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## Definitions

Halal certificate/s acts as a proof that a particular product is deemed halal. Halal certificates may come from (issued by) an individual, a company, a NGO, an association, etc. All halal certificates to be rendered valid must have the followings:

- a. An HCB with legal entity
- b. Proper Letterhead / Certificate
- c. Serialized
- d. Address of HCB
- e. Address of site
- f. Issue Date
- g. Expiry Date
- h. A signature
- i. Name & Position of Signatory

## Roles and responsibilities


### Incoming Halal Certificates

It is the duty of the Top Management with advice from the technical personnel (Sharia & Sciences) to decide on which certificate to accept for ingredients purpose. In the case where a halal certificate is not available, a certain questionnaire from the set of HCS designed questionnaires properly must be filled out by the manufacturer of the ingredient, and a lab test report when necessary as per HCS discretion.

### Outgoing Halal Certificates

Halal certificates to be issued can only be done after a physical audit is being done and where all members of the decision committee decide to issue it based on the HCB standards, policies & guidelines. The following conditions must also be met:

- a. Certificates can only be signed and issued at the end of the process
- b. Prior to certification, documents to be submitted includes the completed application form, audit checklist, NC (CAR) report and clearance report.
- c. Upon issuance, all previous (old) halal certificate/s must be returned to avoid confusion
- d. A copy of the new halal certificate must be kept as record by the HCB
- e. Certificate is valid 1 years.
- f. All Halal certificates issued to a customer must be kept by them in a safe and secure place with only the authorized person such as the Plant Manager or the QA Manager
- g. Halal certificates cannot be further distributed to certificate holder's customers for the use as a Halal certificate for their products
- h. Application for renewal shall be sought after at least 6 months prior to the expiration date of the certificate
- i. Expired certificates can no longer be used or will no longer be acceptable once the expiration date has past
- j. Halal certificates ownership remains with the certification body all the time even when issued out and must be returned upon request.

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Halal Certificate (Outgoing) Terms of Reference

**1.0 Application & Granting**

1.1 The applicant shall submit a new application if

- a. Its product or current location has not been previously halal certified;
- b. It has expanded manufacturing operation in another location and intends to obtain halal certification for the products manufactured in the other location;
- c. Its existing halal certificate has expired;
- d. It is not able to submit a renewal application;
- e. Its previously submitted application was rejected;
- f. Its halal certificate had been cancelled.

1.2 Details of all products, raw materials, additives and processing aids shall be declared. These details shall include, but not limited to, the item description as well as names of the manufacturers, suppliers and halal certification bodies.

1.3 All raw materials, processing aids and additives declared shall be halal and substantiated with either one or more of the following documents:

- a. Halal certificates or halal certification marks from a recognised halal certification bodies;
- b. Product specifications;
- c. Halal questionnaire;
- d. Laboratory analysis report.


1.4 The applicant shall give full co-operation at ALL times (Pre, During and Post Certification) by providing any information required by the halal certification body for the purpose of halal certification.

1.5 For all non-conformities notices generated, the applicant shall update the halal certification body within the deadline stipulated on the rectification measures taken. Failing this, the application shall be automatically rejected without further notice.

1.6 Should the applicant require more time to rectify the shortcomings, the request shall be made to before the given deadline. The halal certification body shall at its discretion grant or refuse such requests.

1.7 The application shall be approved only after considering the applicant's track record and the halal certification body is satisfied that the applicant is able to adhere to the halal certification conditions.

1.8 Granting of a halal certificate will be done only after all criteria has been met.

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## 2.0 Maintaining

2.1 The halal certification agreement conditions have to be adhered to at all times.

2.2 The halal certification body shall conduct unannounced periodic inspections as and when necessary following the award of halal certificate.

2.3 If non-compliance is detected during the periodic inspection, the certificate holder shall conduct rectification measures and any other required actions within the stipulated deadline.

2.4 The certificate holder shall inform the Halal certification body regarding any changes, such as but not limited to the ownership, client's basic information, premise and layout, production line, name of products or menu items, details of raw materials, additives and processing aid, etc., by submitting an "Application for Change" at least 2 months before the occurrence of such change. Fail to do so will be considered violation of the "Term and Conditions" of the certification.

2.5 All products applied for certification shall reflect the exact names printed on the packaging (including brand name, product description and product code). Similar products bearing different brand names and/or product descriptions shall be treated as separate products.

2.6 There shall be no cross-mixing of halal products, menu items, raw materials, processing aids, additives and packaging materials with those that are doubtful, non-Halal and/or Najis according to Shariah law.


2.7 A laboratory analysis report may be required to confirm that the products, raw materials, additives and/or processing aids are halal. The applicant shall bear all costs of the laboratory testing.

2.8 All production lines, kitchen areas, cold rooms, chillers, equipment, crockery, utensils, dishwashing facilities, etc. that are used in the handling of halal products, raw materials, processing aids and additives that have previously come into direct contact with pork, dog meat and/or their derivatives shall be cleaned as per Islamic rites.

2.9 There shall be dedicated and clearly demarcated production lines, kitchen areas, storage areas, equipment, crockery, utensils and dishwashing facilities for the handling and processing of halal products, raw materials, processing aids and additives.

2.10 Applicant that have a dedicated staff pantry and/or R&D laboratory within the premises applied for certification shall comply with the following additional requirements:

- a. The pantry and/or laboratory shall be clearly segregated and demarcated with proper signage;
- b. The pantry and/or laboratory shall be clearly indicated in the floor plan;
- c. The pantry and/or laboratory shall not be included in the scope of certification but not excluded from the scope of audit;
- d. Any non-Halal or doubtful food and/or products for staff consumption and/or R&D purpose shall not be placed within the scope of certification;

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- e. Any storage areas, equipment, crockery, utensils, dishwashing facilities, etc. used for the handling of food consumed in the pantry or for personal consumption or for R&D purpose shall be separated from the scope of certification.

### 3.0 Renewing

3.1 The applicant shall submit a renewal application if it intends to renew its halal certificate. Submission of renewal application is only accepted by the 6 months before expiry of the existing halal certificate. The applicant shall, however, submit a new application if the application is made less than 6 months before the expiry of existing halal certificate and this is subject to a NON-REFUNDABLE application fee.

3.2 The applicant shall pay a NON-REFUNDABLE application fee by cash or cheque or any other means made available within 30 days of submitting its new application. Failing this, the application shall be automatically rejected without further notice.

### 4.0 Extending

4.1 Any extension of product range must be declared at least 2 months prior to the change and after 3 months the certificate is issued where an application has to be made for an extension. The halal certification body shall at its discretion decide whether an additional audit is necessary.

4.2 The extension of a product range shall have no impact on the expiry date of the halal certificate.

4.3 Any undeclared extension shall be considered a violation to the certification agreement where the applicant halal certification may be revoked.

4.4 All extension has to be pre-approved prior to the production.


### 5.0 Reducing

5.1 In the case where non-compliance was found to be present due to the inability for the applicant to cope, a reduction of scope can be considered as an option.

5.2 Reduction can also be caused by the change of legislation, movement inter alia and where the change is inevitable.

5.3 A reduction can be initiated by either party the applicant or the certification body.

5.4 A temporary reduction can also be an option for example in the case where a plant undergoes renovation.

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## 6.0 Suspending

6.1 The halal certification body has the full right to suspend an applicant halal certification in the case of any violation of the condition in the certification agreement.

6.2 A suspension can be introduced as a precautionary measure from a proven violation with a period ranging from one to six months.

6.3 The suspension period will not affect the expiry date of a halal certification and where no refund can be made.

6.4 No partial suspension can be given.

## 7.0 Withdrawing

7.1 The applicant has the right to withdraw its application in writing to the halal certification body at least 30 days prior to the date intended.

7.2 The applicant has to fully continuously comply to the certification conditions until the ceased date of the application to a withdrawal.

7.3 No refund shall be given for any withdrawal.

## 8.0 Terminating

8.1 A termination note may be given to an applicant whom had violated the terms and conditions of the certification agreement including on the infringements of the halal certification body trademark/s.

8.2 A termination usually occurs when there is a major non-conformity such as but not limited to when there is pork, and/or its derivatives found in the vicinity or at the production site/s of the halal production.

8.3 In the case where a termination note is given, the applicant may consider applying for a fresh halal application once the violation had been attended to.

8.4 The halal certification body has the final say in all termination.