
- 20. Jumbo Glass
- 21. VIG
- 22. Old/New Business
- 23. Next Meeting (2019 – Chicago; 2020 – Naples)
- 24. Adjournment at 1130am by Chairman Mark Cody

## QUALITY ASSURANCE PROGRAM (Revised XX/XX/2018)

SGCC® requires licensees to have a working quality assurance program for the fabrication of safety glazing. Compliance to quality assurance requirements will be validated at the first plant inspection after products are certified. Adherence is verified during twice per year plant visits. These requirements were adopted to improve the overall quality **and reliability** of safety glazing products in the program. These requirements are in addition to the ANSI, CPSC and CAN/CGSB 12.1 compliance testing required by the SGCC® certification program. The intent is to enhance the quality of products produced in the interim production periods between test cycles. Although a quality assurance program is a fundamental element of good fabrication practices, only successful testing to ANSI Z97.1, 16 CFR 1201 or CAN/CGSB 12.1 is valid proof of compliance with these standards. A licensee's quality assurance program, as a minimum, must have the following elements:

- 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