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Notice of Changes to Certification

To: Certified IGCC®/IGMA® Fabricators & Auditors

From: Insulating Glass Certification Council (IGCC®)

Date: February 16, 2021

Subject: **IMPORTANT IGCC/IGMA Certification Program Audit/Inspection Changes**

Summary of Changes: *New* wording for the IGCC Certified Products Directory *Section 3.0 How the Certification Program Works*

The administrator verifies the production at the licensee's manufacturing location during twice per year audits. Audits are performed by a representative of the administrator. *At the discretion of the Administrator, one audit each year may be performed virtually (more frequent virtual audits may be deemed necessary in consideration of external factors, i.e. public health conditions).* During each of these audits, the manufacturer's compliance with IGCC®/IGMA® Quality Assurance requirements is validated (See *Section 10.0*).

1. How will these changes affect IGCC®/IGMA® Fabricators and Auditors?

- Two (2) audits will be performed at all Certified Plants annually
- Based on discussions between the auditors and fabricators, in consideration of test sample fabrication, in addition to external factors (i.e. public health), one or both audits may be done physically or remote/virtually
- Our target is that at least 50% of audits are completed physically

2. Implementation Schedule:

- Virtual audits may be used Effective F21 (First half of 2021)
- Outside of North America Plants: In lieu of a self-audit in L21 a physical or remote/virtual audit will be completed effective L21 (July 2021)

We are very sensitive to controlling costs, and at this time we are not adjusting any IGCC fees but may take into consideration the increase in expense later. Thank you for your attention to this matter. If you have any questions, please feel free to contact us any time at igcc@amscert.com. We thank you for your support of the IGCC®/IGMA® Certification process.

Best regards,
Katrina Stafford
Program Manager