

## **GUIDELINES FOR FILLING UP THE ASSESSMENT CHECKLIST**

## e.g. (ISO/IEC 17021-1:2015, Clause 5.1.2)

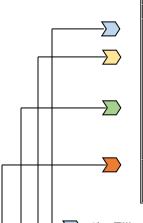
**Legend:** C – Complies, O – Observation, T – To Check On-site,

N – Nonconformity, N/A – Not Applicable

## Clause Requirement

## 5.1.2 Certification agreement

Does the certification body have a legally enforceable agreement for the provision of certification service in accordance with the relevant requirements of this part of ISO/IEC 17021 to its client? Where there are multiple offices of a certification body or multiple sites of a client, does the certification body ensure that there is a legally enforceable agreement between the certification body granting certification and issuing a certificate, and all the sites covered by the scope of the certification?



Describe briefly the CB's established policies and procedures: (To be filled-up by the CB)

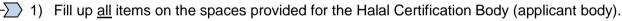
CB XYZ ensures that an enforceable Certification Agreement is both signed by the authorized representatives of CB XYZ and its client.

#### References:

CB XYZ Quality Manual Clause 5.1.2

CB XYZ QP 3 Certification Procedure, Item 3 (if this is discussed in that specific procedure) Form ABC Rev. 1 Certification Agreement (where requirements stated in 5.1.2 are included)

Findings/Comments: (To be filled-up by the AB)



- 2) Discuss briefly the applicable policies and/or procedures as required by each clause/sub clause.
- 3) Indicate the specific part in your Quality Manual/Procedures/Work Instructions and/or applicable forms where your statements are referred from.
  - Note 1: Submit all relevant documents indicated in your filled up Assessment Checklist
  - Note 2: Application will not be processed if the Assessment Checklist is not properly/completely filled up.
- 4) PAB to fill up any comments or findings raised based on the HCB's response (*supported by the submitted references/evidences*), to the clause requirements.

## Halal products - Part two: General Requirements for Halal Certification Bodies

 $\mbox{\bf Legend:} \ \mbox{\bf C-Complies, O-Observation, T-To Check On-site, N-Nonconformity, N/A-Not Applicable}$ 

## **Clause Requirement**

## **4 General Principles**

**4.1** Are the principles given in Clause 4 of ISO/IEC 17021:2011 and Annex A of ISO/IEC 17065:2012 the basis for the subsequent specific performance and descriptive requirements in this standard? Do you adopt these principles as a guide to decisions that may have to be taken in unexpected situations?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 4.2 Compliance with Islamic Sharia

Do the Halal certification body and its employees adhere to the requirements of Halal in Islamic Law and deal with the highest degree of responsibility, integrity, and neutrality when applying the requirements related to it?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## **5 General Requirements**

## 5.1 General

Do all the requirements given in Clause 4.1 of ISO/IEC 17065:2012 apply?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 5.1.1 Legal responsibility

Do all the requirements given in Clause 4.1.1 of ISO/IEC 17065:2012 apply? In addition to that; Does the Halal certification body ensure that the product/service is properly offered to Muslims and that all relevant procedures are carried out to ensure that the requirements of Halal in Islamic Sharia are implemented in all its activities?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 5.1.2 Halal certification agreement

Do all the requirements given in Clause 4.1.2 of ISO/IEC 17065:2012 apply in addition to allowing the periodic and sudden evaluation visits of the Halal certification body and to its customers?

Issue No. 02 Effective Date: 13 January 2023 Page **2** of **25** 



## **Clause Requirement**

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 5.1.3 Responsibility for Halal certification decisions

Do all the requirements given in clause 5.1.3 of ISO/IEC 17021-1:2015 apply?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 5.1.4 Responsibility for the use of Halal mark/Halal certificate decisions

Do all the requirements given in clause 4.1.3 of ISO/IEC 17065:2012 apply?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 5.2 Management of impartiality

Do all the requirements given in clause 4.2 of ISO/IEC 17065:2012 and in addition to emphasize that the Halal certification body and any part of the same legal entity must be neutral in taking their decisions without any financial, commercial or other pressures affecting independence and impartiality of its decisions, and shall not offer or provide advice in Halal, or consultancy in Quality or any other management system?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

#### 5.3 Liability and financing

Do all the requirements given in Clause 4.3 of ISO/IEC 17065:2012 apply?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 5.4 Operations

**5.4.1** Does the Halal certification body take all necessary steps to assess compliance with relevant Halal standards and other requirements such as sampling, testing, and inspection requirements in accordance with the Halal Product Certification System requirements?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Issue No. 02 Effective Date: 13 January 2023 Page **3** of **25** 



## **Clause Requirement**

Findings/Comments: (To be filled up by the AB)

**5.4.2** While conducting the Halal certificate operations, does the Halal certification body ensure the suitability and competence of body(ies) and person(s) carrying out testing and inspection of the Halal certificate as stated in ISO/IEC 17021-1, and the Annex C of ISO/TS 22003?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

#### **6 STRUCTURAL REQUIREMENTS**

## 6.1 Organizational structure and senior management

Do all requirements given in Clause 5.1 of ISO/IEC 17065:2012 apply?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 6.2 Committee for safeguarding impartiality

Do all the requirements given in Clause 5.2 of ISO/IEC 17065:2012 apply?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**6.2.1** Does the committee include at least one Halal Islamic affairs expert? Does the committee actively review work performance in accordance with the requirements of Halal in Islamic law; check the integrity of issuance of Halal certificates and determine the procedures, systems, methods and policies of the Halal certification body?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 6.2.2 Halal Islamic affairs expert Committee

Does the Halal certification body check and analyze any actual or potential risks that may arise due to the presence of obstacles in the application of Halal requirements in the Islamic Sharia, and do the appropriate procedures and practices and present solutions in such a way as to resolve the issue neutrally?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

Issue No. 02 Effective Date: 13 January 2023 Page **4** of **25** 



## **Clause Requirement**

## 6.3 Halal Islamic affairs expert Committee

To ensure that the basic principles of Halal Islamic Sharia are applied optimally, does the Halal certification body has a committee that includes at least three Halal Islamic affairs experts that is formed to provide advice, guidance and decisions concerning legal issues?

Does the committee meet periodically to review and evaluate the certificates that have been issued and to ensure compliance to the Halal requirements in Islamic Sharia and take decisions unanimously; and in the absence of commitment to any of its decisions, the matter is up to the committee to escalate to the committee for safeguarding impartiality?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## **7 RESOURCE REQUIREMENTS**

## 7.1 Competence of management and personnel

Do all the requirements given in clause 6.1 of ISO/IEC 17065:2012 apply? Additionally, does the Halal certification body have processes to ensure that personnel have adequate knowledge relevant to the categories (Annex A) in which they operate?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 7.2 Personnel involved in the Halal certification procedures

Do all the requirements given in clause 6.2 of ISO/IEC 17065:2012 and the following apply?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**7.2.1** Does the Halal certification body ensure that the auditors and decision makers of the Halal certification are technically competent and ethically committed Muslims? Does the technical experts are recruited within specific technical areas as well as quality management system auditors (preferably all employees involved in all Halal certification activities are Muslims)?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**7.2.2** To ensure that the procedures for auditing and issuing the certificate are carried out in an effective and uniform manner, does the Halal certification body specify the minimum requirements and criteria for acceptance of specialized personnel? Do these requirements include training in the application of Halal standards, quality management systems, product conformity certificates and safety management systems?

Issue No. 02 Effective Date: 13 January 2023 Page **5** of **25** 



## **Clause Requirement**

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**7.2.3** The personnel of the halal certification body can be individual auditors who work for the halal certification body on a contract basis, or from other external sources. The halal certification body must be able to manage and monitor the work of the employees, be responsible for their efficient performance, and maintain comprehensive records to monitor their competence, whether they are key employees, contract employees, or externals.

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

- **7.2.4** Does the Halal certification body shall require its personnel involved in the Halal certification to sign a contract or other documents in which they commit themselves to:
- a) Comply with the rules defined by the Halal certification body, including those related to confidentiality and independence from commercial and other interest(s);
- b) Declare any previous or current activities in associations whether they are affiliated with or were employed in as designers, producers or suppliers of Halal products, or in granting Halal certificates where they are intended to be employed?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**7.2.5** Are records on the relevant qualifications, training and experience of each member of the personnel involved in the Halal certification process shall be maintained by the Halal certification body?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 7.3 Personnel that Review Contracts

## 7.3.1 Education

Does Halal certification body ensure that the personnel carrying out contract review shall have the appropriate knowledge?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

Issue No. 02 Effective Date: 13 January 2023 Page **6** of **25** 



## **Clause Requirement**

# **7.3.2 Product safety and/or Halal requirement related training according to Islamic Sharia**Does Halal Certification Body ensure that the personnel carrying out contract review have successfully completed training(s) in:

a) Relevant standard for Halal products.

- b) Quality management system and product conformity;
- c) Product Safety Management System (e.g. ISO 22000;)
- d) Audit based on the guidance given in ISO 19011?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 7.3.3 Competencies

Does the Halal certification body ensure that the personnel carrying out contract review have demonstrated ability to apply knowledge and skills in the following areas:

- a) Classification of applicants in food chain categories and other sectors;
- b) Assessment of applicant's products and/or services, processes and practices;
- c) Evaluation of competencies and requirements of Halal certification auditors;
- d) Determination of the planning and execution time of the audit and the actual time of implementation of the audit (Annex B);
- e) Halal certification body's policies and procedures related to contract review?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 7.4 Personnel who take the decision to grant Halal certificates

## 7.4.1 General Requirements

Does the Halal certification body ensure that the personnel who take the decision to grant a certificate are educated and trained on Halal certification procedures, and have relevant experience in audits and work as required for an auditor of a given category (Annex A) according to ISO 19011?

Does the team taking the certification decision not be less than 3 individuals, where at least 2 of which are Halal Islamic affairs experts? Do the decisions taken unanimously, not by majority of votes?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 7.4.2 Competencies

Does the Halal certification body ensure that the team granting certification has demonstrated ability to apply knowledge and skills in the following areas:

- a) Standards' requirements for Halal products;
- b) Halal requirements in Islamic Sharia related to Halal certification;
- c) Current principles and understanding of relevant management systems;
- d) Identification and assessment of risks for Halal requirements;
- e) Corrections and corrective actions to be taken with regards to Halal matters;

Issue No. 02 Effective Date: 13 January 2023 Page **7** of **25** 



## **Clause Requirement**

- f) Laws and provisions relevant to the Halal product/services;
- g) Products, processes and practices;
- h) Relevant legislations and regulations;
- i) Evaluating and reviewing the audit report for accuracy and completeness;
- i) Evaluating and reviewing effectiveness of corrective actions;
- k) The certification process:
- I) Good understanding of the basic laws and conditions related to Halal products, especially regarding the slaughter of animals according to the requirements of Halal in Islamic law and the requirements of the standard of Halal products?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

#### 7.5 Technical auditors

## 7.5.1 General requirements

Do the Halal certification technical auditors have relevant knowledge of Islamic rules with regard to Halal certification and have received practical training on standards related to Halal certification, and have studied other relevant regulations and technical standard?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

#### 7.5.2 Education

Does the Halal certification body ensure that the auditors have the appropriate knowledge beyond or equivalent to the post-secondary level, which includes lessons on the relevant subjects (Table A1, Appendix A) in which they conduct Halal certification audits?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 7.5.3 Special trainings

Does the Halal certification body shall ensure that the technical auditors have successfully completed training in:

- a) Principles related to management;
- b) Regulations and legislations of relevant subjects,
- c) Approved standards for Halal products,
- d) Training in auditing,
- e) Audit methods based on ISO 19011,
- f) Principles for product safety management system (e.g. ISO 22000),
- g) Procedures for granting Halal certificates on the basis of approved standards.

(The training materials should be appropriate and do not conflict with the approved standards for Halal certification)?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Issue No. 02 Effective Date: 13 January 2023 Page 8 of 25

## **Clause Requirement**

Findings/Comments: (To be filled up by the AB)

## 7.5.4 Work experience

Does the halal certification body ensure that the technical auditor have at least five years of full-time experience in a related field, with at least two years of quality assurance work. And have at least two years' work experience in the field of product safety in general within production, manufacturing, sales, inspection, control or equivalent?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

#### 7.5.5 Audit experience

Does the Halal certification body ensure that within the last three years the technical auditor has performed at least twelve certification audit days (such as product food safety systems/product/service) in at least four premises under the leadership of a qualified auditor?

Note: Inspection days in product safety management systems include working days within the scope of ISO 9001 in the industry or in another audit of product safety management systems.

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

#### 7.5.6 Competencies

**7.5.6.1** Does the competencies of technical auditors recorded (clause 7.4.5 c) of ISO 19011:2011 for each category and sector (Annex A)? Does the Halal certification body provide evidence of the successful evaluation?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

Issue No. 02 Effective Date: 13 January 2023 Page **9** of **25** 

## **Clause Requirement**

- **7.5.6.2** Does the Halal certification body ensure that the technical auditors demonstrate ability to apply knowledge and skills in the following areas:
- a) Audit principles, procedures and techniques: to enable the auditor to apply them appropriately in different audits and to ensure that audits are conducted in a consistent and systematic manner. A technical auditor shall be able to;
  - · Apply audit principles, procedures and techniques,
  - Plan and organize the work effectively,
  - Conduct the audit within the agreed time schedule,
  - Prioritize and focus on matters of significance,
  - Collect information through effective interviewing, listening, observing and reviewing documents,
  - Keep records and data.
  - Understand the method and techniques of sampling for auditing,
  - · Verify the accuracy of collected information,
  - Confirm the sufficiency and appropriateness of audit evidence to support audit findings and conclusions,
  - Assess those factors that can affect the reliability of the audit findings and conclusions,
  - · Use work documents to record audit activities,
  - Prepare audit reports,
  - Maintain the confidentiality and security of information
  - Communicate effectively, either through personal linguistic skills or through an interpreter.
- b) Evaluation of product/service certificate and/or management system and other reference documents, such as approved standard
- c) Assess organizational structures.
- d) Applicable laws, regulations, and other legal and Halal requirements relevant to the discipline?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

- **7.5.6.3** Does the Halal certification body ensure that the technical auditors demonstrate their ability to apply requirements, knowledge and skills in a specific sector and the following areas:
- a) Products, processes and practices of the specific sector(s) (Annex A);
- b) Relevant management system requirements, if applicable.
- c) Relevant product/service standards.
- d) Relevant Halal requirements?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 7.6 Technical experts

## 7.6.1 Education

Do the requirements of clause 7.2.4.2 apply?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Issue No. 02 Effective Date: 13 January 2023 Page **10** of **25** 

## **Clause Requirement**

Findings/Comments: (To be filled up by the AB)

## 7.6.2 Work experience

Does the Halal certification body ensure that the technical experts have at least four (4) years of work experience in their technical area.

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 7.6.3 Competencies

Does the Halal certification body ensure that the technical experts demonstrate their ability to provide expertise in their technical area?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 7.7 Halal Islamic affairs experts

#### 7.7.1 Education

Does the Halal certification body ensure that the Halal Islamic affairs experts have the knowledge corresponding to at least equivalent to a diploma or Bachelor degree, in the same field and knowledge of the procedures that are being audited?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 7.7.2 Work experience

Does the Halal certification body ensure that the Islamic affairs experts have at least four (4) years of work experience in halal certification activities?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 7.7.3 Competencies

Does the Halal certification body ensure that Islamic affairs experts demonstrate their ability to provide expertise in the Islamic rules related to Halal certification?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## **Clause Requirement**

## 7.8 Audit team

**7.8.1** Does the Halal certification body ensure that the Halal certification audit team have competencies in the specific sector required by the audit (Annex A)?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**7.8.2** Does the audit team consist of at least two personnel? One of them is a technical auditor and the other is a Halal Islamic affairs expert?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**7.8.3** In the case of using individual external technical auditors and external technical experts and Halal Islamic affairs experts, do all the requirements given in clause 7.3 of ISO/IEC 17021-1:2015 apply? Additionally, do all requirements for individual technical experts also apply for Halal Islamic affairs experts?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 7.8.4 Outsourcing

When a Halal certification body decides to outsource the work related to Halal certification to an external body or person (e.g. Audit, testing or inspection), does it have a properly documented agreement covering the arrangements including confidentiality and conflict of interest drawn up?

Do all the requirements given in clause 7.5 of ISO/IEC 17021-1:2015 apply?

Additionally, does the Halal certification body:

- a) Assume full responsibility for the outsourcing of the work and retain its responsibility to approve, grant, withdraw, suspend, terminate the Halal certificate and extend or reduce the scope of the Halal certificate.
- b) Ensure that the outsourced body or person is competent and in conformity with the provisions of this standard and any other relevant documents related to testing, inspection or other technical procedures, and shall not be directly or indirectly involved in the design or production of the Halal product/service in a manner that may spoil objectivity and neutrality.
- c) have documented procedures to control outsourcing operations and have records to validate this control?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

Issue No. 02 Effective Date: 13 January 2023 Page **12** of **25** 

## **Clause Requirement**

## 7.8.5 Personnel records

Do all the requirements given in clause 7.4 of ISO/IEC 17021-1:2015 apply?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 8. INFORMATION REQUIREMENTS

Do all the requirements given in clause 8 of ISO/IEC 17021-1:2015 apply? Does the certificate identify in detail the type of activity or product that has been certified, referring to scope (Annex A)?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 8.1 Publicly accessible information

Do all the requirements given in clause 8.1 of ISO/IEC 17021-1:2015 apply?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 8.2 Halal certificate template

Do all requirements given in Clause 7.7 of ISOIEC 17065:2012 apply?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 8.3 Directory of Halal certified clients and products

Do all the requirements given in clause 7.8 of ISO/IEC 17065:2012 apply?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 8.4 Reference to Halal certification and use of Halal marks

Do all the requirements given in clause 4.1.3 of ISO/IEC 17065:2012 and the following apply?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Issue No. 02 Effective Date: 13 January 2023 Page **13** of **25** 



## **Clause Requirement**

Findings/Comments: (To be filled up by the AB)

**8.4.1** Does the Halal certification body exercise proper control over the certificate holder, how to use and display the Halal certificates and Halal marks?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**8.4.2** Does the obligation to use the Halal certificate and the Halal markings permitted by the Halal certification body?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**8.4.3** Does the wrong references to the Halal certificate system or the use of licenses, Halal certificates or Halal marks should be handled appropriately, if found in advertisements, magazines, etc?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**8.4.4** Do the holders of Halal certificates who have not been able to renew their certificates are not allowed to use the Halal mark absolutely?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**8.4.5** Does the Halal mark comply with the required approved standards?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**8.4.6** Is the Halal mark can be clearly printed on all certified products so that it can be glued to each box/package?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Issue No. 02 Effective Date: 13 January 2023 Page **14** of **25** 



## **Clause Requirement**

Findings/Comments: (To be filled up by the AB)

**8.4.7** Are companies may print the Halal mark in colors appropriate for their packaging as long as this does not alter the original specifications of the mark?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

8.4.8 Is the Halal mark may be placed on the entrance of the approved facility.?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**8.4.9** Does the certificate holder shall not be allowed to reproduce the Halal certificate issued in such a way as to impair its clarity, nor shall he tamper with the original copies thereof or make copies of them, nor shall he be allowed to translate the certificate and/or test reports to other languages without the consent of the Halal certification body?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 8.5 Confidentiality

Do all the requirements given in clause 8.4 of ISO/IEC 17021:2011 apply?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**8.6 Information exchange between a Halal certification body and its clients** *Do all the requirements given in clause 8.5 of ISO/IEC 17021:2011 apply?* 

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

Issue No. 02 Effective Date: 13 January 2023 Page **15** of **25** 



## **Clause Requirement**

## 9 PROCESS REQUIREMENTS

## 9.1 General requirements

**9.1.1** Does the Halal certification body specify the exact scope of application of the certificate in terms of categories of Halal product/service (e.g. primary production (raw materials or intermediate product), processing of products, production of packaging materials, etc.) or categories and areas in accordance with Annex A? Does the certification authority not exclude part of the processes, areas, products, or services from the scope of application of the certificate when those processes, areas, products or services have an impact on the requirements of halal in finished products?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**9.1.2** Does the Halal certification body have a process for selecting the audit day, time and category so that the audit team has the opportunity for auditing the organization operating on a representative number of product lines, categories and sectors covered by the scope? If the subject of the certification is Halal product certification, Does the Halal certification body review the results of all laboratory tests regarding the Halal status of the product?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**9.1.3** Does the audit programme include a two-stage initial audit, surveillance audit in the first and the second years, and a recertification audit in the third year prior to expiration of certification? Does the three years certification cycle begins with the certification or recertification decision? Does the determination of the audit programme and any subsequent amendments consider the size of the organization of the client, the scope and complexity of its management system, products and processes as well as the demonstrated effectiveness of level of management system and the results of any previous audits?

When a halal certification body is taking into account the certificate or other audits already granted to the client, does it collect sufficient, verifiable information to justify, and record any adjustments to the audit programme?

Does the halal certificate is valid for three years and will be suspended or cancelled at any time when the certified organization is found to contravene the approved halal standard and any related requirements?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**9.1.4** Do all the requirements given in clauses 9.1.1 to 9.1.3 of ISO/IEC 17021-1:2015 in regards to submission of the application and revision and setting the audit programme apply?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Issue No. 02 Effective Date: 13 January 2023 Page **16** of **25** 



## **Clause Requirement**

Findings/Comments: (To be filled up by the AB)

**9.1.5** Does the Halal certification body have documented procedures for determining audit timelines?

Does the Halal certification body determine the time needed for each client to plan and accomplish a complete and effective audit of the client's product/service and/or Halal management system? Does the inspection time specified by the Halal certification body, and the justification for the identification is recorded?

While determining the audit time, does the Halal certification body consider Annex B and reference document (IAF- MD5:2015) and the following

- a) aspects: requirements of the approved Halal standard;
- b) size and complexity of the organization:
- c) technological and regulatory context;
- d) outsourced activities included in the scope of the production or process;
- e) results of any prior previous audit(s);
- f) number of sites or establishments with multiple sites?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

9.1.6 Does each site of a multi-site establishment needs to be assessed and certified separately?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**9.1.7** Do all requirements given in Clause 9.1.4 to 9.1.6 of ISO/IEC 17021:2015 and Clause 7.2 to 7.4 of ISO/IEC 17065:2012 apply?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**9.1.8** Does the Halal certification body provide a written report for each audit?

Does the report based on relevant guidance provided in ISO 19011 where the audit team may identify opportunities for improvement but not recommend specific solutions perceived as consultancy?

Does the ownership of the audit report is maintained by the Halal certification body?

If the product/service is in the food-chain operations, does the report include references to issues relevant to the Food Safety Management System?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Issue No. 02 Effective Date: 13 January 2023 Page **17** of **25** 



## **Clause Requirement**

Findings/Comments: (To be filled up by the AB)

**9.1.9.** Do all the requirements given in clauses 9.4.8 to 9.4.10 of ISO/IEC 17021-1:2015 and clauses 7.5 and 7.6 of ISO/IEC 17065:2012 apply?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 9.2 Initial audit and Halal certification

## 9.2.1 Application

- a) Do all the requirements given in clause 9.1.1 of ISO/IEC 17021-1:2015 apply?
- b) Does the Halal certification body require the applicant for the Halal certificate to provide detailed information concerning its entity / legal status, raw materials, processes, food safety management system issues, HACCP analysis plan, number of work shifts and number of employee per shift etc.

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 9.2.2 Application review

Do all the requirements given in clause 9.1.2 of ISO/IEC 17021-1:2015 apply?

Note: In case of non-conformities found during the audit, the producer/service owner shall make a declaration, before renewal of application, that he has completely removed all the non-conformities detected in the audit. In case of any unsuccessful procedures in the process of issuing the certificate, the new application shall only be accepted if the client makes such a declaration. If the first application for certification was unsuccessful and the client wishes to approach another certification body, then the applicant shall provide detailed information regarding its first application for certification.

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 9.2.3 Initial Halal certification audit

Is the initial certification audit of Halal product/service/management system conducted in two stages?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

Issue No. 02 Effective Date: 13 January 2023 Page **18** of **25** 

## **Clause Requirement**

## 9.2.3.1 Stage 1 audit

**9.2.3.1.1** Do All the requirements given in clause 9.3.1 of ISO/IEC 17021-1:2015 and the following apply?

When outsourced control measures are applied, is the stage 1 audit review the documentation included in Halal requirements and/or the product safety management system to determine if the combination of control measures is suitable for the organization, and conform to requirements of Halal standards?

Is the availability of relevant licenses also verified when collecting information on compatibility with national or international regulatory aspects?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

- **9.2.3.1.2** Are the objectives of the stage 1 audit are to present a scenario for developing a plan for the stage 2 audit by gaining an understanding of good practices and the concept of identifying and analysing product safety risks such as PRPs (ISO 22002), HACCP, and in particular, the organization's state of readiness for audit by reviewing the extent to which:
- a) The organization has identified (PRPs) that are appropriate to the business (e.g. regulatory and statutory requirements),
- b) The product safety management system includes adequate processes and methods for the identification and assessment of the organization's safety hazards, and subsequent selection and categorization of control measures (combinations),
- c) Availability of legislations regarding the safety of products in the areas relevant to the organization,
- d) The product safety management system is designed to achieve the organization's safety policy,
- e) The product safety management system implementation program justifies for further audit (stage 2).
- f) The validation, verification and improvement programs conform to the requirements of the product safety management system standard,
- g) The product safety management system documents and arrangements are in place to communicate internally and with relevant suppliers, customers and relevant parties
- h) Any additional documentation that requires revision and/or knowledge that needs to be obtained in advance?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

- **9.2.3.1.3** Is the stage 1 audit carried out at the premises of the Halal certification body or at the applicant's organization premises according to complexity of production or service in order to achieve the objectives stated above?
- a) In the case of categories A, B, F, J, H, G (Annex A), is it not necessary that stage 1 audit be on-site? Is it up to the audit team to decide to carry out an onsite audit? In categories C, D, E, I, and K (Annex A) is it obligatory that stage 1 audit is done on-site?
- b) Where stage 1 audit has not been performed on-site, does the duration of stage 1 audit exceed 20% of the total audit time (Annex B)? Where stage 1 audit is performed on-site, does the duration of the stage 1 audit exceed 30% of the total audit duration (Annex B)?

Issue No. 02 Effective Date: 13 January 2023 Page **19** of **25** 



## **Clause Requirement**

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**9.2.3.1.4** Do all requirements given in Clause 9.2.3.1.2 of ISO/IEC 17021: 2011 apply? Is the applicant informed that the results of stage 1 audit may lead to postponement or cancellation of stage 2 audit?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**9.2.3.1.5** Are any part of the product safety management system that is audited during stage 1 audit and determined to be fully implemented, effective and in conformity with requirements, may not need to be re-audited during stage 2 audit. However, the Halal certification body shall ensure that the already audited parts of the product safety management system continue to conform to the certification requirements. In this case, stage 2 audit report shall include these findings and shall clearly state that conformity has been established during stage 1 audit?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**9.2.3.1.6** Do all requirements given in clause 9.3.1.2 of ISO/IEC 17021-1:2015 apply? Does the interval between stage 1 and stage 2 audits is reasonably expected not to be longer than 6 months? Does the stage 1 audit is repeated if a longer interval is needed?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 9.2.3.2 Stage 2 audit

Do all the requirements given in clause 9.3.1.3 of ISO/IEC 17021-1:2015 apply?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 9.2.4 Initial Halal certification audit conclusions

Do all requirements given in clause 9.3.1.4 of ISO/IEC 17021-1:2015 apply?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Issue No. 02 Effective Date: 13 January 2023 Page **20** of **25** 



## **Clause Requirement**

Findings/Comments: (To be filled up by the AB)

## 9.2.5 Sampling

**9.2.5.1** When necessary, does the audit team take samples in sufficient quantities from production/service premises for the performance of the required inspections and tests?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**9.2.5.2** If the halal certificate of products is based on testing / inspection of halal products, is it accordance with a specific sampling schedule using statistical methods at different levels of confidence?

In determining any sampling requirements, does the Halal certification body establish documented procedures for the selection and control of samples to ensure traceability, and that they represent the Halal product?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**9.2.5.3** Are the samples taken by the audit team shall be sent for analysis to an accredited laboratory in accordance with ISO/IEC 17025 by a recognized authority in the country?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 9.2.6 Inspections and tests

**9.2.6.1** Are the inspections and tests on the Halal product/service determined in accordance with the requirements of the Halal product/service and the national and/or regional or international legal provisions?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**9.2.6.2** Are the laboratories that undertake inspections and/or analysis is accredited in accordance with ISO/IEC 17025 by a recognized authority in the country?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

Issue No. 02 Effective Date: 13 January 2023 Page 21 of 25



## **Clause Requirement**

**9.2.6.3** When independent testing facilities are not available, does the Halal certification body ensure that the specified controls are in place at the supplier's testing facilities, and are managed in a manner which provides confidence in the results obtained and that records are available to justify the confidence?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 9.3 Surveillance activities

Do all requirements given in clause 9.6.2 of ISO/IEC 17021-1:2015 and clauses 7.9 and 7.10 of ISO/IEC 17065:2012 and the following shall apply?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**9.3.1** Does the Halal certification body conduct surveillance at certain time intervals according to clause 9.6.2.2 of ISO/IEC 17021-1:2015, as deemed necessary in order to verify the continued compatibility of the Halal Product/Service with the requirements of the certificate, taking into account the requirements of the Halal product/service criteria on which the certificate was based, the nature of the product/service being monitored, the requirements of the certificate, inconsistencies in conformity to Halal product/service or in the Halal production/service premises or any complaints received regarding the Halal product/service?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**9.3.2** When Halal production/service premises are audited and nonconformities that directly affect Halal product/service safety are detected, are the samples taken for surveillance purposes?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**9.3.3** In all cases, are the procedures with regard to issued reports as a result of surveillance determined by decision maker(s)?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

#### 9.4 Recertification

Do all requirements given in clause 9.6.3 of ISO/IEC 17021-1:2015 and the following apply?

Issue No. 02 Effective Date: 13 January 2023 Page **22** of **25** 

## **Clause Requirement**

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**9.4.1** Do Halal certificate owners (certified organization) submit a recertification or renewal application six (6) months prior to the expiry date of current Halal certificate?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**9.4.2** Does the Halal certificate owners who failed to renew their certificates not allowed to use the Halal mark at the premises or on the manufactured products?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 9.5 Special audits

Do all requirements given in clause 9.6.4 of ISO/IEC 17021-1:2015 apply?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**9.6 Cancelling, suspending, withdrawing or reducing the scope of Halal certificate**Do all requirements given in clauses 9.6.5 of ISO/IEC 17021-1:2015 and clause 7.11 of ISO/IEC 17065:2012 apply?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 9.7 Appeals and complaints

Do all requirements given in clause 9.7 and 9.8 of ISO/IEC 17021-1:2015, clause 7.13 of ISO/IEC 17065:2012 apply?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

Issue No. 02 Effective Date: 13 January 2023 Page 23 of 25



## **Clause Requirement**

**9.7.1** Are applications in the case of any appeals or complaints regarding Halal certification services raised to the Halal certification body?

Does a committee, or two distinct committees, for appeals and complaints established and be responsible for resolving such cases and informing the concerned parties accordingly?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**9.7.2** Are the members of this committee independent from the Halal certification activities related to the subject complaint or appeal?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**9.7.3** Does the committee consist of a minimum of three (3) persons, where at least one of them is a Halal Islamic affairs expert?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

**9.7.4** Are the complaints by consumers regarding a certified Halal product/service evaluated by the Halal certification body, which will be responsible for making the necessary investigations? As a result of such evaluations, if the complaint is found to be justified, does the certificate holder required to compensate for the damage(s) caused under the relevant provisions of the contract?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 9.8 Records of applicants and products that are Halal certified

Do all requirements given in clause 9.9 of ISO/IEC 17021-1:2015 and clause 7.8 of ISO/IEC 17065:2012 apply?

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

## 10. MANAGEMENT SYSTEM REQUIREMENTS FOR CERTIFICATION BODIES 10.1 General

Do all requirements given in clauses 10.1 to 10.3.4 of ISO/IEC 17021-1:2015 and clause 8 of ISO/IEC 17065:2012 apply?

Issue No. 02 Effective Date: 13 January 2023 Page **24** of **25** 

## Clause Requirement

Describe briefly the CB's established policies and procedures: (To be filled up by the CB)

Findings/Comments: (To be filled up by the AB)

Issue No. 02 Effective Date: 13 January 2023 Page 25 of 25