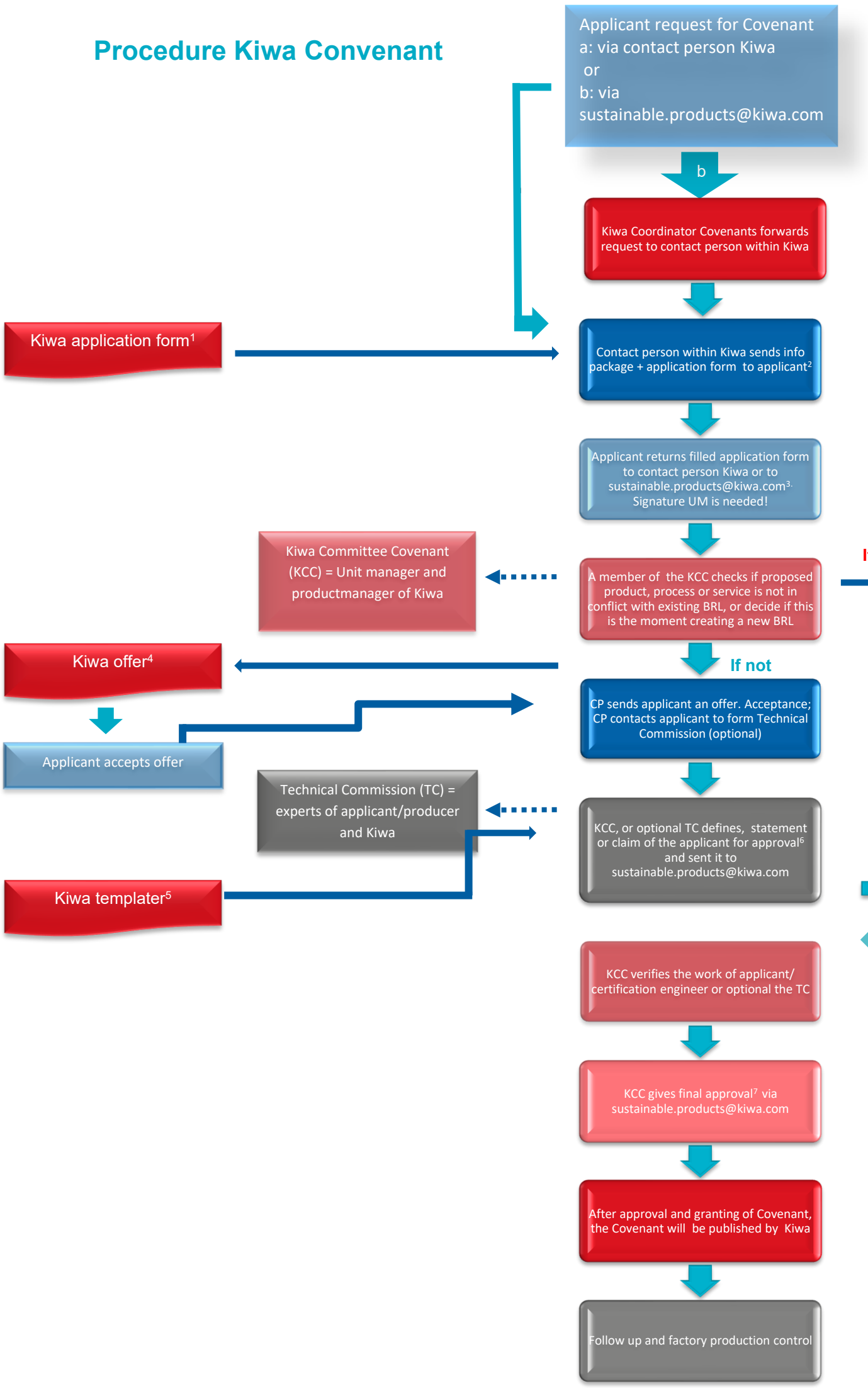
Procedure Kiwa Convenant



1. Request the info package form you need at sustainable.products@kiwa.com

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 at Client Support Center (administration system), issues this at the Covenants template and send approval and template to contact person within Kiwa.

- Coordinator Covenants
- Applicant
- CP Contact person Kiwa
- Optional: Technical Commission
- Quality team
- KCC