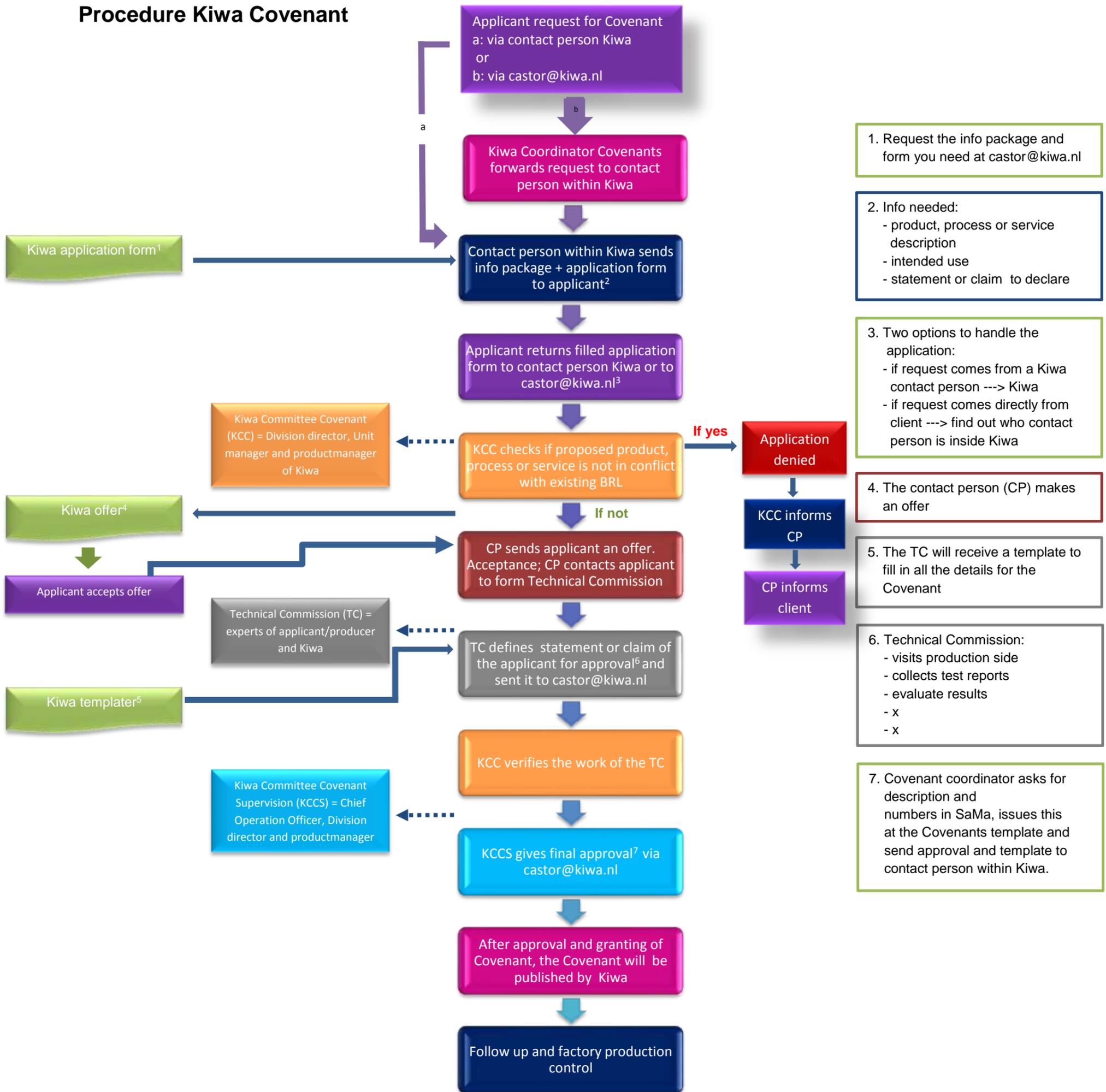


# Procedure Kiwa Covenant



1. Request the info package and form you need at castor@kiwa.nl

2. Info needed:  
- product, process or service description  
- intended use  
- statement or claim to declare

3. Two options to handle the application:  
- if request comes from a Kiwa contact person ---> Kiwa  
- if request comes directly from client ---> find out who contact person is inside Kiwa

4. The contact person (CP) makes an offer

5. The TC will receive a template to fill in all the details for the Covenant

6. Technical Commission:  
- visits production side  
- collects test reports  
- evaluate results  
- x  
- x

7. Covenant coordinator asks for description and numbers in SaMa, issues this at the Covenants template and send approval and template to contact person within Kiwa.

- Coordinator Covenants
- Applicant
- CP Contact person Kiwa
- Productmanager
- Technical Commission
- KCC
- KCCS