



The Halal Quality Control Group

Raw Materials Approval Process V 3.0

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

Change Log:

- Version 1: created and issued on 5 November 2021
- Version 2: issued on 26 January 2022 [Table 1A updated]
- Version 3: issued on 1 December 2022 [Clauses 1 and 2 updated]

Clause 1: Introduction

1.1 Introduction

This instruction form has the function to provide an outline on the process to approve raw materials and/or (end) or intermediate products of manufacturing parties or distributors and to give a clear guideline on its requirements to fulfil the compliance during an initial or ongoing certification cycle.

1.2 Objectives

The main objective is to safeguard that the entire manufacturing process is free from of any ritual (cross) contamination with prohibited materials or processes.

1.3 Abbreviations

HQC = Halal Quality Control | PDS = Product Data Sheet | TDS = Technical Data Sheet |
MSDS = Material Safety Data Sheet | PFS = Process Flow Chart | HC = Halal Certificate
CoA = Certificate of Analysis | HSD = Halal Statement Declaration |
PFFD = Porcine Free Facility Declaration



Clause 2: Requirements

2.1 Introduction

Adding new or modified raw materials, additives, processing aids, trade items, suppliers, toll-manufacturers, or similar activities are a critical activity when taking the Halal status into consideration.

This could often be stipulated as a written procedure or by creating a risk assessment matrix or by having a proper system in place to notify HQC of any [major] changes. These topics are furtherly explained and showcased during a Halal training, for which you may or are required to apply during your certification cycle.

If a Halal raw material, product, or process comes into direct or indirect touch with components which are prohibited or considered unclean or critical in accordance to Islamic values or regulatory bodies, the Halal status could be affected, endangered, or declared as not Halal suitable.

2.2 Exemptions to this Requirement

A Halal Positive List document exists which lists various types of chemicals, flavouring, and fragrance components (being the Exemption) that are deemed as Halal Suitable by nature and require minimum or no further documentation.

This Exception Document is in possession with HQC and used as a supporting document during a screening process.

Any compounds, minerals, plants, or other natural materials considered as Halal by Halal standards or the Holy Quran are exempted from this Requirement unless interference has occurred which may affect this item.

Halal certified materials, products, or meats from an accepted Halal Certification Body are exempted from this Requirement. The same counts for Halal shipment certificates.

All Exemptions should still be safeguarded not to be contaminated with critical or forbidden, at all times, during Halal certification.

All Exemptions should be mentioned within the Halal Matrix document or within the E-Matrix on the HQC E-Portal

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2.3 Documentation Requirements

Depending on the risk class [please refer to the Halal Quality Control Certification Scheme or other forms which mention the Risk-Class Table] of the material or product, or depending on the export region or local regulatory body, the minimum required supporting documents could vary.

Table 1A has been provided to clarify the aspects of the required documentation for different types of categories.

Table 1A [next page]



Type of Material / Product / Origin	Required Supporting Documents	Examples of Materials or Products
Animal Meats Part 1 except forbidden animals	PDS, TDS, MSDS, PFS, CoA, possibly PFFD, and Halal Certification*	Red and White Meats, Animal Organs, Slaughtering of Animals
Animal Meats Part 2 Except forbidden animals	PDS, TDS, MSDS, PFS, CoA, possibly PFFD, and Halal Certification*	Processed Meats, Cured or Smoked Meats, Canned or Dried Meats
Animal Derivatives Part 1 except forbidden animals	PDS, TDS, MSDS, PFS, possibly PFFD, CoA, and Halal Certification*	Gelatin, Enzymes, Fat, Bones, Skin, Extractions
Animal Derivatives Part 2 except forbidden animals	PDS, TDS, MSDS, PFS, possibly PFFD, CoA, and Possibly Halal Certification*	Processed Dairy Products, Processed or UHT Milk, Lactose, Whey, etc.
Fresh Animal Derivatives except forbidden sources	PDS, TDS, MSDS, PFS, and possibly HSD***	Fresh Milk, Organic Honey, Fresh Eggs, Hair, Castoreum, Honeycombs
Fresh Aquatic Animals Meats	PDS, TDS, MSDS, PFS	Fresh and Frozen Fish
Processed Aquatic Animals	PDS, TDS, MSDS, PFS, possibly HSD, and possibly Halal Certification**	Processed Fish Products, Battered Fish Products, Fish Gelatin, Collagen, Oils, Coatings
Plant-Based Materials	PDS, TDS, MSDS, PFS, Possibly CoA, possible HSD, and possibly Halal Certification	Vegan or Vegetarian Products, Truffles, Extracts, Hydrolysed Plant Materials
Chemicals	PDS, TDS, MSDS, PFS, possibly HSD, and possibly Halal Certification	Cosmetics, Flavors, Cleaning Materials, Aroma, Fragrances, Food Supplements, Food Additives, Botanicals
Fermented Products	PDS, TDS, MSDS, PFS, possibly HSD, and Possibly Halal Certification**	Soy Sauce and Vinegars Yoghurts and Beverages Pickled Vegetables, Beverages, Dairy Products, Vegan or Vegetarian Products
Processing Aids [which are used to compose the final product but are not part of the final product]	PDS, TDS, MSDS, PFS, and/or CoA Possibly Halal Certification	Various Aid Agents Solvents and Enzymes Acids and Gels
Genetically Modified Organisms	PDS, TDS, MSDS, PFS, and/or CoA Halal Certification*	Modified Materials Genes and Allele Bacterial Plasmids
Animal Feed	PDS, TDS, MSDS, PFS, possibly HSD, and Possibly Halal Certification**	Livestock Feed Fish Feed Pet Food



Notes on *, **, and *:**

***: Halal Certification is mandatory and may not be replaced with an alternative**

A third-party Halal Certificate may also be accepted if it complies to Instruction 0405. If Halal shipment certificates are being used, then for each shipment a separate certificate is required.

**** : Halal Certification is not directly required, but may be depending on the reviewing outcomes**

A Halal Statement Declaration [HSD] may be requested before deciding the outcome of the reviewing activities.

*****: Halal Statement Declaration may be required to declare that no forbidden materials, meats, or sources are present within the material or product**

This form can be requested from HQC or will be provided during the certification process. If a material or product is deemed as doubtful or possibly critical due to lack of information, this declaration applies.

The form must be signed by either the manufacturing party, supplier, or the certificate holder.