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OBJECTIVE:

To ensure the compliance of certification procedure based on the requirements of **GSO 2055-4:2021 - Halal products - Part 4: General Requirements for halal cosmetics and personal care** and other reference standards **UAE.S/GSO 1943:2021 “Cosmetic products - Safety Requirements of cosmetics and personal care products”** **UAE.S/GSO ISO 22715:2008 “Cosmetics - Packaging and Labeling”** **UAE.S/GSO ISO 22716:2009 “Cosmetics - Good Manufacturing Practices (GMP) - Guidelines on Good Manufacturing Practices”** **UAE.S GSO 2055 -2:2021 Halal products - Part two: General Requirements for Halal Certification Bodies, GSO 2055-2: 2021 Halal products - Part two: General Requirements for Halal Certification Bodies, OIC/SMIIC 2: 2019 Conformity Assessment – Requirements for Bodies Providing Halal Certification.**

SCOPE:

This procedure applies to certification of chemicals, biochemicals, cosmetics and personal care products of the product category (K as per GSO 2055-2; K, LI, LII, LIII, LIV as per OIC/SMIIC 2) including all stages of operation from receiving, processing, labelling, handling, storing and dispatch.

REFERENCE:

GSO 2055-2: 2021 Halal Products - Part Two: General Requirements for The Halal Certification Bodies

OIC/SMIIC 2: 2019 Conformity assessment – Requirements for bodies providing Halal Certification

ISO/IEC 17065:2012 Conformity assessment - Requirements for bodies certifying products, processes and services

ISO/IEC 17021:2011 Conformity assessment - Requirements for bodies providing audit and certification of management systems

ISO/IEC 17025:2011 General requirements for the competence of testing and calibration laboratories

UAE.S GSO 2055-4:2021 Halal Products - Part 4: Requirements for Halal Cosmetics and personal Care


GSO 2055-4:2021 Halal Products - Part 4: Requirements for Halal Cosmetics and Personal Care


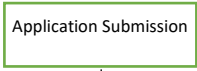
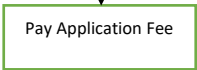
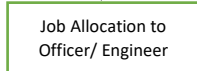
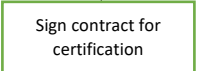
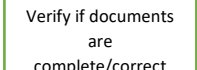
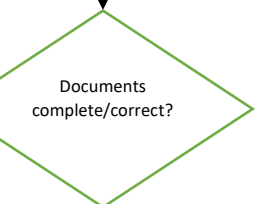
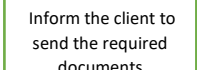
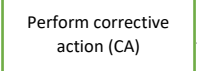
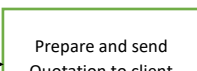

OIC/SMIIC 4:2018 Halal Cosmetics – General Requirements


GSO 1943:2021 “Cosmetic Products - Safety Requirements of Cosmetics and Personal Care Products”

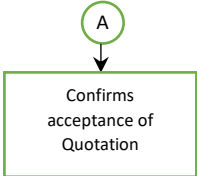
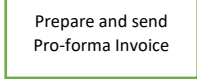
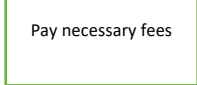

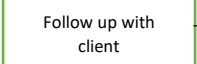

GSO ISO 22715:2008 “Cosmetics - Packaging and Labeling”

GSO ISO 22716:2009 “Cosmetics - Good Manufacturing Practices (GMP) - Guidelines on Good Manufacturing Practices”

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No.	Flowchart	Responsible	Details
1	APPLICATION		
1.1			
1.2		Client	Application through e-mail, website (www.gulftic.com) or manual submission with required documents listed in Annex A
1.3		Client	Client shall pay via bank transfer or check or is agreed to be paid along with certification fee
1.4		Department Head	Department Head (Director of Operations – Halal & Food) allocates the engineer for the Application to carry out Application Review
		Client	GIF-CD-010 Certification Agreement
1.5		Engineer/ Officer	Documents are reviewed (for submission status) based on Step 1.2 Annex A
1.6		Engineer/ Officer	Application & Documents are reviewed using GIF-HA-082 Review of Application for Certification , GIF-HA-082A Audit Time Calculation as per GSO 2055-2 and will update the status to the client about acceptance/rejection of application
1.7		Engineer/ Officer	In case of any pending or additional documents and clarification required from the client, request via e-mail
1.8		Client	Clients send back the documents requested through e-mail
1.9		Engineer/ Officer	By referring to GIF-HA-082 Review of Application for Certification , GIF-HA-082A Audit Time Calculation as per GSO 2055-2 in determining the minimum audit time required, quotation can be issued using GIF-FA-028 Quotation Form
			

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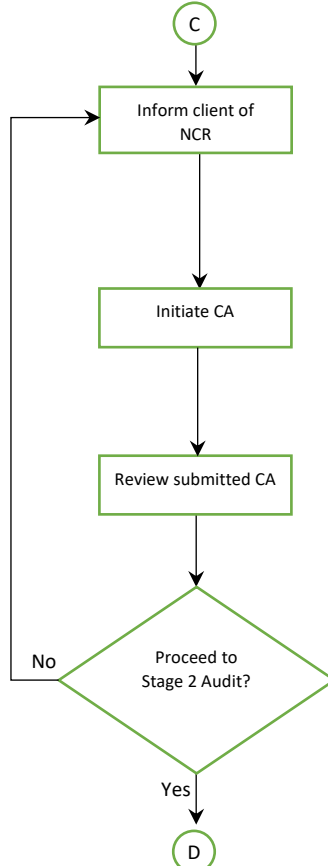
No.	Flowchart	Responsible	Details
1.10		Client	Clients send back the signed and stamped GIF-FA-028 Quotation Form
1.11		Engineer/ Officer	Forward the Pro-forma Invoice for payment details to the client. Use GIF-FA-029 Pro-forma Invoice
1.12		Client	Use bank transfer or cheque
1.13		Engineer/ Officer	Confirmation of payment receipt by the Finance/Accounts Department.
1.14		Engineer/ Officer	
			





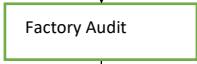
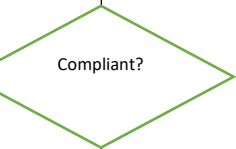
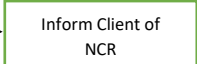
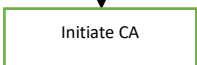

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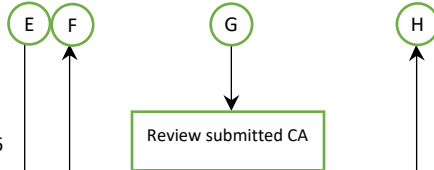
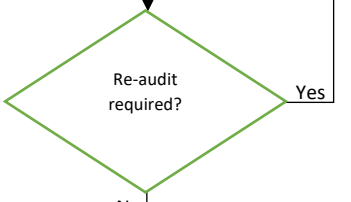
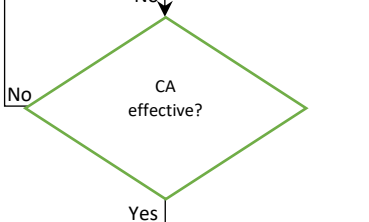
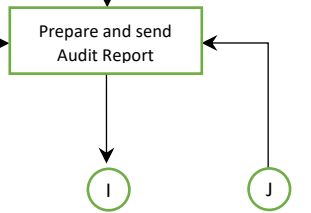
No.	Flowchart	Responsible	Details
2	STAGE 1 AUDIT		
2.1		Engineer/ Officer	<p>The following product categories do not require an on-site Stage 1 Audit:</p> <ul style="list-style-type: none"> - Category K – Production of (bio) chemicals (Note: Remote Stage 1 audit will apply in case of OIC/SMIIC 2 only whereas in case of GSO 2055-2 On-site Stage 1 audit will apply) <p>It is obligatory that the following product categories require an on-site Stage 1 audit:</p> <ul style="list-style-type: none"> - Category K – Production of (bio) chemicals (Note: On-site Stage 1 audit will apply in case of GSO 2055-2 only whereas in case of OIC/SMIIC 2 Remote Stage 1 audit will apply) - Category L – Other materials manufacturing (Note: This category will apply in case of OIC/SMIIC 2 only)
2.2		Engineer/ Officer	<p>Technical review of documents from Step 1.2 Annex A to assess preparedness for the Stage 2 Audit. Use GIF-HA-085 Stage 1 Audit Checklist</p> <p>The following components of the documentation are evaluated:</p> <ul style="list-style-type: none"> - Cosmetics/chemical products safety requirements - Good manufacturing practices (GMP) - Achievement of quality policy and objectives - Compliance to statutory and regulatory requirements - Other prerequisite programs appropriate to the operation - Control of outsourced procedures - Validation, verification and improvement programs - Internal and external communication
2.3		Engineer/ Officer	<p>Done in consultation with client and auditors. GIF-HA-098 Halal Audit Programme is filled Use GIF-CD-018 Audit Plan</p>
2.4		Auditors	<p>Required documents from Step 1.2 Annex A are reviewed as in Step 2.2 and supported by interview with client’s representative(s) or additional documentation available on-site. The location conditions and site-specific operations are also evaluated to gain sufficient understanding of status of the client’s GMP/QMS.</p> <p>Use GIF-HA-085 Stage 1 Audit Checklist</p>
2.5		Auditors/ Engineer/ Officer	<p>Stage 1 Audit findings are communicated to client using the section on “points of concern” in GIF-HA-085 Stage 1 Audit Checklist or issued as GIF-CD-007 Record of Audit Findings</p> <ul style="list-style-type: none"> - If it is a Serious issue related to Halal-ness of the product, raise the Non-compliance report, and inform the client - For Non-conformance points, root cause and corrective action with supporting evidence to be submitted - For Improvements/observation, root cause and corrective action with implementation date to be submitted. Implementation will be verified in the Surveillance/Follow up visit.

No.	Flowchart	Responsible	Details
2.6	 <pre> graph TD C((C)) --> A[Inform client of NCR] A --> B[Initiate CA] B --> C[Review submitted CA] C --> D{Proceed to Stage 2 Audit?} D -- No --> A D -- Yes --> D2((D)) </pre>	Auditors/ Engineer/ Officer	Section on “points of concern” in GIF-HA-085 Stage 1 Audit Checklist and/or GIF-CD-007 Record of Audit Findings is reported in case of identified areas of concern that could be classified as nonconformity during the Stage 2 Audit, the schedule of which depends on the length of time required by client to perform appropriate Corrective Action (CA) but should not be longer than 6 months. Otherwise, the whole process of Stage 1 Audit (Step 2) will be repeated.
2.7		Client	Client sends back, filled Section on “points of concern” in GIF-HA-085 Stage 1 Audit Checklist and/or GIF-CD-007 Record of Audit Findings along with supporting documentation for the CA.
2.8		Auditors/ Engineer/ Officer	Effectiveness of implemented CA is evaluated, and comments are recorded in Section on “points of concern” in GIF-HA-085 Stage 1 Audit Checklist and/or GIF-CD-007 Record of Audit Findings
2.9		Engineer/ Officer	Recommendation to proceed, postpone or cancel Stage 2 Audit is reflected in filled-up in Section on “points of concern” in GIF-HA-085 Stage 1 Audit Checklist and/or GIF-CD-007 Record of Audit Findings

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No.	Flowchart	Responsible	Details
3	STAGE 2 AUDIT		
3.1		Engineer/ Officer	Done in consultation with client and auditor(s). GIF-HA-098 Halal Audit Programme is filled Use GIF-CD-018 Audit Plan
3.2		Auditors	<p>Audit is done to check that the GMP/QMS is fully implemented, effective and in conformity to the requirements of ISO 22716/22715/ GMP and GSO 2055-4, OIC/SMIIC 4, standards for the specific product(s) sought for certification. The following forms are used:</p> <p>GIF-CD-007 Record of Audit Findings GIF-CD-018 Audit Plan GIF-CD-090 Opening and Closing meeting form GIF-CD-091 Assessment Log GIF-CD-095 GMP Audit Checklist GIF-HA-081 Halal Cosmetics and Personal Care Certification Audit Check List</p> <p>Supporting information and evidence are gathered as follows:</p> <ul style="list-style-type: none"> - Performance against safety objectives - Legal compliance - Operational controls - Competence of personnel - Internal audit findings and conclusions - Management review - Responsibilities for attainment of safety policy <p>Parts of the GMP/QMS that had been declared in conformity with the requirements of ISO 22716/ 22715 and GSO 2055-4, OIC/SMIIC 4 during the Stage 1 Audit need not be re-audited, unless to check continuity of conformance.</p>
3.3		Auditors	Stage 2 Audit findings are communicated to client using forms in Step 3.2
3.4		Auditors/ Engineer	GIF-CD-007 Record of Audit Findings is issued to client via e-mail in case of any nonconformity found during the audit (see note below). Also follow Step 2.5
3.5		Client	Clients send back GIF-CD-007 Record of Audit Findings , and along with supporting documentation for the CA.
			

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No.	Flowchart	Responsible	Details
3.6		Auditors	Effectiveness of implemented CA is evaluated, and comments are recorded in GIF-CD-007 Record of Audit Findings
3.7		Auditors	Any re-inspection requirement is reflected as a recommendation in the filled-up GIF-CD-007 Record of Audit Findings
3.8		Auditors	Verification of CA effectiveness is reflected in filled-up GIF-CD-007 Record of Audit Findings
3.9		Auditors	<p>All information and evidence gathered during the Stage 1 and Stage 2 audits are consolidated and reviewed to agree on the audit conclusions. The Audit Report uses GIF-CD-095 GMP Audit Checklist, GIF-HA-081 Halal Cosmetics and Personal care Certification Audit Check List reflecting the recommendation for certification.</p> <p>These are submitted together with:</p> <ul style="list-style-type: none"> - GIF-CD-018 Audit Plan, GIF-CD-007 Record of Audit Findings - GIF-CD-090 Opening and Closing meeting form, GIF-CD-091 Assessment Log - All documents for application from step 1.2 Annex A


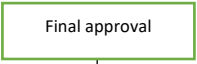
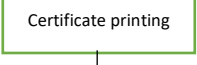
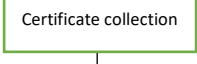
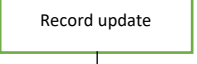
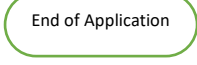
Note for 3.4:


- Settle confirmation/agreement of the Client with the NC raised, by:
- manually filing up the form ([GIF-CD-007 Record of Audit Findings](#)) or
 - by sending the NCR raised through email to MR copying the TOP management personnel.

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No.	Flowchart	Responsible	Details
4	CERTIFICATION DECISION		
4.1	<pre> graph TD I((I)) --> A[Check and submit full file to CDC] A --> B[Review final Audit Report] B --> C{Compliant?} C -- Yes --> K((K)) C -- No --> D[Notify Auditor of NCR] D --> J((J)) </pre>	Engineer/ Officer	Create Folder for the file in Google Drive under Draft folder and create provision for organizing the file documents for 1 st Certification Cycle decision. GIF-HA-098 Halal Audit Programme is filled and submitted with information about the periodic audits/evaluations
4.2		Certification Decision Committee (CDC)	<p>Evaluation of the audit findings and conclusion and any other relevant information (public information, comments on the audit report from client)</p> <p>CDC shall involve qualified personnel with knowledge and skills of the following:</p> <ul style="list-style-type: none"> - Islamic Rules related to Halal Certification - Understanding of relevant Halal & GMP/QMS requirements - Relevant legislation and regulations (industry requirements) <p>Certification decision team shall not be less than 3, including:</p> <ul style="list-style-type: none"> - Technical expert - Islamic Affair expert <p>Certification decision shall be taken unanimously, not majority of votes.</p>
4.3		CDC	All comments are recorded in GIF-HA-162 Halal Certification Decision Form
4.4		CDC	Reasons for rejection are identified and communicated to auditors using GIF-HA-162 Halal Certification Decision Form

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No.	Flowchart	Responsible	Details
5	APPROVAL		
5.1		CDC	<p>Recommendation is sent using GIF-HA-162 Halal Certification Decision Form</p> <p>The following forms are prepared: GIF-HA-041 Halal CoC (Certificate of Conformity) and GIF-HA-128 Halal SOC (Schedule of Certificate)</p>
5.2		MD	MD to sign the certificate and SOC
5.3		Engineer/ Officer	<p>Notify the client of approval of products and certificate availability.</p> <p>Send the GIF-CD-035 Agreement on the Use of License, Certificate and Mark of Conformity to client and submitted after signing by Client.</p>
5.4		Client	Client collects or couriered the certificate documents GIF-HA-041 Halal CoC (Certificate of Conformity) and GIF-HA-128 Halal SOC (Schedule of Certificate)
5.5		Engineer/ Officer	Update the file in Caspio system for directory of certified products. Engineer to send the Customer Feedback mail to be filled by the Client for the halal certification experience for improvement
5.6		-	
6	Shipment Certificate issuance for regulated shipments. If required	Engineer/ Officer	Halal Shipment Certificate to batch of products is issued based on request by monitoring and verification of the production at facility
7	SURVEILLANCE AUDIT	Engineer/ Officer	Contacts the Client for surveillance audit in order to ensure continued compliance of Halal product/services with the requirements of the certification (at least once every 12 months)
		Auditor	<p>Proceed as in Step 3 for evaluation of continuity in compliance to ISO 22716/ 22715 / GMP and GSO 2055-4, OIC/SMIIC 4 standards, as applicable</p> <p>Samples may be taken in case nonconformities are detected in the Halal product/service premise that directly affect Halal product/service safety or any complaints received with regards to the certified Halal product.</p>
		CDC	Procedures about surveillance audit reports shall be determined by decision maker.

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No.	Flowchart	Responsible	Details
8	Renewal	Engineer/ Officer	Contacts the Client for renewal application and audit in order to ensure renewal of the halal certification as continued compliance of Halal product with the requirements of the certification (3 rd year before expiry)
		Auditor	Proceed as in Step 3 for evaluation of continuity in compliance to ISO 22716/ 22715 / GMP and GSO 2055-4, OIC/SMIIC 4 standards, as applicable
			Samples may be taken in case nonconformities are detected in the Halal product/service premise that directly affect Halal product/service safety or any complaints received with regards to the certified Halal product.
		CDC	Procedures about renewal audit reports shall be determined by decision maker.
9	Scope Expansion	Engineer/ Officer	Client submits Application with required documents to expand the scope of certification which is accepted / rejected based on technical review and/or audit of the facility combined during surveillance or scheduled separately. Final review and decision of scope expansion shall follow step 5. For more information on scope expansion, follow QM-002, Section 30.

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ANNEX A REQUIRED DOCUMENTS


1. Application form
2. Declaration of Conformity by the Applicant on the Product(s) for Registration using the Applicant's Official Letterhead
3. Certification Agreement
4. Valid Industry/Trade License
5. Certificate of export and /or Authenticated Free Sales certificate from the country of origin.
6. Product composition and ingredients concentration report issued by the manufacturer.
7. Documented proof of using any of the internationally accepted quality management systems, in addition to any of the product safety management systems, or Good Manufacturing Practice (GMP), as per ISO 22716 or any other GMP related to the Halal product that are globally applicable and acceptable to the Authority.
8. Test report from recognized laboratory (Accredited ISO 17025) as per the requirement of UAE.S / GSO / OIC SMIIC standard of the product.
9. Facility Map/Factory Layout/Farm Map standard of the product
10. Labelling Artwork.
11. Table of Finished Products, Raw materials, packaging materials, cleaning agents, lubricants, and greases
12. Certificate for organic/Halal/or any other claims
13. Brief description of Manufacturing process & plant equipment Lay-out in the form of a Halal System Plant (HSP)
14. Certificates of Raw materials & Packing material from the suppliers ensuring their Halal Origin.
15. Evidence of approval from other conformity assessment bodies (If approved).
16. Certificate of competence on Halal or any Halal training for the personal in charge in Halal implementation.
17. License to use GulfTIC halal mark logo, signed by applicant upon successful certification

ANNEX – B REGULATORY REQUIREMENTS

1. Pest Control
2. Personal Hygiene Requirements
3. Product hygiene and Safety Program for employees and newly hired employees
4. Environmental Safety & Friendly
5. Child Labor
6. Pollution Control
7. Employee Fair Treatment
8. Humane treatment of Animals
9. Fair Trade

ANNEX C COSMETIC PRODUCTS

- Eau de Parfum and eau de toilet
- Baby products (Baby lotions Oil, Powder and creams baby shampoos)
- Bath products (Bath oils, tablets and salts, bubble baths, bath capsules)
- Eye Makeup products (Eyebrow pencil, Eyeliner, Eye color, Eye makeup remover, Mascara)
- Facial makeup products facial makeup products(Cheek colour, face powder, foundation, Lip, color, Concealers, make up remover, bronzer highlighter,
- Hair care product (Hair conditioners, hair spray, hair straighteners and relaxers, shampoos and rinse, tonics and dressings
- Hair dye and hair coloring products (Hair dyes and colors, Hair tints, rinse and shampoos, Hair bleaches
- Nail products , oral care products, Personal cleanliness products
- Shaving products, Face care products, Body care products,
- Hand care, foot care, sunscreen, suntan products
- Hair removing products

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ANNEX D – REVISION HISTORY

Revision	Date	Description of Changes	Requested By
1	28-May-2017	Added note for 3.4 as a reminder that the Auditor shall ensure that any NC raised is agreed with the auditee before leaving the facility.	Quality Manager
2	20-Oct-2020	<ol style="list-style-type: none"> Added documentation of Application & Document Review – Step 1.6 Added the categorization of Audit findings – Steps 2.5 & 3.4 	ENAS Scope Expansion audit findings
3	30-April-2022	<ol style="list-style-type: none"> Renamed as Halal Certification Procedure for Chemicals to include the product categories of L, M, N as per UAE.S 2055-2 Correct references of audit checklists and templates used (Application Review, Stage 1, Stage 2, Certificate decision) 	Quality Engineer
4	07-Nov-2022	Updated to include the latest version of GSO 2055-2: 2021 and its categories and included OIC/SMIIC standard references. Included reference to Halal Audit Programme	Quality Engineer