



# KOSHER SUPERVISION OF AMERICA

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## The Kosher Certification Process

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### I. What is kosher certification?

The KSA symbol on your products or services indicates that their kosher status is being independently monitored by the staff of the Kosher Supervision of America. That symbol is recognized by the kosher consumer as the sign that your products meet the strictest standards of kosher.

### II. The Application Process.

Describe your company and its operations. The more we know about you, the more effectively and speedily we can proceed with the certification.

The application includes:

#### A. Company Profile

*Please let us know with whom we will need to communicate. Describe your objectives, needs and goals.*

#### B. Plant Summary

*The maintenance of a kosher program requires the close involvement of production people. Let us know who is in charge of production, who orders and receives raw materials, who designs packaging materials, and who is in charge of marketing and advertising. If the products intended for certification or those identical to them are made at more than one facility, we need to know about each production site. Please complete a Plant Profile for each.*

#### C. Schedule A - Ingredient List

*Schedule A is a list of approved ingredients used in your facility. Generally this schedule is a composite of all raw materials maintained in the facility. In some circumstances, we will approve non-kosher materials for non-kosher processes, providing that those do not and cannot compromise the kosher status of the certified products.*

#### D. Raw Material Listing

*If a product is to be considered kosher, all its ingredients need to be kosher. Kosher sensitive materials may be approved from recognized sources only. Please identify the manufacturer for each item (the broker or distributor names may not be adequate). Other factors in the plant may affect the kosher status of the product. Are other products on the same processing line kosher? What about other lines? Therefore, please provide a complete raw material listing for each facility. Mark with an asterisk (\*) those ingredients not associated with kosher production.*

### E. Product Approval Request

*Tell us about the product(s) for certification. Do you wish to have the product(s) designated dairy, meat, pareve (neutral) or perhaps for Passover. The ingredient component list will help us determine if the product can be kosher and its designation. We'll need brand names. For Private Labels (i.e., your company's name does not appear on the label) please provide the distributor's name and particulars.*

### III. Initial Inspection and Evaluation.

Subsequent to a satisfactory review of your application, your facility will need to be reviewed by a Senior Field Representative. The KSA will pre-invoice your company for the costs associated with this inspection. His report will be reviewed by our Rabbinic Kashrus Committee. Pending their approval we will work to create the contract.

### IV. The Contract.

KSA certification is a partnership between the KSA and the manufacturer to provide kosher products to the kosher consumer. Like any reliable partnership, a written agreement outlining the terms and provisions of the partnership is essential. The contract is a list of standard clauses, certification fees and special clauses crafted to specific needs or situations pertaining to your company's kosher program. The contract also includes two important Schedules.

#### B. Manufacturer / Co-packer List

*This list will show us where all of your products are being manufactured and co-packed for your company. This list will show us where our Rabbinic Inspector will need to do his inspections.*

### V. Re-Inspection and Certification.

Upon completion of the signed contract and payment of certification fees, the KSA's designated Rabbinic Inspector will review compliance with the signed agreement. The KSA will then issue its kosher certificate, and kosher production may commence. Your company will be reviewed periodically by the Rabbinic Inspector.

**Our Commitment.** We, at the KSA are committed to servicing the Kosher industry in a timely, efficient and professional manner. KSA does not only certify products, we build relationships too!