



**The orthodox council of kashrut MaHaRa'L**

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# 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.