OPERATING MANUAL FOR HALAAL CERTIFICATION SCHEME

RENAISSANCE

	Prepared by

	Approved By

AMENDMENT RECORD

DCRF	PAGE NO.	REVISION NO.	DATE REVISED	CHANGES
01	1, 8,9,10,11 ,12	00	25-09-10	Header has changed to RI&CA, authorization showed and all the revised annexure are pasted in this document.
02	1, 5	01	12-11-10	RI&CA logo used on the first page and the Halaal certification team chart was revised.
03	Almost all	02	15-05-11	Changes occurred in the format and table of contents of the manual, all the unnecessary things are removed and designed as per the IHI-guidelines. Audit methodology, non-conformities criteria all were revised.
04	Almost all	03	25-01-12	Few definitions were added, audit methodology revised as per OIC, PNAC and IHI Guidelines, Audit Mandays calculation revised and
05		04	28-09-12	Halaal certification team, job descriptions, Halaal logo usage and its requirements are revised and added.
06	Almost All	05	03-10-12	Company logo is revised so need to be changed in the operating manual. Spelling of Halaal is changed to Halaal and in-front of the related defined document and record their revision status is required to remove for unusual revision of this document. Few alterations were done in the scope of the manual as references need to be added in it. Process Mapping, Complaint, Appeal, Impartiality/ decision making committee and few other related requirements were also added. Few clauses and numbering were aligned.
07	14	06	10-02-13	Halaal Certification team is revised sharia coordinator designated as a Halaal Sharia Advisor.
08		07	23-07-13	Sharia Advisor reporting level and few changings and additions in the hierarchy of the Halaal certification team and in responsibilities section were done. Decision Committee members were also revised.
09	14	08	15-07-15	Halal certification team has been revised and updated in the operating manual and new designation of Research Officer's responsibilities is also incorporated in the operating manual
10	29	09	05-02-16	Decision committee meeting for the approval of the certification has been updated and decision making in case of surveillance audit for continuation of certification is added.
11		10	01-03-17	Reviewed as per PS 4992-2022 standard
12	29	11	20-11-2023	Defined responsibilities and authorities as per PS 4992-2022 standard requirements

TABLE OF CONTENTS

1. Terms and definitions

1.1 Introduction to "HALAAL"

Islam is not a mere religion. It is a way of life with rules and manners governing every facet of life. Since food is an important part of daily life, its laws carry a special significance.

Human beings are expected to eat for survival and to maintain good health rather than to live for eating. In Islam, eating is considered to be a matter of worship of God like that of prayer, fasting, alms-giving and other religious activities.

All human beings eat to maintain a strong and healthy physique in order to be able to contribute to knowledge and effort for the welfare of the society. Muslims are religiously supposed to make an effort to obtain the best of it by maintaining the best of nutritionally. .
In accordance with one of the traditions (Hadith) of the Holy prophet;

Du'aa (prayer) of a person is rejected by Allah if a person has taken forbidden (haraam) food. Another Hadith states that Jahannam (hell-fire) is more deserving of the flesh, which has been nourished with haraam.

The basic principle is that all things created by God are permitted, with a few exceptions that are specifically prohibited.

To make lawful and unlawful is the right of God alone. No human being, no matter how pious or powerful, may take this into his hands. Falsely representing unlawful as lawful is prohibited. It is unlawful to legalise God's prohibitions by excuses.

Prohibiting what is permitted by God and permitting what is prohibited by God is similar to ascribing partners with God.

The reasons for the prohibition is due to impurity and harmfulness. Good intentions do not make the unlawful acceptable.

What is permitted is sufficient and what is prohibited is then harmful, God prohibited only things that are harmful while providing better alternatives.

1.2 Halaal & Haraam (Lawful and Prohibited)

Halaal is a Quranic word meaning lawful or permitted. Referring to food, it has the sense of dietary standard, as prescribed in the Holy Quran. In General Quranic guidance dictates that all foods are Halaal except those that are specifically mentioned as Haram (unlawful or Prohibited). All foods are made lawful according to Muslim Scripture, The Glorious Quran;

The unlawful foods are specifically mentioned in the Glorious Quran, as quoted below; (chapter II verse 173)

He hath forbidden you only carrion and blood and swine flesh and that which hath been immolated to any other than Allah.. (Quran Chapter II, Verse 173)

Forbidden unto you (for food) are: carrion, and blood, and swine flesh, and that which hath been dedicated unto any other than Allah, and the strangled, and the dead through beating, and the dead through falling from a height, and that hath been killed by the gorging of horns, and the devoured of wild beasts saving that which ye make lawful and that which hath been immolated to idols, and that ye swear by the divining arrows.

This is an abomination... (Chapter V, Verse 3)

Consumption of alcohol and other methods of intoxication are prohibited in accordance with the Quran (Muslim Holy Book) guidance;

Meat is one of the regulated among various food groups, Not only are blood, pork, and the meat of dead animals or those immolated to other than Allah strongly prohibited, it is also required that the Halaal animals be slaughtered while pronouncing the name of Allah at the time of slaughter, as guided in the Holy Quran.

Eat of that over which the name of Allah hath been mentioned, if ye are believers in his revelations (Chapter VI Verse 119 and further elaborated:

And eat not of that whereon Allah's name hath not been mentioned, for lo! it is abomination. Lo! The devils do inspire their minions to dispute with you. But if ye obey them, ye will be in truth idolators (Chapter VI Verse 122).

In general every food is considered lawful in Islam unless it is specifically prohibited by the Quran or supplement by the Hadith. Official definition of **Halaal** foods are those that are:

a) Free from any component that Muslims are prohibited from consuming according to Islamic law.

b) Processed, made, produced, manufactured and/or stored using utensils, equipment and/or machinery that have been cleansed according to Islamic law.

c) **Animal Kingdom:** which includes land and marine animals. All species of fish, which live in fresh or salt water all the time are permitted unless they are harmful to health.
There is no requirement to slaughter the marine animals.

d) **The Plant Kingdom:** Such products as derived from plants are lawful for the consumption of Muslims except those fermented to contain alcohol, or containing intoxicants or ingredients otherwise harmful to human consumption.

e) **The Mineral Kingdom:** Generally safe substances derived from mineral as salt or petroleum sources are Halaal except those which might become intoxicating or those that may pose a health hazard.

f) **Biotechnology and Genetic Engineering in Halaal Foods:** Biotechnology and bioengineering have started reshaping the food production and hence questions are being asked about the permissibility of foods produced using this technique.

Islam is a viable religion for all times, such issues are being reviewed on case to case basis by the Muslim scholars. Biotechnology covers a wide range of biological science activities and it may lead to a large number of different applications for the food industry and our food supply.

g) **Bacterial Fermentation and their products:** Many useful products can be made by generating bacteria produce them in fermentation tanks. Muslims are concerned with the actual components of fermentation vats.

Fermentation process has been used to produce cheese, bread, fermented milk, vinegar and many other products for the millennia and Muslims consider the fermentation process to be useful for food production.

The use of product thus produced whether is permitted or prohibited is strictly according to the scriptures and if food chemicals purified through biotechnological techniques and other traditional equivalents are Halaal.

Consequently, products such as monosodium glutamate, citric acid and lactic acid are produced through biotechnology are Halaal provided they are free from prohibited contaminants.

h) **Gene Products (Transgenic-ally Produced Enzymes and Cultures):** Enzymes are widely used as biological catalysis in the food industry.

Some enzyme cultures are used internally in food products like bread and cheese, while other are used as intermediary media to carry out reactions and produce certain food products.

There are two distinct benefits of biotechnology reaped by the food industry;

Firstly by the biotechnology products have improved yields and decreased batch to batch variations in enzyme characteristics compared with those from traditional sources. Consequently, the cost of production for these food ingredients has decreased.

Secondly in some cases where traditional sources of such enzyme culture were unacceptable to Muslim consumers transgenically produced enzymes are permitted for use in the production of Halaal foods.

For example bovine rennet produced from calves that have not been slaughtered according to Muslim requirements is not acceptable according to Muslim law, where as chymosin (the main enzyme found in rennet) produced microbally through transcription from the bovine chymisin gene is universally accepted by Muslims.

i) Free from contamination while prepared or processed with anything considered Najis (filthy).

1.3 According to the current Islamic thinking, the following are considered Najis and therefore Haram (unlawful, prohibited):

- Swine/pork including all by-products.
- Insects considered ugly or filthy such as worms, lice, flies, etc.
- Animals with fangs such as tigers, lions, cats etc,
- Birds that have talons with which they catch their prey such as owls, eagles, etc.
- Insects and animals such as scorpions, centipedes, rats etc,
- Dogs
- Animals which Islam forbids to kill such as honey bees etc.
- Animals which have toxins, poisons or produce ill effects when eaten such as some fish etc.
- Amphibian animals such as crocodiles, turtles, frogs etc.
- Meat (limbs, tails etc.) which have been cut from a live animal.
- Lawful animals not slaughtered according to Islamic rites.
- Carrion or dead animals.

1.4 Plant and their products.

- Poisonous plant.
- Intoxicating plant

1.5 Liquids and their products

- Poisonous drinks
- Intoxicating drinks

1.6 Other matters and their products

- Faeces and urine
- Placental tissue
- Blood

1.7 Basis for the Prohibitions

The basis for the prohibition of the above categories is purely and strictly guidance of the Sharia. Attempts have been made to explain or justify some of these prohibitions based on scientific reasoning as follows:

1.7.1 Carrion or dead animals are unfit for human consumption because the decaying process leads to the formation of chemicals which are harmful to humans.

It is generally recognised that eating carrion is offensive to human dignity and probably nobody consumes it, but meat from dead animals is not that uncommon in Australia.

A certain number of animals die from the stunning before they are properly slaughtered.

1.7.2 Blood that is drained from the body contains harmful bacteria, products of metabolism and toxins.

1.7.3 Swine serves as a vector for pathogenic worms to enter the Human body. Fatty acid, composition of pork fat has been mentioned as incompatible with human fat and biochemical systems.

1.7.4 Intoxicants are considered harmful for the nervous system, affecting the senses and human judgement leading to social and family problems and in many cases even death.

1.7.5 Although the above explanations are sound, the underlying principle behind the prohibitions remains the Divine order:

“Forbidden unto you are.....” that guides the Muslim intellect!

1.7 Halaal Sources

1.7.1 Products made from the following substances are Halaal unless containing or come into contact with a Haram substance;

a) All plant and their products.

b) Certified Halaal meat, poultry, game birds and animals.

c) All water creatures, fish, crustaceans and molluscs.

d) Egg from acceptable birds only.

e) Rennet from certified Halaal slaughtered calves.

f) Non animal rennet (NAR, culture).

g) Gelatine produced from certified Halaal beef skins and/or bones.

h) Animal ingredients certified Halaal

1.7 Sharia

Sharia means Islamic Laws or Islamic Jurisprudence, literally translated, means "the way." Muslims follow the path of God (Allah) through the *“QURAN”* and the examples of the Prophet Muhammad (P.B.U.H) called *“SUNNAH”.*

Note: The *QURAN* and the *SUNNAH* are deduced through a process of jurisprudence (Fiqh).

1.8 Primary Sources of Sharia

Primary Sources of Sharia as per Islamic Law is the Quran and the Hadith.

1.8.1 The Quran

Holy Book of Islam revealed by God (ALLAH) to the Prophet Muhammad (P.B.U.H) during his life at Mecca and Medina.

1.8.2 The Hadith

The sayings or actions of Prophet Muhammad (P.B.U.H) or his companions, together with the tradition of its chain of transmission. Hadith constitutes the SUNNAH.

1.9 Secondary Sources of Sharia

Four Secondary sources of Sharia;

- Qiyas (Analogical Deduction),
- Istihsan (Public Interest),
- Istishab (Legal Presumptions),
- Urf and Adat (Customs).

1.9.1 Qiyas (Analogical Deduction)

Qiyas is a legal principle to derive legal injunctions using analogical reasoning. Qiyas must be used where no clear or direct solution is available in the primary sources of Sharia.

1.9.2 Isthisan (Public Interest)

Isthisan relates with Public welfare or public interest which is also a basis of Islamic Law. Isthisan means equitable preference to find a just solution.

1.9.3 Istishab (Legal Presumptions)

Istishab means rule of evidence. It is the presumption in the law of evidence that a state of affairs known to exist in the past continue to exist until the contrary is proved.

1.9.4 Urf and Adat (Customs)

Urf and Adat means the customs and habbits of people are valid as long as these do not contradict with any of the established rules, primary and secondary sources of Sharia.

1.10 Shubah

Things e.g. ingredient or action(s) that are doubtful, and its status is not definitely known whether it is Halaal or Haram.

1.11 Najis

Najs according to Sharia are;

- things that are themselves not permissible such as pig and all its derivatives, blood and carrion;
- any liquid and objects discharged from the orifices of human beings or animals such as urine, excrement, blood, vomit, pus, sperm and ova of pigs and dogs except sperm and ova of other animals
- carrion or Halaal animals that are not slaughtered according to *Sharia*.
- Halaal meat that come into direct contact (contaminated) with things that are *najis* by *Sharia.*

1.11.1 Types of Najis

There are two types of Najis relevant to the animal slaughter industry:

1.11.1.1 Severe Najis

Severe Najis is considered as Mughallazah, namely: pig and dog and its liquid, objects discharged from their orifices, descendants and derivatives;

1.11.1.2 Medium Najis

Medium Najis is considered as Mutawassitah, namely alcoholic beverages (khamar), carrion or Halaal animals that are not slaughtered according to the Sharia, blood, vomit, pus, liquid and objects discharged from the orifices, etc.

1.12 Ritual Cleansing

Process specified to follow by Sharia to remove severe najis materials. In some cases the process must ensure complete elimination of residues, smell and/or color.

1.13 Halaal Product

Product which completely meets all the Halaal requirements according to the Sharia (Islamic) Law and thus permissible for Muslim consumption.

1.14 Halaal Management System

Management system to direct and control an organisation with regards to Halaal integrity according to this document.

1.15 Policy

Top management addressed the overall intentions and direction of an company related to the relevant international standard.

1.16 Halaal Pre-Requisites Requirements (HPR)

Basic conditions and activities that are necessary to maintain a hygienic/safe environment throughout the food chain suitable for the Halaal production, handling, and provision of safe end products and safe food for human consumptions, e.g. personal hygiene.

1.17 Halaal Risk Assessment

A detailed analysis of every process including each process step listing all hazards that could reasonably be expected to occur.

1.18 Compliance

Fulfillment of the requirement as per this document.

1.19 Critical Control Point or Halaal Compliance Critical Control Points (HCCCP)

Step at which control can be applied and is essential to prevent or eliminate any hazard regarding food safety or Halaal integrity as per Global Halaal Management System.

1.20 Control Measure

Action or activity that can be used to prevent or eliminate any food safety or Halaal related hazard.

1.21 Critical Limit

Criterion which separates acceptability from unacceptability.

1.22 Corrective Action

Action to eliminate the cause of a detected non conformity or other undesirable situation.

1.23 Customer

Organisation or person that receives a product.

1.24 Food Chain

Sequence of the stages and operation involved in the production, processing, distribution, storage and handling of a food and its ingredients, from primary production to consumption.

1.25 Product Specifications

Detailed document description or enumeration of parameters, including permissible variations and tolerances, which are required to achieve a defined level of acceptability of the product.

1.26 Food Adulteration

Food Adulteration can be defined as either the inclusion in foods of constituents whose presence is prohibited by regulation, custom and practice or “making impure by adding inferior, alien or less desirable materials or elements.” for increasing the sale or by the removal of some valuable ingredient.

1.27 Non Conformity

Non-fulfillment of a requirement.

1.28 Company

Group of people and facilities with an arrangement of responsibilities, authorities and relationships. Within this document company refer client.

1.29 Food Safety Hazard

A biological, chemical or physical agent in, or condition of, food with the potential to cause injury, sickness or an adverse health effect to the consumer.

1.30 Objective Evidence

Data supporting the existence or verity of something.

1.31 Supplier

Organization or person that provides a product/material or service which is required.

1.32 Monitoring

Conducting a planned sequence of observations or measurements to assess whether control measures are operating as intended.

1.33 Traceability

Ability to trace the history, application or location of that which is under consideration.

2 - SCOPE OF HALAAL CERTIFICATION OPERATING MANUAL

This instruction describes the methods for performing activities related to the certification as per the RI&CA Quality manual, RI&CA Rules for Halaal Certification, OIC Guidelines, MS1900, PS 4992, PNAC Guidelines. It also describes how to perform the audit, review, research and analysis, product source verification. The act related to HALAAL certification, Sharia opinion and maintenance of certificate are included under this instruction.

2.1- Legal Status

RI&CA, Pakistan is an independent office/company located at D13, Al-Hilal Society, Karachi-Pakistan. RI&CA, Pakistan is registered under the Law of Pakistan, has a valid registration with Karachi chamber of commerce & industries and with FBR for tax registration and registered with SECP.

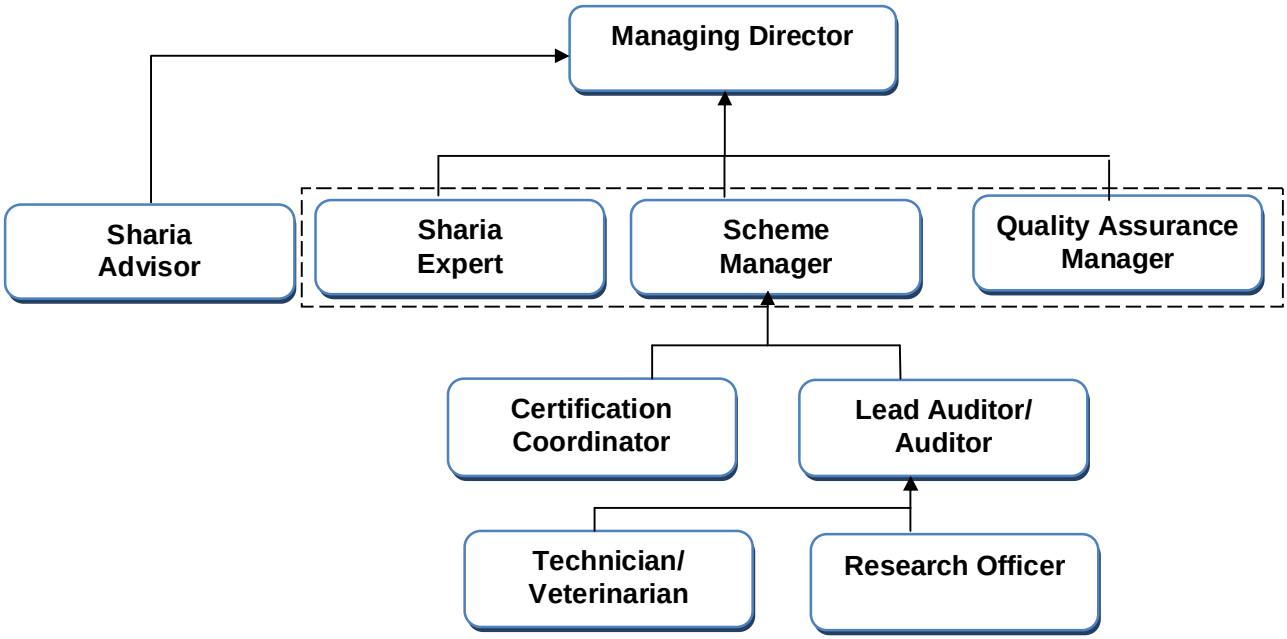
2.2- Operational Premises

RI&CA, Pakistan has its Local Head office in Karachi at D13, Al-Hilal Society, Karachi-Pakistan.

3- RESOURCE MANAGMENT

3.1 Human Resource Management

3.1.1 Halaal Certification Team



Note: Dotted Box represents the Decision Making Committee.

3.1.2- Qualification Criteria

The general criteria for selecting the auditing team is clearly explained in SOP-2 in which complete criteria for auditor/technician/sharia expert selection is explained in detail.

Ref: Procedure for Auditor/Audit Team Competency & Qualification SOP-2

3.1.3-Job Description

3.1.3.1- Managing Director Responsibility

Managing Director is responsible for the following activities:

- Responsible for the development of policies relating to the operation of the certification body, monitor and update the Halaal certification scheme.
- Responsible for the supervision of the implementation of the policies and procedures.
- Supervision of the finances of the RI&CA.
- He is also responsible for the Contractual arrangements as per human and financial resource requirements.
- He is responsible to train the auditors, religious scholars/Scholars, coordinator and the Halaal audit team as per RI&CA procedures.

- Responsible for delegation of authorities to committees or individuals as required to undertake defined responsibilities.
- He is responsible to monitor hygiene certification scheme.
- He is also responsible to chair the Halaal committee meeting as per the schedule.
- He is authorized to sign the Hygiene and Halaal (after Sharia scholar approval for Halaal) certificates.

3.1.3.2- Scheme Manager Responsibility

Scheme manager is responsible for the following activities:

- She is responsible to act as one of the member of decision making committee for Halaal system and procedures.
- Responsible to train the auditors, religious scholars/Scholars, coordinator and the Halaal audit team as per RI&CA procedures, PS 4992, PS 3733 & GHMS Requirements.
- Cannot play part in the audit being a decision committee member.
- Responsible to review Halaal and hygiene certification scheme.
- Authorize to conduct the contract review and other financial requirements of the halaal clients.
- Also responsible to be the part of committee meeting as per the schedule.
- Maintain the confidentiality and fulfill the impartiality requirements.
- To assist in developing the policies relating to impartiality of its certification activities, to counteract any tendency on the part of a certification body to allow commercial or other considerations to prevent the consistent objective provision of certification activities,
- To conduct a review of halaal certification, halaal audit reports, finding reports.
- Other tasks or duties may be assigned to the committee as per the requirement.

3.1.3.3- Sharia Advisor Responsibilities

Sharia Advisor is responsible for the following activities:

- He reports to Managing Director.
- Sharia Advisor is responsible to monitor and review the product as per the Islamic guidelines and submit their analysis report as per Islamic Guidelines.
- He visits to the site if required, however in case of slaughtering house/abattoir or meat/poultry processing plant, his visit will be mandatory
- He is responsible to prepare the report/write his observation(s) for each product including raw materials as per Islamic guidelines.
- Without his research work in the light of Sharia, a product cannot be certified.
- He is authorized to accept or reject the product/process for the Halaal certification.
- He is responsible to write his observation(s) for each product as per Islamic guidelines if he visits to any industry.
- He can be the part of Decision Making Committee as a Sharia Expert, if he does not play part in the audit of that particular client so can work as a decision committee member.
- Maintain the confidentiality and fulfill the impartiality requirements.
- He is responsible for providing the final Halaal verdict on every report and submits final report to Certification decision committee.
- He is responsible to sign Halaal certificate as per the competency criteria SOP 2.

- He should be available during the MRM and Internal audit and if Managing director is not available then he will the chair the meeting.

3.1.3.4- Quality Assurance Manager Responsibility

QA Manager will be responsible for the following activities:

- Responsible to monitor and review the halaal audit reports as per certification standard and criteria.
- He shall be one of the members of decision making committee meeting (if organized for discussion) which can be held as per the project requirement.
- He is responsible to authorize the halaal audit reports.
- Cannot play part in the audit as an auditor being a member of decision committee.
- If any error recognized by the QA Manager in halaal audit report, justification will be provided and can be discussed with the Audit Team before the approval of the report.
- He should be the part of RI&CA internal audit and Management Review Meetings.
- Responsible to exercise the utmost confidentiality with regard to documents, data, information, servicing methods, halaal audit reports and commercial facts which have come to his knowledge during the performance of tasks awarded to him. These may not be disclosed or at any rate made known to third parties without the prior written consent of RI&CA.
- He is authorized to inform their decision about the acceptance or rejection of halaal audit reports.
- He is authorized to communicate with halaal auditor/technicians for discussing any halaal related matter.

3.1.3.5- Lead Auditor/Auditor Responsibility

Auditor for Halaal certification scheme will be responsible for the following activities:

- Report to Managing Director.
- Responsible to coordinate the whole team of Halaal scheme for the matters related to contracts/agreements, quotations, and offers submission to the client.
- To plan the audit, perform the audit and organize the relevant work.
- To conduct the audit within the agreed time schedule,
- To prioritize and focus on matters of significance,
- To collect information through effective interviewing, listening, observing and reviewing documents, records and data,
- To ensure that the RI&CA audit procedures for Halaal product certification & Hygiene management system certification criteria fulfill.
- To perform site visit (Stage I and II audits) and the visit to company's associate suppliers if required, prepare audit and observation reports and communicate to Sharia coordinator and to the certification committee.
- To develop raw material, product profile and conduct scientific research as per the requirement of the Halaal report.
- To send the report to the sharia advisor for verdict in the light of Islam against the prepared scientific analysis of products to be certified.
- To understand the appropriateness and consequences of using sampling techniques for auditing.

- To verify the accuracy of collected information and proceeds the finished products and raw material samples for laboratory analysis (if required).
- To confirm the sufficiency and appropriateness of audit evidence to support audit findings and conclusions.
- To assess those factors that can affect the reliability of the audit findings and conclusions.
- To compile and finalize the Halaal and hygiene certification report and submit to certification committee.
- To communicate effectively, either through personal linguistic skills or through an interpreter.
- To ensure relevant training and education of the Halaal & Hygiene team members.
- Maintain the confidentiality and fulfill the impartiality requirements.

3.1.3.6- Certification Coordinator Responsibility

Coordinator has the following responsibilities

- Report to Scheme Manager.
- He/she is responsible to coordinate the whole team of Halaal scheme for the matters related to customer communication, information gathering related to company's product, process and its suppliers.
- Coordinator is responsible to liaison with other CBs for source verification of raw material and collection of other relevant information, (If auditor asks from him/her).
- He/she follow up customers for their suppliers and laboratories for the required information as per the auditor requests.
- Prepare audit plan, inform the companies, auditor and Sharia scholars.
- Manage and maintain Halaal certification records and file system as provided by the MR.
- Prepare and manage Halaal accreditation audits and update to scheme manager for the progress.
- He/she is responsible to collect customer complaints/feedbacks and prepare the task and analysis accordingly.
- Maintain the confidentiality and fulfill the impartiality requirements.

3.1.3.7- Decision Committee Responsibility

- Responsible to coordinate and assist audit team during Halaal certification audit process
- Responsible to liaison with other CBs for source verification of raw material and collection of other relevant information as per the auditor requests.
- He/She will follow up customers for their suppliers and laboratories for the required information as per the auditor requests.
- Responsible to review Halaal certification contract before audit execution
- Responsible to Collect necessary data from the client for supplier verification process
- Responsible to prepare the report/write his/her finding(s) and observation(s) for each product including raw materials.
- Participation in a client audit with audit team as per requirement
- Responsible to write his/her finding(s) and observation(s) for each product if he/she visits to any industry.
- He/She will communicate and discuss his/her findings and verification report for Halaal certification process with Sharia advisor, halaal auditor/lead auditor for discussing any halaal related matter.

- Maintain the confidentiality and fulfill the impartiality requirements.

3.1.3.8- Decision Committee Responsibility

- Decision committee consist of minimum scheme manager/Food Technologist, Sharia Expert and Quality Assurance Manager.
- The certification scheme manager/food technologist and QA Manager will review the auditor findings, Certification procedure, and product testing report and submit their opinion for the opinion of Sharia Expert for Halaal certification endorsement.
- Sharia expert will review the audit and finding reports as per his Islamic based research.
- Committee will have the final authority for decision making of Halaal Product certification.

4- PROCEDURE FOR OPENING OF NEW HALAAL CERTIFICATION FILE

4.1 Process Flow Mapping

PHASE	INPUT	DESCRIPTION	OUTPUT
	Request for proposal	Annexure (Application Form) filled by the client	Information received
1	Application Review	Contract Review	Generate economic offer
2	Offer proceed along with contract for certification	Client acceptance	Contract and file opened
3	Audit plan as per the contract review	Stage I Planning and execution	Stage I Audit Finding report
4	Stage I Report	Closure of any Non-conformity	Stage I Conclusion
5	Planning for Stage II	Onsite verification	Audit report and findings
6	Audit finding	Non-conformance report (if any)	Corrective action
7	Corrective action verification	Halaal Report Compiling as per food chemistry & hygiene analysis	Sending report to Sharia Advisor
8	Sharia Advisor Review	Sharia Final verdict	Certification approval by decision committee
9	Certificate	Maintenance	Confirmation of validity

4.2- Information Gathering (Annex I)

4.2.1 Responsibilities:

Coordinator

4.2.2 Procedure:

The initial information is gathered under the annex I, which has to be filled out by the company itself which demonstrate company interest towards the Halaal certification. The following instructions should be kept in mind while filling out the Annex I.

- Company name should be written completely
- Company's business registration e.g. valid chamber of commerce no, tax registration etc.
- Postal address should be completed and traceable
- Company representative name and contact details (mobile no, email)including his designation
- No. of Employees.
- Correct telephone number, fax no. and e-mail address should be mentioned.
- Clearly written company scope, product group/type, category, no. of product etc.

- Complete product and its processing details should be mentioned.
- Mention the state at which the product is sold (e.g. Fresh or Frozen)**.**
- The attached form of "Description of Products with Ingredients and Primary Packaging" should be filled properly in order to provide the complete detail of the product
- Annex I should be endorsed by the top management along with the company stamp
- The company can mention the expected date of audit which is suitable for the company.
- The table under the last page of Annex I is related to the company's supplier who are supplying raw material. Complete details should be documented.

Ref: PK/FORM-HAL-13

4.3- Contract Review

4.3.1 Responsibilities:
Senior Auditor
Scheme Manager

4.3.2 Procedure
The contract review performed after the initial information gathering which includes product details, site/location, supplier's information etc. Before extending the economic offer to client, the following details / information need to be documented.

- Production and Head office addresses of the company
- Any additional production sites (if any) should be written separately
- Number of locations have to be correctively mentioned
- Exact number of products should be written clearly
- Categorize the product for their types e.g. food ingredient, packaging, raw or finished food product, ready to cook or ready to eat etc, write the product group e.g. meat group, vegetable group etc
- On the basis on product groups, detailed notes should be provided on how the products have been categorized.
- Details of possible raw material should be provided which are involved in the product manufacturing.
- Customer and the country of destination should documented
- Mandays calculation both offsite and onsite
- Tentative processing time
- No. of technician / sector specialist required
- Traveling boarding/lodging expenses (if required)
- No. and type of possible laboratory test
- Suspected ingredient (if in knowledge)

The Scheme Manager or senior auditor is responsible to prepare the contract review. After contract review the economic offer / fee proposal will be designed and extended to the company along with the contract paper and Annex II.

Reference document PK/FORM-HAL-05
PK/FORM-HAL-14

4.4- Economic Offer, Fee Policy and Annex II

4.4.1 Responsibilities:
Auditor
Coordinator

After the completion of contract review, the economic offer / fee proposal design according to the information and forward to customer along with Annex II and Certification Contract which is in between RI&CA, Pakistan and customer.

4.4.2- Instructions for Economic Offer
Consider the following points while designing the Economic Offer

- On the basis of number of products/categories, number of sites, process complexity and required mandays.
- The information on Annex I, has to be given by the company, after which the certification process will start.
- Company's business registration e.g. valid chamber of commerce no, tax registration etc.
- The scope of the company has to be mentioned
- Write the complete name and designation of company representative.
- Reference number assigned by RI&CA has to be made in the economic offer.
- All the terms of agreement have to be mentioned in details between the company and RI&CA.
- The invoicing and payment terms must be made in the economic offer.
- The validity of economic offer should be mentioned in the offer.
- The economic offer will be signed either by the auditor, coordinator or scheme manager.
- Scheme Manager could review the offer if needed.

4.4.3- Instructions for Agreement/Contract

- Company name should be written completely.
- Postal address should be completed and traceable.
- Company representative name and contact details (mobile no, email) including his designation.
- Correct telephone number, fax no. and e-mail address should be mentioned.
- Clearly written company's scope, product group, category, no. of product etc.
- Quotation chart as per mentioned in the economic offer.
- The company signed and stamped the certification contract for their acceptance as per the economic offer with terms and conditions.
- On behalf of RI&CA Pvt Ltd. the contract/agreement will be signed either by the Managing Director or scheme manager.

4.4.4- Fee Policy / Invoicing and Payment Terms

- RENAISSANCE will issue invoices and payments must be made as follows:
  Initial certification / Recertification
  100% of the audit fees (Certification) to be paid in advance before the Certification audit based on the Performa Invoice.

- Maintenance (Surveillance Audits):
  Each surveillance fees shall be paid in advance against Performa invoice.
  Pre-audit / Additional services: invoices issued after audits.
- All necessary taxes will be applicable on certification/surveillance audit fee
- The certification/surveillance fee does not include travel & living or transport expenses for our auditors during on-site audits. This will be charged extra at actual if arranged by RENAISSANCE

5- AUDIT PLANNING

5.1- Application preview

Before proceeding with the audit, RI&CA shall conduct a review of the application and supplementary information for certification to ensure that;

a. the information about the applicant organization and its management system is sufficient for the conduct of the audit;
b. the requirements for certification are clearly defined and documented, and have been provided to the applicant organization;
c. any known difference in understanding between the certification body and the applicant organization is resolved;
d. the certification body has the competence and ability to perform the certification activity;
e. the scope of certification sought, the location(s) of the applicant organization's operations, time required to complete audits and any other points influencing the certification activity are taken into account (language, safety conditions, threats to impartiality, etc.);
f. Records of the justification for the decision to undertake the audit are maintained.

Based on this review, the certification body shall determine the competences it needs to include in its audit team and for the certification decision. The audit team shall be appointed and composed of auditors (and sharia/technical experts, as necessary) who, between them, have the totality of the competences identified by the certification body as set out in Qualification procedure for the certification of the applicant organization. The selection of the team shall be performed with reference to the designations of competence of auditors and sharia/technical experts made under Qualification procedure, and may include the use of both internal and external human resources.

The individual(s) who will be conducting the certification decision shall be appointed to ensure appropriate competence is available as per certification decision parameters.

NOTE: In case of non-conformities found during the audit, the producer/service shall make a declaration that he has completely removed all the non-conformities detected in the audit, before he can renew its application. Following an unsuccessful certification process, the new application shall only be accepted if the client makes such a declaration. If the first application for certification which resulted unsuccessfully was made to a different certifying body, then the applicant shall make available detailed information regarding this first application for certification.

5.2- Make Up Of Audit Team

- The qualification of the auditing team skills in the HACCP method and Sharia must satisfy the requirements of Halaal Certification Standard (PS 3733 & Global Halaal Management System - GHMS) and the “Additional requirements for the Halaal certification of product(s).
- A Senior Muslim Food Auditor or Scheme Manager selects the auditing team and if required he will select more qualified food auditors and/or technical Scholars including Sharia Scholars.

- The audit team shall of at least two personnel. One of them shall be auditor and the other one shall be a sharia expert, where needed.
- The coordinator will be responsible to inform the company for the on-site audit scope and visit at-least 01 week prior to audit. In case of unannounced audit, the company will be given a 02 months window time (for abattoir and or in case of critical non-conformity)

6- STAGE I - Documents Review / Initial Controls

Where an organization has implemented an externally developed combination of control measures, the stage 1 audit shall review the documentation included in Halaal requirements to determine the control measures suitable for the organization, and they were developed in compliance with the requirements of PS 3733 or GHMS and OIC Guidelines, and is kept up to date. The availability of relevant authorizations should be checked when collecting the information regarding the compliance to national or international regulatory aspects.

For Halaal certification, the stage 1 audit can be carried out at the premises of certification body or at the client organization premises according to complexity of production or service in order to achieve the objectives stated below.

a) In categories A, B, G, H, I, J and K, it is not necessary that the stage 1 audit is an on-site audit. However, it is at the discretion of the audit team to decide to carry out an on-site audit. In categories C, D, E, F, L, M and N it is obligatory that the stage 1 audit is on-site.

b) Where the stage 1 audit has not been performed on-site, the duration of stage 1 audit may not exceed 20% of the total audit duration (see Annex B). Where it covers an on-site work, then the duration of the stage 1 audit may not exceed 30% of the total audit duration.

6.1 Stage I Objectives:

- The objectives of the stage 1 audit are to provide a focus for planning the stage 2 audit by gaining an understanding of the PS 3733 or GHMS in the context of the organization's food safety hazard identification, analysis, HCCCP plan and PRPs, policy and objectives, and, in particular, the organization's state of preparedness for audit by reviewing the extent to which;

  a) The organization has identified PPRs that are appropriate to the business (e.g. regulatory and statutory requirements),
  b) The PS 3733 or GHMS includes adequate processes and methods for the identification and assessment of the organization's food safety hazards, and subsequent selection and categorization of control measures (combinations),
  c) Food safety legislation is in place for the relevant sector(s) of the organization,
  d) The PS 3733 or GHMS is designed to achieve the organization's Halaal food safety policy,
  e) The PS 3733 or GHMS implementation programme justifies proceeding to the audit (stage 2),
  f) The validation, verification and improvement programmes conform to the requirements of the PS 3733 or GHMS standard,
  g) The PS 3733 or GHMS documents and arrangements are in place to communicate internally and with relevant suppliers, customers and interested parties, and
  h) Additional documentation needs to be reviewed and/or what knowledge needs to be obtained in advance.

In determining the interval between stage 1 and stage 2 audits, consideration shall be given to the needs of the client to resolve areas of concern identified during the stage 1 audit. The auditor may also need to revise its arrangements for stage 2.

The interval between stage 1 and stage 2 audits is reasonably expected to be not longer than 6 months. The stage 1 audit should be repeated if a longer interval is needed.

6.2- Responsibilities:
Auditor

6.3- Procedure
The Auditor will;

- check the company food safety management system documents, risk assessment relevant to Halaal, relevant inspection records, supplier control system and associate records as per the PS 3733 or GHMS can be reviewed and checked for compliances as per the Facility Hygiene Practices requirements/Halaal Pre-Requisite Requirements (HPPR). The hygiene criteria will already been established under the PS 3733 or GHMS.
- evaluate the client's location and site-specific conditions and to undertake discussions with the client's personnel to determine the preparedness for the stage 2 audit;
- review the client's status and understanding regarding requirements of the standard, in particular with respect to the identification of key performance or significant aspects, processes, objectives and operation of the management system;
- also collect raw material, ingredients and packaging samples for further analysis and laboratory testing (if required), as per further explained in the sampling process.
- Collect necessary information regarding the scope of the management system, processes and location(s) of the client, and related statutory and regulatory aspects and compliance (e.g. quality, environmental, legal aspects of the client's operation, associated risks, etc.);
- review the allocation of resources for stage 2 audit and agree with the client on the details of the stage 2 audit;
- provide a focus for planning the stage 2 audit by gaining a sufficient understanding of the client's management system and site operations in the context of possible significant aspects;
- Evaluate if the internal audits and management review are being planned and performed, and that the level of implementation of the management system substantiates that the client is ready for the stage 2 audit.
- Ask from the company's management to collect the details of the suppliers who are providing the ingredients, raw material including packaging.
- The suppliers will further f/u for the verification of their supplies for the Halaal status, this will normally requires 10 to 25 days.
- Use the audit checklist (PK/FORM-HAL-06) during the document review for assistance.
- A formal audit finding report will be given to the company's top management after completion of stage I audit including identification of any areas of concern that could be classified as nonconformity during the stage 2 audit, copy of the same report will also be taken back after the signing of company's top management which will inform that the results of the stage 1 audit may lead to postponement or cancellation of the stage 2 audit.
- If any discrepancy found under the documents, then it will be communicated to the company's representative prior to the issuance of certificate.
- Any part of the PS 3733 or GHMS that is audited during the stage 1 audit and determined to be fully implemented, effective and in conformity with requirements, may not need to be re-audited during the

stage 2 audit. However, the auditor shall ensure that the already audited parts of the PS 3733 or GHMS continue to conform to the certification requirements. In this case, the stage 2 audit report shall include these findings and shall clearly state that conformity has been established during the stage 1 audit.

7- SOURCE VERIFICATION:

7.1- Responsibilities:
Auditor/Food Technologist

7.2 –Procedure

- The auditor will first ask from the concern person of the company to provide complete list/details of all raw-material, ingredients including additives, colors, flavors, packaging material, this will be done at the time of preparing economic offer.
- During stage I document review; auditor will verify the provided details of all raw-material, ingredients including additives, colors, flavors, packaging material. This list will now include the details of raw-material/ingredients, their Halaal status including certificates (if any) and the supplier's information e.g. name, contact nos. email address etc.
- After collection of all above information, the auditor or coordinator will collect the required details of all raw material / ingredient. The food technologist will perform scientific analysis of each and every raw material.
- A documentary proof maybe required for purchased raw material from the suppliers for its Halaal confirmation if this raw material is to be considered under a suspected raw-material source. (The proof may be a certificate or a declaration from a recognized Muslim company or Halaal certification authority). The food technologist will be responsible to collect and gather the information from client and its supplier.
- The details normally will be the scientific information of ingredients, additives, raw-material, packaging material. Country of origin of these materials, supplier's details etc.
- Food Technologist will prepare a detailed report before or after the stage 1 and stage II Audit of all relevant raw material/ingredients which include the production process/methods, raw material sources, physical, chemical characteristic and microbial analysis. After that, the report will send to Sharia Advisor for his review/observation and declaration.

8- Stage II Audit

The purpose of the stage 2 audit is to evaluate the implementation, including effectiveness, of the Client's management system.

8.1 Stage II Objective
The objective of Stage II Audit is;

a) Collect information and evidence about conformity to all requirements of the applicable management system standard or other normative document;

b) Performance monitoring, measuring, reporting and reviewing against key performance objectives and targets (consistent with the expectations in the applicable management system standard or other normative document);
c) The client's management system and performance as regards legal compliance;
d) Operational control of the client's processes;
e) Internal auditing and management review;
f) Management responsibility for the client's policies;
g) Links between the normative requirements, policy, performance objectives and targets (consistent with the expectations in the applicable management system standard or other normative document), any applicable legal requirements, responsibilities, competence of personnel, operations, procedures, performance data and internal audit findings and conclusions.

8.2- Responsibilities:
Sharia Advisor
Auditor
Technician (if required)
Veterinarian (If required)

8.3 –Procedure

- The date of the on-site audit is agreed between the management of the Organisation and RI&CA auditor; this audit sets out to assess conformity of the System with the PS 3733 and or GHMS.
- The agreed date is then confirmed in writing to the Organisation, usually one week beforehand, together with the names of the members of the Auditing Team.
- On-site audits must always be performed during production hours.
- The audit will be started from the opening meeting with the company's top management, the auditor define the audit criteria, scope of audit, RI&CA Halaal certification procedure, permission to take pictures of production process and the auditing methodology, type of non-compliances, tentative time for closing meeting.
- The auditor and Sharia Scholar will evaluate company's Halaal and hygiene management system which includes on-site implementation and relevant records; if he finds any nonconformity then he notes the issue under finding sheet and at closing meeting inform to the management for the improvement.
- In case of abattoirs, slaughter men will be approved by the auditors and Sharia advisor thoroughly as per the prepared checklist and instructions. Separate Id card will be issued by the RI&CA for every approved slaughter men.
- The auditor checks the corrective actions (if any) raise during the document review or source verification process.
- The auditor further checks the production and operations methods of the final product, management system facility layout/design, storage, transport and the associate facility which includes the toilets, changing room, hand washing facilities, eating area, water storage, drainage system etc. as per PS 3733 or GHMS standard.
- The auditor will check the awareness level of the concern person who are responsible for controlling and monitoring of Halaal products and process.

- The site visit will cover the production and storage facility where the product is manufacturing. The auditor will also write his observation for on-site GMP implementation during the onsite visit. If anything needs to correct or improve, he then writes under the audit report and it will be a company responsibility to implement the corrective action.
- At the end of the audit visit if any further non-conformity or observation found then the auditor communicate to company.
- The on-site audit report is only for the evaluation purpose. After the audit visit the report will submit to sharia advisor for a Islamic verdict which is then reviewed by the decision making committee.
- Meanwhile, after analyzing the causes of any non-conformity contained in the assessment report, the organisation must propose the necessary corrective actions to RI&CA as well as the expected deadline required for their implementation, within the limit fixed in the audit report (It is normally expected that NCR will be corrected within 28 calendar days of the audit taking place).
- Acceptance of the proposals against corrective action will be notified in writing to the organisation by RI&CA, however the Halaal status of the product will only be possible once the certification committee release the decision.
- In the event of critical non-conformities, the certification process is suspended; in the event of other findings, the number of which, in the audit team's judgment, may lead to the delivery of a product that is non-conforming or non-compliant with current applicable legislation, the certification process is also suspended.
- In above such cases, RI&CA may perform a supplementary audit visit within three months in order to ascertain whether the proposed corrective action has been taken; if this audit is successful the certification process will be resumed.
- After the six months period has elapsed and the outcome of the assessment is still negative, RI&CA reserves the right to definitively close the certification file and charge the time spent and expenses incurred up to that moment. In this case, if the organisation wishes to proceed with RI&CA certification, it must submit a new application and repeat the certification procedure.
- In special cases, the above time limits may be modified at the request of the organisation, if considered justified by RI&CA.

9. SHARIA ADVISOR REVIEW

9.1- Responsibilities:

Sharia Advisor

9.2 –Procedure

- After completion of data collection and the completion of product and raw material scientific profile, the auditor/food technologist will forward the report to Sharia Advisor.
- A 01 week time will be given to Sharia advisor in order to review the report and extend his verdict as per the Islamic Jurisprudence.
- Sharia Advisor will be responsible to verify the report and forward the report to the certification decision committee.

10. Initial certification audit conclusions

The audit team shall analyze all information and audit evidence gathered during the stage 1 and stage 2 audits to review the audit findings and agree on the audit conclusions.

10.1 Information for granting initial certification

The information provided by the audit team to the certification body for the certification decision shall include, as a minimum,

a) The audit reports,
b) Comments on the nonconformities and, where applicable, the correction and corrective actions taken by the client,
c) Confirmation of the information provided to the certification body used in the application review
d) A recommendation whether or not to grant certification, together with any conditions or observations.

The certification body committee shall make the certification decision on the basis of an evaluation of the audit findings and conclusions and any other relevant information (e.g. public information, comments on the audit report from the client).

11- Sampling

Where necessary, the audit team shall ask for samples in sufficient quantities taken from production/service premises for the performance of the required inspections and tests as per mentioned in the stage I & Stage II procedure. Samples are collected as per the identified categories, for each category 02 to 03 samples are verified.

If certification of Halaal products is based on testing/inspection of batches of the Halaal product, it will be in accordance with a defined sampling schedule i.e. for samples are checking as per the identified categories by utilizing statistically proven techniques with stated confidence levels. Samples taken by the audit team shall be sent for analysis to the accredited laboratory.

11.1- Inspections and tests

Inspections and tests on the Halaal product/service shall be determined in accordance with the requirements of the Halaal product/service and the applicable national and/or regional or international legal provisions.

Laboratories that shall undertake inspections and/or tests shall be accredited under ISO/IEC 17025 or shall satisfy the requirements of ISO/IEC 17025. RI&CA will send the samples to the PCSIR Laboratories which is ISO 17025 Accredited.

If Inspections and tests undertaken by laboratories not accredited under ISO/IEC 17025 standard shall be recognized upon the approval of national and/or international recognized bodies or OIC.

Where independent testing facilities are not available, the RI&CA ensures that specified controls are in place at the supplier's testing facilities, that they are managed in a manner which provides confidence in the results obtained from that records are available to justify the confidence.

12- DECISION COMMITTEE MEETING FOR THE APPROVAL OF THE CERTIFICATION AND SURVEILLANCE AUDIT

12.1- Responsibilities & Authorities:

Managing Director
Scheme Manager
Technical Auditor/Food Technologist
Quality Assurance Manager
Sharia Expert

12.2–Procedure

- Decision committee consist of Technical Auditor/Food Technologist, Sharia Expert and Quality Assurance Manager. They are responsible and authorised to granting, maintaining, renewing, extending, reducing, suspending and withdrawing of certification.
- The certification scheme manager and QA Manager will review the audit report, product testing report, Halaal procedures and submit their opinion to RI&CA Pvt Ltd.
- Following are the documents which will send to committee members for certification approvals and in case of surveillance audit for continuation of certification:

  - Audit Report including corrective action(s),
  - Informative Questionnaire, (if required)
  - Detail science based report
  - Laboratory reports (if available)
  - Supplier declaration for Halaal ingredients/raw material(if required)
  - Food safety manual, risk assessment (if required)
  - Periodic audit plan (PVP)

- The sharia expert will review the sharia advisor report verdicts for decision making.
- The decision committee will provide the decision of approval and disapproval of Halaal certification.
- In case of disapproval of a product for Halaal by committee members, then the auditor will inform the company for the decision and the possible corrective action in order to resolve the non-fulfilment of the requirements.

Authorisation of signing in Halal Certificate

After approval of Halal audit report by decision committee, the certificate will be issued. Managing Director and Scheme Manager are authorized to sign the Halal certificates.

13- AUDIT MANDAYS

In determining the audit time needed for each site, RI&CA consider the minimum on-site duration for initial certification given in Table A. The minimum time includes stage 1 and stage 2 of the initial certification audit

but does not include the time for preparation of the audit nor for writing the audit report. The minimum surveillance audit time should be one-third of the initial certification audit time, with a minimum of 1.0 audit days. The minimum renewal time should be two-thirds of the initial certification audit time, with a minimum of 1.0 audit days. The number of employees should be expressed as the number of full-time equivalent employees (FTEs). Certain categories are subject to multi-site sampling and this may be taken into account when calculating the audit time.
Other factors may necessitate increasing the minimum audit time (e.g. number of product types, number of product lines, product development, number of CCPs, number of operational PRPs, building area, infrastructure, in-house laboratory testing, need for a translator).

Calculation of minimum initial certification audit time
Minimum audit time for single site, **Ta**:
Ta = B +H+(PV + FTE)*CC

Where;
B is the basis on-site audit time;
H is the audit days for each additional HACCP studies and applied only for products/services in food chain.
PV is the audit days for product variety
FTE is the audit days per number of employees,
CC is the factor as multiplier for process or production complexity class
B.2.2 Minimum audit time for each additional site, **Tasv**:
Tasv = Ta * 50/100

- **OFF-SITE MANDAYS CALCULATION FOR VERIFICATION & TRACEABILITY AS PER COMPLEXITY CLASS:**

COMPLEXITY CLASS	OFF-SITE MANDAYS
LOW	1,0
MEDIUM	2,0
HIGH	3,0
VERY HIGH	4,0

Note: This above calculation does not affect the total certification and surveillance audit man/days; this can be considered for the communication with the suppliers and the manufacturers and the time assumption is based on the historical data for the verification and traceability of Halaal Products and raw materials and could be spread from minimum 25 days to maximum 45 days and mentioned in the economic offer only.

Table A— Minimum initial certification audit time

Category	**B** Basic on-site Audit time (in audit days)	**H*** for each additional HACCP studies (in audit days)	**FTE** Number of employees (in audit days)	**CC** Complexity Class (factor, multiplier)	**PV**** Product Variety (in audit days)	**Tasv** For each Additional site visited (in audit days)
A	1.0	0.25	1 to 19 = 0.5 20 to 49 = 1.0 50 to 79 = 1.5 80 to 199 = 2.0 200 to 499 = 2.5 500 to 899 = 3.0 900 to 1299 = 3.5 1300 to 1699 = 4.0 1700 to 2999 = 4.5 3000 to 5000 = 5.0 > ı5000 = 5.5	Low CC= 1 Medium CC= 1.25 High CC= 1.50 Very High CC= 1.75	1 to 3 = 0.25 4 to 6 = 0.50 7 to 10 =0.75 11 to 20 = 1 > 20 = 2	50 % of minimum on-site audit time
B	10	0.25				
C	1.75	0.50				
D	1.25	0.50				
E	1.75	0.50				
F	1.75	0.50				
G	1.25	0.50				
H	1.25	0.50				
I	1.25	0.25				
J	1.25	0.25				
K	1.25	0.25				
L	1.75	0.50				
M	1.25	0.25				
N	1.75	0.50				

*** H** is applied only for products/services in food-chain.
** **PV** is used for only products not services.

Table A is based on four primary complexity classes of the nature of the processes or production of an organization that fundamentally affect the Halaal certification audit time, these are:

• ***Very High –*** very large number of detailed sub-processes with significant nature (typically manufacturing or processing type organizations with highly significant non-Halaal risks. It covers those products or service sectors that potentially have very high risks in terms of Halaal aspects, with a high variety of processes or sub-processes or with a very large number of raw materials or inputs);
• ***High –*** large number of processes with significant nature (typically manufacturing or processing type organizations with significant non-Halaal risks. It covers those products and service sectors that potentially have high risks in Halaal aspects, with many processes.);

• ***Medium –*** average number of processes with significant nature (typically manufacturing or service organizations. It covers products and services with moderate potential non-Halaal risks.);

• ***Low -*** small number of processes with significant nature (typically organizations with little significant nature. It covers products and services with low potential non-Halaal risks.);

Table A covers the above four complexity classes. Table B provides the link between the four complexity classes above and the industry sectors that would *typically* fall into that class.

Table A covers the above four complexity classes. Table B provides the link between the four complexity classes above and the industry sectors that would *typically* fall into that class.
The certification body should recognise that not all organizations in a specific sector will always fall in the same complexity class. The certification body should allow flexibility in its contract review procedure to ensure that the specific activities of the organization are considered in determining the complexity class. For example: even though many business in the chemical production sector should be classified as “high complexity”, an organization which would have only a mixing free from chemical reaction, and/or high number or risky raw materials and/or advanced processing could be classified as “medium” or even “low complexity”.
All attributes of the organization’s system, processes, and products/services should be considered and a fair adjustment made for those factors that could justify more or less audit time for an effective audit. Additive factors may be offset by subtractive factors. In all cases where adjustments are made to the time provided in the audit time table A and B, sufficient evidence and records shall be maintained to justify the variation.

Table B - Examples of linkage between business sectors and complexity classes/risk assessment.

Complexity Class / Risk Assessment	Business Sector
Very High	Not elsewhere classified chemicals and pharmaceuticals, processed, meat products, genetically modified products, food additives, bio cultures, cosmetics, processing aids and microorganisms.
High	slaughtering meat and poultry; cheese products; biscuits; snacks; oil; beverages; hotels; restaurants; dietary supplements; cleaning agents; packaging material, textile
Medium	milk products; fish products; egg products; beekeeping; spices; horticultural products; preserved fruits; preserved vegetables; canned products; pasta; sugar; animal feed; fish feed; water supply; development of product, process and equipment; veterinary services; process equipment; vending machines, leather products
Low	fish; egg production; milk production; fishing; hunting; trapping; fruits; vegetables; grain; fresh fruits and fresh juices; drinking water; flour; salt ; retail outlets; shops; wholesalers, transport and storage;

14. CERTIFICATION ISSUANCE CRITERIA

Certification granted	Certifiable but re-visit required	Certification Not Granted
No critical nonconformity	No critical nonconformity	01 or more critical nonconformity
No major nonconformity	01 or more major nonconformity	
Less than 10 minor nonconformities	More than 10 minor nonconformities	
Excellent Hygiene Grade	Good Hygiene Grade	Poor Hygiene Grade
Low risk	**Low risk**	**High risk**

14.1- Non-conformities and Correction Actions

The type of non-conformity given by the auditor or by the Sharia Scholar during the audit or after the product scientific, sharia based analysis and as per hygiene implementation is an objective of judgement with respect to severity of risk associated with the product or process.

Following are the type of Non-conformities

14.1.1 Critical (High Risk)

The product /process contains and or in-contact or cross contamination with the following raw-material / ingredients; and regarding the Hygiene, if there is no GMP and Halaal Pre-requisites implementation (HPRs) and that will directly impact on the food quality and safety and then critical non-conformity will be raised and red colored *"poor"* hygiene grade will be declared as per the defined criteria.

14.1.1.1 Animals and Insects

- Swine/pork including all by-products.
- Insects considered ugly or filthy such as worms, lice, flies, etc.
- Animals with fangs such as tigers, lions, cats etc,
- Birds that have talons with which they catch their prey such as owls, eagles, etc.
- Insects and animals such as scorpions, centipedes, rats etc,
- Dogs
- Animals which Islam forbids to kill such as bees etc.
- Animals which have toxins, poisons or produce ill effects when eaten such as some fish etc.
- Amphibian animals such as crocodiles, turtles, frogs etc.
- Meat (limbs, tails etc.) which have been cut from a live animal.

- Lawful animals not slaughtered according to Islamic rites.
- Carrion or dead animals.

14.1.1.2 Plant and their products.

- Poisonous plant
- Intoxicating plant

14.1.1.3 Liquids and their products

- Poisonous drinks
- Intoxicating drinks
- Grape / Resin wine, Date / Dry Date wine

14.1.1.4 Other matters and their products

- Faeces and urine
- Halaal animals Uterus, Placental tissue, Testicles
- Blood

14.1.2 Major (Low Risk)

14.1.2.1 The product contains some unverifiable ingredient/raw-material and such raw-material should not declared as critical ***Ref; 13.1.1***

14.1.2.2 Where there is a substantial failure to meet the Halaal standard requirements or any the standard clause.

14.1.2.3 Where there is any breakdown related to the hygiene implementation but they will not directly impact on the food safety. For e.g. pest management is not implemented but it does not compromise and ensure direct impact on the food quality and safety then major non-conformity will be declared and yellow colored "*good"* hygiene grade will be declared.

14.1.3 Minor

14.1.3.1 Where there is a partial failure or not fully meet the Halaal standard requirements or any the standard clause

14.1.3.2 Where there is partial breakdown of the hygiene implementation as per the standard requirement then minor non-conformity will be raised and green colored "*Excellent"* hygiene grade will be declared as per the defined criteria.

14.1.4 Observation

14.1.4.1 A suggestion for the improvement against of any particular standard requirement as per the hygiene and Halaal or process but not considered as non-compliances

14.1.5 Corrective Action

14.1.5.1 A corrective action plan shall be documented and implemented by the company against of any non-compliance prior to a certification decision being made.
14.1.5.2 In case of critical non-conformity; the company shall demonstrate their commitment and to take an appropriate action to resolve the critical issue and at-least 06 months successfully implement the system. The re-audit will be unannounced after 06 months of the last audit.
14.1.5.3 Company shall complete all corrective actions and submit to the auditor within 60 days from the date of last audit.

15- Surveillance activities

Responsibilities & Authorities:
Technical Auditor/Food Technologist
Quality Assurance Manager
Sharia Expert

RI&CA develops its surveillance activities so that representative areas and functions covered by the scope of the management system are monitored on a regular basis, and take into account changes to its certified client and its management system.

Surveillance activities shall include on-site audits assessing the certified client's management system's fulfillment of specified requirements with respect to the standard to which the certification is granted. Other surveillance activities may include;

a) Enquiries from the certification body to the certified client on aspects of certification,
b) Reviewing any client's statements with respect to its operations (e.g. promotional material, website),
c) Requests to the client to provide documents and records (on paper or electronic media), and
d) Other means of monitoring the certified client's performance.

15.1- Surveillance audit

Surveillance audits are office and on-site audits, but are not necessarily full system audits, and shall be planned together with the other surveillance activities so that the certification body can maintain confidence that the certified management system continues to fulfill requirements between recertification audits. The surveillance audit programme shall include, at least;

a) Internal audits and management review,
b) A review of actions taken on nonconformities identified during the previous audit,
c) Treatment of complaints,

d) Effectiveness of the management system with regard to achieving the certified client's objectives,
e) Progress of planned activities aimed at continual improvement,
f) Continuing operational control,
g) Review of any changes, and
h) Use of marks and/or any other reference to certification.

Surveillance audits shall be conducted at least once a year. The date of the first surveillance audit following initial certification shall not be more than 12 months from the last day of the stage 2 audit. In case of Abattoirs/Slaughtering processes biannual surveillance should be planned for strict monitoring and verification.

RI&CA may or can also perform an unannounced surveillance audit after 1 year of time; this will be communicated to the licensee at the time of signing contract or at opening meeting. The purpose of such visit is to satisfactory compliance of Halaal certification requirements and improves the facility hygiene practices in routine working conditions.

15.2- Maintaining certification

Responsibilities & Authorities:
Technical Auditor/Food Technologist
Quality Assurance Manager
Sharia Expert

The RI&CA shall maintain certification based on demonstration that the client continues to satisfy the requirements of the management system standard. It may maintain a client's certification based on a positive conclusion by the audit team leader without further independent review, provided that;

a) For any nonconformity or other situation that may lead to suspension or withdrawal of certification, the RI&CA has a system that requires the audit team leader to report to us the need to initiate a review by appropriately competent personnel, different from those who carried out the audit, to determine whether certification can be maintained, and
b) Competent personnel of the RI&CA monitor its surveillance activities, including monitoring the reporting by its auditors, to confirm that the certification activity is operating effectively.

15.2.1 RI&CA shall conduct surveillance at certain time intervals according to clause 14.1 as it deems necessary in order to check the continuing compliance of Halaal product/service with the requirements of the certification, giving due regard to the requirements of the Halaal product/service standard to which the certification has been conducted and taking account of the nature of Halaal product/service in question, requirements of the certification, any nonconformities detected in the Halaal product/service or Halaal production/service premises or any complaints received with regard to certified Halaal product/service.

15.2.2 Where Halaal production/service premises are audited and where nonconformities that directly affect Halaal product/service safety are detected, samples may be taken for surveillance purposes.

15.2.3 In all cases, the procedures with regard to reports issued as a result of surveillance shall be determined by decision taker(s).

15.2.4 The validity of the certificate and used of RI&CA Halaal Logo are confirmed following the successful outcome of the surveillance audit.

15.2.5 In the event of critical non-conformities or other findings whose number in the opinion of the audit team is such as to lead to the delivery of the product that is non-conforming or non-compliant with the Islamic Shar'ia, the licensee will be subject to a supplementary audit within the time limits established by RI&CA depending on the importance of the non-conformities and, in any case, not more than three months after the end of the surveillance audit.

15.2.6 If these non-conformities are not eliminated by the established deadline, RI&CA may suspend certification until the non-conformities have been eliminated. All expenses deriving from any supplementary audits will be charged to the licensee.

15.2.7 RI&CA also reserves the right to make supplementary controls and/or audit visits to the licensee in the event of what it considers to be particularly significant claims or reports concerning the conformity of the certified products with the requirements of the reference Halaal standard and Sharia.

16- Recertification

Responsibilities & Authorities:
Technical Auditor/Food Technologist
Quality Assurance Manager
Sharia Expert

16.1 Recertification audit planning

- A recertification audit shall be planned and conducted to evaluate the continued fulfillment of all of the requirements of the relevant Halaal standard or other normative document. The purpose of the recertification audit is to confirm the continued conformity and effectiveness of the management system as a whole, and its continued relevance and applicability for the scope of certification.

- The recertification audit shall consider the performance of the management system over the period of certification, and include the review of previous surveillance audit reports.

- Recertification audit activities may need to have a stage 1 audit in situations where there have been significant changes to the management system, the client, or the context in which the management system is operating (e.g. changes to legislation).

- In the case of multiple sites or certification to multiple management system standards being provided by the certification body, the planning for the audit shall ensure adequate on-site audit coverage to provide confidence in the certification.

16.2 Recertification audit

The recertification audit shall include an on-site audit that addresses the following:

a) The effectiveness of the management system in its entirety in the light of internal and external changes and its continued relevance and applicability to the scope of certification;
b) Demonstrated commitment to maintain the effectiveness and improvement of the management system in order to enhance overall performance;
c) Whether the operation of the certified management system contributes to the achievement of the organization's policy and objectives.

16.2.1 When, during a recertification audit, instances of nonconformity or lack of evidence of conformity are identified, the RI&CA defines the time limits for correction and corrective actions to be implemented prior to the expiration of certification max. 28 days after the audit.

16.3- Information for granting recertification

The RI&CA shall make decisions on renewing certification based on the results of the recertification audit, as well as the results of the review of the system over the period of certification and complaints received from users of certification.
Halaal certificate owners (certified organization) should submit a recertification or renewal application four (04) months prior to the expiry date of current Halaal certificate.

Halaal certificate owners who failed to renew their certificates will not be allowed to use the Halaal mark at the premises or on the manufactured products.

17- Special audits

Responsibilities & Authorities:
Technical Auditor/Food Technologist
Quality Assurance Manager
Sharia Advisor

17.1 Extensions to scope
The RI&CA shall, in response to an application for extension to the scope of a certification already granted, undertake a review of the application and determine any audit activities necessary to decide whether or not the extension may be granted. This may be conducted in conjunction with a surveillance audit.

17.2 Short-notice audits
It may be necessary for the RI&CA (Certification Body) to conduct audits of certified clients at short notice to investigate complaints, or in response to changes, or as follow up on suspended clients, in such cases;

a) The certification body shall describe and make known in advance to the certified clients (e.g. in documents) the conditions under which these short notice visits are to be conducted, and

b) The certification body shall exercise additional care in the assignment of the audit team because of the lack of opportunity for the client to object to audit team members.

17.3- Suspending, withdrawing or reducing the scope of certification

Responsibilities & Authorities:
Technical Auditor/Food Technologist
Quality Assurance Manager
Sharia Expert

The RI&CA has a policy and documented procedure(s) for suspension, withdrawal or reduction of the scope of certification, and shall specify the subsequent actions by the certification body.

The RI&CA shall suspend certification in cases when, for example,

a) The client's certified management system has persistently or seriously failed to meet certification requirements, including requirements for the effectiveness of the management system,
b) The certified client does not allow surveillance or recertification audits to be conducted at the required frequencies, or
c) The certified client has voluntarily requested a suspension.

Under suspension, the client's management system certification is temporarily invalid. The certification body shall have enforceable arrangements with its clients to ensure that in case of suspension the client refrains from further promotion of its certification. The certification body shall make the suspended status of the certification publicly accessible and shall take any other measures it deems appropriate.

Failure to resolve the issues that have resulted in the suspension in a time established by the certification body shall result in withdrawal or reduction of the scope of certification.

NOTE: In most cases the suspension would not exceed 6 months.

The RI&CA can reduce the client's scope of certification to exclude the parts not meeting the requirements, when the client has persistently or seriously failed to meet the certification requirements for those parts of the scope of certification. Any such reduction shall be in line with the requirements of the standard used for certification.

The certification body shall have enforceable arrangements with the certified client concerning conditions of withdrawal ensuring upon notice of withdrawal of certification that the client discontinues its use of all advertising matter that contains any reference to a certified status.

Upon request by any party, the certification body shall correctly state the status of certification of a client's management system as being suspended, withdrawn or reduced.

18- USE OF HALAAL MARK & TRACEABILITY

18.1- Responsibilities:

Auditor

18.2 –Requirements

The certification documents shall identify in detail what activity or product is certified, referring to sectors (see Annex A).

RI&CA shall have a policy governing any mark that it authorizes certified clients to use. This shall assure, among other things, traceability back to the certification body. There shall be no ambiguity, in the mark or accompanying text, as to what has been certified and which certification body has granted the certification.

- The licensee is entitled to make public the fact that it has obtained authorization to affix the RI&CA HALAAL LOGO to its products. If the licensee wishes to publish only part of the reports of the tests pertaining to certification of a product, written authorization from RI&CA must be obtained.

- Advertising must be truthful and must not give rise to doubts or misinterpretations concerning the type, category, characteristics and performance of the relevant products. It must also be prepared so as to avoid any misunderstanding between marked and non marked products.

- The Halaal logo may be reproduced in any size provided it is clearly legible, in the opinion of RI&CA, and provided it is a true reproduction of the original, that is, it complies with the colors and proportions, as specified in the provided seal.

- When using the RI&CA Certificate and Halaal logo, the licensee must ensure that the Certificate cannot be interpreted as being extended to products not covered by certification and should fulfill all the instruction displayed on the website relation to Halaal Logo/seal usage.

RI&CA shall not permit its marks to be applied to laboratory test, calibration or inspection reports.

The certification body shall require that the client organization;

a) Conforms to the requirements of the certification body when making reference to its certification status in communication media such as the internet, brochures or advertising, or other documents,
b) Does not make or permit any misleading statement regarding its certification,
c) Does not use or permit the use of a certification document or any part thereof in a misleading manner,
d) Upon suspension or withdrawal of its certification, discontinues its use of all advertising matter that contains a reference to certification, as directed by the certification body.
e) Amends all advertising matter when the scope of certification has been reduced,
f) Does not imply that the certification applies to activities that are outside the scope of certification.
g) Does not use its certification in such a manner that would bring the certification body and/or certification system into disrepute and lose public trust.

- The RI&CA has exercised proper control of ownership and shall take action to deal with incorrect references to certification status or misleading use of certification documents, marks or audit reports.
- The RI&CA shall exercise proper control over ownership, use and display of Halaal certificates and Halaal marks of conformity.
- Guidance on the use of Halaal certificates and Halaal marks permitted by the certification body may be obtained from related PNAC documents.
- Incorrect references to the Halaal certification system or misleading use of Halaal certificates or marks, found in advertisements, catalogues, etc., Shall be dealt by suitable/legal action.
- Halaal Certificate owners who failed to renew their Halaal certificates will not be allowed to use the Halaal mark at the premises or on the manufactured Halaal products/services or inside the grocery shop or supermarkets corridors.
- Our Halaal Mark meets the required specifications which are accepted by the accreditation body.
- Halaal Mark should be printed clearly on all manufactured Halaal products and labelled on each box/package.
- Organizations are not allowed to change color of the mark.
- The Halaal Mark/certificate should be exhibited only at the organizations/services restaurants which has been certified.
- The certificate holder shall not reproduce Halaal certificate granted in part and/or in a way that would hinder the legibility, nor shall he tamper with the original copies or photocopies of the Halaal certificate; he shall not translate the certificate and/or test reports in other languages without the control and consent of the certification body.

NOTE: Such action could include requests for correction and corrective action, suspension, withdrawal of certification, publication of the transgression and, if necessary, legal action.

19- PRODUCT LABELING REQUIREMENTS

19.1- Responsibilities:
Auditor

19.2 –Requirements

The following information shall appear on the label of the finished packed foods as applicable to the food being labeled:

- Name of the food
- List of ingredients
- Manufacturer name and address
- Country of origin
- Lot identification
- Date marking and storage instruction
- Instruction for use
- Expiry/shelf life

20- CONTRACT AGREEMENT DURATION

The contract agreement time typically for 03 years, however the certificates will be valid only till the next audit date and upon a successful audit, a new valid certificate will be issued to replace the previous certificate. The expiry date is calculated after the complete certification audit i.e. first issue date. In case of Recertification the contract is renewed, certificate first issue date remains as per first initial certification while expiry date is calculated through current issue date.

21. Records of applicants and clients

The certification body shall maintain records on the audit and other certification activities for all clients, including all organizations that submitted applications, and all organizations audited, certified, or with certification suspended or withdrawn. Records on certified clients shall include the following:

a. application information and initial, surveillance and recertification audit reports;
b. certification agreement;
c. justification of the methodology used for sampling;
d. justification for auditor time determination.
e. verification of correction and corrective actions;
f. records of complaints and appeals, and any subsequent correction or corrective actions;
g. committee deliberations and decisions, if applicable;
h. documentation of the certification decisions;
i. certification documents, including the scope of certification with respect to product, process or service, as applicable;
j. related records necessary to establish the credibility of the certification, such as evidence of the competence of auditors and technical experts.

NOTE: Methodology of sampling includes the sampling employed to assess the specific management system and/or to select sites in the context of multi-site assessment.

RI&CA shall keep the records on applicants and clients secure to ensure that the information is kept confidential. Records shall be transported, transmitted or transferred in a way that ensures that confidentiality is maintained. RI&CA have a documented policy and documented procedures on the retention of records. Records shall be retained for the duration of the current cycle plus one full certification cycle.
NOTE: In some jurisdictions, the law stipulates that records need to be maintained for a longer time period.

22. Appeals

RI&CA have maintained a documented procedure to receive, evaluate and make decisions on appeals. A description of the appeals-handling process shall be publicly accessible.

- The certification body shall be responsible for all decisions at all levels of the appeals handling process. The certification body shall ensure that the persons engaged in the appeals handling process are different from those who carried out the audits and made the certification decisions.
- Submission, investigation and decision on appeals shall not result in any discriminatory actions against the appellant.
- The appeals-handling process shall include at least the following elements and methods:

a. an outline of the process for receiving, validating and investigating the appeal, and for deciding what actions are to be taken in response to it, taking into account the results of previous similar appeals;
b. tracking and recording appeals, including actions undertaken to resolve them;
c. ensuring that any appropriate correction and corrective action are taken.

- The certification body shall acknowledge receipt of the appeal and shall provide the appellant with progress reports and the outcome.
- The decision to be communicated to the appellant shall be made by, or reviewed and approved by, individual(s) not previously involved in the subject of the appeal.
- The certification body shall give formal notice to the appellant of the end of the appeals handling process.

23. Complaints

A description of the complaints-handling process shall be publicly accessible.

- Upon receipt of a complaint, the RI&CA shall confirm whether the complaint relates to certification activities that it is responsible for and, if so, shall deal with it. If the complaint relates to a certified client, then examination of the complaint shall consider the effectiveness of the certified management system.
- Any complaint about a certified client shall also be referred by the RI&CA to the certified client in question at an appropriate time.
- RI&CA have a documented process to receive, evaluate and make decisions on complaints. This process shall be subject to requirements for confidentiality, as it relates to the complainant and to the subject of the complaint.
- The complaints-handling process shall include at least the following elements and methods:

a. an outline of the process for receiving, validating, investigating the complaint, and for deciding what actions are to be taken in response to it;
b. tracking and recording complaints, including actions undertaken in response to them;
c. ensuring that any appropriate correction and corrective action are taken.

NOTE: ISO 10002 provides guidance for complaints handling.

- The certification body receiving the complaint shall be responsible for gathering and verifying all necessary information to validate the complaint.

- Whenever possible, the certification body shall acknowledge receipt of the complaint, and shall provide the complainant with progress reports and the outcome.
- The decision to be communicated to the complainant shall be made by, or reviewed and approved by, individual(s) not previously involved in the subject of the complaint.
- Whenever possible, the certification body shall give formal notice of the end of the complaints-handling process to the complainant.
- The certification body shall determine, together with the client and the complainant, whether and, if so to what extent, the subject of the complaint and its resolution shall be made public.
- Applications in the case of any appeals or complaints regarding Halaal certification services shall be made to the certification body. A committee for appeals and complaints shall be established and be responsible for resolving such cases and inform the related parties accordingly.
- The members of this committee shall be independent from any phase of the Halaal certification related to the subject of the complaint or appeal.
- This committee shall consist of a minimum of 3 persons, at least one of whom is a sharia\ expert. Decisions regarding appeals shall be taken unanimously, not by majority of votes.
- Complaints by consumers regarding a certified Halaal product/service shall be evaluated by the certification body, which shall be responsible for making the necessary investigations. If, as a result of such evaluations, the complaint is found to be justified, the certificate holder shall be required to compensate for the damage caused under the relevant provisions of the contract.

24. Non-discriminatory Conditions

- RI&CA have adopted the policy and procedures under which the certification body is operated, that the administration of them, shall be non-discriminatory. Procedures shall not be used to impede or inhibit access by applicants, other than as provided for in this International Standard.
- The certification body has ensured to make its services accessible to all applicants whose activities fall within the scope of its operations.
- Access to the certification process shall not be conditional upon the size of the client or membership of any association or group, nor shall certification be conditional upon the number of certifications already issued. The certification body has also ensured that there is no undue financial or other conditions shell be apply on client
- NOTE: RI&CA can decline to accept an application or maintain a contract for certification from a client when fundamental or demonstrated reasons exist, such as the client participating in illegal activities, having a history of repeated non-compliances with certification/product requirements, or similar client-related issues.
- RI&CA shall confine its requirements, evaluation, review, decision and surveillance to those matters specifically related to the scope of certification.