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1 Purpose and Objective

To explain the applied fees and payment terms to applicant customers for Halal certification services.

2 Scope and Responsibilities

It covers all applied fees and payment terms within the scope of Halal certification activities.

The General Manager, Audit Coordinator and Head of Accountants are responsible for the implementation of this instruction.

3 Terms

Audit Period: As OIC/SMIIC 2 refers to its Annex B, the minimum audit time for initial certification is determined based on basic on-site audit time, the number of customer's CCPs (HACCP or Halal CCP), product variety, number of employees related with the scope of Halal certification and process or production complexity.

Man/Day Fee (Auditor/Day Fee): It is the fee for 1 day of audit service of 1 auditor for the Halal certification service provided to the client. The daily audit team consists of a Technical Auditor and an Islamic Affairs Expert.

Halal Audit Program: After the document review, an audit program is established covering the entire three-year certification period, including surveillance and recertification audits for the initial (phases 1 and 2) and first certification cycle. In subsequent cycles, the audit program will include 2 surveillance audits and a recertification audit. However, special audits with and without notice may be added to the program when necessary.

Audit fee: This is the fee for the initial certification (stage 1 and 2), surveillance, post and re-certification audits conducted in the client premises according to the prepared Halal audit program.

Certification Fee: Annual fee paid for the preparation and printing of each approved Halal Certificate.

Preliminary Audit: A limited and type of short audit conducted upon the request (as optional) of the client prior to the initial audit and evaluates the compliance of the customer's system with the relevant Halal standard(s). The aim is to identify deficiencies and improve the system with corrective actions to prepare for the initial audit. Information is provided during the process, but no consultancy service.

Unannounced Interim Audits: conducted at uncertain intervals throughout the year for production facilities using animal products or raw materials of animal origin (except for milk, egg and honey, it is a natural product without any additives) and for slaughterhouses.

The duration of the unannounced interim audit is set at one day.

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Special Services: Includes special services not included in Certification and Audit services like extension of the scope, short-notice audits (complaints), transfer of Halal-certificate, etc.

4 Implementation

EHZ as part of a non-profit Islamic organization offers certification services on a self-cost basis. Institute's aim is to provide consumers with access to reliable Halal products throughout Europe. EHZ does not have any financial expectations in this context.

However, since it is not possible to cover the costs of all the work carried out from EHZ's budget, so that the institute can continue to provide his services, can pay the salaries of institute's employees and consumers can access controlled Halal products more easily, EHZ charges a fee for the services provided.

The man/day fee, which is the basis for determining the audit and certification fees, is determined by the IGMG's İRŞAD Unit to which the institute is subordinated. The audit team consists of a Technical Auditor and an Islamic Affairs Expert. The man/day fee is charged only for the Technical Auditor nor for the Islamic Affairs Expert.

The customer that exercises its right of withdrawal during the audit processes will be invoiced for the service provided up to that time.

The total Halal certification fee determined as a result of the Halal Audit Program created is notified to the customer in detail with the Halal Certification Agreement. Signing the agreement means that the terms of the agreement are accepted.

VAT is not included in the fees provided. EHZ reserves the right to change the fees due to inflation changes or other unforeseen circumstances.

In order to initiate the process, the certification fee is paid within 15 days from the date of the invoice, that is issued upon signing of the agreement.

The 1st and 2nd surveillance/follow-up audit fees are requested in advance. The audit is not planned without receiving payment. If the applicant does not receive a certificate as a result of the audit, the audit costs are deducted and the rest is refunded.

4.1. Preliminary Audit

Basic flat rate for auditing without certification:

- 450,00 €
- includes all aspects of the stage 1 of the initial certification auditing with the option to choose the Halal-certification later

4.2. Application Evaluation Fee

This is the fee arising from the services of EHZ in the technical and administrative evaluation and verification processes with the customer of the information, documents and records that will directly affect the planning stages.

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This fee is accrued in the Initial Certification Application and in the scope extension applications where various reviews and verifications are deemed necessary.

This fee is € 295.00.

4.3. Audit Fee

To determine the audit fees, the total number of Man/Day is determined according to the prepared Halal Audit Program.

The total number of man days is multiplied by the 1-day fee in the table below. If the customer has more than one site to be inspected, each site will be inspected separately, and the fee will be determined accordingly.

No.	Audit	Fee for Application and Document Review	Man/Day Fee
1	Initial	non-existent	€ 295,00
2	Surveillance / Follow-Up	non-existent	
3	Re-Certification	non-existent	
4	Unannounced Interim	non-existent	
5	Post	non-existent	
6	Re-Certification	non-existent	
7	for each audit, a reduced man/day fee is charged for preparation and follow-up work		€ 245,00

During the listed above audits, the customer covers the costs of food, travel and accommodation of the auditing team. These costs may vary depending on the contract terms and are not included in the charged certification fees (4.2 Audit Fee and 4.3 Certification Fee).

4.4. Certification Fee

To determine the audit fees, the total number of Man/Day is determined according to the prepared Halal Audit Program.

No.	Total Number of Certified Articles	Annual Certification Fee
1	≤ 3	To cover the institute's annual fixed costs (office, personnel, etc.), EHZ charges a minimum certification fee of € 705,00 (at least 3 products)

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2	additional article	€ 235,00 for each product
3	≥ 8	<p>However, a maximum of € 1.880,00 will be charged.</p> <p>All other articles that will be added in the current certification year and will be halal certified, will be listed on the halal certificate without any additional certification fee, as long as this does not clearly involve additional effort.</p> <p>For changes to the existing, issued Halal certificate during the certification year to include new articles, any changes (e.g. company's name changes), etc. or re-issuance of the Halal certificate due to reasons such as loss of the original certificate, damage or tearing of the document, it will be charged a processing fee of € 89,00 per application/case.</p>

4.5. Special Services

a. Requested Services beyond the Halal Audit Program

For all services requested by the customer that are not included in the agreed Halal Audit Program, following calculation basis will be used to calculate the costs:

- 42,00 € / h / man (hourly rate)
- 0,45 € / km travel allowance (if flying is cheaper, it will be flied)
- 120,00 € per day overnight stay for longer journeys

b. Listing on the Institute's Website

After the Halal certification, the customers could be listed on institute's website under the heading "Certified Companies", if they choose.

Listing is voluntary and free of charge. The institute does not charge any additional fees.

c. Market Surveillance Fee

This is the entirety of all fees that may occur in the services that EHZ will provide to perform or have performed market surveillance arising from SMIIC Standards. The basic fee for this service is € 350,00 and this fee includes service fees such as taking a sample and laboratory tests, result evaluation, etc. If another sample is required, the calculation will be made based on the units explained in 4.4.a. The laboratory fee is reflected to the customer as is without any additions.

4.6. Slaughterhouses and/or Production Facilities with Animal Origin Materials

Since slaughterhouses or companies, that use raw materials of animal origin in production, must agree to at least four unannounced Halal audits per year, the annual fee is calculated based on the planned total effort.

Surveillance/follow-up audits of slaughterhouses or production plants with using of animal origin material will be unannounced.

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4.7. Laboratory Cost

Depending on the scope of the Halal certification, a certain number of samples will be taken for each audit in regarding of the sampling plan. The sampling plan based on 00_VA_14_Sampling is part of this Halal agreement.

The samples will be tested in laboratories for ethanol, porcine DNA and (in the case of cosmetics) water permeability. Further examination points may be added depending on the complexity of the product or production, but always in consultation with the customer.

The laboratory fees of the samples taken by EHZ will be invoiced to the customer. This fee is determined by the laboratory.

The customer may object to working with laboratories notified to the customer through the Halal Agreement before the examination with a legitimate reason. If customer's legitimate reason is found appropriate, another laboratory will be selected from institute's "Approved Laboratory list".

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ANNEX A (informative)

Minimum audit time

A.1 General

In determining the audit time needed for each site, the minimum on-site duration for initial certification given in Table A1. The minimum time includes stage 1 and stage 2 of the initial certification audit but does not include the time for preparation of the audit nor for writing the audit report.

The minimum surveillance/follow-up audit time should be one-third of the initial certification audit time, with a minimum of 0.5 audit days.

The minimum renewal time should be two-thirds of the initial certification audit time, with a minimum of 0.5 audit days.

Where there is no relevant certified Halal product/process/service or management system in place, additional time should be added for the audit. To be considered relevant, a management system certificate should cover the scope of food safety for the relevant product/process/service

The number of employees should be expressed as the number of full-time equivalent employees related with the scope of certification (FTEs).

The use of multi-site sampling is only possible for categories A, B, E, F and G (see Table B2) and for organizations with more than 20 sites operating similar processes within these categories. This applies to the initial certification, to surveillance and to recertification audits. The institute will justify its decision on sampling for multi-site certification.

Other factors may necessitate increasing the minimum audit time (e.g. number of product types, number of product lines, product development, number of Halal Critical Control Points (CCPs), number of operational PRPs, building area, infrastructure, inhouse laboratory testing, need for a translator).

The audit time for all types of audits includes the total time on-site at a customer's location (physical or virtual) and time spent off-site carrying out planning, document review, interacting with customer personnel and report writing.

The duration of an Halal certification on-site audit should typically not be less than 70% of the audit time calculated following the methodology in Section A.2. This applies to initial, surveillance and recertification audits.

The HCB can apply any reduction or increase in the audit time by using suitable and applicable justifications. This reduction rate should not exceed 30% of audit time according to section B.2.

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A.2 Calculation of Minimum Initial Certification Audit Time

A.2.1 Minimum audit time for single site, T_s :

$$T_s = T_D + T_H + (T_{PV} + T_{FTE}) * CC$$

Where;

T_D is the basic on-site audit time, in days.

T_H is the audit days for each additional HACCP/Halal CCP product group studies and applied only for products/services/processes group in food-chain. H is considered "0" when company has 1 HACCP/Halal CCP study. For each additional study, number of audit days will be increased, for other type of products/services/processes it can be taken as "0".

T_{PV} is the audit days for product variety

T_{FTE} is the number of audit days per number of employees.

CC is the factor as multiplier for process or production complexity class

If after the calculation of T_s , the result is a decimal number, the number of days should be adjusted to the nearest half day or (e.g.: 5.3 audit days becomes 5.5 audit days, 5.2 audit days becomes 5 audit days)

or

if after the calculation of T_s , the result is a decimal number, the number of days should be rounded up to the next whole or half day (e.g.: 5.3 audit days becomes 5.5 audit days, 5.7 audit days becomes 6 audit days).

A.2.2 Minimum audit time for each additional site, T_{asv} :

$$T_{asv} = T_s * 50/100$$

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Category	T _D	T _H *)	T _{PV} **)	T _{FTE}	CC
CI	1,50	0,50	1 to 3 = 0,50 4 to 6 = 1,00 7 to 10 = 1,50 11 to 20 = 2,00 > 20 = 3,00	1 to 19 = 0,5 20 to 49 = 1,0 50 to 79 = 1,5 80 to 199 = 2,0 200 to 499 = 2,5 500 to 899 = 3,0 900 to 1299 = 3,5 1300 to 1699 = 4,0 1700 to 2999 = 4,5 3000 to 5000 = 5,0 > 5000 = 5,5	Low CC = 1,25 Medium CC = 1,50 High CC = 1,75 Very High CC = 2,00
CII	1,25	0,50			
CIII	1,75	0,50			
CIV	1,75	0,50			
DI	1,50	0,25			
DII	1,50	0,25			
E	1,00	0,50			
FI	1,50	0,50			
FII	1,25	0,50			
I	1,00	0,25			
K	1,75	0,50			
LI	1,75	0,50			
LIV	1,00	0,25			

Table A. 1 - Minimum Initial Certification Audit Time

*) TH is applied only for products/services in food-chain.

**) TPV is used for only products not services/processes.

Table B1 is based on four primary complexity classes of the nature of the processes or production of an organization that fundamentally affect the Halal certification audit time, these are:

- **Very High** – very large number of detailed sub-processes with significant nature (typically manufacturing or processing type organizations with highly significant nonhalal risks. It covers those products or service sectors that potentially have very high risks in terms of Halal aspects, with a high variety of processes or sub-processes or with a very large number of raw materials or inputs);
- **High** – large number of processes with significant nature (typically manufacturing or processing type organizations with significant non-halal risks. It covers those products and service sectors that potentially have high risks in Halal aspects, with many processes.);

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- **Medium** – average number of processes with significant nature (typically manufacturing or service organizations. It covers products and services with moderate potential non-halal risks.);
- **Low** - small number of processes with significant nature (typically organizations with few significant nature. It covers products and services with low potential non-halal risks.);

Table B1 covers the above four complexity classes. Table B2 provides the link between the four complexity classes above and the industry sectors that would typically fall into that class.

It should be recognised that not all organizations in a specific sector will always fall in the same complexity class. EHZ allows flexibility in its contract review procedure to ensure that the specific activities of the organization are considered in determining the complexity class.

For example:

Even though many business in the chemical production sector should be classified as “high complexity”, an organization which would have only a mixing free from chemical reaction, and/or high number or risky raw materials and/or advanced processing could be classified as “medium” or even “low complexity”.

All attributes of the organization’s system, processes, and products/services will be considered and a fair adjustment made for those factors that could justify more or less audit time for an effective audit. Additive factors may be offset by subtractive factors.

In all cases where adjustments are made to the time provided in the audit time Table B1 and B2, sufficient evidence and records shall be maintained to justify the variation.

Complexity Class	Business Sector
Very High	not elsewhere classified (n.e.c.) chemicals and pharmaceuticals, processed meat products, genetically modified products, food additives, bio cultures, cosmetics, processing aids and microorganisms
High	slaughtering meat and poultry, cheese products, biscuits, snacks, oil, beverages, hotels, restaurants, dietary supplements, cleaning agents, packaging material, textile, Islamic finance
Medium	milk products, fish products, egg products, beekeeping, spices, horticultural products, preserved fruits, preserved vegetables, canned products, pasta, sugar, animal feed, fish feed, water supply, development of product, process and equipment, veterinary services, process equipment, vending machines, leather products
Low	fish, egg production, milk production, fishing, hunting, trapping, fruits, vegetables, grain, fresh fruits and fresh juices, drinking water, flour, salt, retail outlets, shops, wholesalers, transport and storage,

Table A. 2 Examples of Linkage between Business Sectors and CCs

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V2	Ödeme Talimati yenilendi	Y. Calkara	E. Deniz-Kodal