



The orthodox council of kashrut MaHaRa'L

Široká 8 • 110 00 Praha 1 - Josefov
 Phone: +420 603 540 540
 Fax: +420 274 864 664
 E-mail: certification@kosher.cz



The Certification Process

I. What is kosher certification?

The OM symbol on your products or services indicates that their kosher status is being independently monitored by the staff of the Orthodox Council's Kashruth Division. That symbol is recognized by the kosher consumer as the sign that your products meet the strictest standards of kosher.

II. The Application.

Describe your company and its operations. The more we know about you, the more effectively and speedily we can process your application.

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 Profile

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. Plant 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 release agents kosher? 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.

D. 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 OM will pre-invoice your company for the costs associated with this inspection. His report will be reviewed by the Rabbinic Kashruth Commission. Pending their approval we will work to create the contract.

IV. The Contract.

OM kosher certification is a partnership between the OM 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.

A. Schedule A

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.

B. Schedule B

Schedule B is the list of finished certified brands and products with their designations. OM for Pareve. OM-D for Dairy. OM-Meat for Meat. OM-P for Passover. This document will be reflected in the OM kosher certificate.

V. Re-Inspection and Certification.

Upon completion of the signed contract and payment of certification fees, the OM's designated Rabbinic Inspector will review compliance with the signed agreement. The OM will then issue its kosher certificate, and kosher production may commence. Your company's certification will be transferred from the New Company Department to an officially designated Rabbinic Coordinator on our staff. Your company will be reviewed periodically by the Rabbinic Inspector.



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The Kosher Certification Flowchart

Request for Application	Initial discussion concerning kosher certification prospects
Submission of Application	Details of ingredients, manufacture and products
New Company Rabbinic Coordinator (NCRC) Assigned	Account Executive to coordinate certification process
Initial Inspection Invoice Initial Inspection	Initial inspection invoice sent; upon payment of initial invoice, NCRC assigns Rabbinic Field Representative to evaluate site
Additional Information Requested Review of Application: • Field Representative's Report • Ingredients • Processes	Feasibility study by the OM; preparation for final review
Review of Application by Rabbinic Kashruth Commission (RKC)	Evaluation and approval of Governing Board of OM
Contract Signed Assembly of OM Certification Agreement	Details of certification, supervision and financial obligations confirmed
Plant Re-Inspection by OM Field Representative	OM Representative confirms compliance with all kosher requirements



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APPLICATION FOR KOSHER CERTIFICATION COMPANY HEADQUARTERS PROFILE PAGE

COMPANY NAME:

Address:

City: State: Zip: Country:

Phone: Fax:

Company Contact:

Title:

Phone: E mail:

Alternate Contact:

Title:

Phone: E mail:

Billing Contact:

Title:

Phone: E mail:

Marketing Contact:

Title:

Phone: E mail:

Company President:

E mail:

Please explain why you are seeking certification (i.e. what are your marketing goals?):

Under which category of foods would you list the product(s) (e.g. snacks, fish, acidulants etc.)?

Where did you hear about the The orthodox council of kashrut MaHaRa'L (e.g. show, supplier, customer, website)?

Have any of your products ever been certified Kosher? Yes No

If yes, by whom:

Are any of them currently certified Kosher? Yes No

If yes, by whom:

How many plants are included in this application? (Attach a set of forms for each plant).

FOREIGN APPLICANTS: PLEASE PROVIDE INFORMATION FOR A CZECH OFFICE AND/OR CONTACT WHERE AVAILABLE.

Name: Phone:

PLEASE NOTE: The (M) symbol is a registered trademark of The orthodox council of kashrut MaHaRa'L. Its unauthorized use is a violation of trademark laws. Our rights in this regard are enforced to the fullest extent of the law. The (M) symbol may not be used until a written contract has been executed with The orthodox council of kashrut MaHaRa'L. The Council covenants and agrees that it will not communicate or divulge to, or use for the benefit of, any other person, partnership, association, or corporation, any of the trade secrets, formulae, or secret processes, used or employed by the company in or about its business, that may be communicated to the Council by virtue of this application. Submission and investigation of this application does not entail any commitment upon the part of the applicant or of The orthodox council of kashrut MaHaRa'L in any way, until agreement for said purpose is duly entered into by both parties.

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ID# Received: NCRC PRC



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APPLICATION FOR KOSHER CERTIFICATION MANUFACTURING PLANT PROFILE PAGE

PLANT NAME:

Address:

City: State: Zip: Country:

Phone: Fax:

Plant Contact:

Title:

Phone: E mail:

Alternate Contact:

Title:

Phone: E mail:

R&D Contact:

E mail:

If the facility is not located in a major city, please indicate the closest major city and the distance to the facility:

Describe all the manufacturing process(es) in the facility:

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THIS FORM IS INTENDED FOR APPLICATIONS OF NON-CERTIFIED COMPANIES AND/ OR PLANTS. CERTIFIED COMPANIES SEEKING APPROVAL FOR NEW PROUDUCTS SHOULD COMPLETE A NEW PRODUCT REQUEST FORM.

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Approved by RKC	Inspection Frequency
Special Comments	



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APPLICATION FOR KOSHER CERTIFICATION PRODUCT INFORMATION PAGE

PLANT:

LOCATION:

A) Please indicate the geographic areas where you plan to market the product(s):

B) Are any of these products also produced in a plant not included in this application? Yes No

If yes, where and by whom:

Are any other products produced in this plant? Yes No

C) Please provide the following information regarding products for which you are seeking certification

- I. Please list the name of each product for which you are seeking certification. Check the appropriate column(s) for Retail or Industrial/Institutional distribution. Please specify if you desire Passover certification
- II. Please list each brand name for the product that you are seeking certification. Check the appropriate column(s) to indicate if the brand name is an In-House and / or Private Label
- III. For Private Label brand name: Enter the name of the Private Label Company that owns the brand name. On the last page of this application, provide the company name, address and contact name

I. Product Name	II. Brand Name			III. Private Label Company	For Internal Use Only DPMF
	Retail	Industrial	Passover		



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RAW MATERIAL INFORMATION PAGE PRODUCT

Plant name:

1. List all raw materials in the facility (including release agents, processing aids, antifoams etc.) even if not intended for kosher use.
2. Identify with an asterisk (*) any ingredients intended for use exclusively in products that you do not wish to certify.
3. Submit a Letter of Kosher certification and clearly identify the exact ingredient being used. If you submit via fax, do not highlight. Where no Letter of Certification is available, supply a process flow diagram. Both the ingredient name and source name must match the Letter of Certification.

Definitions:

RMC#: List the raw material code, if any, that plant uses internally.

INGREDIENT NAME: Give the name exactly as it appears on the label. Include all flavor and product code numbers

SOURCE: Give the manufacturing source exactly as it appears on label. Do not list distributor or broker unless it appears on label. Include all Plant #'s/CZ #'s or other regulatory, plant mfg. Codes, where applicable

BRAND NAME: List Brand Name exactly as it appears on the label.

BULK: Indicate if ingredient is received in tankers, rail cars, trailers or containers that are not normally refilled.

CERTIFYING AGENCY: Indicate the Kosher certifying agency that certifies this ingredient.

RMC#	INGREDIENT NAME	SOURCE	BRAND NAME	BULK	CERTIFYING AGENCY
Use the following examples as guidelines					
654	All Purpose Shortening 101-50	Cahokia Flour	Cahokia Pride	Tankers	OU
656	Vanilla Pecan F698764	McCormick Flavor			OK

For additional ingredients, please continue to the next page.



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