

	Document Title:	Doc No: FRM B1-61
	Fenestration Program CSA A440.2 Getting Started Checklist	Rev No: 0 Page: 1 Of: 2
Required By: PRO B-01		

1. Obtain CSA A440.2 Thermal Performance Simulation Reports:

_____ Consider contacting the extruder / designer of the fenestration product(s) to determine if CSA A440.2 simulation reports are available for reissue. If such reports are available, they may require the addition of your “glazing options” (low e coatings, IG spacers, etc.) if these options are not already included in the reports.

_____ *If reports are available for reissue*, request the extruder / designer instruct the simulation lab to issue the report(s) in your company name and copy to Keystone at kciadmin@keystonecerts.com.

_____ *If reports are not available for reissue*, contact a Keystone recognized simulation lab to arrange the simulations and validation tests. The laboratory will provide instructions as to the product design information required. Authorize the lab to forward copies of the simulation reports to Keystone at kciadmin@keystonecerts.com. Click here for the current [Keystone Recognized Labs List](#), note CSA A440.2 labs are designated as “Ref. Stds.” number 14.

2. Complete Keystone Fenestration Program Licensure

_____ Contact Keystone to request a “CSA A440.2 License Agreement Package”. The package will contain the Fenestration Program Policy, Keystone License Agreement, a Licensee Profile Form and Fee Schedule.

_____ Fill in the company info on the Keystone License Agreement, define the corporate and manufacturing info / address(es) on Schedule I (last page), place a check under “Fenestration (CSA A440.2 Canadian Thermal)” and have the Agreement executed by a company officer. Hardcopy or digital signatures are acceptable.

_____ Return digital or hardcopy of the executed Keystone License Agreement with the completed Licensee Profile Form and payment of the initial annual fee (see Fee Schedule). Note Keystone accepts hardcopy company check, Visa, Mastercard and AMEX, or we can arrange a wire transfer.

3. 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.