



MANUAL FOR

MANUFACTURING


FACILITIES


A Primer for Kosher Production


Second Edition 2013

Ⓚ KOSHER CERTIFICATION
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OK Kosher Certification Mission Statement

The  family is committed to all of its clients and to the kosher consumer. We are committed to upholding the standards of kosher law. We are committed to fast, high-quality service. We are committed to the use of state-of-the-art technology to streamline your kosher program. These commitments are evident at every stage of our relationship with our clients.


The  uses its many resources and over 70 years of kosher certification experience to counsel companies regarding numerous kosher-related issues, including cost-effective production and ingredient alternatives, to better serve our customers. When issues do arise, we work with our customers to find acceptable solutions without compromising kosher standards.


We believe that communication is essential to the effective development of a kosher program. To this end, we encourage our clients to ask questions. When you are unsure, ask the . If you are not sure if you should ask, then you should ask. When you are fairly sure, ask anyway. Our Rabbinic Coordinators prefer to answer twenty questions than to encounter one problem that results from a question not asked. Our Rabbinic Coordinators will answer your questions in a friendly and timely manner – they are here to serve you.

This manual was prepared by our office staff and coordinated by Rabbi Levi Marmulzsteyn. We welcome your input. Please e-mail your comments or questions to info@ok.org, or fax them to 718 756- 7503, att: Facility Kosher Manual.

Message from Rabbi Don Yoel Levy

Dear Customer,

Welcome to the extended  family. You have now joined the thousands of manufacturing facilities worldwide that are proudly offering their customers what they really deserve: a 100% truly kosher product.

The laws of kosher, dating back to the time of Moses, are over 3300 years old. They are very intricate and extensive. Through the expertise and vast knowledge of dedicated Rabbis, combined with the sophisticated state-of-the-art computer system developed by , the process of a company becoming kosher, and/or producing kosher products, has been modernized and streamlined.

One purpose of this manual is to direct you, step by step, through the kosher protocol. Whether you would like to introduce a new ingredient, launch a new product, or understand the interaction between the Rabbi and your staff, you will find clear instructions in this guide.

Another purpose of this manual is to familiarize newly appointed personnel with kosher information and requirements pertaining to your facility. This concise, user-friendly format will serve as a guideline to those not yet familiar with kosher.

Please take a few moments to read these important instructions. I especially encourage you to familiarize yourself with the details that apply to your department.


Should anyone in your facility need any assistance, please do not hesitate to contact us at our head office.

Wishing you much success in all your endeavors.

Sincerely,




Rabbi Don Yoel Levy
Kashrus Administrator, CEO

This manual is a working document and the information contained herein is current. However, circumstances change and each facility may have its own exceptions. The intention of this manual is for informational purposes only and it is not part of, or an addendum to, your kosher certification contract with . We strive to keep you updated on new information affecting kosher supervision.

Additional copies of this manual are available, upon request, from our office. To obtain additional copies of this manual, please request them from your Account Representative.

Updates to this manual may be found on our website:
www.ok.org/manual

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Basic Rules to Remember

The information contained in this manual will offer many more details on the following:

1. Ingredients and Raw Materials

Introducing new ingredients or raw materials into a facility must be coordinated with the **OK** to ensure that your kosher program is not compromised. Written approval from the **OK** must be obtained prior to use.

2. Kosher Certificates

It is necessary that all kosher certificates for your ingredients and raw materials are current and have been approved by the **OK**. This is to ensure that the highest level of kosher compliance is maintained.

3. Groups

Purchasing and receiving personnel should be familiar with the “Groups” system, the fundamental method that the **OK** uses to categorize ingredients and raw materials. A brief explanation of the **OK** Groups can be found on page 46 of this manual.

4. Equipment and Productions

Always refer to the **OK** issued instructions for your particular facility and notify the **OK** if you make any change(s) to your equipment or production process.

5. Toll manufacturing

Notify the **OK** whenever a product is toll manufactured (even a partial process).

This step is required in order to avoid compromising the kosher status of your products or equipment.

6. Finished Products

It is important that the **OK** kosher certificates for all of your certified finished products are current and available for your customers. These certificates can be viewed and downloaded from digitalkosher.com, see page 77.




7. Labels






It is essential that the product name on the label exactly matches the product name as it appears on the kosher certificate, and that it conforms to the kosher restriction on the certificate: **OK** for Pareve products, **OKD** for Dairy products, **OKP** for Passover products, Rabbi’s Stamp etc. – see page 72 for definitions of these terms.

8. Don’t be afraid to Ask

Make sure that all of your employees and staff know the most important rule regarding your **OK** kosher certification: In case of any doubt or question – call the **OK**! Your facility has a Rabbinic Coordinator (RC) and an Account Representative at our headquarters offices who are always available to assist you. Call our general number – (718) 756-7500 or email us at info@ok.org to find out their direct contact information.

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INTRODUCTION TO KOSHER


About the

The : A Pioneer in Kosher Supervision

In 1935, Abraham Goldstein, a kosher food expert and chemist, founded the  to meet the needs of a rapidly growing American Jewish community. As a result of increased immigration from Eastern Europe, the demand for kosher food was soaring. In the ensuing years, the  became renowned for its expertise in fusing the requirements of traditional kosher law with the advances of modern production processes. Guided by Abraham Goldstein, and later by his son George, the  established a sterling reputation for uncompromising integrity. Kosher consumers learned to equate the  symbol with elite kosher standards.

Much has changed since 1935, but our dedication to excellence has never wavered. Under the leadership of the late Rabbi Bernard Levy, who assumed leadership of the  in 1968, the  emerged as the acknowledged trailblazer for the entire industry, establishing the standard for kosher supervision in the United States, North America, Central and South America, Europe and Asia. Rabbi Don Yoel Levy, Rabbi Bernard Levy's son and a leading international authority on kosher food, took the helm of the  in 1987. He is supported by a team of some of the most professional and knowledgeable kosher experts in the world. Rabbi Levy has guided the 's development in a new era of global economic expansion, which has seen both major advances in technology, and a tremendous increase in worldwide demand for kosher food products.

This soaring demand has resulted in a tidal wave of interest in kosher certification. Our  Rabbinic Coordinators are constantly on the go, traveling all over the world. They visit facilities on all six continents, from Boise to Beijing, to inspect and certify products on both the industrial and retail levels.

Today,  Kosher Certification is the world's second largest kosher certifying agency. We certify more than 250,000 labels and products, and close to 2400 facilities. Yet our commitment to our customers' individual needs and to kosher standards remains unchanged and unequalled: **Kosher without compromise.**



What Is Kosher?

An Overview

Please note: The following explains the basics of a very intricate set of (religious) laws that govern kosher. Proper implementation of these rules is achieved only by close consultation with an expert in kosher supervision; minor changes can have far reaching consequences.

The Hebrew word *kosher* means “fit” or “proper.” When applied to food, the term indicates that an item is fit for consumption according to Jewish law. Kosher refers to those foods that G-d, in the Torah, has permitted Jews to eat (the word “kashrus” refers to the general subject of kosher food). Kosher does not mean food “blessed” by a Rabbi.

There are three basic categories of kosher food: Meat, Dairy and Pareve.

1. MEAT



Four-legged animals that have split hooves and ruminates (chew their cud) are kosher animals (e.g. cattle or lamb). Poultry such as chicken, turkey, some ducks, and some geese are also kosher. Kosher fish are addressed on page 13.

Kosher animals and poultry must be ritually slaughtered according to Jewish law by a specialist (called a shochet). The meat must then be inspected by a specialist, and soaked and salted to remove the blood. Only after all of these requirements are met can the meat (or its derivatives) be considered kosher, provided that there are no non-kosher additives or processes introduced.

Non-kosher animals include pig, camel and rabbit, as well as all carnivorous animals and fowl, all reptiles, shellfish and underwater mammals, and most insects. In addition, the blood of all animals and poultry, and any derivatives or products thereof, is not kosher.

Please be aware that because of the above restrictions, most meat, meat products and meat derivatives available in the market are non-kosher. For the most part, this booklet does not address facilities that process kosher meat or meat derivatives in their products.

Certified meat products must always be sealed in the presence of the supervising rabbi, and are labeled with an M symbol.

2. DAIRY



Milk and milk products (cheese, cream, butter, etc.) from a kosher animal (see previous section) are kosher and dairy.

A product that contains even a very minute amount of dairy is still considered dairy.

Labels: Certified products containing dairy are labeled with an **ⓀD** (D for dairy) symbol.

3. PAREVE (or Parve)



Pareve status indicates a neutral state and refers to foods that contain neither meat nor dairy ingredients, nor their derivatives. All fruits, grains, vegetables, water and minerals in their natural state are kosher and pareve, as are eggs from kosher fowl. Fish is also pareve, but may not be cooked or eaten together with meat.

A pareve item acquires a dairy status when it is mixed or cooked (i.e. heat is added) together with a dairy food or produced on dairy equipment; it acquires meat status when mixed or cooked with meat or produced on meat equipment. For example: Non-dairy creamer containing even a minute amount of caseinate is considered dairy and will be labeled with an **ⓀD** symbol.


Labels: Pareve products are labeled with a plain **Ⓚ** or **ⓀPareve** symbol. Pareve products produced on equipment that was previously used for dairy and not “kosherized” (see next page) are labeled **ⓀD** or **ⓀDE** (dairy equipment).

Fruits and vegetables: Many fruits and vegetables are infested with insects and bugs that are not kosher and must be removed prior to their use. Produce from Israel has special kosher laws (See page 14). Inorganic ingredients are generally considered kosher and pareve and frequently will not require certification. However, contact with non kosher equipment or material may render them non kosher.

Some Additional Laws Regarding Kosher

MEAT AND DAIRY SEPARATION



Jewish law mandates that meat and dairy may not be cooked or eaten together. In fact, there is a waiting period of up to six hours after eating meat (or products cooked with meat) before eating dairy, as well as after eating certain hard cheeses before eating meat. This is one of the primary reasons why we label dairy items with the D symbol and why proper labeling of kosher products is of utmost importance to the consumer. The requirement to separate meat and dairy products also applies to the equipment used in processing them. Therefore, completely separate sets of pots, dishes, cutlery, etc., are standard in a modern kosher kitchen. A pareve product that was processed on equipment that previously processed dairy products can become dairy. In order to produce pareve on this equipment, the equipment must be “kosherized” to return it to pareve (or neutral) status.

KOSHERIZING EQUIPMENT

Food produced on machinery that was previously used for producing non-kosher items may be rendered non-kosher. The same applies when alternating between dairy/meat and pareve equipment.



It is sometimes possible to return non-kosher equipment back to kosher status or from dairy back to pareve. The process of making vessels, utensils, dishes, ovens, and sinks kosher is called “kashering” or “kosherizing.” This is done under the supervision of a Rabbi who is trained in the procedure and the process will vary depending on the kind of equipment that is involved as well as its usage (see page 22 for more information on kosherizing procedures).

PASSOVER



Passover, an eight-day holiday that commemorates the Exodus of the Jewish people from bondage in Ancient Egypt (1313 BCE) to freedom and nationhood, involves a unique set of kosher laws. The fledgling Jewish nation was required to “[take] its dough before it leavened”, as related in Exodus 12:34. Therefore, grain products or their derivatives may not be consumed on Passover, with the exception of unleavened matzoh and products made with this matzoh. In many communities, legumes such as corn, peas, and soybeans, and their derivatives, are also prohibited on Passover. This restriction has major implications for Passover products using ingredients such as citric acid (which can be made from corn), etc.

The equipment used for production of kosher for Passover items must also be kosher for Passover, or must be kosherized. For more details regarding Passover see page 84.

Labels: Passover products are labeled with the P or P D symbol (P for Passover, D for Dairy).

WINE




There are specific laws about wine (or grape juice) that require all handling from the beginning of the crush through the actual use to be with continuous Rabbinical supervision. Therefore, in most situations, tankers or containers of wine (or wine derivatives, e.g. vinegar, fusel oil, etc.) in your inventory must always be unsealed and resealed in the presence of the supervising Rabbi.

CHEESE



Cheeses made with rennet require a Rabbi's supervision and active participation. The Rabbi must pour the rennet and only kosher types of rennet may be used, otherwise the cheese is deemed non-kosher even if all the ingredients used (including the rennet) are kosher. Therefore, whenever such cheeses are produced, the Rabbi must be present.

Please note that the whey recovered from unsupervised cheese productions can usually be kosher certified.  Rabbis are trained to guide you through this sometimes complex process.

FISH



Kosher fish must have both fins and scales, and the scales must be able to be removed without causing damage to the skin of the fish. Some fish have a teeth-like "armor" rather than scales and are not kosher. Many fish look similar or have similar names but are totally different from each other. Shellfish, lobster, clams, sharks etc. are all non-kosher. Fish and meat cannot be used together in kosher certified products.

All productions involving or containing fish products or their derivatives, even in minute amounts, must be done under strict Rabbinic supervision.

Labels: Certified products containing fish are labeled Fish or F.

PRODUCE FROM ISRAEL



Although most raw fruits and vegetables are inherently kosher, ALL produce from Israel are subject to special handling before use or consumption. This is due to the sacredness of the Holy Land, and the special Biblical requirements for produce grown there - such as ma'aser (tithing), orlah (fruits of the first 3 years) and shemittah (leaving the land fallow every seven years during the Sabbatical year).

Therefore, as ironic as it may seem, products from Israel require an extra review in their approval process before use in a production.

CHOLOV YISROEL



Cholov Yisroel is an added customer requested kosher attribute on dairy products, which indicates that the milk has been supervised by a Rabbi from the time of milking through the packaging process. ⓀD products are not *Cholov Yisroel* unless so indicated on the certificate. Your Rabbinic Coordinator can guide you on producing *Cholov Yisroel* Dairy products.

PAS YISROEL



Pas Yisroel is a kosher enhancement that is preferred by an ever-growing segment of kosher consumers. The definition of *Pas Yisroel* is grain (wheat, barley, rye, spelt or oat) products baked with the participation of a Rabbinic supervisor. This “participation” can take various forms and is to be determined at each facility by the supervising Rabbinic Coordinator.

YOSHON






The word *yoshon* literally means “old”, and refers to wheat that took root before the previous date of 17 Nissan in the Hebrew calendar. The Bible prohibits partaking of the new grain harvest until the *Omer* barley offering was brought in the Holy Temple on the 16th of Nissan (the second day of Passover). Nowadays many Rabbinic authorities are lenient regarding the necessity for *yoshon* outside the Land of Israel.


Nevertheless, there is a segment of Jewish consumers outside of Israel who are scrupulous to eat bread and baked goods that are made with *yoshon* flour only.

OK KOSHER SUPERVISION SYSTEMS




Kosher Supervision Systems


The  symbol on a product indicates that  Kosher Certification has independently verified the kosher status of the product and it is on this that the consumer relies. Many commercially produced products may be kosher but are not eligible to bear the  symbol because we can not independently verify the kosher status of these products.

 Kosher Certification's long years of experience in designing commercially viable kosher production systems utilizing advancements in technology results in a highly effective and comprehensive system that keeps any inconvenience to the certified company to a minimum.

What follows throughout this manual are some of the systems of supervision that we utilize and how they will affect you as a certified company.

We realize that these guidelines may seem overwhelming and complex at times. Please be assured that all  staff are dedicated to making this process work for your organization and are available to assist you every step of the way.

Your Kosher Supervision team

The members of your  Kosher supervision team that are referred to throughout this manual are:

The RC (Rabbinic Coordinator) - the Rabbi assigned to design, implement and maintain your kosher program

The Account Representative - the customer service professional that will serve your day to day needs

The Local Rabbi - Tasked by the RC to periodically visit and report

They are supported by a team of professionals who all strive to ensure your kosher program runs smoothly.

 Kosher Certification is led by Rabbi Don Yoel Levy, Kashrus Administrator and CEO

MANUFACTURING FACILITIES







Types of Manufacturing Facilities

Category “A” Facilities Produce:

1. All kosher and only pareve (or neutral) products, **OR**
2. All kosher and only dairy

Category “A” facilities are generally simpler to monitor. Usually there is no kosherizing of equipment involved, as all ingredients are uniform. Plant personnel and the inspecting Rabbi need to establish three major points:

- a. All the ingredients on the plant floor are listed on the  approved ingredient list and conform to the restrictions on their respective kosher certificates (i.e. the proper kosher symbol appears on the label, or the necessary kosher documentation accompanies bulk deliveries).
- b. The equipment comes in contact only with these ingredients (see page 19 for more details).
- c. The labels on the finished products display the appropriate OK Kosher symbol (, D, P, etc), as designated on the Kosher Certificate.


Category “B” Facilities Produce:

1. Pareve and dairy products, **OR**
2. Meat or fish products, **OR**
3. Kosher and non kosher products, **OR**
4. Passover products (see page 84), **OR**
5. Toll manufacturing (see page 20)

Category “B” facilities require more intensive monitoring than category “A” facilities. Nevertheless, the 3 areas of focus are the same:

1. Inventory (Ingredients)

The following guidelines concern purchasing and receiving personnel:

- a. All the kosher ingredients on the plant floor should be listed on the  approved ingredient list and conform to the restrictions on their kosher certificates (e.g. the proper kosher symbol appears on the label).
- b. Compatible Kosher/Non-Kosher or Pareve/Dairy ingredients are not allowed in the facility, unless a Rabbi is present to monitor and supervise. Storage areas need to be monitored, to prevent human error.

Incoming Material–Ingredients and Inventory guidelines are more fully explained on page 36

2. Equipment

The following guidelines concern quality assurance personnel and production planners:

There are two types of equipment that need to be monitored:

DEDICATED EQUIPMENT

Equipment that is used exclusively for kosher-pareve or kosher-dairy products. A common way to monitor such equipment is for the Rabbi to review the logbook (see page 28).

SHARED EQUIPMENT

In most cases, equipment that is shared for pareve and dairy products, or for kosher and non-kosher products needs to be kosherized, with a Rabbi present at the kosherization before a kosher run (see page 29). Additionally, the Rabbi may need to be present during productions, and also monitor the logbook for all past productions and the schedules for future productions.

Equipment guidelines are more fully explained beginning on page 22

3. Labels on finished products

Labels must be checked to verify that the  symbol appears ONLY on  certified items and that they are labeled correctly

Labels &  Symbols on finished products are more fully explained on page 72

Important


Please refer to the customized instructions that were issued by the Rabbinic Coordinator for your facility. This will also determine how your products will be labeled. If you do not have instructions on file, or there are modifications that need to be made, please call our office to speak with your Rabbinic Coordinator.






Employee Meals

Even though most plants have a designated area (cafeteria, etc.) for employee meals, attention must be given so that no outside food or drinks or any non  approved items are brought into the production areas.

Introducing an Additional Facility or Co-Packer and Toll Manufacturing

In the event that you would like your products to be produced, partially processed, or repacked in another facility, an “Additional Plant/Co-Packer” application must be submitted to our office.

This applies to all facilities, even those that are already kosher certified by the  or another kosher supervision agency. To request this form please contact your Account Representative.

After the form is completed and returned to our office, your Rabbinic Coordinator will contact you regarding this new facility. In most cases the  will require an Initial visit to that facility to customize its kosher procedures. In addition, the  requires Co-packers to sign a limited contract with the , agreeing to abide by all  kosher regulations for  certified productions. This helps protect you and the kosher consumer by ensuring items produced at this facility conform to the kosher requirements and are suitable for the end user – the kosher consumer.

EQUIPMENT



Equipment and the Kosherizing Process

Equipment throughout this guide refers to ALL equipment that comes in contact with the certified product, including (but not limited to) holding tanks, production equipment, pipes, pumps, funnels, tankers, small ware and packaging equipment.

Your New Equipment

If your organization is in the process of purchasing new equipment or transferring equipment from another facility (even if certified kosher), please contact your Rabbinic Coordinator while you are in the planning stages, to make sure that this will not jeopardize the kosher status of your products. He can also assist you in setting up new equipment in a way that will simplify kosher production.

There are several issues that may need to be addressed. For example, many times “new” equipment is actually refurbished and may need to be kosherized; transferred equipment from a kosher facility may have been used for dairy products and the current facility manufactures only pareve products. Your Rabbinic Coordinator will help make this transition as painless as possible.

Kosherizing Methods

Kosherizing is the purging process prescribed by Jewish law for equipment that was used either:

- a. To produce non-kosher products, and now will be used to produce kosher; or
- b. To produce dairy products, and now will be used to produce pareve products; or
- c. Will be used for Passover production.

Generally, there are two methods of kosherizing. In most cases, the equipment is filled to the top (or flushed) with boiling water (212°F/100°C). Sometimes, a blow-torch may be needed though this is rare in a modern facility.

After the Initial visit (see page 26), your Rabbinic Coordinator will have drawn up specific kosherization instructions for each piece of equipment at your facility. If you did not receive these instructions, please contact your Rabbinic Coordinator.

Kosherizing Procedures

Prior to kosherizing, the equipment must be:

- 1) Perfectly clean. No residue of any kind, such as sediment, stain or grease film, may remain. All rust must be removed.
- 2) Idle for 24 hours after cleaning from its last use. Only then may the kosherizing process begin.

The Rabbi must be present at the kosherization. He will first check all parts of the equipment for cleanliness. Some parts of the equipment may need to be opened for visual inspection.

A check-off sheet should be filled out by the Rabbi and the foreman/plant operator during the kosherization.


In order to minimize equipment downtime, a facility that is closed on weekends will generally do its “cleaning in place” (CIP) on Saturday, to take advantage of the Sunday shutdown for the required “idle time,” and then kosherize the equipment on Sunday night or Monday morning.

Logbook

A clear logbook (or record) must be kept in the files of the facility indicating the method of kosherizing, the date and time of kosherizing, and the products that were produced prior to and after kosherizing, as well as the name of the Rabbi present.

If you wish to run a test product on your equipment, please see the instructions on page 61.

Some Additional Terms Connected to Kosherizing

The laws of kosherizing are very intricate. We are including some of the circumstances that can affect kosher equipment/production for informational purposes only. All of the following scenarios can be determined only by your  Rabbinic Coordinator.

Cold/Hot Process

There are some cases where kosherizing may not be required. For example, if the equipment was used only for a cold process (e.g., powder blends), a thorough cleanup or sometimes a “wet wash” may suffice.


Pungent/Sharp Ingredients

Special care needs to be given in the case of pungent ingredients, such as various oleoresins, mustard, vinegar, and lemon juice. Although they are cold, pungent ingredients have special rules.


24 Hour Idle Time

According to Jewish law, kosherizing through purging can only begin after the equipment was idle (clean and unused) for 24 hours. There are a few exceptions to this rule based on certain circumstances.

Storage Time

Please notify your  Rabbinic Coordinator if you have any liquid items (even in cold process) that may be stored in any container (holding tank, etc.) for 24 hours or more, even if this is only occasional (e.g. over the weekend). Certain provisions must be taken in this case.

Contamination

In case of contamination, such as a non-kosher ingredient in a kosher product or on kosher equipment, or a dairy ingredient in pareve product or on pareve equipment, production may need to be delayed or suspended. Therefore it is imperative that you contact your  Rabbinic Coordinator immediately if such a circumstance occurs.

RABBIS' VISITS




The Rabbis' Visit

Many people erroneously believe that a Rabbi comes to "bless" a facility or product and this makes it kosher. This is quite far from the truth. During his visit to a facility, the Rabbi ensures that everything is in compliance with the rules of kosher as explained throughout this manual. During his visit, the Rabbi prepares a report that your company contact (plant manager, etc.) will review and sign. This report is submitted to the facility Rabbinic Coordinator for review, and you will receive a copy for your records.

HEADQUARTER VISITS AND LOCAL VISITS


In order to receive kosher certification from the , several types of visits are required by these professional kosher experts.

1. Headquarter Visits

There are three types of Headquarter Visits conducted by an Executive Rabbi from  headquarters: Initial, Annual, and Special Visits. These are all scheduled visits. After a date is agreed upon, a confirmation is sent to the company.

Initial Visit – Establishing Kosher Procedure

After an application for kosher certification (or for the addition of a new facility) has been submitted, an Initial Visit will be scheduled to evaluate and "set up the facility" for a kosher program. After this visit the Rabbinic Coordinator will determine if kosher certification can be offered and how the facility will be monitored for kosher, including:


1. The appointment of a local  representative to monitor the facility;
2. Instructions for the rabbi and plant personnel regarding productions, ingredients, receiving, etc;
3. Setting up kosher contacts (see page 91).

A final determination of the facility's status, with relevant instructions, will of course be conveyed to the company in writing.

Annual Visit— Ensuring Kosher Standards

Facilities certified by the  are visited yearly by an Executive Rabbi for a comprehensive review.

In order to utilize the time of this visit in the most efficient manner possible, facility personnel should prepare the following:

1. A complete list of raw materials. The Rabbi may need to match it to the list on file at the  and evaluate it.
2. A block diagram or flow chart of all processes as they relate to their respective manufacturing lines. This should include a list of ingredients used on the respective lines, as well as process parameters (heat, high pressure, time reaction, etc.).
3. A complete list of finished products, formulae, sub-formulae and the labels that are affixed to the products.
4. It is important that R&D, purchasing, receiving and production personnel be present at the meeting.



Seminars for plant personnel


We encourage you to take advantage of this visit to set up a seminar for your employees so they can meet the Rabbi and ask any questions they may have regarding kosher in general and your kosher program in particular – the Rabbi will be happy to do this.

Please let the Rabbi know prior to the confirmation of his visit that you wish to set up a seminar, so that he may schedule his itinerary accordingly.

Special Visits

Occasionally, a situation arises that requires special attention – something that cannot be handled by the local representative or through correspondence with your Rabbinic Coordinator. For example: introducing a new process, production line, or piece of equipment that might impact your kosher program. In that event, an Executive Rabbi may be dispatched to the facility to address it.

Please note: The Initial and Annual visits from  headquarters are two aspects of our certification process that distinguish the level of service of the . These executive visits enable your Rabbinic Coordinator to personally understand the complexities of your facility, so that he can assist you in a more thorough, comprehensive and timely fashion, and help make your kosher program work for you. All of our accounts, from huge corporations to small businesses, receive the same personalized attention from a senior executive headquarters Rabbi - the RC.

If an issue or question arises at any time, you can call the  office for assistance. Your Rabbinic Coordinator, who is very familiar with your particular set up, will be available to address your concerns.

2. Local Visits

All facilities are inspected by an  local representative at a frequency that is determined by the Rabbinic Coordinator: daily, weekly, monthly, or other interval that is appropriate to your facility.



The category and type of facility (see page 18 for categories) determine whether:

- a. Periodic inspections at predetermined intervals are sufficient or
- b. A Rabbi needs to supervise and be present during specific productions or
- c. A Rabbi needs to be present in the facility at all times.

Periodic Inspections – Local Rabbi

During his visit, the designated Local Rabbi will focus mainly on the following 3 points:

1. RECEIVING RECORDS

- A) The Rabbi will compare the company's inventory list with the approved ingredient list provided to him by the  office and then confirm that the entire inventory (raw materials) in stock and stored anywhere for the facility matches the approved list.
- B) Further, he will ensure that the kosher symbols displayed on the inventory labels match the Group assigned by the  (see page 46 for explanation of Groups).


2. FORMULAE (BATCH CARDS)

The Rabbi will check that the formula printouts he received from the  office match the production batch cards.

The Rabbi may check that the productions are performed according to the instructions drawn up by the Rabbinic Coordinator.


The Rabbi may also review the logbook and may check past and future production schedules to ensure that the equipment has constantly maintained its kosher status (or has been kosherized under the Rabbi's supervision, as explained on page 22).

3. LABELS


All labels for the finished products will be examined to ensure that they are marked correctly and will be matched against the kosher certificates issued to your company by the . For this reason, it is important for plant personnel to keep samples of all labels on file and available for the rabbi to review.

PLEASE NOTE: The local representative is provided with an ingredient and product list based on information submitted to the  office.


In the event of a discrepancy (i.e. an ingredient or product is found in the plant that is not on the list, or an ingredient does not bear the correct symbol or supplier), plant

personnel must immediately submit the ingredient or product, to the  office for approval. (see page 38 for submitting ingredients, and page 60 for submitting products) The Rabbi will note this on his report in case any follow up is required by the Rabbinic Coordinator.


Important:


- 1) The first visit of the local representative will be a scheduled appointment; subsequent periodic visits are performed unannounced and unscheduled (this is a fundamental component of kosher certification). Access must be granted.
- 2) The local representatives are not authorized to initiate any changes. All changes must be pre-approved, in writing, by  headquarters.
- 3) The person escorting the Rabbi should either have access to all of the material the Rabbi needs to inspect, or know to whom questions can be referred.

Production/Kosherizing Visits



For kosherizations and any productions where the Rabbi is required to be on site before the production begins, the Rabbi will check that all inventory to be used in the certified production is correct and matches the information received from the  office. Only then can the kosherizing process or the production proceed (see page 22 for more information on the kosherizing process).

Setup and Scheduling of a Production Visit

Prior to scheduling a production, be sure that all ingredients and formulae associated with that production have been approved by the  and that kosherizing instructions from your Rabbinic Coordinator (where applicable) are on file.


Productions that require a Rabbi to be present (e.g., kosherizations or Passover productions) are scheduled by a written request to the  main office, which will then assign a Rabbi and confirm the arrangements with your company. Sometimes, when this is more efficiently accomplished by having you contact the local Rabbi directly, the Rabbinic Coordinator will set that up.

All such productions must be confirmed no less than five business days prior to the planned start date of the production. This is to ensure the local Rabbi's availability and that he receives instructions from Headquarters.

Please be aware that Rabbis are not available on Saturdays and Jewish Holidays (see page 88 for details). At the start of the production, plant personnel should have available, either on paper or via computer documentation, all approvals from the  office, including the  K-ID issued for each finished product being produced.


Important:




As the Rabbi's visit for productions or kosherizations are billed separately, to avoid any delays or inconveniences, we suggest that a few days prior to the production you verify that:

1. You have submitted all data and received the proper approvals and kosherizing instructions from the  office.
2. The inventory on hand, i.e., the ingredient and supplier names on the labels of the raw materials, matches the approved list.
3. Plant personnel are familiar with the instructions and implementation of the kosherizing process and kosher production.

Specific Issues

Our local representatives are very well trained and we are confident you will enjoy working with them. However, should the need ever arise, please do not hesitate to call our office to speak with your Rabbinic Coordinator or Account Representative.

Visits by Non- Rabbis or other Kosher Organizations


The  has no secrets. This means that anyone who receives *your* permission to inspect your facility may also examine the kosher procedure setup. However, as per your contract and in order to avoid misunderstandings, this visit needs to be pre-approved in writing by the  prior to scheduling, and the guest must be escorted by an  representative.

The Rabbi's Reports

Rabbi's Reports

During each visit, the Rabbi completes a report, on which he notes information pertaining to his findings.

The report must be filled out in its entirety. At the end of the visit, the report:

1. Must be signed by the Rabbi and the company contact;
2. Should be faxed or emailed to the  office by the Rabbi directly from the plant;
3. A copy should be placed in your company's files.

In the event that a Rabbi's report requires follow-up, you will be contacted by your Rabbinic Coordinator.

(Samples of the reports can be found on the following three pages for your review.)

ANNUAL REPORT

VISITING RABBI

FACILITY INFORMATION

YOUR COMPANY

OK Kosher Certification Annual Inspection Report

Rabbi's Name: **Executive Rabbi**

ID:37809

Where

Facility: Demonstration Facility 2012
391 Troy Avenue
Brooklyn, NY 11213

ID:56819

Companies

Demonstration Company 2012
Brooklyn, NY
11213

ID: 55754

Phone: 718 756 7500 Fax: 718 756 7503

When

Month Day Year
Visit Date ____ / ____ / ____ Start Time ____ : ____ AM End Time ____ : ____ AM
PM PM

RABBI'S CHECKLIST

Check List

- Any profile changes suggested? Yes No N/A
- Any ingredients need follow up? Yes No N/A
- Any formulas attached? Yes No N/A
- Any formulas need to be requested? Yes No N/A
- Does the plant have a label book? Yes No N/A
- Any Labels issues? Yes No N/A
- Are there any anticipated kosher status label Yes No N/A
- Any Private Label issues? Yes No N/A
- Are there any changes to be made to the Yes No N/A
- Any modifications need to be made to the Kosher Yes No N/A
- Are there any production changes to be noted? Yes No N/A
- Do the "Kosher cert. rules" need to be changed? Yes No N/A
- Actual Mashgiach visit frequency noted and Yes No N/A
- Confirmed Mashgiach has written instructions? Yes No N/A

Comments (Please print clearly in block letter. Thank you.)

Facility representative name (required)

COMPANY REPRESENTATIVE

Facility representative Signature

Rabbi's Signature (required)

INSPECTION REPORT

VISITING RABBI

FACILITY INFORMATION

YOUR COMPANY

OK Kosher Certification Visit Inspection Report

Field Rep Name: **Rabbi HaRav Chinanya Yom Tov Lipa Demonstration (DEMO)** ID: 24085

Where Companies

Facility: Demonstration Facility 2012 ID: 56819 Demonstration Company 2012 Brooklyn, NY ID: 55754
391 Troy Avenue
Brooklyn, NY 11213

Phone: 718 756 7500 Fax: 718 756 7503

When

Month	Day	Year	Start	:	AM	End	:	AM
Visit Date	/	/	Time	:	PM	Time	:	PM

Check List Must be Completed

Made thorough inspection of ingredients in the plant?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Do you need an updated Ingredient or Product list?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Did you taste the boiler water and find its taste unpleasant (Pogum)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Made thorough inspection of labels in the plant?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Are there Pareve labels in the facility?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Are there Dairy (or Dairy Equipment) labels in the facility?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Are there Passover labels in the facility?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Do all product names on labels bearing the OK match the current product list?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Do all kosher symbols on labels (Pareve, Passover, etc.) match the product list?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Does the plant have a label book?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Are there any anticipated kosher status label changes?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
If yes, please detail the item(s) and the change(s) in the comments section.	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Are the ingredient statements on packaging correct? (example: Dairy listed in	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Are there any production changes since last visit? If yes, please explain below	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Any new products (or in R&D) requiring approval since last visit? If yes, please	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
All previously reported issues resolved? If NO, please explain below	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Have you discussed with your contact person any upcoming changes that might	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Is equipment separation being maintained as specified? If NO, please explain	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Is there a need for special visit from HQ to address kosher or customer service	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Does the client produce at additional facilities that are not OK (or kosher) certified?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Are all potentially kosher products certified?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Do all kosher certified products carry the OK symbol?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Does the client have a non-certified supplier that they would like to see become	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A
Is our customer satisfied with our level of service? What we can do to improve?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> N/A

RABBI'S CHECKLIST

Ingredients	
1 RMC & Ingredient	Symbol
Vendor	Problem
2 RMC & Ingredient	Symbol
Vendor	Problem

Comments (Please include CLEAR explanation(s) of Check List items that need to be addressed. Please print clearly in blockletter. Thank you.)

representative

Facility name REQUIRED Same since last visit? Yes No*

Rabbi's Signature REQUIRED

Facility representative Signature

COMPANY REPRESENTATIVE

If you have more expenses fill out an expenses sheet

PRODUCTION REPORT

VISITING RABBI

FACILITY INFORMATION

YOUR COMPANY

OK Kosher Certification Supervision/Production Report

Field Rep Name: **Rabbi HaRav Chinanya Yom Tov Lipa Demonstration (DEMO)** ID:24085

Where **Companies**
 Facility: Demonstration Facility 2012 ID: 56819 Demonstration Company 2012 Brooklyn, NY ID: 55754
 391 Troy Avenue
 Brooklyn, NY 11213

Phone: 718 756 7500 Fax: 718 756 7503

When

Month	Day	Year	Start	AM <input type="radio"/>	End	AM <input type="radio"/>	Visit Type	Visit Type	
_____	____/	____/	Time _____	PM <input type="radio"/>	Time _____	PM <input type="radio"/>	_____	Kosherizing	K
Date	_____	_____	_____	_____	_____	_____	_____	Production	P
								Special	S
									O

Check List

Do you need an updated Ingredient or Product list? Yes No N/A

Are all ingredients used listed on the formula? Yes No N/A

Does name on label match Kosher Certificate? Yes No N/A

Did you attach one sample of each label? Yes No N/A

Comments (Please print clearly in block letter. Thank you.)

RABBI'S CHECKLIST

Products

The following product(s) were produced under my personal supervision during this production:

Product Name	K-ID	Kosher	Lot #	Production	# of	Weight

Facility Rep.Name **REQUIRED** remained the same since last visit? Yes No

Rep. Signature **REQUIRED**

Facility

Signature **REQUIRED**

Rabbi

completing report:

Stamps used on Products

COMPANY REPRESENTATIVE

INCOMING MATERIAL INGREDIENTS & INVENTORY



Introducing DigitalKosher



Ⓚ Kosher Certification provides its certified companies with a highly-advanced, customer-driven, online digital system to manage kosher information. This system is provided at no extra charge to our customers through a partnership with DigitalKosher.com. DigitalKosher provides our customers with access to a specially designed kosher information portal and affords them the ability to manage their kosher information efficiently.

This portal enables online ingredient submission and submittal history, product submission and product inventory, raw material management and access to supplier search for both ingredients and products as well as access to kosher certificates. New features and capabilities are regularly added to Digital Kosher.

We encourage our companies to take advantage of this system, as it is the quickest means of submitting and receiving approval for their ingredients and/or products.



The ABC's of a Kosher Program

When your company applied to be certified kosher by  Kosher Certification, a comprehensive list of all your raw materials was submitted for approval. At the time of certification, the  issued a printout of all your approved ingredients and their kosher status. A current list is available 24 hours/day on DigitalKosher (see screenshot below). Your Raw Material Management list is the key to your kosher program.

K-ID DIGITALKOSHER



Enter K-ID:



Home Ingredients Products Miscellaneous

Raw Material Management

The Raw Material Management page is the complete management center for all of your kosher raw materials (ingredients). You can use this page to track and update all of the important information pertaining to your raw materials (ingredients) list.

You can track the status of your K-ID request, make new requests, add new raw materials or keep the information up to date by editing the information previously entered.

View Facility Ingredients Report

Click [here](#) to view ingredients by facility

Edit Multiple Items

Use the checkboxes to select multiple items for global edits.

DKUser@Demonstration Company 2012 (22908)

SEARCH UPLOAD LIST AUTHORIZATION LETTER

Filter your list by searching for a Product Name, Brand, RMC, Vendor, Distributor, Email, Fax, Phone, Contact, Company Key, System or K-ID. You can specify specifically which field to search in. You can also specify the source the data should come from, and filter by the K-ID status of your raw materials (ingredients).

Search

Name

Blanks Only

Source

K-ID Status

Both

ALL

Approved Ingredients Only

View all Raw Materials in Excel

View Filtered Raw Materials in Excel

Download all Raw Materials as a TSV zip file

RAW MATERIALS LIST

Show All Details Hide All Details Select/Unselect All Sorted By: Name

Name Brand	Vendor Product Code	RMC	Source	Kosher Group	K-ID Status	Product Code Response Response Note
<input type="checkbox"/> 2,3-Diethylpyrazine D0500	Frutarom (UK) Ltd	MJ-25	K	Group 2	2013-01-01	
<input type="checkbox"/> 2,5- Dimethyl-3(2H)-Furanone D08 ...	Frutarom (UK) Ltd	MJ-26	K	Group 2	2013-01-01	
<input type="checkbox"/> 2-Ethyl-3(SOR6)-DimethylPyrazine ...	Frutarom (UK) Ltd	MJ-34	K	Group 2	2013-01-01	
<input type="checkbox"/> 2-Pentanethiol P0077	Frutarom (UK) Ltd	MJ-35	K	Group 2	2013-01-01	
<input type="checkbox"/> Acetic Acid	Vigon International, ...	432217	K	Group 3	2010-03-31	
<input type="checkbox"/> Acetone Synthetic (Newark)	Mallinckrodt Baker, ...	432998	K	Group 1	2011-03-31	
<input type="checkbox"/> Allyl Hexanoate(Allyl Caproate) ...	Frutarom (UK) Ltd	MJ-106	K	Group 2	2013-01-01	
<input type="checkbox"/> Almonds Raw BEDEMCO	Bedemco, Inc.	432999	K	Group 3	2007-12-31	
<input type="checkbox"/> Aluminum Sulphate	HOLLAND COMPANY, INC ...	433000	K	Group 2	1995-01-31	
<input type="checkbox"/> Apple Juice	Shaanxi Hengxing Fru ...		K	Group 2	2013-12-01	
<input type="checkbox"/> apple Sauce		1013	K	Group 1		
<input type="checkbox"/> Apple: Sliced or Diced	DRR Fruit Products	01013	K	Group 1		

This is a sample list - the information listed here is for illustrative purposes only.

Approved and Not Approved Inventory

For an all Kosher Facility – Category A

Kosher and Pareve:

If your facility produces only kosher pareve products, then all of the ingredients in your facility were approved as kosher and pareve. There are no specific guidelines for the storing of the material. Dairy or non-kosher ingredients may not be brought into the facility.


Kosher and Dairy:

If your facility produces only kosher dairy products then all ingredients in your facility were approved as kosher pareve or kosher dairy. There are no specific guidelines for the storing of the material. Non-kosher items may not be brought into the facility.


For a Pareve/Dairy, Meat and Meat Products, or Kosher/Non-Kosher Facility – Category B


A kosher product may not contain any non-kosher ingredients. A pareve or meat product may not contain any dairy ingredients. Likewise, a dairy product may not contain any meat ingredients. Mistakes of this nature can lead to a product recall.



Therefore, in a facility where pareve and dairy products, or pareve and meat products are produced, or a facility that alternates between kosher and non-kosher productions, special attention needs to be given to the inventory. Stored inventory should be segregated as much as possible to avoid even inadvertent human error. Compatible Kosher/Non-Kosher or Pareve/Dairy ingredients are not allowed in the facility, unless a Rabbi is present to monitor and supervise the productions.

In some cases where a facility produces kosher and non-kosher, the  may require a review of the facility's entire inventory.

Introducing a New Ingredient or Supplier


All ingredients and raw materials must be kosher. Today, the market is swamped with kosher certification agencies. Regrettably, some of these agencies do not conform to the highest standards of kosher supervision. Kosher consumers are well aware that when a product bears the  symbol on the label, the highest standard of kosher is assured

To maintain this high standard, every item used in the production of certified products must be scrutinized by the  Rabbinic Staff, even when a kosher certificate is available for it from another certifying agency. This applies even if other products certified by that specific agency have been approved in the past. Our staff processes these requests with minimal delays.

When your company introduces a new ingredient or new supplier, even if only for R&D or testing purposes, an application must be submitted to the  for approval, either electronically via your DigitalKosher online portal, (see DigitalKosher page 35) or using a paper application form that is then emailed or faxed in to the  office. We strongly encourage the electronic submittal method because it is the fastest way to have your ingredients evaluated.

The term “Ingredients” also includes items such as filter aids, catalysts, and release agents, i.e. anything that comes in contact with the product or the equipment used in processing. Therefore, every new ingredient or raw material that you wish to purchase, regardless of its complexity, must be submitted for approval. Written approval should be obtained prior to the purchase of the item.

Important

There have been instances where a company requested approval for a new ingredient after undertaking exhaustive tests with the item, or after large purchases were made, only to find out that it could not be approved as kosher. All that work went to waste in addition to the large expenditures. To avoid these situations, it is best that  approval is obtained at the beginning of the process.

What exactly must I submit?

To evaluate an ingredient for use in  certified products we require some basic information about it.

- a. The name of the ingredient.
- b. Who manufactures it?
- c. Is it received in bulk or is it packaged in labeled packaging?
- d. Is it currently certified by a kosher agency?
- e. In which of your facilities (and certified products) do you intend to use it?

Names of Ingredients

Often an ingredient may be referred to by two names: the manufacturer's name (which appears on the product label), and a name given by your plant personnel, R&D, etc. for internal reference in your facility. For example, plant personnel might refer to what the manufacturer calls "corn syrup" as "sweetener," or, in more complex cases, R&D may call an item "chocolate flavor" while the manufacturer calls it "exploded part 66." Both names in use are then required: the "real" name of the product and "your" name for it. This allows for improved tracking and maintenance of the integrity of your kosher program. Our state-of-the-art system has the capability of supporting both names and this gives flexibility to all parties involved.

Suppliers/Vendors/Distributors/Brokers

When submitting the name of a supplier or manufacturer, please include the name as it is printed on the label of the product, which corresponds to the name that appears on its kosher certificate.


Important

When ordering or purchasing a product through a distributor or broker whose name does not appear on the label and the kosher letter, please do not include the distributor or broker's name on the ingredient application; include only the name of the actual manufacturer. **We need to know who makes it; not who sells it.**

Kosher Certificate

If a kosher certificate is available for the ingredient, please note the name of the ingredient as it appears on the kosher certificate and the name of the certifying agency on your application. If the ingredient has a K-ID, (see What is a K-ID on page 94) it is not

necessary to submit an actual copy of the kosher certificate; only the unique K-ID code is required.

If the ingredient does not have a K-ID, or you do not know it, please submit a copy of the kosher certificate with your application. The kosher certificate can be uploaded to DigitalKosher as part of your ingredient submission or emailed/faxed with the paper application to our office. Inclusion of a kosher certificate does not constitute an automatic approval of the ingredient; it provides the  with an accurate method of analyzing the item for its kosher status and potential use.



When submitting a kosher certificate, please:


1. Provide a clear and legible copy.
2. Ensure that the certificate is current and has not expired.
3. Mark an arrow next to the item to which you are referring. Certificates may list many items (*see sample next page Fig. #1*).
4. When available, kindly write your RMC (raw material code) next to the item instead of the arrow.
5. Please do not highlight the item as it does not come through clearly when faxed or emailed.

If a Kosher Certificate is not available

In certain cases, a certificate may not be required. The evaluating Rabbi will note whether the item is a Group 1 (see page 46 for more information), or whether a MSDS, or Spec Sheet may suffice.

Tankers

If an ingredient is received in a tanker, the tanker itself must be approved for kosher use. This is because a non-kosher tanker can render its load non-kosher. Please obtain paperwork (or a kosher certificate) stating that this tanker is suitable to haul kosher products and submit it to the  for approval along with your application. Please see page 74 for an explanation of how the  certifies tankers for its customers.

As mentioned, there are two methods of submitting New Ingredient/Supplier information: electronically or by paper/fax, and while some of these aspects differ, the fundamental process is the same. Instructions for both methods are included in this manual.  **Kosher recommends electronic submissions for speed, accuracy and superior tracking of your application and outcome.**

SAMPLE OF A KOSHER CERTIFICATE



Rabbi Sholem Fishbane
Kashruth Administrator

Chicago Rabbinical Council

2701 West Howard Street
Chicago, IL 60645
(773) 465-3900 Fax: (773) 465-6929
<http://www.crcweb.org>


ת"ש

CERTIFYING AGENCY

March 11, 2009

Total # of Products on Certificate: 54

KASHRUTH CERTIFICATION

This is to certify that the following products, produced by:
Sugar & Spice Extraordinary Sweet Treats, Inc., Evanston, IL
are under the Kashruth certification of the cRc (Chicago Rabbinical Council)
and certified Kosher when bearing the  symbol on the label.

SUPPLIER NAME

SUBMITTED ITEM

Almond Biscotti	Dairy	UKD#:CC2030441
Almond Pound Cake	Dairy	UKD#:CC2032953
Blueberry Lemon Coffee Cake	Dairy	UKD#:CC2037627
Blueberry Lemon Strensel Muffins	Dairy	UKD#:CC2037631
Blueberry Scones	Dairy	UKD#:CC2030773
Butterscotch Apple Coffee Cake	Dairy	UKD#:CC2054467
Carrot Raisin Sweet Bread	Dairy	UKD#:CC2054464
Cheesecake Brownies	Dairy	UKD#:CC2054462
Chocolate Chip Cookies	Dairy	UKD#:CC2030332
Chocolate Chip Cream Cheese Coffee Cake	Dairy	UKD#:CC2037628
Chocolate Chip Scones	Dairy	UKD#:CC2030775
Chocolate Chocolate Chip Cookies	Dairy	UKD#:CC2030329
Chocolate Filled Cupcakes	Dairy	UKD#:CC2054470
Chocolate Zucchini Loaf	Dairy	UKD#:CC2037629
Cinnamon Biscotti	Dairy	UKD#:CC2030777
Cinnamon Cookies	Dairy	UKD#:CC2032952
Cinnamon Crunch Muffins	Dairy	UKD#:CC2037632
Cinnamon Pound Cake	Dairy	UKD#:CC2032954
Cinnamon Scones	Dairy	UKD#:CC2030774
Cinnamon Swirl Coffee Cake	Dairy	UKD#:CC2037626
Cranberry Orange Coffee Cake	Dairy	UKD#:CC2054469
Cranberry Scones	Dairy	UKD#:CC2030776
Cranberry White Chocolate Muffins	Dairy	UKD#:CC2037635

For up-to-date certification information please visit www.crcweb.org

Note: The UKD is an identification number assigned by the cRc for global tracking.
Expiration Date: 12/31/2009.

cRc ID: #501

EXPIRATION DATE

Sholem Fishbane
Rabbi Sholem Fishbane
Kashruth Administrator

FIG. #1

Ingredient Submissions

Electronic - DigitalKosher


Below (Fig. #2) is a screenshot of the Submit Ingredients page available on your DigitalKosher portal, which allows you to submit applications for ingredient approvals online. When you submit an ingredient through DigitalKosher, the submission goes directly to the workflow assignment of the Rabbi at the  for approval – it appears on his screen.



FIG. #2


Also, DigitalKosher allows you to view and monitor the status of your submissions to  Kosher Certification. By clicking on the Submission History link (Fig. #3), you will be able to monitor the Rabbi's response to your application on this page. This also happens in real time.



FIG. #3


Faxed Submissions

If you choose to submit ingredients for evaluation by the paper method, the form below (Fig. #4) is to be used.

Fill out the top part of the form and answer all the questions

For all ingredient submissions, be sure to provide the name(s) of the ingredient, the name of a supplier or manufacturer (not the distributor or broker), as it is printed on the label of the product, and the kosher certificate if available.

To receive this form in .pdf format,
please contact our office at ext. 229



ת.ד.ג

RABBI DON YOEL LEVY
Kashrus Administrator

KOSHER CERTIFICATION
INGREDIENT APPLICATION
For New/Change of Ingredient/Supplier
(not for Passover)

391 TROY AVE.
BROOKLYN, NY 11213
TEL: 718 756-7500
FAX: 718 756-7503

Date ___/___/___ Company: _____

Ingredient name: _____ RMC(raw material code): _____

Ingredient is manufactured by: _____

This item is: (check one only)

1. New - Not a replacement or alternate to any item on current ingredient list.

2. A replacement for: (Fill in below)

3. An alternate for: (Fill in below)

RMC: _____ Supplier: _____

This item is received in:

1. **LABELED PACKAGING** {A Box, Bottle, Tote, Drum, Pail, Bag ("Group" 1, 2 or 3)}

2. **UNLABELED BULK CONTAINER** {Tank wagon, Railcar, ISO tank, Ship tank ("Group" 4 or 5)}

Plants where this ingredient will be used: _____

Products this ingredient will be used in: _____

Ingredient K-ID _____ OR Copy of Kosher certificate enclosed: Yes
(Submission of certificate will expedite the process) No

Certification expiration date ___/___/___

Ingredient name as it appears on Kosher Certificate _____

Certification Agency _____

Requested by: _____ Fax Number: _____

Kosher Certification Response

Approved* for use in both Pareve and Dairy Products

Approved* Only for Dairy Products

With: Kosher Symbol Rabbi Stamp Rabbi Signature Rabbi Letter

Other conditions _____

Denied Note: Ingredient can not be approved with current certificate
 Please submit the following documentation:

Group#

Rabbi _____ Date ___/___/___

*The approval is valid until the expiration date of the above Kosher certificate. For group 1 & 2A one year from the Rabbis approval.

Found by Mashgiach in plant _____

Office Use Only

Entered into Database: _____

Sent to Mashgiach: _____
Initial above

FIG. #4

I Submitted an Ingredient for Approval – What's Next?

Ⓚ RESPONSE: APPROVAL/PENDING/DENIAL OF AN INGREDIENT

The Ⓚ will respond by e-mail to advise you of the status of your ingredient approval request. The application response is updated on DigitalKosher in real time as well. A copy of that e-mail is also forwarded by the Ⓚ to the local Rabbi assigned to your facility.

There are various types of responses, for example:

1. Approved for use in all kosher products, pareve and dairy.
2. Approved for use only in dairy products.
3. Approved for use in kosher Passover products.
4. Pending - more information or review.
5. Denied. Not approved for use (feel free to contact your RC to explore options).

Every approval will include a Group number for the ingredient (see next page for the definition of the Groups).

If an item is categorized as a Group 6, specific instructions will accompany the response.

Important:

1. An Ingredient approval is valid until the day of expiration of its underlying kosher certificate. In the event that the approval is not based on the certificate (e.g. Group 1 or 2A), it expires one year from the approval date.
2. An Ingredient approval is based on current information that the Ⓚ has obtained regarding this ingredient. In the event that the supplier or the manufacturer made changes to their procedures, and they are no longer acceptable to the Ⓚ, we will notify you of the change.

The Group System Ingredient Approvals

What Am I Looking For?

On the retail level, the preprinted kosher symbol on a label indicates the kosher status of a product to the consumer. However, on the industrial level, a preprinted symbol is not always a viable or adequate option.

For example, if a product is manufactured in a facility that produces both kosher and non-kosher, or both pareve and dairy, then additional or alternate indications of kosher status may be required. Similarly, when a product is shipped in bulk by tanker, railcar, ISOtank, ship, etc., it is impossible to affix a symbol and some other means of kosher identification is needed.


The Group system identifies the kosher status of all retail and industrial items and how that kosher status is indicated.

Also, among the indications of kosher status on the industrial level there are some special cases:

1. A stamp by the supervising Rabbi (Group 3A) is required
2. The Rabbi's signature on the label (Group 3B) is required
3. A special Rabbi's letter certifying the product (Group 3C for packaged and Group 5 for bulk shipments), is required

See samples on page 48, (Fig. #7)

Please be sure to always have the approved ingredient list for your facility on hand, since it clearly identifies the Group for an item in question, so that you may cross-reference the information. Every item on the list has a Group assigned to it. Your current list is always available on your secure DigitalKosher.com portal.

Sometimes an ingredient is inherently kosher, which means that at present the commercialization or production process does not jeopardize the kosher status of the item (examples: water, many minerals, many fresh fruits and vegetables other than those from Israel, and grains). These items may sometimes be acceptable without a symbol at all (Group 1). However, even a Group 1 item must be submitted to the  office for evaluation and approval.



Kosher

THE KOSHER GROUP SYSTEM

Guide for Receiving Kosher Ingredients

APPROVED FROM SPECIFIED SOURCE

GROUP 1

Product source required, but presently no kosher certificate required.

Approval status may be changed at any time.

GROUP 2

Product must have certification, but symbol need not be present on packaging.

GROUP 3

Product requires a preprinted kosher symbol.

GROUP 3A

Product requires a Rabbi's stamp.


GROUP 3B

Product requires a Rabbi's stamp and signature.

GROUP 3C

Requires a special Rabbi's letter certifying the product (e.g. Lot Specific Certificate).

GROUP 2A

Approval granted based on our recent analysis of, or the visit to the manufacturing facility, regardless of product's certification. Kosher symbol need not be present on packaging. Expires one year after original  evaluation and approval date.

APPROVED BULK MATERIAL

GROUP 4


Approved (in specified tank/truck, etc.) — only from specified source.

GROUP 5


Bulk liquid — approved (in specified tank/truck, etc.) — from specified source only when accompanied by a special Rabbi's letter.

NOT APPROVED FOR KOSHER USE


GROUP 6

Not approved for use in  Kosher certified product, but may be used on facility's non-kosher equipment.

GROUP 6A

Not approved for use in  certified products, but may be used on kosher equipment.

GROUP 6B

Not approved for use in  certified products, but may be used only in research and development area, and not on other equipment.

GROUP 7

Not approved and may not be present in plant.

GROUP 0

Product is under investigation. May not be used in facility.

BLANK

Not evaluated and not assigned yet.

An Ingredient approval is valid until the day of expiration of its underlying kosher certificate. In the event that the approval is not based on the certificate (e.g. Group 1 or 2A), it expires one year from the approval date.

Some of the Major Symbols

For your convenience, below (Fig. #5) are images of some of the major kosher symbols on certified items that may be listed in your inventory as Group 3. This representative list is for informational purposes only and does not necessarily imply acceptability.

Samples of Group 3



OK
ORGANIZED KOSHER
CERTIFICATION



BEIS DIN TZEDEK OF JERUSALEM



OU
ORTHODOX UNION



ADAS YEREIM OF PARIS
RABBI Y.D. FRANKFURTER



KOF-K
NEW JERSEY



EARTHKOSHER KOSHER
CERTIFICATION AGENCY



STAR-K
BALTIMORE



COMMUNITY KASHRUS
OF GREATER PHILADELPHIA



CRC
CHICAGO RABBINICAL COUNCIL



THE HEART "K"
(KEHILLAH KOSHER)



COR
KASHRUS COUNCIL OF CANADA



DALLAS KOSHER (VAAD
HAKASHRUS OF DALLAS)



MK
MONTREAL VAAD HAIR



RABBI WEISSMANDEL



VAAD HOER OF SAINT LOUIS




THE NSW KASHRUS AUTHORITY
AUSTRALIA

FIG. #5

Facility Ingredient List Printout

There are many people in different departments that are involved in your facility's kosher program, including purchasing, receiving, quality control managers, production personnel, R&D, and the Local Rabbis. They all have a common source to which they refer: the approved **facility ingredient list**.

After exhaustive research and testing by the , a universal inventory list has been achieved. All the necessary information for every department is included in this list. This also facilitates the communication between all parties involved.

The list includes:

1. RMC (raw material code);
2. Group (kosher evaluation);
3. Ingredient name as it appears on the kosher certificate;
4. Ingredient name as referred to by the plant personnel;
5. Name of manufacturer (NOT the distributor or broker);
6. Status (pareve, dairy, Passover, etc.);
7. Kosher certifying agency (usually with an image of their logo);
8. KID
9. Expiration date of the kosher certificate

You can view your Ingredient List on your DigitalKosher portal, sorted either by Ingredient Name or by RMC (*Fig. #7*). It can also be exported as an Excel file directly from the portal. Alternatively, you can get an updated printout (*Fig. #8*) or data export of your Facility Ingredient List from your Account Representative.

DIGITAL KOSHER FACILITY INGREDIENT LIST

Raw Material Management

The Raw Material Management page is the complete management center for all of your kosher raw materials (ingredients). You can use this page to track and update all of the important information pertaining to your raw materials (ingredients) list.

You can track the status of your K-ID request, make new requests, add new raw materials or keep the information up to date by editing the information previously entered.

View Facility Ingredients Report
Click [here](#) to view ingredients by facility

Edit Multiple Items
Use the checkboxes to select multiple items for global edits.

SEARCH | UPLOAD LIST | AUTHORIZATION LETTER

Filter your list by searching for a Product Name, Brand, RMC, Vendor, Distributor, Email, Fax, Phone, Contact, Company Key, System or K-ID. You can specify specifically which field to search in. You can also specify the source the data should come from, and filter by the K-ID status of your raw materials (ingredients).

Search

Name Blanks Only

Source K-ID Status

Both ALL

Approved Ingredients Only SEARCH ▶

View all Raw Materials in Excel

View Filtered Raw Materials in Excel

Download all Raw Materials as a TSV zip file

RAW MATERIALS LIST							
Show All Details		Hide All Details		Select/Unselect All		Sorted By: Name	
Name	Vendor	RMC	Source	Kosher	K-ID	Product Code	Response Note
Brand	Product Code			Group	Status		
<input type="checkbox"/>	2,3-Diethylpyrazine D0500	Frutarom (UK) Ltd	MJ-25	K	Group 2	2013-01-01	
<input type="checkbox"/>	2,5- Dimethyl-3(2H)-Furanone D08 ...	Frutarom (UK) Ltd	MJ-26	K	Group 2	2013-01-01	
<input type="checkbox"/>	2-Ethyl-3(SOR6)-DimethylPyrazine ...	Frutarom (UK) Ltd	MJ-34	K	Group 2	2013-01-01	
<input type="checkbox"/>	2-Pentanethiol P0077	Frutarom (UK) Ltd	MJ-35	K	Group 2	2013-01-01	
<input type="checkbox"/>	Acetic Acid	Vigon International, ...	432217	K	Group 3	2010-03-31	
<input type="checkbox"/>	Acetone Synthetic (Newark)	Mallinckrodt Baker, ...	432998	K	Group 1	2011-03-31	
<input type="checkbox"/>	Allyl Hexanoate(Allyl Caproate) ...	Frutarom (UK) Ltd	MJ-106	K	Group 2	2013-01-01	

FIG. #7

This is a sample list - the information listed here is for illustrative purposes only.

FACILITY INGREDIENT LIST REPORT

Ingredients List for Facility

Facility: Demo for DK
391 Troy Av.
Brooklyn, NY 11213

Field Rep.: DEMO Demonstration, HaRav
Chinanya Yom Tov Lipa Demo Rabbi

RC: DEMO Demonstration, HaRav
Chinanya Yom Tov Lipa Demo Rabbi

Owner: Demonstration Company 2012 (2013-)

Contact: Demonstration, Clifford J

Phone: demo@ok.org

Plant Manager:

Facility ID: 48679

Last Visit on: 08-Jul-13

By: Demonstration, HaRav Chinany.

Type: Yom Tov Lipa Inspection


RMC	Grp	Ingredient Name on Kosher Certificate	Facility Ingredient Name	Manufacturer/Brand	Status	Supervision	K-ID	Pas
432873	3A	CELERY SEED GROUND CEL7000	Celery Seed	DEMO Test Customer Company, Inc.	Pareve	OK	PFN-BDMT	N
MJ-10	2	08.004	Flavor	Flavorchem	Pareve	CRC		N
432123	1	100% Rye Flour	Flour	NATURAL WAY MILLS / Flour	Pareve	KOAOA		N
433010	3	10514 Cookie Piece	Cookies Original	ELLISON BAKERY / ELLISON BAKERY	Dairy	OU		N
MJ-18	2	17.072	Flavor	Flavorchem	Pareve	CRC		N
432217	3	A-4022 Acetic Acid, Glacial	Acetic Acid	Vigon International, Inc.	Pareve	KoF-K		N
432998	1	Acetone	Acetone Synthetic (Newark)	Mallinckrodt Baker, Inc	Pareve	GK		N
432999	3	Almonds	Almonds Raw	Bedemco, Inc. / BEDEMCO	Pareve	Star-K		N
433000	2	Aluminum Sulphate	Aluminum Sulphate	HOLLAND COMPANY, INC.	Pareve	Star-K		N
433005	4	Calcium Chloride Liquid	Calcium Chloride [CAC12]	F.B.C. Industries, Inc. / F.B.C.	Pareve	OU		N
433011	07	Corn Starch	Corn Starch	Unknown	Pareve	Not Submitted		N
Ingredient Note: This item is pending, please contact your RC or Account Rep for further information.								
433015	3	Frozen Fruits With Sugar Added	Frozen Fruits	FRUTAS Y VEGETALES DE ZAMORA S.A.	Pareve	OVH		N
433016	1	Garlic, Chopped In Water	Garlic, Chopped In Water	Unknown	Pareve	N/A		N
MJ-4	3	Germol Butyrate	Germolyl Butyrate	Advanced Biotech	Pareve	NK		N
433017	1	Ground Laurel Bay	Ground Laurel Bay	Unknown	Pareve	N/A		N
433006	2A	Guar Gum	Guar Gum	WILLY BENECKE	Pareve	Hoshwald		N
433019	3B	Honey Distillate Natural (honeydist001) 12372	Honey	Hartig Foods Inc.	Pareve	Star-K		N
	3	Milk Thistle Mess	Milk Thistle	Demonstration Company 2012 (2013-)	Pareve	OK	BGW-SBZM	N
	1	Raw ...	Raw	N/A		N

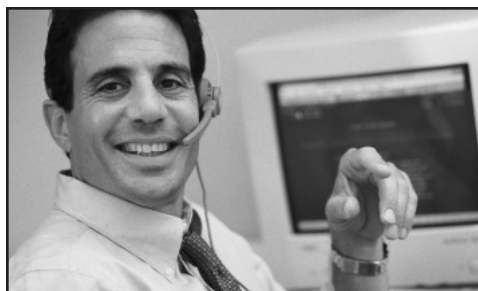
FIG. #8

Instructions for Purchasing Personnel



Purchasing is one of the most crucial areas affecting the kosher status of a company. When items are purchased “by the book,” the rest of the line functions in an orderly manner.

Therefore:

1. Please read thoroughly the sections in this manual on “Introducing a New Ingredient” on page 38 and “The Group System” on page 46.
2. Familiarize yourself with the procedures for submitting applications for a new ingredient or supplier, instructing suppliers (#4 below), placing orders, ensuring that the items are marked correctly etc. In some cases, paperwork needs to accompany the product (e.g. if sent by tanker).
Remember, if an item arrives at your receiving dock without the proper specifications, receiving personnel may have to reject it causing unnecessary frustrations and delays.
3. Please make sure that you always have a current approved ingredient list from the  available (see page 49 for two methods of obtaining an updated list).
4. When ordering an ingredient, please specify in your order:
 - a. The item needs to be from the approved manufacturer.
 - b. The correct Kosher symbol needs to be displayed on the label of the ingredient.
5. Ingredients are often purchased through a broker. Please ensure that for such items you obtain the name of the manufacturer indicated on the item’s kosher certificate, unless the broker has its own kosher certificate and the brokers name is displayed on the label.



Instructions for Receiving Personnel

1. Please make sure that you always have a current approved ingredient list from the  available (see page 51 for two methods of obtaining an updated list).
2. Familiarize yourself with the “Groups System” (see page 46) and display the Groups list and the approved ingredient list in a conspicuous place.
3. Be sure that upon receipt at the dock, all labels on products display the correct manufacturers’ names as listed in the approved ingredients list.
Also be certain that all labels on products display the correct kosher symbol.
Example: If an ingredient appears on your printed list as a Group 3, it requires a kosher symbol. If the ingredient you received does not display the preprinted symbol it must be returned or quarantined until written instructions are received from the  office. Group 7 items may not be stored in a kosher certified facility at all.
4. Please do not peel labels off of the containers since in many instances the Rabbi may need to see the original label that was affixed to the product. If you need to transfer their contents into another container please notify the Rabbi who will give the proper instructions.
5. In the event that the item is received in a tanker or railcar (Group 4 or 5), please be sure that the tanker is pre-approved (Group 4) or is accompanied with the proper paperwork (letter from the Rabbi or “kosher wash” etc. – Group 5).
6. Receiving personnel should maintain a clear log noting all pertinent kosher information for all incoming material. This will be reviewed by the Rabbi during his inspections.



The Rabbinic Coordinator may issue customized receiving instructions for each facility.

Keeping Up With Kosher

Ⓚ Kosher Certification can only continue to certify products if the underlying kosher information – the kosher certificate of the ingredients – remains current and has no other status changes. In today’s modern, fast-paced, global economy, an ingredient you purchased months ago will not necessarily be exactly the same as that same ingredient purchased today. This is why ingredients on your list need to be reanalyzed annually and updated kosher certificates must be presented to the Ⓚ.

Part of the yearly renewal of your kosher program will be an audit of all ingredients to ensure they are current and that their kosher status has not changed and, if it has, to modify your kosher program appropriately. We understand that dealing with all of your ingredients this way upon renewal can be daunting and cause delays in receiving updated certificates. Accordingly, we have developed the Monthly Update System where the task is divided into 12 monthly parts thereby making it more manageable for your staff.

Some of our customers would rather not deal with this task monthly or at all and they have contracted with DigitalKosher.com directly for the **KID Direct** Raw Material Management service. With this service, DigitalKosher maintains your ingredient list and works all year to keep your kosher certificates current. Below is a screenshot of the Raw Material Management page. Please contact your Account Representative for more information on signing up for this service. *Please note: This (K-ID Direct) service is the only part of your DigitalKosher Portal that is not complimentary.*

Raw Material Management

The Raw Material Management page is the complete management center for all of your kosher raw materials (ingredients). You can use this page to track and update all of the important information pertaining to your raw materials (ingredients) list.

You can track the status of your K-ID request, make new requests, add new raw materials or keep the information up to date by editing the information previously entered.

View Facility Ingredients Report

Click [here](#) to view ingredients by facility

Edit Multiple Items

Use the checkboxes to select multiple items for global edits.

SEARCH | UPLOAD LIST | AUTHORIZATION LETTER

Filter your list by searching for a Product Name, Brand, RMC, Vendor, Distributor, Email, Fax, Phone, Contact, Company Key, System or K-ID. You can specify specifically which field to search in. You can also specify the source the data should come from, and filter by the K-ID status of your raw materials (ingredients).

Search Name Blanks Only

Source K-ID Status

Both ALL Approved Ingredients Only

View all Raw Materials in Excel

View Filtered Raw Materials in Excel

Download all Raw Materials as a TSV zip file

Name	Brand	Vendor	Product Code	RMC	Source	Kosher Group	K-ID Status	Product Code Response Note
<input type="checkbox"/>	2,3-Diethylpyrazine D0500	Frutarom (UK) Ltd		MJ-25	K	Group 2	2013-01-01	
<input type="checkbox"/>	2,5- Dimethyl-3(2H)-Furanone D08 ...	Frutarom (UK) Ltd		MJ-26	K	Group 2	2013-01-01	
<input type="checkbox"/>	2-Ethyl-3(SOR6)-DimethylPyrazine ...	Frutarom (UK) Ltd		MJ-34	K	Group 2	2013-01-01	
<input type="checkbox"/>	2-Pentanethiol P0077	Frutarom (UK) Ltd		MJ-35	K	Group 2	2013-01-01	
<input type="checkbox"/>	Acetic Acid	Vigon International, ...		432217	K	Group 3		

This is a sample list - the information listed here is for illustrative purposes only.

Raw Material Management

The Raw Material Management page can be used (even if you do not subscribe to the **K-ID Direct** service described above) to view and track all of your kosher raw materials submitted to the **Ⓚ**. The list is also available for export in Excel format.

You can:

- View a real-time up-to-date facility ingredient report;
- Add, modify or delete ingredients – this will trigger an alert which is sent to **Ⓚ** Kosher informing us of your intention to add, modify or remove this ingredient from your facility;
- Send a note to **Ⓚ** Kosher about an ingredient.
- Upload/Fax a new or updated kosher letter.

The “Monthly Updates” System

All kosher-certified ingredients/raw materials have a kosher certificate attesting to:

1. The certifying agency or Rabbi;
2. The kosher status (pareve, dairy, etc.);
3. The restrictions (Group, type of symbol, etc.);
4. Expiration date.

Kosher certificates are generally issued on an annual basis. The expiration date is usually the last day of the month.

Since the status of products may change – for example: from pareve to dairy, or from Group 3 to Group 3A, or from kosher to non-kosher – it is imperative to have a system in place to constantly maintain updated certificates and keep track of these changes.

In the past, huge efforts were expended each year by personnel of kosher certified companies and by the **Ⓚ** when renewal time approached. The main task was to obtain all of your suppliers’ updated certificates. In some cases this became a nightmare, involving intensive work under the pressure of a deadline.

To simplify these crucial issues that can potentially jeopardize the kosher status of a certified company, the **Ⓚ** has developed a revolutionary system that keeps track of

the expiration dates – known as the **Ⓚ** Monthly Update. (To outsource this task, please see box on page 53)

There are significant advantages to this system. The updates are done efficiently on a monthly basis (pooling information from all companies certified by the **Ⓚ**).

Since many companies certified by the **Ⓚ** use the same suppliers, our system first requests the certificates for items exclusively used by your company.

Then, requests for the balance of certificates for ingredients that are shared among multiple companies are divided to ease the burden. Although some of your certificates may therefore not be requested in the Monthly Update, we do suggest that you obtain these for your records.

Please note that despite this “sharing,” your company is assured absolute confidentiality at all times. Only the "system" sees and shares the data and figures out what to request from whom - your data always remains secure.

This simplifies the process, reduces paperwork, and above all, eliminates the pressure at the time of renewal.

This is how it works:

The monthly request is available on DigitalKosher on or around the 15th of every month. For example: on February 15th the request for the items that have expired since January 15th will appear.

Below (Fig. #9) is a sample of the Monthly Request page on your DigitalKosher portal which you can easily access. It lists ingredients and their suppliers whose certificates have since expired. This page gets printed and faxed to **Ⓚ** Kosher with your updated certificates.

MONTHLY REQUESTS

DKUser@Demonstration Company 2012 (22908)

Please print this request, fill in the bubbles and doc. # for each entry and fax to 1-718-756-7503 with your updated Kosher Letters. Please use this page as a cover page for your fax.
Please allow 4 to 6 weeks for your fax to be processed and the updates to be reflected on this page.

Print Requests

Expired Ingredient Requests
Demonstration Company 2012 (2013-)

S = Submitted Kosher Letter
D = Discontinued Use
P = Problem getting Kosher Letter

Company ID: 55754

Total Vendors: 15

Total Ingredients: 147

INGREDIENT	RMC	K-ID	EXPIRATION	ID	S	D	P	DOC.#
Aromco Ltd								
Caramel Flavouring OT1249	MJ-108		2013-01-31	930194	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Bio-Cat, Inc.								
Fungal Ptease 31,000 Hu	MJ-142		2013-01-31	930230	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
Biocatalysts Ltd								
Flavorpro C F73MDP Batch No. 11230335	MJ-141		2013-01-12	930229	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>
CAPOL GmbH								
Capol 180 LH	MJ-127		2013-01-21	930214	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="text"/>

FIG. #9

This is a sample list - the information listed here is for illustrative purposes only.

How Do I Respond?

Note that there are three options (“Bubbles”) for your response:

- (S) Submitted** the updated kosher letter. This means that you have and are submitting an updated kosher letter for this ingredient. Please ensure that:
- A clear and legible copy is provided and that the vendor name on the certificate being submitted matches the name printed on the report.
 - The name of the ingredient on the certificate matches the name printed on the report.
 - Mark an arrow next to the item to which you are referring. Certificates may list many items on them. When available, kindly write the RMC (raw material code) next to the item instead of the arrow. Please do not highlight the item as it does not come through clearly when faxed.



(D) Discontinued Use. This means that you are no longer using the item. Please fill in the “discontinued” bubble. We will remove this ingredient from your list.

(P) Problem Getting Kosher Letter. This means that you are having difficulty obtaining the certificate. Please fill in the “problem” bubble.


We do not require that you respond to the entire request at once. If you only have some of the requested information, make as many copies of the report as you need, then submit them as the information becomes available.

These responses can also be done electronically by editing the ingredient on your DigitalKosher Raw Material Management page and uploading the kosher letter, removing it, etc.

If you have any questions about submitting this information please contact your Account Representative who will be glad to assist you.

The  monthly update system and its electronic counterpart have been applauded by our kosher certified companies and by kosher certifying agencies around the globe. This proactive system ensures the “Gold Standard” of kosher for your customers and is just one of the features incorporated into the state-of-the-art computer tracking system the  has developed; a system that is unparalleled in kosher supervision.


Exception: Products Certified by the

We do not request updated certificates for ingredients that are purchased from -certified suppliers. Our computer system automatically updates the certificates for these items for our customers.

Old Stock

If you have an ingredient with a long shelf life, for example: an item purchased in 2008 that has a shelf life until 2015, there is no need to update the certificate each year for the inventory in stock. Instead, the necessary information can be provided by editing the ingredient on your Raw Material Management page of Digital Kosher, or by completing the application for Approved Ingredient In Stock with Expired Kosher Certificate (Fig. #10). This will ensure that the ingredient will retain its approved status until depletion.

APPLICATION FOR APPROVED INGREDIENT IN STOCK



KOSHER CERTIFICATION

RABBI DON YOEL LEVY
Kashrus Administrator

**APPROVED INGREDIENT IN STOCK
WITH EXPIRED KOSHER
CERTIFICATE**

391 TROY AVE.
BROOKLYN, NY 11213
TEL: 718 756-7500
FAX: 718 756-7503

Date ___/___/___ Company: _____

Ingredient name: _____ RMC(raw material code): _____

Ingredient is manufactured by: _____

Certification Agency _____ Exp. date ___/___/___

This item is in:

1. A Box, Bottle, Tote, Drum, Pail, Bag or any type of labeled *packaging*. ("Group" 1, 2 or 3)
2. **BULK**: i.e. Tank wagon, Railcar, ISO tank, Ship tank. ("Group" 4 or 5)

Plant(s) where this ingredient is used: _____

Date of purchase ___/___/___ Lot # _____

Attached supporting information:
 Purchase order Receiving record Other _____

Amount of material in stock _____

Approximate date of depletion ___/___/___

Approximate shelf life of product _____

ALL INFORMATION ABOVE IS REQUIRED. IF YOU CANNOT PROVIDE ANY OF THIS INFORMATION, PLEASE CONTACT YOUR ACCOUNT REPRESENTATIVE FOR ASSISTANCE.

Submitted by: _____ Fax Number: _____

____ **Approved***
Initials

Note _____

Measures to be taken by the Mashgiach _____

Ⓚ Labs Response

Group#

____ **Denied Note:** _____
Initials

Rabbi _____ Date ___/___/___

*The approval is valid until one year from approval date.



Office Use Only

Entered into Database: _____

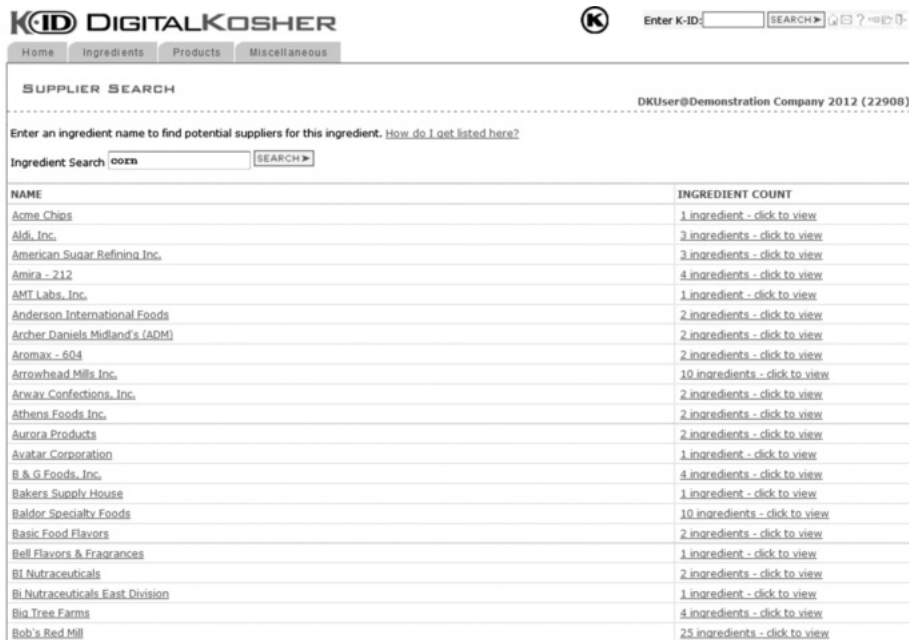
Sent to Mashgiach: _____
Initial above


FIG. #10

Supplier Search – How Do I Find A Kosher Supplier?

The supplier search page on your DigitalKosher portal (Fig. #11) can be used to find potential suppliers for almost any ingredient from companies that subscribe to DigitalKosher or are in our vast database. Please note however that even when an Ingredient/Raw Material supplier is listed in the Supplier Search, a separate approval by the  for use in your facility must be obtained prior to the purchase of any item. Additionally, for your convenience, a comprehensive list of all industrial and retail products certified by the  is available on our website, www.ok.org.

If your products are not listed there for other companies and potential customer to find, or if you have difficulty locating an ingredient, please do not hesitate to call your Rabbinic Coordinator or Account Representative. Our database system has a growing list of over 443,500 ingredients worldwide.



KID DIGITALKOSHER  Enter K-ID:

Home Ingredients Products Miscellaneous

SUPPLIER SEARCH DKUser@Demonstration Company 2012 (22908)

Enter an ingredient name to find potential suppliers for this ingredient. [How do I get listed here?](#)

Ingredient Search:


NAME	INGREDIENT COUNT
Acme Chips	1 ingredient - click to view
Aldi, Inc.	3 ingredients - click to view
American Sugar Refining Inc.	3 ingredients - click to view
Amira - 212	4 ingredients - click to view
AMT Labs, Inc.	1 ingredient - click to view
Anderson International Foods	2 ingredients - click to view
Archer Daniels Midland's (ADM)	2 ingredients - click to view
Aromax - 604	2 ingredients - click to view
Arrowhead Mills Inc.	10 ingredients - click to view
Arway Confections, Inc.	2 ingredients - click to view
Athens Foods Inc.	2 ingredients - click to view
Aurora Products	2 ingredients - click to view
Avatar Corporation	1 ingredient - click to view
B & G Foods, Inc.	4 ingredients - click to view
Bakers Supply House	1 ingredient - click to view
Baldor Specialty Foods	10 ingredients - click to view
Basic Food Flavors	2 ingredients - click to view
Bell Flavors & Fragrances	1 ingredient - click to view
BI Nutraceuticals	2 ingredients - click to view
BI Nutraceuticals East Division	1 ingredient - click to view
Bio Tree Farms	4 ingredients - click to view
Bob's Red Mill	25 ingredients - click to view

FIG. #11


OUTGOING MATERIAL FINISHED PRODUCTS






Introducing a New Product

Every product that is kosher certified by the  has a K-ID, a unique identifier that greatly simplifies administration and distribution of your product's kosher certificates. The kosher certificate for the product is available in real time on DigitalKosher and you can email these certificates to your customers directly from DigitalKosher, or they can access them by searching for the K-ID on the DigitalKosher page. (See sample of a kosher certificate on page 78).

New Product — How Do I get it Certified?

A “new product” refers to any item that has not yet been listed on your  kosher certificate, including:

1. An entirely new product or formula
2. A reformulation of a product currently certified by  - see exception *page 61*
3. A product that is already included in the  kosher certificate but which you wish to market under a different name (known in the kosher industry as a “same as...” or “a.k.a.”)
4. A certified product that you wish to market under a “private label” (*see page 70*)
5. A product that is merely repacked or relabeled, even if it is not processed on your equipment

For any of the above, a New Product/Formula Application must be submitted in order to receive a kosher certificate. The  is ethically and contractually bound to maintain your confidentiality and your data is protected and encrypted.


Fees – What will this Cost?

Usually, there is no additional fee to certify new products. As long as the new product does not increase the amount of visits required at your facility and does not substantially increase the administrative work performed for your company, then it is included in the yearly honorarium fee. In cases where the new approval will cause a change in frequency and /or fees, your Account Representative will contact you before the product is approved to discuss this matter.

Different Sizes


For products packaged in different sizes, where all sizes have the same ingredients, production process and restriction (Group), one certificate covers all packages. When in doubt, please contact our office.

Packaging/Containers



All containers for kosher products, whether small bottles or large drums or totes, must be brand new. No reusable or returned containers are allowed unless special arrangements have been made with the  and your facility is approved for that. If the film or any of the packaging material that comes in contact with the product is sprayed or coated with any material, please notify your Rabbinic Coordinator to determine if any measures need to be taken.

For products that are bulk-shipped in tankers, rail cars, or ISOtanks, please see page 74 for bulk-shipping instructions.

Reformulation of a Product—Exception

Should you wish to reformulate a product for which you already have a kosher certificate using exactly the same ingredients and suppliers and changing only the amounts used in the formula, it is not necessary to notify the . In this case there is no need to reissue the kosher certificate, unless there is to be a change in the name of the product. Only when new ingredients or suppliers are being added must an application be submitted to the office for evaluation.


Insertions/Promotions

Any insertions in the packaging (such as packets of mixes, sauces or dressings etc.), even if just for promotional purposes and even if the promotion has a kosher certification on it, must be pre-approved by the . Approval must be obtained from the  even if there is a disclaimer on the outside of the packaging.


Test Products


All products in the testing stage must be processed in the R&D area ONLY. If a product in the testing stage needs to be processed on the same equipment that is used for kosher productions, written approval from your Rabbinic Coordinator must be obtained PRIOR to the test run. Failure to do so may jeopardize the kosher status of the equipment, possibly causing unnecessary inconveniences, including recalls.

Identical Products Kosher/Non-Kosher or Pareve/Dairy

The  does not permit identical products to be available in both kosher and non-kosher, or pareve and dairy formulations. If you have a product that is manufactured in separate plants, where one plant has certification and one does not, it is NOT permissible for the certified product and the non-certified products to look identical. In these situations, the packages must be clearly different and easily identifiable. This is to prevent end-user/consumer confusion and error. For more information, please contact your Rabbinic Coordinator or Account Representative.

Distribution Only


If finished goods are purchased from a supplier and you do not want to certify them as Kosher but wish to sell them or distribute them with their **original label and packaging**, you can obtain an approval from the  provided that:

1. Your company doesn't change the label
2. Your company does not repack the product
3. Your customer understands that this product is not certified by the 

In case of any question, please contact your Rabbinic Coordinator or Account Representative.

New Product Submission How Do I Submit a New Product?



All information submitted to the  is kept strictly confidential. You never need to supply amounts or prices or other proprietary information. We only request ingredient names, RMC, manufacturer and kosher information to evaluate your product for kosher certification.

Electronically – Via DigitalKosher

Below (Fig. #12) is a screenshot of the ‘Submit Product’ page on your DigitalKosher portal which allows you to submit new products or update existing ones online. Your submission is then automatically forwarded to the  for evaluation and you will be notified by e-mail when your product has been approved and its new K-ID.

K-ID DIGITALKOSHER Enter K-ID: [SEARCH] [GO] [?] [HELP]

Home Ingredients Products Miscellaneous

DKUser@Demonstration Company 2012 (22908)

Submit Product

The Submit Product page is a simple and easy two-step process for submitting your product with its formula for Kosher Certification. Your submission will be automatically forwarded to your Certifying Agency who will quickly begin the evaluation process.

You can submit new products or update an existing one. Once you have submitted your product with its formula your Certifying Agency will be notified immediately and can then begin evaluating it.

You will be notified by email when your product has been approved. You will also be able to track the evaluation status on your [Product List](#) page.

Required Fields
You must enter the Product name, and select at least one facility and the number of formula items (or upload a list of items in Excel format).

Please Note:
Suppliers/Vendors will be matched from your current Raw Material List that your Certifying Agency has.

If you need to submit a new supplier for an item, please click [Submit Ingredient](#) to submit a new Ingredient to your Certifying Agency for evaluation.

Any items in your Raw Material Management List that match this formula by RMC will be sent to your Certifying Agency.

HOW TO SUBMIT

- ▶ [How do I submit a formula?](#)
- ▶ [What information is required?](#)
- ▶ [Can I change an existing product?](#)
- ▶ [When will my agency receive my submission?](#)
- ▶ [How can I check the status of my submission?](#)
- ▶ [Will I be notified?](#)
- ▶ [How can I create an Excel file with my formula items?](#)
- ▶ [Can I see a sample Excel file to upload formula items?](#)
- ▶ [Upload Product XML file](#)

PRODUCT INFORMATION | **INGREDIENT DETAILS**

*Product name (as it appears on label and Certificate)
(Note: include code if you wish it to appear on Certificate):

Product code
(Note: will **not** appear on Certificate):

Brand:
(Note: will appear on Certificate):

Note to agency:

Submission type:
 New product submission
 Reformulation of existing product

Facilities:

Demo for DK , 391 Troy Av., Brooklyn, NY, 11213
 Demo Plant For Group 4-5 Purposes (Manufactured at Nordzucker AG Werk Nordstemmen), 2222 Anywhere , Anyplace , NY, 00000
 Demo the Forth Brand-New Plant , 145 Microsoft Paradise , Redmond , WA, 98052
 DEMONSTRATION 391, 391 EAST NEW YORK AVE., BROOKLYN, NY, 11213
 Demonstration Co., Inc. 1 (Facility) CIQ PASSOVER
 Demonstration Co., Inc. 1 (formerly demo account), 123 Anywhere Lane Do Something, Brooklyn, NY, 11213
 Demonstration new facility -- Pending Application

Marketed As:
Select One

Food Guide Categories:
Food Guide | Select One

FIG. #12

The information required to certify a product includes the facility of production (*see A, Fig. #12*), the submission type (i.e. new product or reformulation of existing product), and the ingredients the formula contains (*see B, Fig. #13*).

There is an extensive Help/How-To available on the upper right-hand corner of the submission page.

Time Saving Tip: Instead of entering details for multiple ingredients you may be able to utilize the lookup tool (click on the magnifying glass icon) to auto populate the form based on information on your existing approved ingredient list.













You will receive real time formula feedback alerting you to any inconsistencies or missing pieces of information.

Formula Ingredient Items:

Please enter the formula ingredient name for each item in the formula and the Raw Material Codes (RMC) if your company uses RMCs to identify your ingredients.

Suppliers/Vendors will be matched from your current Raw Material List that your Certifying Agency has. If you need to submit a new supplier for an item, please click [Submit Ingredient](#) to submit a new Ingredient to your Certifying Agency for evaluation.

Number of ingredient formula items [\[Update \]](#)

FORMULA INGREDIENT NAME	RAW MATERIAL CODE (RMC)	REMOVE
<input type="text" value="Flour"/> 	<input type="text" value="00123"/> 	Remove this item
<input type="text" value="Eggs"/> 	<input type="text" value="00126"/> 	Remove this item
<input type="text" value="Sugar"/> 	<input type="text" value="00124"/> 	Remove this item
<input type="text" value="Water"/> 	<input type="text" value="00125"/> 	Remove this item
<input type="text" value="Canola Oil"/> 	<input type="text" value="00248"/> 	Remove this item
<input type="text" value="Apples"/> 	<input type="text" value="00111"/> 	Remove this item

[\[Back \]](#) [\[Submit \]](#)

**AUTO
LOOKUP**

FIG. #13

In addition, you will be able to track the evaluation status of your new product submission on the DigitalKosher Product List page in real time (*Fig. #14*).

(Please see the details and benefits of the DigitalKosher Product List on page 68)

PRODUCT LIST DKUser@Demonstration Company 2012 (22908)

Submit a new Product to my agency
 Upload Email addresses to subscribe K-IDs [Sample Excel File](#)

Search by Name, Code or K-ID Include Internals

View All Products in Excel
 View Filtered Products in Excel

NAME	CODE	K-ID	SECURITY LEVEL	KOSHER STATUS	RESTRICTION	EVALUATION STATUS	PASSOVER	TYPE
<input type="checkbox"/> apple cake 2	12345123		⚡					Ⓢ
<input type="checkbox"/> banana cake	12345		⚡					Ⓢ
<input type="checkbox"/> CHD-F11P026-02-000 Hershey Mounds Semi-sweet chocolate -Recipe	CHD-F11P026-02-000-R		⚡			Unevaluated		Ⓢ
<input type="checkbox"/> CHD-F11P026-02-000 Hershey Mounds Semi-sweet chocolate, Liquid	CHD-F11P026-02-000		⚡			Unevaluated		Ⓢ
<input type="checkbox"/> CHM-0051101-000 Hershey Milk chocolate, Liquid	CHM-0051101-000		⚡			Unevaluated		Ⓢ
<input type="checkbox"/> CHM-0051101-000 Hershey Milk chocolate -Recipe	CHM-0051101-000-R		⚡			Unevaluated		Ⓢ
<input type="checkbox"/> Enhanced Cake	224	<input type="checkbox"/> DFK-LTQG	⚡	Pareve	OK SYMBOL	Approved		Ⓢ
<input type="checkbox"/> Enhanced Cookies	228	<input type="checkbox"/> DFK-TONK	⚡	Pareve	OK SYMBOL	Approved		Ⓢ
<input type="checkbox"/> Modified Cake's day	225	<input type="checkbox"/> DEM-HMSV	⚡	Pareve	OK SYMBOL	Approved		Ⓢ
<input type="checkbox"/> Modified Cookies	229	<input type="checkbox"/> DEN-VMCF	⚡	Pareve	OK SYMBOL	Approved		Ⓢ
<input type="checkbox"/> Original Cake	223	<input type="checkbox"/> DFK-LOXH	⚡	Pareve	OK SYMBOL	Approved		Ⓢ
<input type="checkbox"/> Original Cookies	227	<input type="checkbox"/> DFK-HVZC	⚡	Pareve	OK SYMBOL	Approved		Ⓢ

FIG. #14

Paper Submissions

OK Kosher also supports a simple and easy paper process for submitting a product with its formula for kosher certification. Below (Fig. #15) is a sample form to be used when submitting a new product/formula. Instructions/guidelines follow on the next page.



בשר

KOSHER CERTIFICATION

APPLICATION FOR NEW PRODUCT/FORMULA

RABBI DON YOEL LEVY
Kashrus Administrator

391 TROY AVE.
 BROOKLYN, NY 11213
 TEL: 718 756-7500
 FAX: 718 756-7503
 www.okkosher.com

Company
 Company Name: _____ Date: ____ / ____ / ____
 Requested by: _____ Fax#: _____

Product (For private label, please submit an "Application for Private Label Products")
 Product name: _____ Code: _____
(as printed on label & will appear on Kosher Certificate)
 (Internal name – if other: _____ Code: _____)

Process of production/line information: _____

Product will be: Packaged Bulk shipped (tankers, etc.) Both **Product is:** Retail Industrial
 Copy of label attached: Yes N/A

Type of product / Category: (i.e. Baked Goods, Emulsifiers, Oils) _____ Do not Display Online
(Categorized Products automatically appear on the online searchable Kosher Food Guide featured on the OK Kosher website and are accessible to your industrial customers and to consumers)

Production
 Will this product be produced only at certified facilities? Yes No
 Plant name/location 1) _____
 2) _____
 3) _____

Ingredients
 Please fill out the following information for each ingredient in product/formula
 Please Note: All Ingredients listed *must* be on your current approved ingredient list.
 Ingredients not on your current approved ingredient list must be submitted with an "Ingredient Application" form.
 (If your batch cards/formula includes ingredients & RMC's (Raw Material Codes) you may attach a copy and it is not necessary to fill out below).

Ingredient Name	RMC#	Name of Manufacturer	Certified by
1.			
2.			
3.			
4.			
5.			
6.			

Last revised 05/20/09

Please list additional ingredients on page 2

FIG. #15


Paper application for a New Product/Formula

Please answer all the questions on the application.

Explanation of some of the questions:

Private labels – If this product is already certified and will now be manufactured for a private label customer, do not fill out this form. Please see page 70 for more information about private labels.

Product Name:

- The name that will appear on your  kosher certificate. This name must be an exact match to the name that will appear on the label that your customers will see;

Product Code:

- Internal name – name issued by R&D for internal use of the company (example: production batch card, price evaluation) if applicable;
- Internal code – the internal code assigned to this product, if any;
- Process of production (e.g., hot, cold) or processing line or line # (as explained in your specific kosher instructions);
- Type of product (e.g., candy, cookie, emulsifier) - Please note that this field enables your products to be featured in our online searchable Kosher Food Guide (see page 67 for details);
- Production Plant – Please specify the facilities in which this product will be produced, even if not yet certified kosher;
- List of ingredients (see page 38 for the definition of ingredients);
- RMC (if available);
- Manufacturer’s name, NOT the distributor or broker.

Same As/AKA




Many times, there are several “marketing names” for the same product. In this case, since the formula, production method and equipment did not change, there is no need to submit all the information again. Rather, simply fill out a new form and complete only two items: the “original product name” (include the KID) and “product name as appears on the label.” Kindly submit a separate form for each “marketing name.”

Volume Submissions - Electronic Import

If your company submits more than 4-5 new products a week, you may want to electronically send your requests directly into our system.

Many large companies and flavor houses employ this convenient and efficient system. For more information on this feature please contact your Account Representative.

Approval of a Product and the Kosher Certificate


Once a product is approved by the , an  Kosher Certificate will be issued to your company. This certificate is the documentation for your customers that your product is certified kosher by the  (see page 77 for more information regarding the kosher certificate and page 68 on how to manage your certified product list on your DigitalKosher portal). You will receive an email notification when a new kosher certificate is issued informing you of the K-ID of the new product.

Certificate examination.

Be sure to closely examine your kosher certificate upon receipt and notify us of any discrepancies or omissions.

The name of the product on the kosher certificate should be EXACTLY as it appears on the product label. The difference of one letter or one digit can create confusion at a receiving dock or cause unnecessary delays in productions, as well as misunderstandings on the retail level.

Products on the Web - Kosher Food Guide

Products can be automatically listed at no extra charge on the world-renowned  Website ok.org, which is visited by 140,000 kosher consumers worldwide. This happens automatically if the type of product or category is specified when submitted. However, you can keep your proprietary products unlisted if you wish.

For all questions regarding a submitted product or formula awaiting approval, please contact your Account Representative.

Managing your Products and Certificates Efficiently

You can easily manage your entire product list and kosher certificates using your secure DigitalKosher portal (Please see page 35 for an introduction to DigitalKosher).

The screenshot shows the DigitalKosher web application interface. At the top, there is a navigation bar with tabs for Home, Ingredients, Products, and Miscellaneous. The main content area is titled "PRODUCT LIST" and includes a search bar, a "Submit a new Product" link, and a "View All Products in Excel" link. A table of products is displayed with columns for NAME, CODE, K-ID, SECURITY LEVEL, KOSHER STATUS, RESTRICTION, EVALUATION STATUS, PASSOVER, and TYPE. Callouts highlight specific features: "PRODUCT NAME" points to the product name column; "DIGITALKOSHER PRODUCT LIST" points to the page title; "CLICK ON ENVELOPE TO SEND A CERTIFICATE" points to an envelope icon in the K-ID column; and "ADDITIONAL OPTIONS AND ACTION ITEMS" points to a list of actions like "View Kasher Certificate" and "Reformulate" in the NAME column.

NAME	CODE	K-ID	SECURITY LEVEL	KOSHER STATUS	RESTRICTION	EVALUATION STATUS	PASSOVER	TYPE
<input type="checkbox"/> CHD-F11P026-02-000 Hershey Mounds Semi-sweet chocolate - Recipe <input type="checkbox"/> CHD-F11P026-02-000 Hershey Mounds Semi-sweet chocolate, Liquid Producer: Demonstration Company 2012 Labeler: Demonstration Company 2012 Facilities: Demo Plant For Group 4-5 Purposes (Manufactured at Nordzucker AG Werk Nordstemmen) Anyplace, NY Certifying Agency: OK Kosher Certification Evaluation Date: 2012-07-05 View Kasher Certificate View Certificate Outbox Reformulate Formula Report Email K-ID Add Packaging Information View Data Request Sheet Send Note to Your Certifying Agency Rename Product Inactivate Product View Same As Products	CHD-F11P026-02-000-R	CHD-F11P026-02-000	4	Pareve	OK SYMBOL	Approved		B
<input type="checkbox"/> CHM-0051101-000 Hershey Milk chocolate, Liquid	CHM-0051101-000		4			Unevaluated		B
<input type="checkbox"/> CHM-0051101-000 Hershey Milk chocolate -Recipe	CHM-0051101-000-R		4			Unevaluated		B
<input type="checkbox"/> Modified Cake's day	225	DFM-MMSV	4	Pareve	OK SYMBOL	Approved		B
<input type="checkbox"/> Enhanced Cake	224	DFK-LTQG	4	Pareve	OK SYMBOL	Approved		B
<input type="checkbox"/> Enhanced Cookies	228	DFK-TQNK	4	Pareve	OK SYMBOL	Pending		B

FIG. #16

Product Details and Certificates

This portal allows you to view your product details and track the approval status of a new product submission. You can also download the product list in Excel for internal data manipulation and analysis purposes.

- Send your Kosher certificates directly to your customer as they are updated
- View your certificate outbox - see who you have sent this certificate to in the past
- Email the kosher certificate directly to your customers
- View the product kosher certificate. You can also view the certificate by clicking on the blue product K-ID, which is a live hyperlink to the kosher certificate
- View the product formula report
- Add packaging information
- View formula data request sheet for pending products. This provides a list of unknown or expired ingredients that may be delaying approval of your product.
- Send a note to agency to correspond directly with OK Kosher about the product.
- Rename the product
- Inactivate the product
- View same-as products

Send Certificates

Click either on “email this certificate” or on the envelope icon next to the K-ID (*see above Fig. #16*) to electronically send your certificates to up to 10 recipients at one time.





By e-mailing your certificates directly from DigitalKosher this way, your customers will be automatically kept up to date and have access to your updated Kosher certificates. This greatly reduces the burden of distributing your Kosher certificates each year.


Private Labels

These are the steps that need to be followed when a customer requests to label one of your certified products with its brand name.

Application

Private label products are products that are produced by an  certified company but are labeled with your customer's brand name. If the customer wishes to have the  symbol on their labels, a private label agreement must be executed between your customer (the "private labeler") and  Kosher Certification. This agreement is necessary to protect both the certified manufacturer and the . There is a nominal annual charge for this.



The Agreement

The private label agreement provides the customer with a license to legitimately display the trademarked  symbol on the products that you produce and label for them in your certified facility. It is an important part of our trademark quality control procedure. Trademark owners in all industries commonly use similar agreements.

After your customer signs the private label agreement, return it to our office along with a form (*see Fig. #17 on next page*) listing the products that will display the  symbol.



Private Label for a New Product

In the event that you wish to produce an entirely new product (or one that has not yet been certified) for your private label customer, you must first submit a New Product Application (see page 60) for approval.

If a customer wants you to produce a customized product, where the customer provides some ingredients (such as a premix), these ingredients must first be approved by the . For confidentiality reasons, the customer may not wish to disclose the nature of their ingredients to you, the manufacturer. In that case, the  will deal directly with your customer to determine whether or not the ingredients can be approved for processing on your equipment. (Strict confidentiality is of course always maintained.)

Labels & the Symbols

The symbol









The Kosher consumer relies on the  kosher symbol displayed on a product label to guarantee that the product they wish to purchase meets all of the kosher requirements of Jewish law. When they do not see the symbol on the package, they may question the product's kosher status and prefer not to use it. It is in your best interest then that all your kosher certified products prominently display the appropriate  kosher symbol.



Types of Symbols


Please consult your kosher certificate for the type of symbol to be displayed on your retail or industrial certified product as follows:

Retail

All retail items display one of the following preprinted symbols (Group 3):

-  or  Pareve*: The product is pareve.
-  D: The product contains dairy.
-  DE: The product is produced on non-kosherized dairy equipment.
-  Meat The product contains meat.
-  Fish or  F The product contains fish.
-  P*: The product is certified kosher for Passover.

***Please note:** The  P symbol can be used only for products that are Kosher for Passover. A pareve product should display the  or  Pareve symbol.

Under no circumstances may a non-Passover product display the  P symbol.

Labeling of meat, fish and Passover products require special monitoring.

Your rabbi will guide you with specific instructions.

Industrial

In addition to the above-mentioned printed symbols, industrial products may have other symbols, as follows:

1. A stamp affixed by the supervising Rabbi (Group 3A),
2. A Rabbi's signature (Group 3B),
3. A Rabbi's letter or lot letter certifying each shipment or batch (Group 3C).

(See samples of these symbols on page 48.)



Tankers and ISO Tanks

For products shipped in tankers and ISO tanks please see page 74.



How to Obtain the Symbol For Use in Your Artwork

Please contact our office to discuss the format in which you want to receive the symbol (camera ready, graphic file format, etc.).


Where to Place the Symbol

Once a product has received kosher approval, the designated  symbol may be displayed anywhere on that product's label. However, please note that we often receive inquiries from consumers who cannot find the  symbol on the product (because it is on the back, it is too small or it is not there at all). Although this is a marketing decision, we recommend that it be placed prominently on the front of the label, next to the name of the product.

Approval of a Label




A sample of each label that is to display the  symbol must be submitted to the  for approval prior to printing. This will prevent any mistakes and misunderstandings which potentially could lead to consumer confusion, product recalls and the necessity to notify the public through the media of any errors.

Labels in Hebrew and Products Shipped to Israel

Companies in Israel may add a sticker to their products with all the information translated into Hebrew. Such labels MUST be approved by the  before use.



Two Important Notes Regarding Labels

1) Labels may not leave the premises of the facility:




Product labels bearing the  symbol are to be kept ONLY in the certified facility. NEVER, under any circumstances, is anyone permitted to send labels to another facility. This can be done ONLY after receiving written approval from the  office and under the supervision and monitoring of an  Rabbi.

In the event that a kosher certified product was shipped without the proper kosher marking, please contact your Rabbinic Coordinator or Account Representative who will direct you on how the situation can be resolved.

2) Stickers or Stamps:

Printing the  logo on an unauthorized sticker or a stamp is a trademark violation. In the event that you need to print a sticker (because of a misprint on the label or because it does not bear the  symbol, etc.), the sticker must include the name of the product, the company name and location and be permanently attached. Before printing, the sticker MUST be approved by your Rabbinic Coordinator.

Instructions for Shipping Personnel

1. Please be sure that you have a copy of all  kosher certificates (or a list of K-ID's) for all approved finished products.
2. Ensure that all certificates are current.
3. Ensure that the name of the product listed on the certificate exactly matches the name on the label. In many cases (flavors etc.) the number/code of the product must be included.
4. If an item that is being shipped as kosher does not have an  kosher certificate, please contact your supervisor immediately to obtain a certificate. When receiving a product, one of the first things your customer requests is the kosher certificate.
5. Familiarize yourself with the Groups System (see page 46) and make sure that all products being shipped from the facility are labeled correctly.
6. If an item is not labeled properly, contact your supervisor immediately so the necessary corrective measures can be taken. It is much easier for your company and the  Rabbi to resolve this before the product leaves the shipping dock.


The above instructions prevent confusion and possible rejection of the product by your customer.




Bulk Shipments

The term bulk shipments include products that are delivered in tankers, railcars, ships and ISOtanks; meaning, any product that is accompanied by a bill of lading rather than a label affixed to the packaging.

You now know that kosher is not limited to the ingredients of the product; it also concerns the equipment that comes in contact with the product. Therefore, when shipping a product in bulk, please check with your customer as to who is going to supply the transport (e.g. tanker). If you are supplying the transportation, be sure that the carriers, pumps and hoses included, are dedicated for kosher transport or that they are certified to haul kosher products.

If the tankers belong to your company and are suitable to haul kosher products, kindly obtain the necessary paperwork from the  to show to your customers.

However, if you are using an outside carrier that claims to be kosher certified, please obtain a copy of its kosher certificate and submit it to the  office for approval before using this carrier. In the event that they are not kosher certified or a certificate is not available, a "kosher wash" can possibly be arranged. Please contact your Rabbinic Coordinator for details. A truck that delivers packaged products in boxes, drums, etc., does not need to be kosher since the product does not come in direct contact with the truck.

Totes will generally have a label affixed to them.



How a Tanker/Railcar/Ship etc. maintains Kosher status

There are two methods whereby a bulk transport maintains kosher status:


1. It is kosherized, after which it will be dedicated to hauling only kosher products. During his visits, the Rabbi will check the records of the bills of lading to confirm that only kosher products are being hauled.

In this case, a blanket kosher certificate will be issued for this vessel ("Group 4").

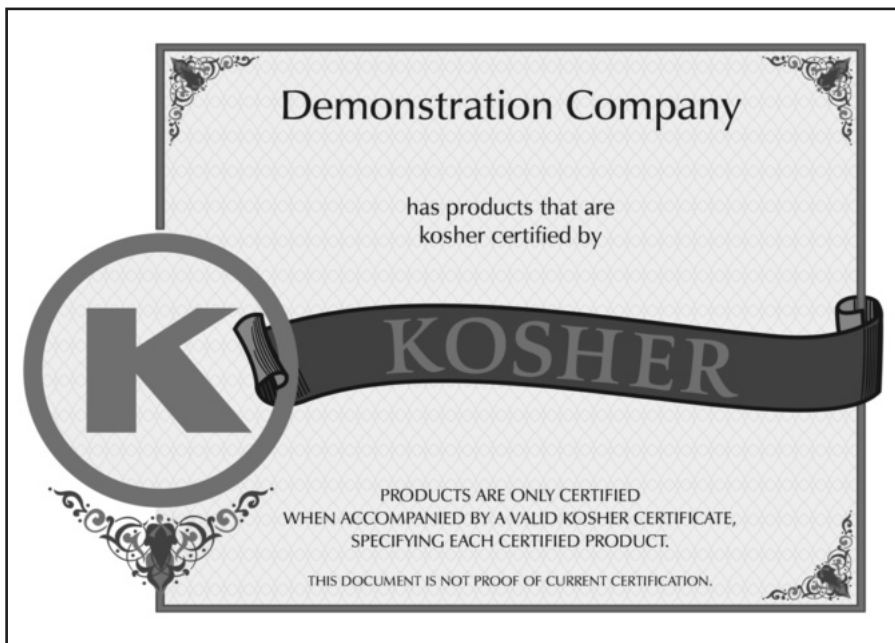
2. It is kosherized prior to each kosher transport. In this case, the driver will need to obtain a kosher certificate for each transport (see sample on page 48) to show to the customer upon arrival at the unloading dock ("Group 5").




ISOtanks / Flexitanks


ISOtanks are a little more complicated, however, the  does certify many ISOtanks on a daily basis. For more details on shipping a certified product with an ISOtank, please contact your Rabbinic Coordinator or Account Representative.

YOUR KOSHER CERTIFICATE



Your Kosher Certificate


Your kosher certificate confirms to your customers that your product is certified kosher by  Kosher Certification. It also alerts your customers as to whether or not there are any specific restrictions.


The  kosher certificate is in a secure format and is unique in the kosher industry. Here are some of its features:


Kosher certificate ID#

Every  kosher certificate is assigned a computer generated certificate ID number.

“Product” K-ID


Every product is assigned a computer generated K-ID (a 7-letter ID code). Each certified K-ID has an individual kosher certificate, which you and your customers can always access easily on DigitalKosher. Certificates available on DigitalKosher are security-protected to guard against fraudulent use of your  certificate.

Many kosher certificates list the kosher restrictions on the front page, and the certified products are listed on subsequent pages, thereby requiring one to obtain and retain the entire multi-page certificate in order to verify the status of any product on that certificate. The  kosher certificate lists all the required information on a single page. You never need multiple pages.



Whenever you (or any of your customers) call or write to the  about a product, make sure to mention the K-ID. Our personnel can then access all the information on this product with unparalleled speed.

Please see FAQ on page 94 for more details on “what is a KID anyway”.

Custom Certificate


If you wish, custom certificates listing all or some of your products on one page can easily be created by your staff on DigitalKosher, or you can request them from your account representative. A custom certificate can show all of your products or only those that you select. It can be emailed to your customer directly from DigitalKosher (see p. 69). This allows you to control what your customers see. See next page (Fig. #18) for a sample  kosher certificate.

Important:


The  certificate is the best and only document you need to submit in answer to ANY inquiries regarding the kosher status of your products. If after receiving the certificate, the customer has further questions, we suggest that you refer them to the .

Sample of an  Kosher Certificate

CERTIFICATE #



ת"פ




KOSHER CERTIFICATION
Rabbi Don Yoel Levy
Kashruth Administrator

KOSHER CERTIFICATE

THE DEMONSTRATION COMPANY
P.O. BOX 123456
BROOKLYN, NY 11213
CUSTOMER SERVICE: (800) 555-1212

KC# 1060799-1
22 Shevat, 5768
January 29, 2008

The following products sold by DEMONSTRATION CO., INC. 1 are certified Kosher with the listed restrictions.

Name	K-ID	Status	Restriction	Size
Original Cake <small>Only covers product that has a Sell By date from 08/05/13 through 09/05/13. This is a demonstration company, therefore this is not a real certificate</small>	LKP-DQSH	Pareve פתח ישראל יטן	 SYMBOL	


K-ID

RESTRICTION

This certificate is VALID UNTIL December 30, 2008

Verify authenticity by entering K-ID at
www.digitalkosher.com

11851/13



RABBI DON YOEL LEVY, Kashruth Administrator


PRODUCT NAME

EXPIRATION


391 Troy Avenue, Brooklyn, New York 11213 U.S.A. • Tel: 718 756-7500 Fax: 718-756-7503 • E-Mail: info@ok.org
Property of OK Kosher Certification. Use and Distribute according to terms at: www.ok.org/terms.


FIG. #18

Yearly Renewal of Your Kosher Certificate

Every kosher certificate has an expiration date, thus requiring all certificates to be renewed annually. The expiration date is based on the commencement date of your contract with the . For example, if your contract started in December 2012, your certificate will expire December 31, 2013, and is subject to renewal at that time.


Basic Requirements for Renewal

In order to receive your renewed certificates in the most timely and efficient manner, the  requires the following four things:

1. An annual review must be performed by an  Rabbinic Coordinator at every certified facility (page 26 “Headquarter Visits”);
2. Kosher certificates for all inventory must be updated and be current (see page 54);
3. Any outstanding issue that developed during the course of the year must be resolved with your Rabbinic Coordinator;
4. All outstanding invoices must be paid in full.

Approximately 90 days prior to your certification expiration date, your company will receive notification from our main office with a list of ingredients requiring updated kosher certificates and an invoice for the renewal fee. In addition, any unresolved kosher issues must be addressed with your RC. Once all of these matters have been attended to, your updated OK certificates will be issued.

Our Goal Regarding Renewals

Companies certified by  Kosher Certification should usually receive their updated kosher certificates at least 30 days prior to their expiration dates.

In previous years, gathering all the updated certificates for your inventory was a tremendous task. Today this has been facilitated and almost eliminated through our state-of-the-art Digital Kosher and monthly update system. When a company consistently responds to the “monthly updates” (see page 55) and a submission to Digital Kosher is made anytime a new ingredient (see page 42) or product (see page 63) is introduced, then the yearly renewal is almost an automatic process.

For any questions regarding your yearly renewal, please call the Renewal Department at ext. 224 or your Account Representative.

Instructions for Sales Personnel

Your company has opted to obtain kosher certification. There are several departments in your company who are doing a marvelous job in conforming to all kosher procedures. Ultimately, it is the sales department that gets the final results for your organization.

Here are the main issues for which you need to be on the look-out:

Labels


Ensure that all labels on your finished products are properly marked as explained on page 72.

Kosher Certificate

When initiating a sale, always ask your customer for the following three pieces of information:

- a. Whether the product needs to be kosher;
- b. Whether the product needs to be pareve or dairy;
- c. If the item will be packaged in a container or sent by tanker, railcar etc.


Notify the appropriate department as soon as possible of the above instructions to ensure that the order can be filled correctly.


The  kosher certificate is the only document that you need to show to your customers. In the event that your customer has additional questions or specific requirements regarding kosher, please contact your Rabbinic Coordinator or Account Representative immediately to discuss this; they are at your service.




Food and Trade Shows



 Kosher Certification representatives generally attend the main food and trade shows worldwide, such as: IFT, Fancy Food Show, FIE, SIAL, etc.

The shows offer an excellent opportunity for you to meet some of the  staff and to discuss issues and new ideas which are sometimes difficult to explain over the phone.

Additionally, your potential customers have an opportunity to discuss the concept of kosher with the  kosher staff on hand. If you plan on attending any trade show, you may want to contact your account representative, as she may also be there.

The self-standing display below (size 8.5" x 11") is available free of charge for use in your booth. If you have not yet received one, please let us know. We'll be happy to send one out to you.



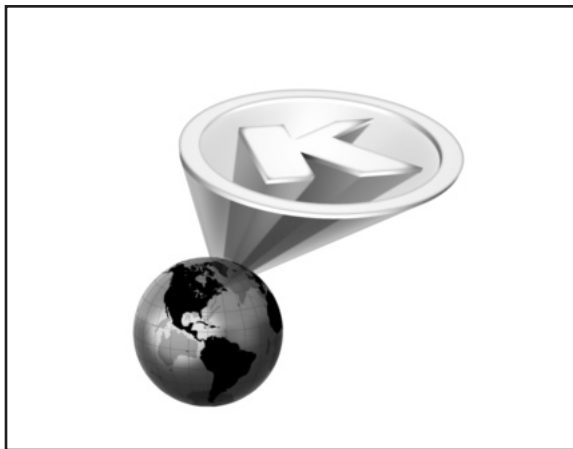
Mergers and Acquisitions

Merger and Acquisition activity continues to be a driving force within the food sector. This typically involves multiple facilities and diverse operations, so you will want to explore the key factors which must be considered for your Kosher program.

We have a dedicated team that understands the many issues presented in the setup and execution of mergers and acquisitions, and can provide invaluable assistance in integrating your kosher program.



With our far-reaching experience in both domestic and international markets, representing a broad range of public and private companies, OK Kosher can deliver quality services at significantly lower rates than other agencies. Your Account Representative will be glad to arrange an initial phone call for you with our experts.

MISCELLANEOUS




Passover

Passover, the eight-day holiday that commemorates the Exodus of the Jewish people from bondage in Ancient Egypt to freedom and nationhood, involves a unique set of kosher laws, because the Jewish nation “took its dough before it leavened (Exodus 12:34).” Accordingly, no grain products or their derivatives may be consumed throughout the entire Passover, with the exception of unleavened matzoh and products made with this matzoh (matzoh is a cracker type product made from water and specially certified, pure unbleached flour). In addition, in many kosher communities, legumes such as corn, peas, and soybeans (including their derivatives) are also not permitted on Passover. This has major implications for products containing ingredients with legume-based derivatives, for example, citric acid made from corn or lecithin made from soy. Therefore, many products that are kosher year round are not kosher for Passover.

The equipment used for production of kosher for Passover items must also be kosher for Passover or must be kosherized. Passover products are labeled with the “P”, “P D”, or other OKP symbol (P for Passover) designation as appropriate.

In order to produce kosher for Passover items, there are two primary concerns: ingredients and equipment/production issues.

Passover Approved Ingredients

Unless your facility is always and only approved as kosher for Passover (in which case only Passover-approved ingredients are allowed in the facility at any time), all your ingredients will need to be re-evaluated for use in Passover products. This is true even if ingredients that you currently use in your facility are kosher certified and approved for use by  Kosher Certification – and even if they are Group 1 items (see Group System, page 46).

Passover ingredients should be submitted on Digital kosher like any new ingredient (Fig. #19), or with a paper Passover ingredient application form (Fig. #20). On Digital kosher, a request for Passover approval should be mentioned in the “Note to Agency” field.

The ingredients used for Passover production must remain sealed and intact until the Rabbi comes. This includes ingredients received in bulk shipment that are impractical to label with a symbol such as tankers. The Rabbi will open all packaging and seals, unless other written instructions were given to the company by the Rabbinic Coordinator.

Excess inventory that the company wishes to use in future Passover productions must be sealed by the Rabbi and the seals must remain intact until the Rabbi unseals it again at the next production.

PASSOVER INGREDIENT APPLICATION

ELECTRONIC SUBMISSION

K-ID DIGITALKOSHER Enter K-ID:

Home Ingredients Products Miscellaneous

SUBMIT INGREDIENTS 1 Enter data | 2 Confirm | 3 Done DKUser@Demonstration Company 2012 (22908)

Ingredient Information

* Ingredient Name

Raw Material Code

* Existing K-ID/ Upload K kosher Certificate

K-ID or UKD

File Upload Product Name as it appears on Certificate

Fax Product Name as it appears on Certificate

Item doesn't require a certificate [What is this?](#) Vendor Name

Submission Type

New Ingredient: Not a substitute to any item on current ingredient list

Upgrade: Upgrade an existing ingredient to use a K-ID instead of a paper certificate for the same supplier.

Replacement for: Name RMC Vendor

Alternate for: Name RMC Vendor

Packaging

Prepackaged: A Box, Bottle, Tote, Drum, Pail, Bag or any type of labeled packaging. ("Group" 1, 2 or 3)

Bulk: i.e. Tank wagon, Railcar, ISO tank, Ship tank. ("Group" 4 or 5)

Is this Kosher Certificate for old stock inventory?

Note to Agency

* Facilities ingredient will be used in

Demo for DK -- Pending Application, 391 Troy Av., Brooklyn, NY, 11213

Demo Plant For Group 4-5 Purposes (Manufactured at Nordzucker AG Werk Nordstemmen), 2222 Anywhere , Anyplace , NY, 00000

Demo the Forth Brand-New Plant , 145 Microsoft Paradise , Redmond , WA, 98052

DEMONSTRATION 391, 391 EAST NEW YORK AVE., BROOKLYN, NY, 11213

Demonstration Co., Inc. 1 (Facility) CIQ PASSOVER

Demonstration Co., Inc. 1 (formerly demo account), 123 Anywhere Lane Do Something , Brooklyn , NY, 11213

Demonstration Company 2012 -- Pending Application, 391 Troy Ave, Brooklyn, NY, 11213

Demonstration Facility 2012, 391 Troy Avenue, Brooklyn, NY, 11213

Demonstration new facility -- Pending Application


NOTE TO AGENCY APPROVAL FOR PASSOVER REQUESTED

FIG. #19

PASSOVER INGREDIENT APPLICATION

PAPER SUBMISSION

To receive this form in .pdf format, please contact our office at ext. 229



7'25

RABBI DON YOEL LEVY
Kashrus Administrator

KOSHER CERTIFICATION
PASSOVER
INGREDIENT APPLICATION
 For New/Change of Ingredient/Supplier

391 TROY AVE.
 BROOKLYN, NY 11213
 TEL: 718 756-7500
 FAX: 718 756-7503

Date ___/___/___ Company: _____

Ingredient name: _____ RMC(raw material code): _____

Ingredient is manufactured by: _____

This item is: (check one only)

1. Not a substitute to any item on current ingredient list.

2. A replacement for: (Fill in below)

3. An alternate for: (Fill in below)

RMC: _____ Supplier: _____

This item is received in:

1. **LABELED PACKAGING** (A Box, Bottle, Tote, Drum, Pail, Bag ("Group" 1, 2 or 3))

2. **UNLABELED BULK CONTAINER** (Tank wagon, Railcar, ISO tank, Ship tank ("Group" 4 or 5))

Plants where this ingredient will be used: _____

Products this ingredient will be used in: _____

Ingredient K-ID _____ OR Copy of Kosher certificate enclosed: Yes
(Submission of certificate will expedite the process) No

Certification expiration date ___/___/___

Ingredient name as it appears on Kosher Certificate _____

Certification Agency _____

Requested by: _____ Fax Number: _____

Kosher Certification Response

Approved* for use in both Pareve and Dairy Passover Products Group# _____

Initials **Approved* Only for Dairy Passover Products**

Initials With: Kosher Symbol Rabbi Stamp Rabbi Signature Rabbi Letter

Other conditions _____

Initials **Denied Note:** Ingredient can not be approved with current certificate
 Please submit the following documentation: _____

Rabbi _____ Date ___/___/___

Initials *The approval is valid until the expiration date of the above Kosher certificate. For group 1 & 2A one year from the Rabbis approval.

Office Use Only

Entered into Database: _____

Sent to Mashgiach: _____

Initial above

Found by Mashgiach in plant _____

SPECIAL FOR
PASSOVER

FIG. #20

Finished Products

Similarly, when you submit a Passover product through your DigitalKosher portal, please mark the checkbox that this product is meant to be approved for Passover (Fig #21). Alternatively, you may complete a paper Passover New Product Application for every item you wish to have certified Kosher for Passover (Fig #22).

When evaluating a product for Passover use, the Rabbi ensures that every material used in the product and every material used in every sub-formula of the product, are also certified kosher for Passover.

ELECTRONIC SUBMISSION

PAPER SUBMISSION

Submit Product

The Submit Product page is a simple and easy two-step process for submitting your product with its formula for Kosher Certification. Your submission will be automatically forwarded to your Certifying Agency who will quickly begin the evaluation process.

You can submit new products or update an existing one. Once you have submitted your product with its formula your Certifying Agency will be notified immediately and can then begin evaluating it.

You will be notified by email when your product has been approved. You will also be able to track the evaluation status on your [Product List](#) page.

Required Fields:
You must enter the Product name, and select at least one facility and the number of formula items (or upload a list of items in Excel format).

Please Note:
Suppliers/vendors will be matched from your current Raw Material List that your Certifying Agency has.
If you need to submit a new supplier for an item, please click [Submit Ingredient](#) to submit a new Ingredient to your Certifying Agency for evaluation.
Any items in your Raw Material Management List that match this formula by RMC will be sent to your Certifying Agency.

HOW TO SUBMIT

- How do I submit a formula?
- What information is required?
- Can I change an existing product?
- When will my agency receive my submission?
- How can I check the status of my submission?
- Will I be notified?
- How can I create an Excel file with my formula items?
- Can I use a sample Excel file to upload formula items?
- Upload Product XLS file

PRODUCT INFORMATION

*Product name (as it appears on label and Certificate)
(Note: include only if you wish it to appear on Certificate)

Product code
(Note: will **not** appear on Certificate)

Brand
(Note: will appear on Certificate)

Note to agency:

Submission types:

New product submission
 Reformulation of existing product

Packaging type:

None
 Prepackaged: A Box, Bag, Bottle, Tote, Drum, Pail, Bag or any type of labeled packaging. ("Onion", "2 or 3")
 Bulk: In Tank, wagon, Station, 300 lbs., Ship tank, ("Onion" 4 or 5)
 Prepackaged and Bulk: i.e. Both Prepackaged and Bulk packaging.

Is the product meant to be approved as Pareve?
 Is the product meant to be approved as Passover?

Ingredients:

Enter formula manually: Number of ingredient items:
 Upload formula items in Excel format:
(Note: use 2 clicks on Excel file with the formula items)

Facilities:

Demo for DK -- Pending Application, 391 Troy Av., Brooklyn, NY, 11213
 Demo Plant For Group A-S Purposes (Manufactured at Non kosher AG Stark Nordstammen), 2222 Anywhere - Anyplace - NY, 00000
 Demo the Furb Brand-New Plant - 145 Horroff Paradise - Redwood, WA, 98052
 DEMONSTRATION 391, 391 EAST NEW YORK AVE., BROOKLYN, NY, 11213
 Demonstration Co., Inc. 1 (Facility) CSQ PASSOVER
 Demonstration Co., Inc. 1 (Primary demo account), 123 Anywhere Lane On Somewhere, Brooklyn, NY, 11213
 Demonstration Company 2012 -- Pending Application, 391 Troy Ave, Brooklyn, NY, 11213
 Demonstration Facility 2012, 391 Troy Avenue, Brooklyn, NY, 11213
 Demonstration new facility -- Pending Application

Marketed As:
Select One

Food Guide Categories:
Select One

Processes of production:
Select One

FIG. #21

KOSHER CERTIFICATION APPLICATION FOR NEW PRODUCT/FORMULA FOR PASSOVER

RABBI DON VOEL LEVY
Kosher Administrator

291 TROY AVE.
BROOKLYN, NY 11213
TEL: 718 726-7900
FAX: 718 756-7905
www.kosher.com

Company

Company Name: _____ Date: ____ / ____ / ____
Requested by: _____ Fax#: _____

Product (For private label, please submit an "Application for Private Label Products")

Product name: _____ Code: _____
(as printed on label & will appear on Kosher Certificate)

(Internal name -- if other: _____ Code: _____)

Process of production/line information: _____

Product will be: Packaged Bulk shipping (tankers, etc.) Both **Product is:** Retail Industrial
Copy of label attached: Yes N/A
Type of product / Category: (i.e. Baked Goods, Emulsifiers, Oils) _____ Do not Display Online
(Categorized Products automatically appear on the online searchable Kosher Food (note featured on the OK Kosher website and are accessible to your industrial customers and so consumers)

Production

Will this product be produced only at certified facilities? Yes No

Plant name/location 1) _____
2) _____
3) _____

Ingredients

Please fill out the following information for each ingredient in product/formula
Please Note: **All** Ingredients listed **must** be on your current approved ingredient list.
Ingredients not on your current approved ingredient list **must** be identified with an "Ingredient Application" form.
(If your batch code/Formula includes ingredients & RMC's (Raw Material Codes) you may attach a copy and it is not necessary to fill out below).

Ingredient Name	RMC#	Name of Manufacturer	Certified by
1.			
2.			
3.			
4.			
5.			
6.			

Please list additional manufacturer on page 2

Last revised 05/20/09

FIG. #22

Equipment/Production

Your Rabbinic Coordinator will evaluate your equipment to determine whether it needs to be kosherized for Passover productions. If kosherization is required, you will follow the same procedures involved in a regular kosherization/production (see page 22), including scheduling a Rabbi and obtaining approved formulas.

Labels

All labels for kosher for Passover products must be reviewed and approved by the **(K)**. Labels displaying an **(K)P** may not be printed without prior written approval from **(K)** Kosher Certification.

Yearly Renewal

Due to these special requirements, Passover certificates are not always included in the yearly renewal process (see page 79). In these cases, you will need to reapply as necessary in anticipation of Passover production.


Kitniyot (Legumes)




There are some rare exceptions where the **(K)** will certify products for Passover containing legumes (kitniyot in Hebrew). Generally, this is limited to industrial products. These products are labeled "Kosher for Passover Leochlei Kitniyot."

The Calendar and Jewish Holidays

Saturdays and Jewish Holidays

According to Jewish law, a Jewish person is prohibited from doing any work on Saturday (Shabbat - the Sabbath). “Work” includes travel, the operation of electronic devices, and many other activities associated with the typical workday. The Sabbath begins Friday before sundown and ends Saturday evening after nightfall.

 Kosher Certification offices are never open on Saturday and close Friday at noon. In addition, there are a few major Jewish holidays throughout the year that can occur on weekdays. No work is permitted on these holidays as they are similar to the Sabbath. However, some of the holidays have intermediate days where limited work (i.e. emergencies) is permitted.

Prior to each major holiday, the  office will send out a reminder about these special dates and how they may impact your production schedule. The  also publishes a Jewish Art Calendar that is available upon request. The dates when our offices are closed is clearly marked on this calendar. Please contact your Account Representative to request a calendar or access the  online calendar at ok.org.


Sundays


 Kosher Certification offices are closed on Sundays.


Rabbis’ Availability for Productions

On Saturdays and on Jewish Holidays the local Rabbis are never available. For Sundays, eves of major holidays and the intermediate days of certain holidays, they may not always be available. Please contact them directly when scheduling a production.

Plan Ahead

Whenever you plan a production, please check this list and/or your  calendar. If a production is planned close to a weekend or Jewish holiday, please contact your local representative for his availability prior to planning the production. Also, we suggest that you leave time prior to and after the production (in case of unforeseen circumstances) The Rabbi has very little flexibility during these times - he simply cannot go.

Please take into account the  office schedule when sending in paperwork to be processed. You can always contact your Rabbinic Coordinator for guidance.

The following list of Jewish holidays for the years 2013–2014 notes the dates when  Kosher Certification offices are closed, as well as the availability of the local Rabbis for productions.

**R/A denotes days your local Rabbi may or may not be available for productions.*

<i>Date</i>	<i>Holiday</i>	 <i>Offices</i>	<i>Local Rabbis</i>
2013			
March 25	Passover Eve	Closed	R/A
March 26–27	Passover (first days)	Closed	Not Available
March 28, 29	Passover (intermediate)	Emergencies Only	R/A
April 1–2	Passover (last days)	Closed	Not Available
May 14	Shavuot Eve	Closed	R/A
May 15–16	Shavuot	Closed	Not Available
July 16	Fast of Tish'a b'av	Closed	R/A
Sep. 4	Rosh Hashana Eve	Closed	R/A
Sep. 5–6	Rosh Hashana	Closed	Not Available
Sept. 13	Yom Kippur Eve	Closed	R/A
Sept. 18	Sukkot Eve	Closed	R/A
Sept. 19–20	Sukkot (first days)	Closed	Not Available
Sept. 23–24	Sukkot (intermediate)	Emergencies Only	R/A
Sept. 25	Hoshana Raba	Closed	R/A
Sept. 26–27	Simchas Torah	Closed	Not Available
2014			
April 14	Passover Eve	Closed	R/A
April 15–16	Passover (first days)	Closed	Not Available
April 17–18	Passover (intermediate)	Emergencies Only	R/A
April 19	Passover (intermediate)	Closed	Not Available
April 21–22	Passover (last days)	Closed	Not Available
June 3	Shavuot Eve	Closed	R/A
June 4–5	Shavuot	Closed	Not Available
Aug. 5	Fast of Tish'a b'av	Closed	R/A
Sep. 24	Rosh Hashana Eve	Closed	R/A
Sep. 25–26	Rosh Hashana	Closed	Not Available
Oct. 3	Yom Kippur Eve	Closed	R/A
Oct. 8	Sukkot Eve	Closed	R/A
Oct. 9–10	Sukkot (first days)	Closed	Not Available
Oct. 13–14	Sukkot (intermediate)	Emergencies Only	R/A
Oct. 15	Hoshana Raba	Closed	R/A
Oct. 16–17	Simchas Torah	Closed	Not Available

<i>Date</i>	<i>Holiday</i>	 <i>Offices</i>	<i>Local Rabbis</i>
2015			
Apr. 3	Passover Eve	Closed	R/A
Apr. 4-5	Passover (first days)	Closed	Not Available
Apr. 6-9	Passover (intermediate)	Emergencies Only	R/A
Apr. 10-11	Passover (last days)	Closed	Not Available
May 24-25	Shavuot	Closed	Not Available
Jul. 26	Fast of Tish'a b'av	Closed	R/A
Sep. 13	Rosh Hashana Eve	Closed	R/A
Sep. 14-15	Rosh Hashana	Closed	Not Available
Sep. 22	Yom Kippur Eve	Closed	R/A
Sep. 23	Yom Kippur	Closed	Not Available
Sep. 27	Sukkot Eve	Closed	R/A
Sep. 28-29	Sukkot (first days)	Closed	Not Available
Sep. 30-Oct.2	Sukkot (intermediate)	Emergencies Only	R/A
Oct. 4	Hoshana Raba	Closed	R/A
Oct. 5-6	Simchas Torah	Closed	Not Available

Please see the  online calendar on our website www.ok.org

The Contact System

As mentioned a number of times throughout this manual, there are several departments within your company that handle different kosher issues and requirements.

In order to serve you better, we have a contact system which keeps track of who is in charge of each area, to ensure that all matters are processed smoothly.

For example: in some companies, Purchasing takes care of the Monthly Update (see page 54), in others it is QA personnel.

Additionally, responsibilities are often shifted within the company.

For this purpose we have designed the contact system which records the titles and assignments of personnel dealing with kosher issues in your company.

Periodically, a printout is sent to every company with a list of the contacts to be updated for our files. Please take the time to help us serve you better.

Following is the list of kosher tasks that can be assigned to your personnel:

You do not need to provide a name for all these contact categories.

Some companies have one person handling all their routine kosher issues.

On the Company level

Ⓚ Liasion for:

Default Kosher contact person

Ownership

Contract issues

Accounts payable

New Product/Formula applications

New Ingredient Applications

Yearly renewal

Monthly updates

Customer Service

Purchasing

Labels

Private labels

Food shows

Technical issues

On the plant level

Ⓚ Liasion for:

Default Kosher contact person

Plant manager

Production manager





Purchasing

Receiving


Quality Control manager

Frequently Asked Questions

Products/Labels

1. I have a full line of new products which I will produce in my facility. How much more will it cost? – page 60
2. I have a product which is being produced at my  certified facility. There is a certain part of the process which I would like to complete elsewhere. How do I go about this? – page 20
3. Do I need to notify the  anytime I wish to run a test product? – page 61
4. We got a call from a consumer regarding kosher, but we don't understand what he is asking. How should we handle this? – page 16 and 78
5. I mistakenly shipped some drums of product and forgot to put on the label with the  symbol. My customer's Rabbi does not want to accept my product. What can be done? – page 73
6. I just got a rush order for a product which is very similar to another certified product. Do I need a separate kosher certificate for the new item? – page 60
7. I have to send a product in a tanker. Where do I put the  symbol? – page 74
8. We have a product that has one formula, but many marketing names. Do we need to resubmit the same formula for each marketing name? – page 66

Ingredients

1. I applied for a new ingredient and with it I submitted a kosher certificate that I received from the supplier and the  denied it. Why? – page 38
2. Can you help me find alternate suppliers for my ingredients? – page 58

Equipment and Productions

1. Having my equipment down for 24 hours prior to kosherization is causing considerable hardship for my company. Are there any alternatives to this? – page 24
2. I purchased a new piece of equipment. Can I use it for my kosher productions? – page 22
3. I need to schedule a production with a Rabbi present. Which Rabbi do I contact and how? – page 29

Other Facilities

1. My equipment broke down, and I need to fill an order. There is a similar local facility and they claim to be kosher certified. Can I temporarily use their facility/equipment? – page 20

Private Labels

1. I have a customer who wants to do private labeling with us. Does the Rabbi need to come again and check my facility? Does he have to visit their facility? – page 70

Updates

I have several ingredients listed on my Monthly Requests tab on Digital Kosher. What is this, and what do I have to do? – page 54

Kosher Certificate

1. What is a kosher certificate? – page 77
2. My kosher certificate is about to expire. What is the renewal procedure? – page 79

Rabbis Visits

1. How often does the local Rabbi come and how often does an Executive Rabbi come? – page 26
2. The Rabbi Showed up – doesn't he need to make an appointment? – page 29

What exactly is a K-ID anyway?

The K-ID is a digital Kosher Certification Letter. It is the core of what makes our paperless certification process possible.

INGREDIENTS OR PRODUCTS

A K-ID can refer to your raw materials whose kosher certificates have been automatically assigned a K-ID and can also refer to a finished product you produce.

HOW DOES IT WORK?

Every ingredient that has been certified kosher has, or can have, a seven letter K-ID assigned to it that represents the **publicly** available kosher information about it. Therefore, the K-ID is analogous to a social security number for an ingredient. Meaning, if you know the K-ID for an ingredient, you can obtain all the publicly available kosher information about that ingredient.

WHAT DOES IT DO?

The K-ID allows you to transmit a Kosher Certification Letter to your customers, certification agencies, or anyone else with a simple ID, eliminating the need to transmit paper or attachments. The recipients of the K-ID are automatically notified of changes and updates to the Kosher Certification Letter it represents.

HOW IS IT SECURE?

The K-ID identifier is randomly generated by the Kosher ID system and has no discernable pattern. Therefore, it can not be predicted or guessed by anyone. In addition, the code can only be provided to a customer by the supplying company of the certified product, and the only information made available by the K-ID is what is already publicly available on a Kosher Certification Letter. Thus, there is no risk involved because no proprietary information is released. Rather, it is a safe and revolutionary technology that will dramatically reduce the time it takes to process and approve certification forms.

You can control who has access and what information is publicly available about your KID's using your Digital Kosher portal, by setting a privacy level. Call your account representative for more information on the privacy levels.

Kosher Spirit/ The Jewish Homemaker

Kosher Spirit (formerly known as *The Jewish Homemaker*), is a national full-color magazine affiliated with OK Kosher Certification, which is distributed during major peaks in Jewish readership: *Rosh HaShanah*, *Chanukah* and *Passover*, with about ½ million readers. It reaches kosher consumers around the country. *Kosher Spirit's* articles deal with issues of Jewish life, with a specific focus on kosher. From time to time, ©-certified companies are featured in the magazine. We are pleased to consider submissions that you believe may interest the kosher consumer.

To advertise in *Kosher Spirit*, contact us at 718-907-9509 or editor@kosherspirit.com.

QuicKosher, the kosher industry electronic newsletter, is distributed quarterly to thousands of food industry personnel. The newsletter is the go-to resource for kosher information at your fingertips. It features valuable kosher facts, tutorials and company features. To subscribe, please email news@ok.org. If you are interested in having your company featured in the newsletter, please call 718-907-9509 or email news@ok.org.




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IMPORTANT CONTACTS

RABBINICAL COORDINATOR

Name _____ Phone _____
Fax _____ Email _____

ACCOUNT REPRESENTATIVE

Name _____ Phone _____
Fax _____ Email _____

LOCAL RABBI

Name _____ Phone _____
Fax _____ Email _____

OTHER CONTACTS

Name _____ Phone _____
Fax _____ Email _____

Name _____ Phone _____
Fax _____ Email _____

Name _____ Phone _____
Fax _____ Email _____

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