

	<b>HALAL CERTIFICATION PROCEDURE FOR SLAUGHTER HOUSE</b>	<i>Code</i>	<i>GIP-012</i>
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**OBJECTIVE:**

To ensure the compliance of certification procedure based on the requirements of **UAE.S 993:2015 – Animal slaughtering requirements according to Islamic Rules, 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 animal slaughter houses including all stages of operation from receiving, processing, labelling, handling, distributing, storing, displaying and serving meat products

**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**

**UAE.S 993:2015 Animals slaughtering requirements according to Islamic Rule.**

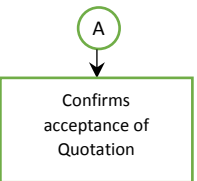
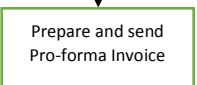
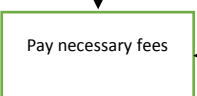
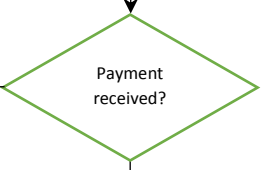
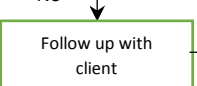
**UAE.S GSO CAC RCP 58:2007: Code of hygienic practice for meat**

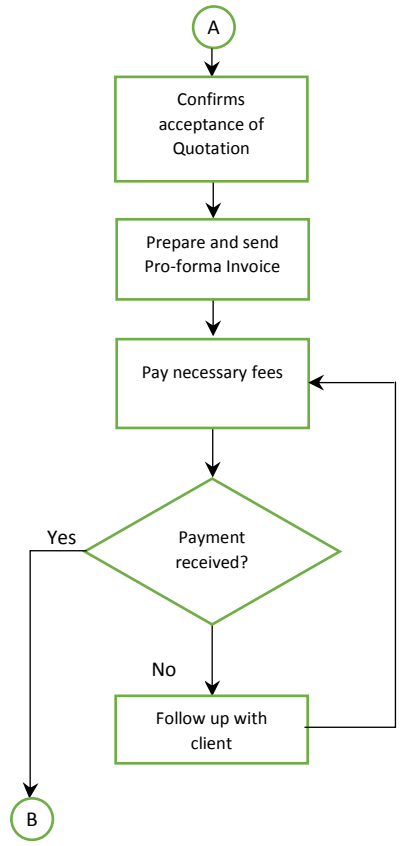


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No.	Flowchart	Responsible	Details
1	<b>APPLICATION</b>		
1.1	Start		
1.2	Application Submission	Client	Application through e-mail, website ( <a href="http://www.gulftic.com">www.gulftic.com</a> ) or manual submission with required documents listed in Annex A
1.3	Pay Application Fee	Client	Client shall pay 1000 AED via bank transfer or check
1.4	Job Allocation to Engineer/ Officer		
	Sign contract for certification	Client	<a href="#">GIF-CD-010 Certification Agreement</a>
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 <a href="#">GIF-CD-007 Non Conformity Report</a> via e-mail ( <a href="mailto:ECAS1@esma.gov.ae">ECAS1@esma.gov.ae</a> ) and task in the ESMA website ( <a href="http://www.esma.gov.ae">www.esma.gov.ae</a> )
1.8	Perform corrective action (CA)	Client	Client send back the <a href="#">GIF-CD-007 Non Conformity Report</a> and documents requested through e-mail ( <a href="mailto:ECAS1@esma.gov.ae">ECAS1@esma.gov.ae</a> ) and uploading to ESMA website ( <a href="http://www.esma.gov.ae">www.esma.gov.ae</a> )
1.9	Prepare and send Quotation to client	Engineer/ Officer	Use <a href="#">GIF-028 Quotation Form</a>
	A		

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

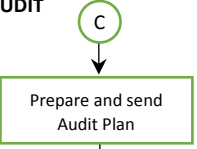



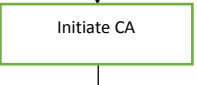




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No.	Flowchart	Responsible	Details
2	<b>STAGE 1 AUDIT</b>		Stage 1 Audit should be on site for slaughter house certification process.
2.1		Engineer/ Officer	Done in consultation with client and auditors Use <a href="#">GIF-032 Audit Plan</a>
2.2		Auditors	Required documents from Step 1.2 Annex A are reviewed to assess compliance of the manufacturer's Food Safety Management System to the requirements of ISO 22000/ HACCP as 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. The following components of the FSMS documentation are evaluated: <ul style="list-style-type: none"> <li>- Scope of the FSMS</li> <li>- Resources allocation</li> <li>- Achievement of safety policy and objectives</li> <li>- Compliance to statutory and regulatory requirements</li> <li>- Other prerequisite programs appropriate to the operation</li> <li>- Safety hazard identification, analysis, and selection of appropriate control measures, including outsourced procedures</li> <li>- Validation, verification and improvement programs</li> <li>- Internal and external communication</li> </ul>
2.3		Auditors	Stage 1 Audit findings are communicated to client using <a href="#">GIF-CD-007 Non Conformity Report</a>
2.4		Auditors/ Engineer/ Officer	<a href="#">GIF-CD-007 Non Conformity Report</a> is send via e-mail 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.
2.5		Client	Client send back <a href="#">GIF-CD-007 Non Conformity Report</a> , along with supporting documentation for the CA.
2.6		Auditors/ Engineer/ Officer	Effectiveness of implemented CA is evaluated and comments are recorded in <a href="#">GIF-CD-007 Non Conformity Report</a> .
2.7		Engineer/ Officer	Recommendation to proceed, postpone or cancel Stage 2 Audit is reflected in filled-up <a href="#">GIF-CD-007 Non Conformity Report</a>



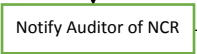

No.	Flowchart	Responsible	Details
3	<b>STAGE 2 AUDIT</b>		
3.1		Engineer/ Officer	Done in consultation with client and auditor(s). Use <a href="#">GIF-032 Audit Plan</a>
3.2		Auditors	<p>Inspection is done to check that the animal or birds slaughtering requirements is fully implemented, effective and in conformity to the requirements of UAE.S 993:2015 and UAE.S 2055-1. FSMS is also checked for full implementation, effectivity and compliance to the requirements of ISO 22000/ HACCP. Parts of the FSMS that had been declared in conformity during the Stage 1 Audit need not be re-audited, unless to check continuity of conformance.</p> <p>The following forms are used:</p> <ul style="list-style-type: none"> <li><a href="#">GIF-CD-018 Audit Plan</a></li> <li><a href="#">GIF-CD-090 Opening and Closing Meeting Form</a></li> <li><a href="#">GIF-CD-091 Assessment Log</a></li> <li><a href="#">GIF-CD-007 Non Conformity Report</a></li> <li><a href="#">GIF-CD-096 HALAL Assessment Report</a></li> <li><a href="#">GIF-HA-094 HALAL Schedule of Certification</a></li> </ul> <p>Supporting information and evidences are gathered as follows:</p> <ul style="list-style-type: none"> <li>- Performance data against safety objectives</li> <li>- Legal compliance</li> <li>- Operational controls</li> <li>- Competence of personnel</li> <li>- Internal audit findings and conclusions</li> <li>- Management review Management review</li> <li>- Responsibilities for attainment of safety policy</li> </ul>
3.3		Auditors	Stage 2 Audit findings are communicated to client using forms in Step 3.2
3.4		Auditors/ Engineer/ Officer	<a href="#">GIF-CD-007 Non Conformity Report</a> is issued to client via e-mail in case of any nonconformity found during the inspection.
3.5		Client	<a href="#">GIF-CD-007 Non Conformity Report</a> is issued to client via e-mail in case of any nonconformity found during the inspection.



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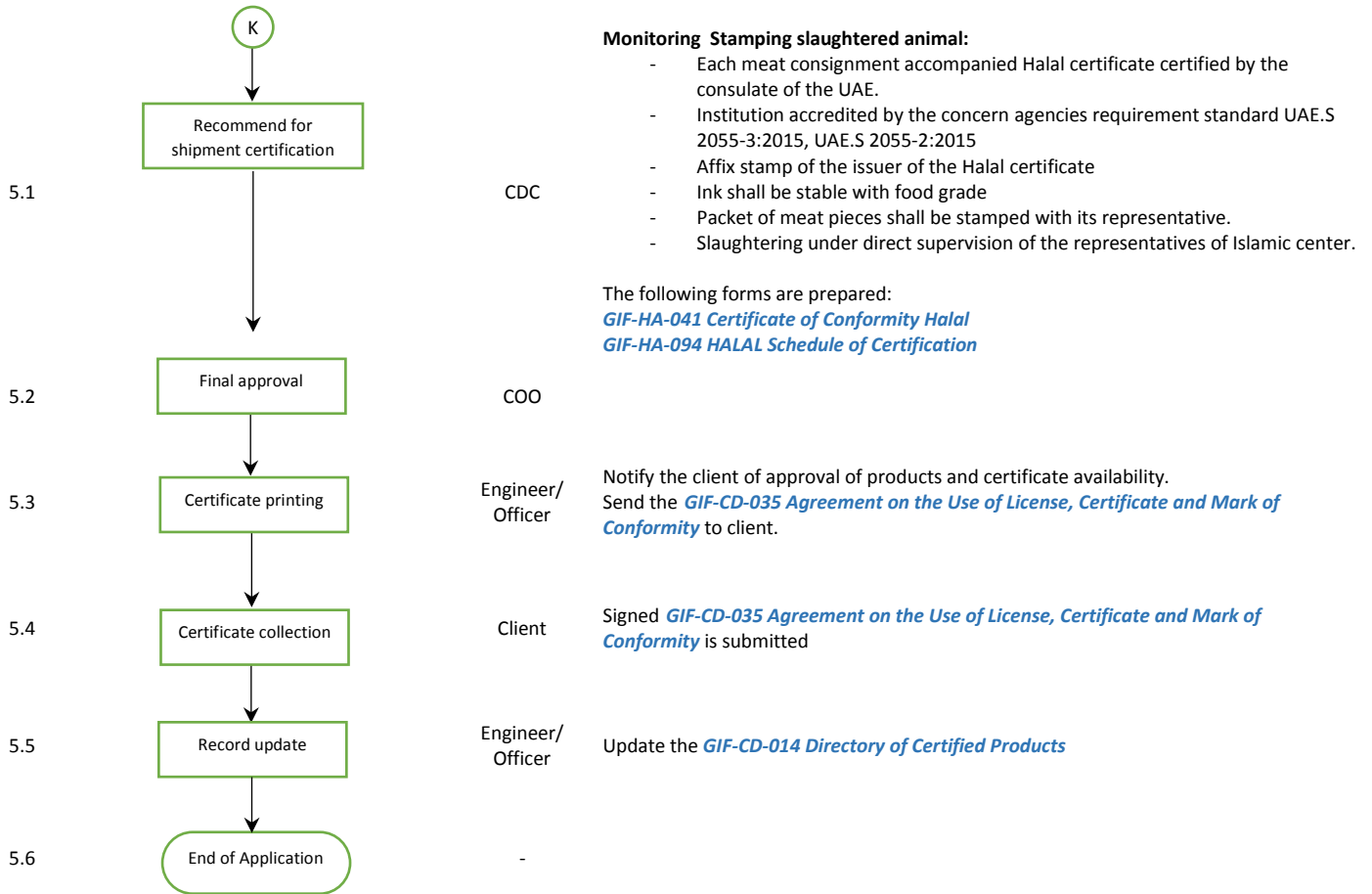
No.	Flowchart	Responsible	Details
3.6		Auditors	Effectiveness of implemented CA is evaluated and comments are recorded in <a href="#">GIF-CD-007 Non Conformity Report</a>
3.7		Auditors	Any re-inspection requirement is reflected as a recommendation in the filled-up <a href="#">GIF-CD-007 Non Conformity Report</a>
3.8		Auditors	Verification of CA effectiveness is reflected in filled-up <a href="#">GIF-CD-007 Non Conformity Report</a>
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 <a href="#">GIF-CD-095 GMP Audit Checklist</a> and <a href="#">GIF-HA-096 HALAL Assessment Report</a> reflecting the recommendation for certification.</p> <p>These are submitted together with:</p> <ul style="list-style-type: none"> <li>- <a href="#">GIF-CD-007 Non Conformity Report</a></li> <li>- All documents for application from step 1.2 Annex A</li> </ul>

No.	Flowchart	Responsible	Details
4	<b>CERTIFICATION DECISION</b>		
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"> <li>- Islamic Rules related to Halal Certification</li> <li>- Understanding of relevant Halal &amp; FSMS requirements</li> <li>- Relevant legislation and regulations (industry requirements)</li> </ul> <p>Certification decision team shall not be less than 3, including:</p> <ul style="list-style-type: none"> <li>- Technical expert</li> <li>- Islamic Affair expert</li> </ul> <p>Certification decision shall be taken unanimously, not majority of votes.</p>
4.3		CDC	All comments are recorded in <a href="#">GIF-CD-007 Non Conformity Report</a>
4.4		CDC	Reasons for rejection are identified and communicated to auditors using <a href="#">GIF-CD-007 Non Conformity Report</a>
			

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<b>No.</b>	<b>Flowchart</b>	<b>Responsible</b>	<b>Details</b>
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**5 APPROVAL**





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**6 SURVEILLANCE AUDIT**

- Auditor Proceed as in Step 3 Stage 2 Audit for evaluation of continuity in compliance to UAE.S 993:2015, UAE.S 2055-1, ISO 22000/ HACCP and standards once a year after the issuance of certificate
- 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 Determine procedures with regard to issued surveillance audit reports

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#### ANNEX A - REQUIRED DOCUMENTS

1. Filled up online Application form (Complete with all information).
2. Test Report (as per the requirement of UAE.S 2055-1)
3. Declaration of Conformity by the Applicant on the Product(s) for Registration using the Applicant's Official Letterhead.
4. Valid industry/Trade License
5. Health Certificate documented and approved by the competent authorities in the country of origin to prove that the product is fit for Human health consumption.
6. Certificate of Origin
7. FSMS/HACCP/ISO 22000 certificates
8. Product label with proposed space for logo
9. Halal certification from other certification bodies (if available)
10. Certificate of competent 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

#### ANNEX C - GUIDELINE PARAMETERS FOR ELELCTRICAL STUNNING

**Table 1 – Guideline parameters for electrical stunning  
(On head only and with frequency 1500 HZ and rated voltage 300 Volt)**

Type of Animal	Current (ampere)	Time (seconds)
Small Sheep	0.50-0.90	2.00-3.00
Goats	0.70-1.00	2.00-3.00
Large Sheep	0.70-1.20	2.00-3.00
Male Calves	0.50-1.50	3.00
Castrated calves	1.50-2.50	2.00-3.00
Cows	2.00-3.00	2.500-3.500
Bulls	2.50-3.50	3.00-4.00
Buffalos	2.50-3.50	3.00-4.00
Note: current and time shall be set by the establishment as per the type, weight and condition of animal.		