

WDMA Hallmark Steps To Become Certified

CHECKLIST		
<input type="checkbox"/>	Email WDMA@amscert.com requesting the WD-10 Fee Schedule	
<input type="checkbox"/>	Sign and return the WD-5 Application.	See link
<input type="checkbox"/>	Sign the WD-126 License agreement with WDMA/AMS and send back.	See link
<input type="checkbox"/>	AMS will send Hallmark Program documents (CS1, CS3)	
<input type="checkbox"/>	Once the WD-5 and WD-126 are signed and sent back, AMS will then send an invoice.	
<input type="checkbox"/>	Pay the AMS invoice once it is received to continue.	
<input type="checkbox"/>	Choose an accredited testing laboratory for testing to applicable test standards. Verify the lab timeline meets your testing timeline.	See WD-19 WDMA Recognized lab list See WD-16 WDMA Referenced standard list
<input type="checkbox"/>	Send all drawings (Cross section horizontal and vertical, dimensioned individual component parts, hardware, weatherstrips, glass, etc.) to testing laboratory.	
<input type="checkbox"/>	Ship window and/or door test samples to a testing laboratory for each type of window and door proposed. Make sure to verify with the lab the gateway size you need to send for the performance class and design pressure desired.	Example: One sample of a casement window, One sample of a fixed window, One sample of a sliding glass door, One sample of a french door
<input type="checkbox"/>	Conduct laboratory testing of window or door product.	Get timeline from lab
<input type="checkbox"/>	Client to request a username and login to the CIP to enter products into system for certification, view pending and certified products, as well as view audit CAPA items.	Send request to erin@amscert.com
<input type="checkbox"/>	The client uploads the test report and information into the WDMA/AMC Client Information Portal (CIP) to have reviewed for certification.	https://cip.amscert.com
<input type="checkbox"/>	If everything is correct the client will be issued a certification number for each said product that will be eligible for a 10 year term from the test date, as long as the product does not change.	
<input type="checkbox"/>	Plant Inspection - Every 6 months, an inspector will audit the manufacturing facility to make sure the products are being produced the same way they were tested. Also a quality audit to verify that you have a quality assurance system in place.	
<input type="checkbox"/>	Quality Manual requirements per CS1 section 6.3	See example Quality Manual link