



Halal Quality Control Scheme, issue 2022





Transition Period for implementation applies

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Revision History

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30-Aug-2022	1	Fee Policy Work Instruction added to Paragraph 5. Halal Assurance Program Scheme reference added to Paragraph 2.
15-Dec-2022	2	Paragraph 4.5 point d) amended; extra requirements for reporting and reviewing added. Paragraph 9 amended; updated company name, logos, and training program names described.

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1. Preamble

The Halal Quality Control Group aims to have inclusive benchmarking, to guide its customers through the certification process, to inform the conditions of the certification process, and to form an effective outline to simplify the certification process as much as possible whilst decreasing unnecessary duplication of audits and costs.

The Halal Quality Control Scheme was developed to share the objectives and necessities to become certified for Halal suitable products, services, processes, or practises, with respect to having a safe and sustainable system based on implementing this scheme.

The Halal Quality Control Scheme benchmarking process compares standards or guidelines worldwide related to Halal certification, which includes general rules, regulations, critical control points, and compliance criteria.

The Halal Quality Control Group is one of the major Halal certification bodies situated in Europe, headquartered in The Netherlands, with over 12 offices spread throughout Europe.

In the world of today, Halal certified products are an utmost importance for millions of consumers and a necessity for various governments to be able to trade.

Since there is no global umbrella yet, various Halal product or certification standards are available and need to be adhered to where necessary; this depends on the region a customer is willing to export to.

The base of the ruling for Halal suitability derives from the Holy Quran, the holy book of Islam.

Due to Islamic jurisprudence and different methodologies, multiple opinions on ruling are divided, thus scattered into multiple standards and regulations all over the world.



2. Introduction

This document describes the rules and guidelines for companies seeking a Halal certification to be obtained by the Halal Quality Control Group based on its sufficient conformity with the Halal Quality Control Scheme.

For the Halal Assurance Program [HAP] Scheme, please refer to document P04-3.

2.1 Reference Halal Standards or Guidelines

2.1.1 Africa/ West-Asia / Middle East:

Organisation of Islamic Countries [OIC]:

OIC/SMIIC 1: 2019: General Requirements for Halal Foods [referred to as 'S']

OIC/SMIIC 24: 2020: General Requirements for Food Additives [referred to as 'S-2']

OIC/SMIIC 4: 2018: General Requirements for Halal Cosmetics [referred to as 'S-3']

United Arab Emirates [UAE]

UAE.S 2055-1: 2015: General Requirements for Halal Foods [referred to as 'U']

UAE.S 2055-4: 2014: General Requirements for Cosmetics and Personal Care [referred to as 'U-2']

Gulf Countries [GCC]:

GSO 2055-1:2015: General Requirements for Halal Foods [referred to as 'G']

GSO 993: Animal Slaughtering Requirements According to Islamic Rules [referred to as 'G-1']

2.1.2 (South) East Asia:

Malaysia:

MS 1500:2019: General Requirements for Halal Foods [referred to as 'M']

MS 2400:2010: Management Systems for Warehousing [referred to as 'M-2']

MS 2400-1:2010: Management Systems for Transportation and Logistics [referred to as 'M-3']

MS2424: General Guidelines for Pharmaceuticals [referred to as 'M-4']

MS 2565: General Guidelines for Packaging Materials [referred to as 'M-5']

MS 2634:2019: General Requirements for Halal Cosmetics [referred to as 'M-6']

Indonesia:

HAS 23000-1: Halal Certification Requirements: Halal Assurance System Criteria

HAS 23000-2: Halal Certification Requirements: Policies and Procedures

HAS 23103: Guidelines of Halal Criteria in Slaughterhouses

HAS 23201: Requirements of Halal Food Materials

2.2 Normative References

The following referenced documents are in support for the application of this scheme and during the Halal certification process. Please note that the latest edition of the referenced documents applies.

International Standardization Organisation:

ISO/IEC 17000: Vocabulary and general principles

ISO/IEC 17065: Requirements for bodies certifying products, processes and services

ISO/IEC 19011: Guidelines for auditing management systems

ISO/IEC 17021: Requirements for bodies providing audit and certification of management systems

Halal Authorities and Regulators:

OIC/SMIIC 2:2019: Requirements for Bodies providing Halal Certification

UAE.S 2055-2:2016: General Requirements for Halal Certification Bodies

GSO 2055-2:2021: General Requirements for Halal Certification Bodies

HAS 23000:2: Requirements for Halal Certification Bodies



2.3 Definitions

For the purpose of this scheme, we refer to the standards and guidelines mentioned in clause 2.1 and 2.2 for an overview of the definitions.

This scheme covers a brief overview of important definitions to be understood.

2.3.1 Halal Certificate

A document that endorses the identified product, service or systems conform to the requirements of Halal as per Islamic rules, such as: Halal slaughtering certificates, Halal certificates for facilities, farms, slaughterhouses and accompanying facilities classified as "Halal", and certificates of the components of primary products, additives and ingredients that are incorporated in the composition of meat derivatives and extracts, rennet, gelatin, fats, animal oils and their derivatives.

2.3.2 Halal Certification Bodies

The entities accredited by the authorities to accredit halal certification bodies, to issue Halal certificates.

2.3.3 Halal Accreditation Bodies

The authorities authorized to accredit halal certification bodies.

2.3.4 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.

2.3.5 Halal

Matters [or products or services] that are lawful and permitted in the Islam based upon the Islamic Law.

2.3.6 Non-Halal [Haram]

Matters [or products or services] that are unlawful and prohibited in the Islam based upon the Islamic Law.

2.3.7 Impure [najis]

Matters [or products or services] that are impure in the Islam based upon the Islamic Law. An impure substance or object may affect the Halal level of the product or service due to its presence, touch, contamination, or risk it creates on the production environment. Certain levels of impure apply.

2.4 Certification Categories [Table A.1]

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

2.5 Risk Classes

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; flavoring and aromas [organic and synthetic]; fragrances; microorganisms; gelatin; 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



2.6 Certification Levels

There are three certification documents, depending on the full, segregated, or partial conformance with the Halal Quality Control Scheme.

These levels are:

Level	Certification Document	Description
1	Factory Halal Certificate [General Halal Certificate]	A certificate issued by the Halal Certification Body, awarded to the mentioned manufacturer[s]. This certificate must include an annex/appendix mentioning all approved products and describing their details.
2	Halal Shipment Certificate [Batch Halal Certificate]	A certificate issued by the Halal Certification Body for a specific shipment of an approved manufacturer or plant. Usually used for slaughtering houses which export fresh or frozen meats. It should mention the producer, importer, exporter, health certificate number [if applicable], quantities in kilograms or liters, production and expiry dates, product description, a valid signature, and a reference number.
3	Halal Suitability Declaration or Statement	A document issued by the Halal Certification Body declaring that a process or premise is declared as Halal-suitable or Halal-compliant. It should contain the name and address of the premise as well as the approved products, date of issue and expiry, and a signature and reference number.

2.7 Transition Period

At the time of publication or distribution of this Scheme, the transitional period to implementation of this Scheme is set to three [3] years to be implemented and in full operation.

3. Scope

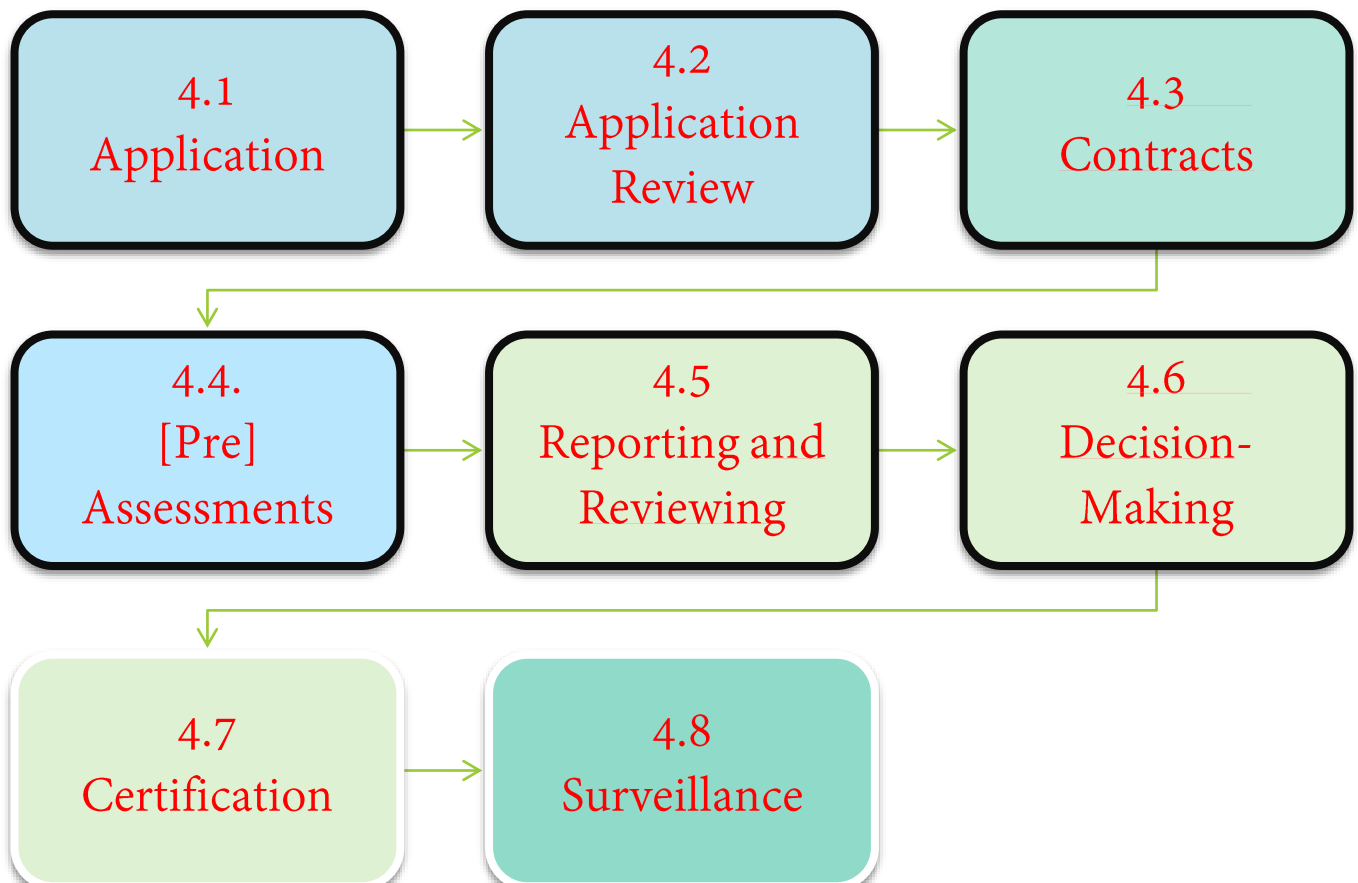
This scheme describes the fundamentals and requirements of Halal Quality Control with its goal being to achieve Halal certification. This scheme also provides guidelines for understanding and developing a Halal management system.

It is intended for use by all with an interest in Halal certification, and especially by already certified companies.

4. Certification Process

The following steps define the process that Halal Quality Control developed to determine the compliance criteria of an applicant. It is also important to assess the documents and processes of the applicant with respect to certain control points to fulfil the compliance criteria.

This process consists of the following steps:



4.1 Application

- a) The objective of the application form is to ensure that the applicant provides Halal Quality Control all the necessary information and where applicable documents to continue to the next steps.
- b) The application form may be submitted by e-mail to the contact person, or to be filled in digitally through the E-Portal. The application may be signed digitally, by hand with a blue pen, or to check the boxes when submitting this through the E-Portal.

4.2 Application Review

- a) During the application review, Halal Quality Control will appoint a competent assessor who shall review the form in accordance with the applicable standard.
- b) Halal Quality Control supports the application reviewer during the review but may appoint a second reviewer to follow a four-eye principle.
- c) An application review may result as accepted, put on hold, or dismissed.
- d) In the event of being put on hold or dismissed, the applicant shall submit clarifications or propose amendments to any technical or formal deviations in a timely manner. Until the reviewer has agreed that the deviations have been solved, the status of the application will not be changed.
- e) If the application has been reviewed as accepted, the applicant will be informed and may continue to the next steps.

4.3 Contracts

- a) The applicant shall receive a financial offer for the services being provided based upon its application form, size, nature, risk factor, and time needed for assessments.
- b) The applicant may agree or disagree with the financial offer; if agreed upon, the applicant may confirm this by signing the financial offer electronically or with a blue pen, by a written e-mail from the authorized contact person, or by checking the boxes through the E-Portal.
- c) The financial offer shall outline all the costs divided per each service to have a fair overview.
- d) The applicant shall receive a service and confidentiality agreement which outlines the terms and conditions and the rights of both the applicant and the certification body.
- e) The applicant may confirm point d) by signing the agreements electronically or with a blue pen, or by checking the boxes through the E-Portal.

4.4 [Pre] Assessments

- a) The objective of an on-site pre-assessment or assessment is to verify the fulfilments of the applicant's management system with the given requirements for its Halal certification criteria.
- b) Where applicable, an applicant may receive a pre-assessment on-site to verify that no hazards or risks are involved prior to continuing to the steps after clause 4.2.
- c) A formal audit plan shall be communicated and distributed towards the applicant or customer. This audit plan describes the audit objectives, criteria, scope, dates and sites to be visited, duration of the audit, and the team members involved.
- d) The assessment is divided into **2 levels**: Stage 1 and Stage 2.
 - the objectives of **Stage 1** are to review the management system documented information and to evaluate the site-specific conditions, whilst also having the opportunity to interview the personnel in preparation for Stage 2;
 - depending on the certification category and the risk factor, **Stage 1** may be conducted remotely or on-site during production hours;
 - The purpose of **Stage 2** is to evaluate the implementation of the management system. Stage 2 shall always take place on-site during production hours. During this assessment, information relevant to the audit objectives, scope and criteria shall be obtained by appropriate sampling and verification steps taken to become audit evidence.
 - The methods to obtain the information may vary, from interviews to observations of processes to reviewing records and on-site documentation.
 - A minimum of 2 auditors are present during a **Stage 2 assessments**.
- e) The applicant or customer will receive the name and details of the assessors after the contractual arrangements have been completed.



4.5 Reporting and Reviewing

- a) The objectives of reporting and reviewing are to examine the evidence of the conformities obtained during the steps mentioned in clause 4.4 to establish whether the requirements have been met.
- b) Upon completing the Stage 1 and/or 2 assessments, the observations and/or nonconformities are summarized and identified, classified, shared, discussed on site, and recorded to enable an informed decision.
- c) The audit team will review the findings against the audit objectives and criteria. The audit team, including the auditee, shall agree upon the conclusions and necessary follow-up actions where applicable. The audit team may require modifications for future audits, such as amending the scope, audit frequencies, or assign different auditors.
- d) The audit team shall provide a written report for each audit to the applicant or customer; the ownership of the audit report belongs to the audit team of Halal Quality Control.
- e) During the reporting, the outcome can result in **3 levels**: Observation, Minor Nonconformity, or Major Nonconformity.
 - **Observation** is measured as 'room for improvement', although not affecting the certification status
 - **Minor nonconformities** are measured as 'action to be taken', although for minor issues which could be solved in a timely matter
 - **Major nonconformities** are measured as 'actions to be taken', mostly within a very short timeframe, although the certification status is affected, usually resulting the audit to be put on hold until corrective actions have been taken by the applicant or customer.
- f) If applicable, the applicant or customer may be required to analyse the root cause of the nonconformity and describe the specific corrections and corrective actions taken [or planned to be taken] so that outstanding nonconformities may be eliminated.

4.6 Decision-Making

- a) The objective of a decision-making is to establish if a Halal certification is either:
- Granted;
 - Maintained;
 - Renewed;
 - Extended;
 - Reduced;
 - Suspended;
 - or Withdrawn

4.7 Certification

- a) A certificate of conformity, which is either a **Factory of Shipment Halal Certificate**, is awarded to the applicant or customer after successful completion of the assessment and positive decision-making results.
- b) The certificate holder may use the Halal certificate as a license to proof its compliance with Halal-related activities.
- c) The certificate holder may use **the Halal Mark [logo]** on its certified products to proof its compliance with Halal-related activities; all certified products are mentioned in the appendix of the Factory Halal Certificate or within the appendix of the Shipment Halal Certificate; the Halal Mark is property of Halal Quality Control and may be requested by the applicant or the customer after being granted a certificate.
- d) The certificate holder has the right to make use of points b) and c) only during the validity period of the Factory or Shipment Halal Certificate.
- e) When granted a Factory Halal Certificate, an issue and expiry date shall be mentioned within the document.
- f) When granted a Shipment Halal Certificate, an issue date [of the certificate] shall be mentioned on each document; the expiry date of the products being sold or distributed shall be mentioned by the producer onto the document.
- g) Special conditions may apply when making use of a Shipment Halal Certificate.

4.8 Surveillance

- a) The objective of a surveillance is to conduct on-site assessments so that the Halal certification body can maintain confidence that the certified activities continue to fulfil the requirements [in-between recertification audits]; the surveillance is conducted during the certification cycle.
- b) During a surveillance, actions taken on nonconformities identified during previous audits are reviewed.
- c) During a surveillance, the effectiveness of certified activities is benchmarked.
- d) The frequency of surveillance audits vary per each sector and depend on the risk class [see 2.5] the applicant or customer is operating in.
- e) Depending on the risk class, the surveillance may also be unannounced.
- f) A surveillance shall take place on-site at the certified address during production hours.



5. Fees

- a) All certification and service fees are listed in the financial offer.
- b) The fees are benchmarked based upon multiple factors, including, but not limited to:
 - The certification category [see 2.4];
 - The risk class [see 2.5];
 - The number of products which require Halal certification;
 - The export region for the products;
 - The type of certificate [see 2.6] required;
 - The number of auditors involved during the process;
 - The size of the company and the number of employees;
 - The number of working days, both during assessment and during desktop audits;
- c) Fees may vary each year due to either a price increase from the Halal certification body or because of external fees by foreign authorities or governments.
- d) Annual contribution fees to the Halal certification body may apply, depending on the type of certificate required.
- e) Please see or request Work Instruction W0464: Fee Policy for further details

6. Complaints and Appeals

- a) Please request or see Procedure 09: Complaints and Appeals Procedures of Halal Quality Control.

7. Third Party Halal Certificates

- a) Please request or see Work Instruction 0405: Halal Quality Control List of Approved Organization [latest versions apply].
- b) Halal Quality Control may or may not accept Halal certificates from third parties, depending on whether the requirements are met which are described in point a).
- c) The objective of accepting Halal certificates of third parties is to ease the process during the Halal certification assessments and to save time and money for the applicant or customer.
- d) If a third-party Halal certificate is rejected, the contact person of Halal Quality Control must report this to the applicant or customer, whilst trying to provide a solution at the same time.

8. Accreditation and/or Recognition

- a) When considering choosing a Halal certification to cooperate with, it is of high importance to collaborate with a party which has both accreditation and recognition from foreign authorities or governments.
- b) A Halal certification body may have either an accreditation or recognition, or both.
- c) When approving third party Halal certificates [see 7], the differences between having an accreditation and/or recognition may be significant.
- d) Depending on the country, its government might have appointed an accreditation body to accredit Halal certification bodies; it might also have appointed a national Halal certification body to mutually accept [or recognize] a foreign Halal certification body.
- e) All authorities have lists in which the approved Halal certification bodies are listed [both accreditation and recognition bodies].

9. Halal Training

- a) The Halal Business School of Europe [HBSE] is the academic authority with the objective to qualify the applicant or existing customer to implement a Halal Assurance Program [HAP], a program which designs an ecosystem to safeguard Halal activities.
- b) In general, each applicant or existing customer must be trained prior to receiving Halal certification [see points l), m), and p) for frequencies] by implementing the necessary criteria of the HAP.
- c) Halal Quality Control auditors, trainers, Islamic experts, and managers are qualified and authorized to benchmark the competence of an applicant or existing customer by providing a training designed by the HBSE.
- d) An educational session [Halal training] explains the 18 criteria of the Halal Assurance Program [the HAP].
- e) Exams or group tasks may be conducted after a training session to benchmark the evidence of the qualification of the participants.
- f) A training session may take place in a public venue or may be requested by the applicant or customer.
- g) Fees may apply for training sessions; these are either outlined in a financial offer or communicated through e-mail in advance.
- h) The language of the Halal training may be given in multiple languages, assuming that a trainer is located or available in the region of the applicant or the customer.
- i) The topics of the training session may vary in its intensity, although the HAP is the main topic.
- j) For Halal slaughtering personnel, a separate training session is provided by specialists.
- k) Training certificates are provided for the applicant or customer; attendance certificates are issued for those who attended a training session.
- l) The validity of the Halal slaughtering personnel certificate for is valid for 1 year
- m) The validity of the graduation certificates is valid for 3 years.
- n) Attendants who have received the training certificate may be called Halal Management Team members.

- o) The Halal Assurance Program Scheme may be requested by an applicant or existing customer for educational and preparation purposes.
- p) A **training frequency** may vary, but is outlined here:
- New applicants: Prior to Stage 1 or 2 assessments [see clause 4.4];
 - Existing customers who did not attend or requested a Halal training before prior to recertification: Within 1 year;
 - For applicants or customers who already attended a training session: every three [3] years;
 - Whenever the general managers, production managers, quality managers, or slaughtering personnel have changes, a new Halal training must be provided.



Halal Business School of Europe
In Search of Curiosity

10. MPSLF

10.1 Permissible Materials

- a) In Islamic jurisprudence, everything is Halal [permissible] except what is Haram [forbidden].
- b) The basics, definitions, and criteria of Halal are originated from the Holy Quran.
- c) In general, Halal-by-default items are pure inorganic chemical substances, fresh plants and their materials [not intoxicating], pure minerals, fresh milk, fresh honey, poultry eggs, and aquatic animals living under salt waters [without living on land too].
- d) Due to a change and advancement in technology and mass production of foods and beverages, it has become a challenge to understand clearly what Halal or Haram is; this is the main reason why Halal certification has increased in importance as well.
- e) Please see or request Work Instruction W0457: Halal Positive List: General Materials for general accepted [chemical] materials [created and in ownership of LP POM MUI].
- f) Please see or request Work Instruction W0457-1: Halal Positive List: Fragrance Materials for materials related to fragrances and enhancements of odours [created and in ownership of LP POM MUI].
- g) Please see or request Work Instruction W0457-2: Halal Positive List: Flavouring Materials for general accepted materials related to flavours and enhancements of flavours.
- h) Halal Quality Control has a list of permissible materials, which is used during the Stage 1 assessment of an applicant or customer when checking the status of the materials.

10.2 Doubtful Materials

- a) All that is doubtful or not clear must be avoided.
- b) In general, doubtful materials may be referred to as a contamination; materials that are considered critical and may not be Halal suitable.
- c) Doubtful materials may be considered the challenging part during a Halal certification process.
- d) If any doubtful materials or products are identified, the applicant or customer may solve the issue by providing sufficient supporting documentation [see Annex A], Halal certificates [see clause 7], Halal certification, or assessments on-site.
- e) Doubtful materials include, but are not limited to:

- Halal [see 2.3.5] materials or products that are contaminated with non-Halal [see 2.3.6] materials or products;
- Halal materials or products that come into direct contact with non-Halal equipment;
- Halal materials or products that encounter blood, urine, or discharges;
- Halal materials or products that are mixed or contain alcohol from prohibited sources;
- Intoxicating materials or substances;
- By-products from alcoholic sources;
- Fermented materials or products;
- Microbes from critical sources;
- Flavours or fragrances from critical sources;
- Cleaning materials which contain forbidden materials or critical sources;
- Halal materials or products that are mixed or contain meats which are not ritually [Halal] sacrificed.

NOTE All the above also count for processing aids, additives, and lubricants

NOTE Please refer to the Halal standards for more in-depth clarifications.

Halal training will also cover the full aspects of doubtful materials and provide examples.



10.3 Forbidden Materials

- a) Islamic jurisprudence specifies which consumable items are forbidden [Haram]; the dietary laws are found in the Holy Book [Quran].
- b) Intoxicants:**
- Alcoholic beverages which intoxicate humans;
 - Foods or liquids which may contain unacceptable amounts [in percentage] of alcohol or contain any alcohol [source of alcohol is critical];
 - Plant-based products or extracts with the purpose to make a human unconscious or are intoxicating;
 - Nut-based products or extracts with the purpose to make a human unconscious or are intoxicating;
 - Any other type of substances or extracts which contain unlawful intoxicants or forbidden sources of alcohol.
- c) Animals, reptiles, and insects for human consumption:**
- All types of meat, oval, hide, hair, bone, extracts, or blood from porcine or swine sources;
 - All types of meat, oval, hide, hair, bone, extracts, or other ingredients derived from animals which are not slaughtered as Halal;
 - Intoxicating/venomous land or aquatic animals, including their eggs, unless the toxin or poison has been removed assuming the animal is permissible to be consumed;
 - Carnivores / exotic / endangered land animals, including their eggs if any;
 - Birds of prey, including their eggs;
 - Rodents such as mice, rats, or marmots;
 - All types of meat, oval, hide, hair, bone, extracts, or blood from donkeys and mules;
 - Insects [with the exception of a few species];
 - Carrion of any animal.

d) Microbes:

- Microbial materials which cause intoxication;
- Growth media which contain forbidden materials or contain critical sources;
- Genetically modified organisms which contain forbidden materials or contain critical sources;
- Genes from critical sources or forbidden animals;

NOTE *Please refer to the Halal standards for more in-depth clarifications.*

Halal training will also cover the full aspects of forbidden materials and provide examples.

10.4 Devices, Utensils, Equipment, Storage, Logistics, and Facilities

- a) Devices, utensils, and equipment used during a Halal production process shall be free from forbidden materials at all times.
- b) Devices, utensils, and equipment using, processing, or containing forbidden materials may be transformed to become Halal suitable if a purification process has been conducted [see 10.5];
- c) Any use of appliances containing forbidden sources are forbidden.
- d) Devices, utensils, and equipment used during a Halal production process may process permissible animals which are slaughtered other than Halal [contamination], only if a thorough cleaning takes place before conducting Halal activities.
- e) When cleaning any item as specified in d), the cleaning materials used should be free from forbidden materials.
- f) All Halal materials or products which are stored in an internal or external storage should be displayed, labelled, or marked as Halal; it is advised to have a separate storage area dedicated for Halal materials or products.
- g) When transporting Halal products, vehicles should be appropriate to carry these items; the vehicles or containers are to be clean and free from forbidden materials which may harm or contaminate the materials or products being transported.

10.5 Ritual Cleaning Procedures for Equipment [Purification Process]

- a) Please request or see **Procedure 16: Ritual Cleaning Procedures for Equipment** for the full procedure.
- b) The Halal Quality Control Procedure number 10 outlines the requirements of the conditions to transform transforming devices, utensils, appliances, machines, or facilities which were contaminated with forbidden materials to become Halal suitable.
- c) During a ritual cleaning process, an auditor must be present on-site.
- d) The ritual cleaning process may be carried out only once and repetition of this process is not allowed.

10.6 Packaging, Designing, and Labelling

- a) Packaging or wrapping materials should not contain any harmful or forbidden materials.
- b) Packaging and wrapping materials should not have any intoxicating effects on the Halal materials or products.
- c) Point a) and b) do also count labelling materials.
- d) Packaging or product designs should be considered morally accepted; packaging or designs should not imitate, represent, taste, or smell like harmful or forbidden materials or products, even if all the ingredients are Halal suitable.
- e) Product or materials names should be considered morally accepted; this should not be named after harmful or forbidden materials or products, even if all the ingredients are Halal suitable.
- f) Product or materials names should be considered morally accepted; packaging or designs should not imitate or represent other religions, saints, holy books, or prophets, even if all the ingredients are Halal suitable.
- g) Points d), e), and f) are applicable, unless the local Halal authority or government accepts otherwise, given that all the consumable ingredients are Halal suitable and certified.
- h) Halal certified materials or products should be labelled with a Halal mark or a Halal sticker to create the awareness that the product is Halal certified or Halal suitable.
- i) Fresh or frozen Halal meat products should be labelled as Halal and where applicable attached together with a Halal shipment certificate [see 2.6] for validation.

10.7 Outsourcing Activities, Suppliers, and Private Labelling

- a) If a formula or product owner outsources the manufacturing process to a third party [the toll manufacturer], the manufacturer must be Halal certified in order to certify the formula or product owner; the formula or product owner may be the Halal certificate holder if agreed upon.
- b) All suppliers must be screened during the Halal certification process; where necessary, the suppliers, if not Halal certificate holders, must fill out a declaration form of Halal Quality Control to judge the status of the material or product; if the material or product is judged as critical, a Halal certification may be required as the only solution.
- c) Suppliers can have Halal certificates from Halal certification bodies other than Halal Quality Control, given that the conditions of the certification body are met.
- d) If the applicant is a private label holder, it shall have to meet the same requirements as specified in point a).

10.8 Animal Feed

- a) Permissible land and aquatic animals are to be fed with permissible materials, foods, and liquids prior to being sacrificed.
- b) The minimum timeframe for which point a) shall count is three [3] days prior to the land or aquatic animal being sacrificed.
- c) During an assessment, where necessary, the auditors may request the specifications of the animal feed for verification purposes.



11. Traceability and Recall Requirements

- a) The applicant or the customer shall have a traceability system and a procedure to trace back:
- Raw materials;
 - Processing aids;
 - Additives;
 - Suppliers;
 - Halal Certificates;
 - Unique identifying references for Halal certified products
- b) During an inspection, a tracking and tracing test is to be carried out.
- c) The applicant or customer is required to cooperate with Halal Quality Control at any time during its certification cycle to provide sufficient documentation or evidence when requested upon with respect to tracing any product.
- d) During the certification cycle, a public market surveillance may be conducted to test the compliance criteria of a Halal certified product in accordance to a Halal standard for which it has been inspected.
- e) The applicant or customer shall have a recall system and a procedure to recall back:
- Certified products which have not been in compliance with the Halal certification requirements;
 - Certified products which have not been in compliance with food safety requirements;
 - Certified products which have either been contaminated during the production process or during an external activity outsourced to third parties;
- f) Whenever the Halal certificate of the customer has been suspended, withdrawn, or terminated, the customer may be required to recall its product

Annex A: Work Instructions

- a) To provide guidelines to applicants or customers, Halal Quality Control creates work instructions for various topics, procedures, and processes.
- b) Applicants or customers are advised to always ask for the latest versions of the work instructions.
- c) The list of current Work Instructions is provided below [but may be expanded in the future]:
 - W0403: Website [E-portal] Registration and Halal Shipment Requesting instructions;
 - W0405: Halal Quality Control List of Approved Organisations;
 - W0415: Ethanol/Alcohol Policies and Requirements;
 - W0417: List of Approved Food Safety Certification Bodies;
 - W0418: Halal Shipment Certificate Policy and Requirements;;
 - W0421: Animal Gelatine Policies and Requirements;
 - W0425: Terms and Conditions: Halal Mark Usage;
 - W0438: Materials and/or Products Approval Process [required documents];
 - W0452: List of Halal Quality Control Offices [see website];
 - W0456: List of Approved Halal Standards and Guidelines [see 2.1];
 - W0457: Halal Positive Lists

NOTE *The Halal Academy of Europe training will explain more in-depth details on the forms.*

Annex B: Required Forms

12.1 Required Forms during a Halal certification process [Non-Meat Sector]:

- a) Filled in Application Form;
- b) Application Review;
- c) Financial Offer;
- d) Contracts;
- e) Halal Questionnaire Form;
- f) Raw Materials or Products Master Table [Matrix format or General format available];
- g) Declaration Forms [if applicable] such as 'Pork-Free Facility Declaration' or 'Material or Product Declaration' Form [See 10.7];
- h) Laboratory test results of tested materials or products [where applicable];
- i) Supporting documents [See Work Instruction 0438];
- j) Flow Charts of all processes destined for Halal certification;
- k) Flow Chart of the cleaning process, including its cleaning materials [if applicable];
- l) Halal Training Certificates of the Halal Management Team [where applicable];
- m) Food Safety Management System [FSMS] certificates;
- n) Halal Certificates from third parties [where applicable].

12.2 Required Forms during a Halal certification process [Meat Sector]:

- a) Filled in Application Form;
- b) Application Review;
- c) Financial Offer;
- d) Contracts;
- e) Halal Questionnaire Form [Meat Processing version or Slaughtering Plant version];
- f) Raw Materials or Products Master Table [Matrix format or General format available];
- g) Declaration Forms [if applicable] such as 'Pork-Free Facility Declaration' or 'Material or Product Declaration' Form [See 10.7];
- h) Laboratory test results of tested materials or products [where applicable];
- i) Supporting documents [See Work Instruction 0438];
- j) Flow Charts of all processes destined for Halal certification;
- k) Flow Chart of the cleaning process, including its cleaning materials;
- l) Production or Slaughtering Announcement Forms [where applicable]
- m) Production Records [if the facility is not processing only Halal suitable products]
- n) Slaughter Records [if Slaughtering Plant];
- o) A List of approved Slaughtering Personnel Form;
- p) Halal Training Certificates of the Halal Management Team [where applicable];
- q) Halal Training Certificates of Slaughtering Personnel [if Slaughtering Plant];
- r) Governmental, Municipal, or Ministry issued certificate awarded to the Slaughtering Personnel;
- s) Animal Welfare certification [if Slaughtering Plant];
- t) Animal Feed Declaration Form;
- u) Food Safety Management System [FSMS] certificates;
- v) Halal Certificates from third parties [where applicable].

Annex C: Supporting Documents

- a) A table has been provided below to outline the acceptable, not acceptable, and doubted supporting documents [SD] during the Halal certification process or cycle:

Type of SD	Issuance Period	Issued by	Risk Class [See 2.5]	Accepted	Not Accepted	Other Requirements
Halal Suitability Declaration	Maximum 1 year old	Manufacturer [not by third party]	High – Very High		X	Halal Certificate
Halal Suitability Declaration	Maximum 1 year old	Manufacturer [not by third party]	Low - Medium	X		Halal Material or Product Declaration may be required
Halal Statement	Maximum 1 year old	Manufacturer [not by third party]	High – Very High		X	Halal Certificate
Halal Statement	Maximum 1 year old	Manufacturer [not by third party]	Low - Medium	X		Halal Material or Product Declaration may be required
Halal Certificate	Maximum 1-2 years old	The Halal Certification Body	High – Very High	X	X	See Work Instruction W0405 Halal Material or Product Declaration may be required
Halal Certificate	Maximum 1-2 years old	The Halal Certification Body	Low - Medium	X		Halal Material or Product Declaration may be required
Technical Specification	Maximum 3 years old	Manufacturer	High – Very High		X	Halal Certificate
Technical Specification	Maximum 3 years old	Manufacturer	Low - Medium	X		Halal Material or Product Declaration may be required
Others	Maximum 1-3 years	Supplier, non-Manufacturer, or Private Label Holder	Medium - High		X	To be communicated
Others	Maximum 1-3 years	Supplier, non-Manufacturer, or Private Label Holder	Low - Medium	X		To be communicated

NOTE Please refer to Work Instruction W0438 for general requirements or to the Halal Standards.

Annex D: Non-Halal Animals Classes

Annex 1 – Classification of Non-Halal Animals

Species	Non-Halal
Animals	<p>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 (<i>Mawqouza</i>), falling animals (<i>Motaradiyah</i>), butted animals (<i>Nateehah</i>), 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.</p> <p>Pigs, domestic donkeys, mules, elephants, monkeys, dogs, foxes, cats and the like.</p> <p>Predators such as fanged beasts of prey and the like such as lions, cheetahs, bears, except for hyenas.</p> <p>Birds of prey with sharp claws used for attacking and the like such as eagles, falcons, hawks, sparrows, peregrines, kites and owls.</p> <p>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)</p> <p>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.</p> <p>Odious creatures and the like such as shells, larva and other similar animals.</p> <p>Animals fed with unclean items, unless they are confined and fed with permissible feeding according to Islamic Rules for at least three days.</p>
Aquatic	Toxicant or harmful species, unless toxicant or harmful substances are removed during preparation.
Plantation:	Plants, their products and their toxicant, harmful or narcotic derivatives, unless toxicant or harmful substances are removed during preparation.
Beverages:	Intoxicating beverages or those containing alcohols, narcotic, calming, toxicant or harmful substances.
GMF:	All foods produced by genetic modification from a prohibited specie or more than one species, of them one specie is prohibited.
Blood and Blood Derivatives from a Human or Animal Origin:	Blood and all its derivatives are prohibited and all body liquids from a human or animal origin such as vomiting and urine.
Food Additives:	All toxicant, harmful or calming food additives, products and their products and derivatives or derived from non-Halal materials.
Enzymes:	All enzymes derived from non-Halal sources.
Microorganisms:	All microorganisms such as germs, fungi, toxicant and harmful yeast produced on non-Halal environments or using non-Halal ingredients.

Annex E: Offices and Accreditation

The Netherlands - Headquarters	Belgium
Germany	France
Italy	Spain
Denmark	Sweden
Norway	Ireland
Poland	Greece
Austria	Hungary
Jordan	United Arab Emirates



14. Annex F: Contact Channels

a) Please refer to our official website to locate and contact all our offices:

www.halaloffice.com/en/branches/europe