

	HALAL CERTIFICATION PROCEDURE FOR FOOD PRODUCTS	<i>Code</i>	<i>GIP-010</i>
		<i>Version</i>	<i>1 Rev. 00</i>
		<i>Date</i>	<i>01.02.2016</i>
		<i>Page</i>	<i>1 of 11</i>

OBJECTIVE:

To ensure the compliance of certification procedure based on the requirements of **UAE.S 2055-1:2015 - Halal products - Part one: General Requirements for Halal Food** and **UAE.S 2055 -2:2014 Halal products - Part two: General Requirements for Halal Certification Bodies.**

SCOPE:

This procedure applies to certification of food products including all stages of operation from receiving, processing, labelling, handling, distributing, storing, displaying and serving.

REFERENCE:

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 2055-1:2014:Halal Products-Part One: General Requirements For Halal Food

UAE.S 2055-2:2014:Halal Products-Part Two: General Requirements For The Halal Certification Bodies



HALAL CERTIFICATION PROCEDURE FOR FOOD PRODUCTS

Code	GIP-010
Version	1 Rev. 00
Date	01.02.2016
Page	2 of 11

No.	Flowchart	Responsible	Details
1	APPLICATION		
1.1	Start		
1.2	Application Submission	Client	Application through e-mail, website (www.gulftic.com) or manual submission with required documents listed in Annex A
1.3	Pay Application Fee	Client	Client shall pay 1000 AED via bank transfer or check
1.4	Job Allocation to Officer/ Engineer	Department Head	
	Sign contract for certification	Client	GIF-CD-010 Certification Agreement
1.5	Verify if documents are complete/correct	Engineer/ Officer	Documents are reviewed based on Step 1.2 Annex A
1.6	Documents complete/correct?	Engineer/ Officer	
1.7	Inform the client to send the required documents	Engineer/ Officer	In case of any pending or additional documents and clarification required from the client, send GIF-CD-007 Non Conformity Report via e-mail
1.8	Perform corrective action (CA)	Client	Client send back the GIF-CD-007 Non Conformity Report and documents requested through e-mail
1.9	Prepare and send Quotation to client	Engineer/ Officer	By referring to GIF-HA-082 Determination of Audit Time in determining the minimum audit date required, quotation can be issued using GIF-FA-028 Quotation Form
	A		



HALAL CERTIFICATION PROCEDURE FOR FOOD PRODUCTS

Code	GIP-010
Version	1 Rev. 00
Date	01.02.2016
Page	3 of 11

No.	Flowchart	Responsible	Details
1.10		Client	Client 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	

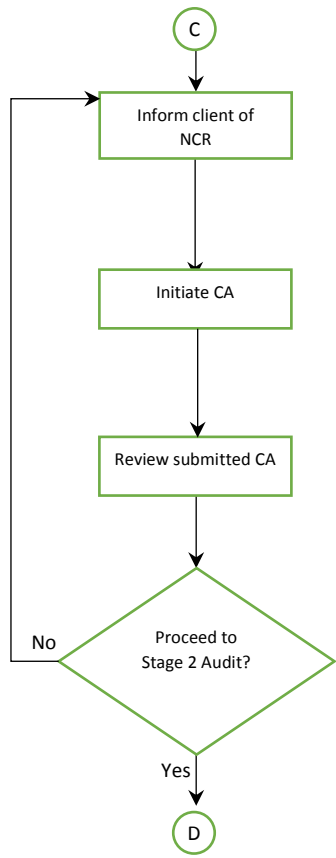


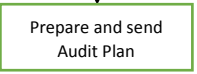
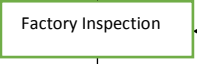
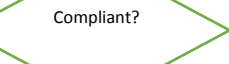
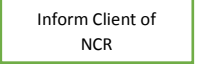
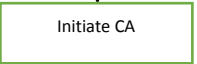


HALAL CERTIFICATION PROCEDURE FOR FOOD PRODUCTS

Code	GIP-010
Version	1 Rev. 00
Date	01.02.2016
Page	4 of 11

No.	Flowchart	Responsible	Details
2	STAGE 1 AUDIT		
2.1		Engineer/ Officer	<p>The following product/service categories do not require an on-site Stage 1 Audit:</p> <ul style="list-style-type: none"> - Farming (plants and animals, egg and milk production, beekeeping, fishing, hunting) - Food service (hotels, restaurants) - Distribution (wholesale and retail outlets) - Services (water supply, cleaning, waste disposal, veterinary services, Islamic financial services) - Transport and storage - Equipment manufacturing <p>The following product/service categories require an on-site Stage 1 audit:</p> <ul style="list-style-type: none"> - Perishable animal products (slaughtering, eggs, poultry, dairy, fish etc.) - Perishable vegetable products (fresh vegetables, juices, preserved fruits, etc.) - Products with long shelf life at room temperature (canned, flour, snacks, oil etc.) - Feed production - Chemical and biochemical manufacturing (food additives, dietary supplements, cleaning agents, microorganisms etc.) - Packaging and wrapping material manufacturing - Other materials manufacturing (cosmetics, textile, leather etc.)
2.2		Engineer/ Officer	<p>Technical review of documents from Step 1.2 Annex A to assess preparedness for the Stage 2 Audit. The following components of the FSMS documentation are evaluated:</p> <ul style="list-style-type: none"> - Scope of the FSMS - Resources allocation - Achievement of safety policy and objectives - Compliance to statutory and regulatory requirements - Other prerequisite programs appropriate to the operation - Safety hazard identification, analysis, and selection of appropriate control measures, including outsourced procedures - Validation, verification and improvement programs - Internal and external communication
2.3		Engineer/ Officer	<p>Done in consultation with client and auditors 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 FSMS.</p>
2.5		Auditors/ Engineer/ Officer	<p>Stage 1 Audit findings are communicated to client using GIF-CD-007 Non Conformity Report</p>

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 --> E((D)) </pre>	Auditors/ Engineer/ Officer	<i>GIF-CD-007 Non Conformity Report</i> is send via e-mail 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 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 send back <i>GIF-CD-007 Non Conformity Report</i> along with supporting documentation for the CA.
2.8		Auditors/ Engineer/ Officer	Effectiveness of implemented CA is evaluated and comments are recorded in <i>GIF-CD-007 Non Conformity Report</i>
2.9		Engineer/ Officer	Recommendation to proceed, postpone or cancel Stage 2 Audit is reflected in filled-up <i>GIF-CD-007 Non Conformity Report</i>

No.	Flowchart	Responsible	Details
3	STAGE 2 AUDIT		
3.1		Engineer/ Officer	Done in consultation with client and auditor(s). Use GIF-CD-018 Audit Plan
3.2		Auditors	<p>Inspection is done to check that the FSMS is fully implemented, effective and in conformity to the requirements of ISO 22000/ HACCP and UAE.S 2055-1 standards for the specific product(s) sought for certification.</p> <p>The following forms are used:</p> <ul style="list-style-type: none"> GIF-CD-007 Corrective/Preventive Action Request Form GIF-CD-018 Audit Plan GIF-CD-090 OPENING and CLOSING MEETING FORM GIF-CD-091 Assessment Log GIF-CD-092 HACCP Audit Checklist GIF-CD-092 HACCP Assessment Report GIF-HA-080 Halal Product Certification Audit Check List GIF-HA-094 HALAL Schedule of Certification <p>Supporting information and evidences are gathered as follows:</p> <ul style="list-style-type: none"> - Performance data 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 FSMS that had been declared in conformity with the requirements of ISO 22000/ HACCP and UAE.S 2055-1 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 2.14
3.4		Auditors/ Engineer	GIF-CD-007 Non Conformity Report is issued to client via e-mail in case of any nonconformity found during the inspection.
3.5		Client	Client send back GIF-CD-007 Non Conformity Report , and along with supporting documentation for the CA.


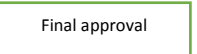
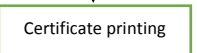
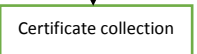
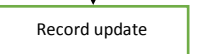
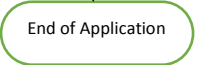


HALAL CERTIFICATION PROCEDURE FOR FOOD PRODUCTS

Code	GIP-010
Version	1 Rev. 00
Date	01.02.2016
Page	7 of 11

No.	Flowchart	Responsible	Details
3.6		Auditors	Effectiveness of implemented CA is evaluated and comments are recorded in GIF-CD-007 Non Conformity Report
3.7		Auditors	Any re-inspection requirement is reflected as a recommendation in the filled-up GIF-CD-007 Non Conformity Report
3.8		Auditors	Verification of CA effectiveness is reflected in filled-up GIF-CD-007 Non Conformity Report
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-093 HACCP Assessment Report and GIF-HA-080 Halal Product Certification Audit Check List reflecting the recommendation for certification. These are submitted together with:</p> <ul style="list-style-type: none"> - GIF-CD-018 Audit Plan - All documents for application from step 1.2 Annex A

No.	Flowchart	Responsible	Details
4	CERTIFICATION DECISION		
4.1	<pre> graph TD I((I)) --> A[Check and submit full Audit Report] 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	
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 & FSMS 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 <i>GIF-CD-007 Non Conformity Report</i>
4.4		CDC	Reasons for rejection are identified and communicated to auditors using <i>GIF-CD-007 Non Conformity Report</i>

No.	Flowchart	Responsible	Details
5	APPROVAL		
5.1		CDC	<p>Recommendation is sent to Halal Committee(HC) using GIF-CD-093 HACCP Assessment Report and GIF-HA-080 Halal Product Certification Audit Check List</p> <p>The following forms are prepared: GIF-HA-041 Certificate of Conformity Halal GIF-HA-094 HALAL Schedule of Certification</p>
5.2		COO	
5.3		Engineer/ Officer	<p>Notify the client of approval of products and certificate availability. Send the GIF-CD-035 Agreement on the Use of License, Certificate and Mark of Conformity to client.</p>
5.4		Client	<p>Signed GIF-CD-035 Agreement on the Use of License, Certificate and Mark of Conformity is submitted</p>
5.5		Engineer/ Officer	<p>Update the GIF-CD-014 Directory of Certified Products</p>
5.6		-	

	HALAL CERTIFICATION PROCEDURE FOR FOOD PRODUCTS	<i>Code</i>	<i>GIP-010</i>
		<i>Version</i>	<i>1 Rev. 00</i>
		<i>Date</i>	<i>01.02.2016</i>
		<i>Page</i>	<i>10 of 11</i>

6 SURVEILLANCE AUDIT

CDC Decides on the intervals of surveillance audit in order to ensure continued compliance of Halal product/services with the requirements of the certification

Auditor Proceed as in Step 3 for evaluation of continuity in compliance to ISO 22000/ HACCP and UAE.S 2055-1 standards

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 with regard to surveillance audit reports shall be determined by decision maker.

	HALAL CERTIFICATION PROCEDURE FOR FOOD PRODUCTS	<i>Code</i>	<i>GIP-010</i>
		<i>Version</i>	<i>1 Rev. 00</i>
		<i>Date</i>	<i>01.02.2016</i>
		<i>Page</i>	<i>11 of 11</i>

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. Valid Industry/Trade License
4. Certificate of export and /or Authenticated Free Sales certificate from the country of origin.
5. Product composition and ingredients concentration report issued by the manufacturer.
6. 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 UAE.S GOS ISO 22716 or any other GMP approved by ESMA related to the Halal product that are globally applicable and acceptable to the Authority.
7. Test report from recognized laboratory (Accredited ISO 17025) as per the requirement of UAE.S GSO standard of the product.
8. Facility Map/Factory Layout/Farm Map standard of the product
9. Labelling Artwork.
10. Table of Raw materials
11. Table of Finished products.
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.

ANNEX – B REGULATORY REQUIREMENTS

1. Pest Control
2. Personal Hygiene Requirements
3. Food Safety Program for employees and Newly hired employees
4. Environmental Safety & Friendly
5. Child Labor
6. Pollution Control
7. Employee Fair Treatment