



Halal Quality Control

Halal Assurance Program

HAP





Transition Period for implementation applies

Available Languages:
English

Version: 1 [2022.1 – Revision 0]

Created by:
Halal Quality Control,
Management Department
Quality Department

Available Languages in 2022:
English

Available Languages by Q4 2022:
Dutch, French, German, Spanish,
Italian, and Greek.



This is a Continuous Developing Document; it is advised to keep track of the Version number and the Revision History.

Revision History

Issue Date	Revision	Revision Description

Table of Contents

1. Scope
2. References
3. Definitions
4. Criteria
 - 4.1 Criteria 1: Halal Manual and Policy
 - 4.2 Criteria 2: Supporting Documents
 - 4.3 Criteria 3: Halal Management Team and Training
 - 4.4 Criteria 4: Management of Change
 - 4.5 Criteria 5: Risk Analysis
 - 4.6 Criteria 6: Internal Audit
 - 4.7 Criteria 7: Halal Certificates
 - 4.8 Criteria 8: Purchasing Procedures
 - 4.9 Criteria 9: (Critical) Control Points
 - 4.10 Criteria 10: Products and Services
 - 4.11 Criteria 11: Additional Requirements for Animal Slaughtering Plants
 - 4.12 Criteria 12: Food Safety Management System
 - 4.13 Criteria 13: Recall and Traceability
 - 4.14 Criteria 14: Equipment and Utensils
 - 4.15 Criteria 15: Transportation and Storage
 - 4.16 Criteria 16: Packaging and Labelling
 - 4.17 Criteria 17: Cleaning Procedures
 - 4.18 Criteria 18: Private Labels and Toll Manufactures
5. Appendices
 - 5.1 Risk Classification
 - 5.2 Category Index
 - 5.3 Alcohol and its Limitations
 - 5.4 Animal Derived Sources
 - 5.5 Animal Feed
 - 5.6 Local Governing Laws
6. Relates Schemes and HQC Work Instructions



1. Scope

The Halal Assurance Program [hereafter referred as HAP] is a guiding tool to help setup an internal system to safeguard Halal production activities at manufacturing plants. The HAP consists of 18 criteria, which specifies the necessary requirements to setup the HAP. For critical activities and critical sectors, additional written procedures/corrective measurements are required so that they can be controlled and kept within desirable boundaries, thus safeguarding Halal production activities.

The HAP is an additional requirement on top of food safety management system certification.

The HAP has an objective to analyse and identify the 18 criteria, which shall be reflected in the quality manual of the company carrying out Halal activities.

2. References

The HAP has an aim to be applicable in compliance with Halal standards all over the world; although sometimes limitation could apply depending on the country which issues the Halal standard, which may result into additional requirements, we refer to Halal Quality Control's Work Instruction W0456 or the Halal Quality Control Scheme for all approved Halal standards.

If none of the above are applicable references, the accurate reference may be informed by a staff member of Halal Quality Control.



3. Definitions

Halal

Permissible/allowed in accordance with the Islamic Law.

Haram

Forbidden in accordance with the Islamic Law.

Impurities [multiple definitions could apply]

- i. Dogs, Wolves, Pigs, and Swine and their descendants.
- ii. Any forbidden insects and amphibians
- iii. Any liquid and objects discharged from the orifices of human beings or animals such as urine, blood, vomit, pus, placenta and excrement, sperm, and ova of pigs and dogs, except sperm and ova of other animals.
- iv. Halal foods and products that are contaminated with other food and products that are deemed as non-Halal or Haram.
- v. Halal food and products that come into direct contact with other foods or products, equipment, machines, utensils, detergents, lubricants, or transportation tools that are deemed as non-Halal or Haram.
- vi. Halal Animals [including its meat, organs, skins, hair, bones, etc.] which are not slaughtered as Halal [sacrificed in accordance with the Islamic Law].
- vii. Alcohols obtained, extracted, added, or mixed from forbidden sources.

Risks

Polluting the Halal status of a product or service; any harmful product, service, machine, process, or activity which may cause a Halal product or service to be deemed as non-Halal or Haram. This also includes any type of contamination.

Halal Control Points

A checkpoint at which additional control may be applied with respect to Halal-related activities.

Halal Critical Control Points

A step at which additional visual control can be applied with respect to Halal-related production or handling activities; this is essential to prevent or eliminate a Halal-related hazard.

Equipment and Utensils

Machineries, helping tools, production lines, clothes, pipelines, crates, and all other relevant items which aid the manufacturing process and/or come into contract with the end-product or any of the raw materials from which the end-product is composed.

Product / Service

- i. An item composed of multiple or singular ingredients.
- ii. A manufacturing process or a central kitchen.
- iii. A slaughtering plant.
- iv. Logistics and storage facilities.
- v. Trading and labeling activities

Private Label

A product manufactured at a third party [toll manufacturer] but owned or copyrighted by a company which does not have a manufacturing site.

Halal Training

An educational session or exam provided by the trainers of the Halal Academy of Europe; the sessions focus on educating a company how to setup the HAP.

Halal Certificates [multiple definitions could apply]

- i. A certificate of conformity issued by a competent and accredited third party.
- ii. A statement of conformity.
- iii. Licensing the rights to make use of the Halal mark/logo.
- iv. A certificate of conformity for a single batch of products.

Third-Party Halal Certificates

Halal Certificates issued by organizations other than the Halal Quality Control Group.

Halal Certification Bodies

Entities accredited or recognized to issue Halal Certificates to manufacturing sites.

Halal Accreditation Bodies

The authorities authorized to accredit Halal Certification Bodies.

Halal Mark or Logo

An approved Halal Quality Control mark/ logo that is granted to the Halal product/service or system which is granted upon successful certification.

Fatwa

A legal ruling on a point of the Islamic Law provided by a qualified Islamic jurist.



4. Criteria

4.1 Criteria 1: Halal Manual and Policy

- a) The entire HAP shall be documented on paper, digitally, or virtually as a separated or integrated manual for Halal production activities which should have proper accessibility.
- b) Standard operating procedures for the Halal production process(es) and/or activities shall be established, combined, or integrated.
- c) The standard operating procedures shall identify the following points:
 - i. [potential] Risks
 - ii. Critical control points
 - iii. [if any] permissible limits of items
 - iv. Corrective and preventive actions
 - v. Control measures
 - vi. Questionnaires for suppliers
 - vii. Risks analysis
- d) A written policy shall be established [either a separate or integrated policy] which states the willingness of the company to continuously maintain an ecosystem for Halal production activities.
- e) The policy described in c) shall be declared and authorized by the management of the company.
- f) Records shall be kept and maintained, including [but not limited to]:
 - i. Implementation of the Criteria
 - ii. Internal audits, management reviews, training plans, and production records
 - iii. Corrective actions taken [if any] and improvement measures
 - iv. Inspection reports of Halal Quality Control
 - v. Reviewed and revised documents where necessary
 - vi. Laboratory test results where applicable

4.2 Criteria 2: Supporting Documents

- a) Supporting documentation shall be deemed sufficient by the staff members of Halal Quality Control before any approval of any product.
- b) Please refer to Halal Quality Control's Work Instruction W0438 to see which supporting documents are needed for the applicable type of material.
- c) Halal certificates are considered as supporting documents.
- d) All supporting documents shall be kept as a record during the certification cycle.
- e) All supporting documents shall be linked towards the product or ingredient being assessed.
- f) Exemptions apply only for materials listed on the Halal Positive Lists.



4.3 Criteria 3: Halal Management Team and Training

- a) A Halal Management Team [HMT] shall be established, consisting of at least 2 staff members with sufficient management or production authority within the company.
- b) The requirements for HMT members are mentioned in Criteria 2 [4.2].
- c) HMT members shall be documented within the Halal manual which describes their roles, functions, position, and activities within the company.
- d) The HMT is responsible for the following activities:
 - i. Setting up and maintaining the HAP
 - ii. Coordination and implementation of the HAP
 - iii. Communications between the company and Halal Quality Control staff members
 - iv. Reviewing and where necessary updating the HAP
 - v. Understanding the Halal Quality Control Schemes, forms, and work instructions
- e) The HMT may also consist of 1 member who is considered an external resource or expert; the other member shall be a permanent employee.
- f) The company is required to follow a training session at least once.
- g) The training shall be provided to sectors which are conducting activities that fall under the risk classification table; the risk classifications are provided in Appendix A.
- h) A training session is to be provided once every 3 years to sectors that are not classified as an Animal Slaughtering Plant.
- i) A training session is to be provided every year to sectors that are classified as an Animal Slaughtering Plant, including its slaughtering personnel.
- j) Staff members can become Halal Management Team members only after attending a training session.
- k) A minimum of 2 attendees with competent authority within the company are required to follow the training session.

4.4 Criteria 4: Management of Change

- a) The company shall ensure that control measures are in place when any of the following may change during the certification cycle [but not limited to]:
- i. Change of ownership of the company
 - ii. Change of top management
 - iii. Change of product formulation or composition
 - iv. Additions of new equipment or utensils which may be identified as a risk or contamination
 - v. Change of HMT members
 - vi. Change of suppliers which may be identified as a risk
 - vii. Change of warehousing site which may be identified as a risk
 - viii. Any other changes which are identified or classified as a risk



4.5 Criteria 5: Risk Analysis

- a) The HMT shall ensure that there is a method, technique, matrix, and/or a standard operating procedure to validate that the potential risks or critical activities can be identified and that both can be eliminated as a preventive action.
- b) Potential risks or critical activities which may be identified during a risk analysis could be [but are not limited to]:
 - i. Changes within the company [see Criteria 3]
 - ii. Incoming materials
 - iii. Purchasing of products or ingredients
 - iv. Storage and handling
 - v. Outsourcing manufacturing activities
 - vi. Repacking
 - vii. Suppliers
 - viii. Equipment and utensils
 - ix. Calibration of critical devices



4.6 Criteria 6: Internal Audit

- a) The Halal Management Team shall evaluate itself each year by conducting an internal audit.
- b) The internal audit shall reflect the effectiveness of the implementation of the HAP.
- c) The internal audit should result in improvements being made to the HAP.
- d) The results of the internal audit shall be recorded by the Halal Management Team.
- e) The non-conformances [if any were detected] and any [preventive] actions taken shall be kept as records.

4.7 Criteria 7: Halal Certificates

- a) Halal Certificates may be considered as supporting documents or mandatory documents depending on the risk classification.
- b) All third-party Halal Certificates shall be kept as records during the certification cycle.
- c) For critical items and any meats, all third-party Halal Certificates [if any] shall remain as valid [not expired] certificates during the certification cycle.
- d) All third-party Halal Certificates shall mention the correct products or items which are being used by the company.
- e) There shall be an internal system in place which keeps track of the expiry dates of Halal Certificates.
- f) Third-party Halal certificates are subject to approval by Halal Quality Control; please refer to Work Instruction W0405 or the Halal Quality Control Scheme for more information on acceptance criteria.
- g) A third-party Halal Certificate may be rejected or approved during the certification process; if rejection has occurred, a staff member of Halal Quality Control will contact the requesting party for further action to be taken.

4.8 Criteria 8: Purchasing Procedures

- a) The company shall establish a purchasing procedure for its products and/or ingredients.
- b) The purchasing procedures shall ensure that the supporting documents required [if any] from third parties [such as suppliers or traders] are deemed as sufficient.
- c) The purchasing procedures shall ensure that the Halal products or ingredients bought are available upon request at any given time.
- d) Halal control points [if deemed necessary] shall be identified within the purchasing procedures.

4.9 Criteria 9: (Critical) Control Points

- a) Control points in relation to Halal activities shall be able to be identified to prevent or eliminate risks.
- b) A Halal control point may be identified or implemented during multiple processes.
- c) The Halal control points shall be identified and listed within the procedures or forms by the HMT.
- d) The Halal control points should be reviewed annually by the HMT.
- e) The HMT shall identify all critical control points.
- f) All critical control points related to Halal certification activities shall be taken into consideration when creating a manual.

4.10 Criteria 10: Products and Services

- a) All products destined for Halal certification by Halal Quality Control shall be deemed as Halal.
- b) All products destined for Halal certification by Halal Quality Control shall be free from any impurities or contamination during the entire supply chain.
- c) All products destined for Halal certification by Halal Quality Control shall be deemed as appropriate for visual aspects, labeling, naming, and tasting.
- d) All critical or meat products destined for Halal certification by Halal Quality Control must be labeled or marked as Halal to be distinguishable from non-Halal products.
- e) All products destined for Halal certification by Halal Quality Control shall be traceable to its source(s) of origin.
- f) All products destined for Halal certification by Halal Quality Control shall be listed in a matrix which lists all the details of the ingredients and supporting documents; please refer to Halal Quality Control's Form F0438 and Work Instruction W0438.
- g) All products destined for Halal certification by Halal Quality Control shall have permissible limits [in accordance with the applicable standards or guidelines] of any component which might be harmful for human or animal health.

4.11 Criteria 11: Additional Requirements for Animal Slaughtering Plants

- a) Animal slaughtering plants should comply with the applicable Halal Standards and/or guidelines.
- b) Training sessions for the slaughtering personnel and the supervisors are mandatory annually.
- c) A higher frequency of inspections is required for animal slaughtering plants.
- d) Additional or different Halal Certificates may be applicable for animal slaughtering plants.
- e) Local laws could enforce different regulations, which could result in additional measures needed to be taken by animal slaughtering plants.

4.12 Criteria 12: Food Safety Management Systems

- a) The company shall have an implemented and functional food safety management system [FSMS] in place.
- b) Criteria 15 shall be proven with a valid certificate from a competent authority which is legally allowed to issue FSMS certificates.

4.13 Criteria 13: Recall and Traceability Procedures

- a) The company shall establish a recall procedure.
- b) The company shall establish a traceability procedure.
- c) In the event of identifying risks or contamination whereby the Halal status of the Halal products is affected, the company shall ensure that a recall of its sold Halal products can be executed in the event of an identified contamination or risk.
- d) The company shall ensure that all its Halal products can be traced back to its sources.
- e) The company shall ensure that all its product [raw materials and end-products] are traceable.



4.14 Criteria 14: Equipment and Utensils

- a) All equipment and utensils shall be free from Haram materials if they are used to aid the production of Halal products, even if intensive cleaning has taken place.
- b) All equipment and utensils which are used to aid the production of Halal products shall not be used to process Haram materials at any time.
- c) Cross contamination between Halal products and impurities shall be always avoided.
- d) A physical separation of equipment and utensils shall be implemented if both Halal and Haram products are produced within the same manufacturing address.
- e) Rotational usage of equipment and utensils for Halal and Haram productions is not allowed unless the Halal Quality Control Ritual Cleaning Procedure [see Work Instruction W0462] has been carried out.

4.15 Criteria 15: Transportation and Storage

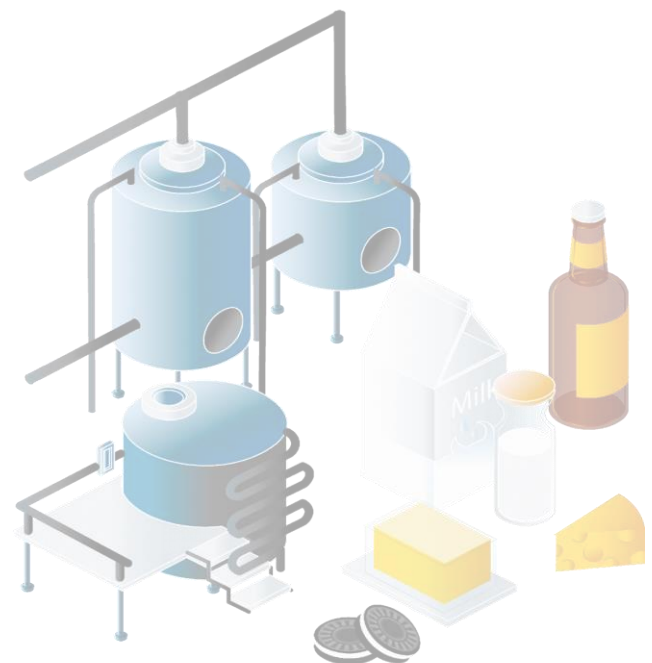
- a) During any type of transportation of the products [both incoming and outgoing], there shall be no contamination between impurities or Haram products or ingredients.
- b) During any type of storage [either in-house or external] there shall be no contamination between impurities or Haram products or ingredients.
- c) Within any type of storage area, Halal products should be clearly labeled or marked to avoid risks.
- d) Within any type of storage area, Halal products should be traceable.

4.16 Criteria 16: Packaging and Labeling

- a) All types of packaging on Halal products shall be deemed as appropriate for usage on Halal products.
- b) All labeling on Halal products shall be deemed as appropriate for usage on Halal products.
- c) All packaging materials must be kept as part of the supporting documents.
- d) All Halal products shall fulfill the labeling requirements of the country to which the product is exported to.
- e) All images and texts on the labelled Halal products must be deemed as appropriate.

4.17 Criteria 17: Cleaning Procedures

- a) Cleaning materials or aids used to clean the production lines for Halal products shall be deemed as Halal.
- b) The company shall establish a cleaning procedure for its production facility.
- c) Halal control points [if deemed necessary] shall be identified for cleaning activities.
- d) The company shall perform validations of the cleaning process.
- h) All cleaning materials or aids shall be listed in a matrix which lists all the details; please refer to Halal Quality Control's Form F0438.



4.18 Criteria 18: Private Labels and Toll Manufacturers

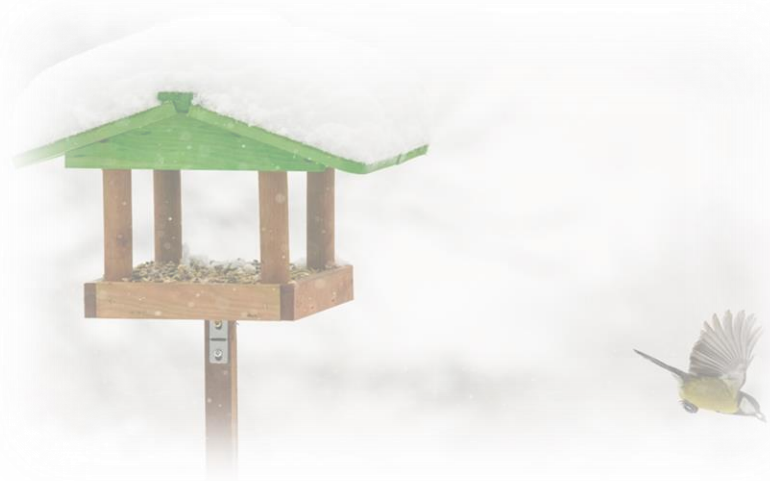
- a) All private label holders shall identify the manufacturing site(s).
- b) A private label holder may be Halal certified only if the manufacturing site which produces the Halal product is inspected by Halal Quality Control.
- c) A private label holder may only be Halal certified for the products or brands which it owns legally.
- d) A private label holder may only use the Halal mark on the products or brands which it owns legally.
- e) A private label holder shall have a legal service or outsourcing agreement with its manufacturer.
- f) Companies which produce private labels for third parties or outsource processes may be Halal certified only for the products or brands which they own legally.
- g) Companies which produce private labels for third parties may be Halal certified as a manufacturing site or a processing site.
- h) Companies which repack for third parties may be Halal certified only for the products or brands which they own legally.
- i) Companies who manufacture or repack for private label holders cannot be Halal certified for all products by default whilst labeling products for third parties.



5. Appendices

5.1 Risk Classification Table

Complexity Class	Example of Sectors
Very High Level	Chemicals and pharmaceuticals “not elsewhere classified”; processed meat products; slaughtering of land animals; genetically modified organisms and products; food additives [E400s]; bio cultures; processing aids; flavouring and aromas [organic and synthetic]; fragrances; microorganisms; gelatine; collagen; animal extracts; animal skin and hair; animal fats; animal stocks
High Level	Cheese products; biscuits; snacks; edible oil; beverages; dietary supplements; cleaning agents; packaging and wrapping material; leather products; processed fish or shellfish products; enzymes; vinegars; animal and fish feed; sauces and condiments; [canned] soups;
Medium Level	Dairy products; fish products; egg products; beekeeping; spices; horticultural products; preserved fruits; preserved vegetables; canned products; pasta; sugar; transportation and storage; warehousing; cosmetics [raw materials]; cosmetics [end products]
Low Level	Fresh line caught fish; egg production; milk production; fishing; hunting; fruits; vegetables; grain; fresh fruits and fresh juices; drinking water; flour; salt; inorganic components; minerals; plants



5.2 Category Index

Table A.1 — Food chain categories

Category		Subcategory		Examples of included activities
A	Farming of Animals	AI	Farming of Animals for Meat/ Milk/ Eggs/ Honey	Raising animals (other than fish and seafood) used for meat production, egg production, milk production or honey production Growing, keeping, trapping and hunting (slaughtering at point of hunting) Associated farm packing ^b and storage
		AII	Farming of Fish and Seafood	Raising fish and seafood used for meat production Growing, trapping and fishing (slaughtering at point of capture) Associated farm packing ^b and storage
B	Farming of Plants	BI	Farming of Plants (other than grains and pulses)	Growing or harvesting of plants (other than grains and pulses): horticultural products (fruits, vegetables, spices, mushrooms, etc.) and hydrophytes for food Associated farm packing ^b and storage
		BII	Farming of Grains and Pulses	Growing or harvesting of grains and pulses for food Associated farm packing ^b and storage
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
		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.
D	Animal Feed Production	DI	Production of Feed	Production of feed from a single or mixed food source, intended for food-producing animals
		DII	Production of Pet Food	Production of feed from a single or mixed food source, intended for non-food producing animals
E	Catering			Preparation, storage and, where appropriate, delivery of food for consumption, at the place of preparation or at a satellite unit
F	Distribution	FI	Retail / wholesale	Provision of finished food products to a customer (retail outlets, shops, wholesalers)
		FII	Food Broking / Trading	Buying and selling food products on its own account or as an agent for others Associated packaging ^c
G	Provision of Transport and Storage Services	GI	Provision of Transport and Storage Services for Perishable Food and Feed	Storage facilities and distribution vehicles for the storage and transport of perishable food and feed Associated packaging ^c
		GII	Provision of Transport and Storage Services for Ambient Stable Food and Feed	Storage facilities and distribution vehicles for the storage and transport of ambient stable food and feed Associated packaging ^c
H	Services			Hospitality services, Islamic banking, veterinary services and provision of services related to the safe production of food, including water supply; pest control services, cleaning services, waste disposal.
I	Production of Food Packaging and Packaging Material			Production of food packaging material
J	Equipment manufacturing			Production and development of food processing equipment and vending machines
K	Production of (Bio) Chemicals			Microbiology, Production of food and feed additives, vitamins, minerals, bio-cultures, flavourings, enzymes and processing aids
				Pesticides, drugs, fertilizers, cleaning agents

5.3 Alcohol and its Limitations

- a) Alcohols derived from alcoholic beverages cannot be used.
- b) Any by-products from alcoholic beverages in liquid form which are physically separated/extracted cannot be used.
- c) By-products from alcoholic beverages in liquid form which are chemically or biologically transformed into new compounds may be used if deemed suitable.
- d) Ethanol obtained or created from other sources such as synthetics, anaerobic fermentation, corns, or molasses may be used if deemed suitable.
- e) Vinegar is considered as Halal if the production process is deemed suitable and appropriate.
- f) All beverage products which are fit for human consumption should have an alcohol limit of 0.1%.
- g) All food products which are fit for human consumption should have an alcohol limit of 0.5%.
- h) All vinegars may have an alcohol limit of 1%.
- i) All products which are deemed as not fit for human consumption [including industrial alcohol] may have a higher percentage of ethanol only if the source is deemed as Halal suitable.
- j) All products which are deemed as not fit for human consumption shall have appropriate and permissible limits of ethanol in their final products.



5.4 Animal Derived Sources

- a) All derived materials from slaughtered Halal animals [excluding aquatic animals] [including its hair, bones, organs, bacteria, hide, etc.] shall be sourced from Halal slaughtered animals.
- b) All derived materials from slaughtered Halal animals [including aquatic animals] shall not be contaminated in any stage during the production process.
- c) All derived materials from living Halal animals which have been processed furtherly by any equipment shall be supported by supporting documents during the certification process.

5.5 Animal Feed

- a) All feed provided to Halal animals [including aquatic animals] shall be deemed Halal suitable.
- b) Farmed animals [including aquatic animals] shall be fed with proper feed which do not contain Haram materials or sources.

5.6 Local Governing Laws

- a) The applicant or existing customer shall abide by the applicable local laws for its segment and scope of activities.

----END OF P04-3----