

ועד הכשרות של ארעגאן

Tel: (503) 343-3497 Fax: (503) 343-3318

APPLICATION FOR KOSHER

The 3 Pillars of Kosher Certification:

A. IngredientsB. EquipmentC. Method of Production

THE APPLICATION

The first step toward certification is filling out this application form. Oregon Kosher will maintain all information concerning your company with strictest confidence.

APPLICATION REVIEW

An Account Representative will be assigned to oversee all matters relating to your company. The Account Representative will do a full analysis of all ingredients and their sources to assess your company's ability to attain kosher certification. Once this has been assessed, we will schedule an initial inspection. Depending on your location, you may qualify for a free initial inspection. Otherwise, there may be a fee of \$200, plus travel expense.

THE INITIAL VISIT

The purpose of the initial visit is to walk through the entire facility and to better understand the equipment and manufacturing procedures your company uses.

Full Review

The account representative will submit his report to our executive committee where your company's ability to attain certification will be further reviewed and an annual fee assessed.

CONTRACT

A contract is now drawn up detailing the agreement between Oregon Kosher and your company. The contract is sent to you for your review and your signed approval. The certification fee is based on low administrative overhead, initial set-up costs, travel expenses (if any), and supervision costs.

This fee is NOT linked to a percentage of sales or labels printed.

Your Kosher Program

A kosher certificate detailing which of your products or facilities are under Oregon Kosher certification will be granted. You will receive artwork of our registered and trademarked Oregon Kosher symbol (see below for options). Once labels are designed, proofs must be submitted for approval prior to printing.



Maintaining Your Kosher Program

Maintaining your kosher program involves regular, unannounced kosher inspections. The number and duration of these visits can vary, but generally 4 -12 times per year, 30 minutes per visit. New ingredients, suppliers, or products must be submitted to <u>info@oregonkosher.org</u> for approval, prior to use.

Oregon Kosk 6698 SW Capitol Hwy Portland, OF		ועד הכשרות של ארע (503) 343-3497 Fax: (503) 343-3318				
CORPORATE INFORMATION	For Office Use Only Category	Notes - For Office Use Only				
Form #101	Initial Auth Final Auth Date Cleared Account Number					
Date of Application: _ /_ /_ Address:	Company: City: _	State:				
Tel: ()_	Fax: ()_	Zip:				
Email Address: _	Web Site UR					
- Company Contact: _	Job Title: _					
Telephone No: _ Regular Visitor Hours: _ How did you hear about Oregon Kosher?	Email: _ Production Hours:					
1) Has the applicant ever had Kosł	ner certification? If yes, name the Koshe	er Agency:				
	e(s) of product to be certified:					
5						
1						
Fish derived materials (includi 4. Do you use any of the following i	ng shell food or seafood)?n. n a separate part of your facility?	Yes/No				
Dairy derived materials?						
•						
•	ling shell food or seafood)?					

Email: info@oregonkosher.org Web: www.oregonkosher.org



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Production Process Information Form

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

1. Please provide an explanation of the

manufacturing process---ie(types of equipment, cooking process and temperatures if applicable)

3. If you would rather, please fill out flow chart below for the production process or provide any in-house documentation you may already have.



Oregon Kosher 6698 SW Capitol Hwy Portland, OR 97219

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General Ingredient Authorization

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

Instructions- You will need to reach out to all your ingredient suppliers and request kosher certificates before filling out this information. If you have any difficulty in getting certificates or kosher info, please just fill in the ingredient name and supplier and leave the rest blank. Our staff has additional resources for determining an ingredients kosher status.

We have several options for submitting your ingredient information.

- 1. Send us what you have on file, preferably in excel format
- Use the following link and submit for each ingredient
 <u>https://docs.google.com/forms/d/e/1FAIpQLSd_votDBke63T6VDSExwmkPi3YY3My8W3eNu52496XvdwOL</u> jw/viewform?usp=pp_url&entry.1708947888&entry.520997893&entry.418813757&entry.1077649083&e ntry.492735658&entry.1535346397&entry.1005267537
- Download template here, fill out and email to info@oregonkosher.org: <u>https://docs.google.com/spreadsheets/d/1onKDvRdtjST2DBEHrFW-</u> <u>EtGJBidBxVWDdr7Hp6toM70/edit?usp=sharing</u>
- 4. Fill out the information below

RMC	Ingredient Name	Manufacturer	Kosher Agency	UKD	Exp Date



Finished Product Information

Instruction: Please list below the names of each product as you want it to appear on your kosher certificate. Please do so in the following format:

Name | Product Code | Brand Name | Parve, Dairy or Meat Status