

	Document Title: Fenestration Program NAFS Getting Started Checklist	Doc No: FRM B1-60	
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Required By: PRO B-01			

1. Testing / Test Reports:

___ Consider contacting the extruder / designer of the fenestration products to determine if valid NAFS structural test reports are available for the products to be certified.

___ *If reports are available for reissue*, request the extruder / designer forward copies of the applicable report(s) to you and to Keystone at kciadmin@keystonecerts.com with a letter authorizing Keystone to employ the reports on your behalf.

___ *If reports are not available for reissue*, review the [Keystone Recognized Labs List](#) and contact your lab of choice to arrange the NAFS structural performance testing. Some important considerations to be discussed with the lab:

___ Determine if the “Gateway” (minimum) test unit sizes per the standard will be sufficient to qualify the range of product sizes to be offered. The tests will qualify only production units up to the width & height tested.

___ Determine a “target design pressure” necessary to qualify the products for the intended market & use. Products for coastal markets will require higher design pressures than products limited to interior regions of North America.

___ Glaze the test specimen with the thinnest/weakest glass allowed by code and ASTM E1300 for the test unit glass sizes and target design pressures.

The laboratory will provide instructions as to the product design documents required. Be sure to authorize the lab to forward copies of the test reports to: kciadmin@keystonecerts.com.

2. Certification Licensure:

___ Contact Keystone to request a “License Agreement Package”. The package will contain the Keystone Fenestration Program Policy, License Agreement, Fee Schedule and a Licensee Profile Form.

___ Fill in the company info on the License Agreement, define the corporate and manufacturing info / address(es) on Schedule I, place a check under either US or Canadian Fenestration NAFS Structural and have the Agreement executed by a company officer.

___ Return the executed Keystone License Agreement with the completed Licensee Profile Form and a payment of the initial annual fee (see Fee Schedule), to Keystone at the address listed above. Keystone accepts company checks, major credit cards and wire transfers.

3. Certification Labels:

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