

Work Instruction: W0405  
Revision Date:



Criteria of External Halal Certification  
Bodies by Halal Quality Control



# The Halal Quality Control Group

## Criteria for External Halal Certification Bodies V 2.0

Note: This instructional form is linked to Procedure 04-3 and 04-4 [Schemes]

### Change Log:

- Version 1: Created and issued 18 November 2021
- Version 2: Issued 1 December 2022 [Clause 2 Updated, Annex A Updated]

Created by: Wassiem al Chaman	Reviewed by: Shadi Dabcheh	Approved by: Shadi Dabcheh	Revision Nr.: 01	Retention Period: 5 years
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## List of Abbreviations

HQC	Halal Quality Control
HCB	Halal Certification Body
WHFC	World Halal Food Council
GCC	Gulf Cooperation Council
UAE	United Arab Emirates
KSA	Kingdom of Saudi Arabia
MoU	Memorandum of Understanding [agreement]

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### Clause 1: Introduction

This work instruction outlines the requirements to accept a foreign HCB other than HQC during an assessment, supplier approval, or documentation verification.

As several authorities over the world are implementing their own policies or requirements, it has become difficult to have a harmonized list of approved HCBs, which is why this work instruction will try to outline the most suitable process possible as of this version's date.

In some cases, an HCB is only approved within its country of legal registration.

Please note that this work instructions might have newer versions from time to time, and we advise you to request the latest version by e-mailing us at [info@halaloffice.com](mailto:info@halaloffice.com) or by contacting your local contact person or auditor.

### Clause 2: Segments

All customers of HQC, when providing a foreign HCB to be approved, must provide an HCB which may comply with one of the following segments below:

Segment A	HQC Offices or affiliates
Segment B	Recognized by a mutual accepted authority
Segment C	Accredited by a mutual accepted authority
Segment E	Request for approval by your HQC contact person [if A/B/C do not apply]

More details on the segments are provided on the next page.

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### Segment A

Segments A outlines the affiliates and partners and includes:

Europe and Asia	Globally
	
All HQC Offices	WHFC Members

### Segment B and C

Segments B and C outline national authorities as showcased below:

Malaysia	Turkey	Indonesia	GCC	Singapore	Thailand
					
JAKIM	HAK	Ex-MUI	GAC	MUIS	CICOT Enlisted

UAE/GCC	KSA/GCC	KSA/GCC	Qatar/GCC	Indonesia	KSA
					
EIAC	SFDA HC	SASO Enlisted	MOPH Enlisted	BPJPH	SAAC

*Note: An HCB is either accredited, recognized, or listed by one of these organizations listed under Segments B or C*

### Segment D

If the external HCB is not applicable to Segments A, B, or C, an e-mail should be sent to your contact person providing the Halal Certificate of the HCB, after which a review will be conducted, followed by a decision.

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### Clause 3: Scope of Approvals

Due to a broad field of categories that are applicable to become Halal certified, there are restrictions to accept an external HCB. One of these restrictions is that parties as mentioned in Segments B and C may limit the scope of activities of an HCB, which is described in their certificate issued.

#### **Example:**

*Party A may have an accreditation, but limited to only chemicals and dairy, meaning that all other types of products may not be approved upon, limiting their acceptance level.*

If an external HCB is dismissed, the reason will be clarified and specified towards the customer.

The category table of applicable scopes is attached in Annex A.

### Clause 4: Types of Certificates

Type of Document	Description
General Halal Certificate	A certificate issued by the HCB awarded to the mentioned manufacturer. This certificate must include an annex mentioning all approved products and describing their details.
Halal Shipment Certificate	A certificate issued by the HCB for a specific shipment of an approved manufacturer. Usually used for slaughtering houses which export fresh meats. It should mention the producer, importer, exporter, health certificate number [if applicable], quantities in kilograms or litres, production and expiry dates, product description, a valid signature, and a reference number.
Halal Statement or Declaration	A document issued by the HCB 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.

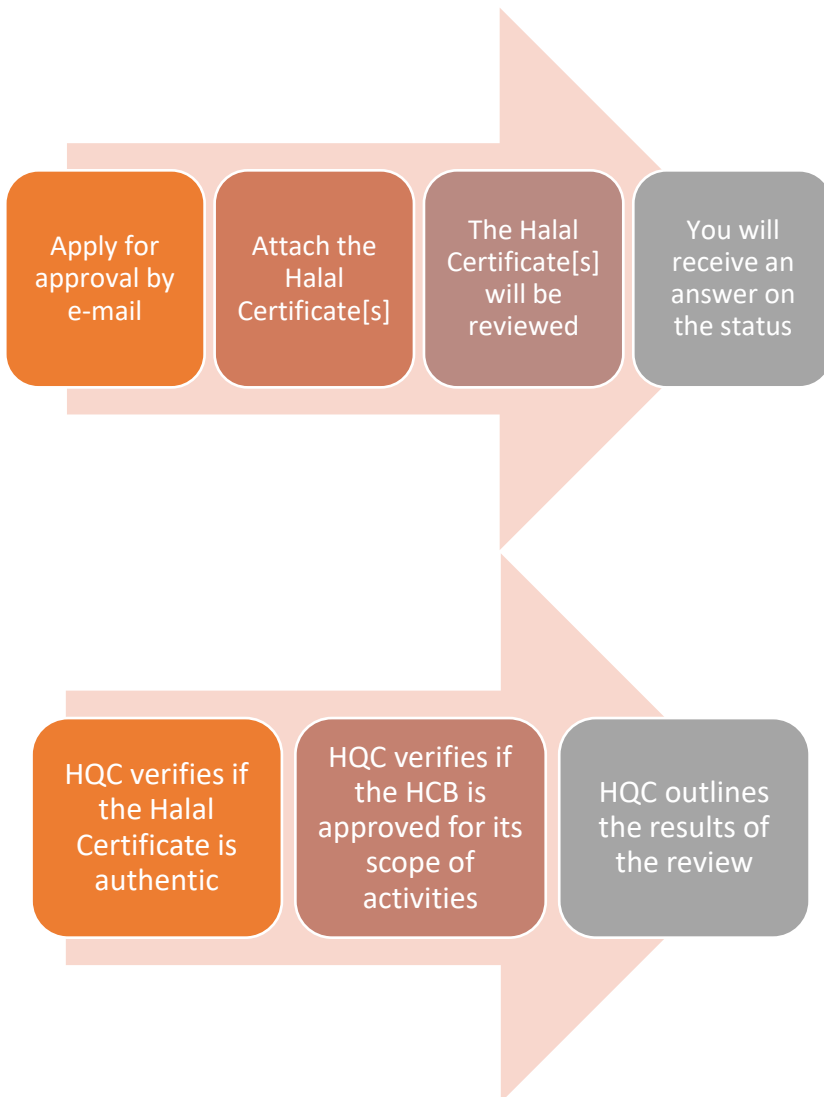
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### Clause 5: Flow process for HCB approval



**Annex A [next page]:**

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Food and feed processing	C	Food Manufacturing	CI	Halal slaughtering & Processing of perishable animal products	Production of animal products including fish and seafood, meat, eggs, dairy and fish products including cutting and packaging.
			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 (Meat based food, 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 Halal 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
	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
Catering	E	Catering			Preparation, storage and, where appropriate, delivery of Halal food for consumption, at the place of preparation or at a satellite unit, restaurants
Retail, transport and storage	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 <sup>c</sup>
	G	Provision of Transport and Storage Services	GI	Provision of Transport and Storage Services for Perishable and ambient stable Food and Feed	Storage facilities and distribution vehicles for the storage and transport of perishable food and feed  Associated packaging <sup>c</sup>
			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 <sup>c</sup>
Auxiliary services	H	Services	HI		Provision of services related to the safe production of food, including water supply, pest control, cleaning services, waste disposal.
			HII	Financial services	Banking, insurance, investment funds, leasing, barter etc.
			HIII	Muslim friendly tourism and travel related services	Resorts, Hotels, Tourism and travel agency services, e.g., bookings etc.
	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
Biochemical	K	Production of (Bio) Chemicals			Production of food and feed additives, vitamins, minerals, bio-cultures, flavourings, enzymes and processing aids Pesticides, drugs, fertilizers, cleaning agents
Others	L	Other materials manufacturing	LI	Cosmetics	-----
			LII	Textile and textile products	-----
			LIII	Leather and leather products	-----
			LIV	NEC (Not elsewhere classified)	-----