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Certification Process and Timetable

Process

<u>Steps</u>	<u>Description</u>
1	Complete Manufacturing Questionnaire
2	Provide Quotation for Certification
3	Sign Agreement
4	Initial Payment of Certification Funds
5	Manufacturing Review
6	Select Samples and Testing
7	GREENGUARD Certification Testing
8	After successful tests and payment of final certification fee, the GREENGUARD Certification is issued.
9	Quarterly Test and Annual Review

Timetable

<u>Step</u>	<u>Description</u>	<u>Estimated Time</u>	<u>Responsible</u>
1	Product Matrix Communication (preparation for manufacturer review)	1 week	Manufacturer / GREENGUARD
2	Manufacturer review	1 or 2 working days per location	GREENGUARD
3	Matrix complete (document for manufacturer review)	1 week	Manufacturer / GREENGUARD
4	Profile study test material selection	1 week	GREENGUARD / Manufacturer
5	Profile study test material preparation	1 week	Manufacturer
6	Ship Samples	1 week	Manufacturer
7	Profile study test and report	1 month	AQS Lab
8	Certification “test product” selection and communication	1 week	GREENGUARD / Manufacturer
9	Certification “test product” preparation	1 week	Manufacturer
10	Ship Samples	1 week	Manufacturer
11	Certification testing and report issued	1 month	AQS Lab
12	GREENGUARD certification	1 working day	GREENGUARD