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## 1. Purpose

The purpose of this scheme is to provide general guidelines on how to conduct halal certification activities in the light of applicable standards and other requirements as specified by regulatory authorities or stake holders. It is to facilitate trade, market access, fair competition and consumer acceptance of products at national, regional and international level.

## 2. Scope

This document covers the policies & procedures, assessment & evaluation guidelines for the Halal certification of food, Animal Slaughtering and cosmetic & personal care products. It is applicable to a third-party Halal certification system for determining the conformity of a product with specified requirements through initial assessment, testing of samples of the product and assessment of the involved Halal Food Management System by assessment and testing of product samples taken from the client's facility or the open market, or both.

This guide addresses conditions for use of a mark of conformity and conditions for granting a certificate of conformity. This document shall be read in conjunction with GSO 2055-2:2021 & Accreditation body Guidelines for Halal Accreditation.

## 3. Reference standards

1. GSO 993: Animal Slaughtering Requirements According to Islamic law.
2. GSO 2055-3: General Requirements for Halal accreditation bodies accrediting Halal certification bodies.
3. GSO 9: Labeling of pre-packaged foodstuffs.
4. ISO/IEC 17000: Conformity assessment - Vocabulary and general principles.
5. ISO 9000: Quality management systems - Fundamentals and vocabulary.
6. ISO/IEC 17025: General requirements for the competence of testing and calibration laboratories.
7. ISO/IEC 17020: Conformity assessment - General criteria for the operation of various types of bodies performing inspection.
8. ISO/IEC TR 17026: Conformity assessment – Example of a system for certification of physical products.
9. ISO/IEC 17021-1: Conformity assessment - Requirements for bodies providing audit and certification of management systems- Part one: Requirements.

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10. ISO 19011: Guidelines for auditing management systems.
11. ISO/IEC 17065: Conformity assessment - Requirements for bodies providing certification of products, processes and services.
12. ISO/TS 22003: Food safety management systems - Requirements for bodies providing audit and certification for Food safety management systems.
13. IAF-MD5:2015: Determination of audit time of quality and environmental management systems.
14. GSO 2055-1: Halal products –Part one: General Requirements for Halal Food.

#### 4. Terms and Definitions

- a. **Halal Certification:** Activities conducted by Halal certification bodies to certify Halal products/services/management system.
- b. **Contract:** An agreement signed between the applicant and the Halal certification body, governing the rules for the right of use of logo granted to Halal products/services.
- c. **Technical Expert:** Person assigned by certification body technically competent in a particular processing technology or field to provide specific knowledge or expertise with respect to the scope of certification to be assessed.
- d. **Shariah Expert:** A Muslim with profound and comprehensive knowledge of Islamic rules in the subject of Halal and non- Halal and whose competency has been approved and authorized by the relevant organization and appointed by the Halal certification body.
- e. **Halal Mark/Label/Logo:** Mark/label/logo approved by the Halal Competent Authority, the right of whose use has been granted by the Halal certification body for the Halal products/services or management system in question.
- f. **Suspension:** Rendering the right of use of mark ineffective for a specified period by the decision of the Halal certification body in relation to the Halal certificate previously granted.
- g. **Applicant:** A legal entity that applies for the Halal certification of products/services or management system.
- h. **Certificate Holder/Certified Client/Supplier:** A person or legal entity that supplies Halal certified products/services.
- i. **Impartiality:** Actual and perceived presence of objectivity.
- j. **Competence:** Ability to apply knowledge and skills to achieve intended results.
- k. **Authorization:** A process by which a person is authorized to do specific jobs/ functions.
- l. **Complaints:** The objections raised by users of services or negative feedback received from the customers of the body.
- m. **Continual Improvement:** A process aimed at carrying out and achieving improvement in a system / process without any break.
- n. **Preventive Action:** A pro-active process to identify the opportunities for improvements in a system / activity.
- o. **Corrective Action:** A process intended to eliminate or minimize the problem and prevents its recurrence.
- p. **CEO-** who is responsible to provide guidance for all the activities related with management operations of the HCB.
- q. **Job:** The duty / work assigned to an employee of the body to perform /do.
- r. **Non-Conformity:** A aspect of activity, which is not in compliance with the requirement of the standard.
- s. **Major Non-Conformity:** Non-conformity which affects the ability of the management system to achieve the desired results.

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- t. **Minor Non-Conformity:** Non-conformity (3.16) which doesn't affect the ability of the management system to achieve the desired results.
- u. **Customers:** a person who buys goods or services from a shop or business
- v. **Quality Manual:** A document which describes the policy, objectives organization, management of quality system of HCB.
- w. **Audit:** A process carried out by a Halal certification body to assess specific product or service conformance based on particular standard(s) and/or other normative documents.
- x. **Auditor:** A person assigned by Halal certification body to perform, alone or as part of an audit team for a certification audit of a client to verify the requirements.
- y. **Conformity Assessment Body:** A body that performs conformity assessment services within its accreditation scope.
- z. **CM:** Certification Manager, who is responsible to provide guidance for all the activities related with certification operations of the HCB.

## 5.Responsibility

- CEO and Certification Manager.
- Certification Body.
- Client Responsibility.

## 5.Description of Activity

### 5.1 Scope of Halal Certification

**5.1.1** IS EG Halal Conducts Halal certification activities as covered by the applicable relevant standards. Specifically, food manufacturing & processing industries, Animal Slaughtering. areas assessed according to the requirements of the relevant standards. IS EG Halal manage the Halal certification schemes with reference to normative documents other than officially issued standards. Such reference documents are also available for access by the public.

**5.1.2** Any application received by IS EG Halal for Halal certification is carefully evaluated to determine the scope of work and corresponding resources that will be needed to conduct the whole process of certification. The products/services included in a particular application are classified according to the categories/sectors stated in the applicable Halal certification scheme. Clients may apply for Halal certification of products/services that fall to one or more categories. The scope of the assessment includes all processes, sectors, products or services on the part of client that have influence on conformity of the product/ service under application to Halal requirements. For a multisite organization, each site is audited and certified separately.

### Scope under accreditation of IS EG Halal:

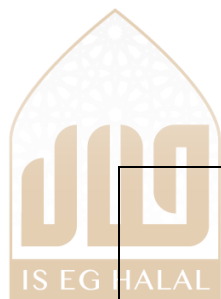
Cluster	Category		Subcategory		Examples of included activities
Food and feed Processing	C	Food Manufacturing	CI	Processing of perishable animal products	Production of animal products including fish and seafood, meat, eggs, dairy and fish products
			CII	Processing of perishable plant products	Production of plant products including fruits and fresh juices, vegetables, grains, nuts, and pulses

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			CIII	Processing of perishable animal and plant products (mixed products)	Production of mixed animal and plant products including pizza, lasagne, sandwich, dumpling, ready-to-eat meals
			CIV	Processing of ambient stable products	Production of food products from any source that are stored and sold at ambient temperature, including canned foods, biscuits, snacks, oil, drinking water, beverages, pasta, flour, sugar, food-grade salt
			CV	Animal slaughtering	Processing of carcasses including slaughtering in slaughterhouses, cutting, cleaning and packing

## 5.2 Customer Inquiry

**5.2.1** The application form for the preparation of Proposal and the Certification Procedure is sent to the applicant so that an application can be prepared and completed. Once received the application form and required documents, the appointed reviewer reviews all management documents of the client based on the information from the questionnaire, the costs and times are calculated, the audit program (calculation of the audit effort/ audit program) defined. The offer is completed and after acceptance, a contract is concluded with the applicant. When the certification body declines an application for certification as a result of the review of application, the reasons for declining an application shall be documented and made clear to the client. The certification unit shall review with the client any need for changes to the audit scope which becomes apparent as on-site auditing activities progress and report this to the certification body. Where necessary the audit program/calculation of the audit time requirements has to be adapted. In case of combined, joint or integrated audits the audit time shall be calculated according to the audit time calculation procedure.

## 5.3 Application

**5.3.1** IS EG Halal requires the applicant for the Halal certificate to provide detailed information concerning its legal status/entity, raw materials, operations, product safety management system related issues i.e. HACCP studies, the number of shifts and number of employee in each shift, etc. Applicant should submit a list of management documents and all products produced by the company. IS EG Halal sends information about the Halal certification requirements to provide detailed information.

The process is initiated when an applicant makes an inquiry, or an order is received through sales activities. The applicant is informed of the basic certification process. The application form for the preparation of financial proposal is sent to the applicant so that an application can be prepared and completed. Once receiving the filled application form, the application reviewer will review the application.

## 5.4 Application Review

**5.4.1** Before proceeding with the audit, IS EG Halal conducts a review of the application and supplementary information for certification to ensure that:

- i. the information about the Client and its production is sufficient for the conduct of the audit.

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- ii. the requirements for certification are clearly defined and documented and have been provided to the Client.
- iii. any known difference in understanding between IS EG Halal and the Client is resolved.
- iv. IS EG Halal has the competence and ability to perform the Certification activity.
- v. the scope of certification sought, the location(s) of the Client'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.).
- vi. records of the justification for the decision to undertake the audit are maintained.

**5.4.1** Once all documents and the application form are drawn. IS EG Halal has an appointed application reviewer, to make the application review of the client. After reviewing the Application, IS EG Halal decides whether to accept the Application or not. If the IS EG Halal does not accept the application for certification due to the lack of necessary resources and/or competence of the Certification Body or non-compliance of the Client's production with the requirements on Halal production, IS EG Halal informs the Client about this and explains the reasons for the refusal. IS EG Halal does not provide any advice on the achievement of compliance of the Client's products with the Halal standards. If the documents are found complete in all aspects, the application is ready for audit time calculation as per the annex B of GSO 2055-2:2021 and IS EG-P-03 Audit time Calculation procedure. IS EG Halal prepares the Quotation based on the audit time and sends to the client. Once the client sends the stamped and signed quotation and payment is received, audit plan is prepared in consultation with the client and certification unit.

## **5.5 Audit Preparation**

**5.5.1** An audit team is appointed, and the customer is informed of the team members once the contract is signed. Clients must be informed in advance that they can object impartial to any member of the audit team (auditor or expert). The members of the audit team must fulfil the requirements described in competence and requirements of Auditor.

**5.5.2** Certification unit will plan the audit by keeping in view the economical routes and audits of other companies nearby. While planning, certification unit will choose the best economical route and schedule the audits in a way that auditors can perform their tasks comfortably. After finalization of routes, travelling and accommodation arrangements, certification unit will propose the audit date to the client. Upon confirmation received from the client, certification unit will confirm all the travelling and accommodation arrangements and inform to the respective auditors. Certification unit may only change the audit schedule based on the clients request after getting approval from top management. Certification unit / Lead auditor will prepare the audit plan and send to the client.

**5.5.3** The criteria for composing the audit team are:

- i. the audit must be performed under the leadership of a nominated lead auditor,
- ii. Audit team must be consisting of at least two (2) personnel, one of them is a technical auditor and the other is a halal Islamic affairs expert.

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- iii. at least one member of the audit team must have the technical sector competence with respect to the scope of the audit. This is also required for Stage 1 audits. In audits of more than one management system by the same team, the competence requirements must be fulfilled for each standard.
- iv. the auditor and other involved person, who are employed for the audit team, are free from conflict of interests.

**5.5.4** The audit team leader is responsible for ensuring that technical competence is always present during the audit. The auditors may work as a team or independently. If work is performed in shifts, the different shifts must be taken into consideration during audit planning (processes and control mechanisms). If every shift is not audited, the reason must be stated in the audit report. In situations where a customer provides a product or service at temporary sites (i.e installation sites, project locations etc.) it is important that evaluations of such sites are incorporated into the certification and surveillance program. The need for visits will depend on the relevance of these sites. The reasons for the selection of the specific sites must be documented in the audit report (reasons: special product-specific/service-relevant features, size, complexity, only site, results from previous audits).

## **5.6 Determining Audit Objectives, Scope and Criteria**

**5.6.1** The audit objectives are determined by IS EG Halal. The audit scope and criteria, including any changes, are established by IS EG Halal after discussion with the client.

**5.6.2** The audit objectives describe what is to be accomplished by the audit and includes the following:

- vii. determination of the conformity of the client's Management System, or parts of it, with audit criteria;
- viii. determination of the ability of the Management System to ensure the client meets applicable statutory, regulatory and contractual requirements;
- ix. determination of the effectiveness of the Management System to ensure the client can reasonably expect to achieve its specified objectives;
- x. as applicable, identification of areas for potential improvement of the Management System.

**5.6.3** The audit scope describes the extent and boundaries of the audit, such as sites, organizational units, activities and processes to be audited. Where the initial or re-certification process consists of more than one audit (e.g. covering different sites), the scope of an individual audit may not cover the full certification scope, but the totality of audits are consistent with the scope in the certification document.

**5.6.4** The audit criteria are used as a reference against which conformity is determined, and includes:

- i. the requirements of a defined normative document on Management Systems;
- ii. the defined processes and documentation of the Management System developed by the client.

## **5.7 Audit Team Selection and Assignments**

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**5.7.1** The audit team is appointed and composed of auditor/lead auditor, Shariah Expert & Technical Expert, who between them have the totality of the competences identified for the certification of the client. The audit team consists of at least two (2) personnel. One of them is technical auditor and the other one is a Halal Islamic affairs expert.

When determining the audit team to be allocated the following issues need to be considered:

- i. Standard to be audited
- ii. Product codes/ category
- iii. Auditor status i.e. Lead Auditor / Auditor
- iv. Scope of the audit
- v. Duration of the audit
- vi. Contractual requirements
- vii. Auditor utilization rates
- viii. Geographical location of the audit site
- ix. Language capabilities of the auditor versus language used by the client

## 5.8 Audit plan

**5.8.1** IS EG Halal ensures that an audit plan is established prior to each audit identified in the audit program to provide the basis for agreement regarding the conduct and scheduling of the audit activities. The audit plan is appropriate to the objectives and the scope of the audit. The audit plan at least includes or refers to the following:

- i. the audit objectives;
- ii. the audit criteria;
- iii. the audit scope, including identification of the organizational and functional units or processes to be audited;
- iv. Product codes/ category as per scope of the certification
- v. the dates and sites where the on-site audit activities will be conducted, including visits to temporary sites and remote auditing activities, where appropriate;
- vi. the expected duration of on-site audit activities;
- vii. the roles and responsibilities of the audit team members and accompanying persons, such as observers or interpreters.

**5.8.2** The tasks given to the audit team is defined, and requires the audit team to:

- a. examine and verify the structure, policies, processes, procedures, records and related documents of the client relevant to the management system standard;
- b. determine that these meet all the requirements relevant to the intended scope of certification;
- c. determine that the processes and procedures are established, implemented and maintained effectively, to provide a basis for confidence in the client's management system;
- d. Communicate to the client, for its action, any inconsistencies between the client's policy, objectives and targets and the results.

**5.8.3** The audit plan is communicated, and the dates of the audit are agreed upon, in advance, with the client.

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**5.8.4** IS EG Halal provides the name of and, when requested, make available background information on each member of the audit team, with sufficient time for the client to object to the appointment of any particular audit team member and for IS EG Halal to reconstitute the team in response to any valid objection.

## **5.9 Conducting Audits**

**5.9.1** IS EG Halal has a process for conducting on-site audits. This process includes an opening meeting at the start of the audit and a closing meeting at the conclusion of the audit. Where any part of the audit is made by electronic means or where the site to be audited is virtual, IS EG Halal ensures that such activities are conducted by personnel with appropriate competence. The evidence obtained during such an audit is sufficient to enable the auditor to take an informed decision on the conformity of the requirement in question.

## **5.10 Conducting the Opening Meeting:**

**5.10.1** A formal opening meeting where attendance is recorded is held with the client's management and, where appropriate, those responsible for the functions or processes to be audited. The purpose of the opening meeting, usually conducted by the audit team leader, is to provide a short explanation of how the Halal audit activities will be undertaken and include the following elements. The degree of detail shall be consistent with the familiarity of the client with the audit process

- i. introduction of the participants, including an outline of their roles
- ii. confirmation of the scope of certification
- iii. confirmation of the Halal audit plan (including type and scope of audit, objectives and criteria), any changes, and other relevant arrangements with the client, such as the date and time for the closing meeting, interim meetings between the audit team and the client's management
- iv. confirmation of formal communication channels between the audit team and the client
- v. confirmation that the resources and facilities needed by the audit team are available
- vi. confirmation of matters relating to confidentiality
- vii. confirmation of relevant work safety, emergency and security procedures for the audit team
- viii. confirmation of the availability, roles and identities of any guides and observers
- ix. the method of reporting, including any grading of audit findings
- x. information about the conditions under which the audit may be prematurely terminated
- xi. confirmation that the audit team leader and audit team representing the Halal certification body is responsible for the audit and shall be in control of executing the audit plan including audit activities and audit trails
- xii. confirmation of the status of findings of the previous review or audit, if applicable
- xiii. methods and procedures to be used to conduct the audit based on sampling
- xiv. confirmation of the language to be used during the audit
- xv. confirmation that, during the audit, the client will be kept informed of audit progress and any concerns
- xvi. opportunity for the client to ask questions.

## **5.11 Communication during the Audit**

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**5.11.1** During the audit, the audit team periodically assesses audit progress and exchange information. The audit team leader reassigns work as needed between the audit team members and periodically communicates the progress of the audit and any concerns to the client.

**5.11.2** Where the available audit evidence indicates that the audit objectives are unattainable or suggests the presence of an immediate and significant risk (e.g. safety), the audit team leader reports this to the client and, if possible, to IS EG Halal to determine appropriate action. Such action may include reconfirmation or modification of the audit plan, changes to the audit objectives or audit scope, or termination of the audit. The audit team leader reports the outcome of the action taken to IS EG Halal.

**5.11.3** The audit team leader reviews with the client any need for changes to the audit scope which becomes apparent as on-site auditing activities progress and report this to IS EG Halal.

## **5.12 Obtaining and Verifying Information**

**5.12.1** During the audit, information relevant to the audit objectives, scope and criteria (including information relating to interfaces between functions, activities and processes) is obtained by appropriate sampling and verified to become audit evidence.

**5.12.2** Methods to obtain information include, but are not limited to interviews, observation of processes and activities and review of documentation and records.

## **5.13 Identifying and Recording Audit Findings**

**5.13.1** Audit findings summarizing conformity and detailing nonconformity is identified, classified and recorded to enable an informed certification decision to be made or the certification to be maintained.

**5.13.2** Opportunities for improvement are identified and recorded, unless prohibited by the requirements of a management system certification scheme. Audit findings, however, which are nonconformities, are not recorded as opportunities for improvement.

**5.13.3** A finding of nonconformity is recorded against a specific requirement, and contains a clear statement of the nonconformity, identifying in detail the objective evidence on which the nonconformity is based. Nonconformities are discussed with the client to ensure that the evidence is accurate and that the nonconformities are understood. The auditor however refrains from suggesting the cause of nonconformities or their solution.

**5.13.1** The audit team leader attempts to resolve any diverging opinions between the audit team and the client concerning audit evidence or findings, and unresolved points are recorded.

## **5.14 Conducting the Closing Meeting**

**5.14.1** A formal closing meeting, where attendance is recorded, is held with the client's management and, where appropriate, those responsible for the functions or processes audited. The purpose of the closing meeting, usually conducted by the audit team leader, is to present the audit conclusions, including the recommendation regarding certification. Any non-conformity is presented in such a manner that they are understood, and the timeframe for responding is agreed. The client is given opportunity for questions.

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Any diverging opinions regarding the audit findings or conclusions between the audit team and the client is discussed and resolved where possible. Any diverging opinions that are not resolved is recorded and referred to IS EG Halal. The closing meeting includes the following elements. The degree of detail shall be consistent with the familiarity of the client with the audit process:

- i. advising the client that the audit evidence collected was based on a sample of the information; thereby introducing an element of uncertainty;
- ii. the method and timeframe of reporting, including any grading of audit findings;
- iii. the Halal certification body's process for handling nonconformities including any consequences related to the status of the client's Halal certification;
- iv. the timeframe for the client to present a plan for correction and corrective action for any nonconformities identified during the audit;
- v. the Halal certification body's post audit activities;
- vi. information about the complaint handling and appeal processes.

### 5.15 Audit report

**5.15.1** IS EG Halal provides a written report for each audit to the client. The audit team identifies opportunities for improvement but do not recommend specific solutions. Ownership of the audit report is maintained by IS EG Halal.

**5.15.1** The audit team leader ensures that the audit report is prepared and is responsible for its content. The audit report provides an accurate, concise and clear record of the audit to enable an informed certification decision to be made. The report also contains:

- i. identification of the Halal certification body;
- ii. the name and address of the client and the client's management representative;
- iii. the type of audit (e.g. initial, surveillance or recertification audit);
- iv. the audit criteria;
- v. the audit objectives;
- vi. the audit scope, particularly identification of the organizational or functional units or processes audited and the time of the audit;
- vii. identification of the audit team leader, audit team members and any accompanying persons;
- viii. the dates and places where the audit activities (on site or offsite) were conducted;
- ix. audit findings, evidence and conclusions, consistent with the requirements of the type of audit;
- x. any unresolved issues, if identified.

### 5.16 Cause Analysis of Non-Conformities

IS EG Halal requires the client to analyze the cause and describe the specific correction and corrective actions taken, or planned to be taken, to eliminate detected nonconformities, within a defined time.

### 5.17 Effectiveness of Corrections and Corrective Actions

IS EG Halal reviews the corrections, identified causes and corrective actions submitted by the client to determine if these are acceptable. IS EG Halal verifies the effectiveness of any correction and corrective actions taken. The evidence obtained to support the resolution of nonconformities are recorded. The client

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is informed of the result of the review and verification. The client is informed if an additional full audit, an additional limited audit, or documented evidence (to be confirmed during future audits) will be needed to verify effective correction and corrective actions.

### 5.18 Stage 1 Audit

**5.18.1** The objectives of the stage 1 audit are to present a scenario for developing a plan for the stage 2 audit by gaining an understanding of good practices and the concept of identifying and analyzing product safety risks such as PRPs (ISO 22002), HACCP, and in particular, the organization's state of readiness for audit by reviewing the extent to which:

- i. The organization has identified (PRPs) that are appropriate to the business (e.g. regulatory and statutory requirements),
- ii. The product safety management system includes adequate processes and methods for the identification and assessment of the organization's safety hazards, and subsequent selection and categorization of control measures (combinations).
- iii. Availability of legislation regarding the safety of products in the areas relevant to the organization.
- iv. The product safety management system is designed to achieve the organization's safety policy
- v. The product safety management system implementation program justifies for further audit (stage 2).
- vi. The validation, verification and improvement programs conform to the requirements of the product safety management system standard.
- vii. The product safety management system documents and arrangements are in place to communicate internally and with relevant suppliers, customers and relevant parties.
- viii. 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.
- ix. 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.
- x. 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.).

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- xi. Review the allocation of resources for stage 2 audit and agree with the client on the details of the stage 2 audit.
- xii. 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.
- xiii. Any additional documentation that requires revision and/or knowledge that needs to be obtained in advance.

**5.18.2** Stage 1 audit can be carried out at the premises of IS EG Halal or at the applicant's organization premises according to complexity of production or service in order to achieve the desired objectives of an audit.

- i. In the case of categories A, B, F, J, H, G (Annex A of GSO 2055-2:2021), it is not necessary that stage 1 audit be on-site. However, it is up to the audit team to decide to carry out an on-site audit. In categories C, D, E, I, and K (Annex A of GSO 2055-2:2021) it is obligatory that stage 1 audit is done on-site.
- ii. Where stage 1 audit has not been performed on-site, the duration of stage 1 audit may not exceed 20% of the total audit time. Where it covers an on-site work, duration of the stage 1 audit may not exceed 30% of the total audit duration.

**5.18.3** When part of the production process is outsourced, stage 1 audit reviews the documentation included in Halal requirements and/or the product safety management system to determine if the combination of control measures is suitable for the Client and conform to requirements of Halal standards.

**5.18.4** IS EG Halal audit team shall document Stage 1 audit findings and communicated to the client, including identification of any areas of concern that could be classified as nonconformity during the stage 2 audit. IS EG Halal audit team also inform results of stage 1 audit to the applicant which may lead to postponement or cancellation of stage 2 audit.

**5.18.5** Any part of the product safety management system that is audited during stage 1 audit and determined to be fully implemented, effective and in conformity with requirements, may not need to be re-audited during stage 2 audit. However, the IS EG Halal audit team ensure that the already audited parts of the product safety management system continue to conform to the certification requirements. In this case, IS EG Halal audit team shall include these findings in stage 2 audit report and shall clearly state that conformity has been established during stage 1 audit.

**5.18.6** A detailed report on the first phase of the audit showing the audit results (consistent with the client's production objectives for the first phase of the audit) as well as potential areas of concern that can be identified as inconsistencies during the second phase of the audit is granted to the client and after that the date of the second stage of the audit is agreed with the Client. If there are serious inconsistencies during the first stage of the audit, the Client is given some time to correct these inconsistencies.

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**5.18.7** The interval between the first and second stages of the audit is established considering the interests of the Client and giving them time to correct potential non-conformances but cannot exceed 6 (six) months. If non-conformances are not eliminated and/or this elimination is not accepted by IS EG Halal within this period, the Stage 2 audit is cancelled and stage 1 audit is repeated. Stage 1 audit should be repeated if a longer interval i.e. more than six months are needed. At the end of the Stage 1 Audit, the exact formulation of the scope of the certificate must be established in agreement with the customer not later than four weeks before the Stage 2 audit.

### **5.19 Stage 2 Audit**

**5.19.1** The purpose of the second stage of the audit is to check the effectiveness of implementation of the requirements of the production of Halal products by the Client and verification of compliance with the stated standards. The audit commences with an opening meeting. The task of the audit team is to review the practical application of the management system and to assess it for fulfilment of the requirements of the standard. The second stage is always carried out in the client's production facility and includes the following:

- i. information and evidence about conformity to all requirements of the applicable management system standard or other normative documents
- ii. 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)
- iii. the client's management system ability and its performance regarding meeting of applicable statutory, regulatory and contractual requirements
- iv. operational control of the client's processes
- v. internal auditing and management review
- vi. management responsibility for the client's policies.

**5.19.2** This is carried out by means of questions put to the staff, viewing of other documents, records, orders and guidelines as well as by an on-site visit to the relevant areas. The audit record serves as a guide during this process. During the audit, the audit team shall periodically assess audit progress and exchange information. The audit team leader shall reassign work as needed between the audit team members and periodically communicate the progress of the audit and any concerns to the client (e.g.: daily closing meetings).

**5.19.3** The audit team analyses the results and evidence gathered during both phases of the certification audit to review the audit findings, agree on the audit conclusions and draw up an audit report. The client shall be given opportunity for questions. Any diverging opinions regarding the audit findings or conclusions between the audit team and the client shall be discussed and resolved where possible. Any diverging opinions that are not resolved shall be recorded and referred to the certification body. At the end of the on-site audit, a final closing meeting takes place. IS EG Halal has assigned the responsibility to Lead Auditor to review all information and results related to the evaluation and submit to certification manager for further proceedings. The delay of the stage1 and stage 2 should not exceed 6 months.

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## 5.20 Sampling

- 5.20.1** Where necessary, the audit team shall take samples in sufficient quantities from production/service premises for the performance of the required inspections and tests.
- 5.20.2** Audit team shall determine total number of areas where products are produced and stored (Manufacturing sites warehouses, etc...), those are considered as sampling points. Out of this number, random selection of sampling points will be made based on nature and severity of the product.
- 5.20.3** Samples shall only be taken from the finished product ready for commercial distribution.
- 5.20.4** All factories, stock rooms and warehouses containing finished products shall be included in the population to be sampled.
- 5.20.5** Sampler shall randomly select TWO Samples of the same product intended for sampling collect samples, one sample to be sent to the laboratory, and one sample to be packaged, sealed and kept with manufacturer site for further needed demonstration of integrity of sampling method.
- 5.20.6** Sampler shall write all details of taken samples on “Sampling form” containing details about the product, testing, and number of units to be taken from each similar product, sampling locations and date of sampling etc.
- 5.20.7** Three copies of sampling form shall be provided, one for the sampler's record, a second to be packed with the samples that will be sent to the laboratory, and a third for the manufacturer to act as a receipt for the goods taken.
- 5.20.8** Samples taken by the audit team shall be sent for analysis to the laboratory accredited under ISO/IEC 17025.

## 5.21 Inspections and tests

- 5.21.1** Inspections and tests on the halal product/service shall be determined in accordance with the requirements of the halal product/service and the national and/or regional or international legal provisions.
- 5.21.2** Laboratories that undertake inspections and/or analysis shall be accredited in accordance with ISO/IEC 17025 by a recognized authority in the country.
- 5.21.3** In case independent testing facilities are not available, IS EG Halal shall ensure that the specified controls are in place at the supplier’s testing facilities, and are managed in a manner which provides confidence in the results obtained and that records are available to justify the confidence.

## 5.22 Audit Findings/Documentation of the audit

**5.22.1** The audit team record their findings during the audit either by hand or electronically. The audit findings are evaluated as per following:

- a. Conformity,
- b. Nonconformity (Major/Minor NC).

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c. Observation

**5.22.2** The audit report is prepared based on the audit findings. Nonconformities and potentials for improvement are documented in the audit report. Action plans for nonconformities are prepared by the client in consultation with the audit team leader.

**5.22.3** A finding of nonconformity shall be recorded against a specific requirement of the audit criteria, contain a clear statement of the nonconformity and identify in detail the objective evidence on which the nonconformity is based. Nonconformities shall be discussed with the client to ensure that the evidence is accurate and that the nonconformities are understood. The audit team, however, shall refrain from suggesting the cause of nonconformities or solutions to them.

**5.22.4** The action plan with root cause analysis, specific corrections and corrective actions regarding the nonconformities must be submitted by the client within 05 calendar days following the last day of the audit. When Major Non-Conformity occurs, the client needs to take corrective actions based on root cause analysis within 28 days and submitted to the IS EG Halal. After the verification of these corrective actions, IS EG Halal performs a “follow up audit”, which is charged at IS EG Halal current rates.

**5.22.5** When Minor Non-Conformity occurs, the client needs to take corrective actions based on root cause analysis and submit the evidences within 90 days to the IS EG Halal. Audit team verifies these corrective actions and evidences.

**5.23 Initial Halal certification audit conclusions**

**5.23.1** The audit team shall analyse all information and audit evidence gathered during stage 1 and stage 2 to review the audit findings and agree on the audit conclusions. IS EG Halal Halal Decision Certification Committee is responsible for all decisions on granting, refusing, cancelling, suspending, withdrawing, and expanding/reducing the Halal certification and its scope. IS EG Halal ensures that personnel granting halal certificates fulfill all the competency requirements. The team taking the certification decision is not less than 3, including two Islamic affairs expert and the decisions are taken unanimously, not by majority of votes.

**5.23.2** The committee reviews the evaluation results and all technical and administrative aspects of the products/ services sought for registration. Documents forwarded to the committee include but not limited to the audit reports, nonconformity reports and corrective action done by the client, recommendation for certification by the auditors and all documents provided during application. Halal Certification decision Committee analyses all the information, reports and feedback provided by the Halal Certification Unit. It critically reviews this information in terms of a client’s production compliance with Halal production and certification standards, requirements and regulations by applying the critical analysis technique and knowledge of these standards, requirements and regulations. After the review of all provided information, the voting takes place. After the vote the decision on granting, refusing cancelling, suspending, withdrawing, and expanding or reducing Halal Certificate is protocolled and the official conclusion

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including the decision and the reason for this decision is provided to the Halal Certification Unit. Decisions are taken unanimously, not by majority of votes. If the decision is negative, the Halal Certification Unit informs the Client about the decision and reason for it. In this case the Halal Certification process ends at this point. If the decision is positive, certification department will prepare Halal certificate with all the relevant information related to the product. Upon completion of the certificate the same is given to the CEO for the approval.

**5.23.3** In case of a decision not to grant certification due to non-conformity on the part of the customer, IS EG Halal notifies the customer of the reasons for the decision. If the customer expresses interest in continuing the certification process, IS EG Halal coordinates once more with the customer in order for them to initiate the necessary actions to satisfy the requirements of the applicable certification scheme. Upon the client's submission of the corrective actions and supporting evidences, the processes of evaluation and review are repeated. should the decision not to grant certification is due to missing information from the evaluation results or other administrative aspects.

**5.23.4** IS EG Halal does not authorize third parties to issue, maintain, extend, reduce, suspend or withdraw certification. Eventually outsourced stages of the certification process, under formal agreements and procedures defining their limits, remain under the responsibility of IS EG Halal.

#### **5.24 Information for granting initial Halal Certification**

**5.24.1** The information provided by the audit team to IS EG Halal for the Halal certification decision includes, as minimum,

- i. The audit reports
- ii. Comments on the non-conformities and, where applicable, the corrections and the corrective actions taken by the client.
- iii. Confirmation of the information provided to the Halal certification body used in the application review.
- iv. A recommendation whether or not to grant a Halal certificate, together with any conditions or observations.

**5.24.2** IS EG Halal makes 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).

#### **5.25 Review**

**5.25.1** IS EG Halal shall assign at least one person to review all information and results related to the evaluation.

**5.25.2** Technically competent person who have not been involved in the evaluation process shall carry out the review.

**5.25.3** The Team Lead forwards the following pack to the Technical Reviewer:

- i. Application review Output;

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- ii. Certification Agreement;
- iii. Licensing Agreement for the use of Halal Certificates and Halal Mark;
- iv. Audit Plan;
- v. Stage 1 Audit Report;
- vi. Stage 2 Audit Report;
- vii. Audit Checklists;
- viii. Comments on the Non-conformities and, where applicable, the Root-cause analysis, Corrections and Corrective Actions taken by the client;
- ix. Confirmation that the audit objectives have been achieved.

**5.25.4** The Review Output shall be documented.

### **5.26 Certificate Issuance**

**5.26.1** In general, the validity of the certificate does not exceed three years from the issue date. Expiry of validity depends on the date of certificate decision. Halal certificate issued to clients valid for three years. Certification department will start coordinating with the client four months before the actual audit date, so that it will not exceed more than 1 year. The Issued Halal Certificate shall be valid for 3 years. Generally, only a valid certificate issued by an accredited certification body can be transferred. If that prerequisite is not satisfied, the individual case must be judged on its merits.

**5.26.2** It is not possible to transfer suspended certificates or certificates which are under the threat of suspension. Any unresolved nonconformities have to be clarified with the previous certification body prior to transfer wherever practicable. Such nonconformities must otherwise be reviewed in the course of the audit.

**5.26.3** A certificate can be issued with the date of completion of the Pre-Transfer Review as date of issue (subject to the usual release process) if there are no longer any unresolved or potential problems. Future surveillance and recertification audits are based on the previous Surveillance and Recertification program.

### **5.27 Surveillance Audit**

**5.27.1** IS EG Halal will conduct surveillance audits for first and second years following the certification decision, in order to ensure continued compliance of Halal product/service with the requirements of the Halal certification, giving due regard to the requirements of the Halal product/service standard to which the Halal certification has been conducted and taking account of the nature of Halal product/service , requirements of the Halal certification, any nonconformities detected in the Halal product/service or Halal production/service premises or any complaints received with regard to certified Halal product/service.

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**5.27.2** The intent is to ensure that any changes to the scope of the Halal certification audit are captured and monitored regularly to determine if the Halal certification is still representative of the actual management system. Surveillance audits will be conducted at client site.

**5.27.3** Surveillance audits shall be conducted at least once a calendar year, except in recertification years. The date of the first surveillance audit following initial certification shall not be more than 12 months from the certification decision date.

**5.27.4** During preparation of the audit, the audit team leader initiates an inquiry to the customer regarding changes in the structural and procedural organization, the size of the company and the company activities. This includes in particular a review of the current system documentation. In addition, materials used for public relations (e.g., Internet, advertising material) can be used for preparation purposes.

**5.27.5** Regular surveillance audits are carried out on the same principle as certification audits, but the audit program can be much shorter, depending on the complexity of the audited production, the results of previous audits and the established frequency of periodic audits. Surveillance audits are on-site audits, but are not necessarily full system audits, and are planned together with the other surveillance activities so that IS EG Halal can maintain confidence that the certified production continues to fulfil requirements between recertification audits. The surveillance audit programmed shall include, at least:

- i. Internal audits and management review
- ii. A review of actions taken on nonconformities identified during the previous audit.
- iii. Complaints Handling.
- iv. Effectiveness of the management system with regard to achieving the certified client's objectives and the intended results of the respective management system.
- v. Progress of planned activities aimed at continual improvement.
- vi. Continuing operational control.
- vii. Review of any changes.
- viii. The use of Halal Mark and/or any other reference to certification.

**5.27.6** IS EG Halal also regularly reviews the documentation provided by the Client, and upon the expiration of the certificates provided, requests the new ones. The Client is given a certain amount of time to provide the updated certificates. If the renewed certificates are not provided at the set time, the validity of the Halal Certificate issued is suspended or revoked.

**5.27.7** In all cases, the procedures with regard to reports issued as a result of surveillance shall be determined by the Halal Certification Committee.

**5.27.8** Surveillance activities shall include on-site audits assessing the certified client's management system's fulfilment of specified requirements with respect to the standard to which the certification is granted.

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**5.27.9** Other surveillance activities may include

- i. enquiries from the IS EG Halal to the certified client on aspects of certification,
- ii. reviewing any client's statements with respect to its operations (e.g. promotional material, website),
- iii. requests to the client to provide documents and records (on paper or electronic media)
- iv. other means of monitoring the certified client's performance.

**5.27.10** When continuing use of a certification mark is authorized for placement on a product (or its packaging, or information accompanying it) of a type which has been certified, surveillance shall be established by IS EG Halal and shall include periodic surveillance of marked products to ensure ongoing validity of the demonstration of fulfilment of product requirements.

**5.27.11** When continuing use of a certification mark is authorized for a process or service, surveillance shall be established and shall include periodic surveillance activities to ensure ongoing validity of the demonstration of fulfilment of process or service requirements.

**5.27.12** When the certification scheme introduces new or revised requirements that affect the client, IS EG Halal shall ensure these changes are communicated to all clients. IS EG Halal shall verify the implementation of the changes by its clients and shall take actions required by the scheme.

**5.27.13** IS EG Halal shall consider other changes affecting certification, including changes initiated by the client, and shall decide upon the appropriate action.

**5.27.14** The actions to implement changes affecting certification shall include, if required, the following:

- i. Evaluation
- ii. Review
- iii. Decision
- iv. Issuance of revised formal certification documentation to extend or reduce the scope of certification
- v. issuance of certification documentation of revised surveillance activities (if surveillance is part of the certification scheme).

**5.27.15** These actions shall be completed in accordance with applicable parts of 7.4, 7.5, 7.6, 7.7 and 7.8 of ISO 17065:2012. Records shall include the rationale for excluding any of the above activities (e.g. when a certification requirement that is not a product requirement changes, and no evaluation, review or decision activities are necessary).

**5.27.16** In case of nonconformities, the audit team leader should proceed as in the certification audit. Suspensions of the certificate must also be considered. When Halal production premises are audited and if

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non-conformances that directly affect Halal product safety are detected, samples may be taken for the surveillance purposes. The audit file is then reviewed by the appointed decision committee after closure of all NCs.

**5.27.17** Decisions on continuing with existing Halal certification (certificate maintenance) will be made based on sufficient evidence that the client organization has continued to satisfy requirements of the management system standard(s).

## **5.28 Maintaining Certification**

**5.28.1** IS EG Halal maintains certification based on demonstration that the client continues to satisfy the requirements of the relevant standard. It may maintain a client's certification based on a positive conclusion by the audit team leader without further independent review, provided:

- i. For any non-conformity or other situation that may lead to suspension or withdrawal of certification, IS EG Halal has a system that requires the audit team leader to report to the IS EG Halal 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
- ii. Competent personnel of IS EG Halal monitor its surveillance activities, including monitoring the reporting by its auditors, to confirm that the Halal certification activities are operating effectively.

**5.28.2** IS EG Halal conducts surveillance at certain time intervals as discussed above as it deems necessary in order to check the continuing compliance of Halal product/service with the requirements of the certification, giving due regard to the requirements of the Halal product/service standard to which the certification has been conducted and taking account of the nature of Halal product/service in question, requirements of the certification, any nonconformities detected in the Halal product/service or Halal production/service premises or any complaints received with regard to certified Halal product/service.

**5.28.3** Where Halal production/service premises are audited and where nonconformities that directly affect halal product/service safety are detected, samples may be taken for surveillance purposes. In all cases, the procedures with regard to reports issued as a result of surveillance are determined by decision maker(s).

## **5.29 Recertification audit**

**5.29.1** IS EG Halal conducts recertification audits as a gauge of continued fulfillment of audit requirements and scope relevancy for the Halal certificate owners (certified organization) once they submit recertification application six (6) months prior to the expiry date of current Halal certificate.

**5.29.2** The recertification audit will only be conducted upon client extension of the contract for audit services. In case of contract termination, no recertification audits will occur to continue the client organization's certification in the next cycle.

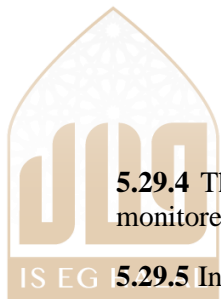
**5.29.3** The recertification audit will consider the results of prior audits and ensure that the client organization can demonstrate continued effectiveness of its management system against standards.

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**5.29.4** The intent is to ensure that any changes to the scope of the certification audit are captured and monitored regularly to determine if the certification is still representative of the actual management system.

**5.29.5** In most cases, recertification audits are conducted in one stage. Recertification could be done in 2 stages if there have been significant changes to the management system, the organization, or the context in which the management system is operating (e.g. changes to legislation).

**5.29.6** The time interval for addressing non conformances in case of recertification audits varies depending on the clients' certificate validity.

**5.29.7** Halal certificate owners who failed to renew their certificates will not be allowed to use the Halal mark at the premises or on the manufactured products. Gap-free recertification is also possible if the certification decision has been made 3 months at the most before the expiration date. Competence requirements for the auditors in a recertification audit will remain the same as for the initial audit. The auditor asks the company about any changes in the structural and procedural organization of the company, the size of the company, the company activities and the scope. In determining the calculation of the audit effort / audit program the auditor shall take into account the results of previous audits and decides to waive the stage 1 audit. It may be necessary to perform a Stage 1 audit in the context of a recertification audit if there have been significant changes to the management system or in relation to the activities of the company (e.g. changes in the law). The documentation shall be in the calculation/ audit program.

**5.29.8** For any major nonconformity, IS EG Halal shall define time limits for correction and corrective actions. These actions shall be implemented and verified prior to the expiration of certification.

**5.29.9** When recertification activities are successfully completed prior to the expiry date of the existing certification, the expiry date of the new certification can be based on the expiry date of the existing certification. The issue date on a new certificate shall be on or after the recertification decision.

**5.29.10** In case the IS EG Halal has not completed the recertification audit or IS EG Halal is unable to verify the implementation of corrections and corrective actions for any major nonconformity prior to the expiry date of the certification, then recertification shall not be recommended, and the validity of the certification shall not be extended. The client shall be informed, and the consequences shall be explained by IS EG Halal.

**5.29.11** Following expiration of certification, IS EG Halal can restore certification within 6 months provided that the outstanding recertification activities are completed, otherwise at least a stage 2 shall be conducted. The effective date on the certificate shall be on or after the recertification decision and the expiry date shall be based on prior certification cycle.

**5.29.12** Recertification audits include a review of management system documentation with confirmation of the review in the audit report. If there have been significant changes, the result of the review must be documented separately, and an onsite audit carried out. The results of the previous surveillance program(s) over the course of the certificate validity shall be considered. All requirements of the standard must be audited. The audit methodology is equivalent to the methodology of a Stage 2 audit.

**5.29.13** Following points should also be reviewed in the recertification audit:  
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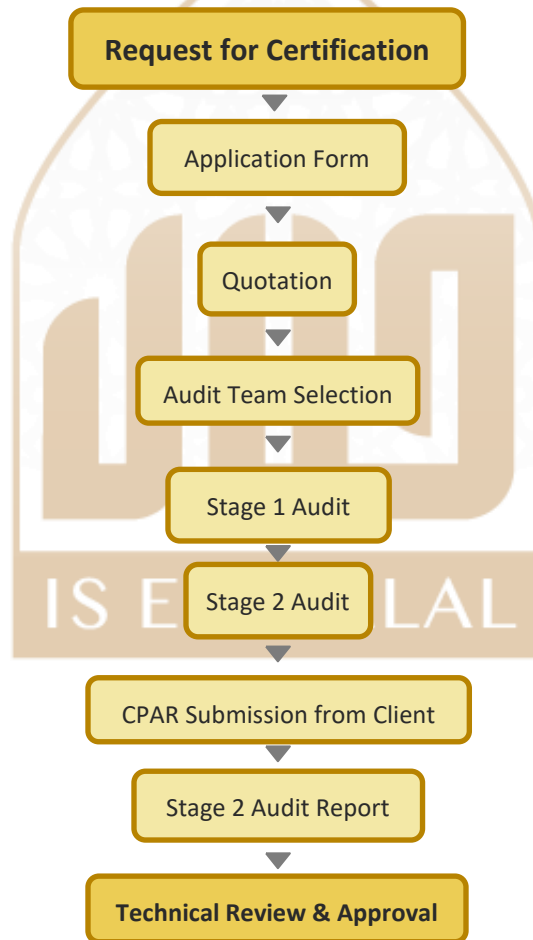
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- i. the effectiveness of the management system in its entirety in the light of internal and external changes and its continued relevance and applicability to the scope of certification
- ii. demonstrated commitment to maintain the effectiveness and improvement of the management system in order to enhance overall performance
- iii. the effectiveness of the management system with regard to achieving the certified client's objectives and the intended results of the respective management system (s).

**5.29.14** Audit performance, documentation and also issue of certificates shall be performed in accordance with the rules applying to certification audits. Normally the certification decision should be made before the expiration date of the certificate.

### IS EG Certification Process Flowchart



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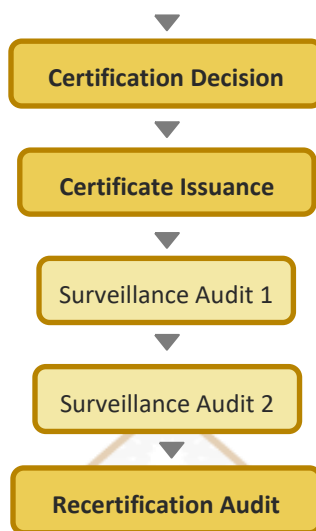
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### 5.30 Special audits

#### 5.30.1 Expanding scope

**5.30.1.1** IS EG Halal shall, in response to an application for expanding 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.

**5.30.1.2** An extension audit can be performed to expand / extend the scope of an existing certificate. The extension / reduction audit may be carried out within the scope of a surveillance audit, re-certification audit or on an independently selected date. The validity period of the certificate remains unaffected. Exceptions have to be justified in writing. The audit team leader / audit team will review the MS documents concerning the extended areas / new locations and audit all requirements which are affected by the extension. The further procedure regarding the documentation and release of the audit procedure corresponds to a certification audit.

#### 5.30.2 Short-notice audits

**5.30.2.1** IS EG Halal conduct audits of certified clients at short notice or unannounced to investigate complaints, or in response to changes, or as follow up on suspended clients. In such cases:

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- i. IS EG Halal shall describe and make known in advance to the certified clients and the conditions under which such audits will be conducted
- ii. IS EG Halal 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.

**5.30.2.1** Auditors may terminate the audit if they feel intimidated during any audit (Certification, Surveillance, Recertification, short notice audit etc.), and can refer the case to management for swift response on the next steps in that case. In case of serious intimidation, the relevant regional authorities can also be informed.

### **5.31 Certification Changes**

**5.31.1** The Client is requested to inform IS EG Halal promptly of any significant changes to its product(s) or services that may impact the certified management system(s) or any other circumstances, which may affect the validity of its certification. Change of site, additional sites, change of process, change of ownership, change of scope, change of number of employees, etc. are considered as changes which may affect the validity of the certification. IS EG Halal then takes the appropriate action, such as conducting a special visit and/or changing the certification. Special visits are conducted as well to investigate complaints received about the Client.

### **5.32 Suspending/Cancelling, Withdrawing or Reducing the Scope of Certification**

**5.32.1** IS EG Halal has a documented procedure for Cancelling, suspending, withdrawing or reducing the scope of Halal certification, and specifies the subsequent actions by IS EG Halal. IS EG Halal suspends certification in cases when, for example:

- i. The client's certified management system has persistently or seriously failed to meet certification requirements, including requirements for effectiveness of the management system.
- ii. The certified client does not allow surveillance or recertification audits to be conducted at the required frequencies.
- iii. The client has voluntarily requested a suspension.
- iv. Due to non-fulfill of payment from client side.

**5.32.2** Under suspension, the client's certification is temporarily invalid. IS EG Halal has an enforceable arrangement with its clients to ensure that in case of suspension the client refrains from further promotion of its certification. IS EG Halal makes the suspended status of the certification publicly accessible and take any other measures if deems appropriate.

**5.32.3** Failure to resolve the issues that have resulted in the suspension in a time established by the IS EG Halal resulted in withdrawal or reduction of the scope of certification.

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**5.32.4** IS EG Halal reduces 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 is in line with the requirements of the standard used for certification.

**5.32.5** IS EG Halal 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, IS EG Halal correctly state the status of certification of a client's management system as being suspended, withdrawn or reduced.

### **5.33 Complaints and Appeals**

**5.33.1** A description of the complaints / appeal -handling process is publicly accessible.

**5.33.2** Upon receipt of a complaint / appeal, IS EG Halal confirm whether the complaint / appeal relates to certification activities that it is responsible for and, if so, deal with it. If the complaint / appeal relates to a certified client, then examination of the complaint / appeal considers the effectiveness of the certified management system.

**5.33.3** Any complaint about a certified client also be referred by the Halal certification body to the certified client in question at an appropriate time.

**5.33.4** IS EG Halal has a documented process to receive, evaluate and make decisions on complaints / appeals. This process subject to requirements for confidentiality, as it relates to the complainant and to the subject of the complaint.

**5.33.5** IS EG Halal is responsible for all decisions at all levels of the complaints / appeals-handling process. IS EG Halal ensures that the persons engaged in the complaints /appeals handling process are different from those who carried out the audits and made the certification decisions.

**5.33.6** Submission, investigation and decision on appeals are not result in any discriminatory actions against the appellant/ complainant.

**5.33.7** IS EG Halal acknowledges receipt of the complaint / appeal and provides the appellant/ complainant with progress reports and the outcome.

**5.33.8** The decision to be communicated to the appellant/ complainant are made by, or reviewed and approved by, individual(s) not previously involved in the subject of the appeal/ complaint.

**5.33.9** IS EG Halal gives formal notice to the appellant/ complainant of the end of the complaints / appeals-handling process.

**5.33.10** The members of appeal and complaint committee are independent from any phase of the Halal certification related to the subject of the appeal or complaint.

**5.33.11** The complaints and appeals management process of IS EG Halal is based on the following principles:

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

**5.33.12** IS EG Halal maintain a system for receiving complaints, appeals, claims and disputes. The client needs to provide the following information.

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- i. Client Details
- ii. Application reference, if applicable
- iii. Nature of complaint

**5.33.13** Any member of Complaint & Appeal Committee receiving a complaint/appeal related to a potential problem must promptly obtain information about problem and notify the Certification Manager upon learning of any extortion incident. CEO is responsible to call out a meeting of Complaint & Appeal Committee to discuss necessary actions to be taken. Certification Manager is responsible to coordinate with committee members about the actions taken and not to be taken about complaint/appeal. Certification Manager is responsible to identify the points where the potential problems occurred or from where the information's is to be collected.

**5.33.14** Necessary information's are collected and sent immediately to the Certification Manager. He may take the aid of other committee members to accomplish this task, where the committee for investigation comprised of at least 03 persons and at least one of whom is a Halal Islamic affairs expert, who were not involved in the certification process or activities related to the complaint/appeal nor has been employed by the complainant/appellant or render consultancy service for them within two years, is formed. The personnel or committee gathers all the necessary information and evidences to verify the merit of the complaint/ appeal. The root cause of a valid complaint/ appeal is determined based on outcome of the investigation, and appropriate action plan to prevent recurrence is recommended by the Certification Manager, subject to approval by the CEO.

**5.33.15** The effectiveness of the implemented corrective action is verified by the Certification Manager within the time frame specified. Complaint and Appeal Form is used to record all activities concerning handling of complaints and appeals. These complaints/ appeals are also part of the management review meeting.

**5.33.16** The outcome of complaint/ appeal investigation and final decision, including any action required from the client is communicated to the complainant/appellant by the CEO or Certification manager's feedback on IS EG Halal process of handling complaints and appeals are welcomed and duly recorded in the same Complaint and Appeal Form.

#### **5.34 Records of applicants and clients**

**5.34.1** IS EG Halal maintains 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.

**5.34.2** Records of certified clients include the following:

- i. Application information and initial, surveillance and recertification audit reports
- ii. Certification agreement
- iii. Justification for audit time determination
- iv. Verification of corrective and preventive actions
- v. Records of complaints and appeals and any subsequent corrective and preventive actions
- vi. Committee deliberations and decisions if applicable

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- vii. Documentation of the certification decisions
- viii. Certification documents, including the scope of certification with respect to product, process or service, as applicable
- ix. Related records necessary to establish the credibility of the certification, such as evidence of the competence of auditors and technical experts.

**5.34.3** IS EG Halal keeps records on applicants and clients secure to ensure that the information is kept confidential. Records are transported, transmitted or transferred under lock and key to ensure that confidentiality is maintained. This phase is supervised by a staff member of IS EG Halal. IS EG Halal has documented procedure on the retention of records. Records are retained for the duration of the current cycle plus one full certification cycle.

#### **5.34 Maintenance and Improvement of Scheme:**

**5.34.1 Review of scheme operation:** This scheme will be reviewed on at least annually basis during a management review meeting. The purpose of review is to confirm the validity of scheme and to identify aspects requiring improvement. The following points will be covered in the review process:

- i. Provisions to ensure that the scheme requirements are being applied in consistent manner.
- ii. Feedback from stake holders will be considered.
- iii. Complaints and appeals will be reviewed.
- iv. In case any change in the scheme is decided, it will be communicated to respective accreditation body.
- v. Review record will be maintained in the form of minutes of meeting and circulated to all concerned.

**5.34.2 Changes in Specified Requirements:** IS EG Halal monitors the development of the standards and other normative documents which define the specified requirements used in this scheme. Where changes in these documents occur, Certification Manager / Representative is responsible for incorporating these changes in the scheme and for managing implementation of the changes by clients and other stake holders.

**5.34.3 Other Changes to the Scheme:** IS EG Halal follows the control of documents Procedure for managing the implementation of other changes to the rules, procedures and management of the scheme.

#### **5.35 Confidentiality and Impartiality**

**5.35.1** IS EG Halal is responsible for ensuring that confidentiality of information is maintained by its employees and those of its subcontractors concerning all information obtained as a result of their contacts with the licensee. It also ensures impartiality. The IS EG Halal has established confidentiality and impartiality procedures in accordance with the relevant standards.

#### **5.36 Fraudulent claim of certification**

**5.36.1** IS EG Halal takes appropriate action when an applicant organization of a product it has certified, engages in unauthorized, incorrect, or misleading use of the certification mark, whether it is discovered by the IS EG Halal or is brought to its attention of competent authority. The IS EG Halal brings to the official notice, any instances of unauthorized use of a certification mark by an applicant organization of a product that has not been certified. The competent authority engages in appropriate action with the infringing organization.

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### 5.37 Fees

5.37.1 IS EG Halal intends to support the certification activities with fees received from its clients. These funds are adequate for covering all required activities to meet the procedures defined in the IS EG Halal Quality Manual. The breakdown of service charges is decided mutually depending upon the client size and the scope of certification.

## 6. Formats / Exhibits

- Application
- Application review
- Halal Agreement
- Audit Notification
- Audit Reports
- Halal Certification Decision Committee
- Halal Certificate



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## Annex A

### GENERAL REQUERIMENTS FOR HALAL PRODUCTS MANUFACTURING

The manufacturer shall demonstrate compliance with all legal issues applicable to the country and region;

1. All IS EG Halal certified products, and its raw materials, process aids, inputs and packaging material shall be free of all haram (non-halal) elements described in table 1, and of any impurity (Najasah)
2. All products certified by IS EG Halal, and their raw materials, processing aids, supplies and packaging do not contain animal derivatives that have not been slaughtered in Halal (according to Shariah).
3. All products certified by IS EG Halal and their respective raw materials, inputs, process aids, and packaging materials shall be guaranteed through their Halal status with official documents that demonstrate their licit origin, except when they are of 100% natural origin, such as vegetables, ores and others - as assessed by IS EG Halal.
4. There shall be a supplier approval process for the selection and approval of raw materials, inputs, process aids and packaging materials, in order to ensure the quality and integrity of the product, as well as its safety for Halal.

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5. All products certified by IS EG Halal and its raw materials, processing aids and packaging materials shall not contain toxic substances and dangerous pollutants that could be considered as harmful to health.
6. All products certified by IS EG Halal and its raw materials, inputs, processing aids and packaging materials shall meet the physical-chemical standards established for chemicals and cleaning agents and shall contain only allowed substances and within the maximum limits established by current legislation.
7. All raw materials, inputs, processing aids and packaging materials, used in certified products, shall be previously informed and approved by IS EG Halal.

### **8. Ethyl alcohol / Ethanol:**

- 8.1 All products certified by IS EG Halal, and its raw materials, inputs, process aids or any other element that comes into direct contact with the Halal products are not / shall not contain alcoholic beverages (khamr), or derivatives physically separated from the alcoholic beverages.
- 8.2 Products derived from the alcoholic beverage industry in solid form, such as brewer's yeast extract, can be used since they undergo a purification process according to Shariah, which consists of the complete removal of color, odor and flavor of the alcoholic beverage.
- 8.3 Ethyl alcohol (ethanol) may occur naturally in products due to spontaneous fermentation, however, it is necessary that these do not exceed the maximum limit of ethanol established by IS EG Halal, which is 1%. It is forbidden the addition of alcoholic beverages, alcoholic products, and ethyl alcohol (ethanol) during production
- 8.4 For products destined for the Gulf, the limit shall meet the requirements of GSO 2538:2021, which in the case of chemicals are 0.2% v/v.
- 8.5 In some cases, ethyl alcohol (ethanol) is indispensable in manufacturing, and it is used as an auxiliary/process additive. In this case, ethanol is allowed, since the source of production is not from alcoholic beverages (eg wine), and it does not exceed the maximum limit of ethanol established by IS EG Halal, which is 1%.
- 8.6 The name of the final product, the brand, the logo, the sensory characteristics and the model of the packaging do not infringe the principles of Shariah, for example the brand does not refer to Haram elements such as bacon, ham, beer, or any other that could confuse the consumer.
- 8.7 The Islamic Rules shall be applied at all stages of the chain of products certified by IS EG Halal, including receipt, preparation, packaging, labeling, storage and transportation

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- 8.8 The official authorities may take all necessary procedures to verify the conformity of products with the special requirements of Halal products and may take appropriate measures in accordance with local legislation.
- 8.9 All types of cleaning or maintenance products such as detergents, sanitizers, greases, and lubricants shall be previously informed and approved by IS EG Halal and shall be free of non-halal components or materials (prohibited by Shariah).
- 8.10 All Halal products shall be completely separated from non-Halal products, at any and all stages of throughout the manufacturing flow (receipt, preparation, packaging, labeling, storage, and transportation), to avoid cross-contamination.
- 9. For units that manufacture Halal and non-Halal products:**
- 9.1 The equipment shall be sanitized before the start of Halal production, and the hygiene procedure is duly validated.
- 9.2 It is recommended that the day of production begins with the manufacture of Halal products.
- 9.3 It is necessary to identify the lines that process the Halal, in order to prevent cross contamination
- 9.4 It is not allowed to carry out the sanitization alternately between equipment that processes Halal and equipment that processes non-Halal products.
- 9.5 The sampling practices shall ensure that cross-contamination of the Halal certified product or its raw materials, inputs and process aids does not occur with any non-Halal product. For example, use a sample collection utensil in a Halal product that was not properly sanitized, and was also previously used to collect some non-Halal product.
- 9.6 Validation tests may be carried out on the first Halal production following non-Halal production, whether on the product and / or equipment, as determined by the certification body.
- 9.7 Halal and non-Halal raw materials shall be segregated and identified.
10. If the production lines have already been used to make products of pork origin, for example, an enzymatic detergent with lipase, before converting it for the manufacture of Halal products it is necessary that the same goes through a ritual of purification, which consists of subjecting the equipment to the passage of water + cleaning agents such as detergent and sanitizer, at least 7 times, for the complete removal of color, taste and aroma from the contaminant.
11. If the certified company's standard procedure does not add up to 7 product passes (adding water, cleaning and rinsing), it shall be repeated as many times as necessary until totalization, or additional rinsings may be performed only with water, so that in open equipment, the uninterrupted flow of water occurs for at least 30 seconds, followed by total water evacuation. This procedure will be considered as 1 (one) rinse.

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12. The conversion of the lines between Halal production and swine shall not be carried out continuously.
13. All IS EG Halal certified products containing meat, gelatin or other elements of animal origin (from slaughtered animals) shall have a IS EG Halal supervisor working on site during Halal production, which may be fixed or per production. Other types of products may have the same obligation when the company manufactures Halal and non-halal products, and they are identified as high risk for Halal, and this need will be defined by IS EG Halal.
14. The supervisor shall be Muslim, mentally healthy, at least 18 years old, and competent to perform his role efficiently, demonstrating knowledge and understanding of the Islamic fundamentals and requirements referring to Halal.
15. All equipment, production lines, tools, utensils and associated materials used for the preparation of products certified by IS EG Halal shall be clean and free of impurities and shall not be manufactured or contain any type of non-Halal material, such as bone, nail, or teeth (stainless steel is preferable).

## **16. STORAGE AND TRANSPORTATION OF HALAL PRODUCTS**

**16.1** If the company has final products with different Halal status, the Halal products shall be properly segregated and identified according to it.

- 16.1.1 For powder products stored in flexible packaging (such as flexible plastic packaging, raffia and kraft paper bag), there shall have a significant physical segregation (average of 50 cm) between products with different status, to ensure no cross contamination occur. When stored on shelves, the Halal products can not be placed below non-Halal products.
- 16.1.2 For solid and liquid products stored in rigid packages (drums, cylinders, cans, for example) a physical segregation with a significant distance is not mandatory, however, Halal and non-Halal products should not lean against each other (even when already packaged in primary, secondary and palletized). It is highly recommended that Halal products when stored on shelves do not stay below non-Halal products.
- 16.1.3 The Halal certified company shall implement a hazard evaluation and take the appropriate procedure to determine what measures should be taken in case of non-Halal packaging breakdown/ leakage in the final product warehouse, with the aim of ensuring no cross-contamination with the Halal product.
- 16.1.4 Regarding the identification of products, it may be applied only on Halal products, being the Halal seal visible on the secondary packaging a sufficient form of identification.

17. All products certified by IS EG Halal shall be transported preferably separated from non-Halal products.

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**17.1** For Islamic / Islamic-majority countries, mixed transport of Halal and non-Halal products is prohibited.

**17.2** In non-Islamic countries, mixed transport of Halal and non-Halal products is permitted, since both have the same origin, for example Halal and non-Halal bovine canned meat or non-Halal apple juice with Halal grape juice, unless when there is a Halal import rule in the country that determines otherwise. In these cases, the Halal product shall contain individual identification, being sufficient to ensure that there is no exchange between Halal and non-Halal product.

18. It is expressly prohibited to carry Halal products and products of pork origin and/ or their derivatives.

19. The means of transport should be adequate to avoid cross-contamination with non-Halal products, besides satisfying the conditions of hygiene.

## **20. LABELING HALAL PRODUCTS**

**20.1** The labeling of the Halal certified product shall comply with the relevant laws of the country of origin and, in the case of exportation, with the country of destination.

**20.2** Advertising of the Halal product can not contradict the principles of Shariah, such as, showing elements considered indecent.

**20.3** the label must contain the following information:

- i. Name and type of the product.
- ii. A list of ingredients, which reflects undoubtedly clearance from all prohibitions of Rules. Sources of actual ingredients shall be announced clearly and explicitly.
- iii. Products containing fats, oils, meat derivatives or extracts such as gelatin or rennet, shall declare its sources.
- iv. If there is a willing to affix 'Halal' slogan on the label, the requirements under the 2055-2:2021 standard shall be adhered to.
- v. Food additives should be declared as required.
- vi. All kinds of fish with scales, shrimp and fish egg of fish with scales including their byproducts shall be properly labelled as “scaled fish”. All other aquatic animals including their byproducts shall be clearly labelled as “non-scaled fish” as the case may be.

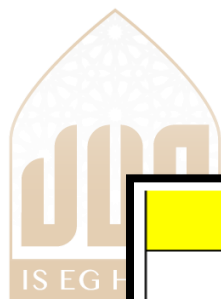
**Table 1**

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Species	Non-Halal
<b>Animals</b>	The animals that may not be slaughtered according to Islamic Rules, the slaughtered animals of polytheists, irreligious, seculars, atheists, Magis, apostates and other disbelievers other than Christians and Jews, dead animals, suffocated animals, fatally beaten animals (Mawqouza), falling animals (Motaradiah), butted animals (Nateehah), animals eaten by beast of prey and animals on whose slaughtering the name of Allah is not mentioned, the animals slaughtered on idols, the animals slaughtered not in approach of Allah, or the animals contaminated with prohibited animals of harm, if eaten.
	Pigs, domestic donkeys, mules, elephants, monkeys, dogs, foxes, cats and the like.
	Predators such as fanged beasts of prey and the like such as lions, cheetahs, bears, except for hyenas.
	Birds of prey with sharp claws used for attacking and the like such as eagles, falcons, hawks, sparrows, peregrines, kites and owls.
	Rodents, reptiles, pests and the like such as mice, rats, centipedes, serpents, snakes, monitors, lizards, geckos, chameleons, hedgehogs, martins, bats, squirrels, polecats, moles and Coleoptera (except for dabb lizards and jerboas).
	Scorpions and all types of insects, worms and animals prohibited to be killed by Rules and the like such as ants, bees, woodpeckers and hoopoes, except for locusts and unavoidable bee parts falling in honey.
	Odious creatures and the like such as shells, larva and other similar animals.
	Animals fed with unclean items, unless they are confined and fed with permissible feeding according to Islamic Rules for at least three days.
<b>Aquatic</b>	Toxicant or harmful species, unless toxicant or harmful substances are removed during preparation.
<b>Plantation</b>	Plants, their products and their toxicant, harmful or narcotic derivatives, unless toxicant or harmful substances are removed during preparation.
<b>Beverages</b>	Intoxicating beverages or those containing alcohols, narcotic, calming, toxicant or harmful substances.
<b>GMO</b>	All elements produced by genetic modification from a prohibited specie or more than one species, of them one specie is prohibited.
<b>Blood and Blood Derivatives from a Human or Animal Origin:</b>	Blood and all its derivatives are prohibited and all body liquids from a human or animal origin such as vomiting and urine.
<b>Food Additives</b>	All toxicant, harmful or calming additives, products and their products and derivatives or derived from non-Halal materials.
<b>Enzymes</b>	All enzymes derived from non-Halal sources.
<b>Microorganisms</b>	All microorganisms such as germs, fungi, toxicant and harmful yeast produced on non-Halal environments or using non-Halal ingredients.

## Annex B

### GENERAL REQUERIMENTS FOR ANIMAL SLAUGHTERING

1. The slaughterhouse shall show compliance with legal issues applicable to the country and region.

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2. The halal slaughter process shall be carried out considering the animal welfare.
3. The slaughtered animal shall be an approved animal specie for the Halal slaughter.
4. Meat certified by IS EG Halal, its auxiliaries process and packaging materials, or any other element that comes into direct contact shall not contain or be obtained, of the elements present in table 1.
5. All process auxiliaries and packaging materials, or any other element that directly comes into contact with Halal meats shall be guaranteed against their Halal status with official documents that demonstrate their legal origin, except when they are of 100% natural origin or as assessed by IS EG Halal.
6. Whenever any change of supplier occurs, this must be previously communicated to IS EG Halal, for proper approval.
7. All products certified by IS EG Halal, and their raw materials, inputs, processing aids and packaging materials shall not contain toxic substances and dangerous pollutants which could be considered harmful to human health.
8. The animal to be slaughtered shall be healthy and have been approved by the competent sanitary authorities, so it shall be examined before and after slaughter (ante-mortem and post-mortem) by a specialist veterinarian or with a qualification authorized to verify the health condition of the animal and to ensure that it is free from any disease, which would make the meat harmful to consumption. This employee does not need to have a link with the Halal certification body.
9. The animal subjected to Halal slaughter shall be alive at the time of the slaughter. Any type of animal torture is expressly prohibited, which the only purpose is the slaughter.
10. The animals should be fed with feed produced from Halal elements.
11. The slaughterhouse can not slaughter pork.
12. The brand, the logo, the sensory characteristics and the packaging model of the final product do not violate the principles of Shariah, for example, the brand does not allude to Haram elements, or any other that might confuse the consumer.
13. The Islamic Rules shall be applied in all stages of the products chain certified by IS EG Halal, including receipt, preparation, packaging, labeling, storage and transport.
14. Slaughter under religious precepts must be carried out under the guidance of a religious authority, to meet the demand of consumer markets for this product. In other words, it is exclusively up to the religious certifying entity and the slaughterhouse to meet the Halal slaughter requirements. The official inspection service's assessment of humane slaughter procedures does not cover specific aspects related to religious slaughter precepts.
15. All types of cleaning or maintenance products such as detergents, sanitizers, greases and lubricants shall be free of non-halal components or materials (prohibited by the Shariah).

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16. All Halal products shall be completely separated from non-Halal products throughout the manufacturing flow, to avoid cross-contamination.
17. Only one animal can be hung in each hook, and these shall be treated carefully, hanging by both legs, not causing any unnecessary suffering to the animal, thus meeting Animal welfare requirements.
18. Halal product's weight declared on the product's package cannot be inferior to its real weight, thus meeting national legal requirements.
19. The company shall control and register the real weight of the product, compared to the weight described on its package;
20. In case of non-conforming products, where the real weight is inferior to the weight of the package, off the legal limit, there shall be a segregation, and the company shall have a correction and a corrective action.
21. Halal and haram animals shall not be slaughtered on the same production line.
22. Sufficient space should be provided for the retention of living animals and veterinary evaluation shall occur prior to the slaughter
23. The animals waiting area should not be close to the slaughter area. The distance should be sufficient so that the animals in the waiting area do not see or feel that other animals are being slaughtered.
24. There shall be no mixing of different animal species during the transport of live animals
25. Animals should be moved to the slaughter site by trained personnel in order to avoid torture.
26. All Halal products shall be completely separated from non-Halal products throughout the manufacturing flow, to avoid cross-contamination.

#### **27. Slaughter Personnel**

- i. The Halal slaughterman should be Sane Muslim, since they are formally approved to carry out the Halal slaughter, know the fundamentals of Halal slaughter and Islamic principles related, therefore, these possible employees shall undergo through a test and receive a certificate.
- ii. Mentally healthy
- iii. Minimum 18 years of age
- iv. Fully understand the basis of the rules and conditions relating to the slaughter of animals in Islam.
- v. The slaughterer shall hold a competency certificate that qualifies him for the job, issued by an Islamic center/institution accepted by the official agencies like GAC (GCC Accreditation Center). Such certificates shall be presented at request.

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- vi. The number of slaughtermen should be enough to ensure that the Halal slaughter act is properly enforced for each animal.

### **28. Devices and tools requirements**

- i. The appliances, tools, production lines and auxiliary materials used in the course of slaughtering shall be clean and not contaminated with any non Halal materials. They may not be made of or contain non-Halal materials.
- ii. The tools used for slaughtering shall be sharp and cut by its blade, not by weight or pressure. They may not be made of bone, nails or teeth (stainless steel is preferable).
- iii. When transforming any appliances, tools or production lines that have been used or came in contact with non-Halal foods, they shall be cleaned according to general cleaning rules as to finally remove the effects of non-Halal foods before use it again to produce Halal food.
- iv. When cleaning or maintaining machinery or devices that comes in contact with Halal foods, there shall be no use of any detergent liquids, oils or fats that contain non-Halal or improper components or materials for being used with foods.

### **29. Slaughtering procedure Requirements**

- i. There shall be a literal mentioning of 'In the Name of Allah' without mentioning any other name beside or without the name of Allah. If slaughterer forgot mentioning name of Allah, slaughter is considered Halal.
- ii. Skinning, immersing or feather removal shall only be carried out after making sure that the animal has perished. The warm water, not up to the boiling degree, may be used provided that meat is not placed in it for a long time.
- iii. The animal shall be slaughtered by tazkeya, Suffocated, fatally beaten animals (Mawqouza), falling animals (Motaradiah), butted animals (Nateehah) and animals eaten by beast of prey are prohibited. However, if any animal of the above is found alive, it can be slaughtered.
- iv. Cutting or breaking animal's neck or any other part must not be carried out until bleeding stops and the animal is proven dead.
- v. Slaughtering and throat cutting shall be done only from the chest side (front), neither from the neck nor the back sides. The mechanical blade in slaughterhouses adopting mechanical slaughtering system shall be adjusted in order to only cut pharynx, esophagus and jugular veins, not other parts of the neck.

### **30. General Slaughtering Morals**

- i. The slaughtered animal shall be placed directed towards the Qibla and mentioning of 'Allah Akbar' before 'In the name of Allah'.

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- ii. Slaughtering shall be done by the right hand and cutting shall be done quickly.
- iii. The slaughtering tool must not be sharpened in front of the animal to be slaughtered.
- iv. The slaughtered animal shall be treated mercifully. It must not be tortured or slaughtered improperly and the slaughtering tool must not be moved in many directions.
- v. An animal must not be slaughtered in front of another animal.
- vi. The animal should be clean (from dirt and mud) or need to be washed before slaughter. If animal was wet, it should be isolated from animals that will be slaughtered.
- vii. The animals have travelled long distances, they shall be given a rest before slaughtering.
- viii. Camels are preferably slaughtered while standing and their left front limb chained.

### 31. Stunning and Unconsciousness

- i. In general, all forms of stunning and unconsciousness of animals are disliked. However, if it is necessary to use these means to calm down or mitigate violence of large size animals, low voltage shock can be used on the head only for the durations and voltage as per Table 1. Stunning through a device with a non-penetrating round head, in a way that does not kill the animal before its slaughter, is permitted, provided that the following conditions are adhered to:
- ii. There shall be no use of electric shock, all forms of shock and unconsciousness when slaughtering birds.
- iii. Animals shall remain alive during and after shock and on slaughtering, which is marked with the post-slaughtering movement. If they are dead before slaughtering, they shall be deemed fatally beaten animals (Mawqouza).
- iv. Any animal which dies before slaughtering for any reason shall be dead animal.
- v. There shall be no stunning and unconsciousness using all kind of penetrative captive bolt pistol, ax /hammer (which crash the animal head) or air blowing.

Table 1 – Guideline parameters for electrical stunning  
(On head only and with frequency 1500 HZ)

Type of Animal	Current (ampere)	voltage (Volt)	Time (seconds)
Small Sheep	0.50-0.90	300	2.00-3.00
Goats	0.70-1.00	300	2.00-3.00
Large Sheep	0.70-1.20	300	2.00-3.00
Male Calves	0.50-1.50	300	3.00
Castrated calves	1.50-2.50	300	2.00-3.00
Cows	2.00-3.00	300	2.500-3.500
Bulls	2.50-3.50	300	3.00-4.00
Buffalos	2.50-3.50	300	3.00-4.00
Note: current and time shall be set by the establishment as per the type, weight and condition of animal.			

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### **32. Mechanical Slaughtering**

- i. Mechanical slaughtering may be used, provided that the following conditions are adhered to:
- ii. The slaughterer shall mention the name of Allah before operating the mechanical knife. Recorders must not be used for mentioning the name of Allah on slaughtering animals. The slaughterer may only leave the place of slaughtering after stopping the machine. On resumption of operation, the name of Allah shall be re-mentioned.
- iii. The mechanical knife shall be of the one sharp blade type, made of any material, except form bones, nails and teeth. Stainless steel is preferable.
- iv. All cleaning, cutting and other processes shall be deferred until the animal is proven dead and sufficient time is given to bleed out completely at least in chicken 180 seconds.
- v. The poultry that have not been slaughtered by the mechanical knife shall be checked if alive in order to be slaughtered manually.
- vi. If completely beheaded during mechanical slaughtering, they shall be disposed.

### **33. Slaughtering Place Requirements**

- i. A slaughterhouse dedicated to the slaughter of Halal animals only.
- ii. Sufficient spaces shall be allocated for slaughtering and storing Halal animals separately from each other and implementing veterinary and health examination before and after slaughtering.
- iii. Special places shall be allocated for weighing and washing slaughtered animals with compressed water or washing and sterilizing slaughtering tools with hot water.
- iv. Cleaning shall be done using appropriate liquids and detergents to be used for
- v. Halal foods, and produced by Halal sources.

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## Halal Scheme

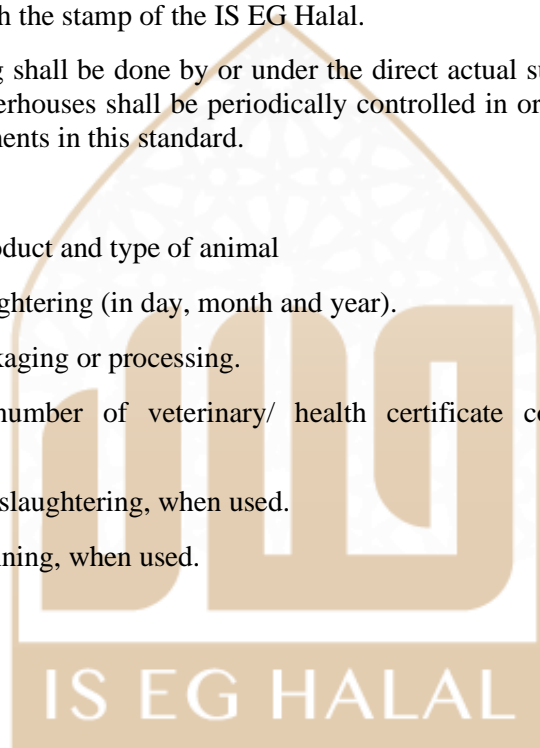
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- vi. There shall be no mixing of different species of animals during transportation, cleaning or slaughtering.
- vii. Animals shall be moved to the slaughtering space by a trained professional person in order to avoid torture of animals.
- viii. Each meat consignment or products shall be accompanied with a Halal certificate certified by the IS EG Halal.
- ix. There shall be an affixed stamp from the IS EG Halal on meat and meat products, in such a way that it cannot be counterfeited, and the ink shall be stable with a food degree. Each cooled or frozen slaughtered animal or end packets of meats of special pieces shall stamped with the stamp of the IS EG Halal.
- x. Slaughtering shall be done by or under the direct actual supervision of the IS EG Halal. The slaughterhouses shall be periodically controlled in order to ensure compliance with the requirements in this standard.

### 34. Labeling

- i. Name of product and type of animal
- ii. Date of slaughtering (in day, month and year).
- iii. Date of packaging or processing.
- iv. Reference number of veterinary/ health certificate containing slaughtered animal information.
- v. Mechanical slaughtering, when used.
- vi. Electric stunning, when used.
- vii. Halal Logo



## Annex C

### GENERAL REQUERIMENTS FOR COSMETICS AND PERSONAL CARE PRODUCTS

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1. All products, ingredients, derivatives, parts and extracts shall meet the requirements of GSO 2055-1 (“HALAL FOOD - Part 1 : General Requirements”) in terms of authorization or prohibition.
2. The procedures adopted and implemented, at every stage of supply chain shall comply the halal requirements of Islamic law : reception / preparation / packaging / labeling / transport / distribution / storage / display / service.
3. The halal cosmetics and personal care products shall be free from all that is harmful to human health including toxic and hazardous substances, and pollutants/contaminants from various sources.
4. The halal cosmetics and personal care products and their ingredients shall be free from contaminated najis that are prohibited by the Islamic law.
5. Proper and efficient separation between Halal and Non Halal during all steps of the supply chain to avoid cross contamination or contamination with other sources.
6. Halal cosmetics and personal care shall be verified to comply with the relevant Sharia requirements regarding Halal products or any decisions or fatwas issued by the official legal Halal Authorities.
7. The company shall constantly implement and apply the concept of traceability for the entire chain of halal cosmetic and personal care. Traceability can be based on any approved standard or any appropriate approved procedure.
8. The company shall be committed to effectively applying one of the globally recognized quality management systems, in addition to the good manufacturing practice (GMP) systems used globally.
9. All raw materials, ingredients and other products used in the production and packaging process shall be in conformity with the following requirements:
  - i. It is prohibited to use any parts of animals and plants of endangered species (identified under the International Trade Agreement - CITES). CITES (the Convention on International Trade in Endangered Species of Wild Fauna and Flora -[www.cites.org](http://www.cites.org)) : it is an international agreement between governments. Its aim is to ensure that international trade in specimens of wild animals and plants does not threaten their survival.
10. It is allowed to use the physically or chemically treated agricultural ingredients from halal source provided that didn't exposed to Najis at any stage of entire process of production.
11. Ethyl Alcohol (Ethanol) may be used as a processing aid in the production process (solvent or additive) in the product provided that the source is not from alcoholic beverages (wine) added to the product directly.
12. It is prohibited to use Genetically Modified Organisms (GMO) or the materials that are contained in them including human genes or genes of organisms taken from a Non-Halal source

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- (forbidden) or genes taken from several organisms of which one of them is Non-Halal, and/or prohibited animals that are not used as a host.
13. It is prohibited to use all Microorganisms such as Bacteria, Fungi, and Yeast: which are toxic and harmful to health, and reproduce in Non-Halal environments or that which enter into its production Non-Halal components.
  14. In the case of the transfer of any equipment's or tools or production lines that were used or came into contact with Non-Halal material for usage in the production of Halal Cosmetics, it must be ensured that they are cleaned according to the rules of hygiene and sanitized sufficiently to remove the residues of the Non-Halal material completely, and the transfer process may not be repeated on a continuous basis.
  15. It is prohibited to use, in the cleaning or maintenance of tools or equipment's that came into contact with the non-halal cosmetics and personal care products, its prohibited to use any oils or grease or cleaning fluids or disinfectants that are inappropriate and may contain components or materials that are non-halal.
  16. The form of packaging (physical shape of packaging) of halal cosmetics and personal care products shall not contradict (violate) Islamic ethics, values and traditions, and local culture.
  17. The material used for packing and packaging of halal cosmetics and personal care products shall be free from any components or materials that are non-halal.
  18. The packing and packaging material of Halal Cosmetics & Personal Care products shall not be prepared or equipped or manufactured using equipment contaminated with Non-Halal material during preparation or storage or transport, and it should be completely separated from material that is Non-Halal.
  19. The packing and packaging material of halal cosmetics and personal care products shall not contain any material that is considered dangerous or harmful to human health.
  20. Label shall also meet the following additional requirements specific for Halal:
    - i. The labelling and explanatory statements whether as text, pictures, and illustrations on the packaging of halal cosmetics and personal care products shall not contradict (violate) Islamic values, ethics and traditions and local culture.
    - ii. It is not permitted to raise or put on the market any products that were marked in a manner that expresses their conformity with the provisions of Islamic Law or from being Halal unless they completely fulfill all the provisions of GSO 2055-4 standard.

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