

	Document Title:	Doc No:	FRM B1-63	
	Fenestration Program Transferring to CSA A440.2 Checklist	Rev No: 0	Page: 1	Of: 2
Required By: PRO B-01				

For manufacturers wishing to transfer certifications from an alternate agency

1. Become a Fenestration Program Licensee and Terminate Existing Services

- _____ Contact Keystone to request a “License Agreement Package”. The package will contain the Fenestration Program Policy, Recognized Labs List, License Agreement, Licensee Profile Form, and Canadian Standards Certification Fee Schedule.
- _____ Fill in the company info on the Keystone License Agreement and define the scope of certifications on Schedule I, place a check under “Fenestration (CSA A440.2 Canadian Thermal)” and other program types if desired and execute by a company officer.
- _____ Return the executed Keystone License Agreement with a completed Licensee Profile Form and payment of the initial annual fee (see Fee Schedule, major cc’s accepted), to Keystone at the address listed above or email to kciadmin@keystonecerts.com.
- _____ Keystone establishes program participation and returns co-executed License Agreement with a “Template Quality Manual” in MS Word.docx format that can be used by the licensee as a guide in the development the factory quality manual.
- _____ Consider the terms of the existing certification agreement, then notify the existing certification agency of the plans to terminate, be sure to include a termination date.

2. Provide CSA A440.2 Reports to Keystone:

Note: CSA A440.2 thermal performance ratings employ computer “simulations” of heat flow performed in accordance with NFRC 100 & 200, but also include a unique “Energy Rating” (ER) that requires air leakage test results for the simulated fenestration product design.

- _____ Ensure all labs involved are included in the Keystone Recognized Labs List, available at: <https://www.keystonecerts.com/static/files/docs/RecognizedLabsList.pdf>.
- _____ Contact the laboratory that issued the existing CSA A440.2 or NFRC 100/200 simulation reports with instructions to issue CSA A440.2 reports for Keystone certification to: kciadmin@keystonecerts.com.
- _____ If the original simulation reports were issued to the NFRC 100/200 standards, the manufacturer will need to provide the lab with air leakage results per the NAFS / CSA A440S1 standard in order for the CSA A440.2 Energy Rating to be calculated.

3. Develop Quality Manual Meeting Program Requirements

- _____ Submit the existing factory Quality Manual **OR** use the Keystone provided template to document the factory quality management system for submittal to Keystone for review & approval.

4. Keystone Performs Validation Review, Issues Certification Report, Creates Web Listings

5. Obtain Certification Labels:

- _____ Visit www.keystonecerts.com and click [Label Catalog](#) to view CSA A440.2 permanent and temporary label options, quantities & pricing, Login credentials will be provided upon initiation of licensure to enable online label ordering.