



Fenestration Certification Program

Getting CSA A440.2 Certified Checklist

1. Become a Fenestration Program Licensee:

- _____ 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)" with other program types as 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.

2. Provide CSA A440.2 Reports to Keystone:

- _____ If the products to be certified employ PVC extrusions, contact the extruder or designer of the fenestration product(s) to determine if CSA A440.2 simulation reports are available for reissue. The reports may require the addition of your "glazing options" if they were not previously included in the report.
- _____ *If reports are available for reissue*, request the extruder or designer instruct the lab to issue the report(s) to you and copy to Keystone at kciadmin@keystonecerts.com.
- _____ *If reports are not available for reissue*, contact a Keystone recognized independent lab to have the products rated in accordance with CSA A440.2. The laboratory will provide instructions as to the information required. Authorize the lab to forward copies of the reports to Keystone at kciadmin@keystonecerts.com. The Keystone Recognized Labs List is available for download at: <https://www.keystonecerts.com/static/files/docs/RecognizedLabsList.pdf>.

3. Develop Quality Manual Conforming to 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:

- _____ Develop certification label printing capability and submit label samples for approval **OR** purchase Keystone printed permanent and temporary labels. View samples of available Keystone label designs at: <https://www.keystonecerts.com/labels>
- _____ To order Keystone labels: download, complete and forward both the "Permanent" and "Temporary" Label Order Forms to indicate the label type, product ID's and label quantities.