



The Five Steps to a Kosher Establishment

There are five steps that need to be taken prior to the approval of an establishment; whether industrial, commercial or food service.

1. Ingredients kosher status.
2. Formula/Recipe complies with kosher guidelines.
3. Procedures – insuring the cooking scene can be maintained kosher, and verification of Bishul Yisrael, Pas Yisroel & Cholov Yisroel.
4. Setup or Verification of all equipment Kosher status.
5. Agreement of procedure to ensure and verify that the above are met and kept.

APPLICATION FOR KOSHER CERTIFICATION

FULL INITIAL INFORMATION PACKET

THE APPLICATION

The first step toward certification is filling an application form 101. Application forms are distributed upon request by calling our office or online at www.kvhkosher.org. There is a one-time fee of \$180. This fee, however, may be waived in certain situations. Ask for details. Take a brief moment to fill out this simple and straightforward form. **KVH Kosher** will maintain all information concerning your company with strictest confidence.

APPLICATION REVIEW

Based upon the information filled in application form 101 a Kosher Liaison will be assigned to oversee all matters relating to your company. At this time an appointment to visit your facility will be set.

THE INITIAL VISIT

The purpose of the initial visit is to walk-through the entire facility and to better understand the procedure(s) your company uses. This visit will be attended by the Kosher Liaison assigned to your company and possibly a field representative. At this time your Kosher Liaison will provide you with details of the procedures you will need to follow to receive and maintain kosher supervision. He will also provide an estimate of the fees involved in providing kosher certification.

FINAL DETAILS

Having finished his inspection, the Kosher Liaison will issue a report to our office. At this time, your annual fee will be set, determined by numerous factors, including: the nature and location of your facility, and the amount of work required on our part. If any matters remain outstanding, we will work with you to resolve them.

An important part of our Kosher supervision involves ongoing monitoring of your facility. One of our field representatives will be assigned for this purpose, though the frequency of these visits vary. We make every effort to arrange these visits in the most economical way possible. In addition, your Kosher Liaison may make an annual inspection of your facility.

CONTRACT

A contract is now drawn up, detailing the agreement between **KVH Kosher** and your company. The contract is sent to you for your review and your signed approval. A kosher certification letter is granted upon receipt of a signed contract along with the fee for your first year of supervision. The certification fee is based on low administrative over-head, initial set-up costs, travel expenses (if any), and supervision costs. This fee is NOT linked to a percentage of sales or labels printed. The certificate details which of your products or facilities are under **KVH Kosher** certification, and grants you the right to display our registered **KVH Kosher** symbol on the certified products listed in your Kosher Certificate.

Congratulations! Your company is now a card holding member of the international network of Kosher Certifying agencies. Your Company's name may be listed on our website as well as those of many local Jewish organizations. And you can look forward to the announcement of your new certification in the kosher media outlets.

PLEASE NOTE

Because of the unique and dynamic nature of **KVH Kosher**, we are able to provide several important benefits to both local and international companies alike.

- Excellent Customer Service & availability is assured.
- As a Non-Profit, our costs are minimized. In the New England Region this is specially true, since our staff is local.
- Communication is easy and our staff are always available. We work with you, **KVH Kosher** is not just another third party audit or service.
- Although it is difficult to estimate the certification fee prior to an on site visit, **KVH Kosher** is committed to remaining economical. Many of the companies that are certified will tell you, kosher doesn't cost...it pays.



Sat 27 Adar 5773
Mar 9, 2013

To whom it may concern,

Thank you for your interest in Kosher Certification. KVH Kosher is a world leader with close to a century of expertise, and is one of the top 10 kosher certification agencies in North America. We are proud to have covered from our inception in 1928 all aspects of Kosher certification, from large manufacturing facilities to small food service operations, industrial to retail products, locally and throughout the world.

Our team works closely with our clients; manufacturers and retailers, to ensure that KVH certified products and establishments comply with the highest Kosher standards.

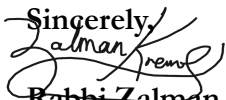
We believe that the integrity of a Kosher program starts with education, from educating consumers about what makes a product kosher to training your company's employees, enabling them to fully understand your company's Kosher program.

KVH Kosher is a service oriented organization.

1. Customer service - our response time is legendary. Just ask any one of our satisfied clients.
2. One of the top 10 Kosher Agencies, providing access to a Global Market of Kosher products.
3. A century of Kosher Certification experience, interfaced with 21st century technology and innovation. This enables us to find solutions that work for you, while ensuring that your Kosher requirements are maintained.
4. Web 2.0 Kosher Data management. Your Kosher Data. Anytime. Anywhere.
5. Kosher supervision at a reasonable cost. No hidden fees. And no questions barred.

KVH Kosher is a division of the Rabbinical Council of New England, whose Rabbinic Court of Greater Boston governs our standards and policies. Worldwide, the KVH symbol is trusted by manufacturers and consumers as a symbol of choice, signifying full compliance with the highest standards of Kosher and the highest level of quality.

KVH Kosher is your way to go Kosher.

Sincerely,


Rabbi Zalman Krems

Kashrus Administrator; KVH Kosher

Executive Director;

Rabbinical Council of New England



Revision: Fri 26 Adar 5773 Mar 8, 2013

APPLICATION FOR KOSHER CERTIFICATION

FORM #101 - CORPORATE INFORMATION

For Office Use Only
Category
Initial Auth
Final Auth
Date Cleared
Account Number

Notes - For Office Use Only

Company:
Address:
City: State: Zip:
Web Site URL:

Date of Application:
Tel:
Fax:

Company Contact: Job Title:
Tel: Email:

Accounts Contact: Job Title:
Tel: Email:

Purchasing Contact: Job Title:
Tel: Email:

R & D Contact: Job Title:
Tel: Email:

Marketing Contact: Job Title:
Tel: Email:

Regular Visitor Hours: Production Hours:

- 1) Has the applicant ever had Kosher certification?
2) Please specify the nature(s)/type(s) of product to be certified:
3) Are other product(s), not to be certified, or non-Kosher produced in the Kosher Plant(s)?
4) If yes, are those product(s) produced on separate equipment?
5) Do you co-pack products for other companies?
6) Are any owners of the company Jewish? (Affects Passover and Challa issues)

How did you hear about KVH Kosher? Name/Company:
Other:

This application completed by:
Signature & Title: Date:



Revision: Fri 26 Adar 5773 Mar 8, 2013

APPLICATION FOR KOSHER CERTIFICATION

FORM # 102 - New Plant Application

For Office Use Only
Category
Initial Auth
Final Auth
Date Cleared
Account Number

Notes - For Office Use Only

Corporate Name: Date of Application:
Plant Name: Address:
Tel: City: State: Zip:
Fax: Web Site URL:

Plant Contact for site visits: Job Title:
Tel: Email:

Accounts Contact: Job Title:
Tel: Email:

Purchasing Contact: Job Title:
Tel: Email:

R & D Contact: Job Title:
Tel: Email:

Marketing Contact: Job Title:
Tel: Email:

- 1. Regular Visitor Hours:
2. Production Hours:
3. Has this facility ever handled any of the following in any part of this facility:
- Dairy derived materials? Yes/No
- Meat derived materials? Yes/No
- Grape derived materials? Yes/No
- Seafood derived materials? Yes/No
4. If steam is used, is the condensate returned to the boiler? Yes/No
5. Are any products or parts of production (including packing) subcontracted? Yes/No

- If yes, please explain:
6. Product Labels are printed by:
Printer Contact Info:
7. Does any other Kosher Agency currently inspect this facility? (co-pack or other reason) Yes/No
If yes, please explain:

This application completed by:

Signature & Title: Date:



Revision: Tue 13 Tishri 5772 Oct 11, 2011

APPLICATION FOR KOSHER CERTIFICATION

FORM #103 - PRODUCTION PROCESS

For Office Use Only

Category
Initial Auth
Final Auth
Date Cleared
Account Number

Notes - For Office Use Only

Blank lines for notes.

Corporate Name:
Plant Name:
Tel:
Fax:
Address:
City:
State:
Zip:
Web Site URL:
Date of Application:

1. Please give us a brief explanation of the manufacturing process. (Use separate sheets if necessary)

Blank lines for manufacturing process explanation.

2. Please give us a brief explanation of the cleaning process. (Use separate sheets if necessary)

Blank lines for cleaning process explanation.

3. Please fill out the attached flow chart for the production process.

Please submit additional forms for every type of production or processing line.

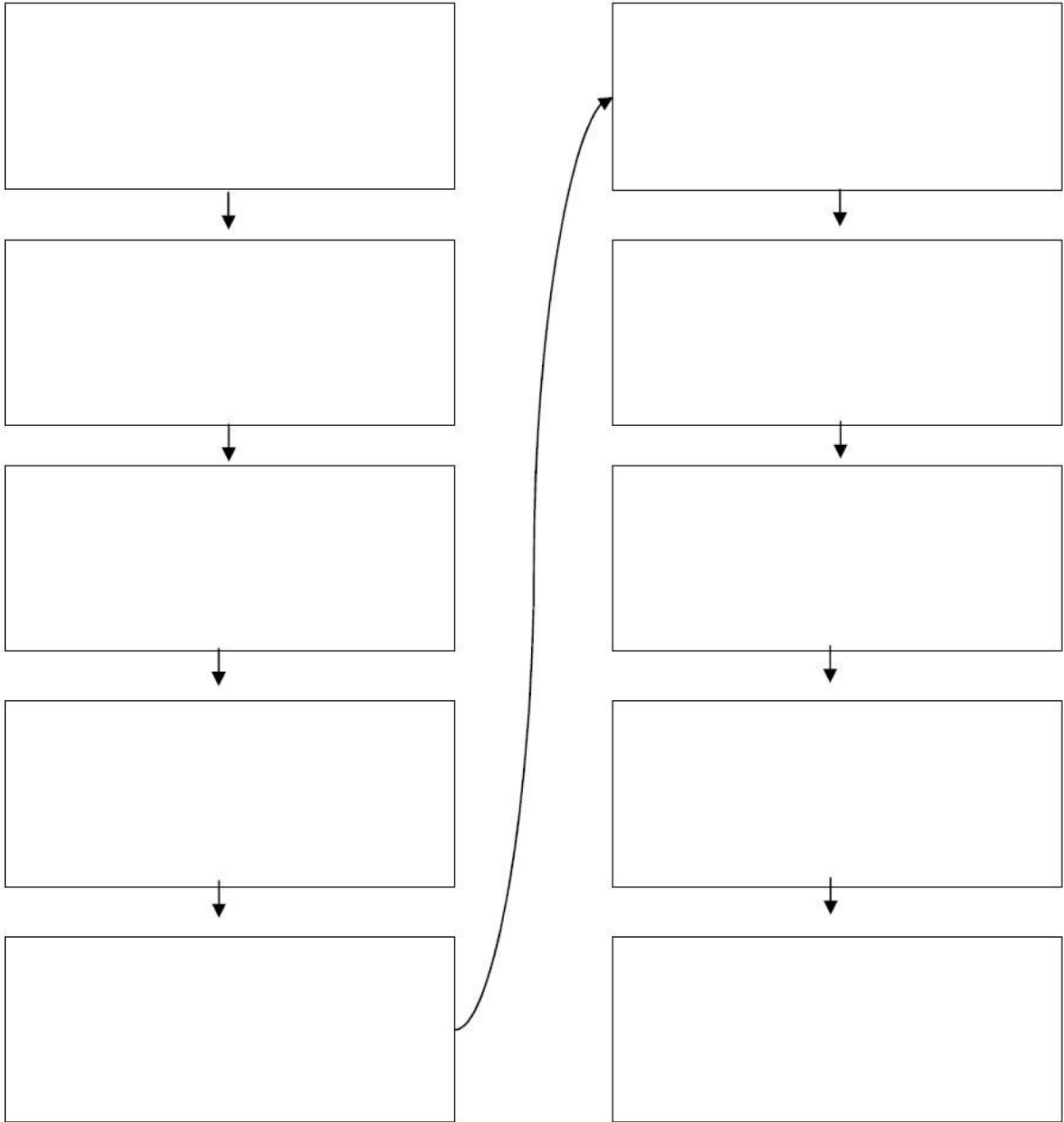
This application completed by:

Signature & Title:
Date:



Production Process Information

Please fill in the flow chart of the process.





Revision: Tue 13 Tishri 5772 Oct 11, 2011

APPLICATION FOR KOSHER CERTIFICATION

FORM #201 - INGREDIENT APPROVAL

For Office Use Only

Category _____
Initial Auth _____
Final Auth _____
Date Cleared _____
Account Number _____

Notes - For Office Use Only

Corporate Name: _____ Date of Application: ___ / ___ / ___
Plant Name: _____ Address: _____

Please List ALL ingredients found in facility regardless of usage in kosher products.
Kosher certificates should accompany all submissions

RMC	Ingredient Name	Manufacturer	Distributor	Kosher Status

This application completed by:

Signature & Title: _____ Date: _____



Revision: Tue 13 Tishri 5772 Oct 11, 2011

APPLICATION FOR KOSHER CERTIFICATION

FORM #202 – FORMULA APPROVAL

For Office Use Only

Category _____
 Initial Auth _____
 Final Auth _____
 Date Cleared _____
 Account Number _____

Notes - For Office Use Only

Corporate Name: _____ Date of Application: ____ / ____ / ____

Plant Name: _____ Address: _____

Formula Name: _____ Formula Number _____

This Formula is a Sub-Formula (you can skip product info below) This Formula is a Finished Product

Product Name: _____ SKU Number: _____

If packing multiple labels please use Form 203 – Finished Product Information

The following ingredients will be used (only names no quantities please)

RMC	Ingredient Name	Manufacturer	Kosher Status	KVH Approved

This application completed by:

Signature & Title: _____

Date: _____



Revision: Tue 13 Tishri 5772 Oct 11, 2011

APPLICATION FOR KOSHER CERTIFICATION

FORM #203 - FINISHED PRODUCT

For Office Use Only

Category Initial Auth Final Auth Date Cleared Account Number

Notes - For Office Use Only

Notes section with horizontal lines for text entry.

Corporate Name: Date of Application: Plant Name: Address:

Product Name: Formula Number: Attached are types of labels used for this product SKU Number: (if applicable)

Product Name: Formula Number: Attached are types of labels used for this product SKU Number: (if applicable)

Product Name: Formula Number: Attached are types of labels used for this product SKU Number: (if applicable)

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Product Name: Formula Number: Attached are types of labels used for this product SKU Number: (if applicable)

This application completed by:

Signature & Title: Date:



Revision: Tue 13 Tishri 5772 Oct 11, 2011

APPLICATION FOR KOSHER CERTIFICATION

FORM #301 - PRIVATE LABEL REQUEST

For Office Use Only
Category
Initial Auth
Final Auth
Date Cleared
Account Number

Notes - For Office Use Only

Private Label Company Name:
Address:
City: State: Zip:
Web Site URL:

Date of Application:
Tel:
Fax:

PL Company Contact: Job Title:
Tel: Email:

PL Marketing Contact: Job Title:
Tel: Email:

PL Accounts Contact: Job Title:
Tel: Email:

PL Purchasing Contact: Job Title:
Tel: Email:

Products to be Manufactured at:
Plant Address: Tel:
City: State: Zip:

Ingredients ordered and supplied by Private Label Company?.....Yes /No
Formulas are owned by Private Label Company?.....Yes /No
Private Label Company has Jewish ownership? (this has effect on Passover and Challah procedures only)Yes /No

Additional Notes:

This application completed by:

Signature & Title: Date: