



# Procedure Private Labels

## Definitions:

### *Private label product:*

A private label product is a product of a certified user which will be delivered by another company under his own name.

### *Private label certificate:*

A private label certificate is based on an existing certificate only with the name of the private label holder.

## Procedure:

- A Private Label (PL) certificate can only be issued on the basis of an existing root certificate of which admission and inspections are regulated.
- The product in the PL-certificate must be the same product as in the root certificate.
- The root certificate holder has to give permission in writing for issuing a private label certificate for his or her product.
- For each PL-certificate an agreement has to be signed between Kiwa and the PL-certificate holder who will then be a certificate holder according to the Kiwa regulations.
- In the agreement (or signed appendices of the agreement) between Kiwa and the Private Label holder, the relation between the root certificate and the PL certificate has to be secured.
- In the agreement (or signed appendices of the agreement) between Kiwa and the certificate holder of the root certificate, the relation between the root certificate and the PL certificate has to be secured.
- For admission and evaluation a visit has to take place at the private label holder.
- The PL-certificate holder has to draw up an Internal Quality Scheme for:
  - Complaints
  - Storage
  - Control of incoming- and outgoing goods
  - Marking
- At least every 2 years the PL-certificate holder has to be inspected (the concerning Board of Experts will determine the frequency of visits)

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