

WDMA-HM Steps To Become Certified

CHECKLIST		
<input type="checkbox"/>	Email WDMA@amscert.com requesting the WD-010 <i>Fee Schedule</i>	
<input type="checkbox"/>	Sign and return the WD-005 WDMA <i>Application</i>	https://wdma.amscert.com/GettingStarted2.aspx
<input type="checkbox"/>	Sign the WD-126 License Agreement with WDMA/AMS and send back	https://wdma.amscert.com/GettingStarted2.aspx
<input type="checkbox"/>	AMS will send you Hallmark Program documents (CS-1, CS-3) & Invoice.	
<input type="checkbox"/>	Pay the WDMA-AMS invoice once it is received to continue.	
<input type="checkbox"/>	Choose an accredited laboratory for testing to applicable test standards. Verify the labs timeline meets your testing requirements.	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 propose. 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"/>	Client to request a username to login to the Certification Information Portal (CIP) to enter products into the system for certification, view pending and certified products, as well as view audit CAPA items	Send CIP request to WDMA Staff: wdma@amscert.com
<input type="checkbox"/>	The client uploads the test report and information into the CIP to have it reviewed for certification. The CIP will generate a product number, with a Pending status.	https://cip.amscert.com
<input type="checkbox"/>	If everything is correct, pending product number will be marked certified and 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 – Conducted every 6 months, and 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 CS-1 section 6.3.	See example Quality Manual https://wdma.amscert.com/GettingStarted2.aspx