

## AAMA Gold Label Air-Water-Structural (+Thermal) Certification Program

This checklist is a quick reference guide to joining the AAMA Certification Program. Please refer to the Procedural Guide for Certification of Window, Door and Skylight Assemblies (AAMA 103) in its entirety for all relevant details about maintaining AAMA certification.

- Complete [AAMA License Agreement and Application](#) forms. Submit completed forms to [Certification@fgiaonline.org](mailto:Certification@fgiaonline.org) or FAX to (847) 303-5774.
  - If electing National Fenestration Rating Council (NFRC) Thermal Certification, in addition to sending AAMA its required forms, appropriate [NFRC forms](#) indicating AAMA/FGIA as the Inspection Agency [IA] as well as payment for any applicable NFRC fees must be delivered to the NFRC.
- Submit a copy of your company's in-plant Quality Management System (QMS) manual to AAMA's Validator, Associated Laboratories, Inc (ALI) for initial review and approval. The manual must contain a written description and explanation of the QMS procedures for each manufacturing location at which certified products are produced. The procedures outlined in the QMS documentation will be evaluated by the Validator for compliance of the minimum requirements outlined in AAMA 103 section 16.0 and, if applicable, Section 17.0. The Validator will notify the Licensee if any corrections, clarifications, or additions are needed
  - If participating in the NFRC thermal certification program the QMS documentation must also comply with requirements outlined in NFRC 700.
  - Utilize our [QMSUG-1](#) as a recommended guide on how to meet the minimum QMS requirements for AAMA Certification.
- Air-Water-Structural (AWS) Annual Fee will be billed by FGIA; invoice is emailed to the billing contact listed on the Application form. Once payment is received, license will be activated.
- Have a sample of the product(s) to be certified tested at an [AAMA Accredited Laboratory](#). Test reports are sent from the lab directly to AAMA's Independent Validator, Associated Laboratories, Inc. (ALI).
  - NFRC Thermal Certification Program participants will also send a sample of their product(s) to an NFRC-accredited [simulation](#) and [test lab](#). Many NFRC labs are also AAMA-accredited.
- ALI will review and validate the test report(s). If complete and all requirements are met, FGIA will email an Authorization for Product Certification (APC) directly to the manufacturer.
  - If requirements are met for Thermal Certification, ALI will email an NFRC Thermal Certification Authorization [CA] directly to the manufacturer.
  - These are invoiced quarterly per the program's [Fee Schedule](#).
- Manufacturer is now eligible to purchase labels as authorized by FGIA (and the NFRC, if applicable).
  - Review costs for purchasing labels [here](#).
- The first of two unannounced plant inspections conducted by ALI will occur within six months of signing the License Agreement. AAMA 103 Section 6.0 addresses in-plant quality control requirements.
  - The NFRC Thermal Certification Program requires one inspection which is combined with one of the air-water-structural inspections for manufacturers participating in both programs.



### **Important Notes for AAMA Gold Label Air-Water-Structural Certification Program Participants**

- Components used in certified production models must meet applicable performance standard; see the [AAMA Verified Components List](#) for products with AAMA-validated test reports.
- [AAMA Certified Profiles](#) must be used in certified production models if PVC, fiberglass, aliphatic polyurethane or ABS. This requirement does not apply to aluminum or wood.
- Other than on the AAMA Gold Label, use of the AAMA logo is permitted only as authorized by AAMA and upon proper application and request (contact [AAMAlogo@aamanet.org](mailto:AAMAlogo@aamanet.org) for more information).