STAR-K KOSHER CERTIFICATION

Guidelines for STAR-K Kosher Compliance

There are **three main areas of compliance** necessary to obtain kosher certification for your products: Ingredients, Products, and Compliance Audits. Your obligations in each area are described below.

INGREDIENTS:

- ❒ Some non-kosher products can compromise the whole production line, so it is vital to let us know <u>before</u> any changes are made.
- ❒ Each time you want to add a new raw material (RM), you must email your Rabbinic Administrator and Administrative Assistant for approval. Once that RM is added to your Approved Ingredient List, it may be introduced into your facility.
- ❒ BEFORE you bring the RM into your facility for use in productions, we'll need to confirm its kosher status prior to granting approval.
    - ▪ Typically, we will ask for a valid Letter of Certification (LOC) from an acceptable kosher certifier for the RM.
    - ▪ Some RMs can be accepted based on technical research.
    - ▪ Some less kosher-sensitive RMs are acceptable at all times.
- ❒ In order to confirm the kosher status of a particular RM, we need to follow up on every supplier you are sourcing from.

PRODUCTS:

Prior to adding a new item as a certified product to your kosher certificate, your Rabbinic Administrator will need to review and approve it. Upon approval, your Administrative Assistant will add it to your Approved Product List and your company's LOC.

- ❒ We'll need to verify that your product can be made kosher <u>before</u> you start production. To do this you will need to send STAR-K the following information:
    - ▪ Brand and Product Name as you wish it to appear on your kosher certificate
    - ▪ The breakdown of RMs in the product
    - ▪ Any new kosher LOCs for the raw materials
    - ▪ Process flow diagram (if it's a new process)
    - ▪ Product label with proposed design bearing STAR-K symbol (if applicable). Feel free to consult with us about placement and sizing of the symbol.
- ❒ We keep your formulas strictly confidential. We only need to see a list of components and not their percentages.

COMPLIANCE AUDITS:

To ensure that kosher compliance is being properly maintained, we conduct periodic kosher compliance audits of your facility. This is what you should expect:

- ❐ Inspections of your facilities are conducted periodically. The frequency depends on your exact production profile.
- ❐ Most typically, annual audits are scheduled. Facilities requiring more frequent audits can expect some unannounced audits in addition to the scheduled visits.
- ❐ On these visits, the Inspector (Mashgiach) will review:
  - ▪ Raw materials in stock
  - ▪ Production facilities
  - ▪ Finished goods
  - ▪ Production records
  - ▪ Batches
  - ▪ Cleaning records
  - ▪ Bulk receiving
  - ▪ Equipment that produces and/or uses heat are critical points for kosher and will be evaluated for possible cross-contamination
- ❐ A typical kosher audit lasts about two hours.
- ❐ Upon completion of his review, the Mashgiach will submit a comprehensive audit report to your Rabbinic Administrator for his approval.

Following STAR-K Certification Approval

CERTIFICATE & PERMISSION TO USE LOGO

- ❐ As soon as we verify the kosher status of your products, we will issue a Letter of Certification (LOC) valid for one-year term, and renewable each year.
- ❐ At that point, you may place the STAR-K symbol on your certified product labels.
- ❐ Your LOC may be distributed to your customers as needed.
- ❐ The renewal process includes a recertification review and requires that all audits are up to date and approved by your Rabbinic Administrator.

CONTACT US

- ❐ We are available by phone (410-484-4110) during our normal business hours:
  M-Th 9am-5pm ET and Fridays 9am-2:00pm ET
- ❐ We are never too busy to answer your questions!
- ❐ We strive to respond to all communications within 1-2 business days.