1 Purpose and Objective

This procedure is part of 2.5 of the HQMM.

According to Article 7. Process Requirements of ISO/IEC 17065:2012 and Article 5.6 of OIC/SMIIC 2:2019, the Halal certification body shall make its services (certification schemes) accessible to all applicants whose activities fall within the scope of its operations.

This procedure describes the individual steps of institute's Halal certification processes.

2 Scope

This document is a representation of the Halal certification process. It describes the procedure for a company to be certified.

3 Terms

Application Documents: Institute's questionnaire to fill out by the applicant for self-presentation to be accepted by EHZ as customer and to get its offer.

Corrective Action Evidence: are measures for improvement on found deficiencies, which must be submitted to the institute within a specified period.

Deficiencies: Missing documents or information, identified weaknesses that could be classified as non-conformities in the Stage 2: Field Audit.

Follow-up Audit: an extraordinary inspection if deficiencies were found and these must be verified before the next routine inspection.

Samples: To additional check the Halal conformity of the production, samples are taken depending on the scope and size of the customer and analysed in particular for ethanol and pork DNA.

Stage 1 Audit: is designed to evaluate the documented information on the customer's management system and to assess the site and site-specific conditions.

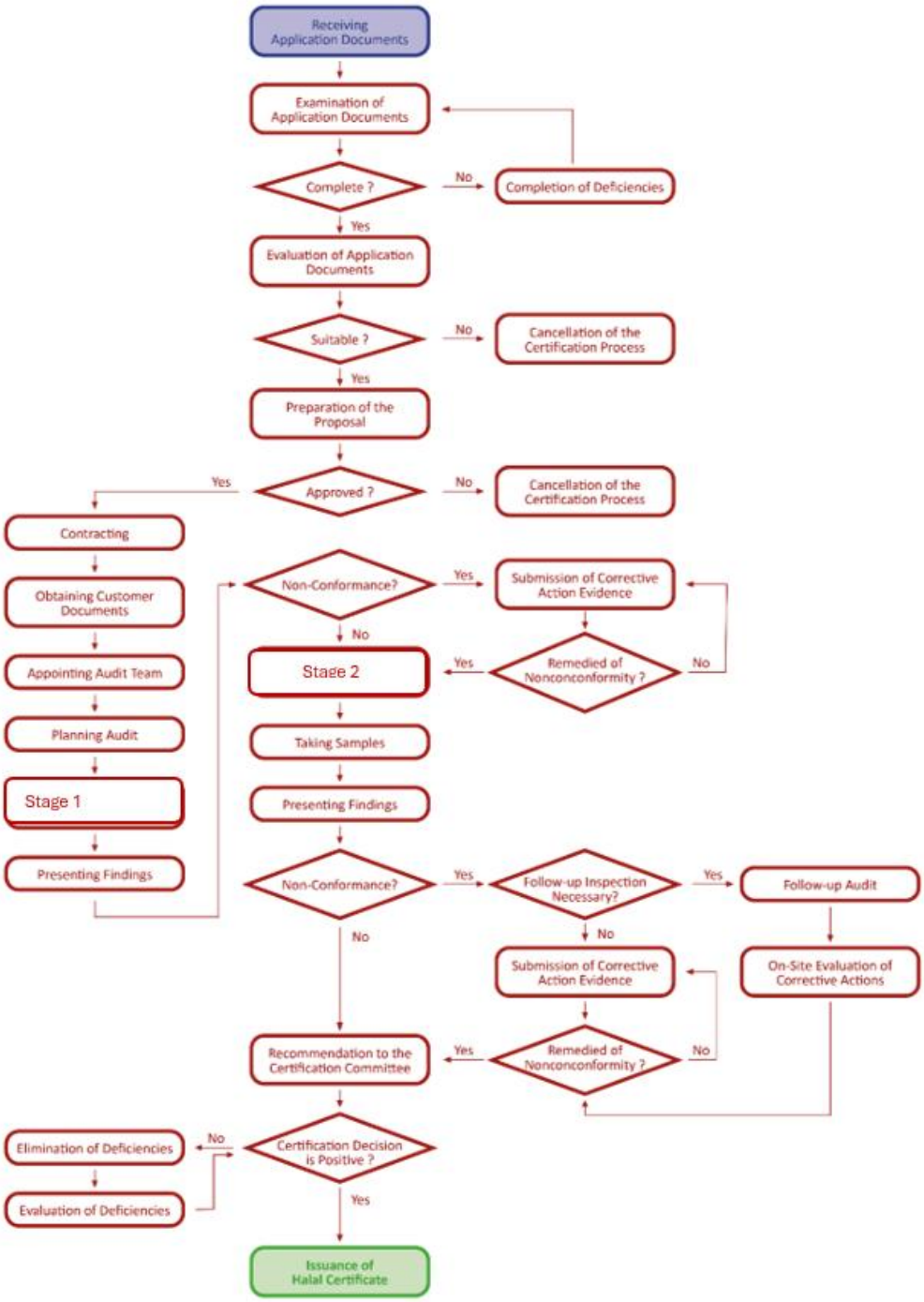
Stage 2 Audit: The purpose is to evaluate the implementation, including the effectiveness, of the customer's management system. It takes place at the customer's production site. It checks whether the documented processes are also implemented.

Halal Certification Approval Committee, HCAC: Halal Certification Approval Committee, hereinafter referred to as HCAC, is the decision-making body for issuing the Halal certificate.

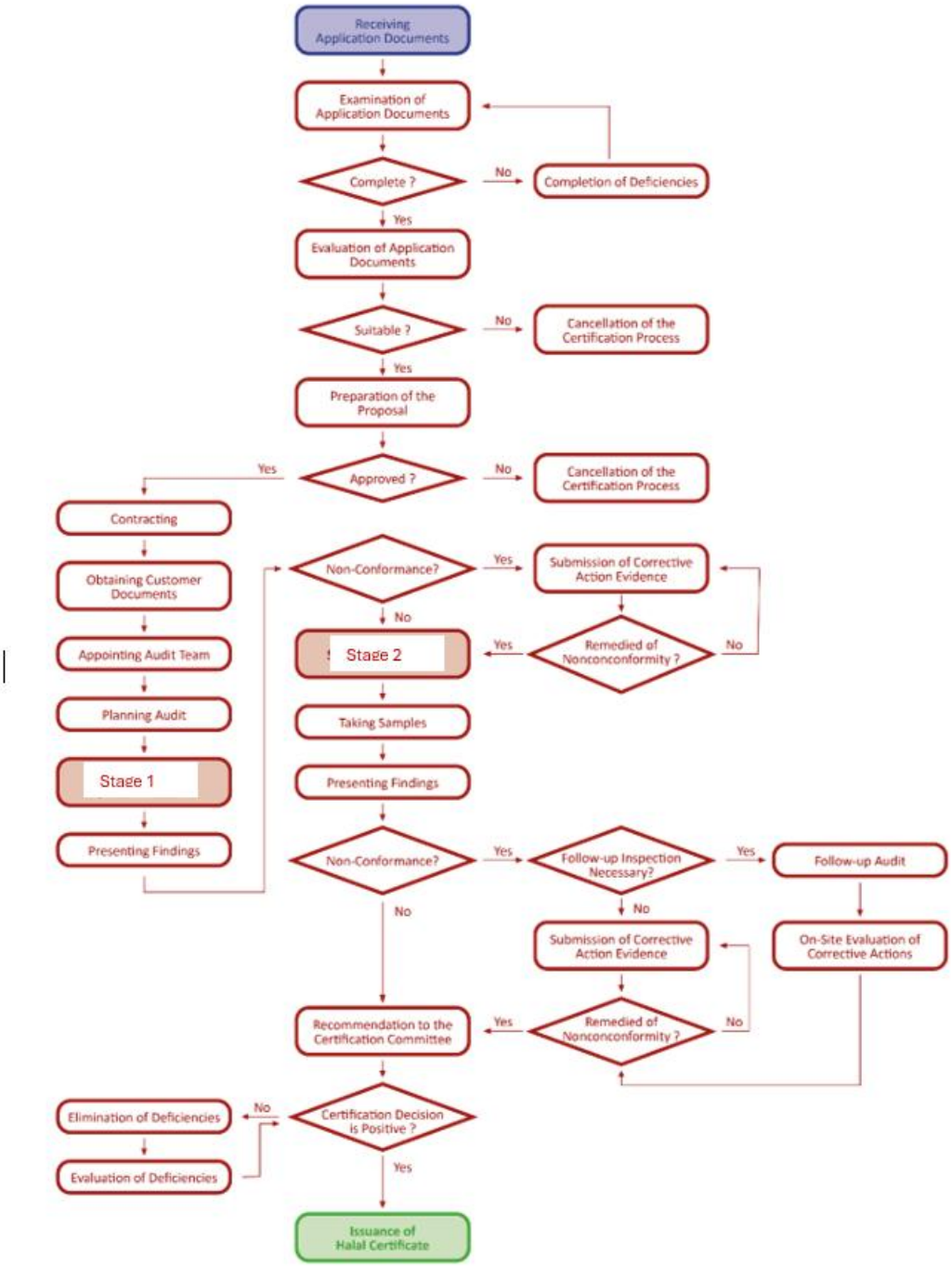
HCAC shall consist of three Islamic scholars and three technical experts (such as Technical or Lead Auditors) who are not involved in customer auditing on behalf of any certification body. At least one member must serve on a full-time basis

4 Procedure

4.1 Certification Organigram for “Food”



4.2 Certification Organigram for “Cosmetics”



4.3 Halal Control Points (H-CP) and Halal Critical Control Points (H-CCP)

The assessment of potential hazards is referred to as a hazard analysis. Thus, all control points, whether critical or not, are initially considered from various relevant perspectives.

From the perspective of Halal certification, Halal Control Points (H-CP) are points in the production process that, if not observed, pose a safety and health risk (Tayyip), but not a Haram risk. If the latter occurs, the point is defined as a Halal Critical Control Point (H-CCP).

4.3.1 H-CP and H-CCP for “Food”

There are several critical points in food production that can affect the quality, safety, and sustainability of the final product. These points must be carefully monitored and controlled to ensure that the food is safe and of high quality.

Compliance with regulations such as HACCP (Hazard Analysis and Critical Control Points) helps identify and control risks early on. Here are some of the most important Halal Critical Points (H-CP):

- Hygiene and cleanliness
- Raw material quality
- Temperature controls
- Packaging
- Avoiding cross-contamination
- Microbiological controls
- Chemical residues
- Production processes and technologies
- Labeling and traceability
- Sustainability and resource use

Existing of Certifications with including the product safety and hygiene like FSSC 22.000, BRC, SQF, IFS, etc. provides a very good basis for fulfilling the Tayyip requirements.

The Halal Critical Control Point (H-CCP) for a Halal Food Production Facility is the purchase of raw materials, (technical) auxiliary materials, operating materials, and packaging materials.

As long as all inputs to a production process are halal-compliant, the final product can only be halal. The only exception to this rule would be breweries of alcoholic beverages.

Therefore, all materials must have a valid Halal Conformity Documents (HCD), which is accepted as such by the institute.

From the H-CCP's point of view, it is forbidden to produce with haram raw materials on the same facilities where halal production takes place during the entire validity of the halal certificate. This eliminates any risk of cross-contamination with Haram.

Further most important H-CCP are:

- changes with recipes of Halal articles without reporting to EHZ
- finding of further components for production not listed in the recipe

- changes with suppliers and/or producers (sources of materials)
- purchasing of raw-, (technical) auxiliary-, operating- and packaging materials without a HCD

4.3.2 H-CP and H-CCP for "Cosmetics"

There are several critical points also in cosmetic production that can affect the quality, safety, and sustainability of the final product. These points must be carefully monitored and controlled to ensure that the food is safe and of high quality.

Existing of Certifications with including the product safety and hygiene like ISO 22716:2008 GMP Cosmetics, etc. provides a very good basis for fulfilling the Tayyip requirements.

The Halal Critical Control Point (H-CCP) for a Halal Cosmetic Production Facility is also the purchase of raw materials, (technical) auxiliary materials, operating materials, and packaging materials.

So, here too: All materials must have a valid Halal Conformity Documents (HCD), which is accepted as such by the institute and it is forbidden to produce with haram raw materials on the same facilities where halal production takes place during the entire validity of the halal certificate.

4.3.3 Acceptable Halal Certificates

During **initial certification audits (Stage 2 only)**, **surveillance audits**, and **recertification audits**, the audit teams may conduct traceability or Halal and Tayyib verification activities related to the product/process/service/management system subject to certification. In such cases, the following criteria may be used to determine the **acceptability** of the **Halal (compliance) certificates** being reviewed:

- Halal certificates issued by Halal Certification Bodies (HCBs) accredited by **HAK** in accordance with **OIC/SMIIC 2**.
- Halal certificates issued by HCBs accredited by accreditation bodies of **OIC member states** (e.g., EIAC–UAE; GAC–Gulf Countries; EGAC–Egypt; JAS-AU–Jordan; PNAC–Pakistan; KAN–Indonesia; TUNAC–Tunisia; SEMAC–Morocco; ALGERAC–Algeria; SDAC–Sudan; NCA–Kazakhstan, etc.), in accordance with OIC/SMIIC 2 or a **standard/procedure/criteria closely aligned** with it.
- Halal certificates issued by HCBs that are:

- **Members of international HUDC associations** with broad recognition, such as the **World Halal Council (WHC)**, **World Halal Food Council (WHFC)**, etc., or
- **Recognized by Islamic authorities** of **OIC member states**, such as:
  - JAKIM – Malaysia
  - MUI – Indonesia
  - MUIS – Singapore

or other reputable bodies such as:

- IFANCA – USA
- ICSA – South Africa
- NIHT – South Africa
- SANHA – South Africa
- HFA – UK
- SHC – China
- Halal Control – Germany
- IFRCASIA – Malaysia
- JMA – Japan
- MAM – Malawi
- NZIPF – New Zealand
- HFFIA – Netherlands
- IDCP – Philippines
- CICOT – Thailand
- AHF – USA
- HALAL TRUST – India
- HPS – Canada
- TQHCC – Netherlands
- SICHMA – Australia
- Jamiat Ulama Halal Foundation – India
- HCS – Switzerland
- WHA – Italy
- AHS – North Macedonia
- HFQ – Spain
- GİMDES – Türkiye
- KAS – Türkiye

- Halal certificates issued by HCBs that carry out Halal certification activities based on the **OIC/SMIIC series of standards or similar criteria**, and/or are in the process of preparing for **accreditation by HAK**.

4.4 Internal Team Meeting

When a request is made regarding Halal certification, first the applicant receives information about the certification process and criteria during a meeting. All open questions will be clarified. If the Halal production is planned for export to specific countries in which the institute has the respective accreditation, then the applicant's Halal Supervisor will be trained in the Halal regulations of the respective country.

The customer receives institute’s questionnaire to fill out completely, if desired also in collaboration with an employee of the institute.

After receiving the Application Documents (filled out institute’s questionnaire together with the required information or documentation), the documents are reviewed and the EHZ management decides whether to accept it. Then the applicant receives an offer/proposal. If this is accepted, a contract for the Halal certification is concluded with the company.

After receiving further information and documents specifically related to the products/productions to be halal-certified, the institute appoints the audit team and proposes it to the client. The client also receives an audit plan outlining the process.

4.5. Review of the Application

After the Halal Certification application is submitted, the application form and the accompanying documents are reviewed in terms of their presence ("present/not present") and the feasibility of providing the service within the scope of the requested certification, including the availability of sufficiently competent resources. Based on this, an evaluation of the eligibility for certification is carried out.

The **Application Review Form**, prepared for this purpose, is filled out, and based on the results, the application may be either accepted or rejected. In any case, the applicant organization is informed in writing of the outcome within 10 days of the receipt of the application. Along with this notification, the **Halal Certification Agreement** is also provided.

Once the application is accepted, the Halal certification process is officially initiated upon mutual signing of the **Halal Certification Agreement** with the client organization.

00_FBP_08_Application Review form_V1_23.05.2025

4.6. Audit plan

The detailed procedure regarding the audit plan has been explained in document **00_VA_12**.

4.7. Initial Certification

Initial certification audits must strictly be planned and implemented in two stages: Stage 1 and Stage 2. In addition to this initial certification audit, Opening and Closing Meetings must also be held in all other types of audits (surveillance, recertification, special audits, pre-audits, etc.) in accordance with ISO 19011 requirements.

The lead auditor is responsible for managing these meetings, and the topics to be covered in the meetings are tracked using the Opening and Closing Meeting Agenda Form 00_FBP_09_Auditplanning to ensure that no subject is overlooked.

Stage 1

The purpose of the Stage 1 audit is to:

a. Review documented information on the customer organization's product/service/process/management system subject to certification,

b. Evaluate the customer's premises and site-specific conditions and conduct discussions with the organization's personnel to determine readiness for Stage 2,

c. Review the status of the customer organization and understand the requirements of the standard, especially by identifying key performance factors, issues, processes, objectives, and the operation of the management system,

d. Obtain necessary information regarding the scope of the system implemented by the customer organization to fulfil Halal and Tayyib requirements, including:

- The sites of the customer organization,
- Processes and equipment used,
- Established levels of control (especially in the case of clients with multiple sites),
- Applicable contractual and/or regulatory requirements,

e) Review resource allocation for Stage 2 and reach agreement with the client on the details of the Stage 2 audit.

At least part of Stage 1 must be carried out at the client's site, as this helps achieve the above objectives.

For product categories A, B, G, H, I, J, and K in Annex A of OIC/SMIIC 2:2019, whether Stage 1 will be conducted on-site is decided by the planning unit in consultation with the audit team. For categories C, D, E, F, L, M, and N, on-site Stage 1 is mandatory.

- If Stage 1 is not conducted on-site, the time spent on it cannot exceed 20% of the total audit time.
- If it is conducted on-site, it cannot exceed 30% of the total audit time.

The time interval between Stage 1 and Stage 2 should consider the time the client needs to address any nonconformities, and this period must not exceed 6 months. If more than 6 months pass, Stage 1 must be repeated.

In addition, if there are significant changes affecting the management system or the Halal system, EHZ Certification may decide to repeat Stage 1 after reassessment.

Stage 2

The objective of the Stage 2 audit is to evaluate on-site the effectiveness of the client's Halal production/service provision/process operation or management system. Since Stage 2 must be conducted at all sites included in the scope, it should cover at least the following:

a. Information and evidence regarding compliance with the applicable Halal product/service/process/management system standard (e.g., OIC/SMIIC 1, 6, 18, 24, or related Turkish standards or EHZ Halal Certification Checklists),

b. Monitoring, measuring, recording, and reviewing performance in relation to basic performance objectives and goals (consistent with the expectations in the applicable management system standard or other normative documents),

c. The customer organization's performance in meeting contractual, regulatory/legal, and structural requirements,

d. Operational control of customer processes (if necessary, including testing and inspection activities, sampling and analysis of products, raw materials, semi-finished products, market products, or evaluation of existing reliable analysis results, and checks for Halal, Tayyib, hygiene, etc.),

e. Internal audit and management review (where applicable),

f. Responsibility of management for customer policies, etc.

The Stage 2 audit must, under all circumstances, comprise no less than 70% of the total minimum audit duration.

For nonconformities identified during Stage 2:

- The closing period is a maximum of 3 months from the end of Stage 2, regardless of the type of nonconformity.

- This period may be extended once only, by a maximum of 3 additional months.

If the nonconformities are not resolved within this time, Stage 2 must be repeated. However, if the client does not wish to continue the process, the file is closed. That client cannot reapply without implementing the necessary improvements.

4.8. Types of Nonconformity

Regardless of the type of nonconformity, the client organization must conduct a **root cause analysis** and **impact analysis**, and carry out **correction** and **corrective/preventive actions** proportionate to the cause of the nonconformity.
All nonconformities are documented, and approval is obtained from the client organization during the **audit closing meeting**.

If the client organization's representatives refuse to give approval or sign the form, this is noted by the **lead auditor/audit team leader** in the relevant section of the same form as:

"The client organization representatives declined to approve (sign the form)." **The closing meeting continues in any case.**

a) Major

These are issues that have a **direct negative impact** on the **halal or tayyib** status of the product/service, or that **eliminate the halal or tayyib conditions** of the implemented processes or management system.

b) **Minor**

These refer to issues such as **incomplete or incorrect documentation** of a clause of the relevant halal standard (OIC/SMIIC 1, other OIC/SMIIC or TS standards, or relevant EHZ checklists), which **do not directly affect the halal or tayyib status** of the product/service but still represent small deficiencies.
They are mostly **document-based**.

4.9. Sampling

If the subject of Halal certification is a product, the process of sample collection may be addressed. The principles related to sample collection, the parameters to be examined in the samples, and the applicable test methods are detailed in the Sample Collection Procedure 00_VA_14.

During Stage 2 of the initial certification, and where applicable in surveillance, recertification, and market surveillance audits, samples may be taken from raw materials, semi-finished (intermediate) products, and final products, and appropriate and necessary analyses are conducted.

When reviewing documentation, sampling is applied to records and evidence. The sampling quantities for records are defined according to the type of audit and are listed below:

Material to be Sampled	Pre-Audit	Initial Certification	Surveillance	Scope Expansion	Recertification	Transfer (if audit required)
Raw materials/Ingredients	20%	100%	30%	100%	40%	100%
Process	50%	100%	30%	100%	40%	50%
Personnel records	20%	30%	10%	30%	20%	10%
Test reports	20%	100%	30%	100%	40%	20%
Purchase records	10%	50%	20%	50%	30%	10%
Sales/marketing records	10%	50%	20%	50%	30%	10%
Corrective and preventive action records	10%	100%	30%	100%	40%	20%
HACCP	50%	100%	30%	100%	40%	20%
Hygiene/pest control records	30%	100%	30%	100%	40%	20%
Halal brand usage/advertising materials/communication records	—	—	30%	—	50%	30%
Packaging/product-contact material records	10%	100%	30%	100%	40%	20%
Storage records	10%	10%	3%	10%	5%	3%
Non-conforming product/process records	10%	100%	30%	100%	40%	20%
Internal/external audit/management review records (if any)	100%	100%	100%	—	100%	100%
Storage/distribution/transportation records	10%	20%	10%	20%	10%	5%
Investment records	—	100%	30%	100%	40%	20%
Other payment/collection records	—	10%	5%	10%	10%	5%
Complaint records	—	100%	30%	100%	40%	100%
Outsourced processes/subcontractor records	—	50%	20%	20%	30%	20%
Design/product development/improvement/R&D records (if any)	20%	100%	20%	100%	30%	-

4.10. Correction, Corrective and Preventive Actions

The definitions of **correction**, **corrective**, and **preventive actions** related to nonconformities identified during audits shall be communicated to the audit team and the operations unit **within 2 weeks after the audit**. The **evidence** for these actions must be submitted to the audit team **no later than 10 weeks (2.5 months)** following the audit.

The evaluation of these evidences, the decision on whether the nonconformities can be closed, and the **proposed certification decision/recommendation** shall be included in the **Audit Result and Recommendation Report**. The report must be prepared **within 2 weeks after the audit team receives the evidence**, under the supervision of the lead auditor.

The **first page of the report**, which includes the evaluation of audit results and the certification recommendation, is to be completed and signed by the lead auditor.

If the audit team deems it necessary to verify the effectiveness of the corrective and/or preventive actions **on-site**, a **follow-up audit** will be scheduled. This follow-up audit must take place **within 3 months from the last day of the initial audit**.

Since the follow-up audit is limited solely to the nonconformities that triggered it and the related corrective and preventive actions, **only an Audit Result and Recommendation Report** is prepared for this audit.

4.11. Surveillance Audit

Surveillance audits are conducted periodically to ensure that the conditions of a certified process or service continue to be met and that the validity of the evidence of compliance remains intact.The duration of a surveillance audit is approximately one-third of the total audit time of the initial certification audit.

Approximately two months prior to each surveillance audit, the client organization is contacted to confirm their readiness for the audit. Clients are reminded that, if any significant changes have occurred since the previous audit—such as in key personnel, address, legal entity, ownership/partnership/share structure, production/service, technology, scope, or processes—they must promptly notify EHZ Certification.

Based on such notifications, the Planning Department, in coordination with the Operations Department, may revise the Audit Program, Audit Plan, and the composition of the audit team.

Surveillance audits are on-site audits, but they do not require a full assessment of the entire system. Together with subsequent surveillance audits and the recertification audit, they are planned in a way that maintains confidence in the certified Halal product/service/process/management system and its continued compliance with requirements.

Surveillance audits for the relevant Halal management system/product/service/process standards must, at a minimum, include the following elements:

a) Internal audits and management review (where applicable),

b) Review of effectiveness of corrective actions taken for nonconformities identified in the previous audit,

c) Handling of complaints,

d) Evaluation of whether the certified client is achieving its objectives, including those related to the Halal management system (if applicable),

e) Progress of planned activities aimed at continual improvement,

f) Verification that operational control is being maintained,

g) Review of changes (e.g., address, key personnel, process, technology, scope, etc.),

h) Review of the use of the EHZ Halal Mark and/or any other references to certification.

First Surveillance Audit (1st Surveillance Audit)

The first surveillance audit must be conducted within 6 or 12 months following the initial certification or recertification decision, depending on the sector complexity classification as defined in Table 2.

Second Surveillance Audit (2nd Surveillance Audit)

The second surveillance audit must be conducted either:

Within the next calendar year following the first surveillance audit, or

Within 6 months after the previous surveillance audit,

depending on the sector complexity classification described in Table:

(According to: OIC/SMIIC 2, ISO/IEC 17021-1, ISO 22003)

Complexity Class	Example Sectors	1st Surveillance Audit	2nd Surveillance Audit
High Complexity	Meat and poultry, multi-ingredient foods, pharmaceuticals, cosmetics	Must be conducted **within 6 months** after certification	Within **12 months of the 1st surveillance** or **6 months after the previous audit**
Medium Complexity	Dairy products, beverages, canned goods, cleaning chemicals	Recommended within **9 months** after certification	Within the **next calendar year** or **6–9 months after the previous audit**
Low Complexity	Packaging, logistics, dry foods, flour, starch, etc.	Must be conducted **within 12 months** after certification	Within the **next calendar year** or **12 months after the previous audit**

- This classification helps determine audit frequency based on **Halal conformity risk** levels associated with the product/service/process.
- The **higher the complexity**, the **shorter the surveillance interval**.
- EHZ Certification may define **custom surveillance intervals** based on sector-specific risks or regulatory requirements.
- Audits must be conducted **on-site** and follow the **minimum criteria** set forth in standards such as:
    - **OIC/SMIIC 2**: Requirements for Bodies Certifying Halal Products/Services
    - **ISO/IEC 17021-1**: Requirements for certification bodies auditing and certifying management systems
    - **ISO 22003-1**: Requirements for food safety management system audits

Validity Periods and Surveillance Intervals by Type of Halal Certificate

Certificate Type	Validity Period	Surveillance Frequency	Notes
Halal Product Certificate	3 Years	At least once per year	Valid as long as the product, ingredients, and production process remain unchanged.
Halal Product Certificate for Critical	1 Year	For Meat Products 4x	
Batch-based Halal Certificate	Per batch	Not applicable	Separate evaluation and certification for each production batch.
Export Halal Certificate	Per shipment or batch	Not applicable	Issued for one-time shipments, usually for specific export destinations.

4.11. Routine Unannounced Audits / Interim Audit

This type of audit is **only applicable to organizations holding a Halal Conformity Certificate**. It does **not apply** to organizations holding a Halal Slaughter Certificate or a Halal Batch Certificate.

Routine unannounced audits are conducted **at least once during every certification cycle**. The frequency may be increased — up to **a maximum of once per year** — based on the organization's performance in meeting **Halal and Tayyib** requirements, results of previous audits, or complaints received from the market or the organization's customers' customers.

The **Routine Unannounced Audit** is conducted without prior notice to the client and is performed in a format similar to a regular surveillance audit, but within a **shorter timeframe**, aimed at assessing the **organization's current operational status**.

During the Audit, it may be necessary to conduct **sampling, testing/measurement, and/or inspection activities**.

These audits are **unannounced** and must be conducted at a time when the organization is **operating under normal conditions**, continuing production or service delivery as usual.

The **audit report** prepared as a result of the Audit will include real-time observations and the **results of any tests, measurements, or inspections** carried out.

All expenses related to the Audit — including **auditor man-day fees, travel, accommodation, sampling, testing/measurement, inspection, etc.** — will be invoiced to the certified organization, provided they are properly documented.

Based on the findings, **EHZ may implement sanctions** as defined in this procedure.

4.12. Post Audit

It must be determined whether the correction of errors and deficiencies identified or encountered during regular audits must be carried out immediately, or whether deadlines for correction can be granted based on the proportionality of available resources.

It must also be checked whether the verification of corrective actions can take place during the next routine audit or whether an extraordinary follow-up audit is absolutely necessary.

The measures depend on the type and extent of the identified errors, deficiencies, or complaints as well as the reliability of the company. These factors also determine whether any required follow-up audit will be conducted announced or unannounced.

Missing documents may generally be submitted after the audit; however, depending on the nature and extent of the missing documents, a follow-up audit may also be necessary to verify compliance.

4.13. Re-Certification Audit

Recertification audits are conducted before the certification cycle ends (no later than 3 months before the certificate expiration) to ensure that the proof of conformity to the process or service requirements for a certified process or service remains valid.

Recertification audits last two-thirds (2/3) of the minimum duration of the initial certification audit.

The customer organization is contacted at least 4 months before the current certificate expires to ensure they are prepared for the audit. They are reminded to promptly notify EHZ certification of any significant changes since the previous audit, such as personnel, address, legal entity, partnership-ownership-share distribution, production/service, technology, scope, process, etc. Based on this information, the Audit Coordinator may revise the Audit Program, Audit Plan, and the audit team composition.

During the recertification audit, in addition to all applicable requirements of the OIC/SMIIC standards, HAK rules/ accreditation requirements, or EHZ Certification Checklists, the following aspects are also audited:

a) Review of the effectiveness of corrective and preventive actions taken regarding nonconformities identified during the previous audit,

b) Handling of complaints,

c) Progress of planned activities aimed at continuous improvement,

d) Whether operational control is maintained,

e) Review of any changes (address, key personnel, process, technology, scope, etc.),

f) Review of the use of the EHZ Halal Mark and/or other references to certification.

Decisions regarding recertification (renewal of the certificate) are made by the HCAC based on the results of the recertification audit, the review of the system operated by the customer organization for their Halal products/services/processes during the certification period, and any complaints received from certificate users or end consumers (if any).

4.14. Special Audits

4.14.1. Extension of the Scope of Halal-Certification

If the Halal certificate is to be extended to include additional products/services, this must be requested by the client. The institute will determine all required activities and decide whether or not an extension can be granted. This can be done as part of surveillance or recertification audit.

4.14.2. Changes

In certified client organizations, audits are conducted to verify whether significant (key/critical) personnel or management changes, and depending on their nature, address changes (which can be critical in product/process and sometimes management system certifications) that occur between routine or periodic audits (surveillance, recertification) have negatively affected or disrupted the Halal requirements.

If the scheduled dates of the routine or periodic audits are close (within 1-2 weeks), these types of changes can be reviewed within the planned audits without conducting an additional separate audit.

4.14.3. Transfer of Halal-Certificates

If the applicant already holds a Halal certificate and wishes to transfer the certificate to EHZ during the current contract term, the institute will request and document following information:

- reasons for requesting a transfer;
- the currently valid Halal certificate;
- Certification audit reports, subsequent surveillance reports, and any outstanding nonconformities resulting therefrom, as well as any available relevant documentation
- The applicant is assessed as a new customer.

5. Halal-Certificate

5.1. **Audit Results and Report**

In order to make a decision regarding halal certification based on the audit results, the **Audit Results and Recommendation Report 00_FBP_04_Customer Audit Report (Detailed)_V1_21.2.2024** has been developed to record the evaluation of corrective and preventive action evidences performed by the client organization against the findings identified by the audit team, as well as to record the audit team's recommendation concerning the halal certification decision. This report is prepared under the supervision of the lead auditor/audit team leader and submitted to the Operations Unit. If a follow-up audit has also been conducted, assessments regarding other nonconformities that do not require follow-up are added to the report, which is then finalized and sent to the Operations Unit by the lead auditor. Reports received by the Operations Unit are filed in the client's dossier.

The Report is prepared to include at least the following:

a) A general summary of the audit (dates and locations of the audit, types/classes and numbers of findings detected, whether a follow-up audit was conducted, etc.) (on the first page),

b) The audit team's recommendation, based on the relevant halal standard/criteria or the EHZ checklist, regarding the issuance, maintenance, renewal, scope expansion, reduction, suspension, withdrawal, or reinstatement of the certification (on the first page),

c) If a conditional or provisional certification recommendation is made, this must be stated (on the first page),

d) A detailed description of each nonconformity with its number, a comment on whether the root cause analysis and impact analysis performed by the client organization for each nonconformity are appropriate or acceptable, a brief summary of the corrective and preventive actions implemented, and the final evaluation note regarding the closure of the nonconformity (on the pages following the first, in the order of nonconformity numbers).

5.2. Certification Decision

According to 5.1.3 Responsibility for Certification Decisions of ISO/IEC 17065:2012, EHZ retains sole authority over the decisions. Therefore, this decision-making process must not be outsourced; the members of this committee HCAC are employees of EHZ

The **HCAC** reviews the client file submitted for decision-making and examines all relevant audit records.
Based on the audit results and the recommendation of the audit team, the committee makes the final decision regarding Halal certification.
The decision is documented using the **Certification Decision Form**.

00_FBP_05_Halal Certification Approval Committee Report (HCAC)

All decisions must be made **within one week** after the client file, including the relevant records, is submitted to the HCAC.
The frequency of committee meetings is determined based on the number of files awaiting decision and other workload factors. In all cases, decisions must be made within one week of submission to the committee.

In order for a Halal certification decision to be made, the audit team must provide EHZ with at least the following information:

a) The audit report,
b) Evaluations of nonconformities and, where applicable, the corrections and corrective actions taken by the audited client organization,
c) A statement confirming whether the audit objectives were achieved,
d) A recommendation on whether or not to issue certification, including any conditions or observations.

If any nonconformities cannot be closed out (i.e., verified as resolved) within **six months** from the last day of Stage 2, a new Stage 2 audit shall be conducted before a certification recommendation can be made.
Alternatively, if the client organization does not wish to proceed further, the file will be closed. The certification decision will then be made based on subsequent developments.

Validity Periods

- **Halal Slaughter Certificate validity**: 1 year
- **Halal Batch Goods Certificate validity**: Until the **recommended expiration/usage date** of the product.
- **Halal Conformity Certificate validity**: **3 years**

5.11. Refusal of Certification

In the event of nonconformities, satisfactory implementation of corrections and corrective actions must be demonstrated within a specified period. Verification of effectiveness can be based on documentation or, if necessary, on-site. Any additional costs incurred must be borne by the client. If the nonconformities have not been fully remedied or if the requirements for issuing a Halal certificate are not met, certification will be refused.

5.12. Suspension of the Certificate

If the client demonstrably violates its contractual or financial obligations to the EHZ, the institute is entitled to temporarily suspend the issued Halal certificate.

In particular, the EHZ is entitled to temporarily suspend certification if:

- the Halal certified production fails to meet the certification requirements – including the efficacy requirements – on a permanent or serious basis;
- the halal-certified customer fails to permit the necessary surveillance or recertification audits to be carried out within the required timeframe;
- the customer provides misleading information regarding their halal certification;
- uses Halal certification documents or parts of them in a misleading manner;
- fails to inform about changes in production, sources of raw materials, recipes, etc.;

- the client voluntarily requests a suspension.

If the client can demonstrate compliance with the requirements within six months after a suspension, certification can be reinstated. If compliance cannot be achieved or can only be partially achieved within six months, the certificate will be withdrawn or the scope of the Halal certificate will be restricted.

5.13. Withdrawal of the Certificate

EHZ withdraws or cancels the Halal certification of a customer organization in the following cases:

a) The customer organization unreasonably obstructs the planning and implementation of periodic surveillance, market surveillance, or similar activities defined in the EHZ program;
b) The customer organization fails to fulfil the responsibilities defined in the Halal Certification Agreement (including payment of fees) under any circumstances;
c) The certificate loses its validity due to delays caused by failure to implement necessary corrective actions within the maximum suspension period;
d) The certificate has not been reinstated within the maximum suspension period (in cases where scope reduction is not applicable);
e) The customer organization is objectively proven to have deliberately neglected compliance with Halal and Tayyib requirements in ongoing Halal product/service/process/management system production/provision/operation activities;
f) The customer organization is objectively proven to engage in negative activities that contradict Islamic responsibilities or sensitivities (intentionally);
g) The customer organization refuses to comply with the requirements of any new revision/version of the existing OIC/SMIIC or HAK standards underlying the Halal certification within the specified transition period;
h) The customer organization reasonably requests withdrawal/cancellation due to force majeure events (natural disaster, pandemic, economic crisis, fire, etc.) or if there is a necessity.

Except for the case mentioned in item f), organizations whose Halal certification has been withdrawn/cancelled for the reasons listed above may not apply for recertification until at least 3 months have passed since the date of the withdrawal decision.

Applications for certification from customer organizations or affiliated companies mentioned under item f) will not be accepted.

6. Complaints and Appeals

Complaints and appeals regarding the implementation of the Halal certification process are handled according to a defined procedure. Both written and verbal complaints are recorded within the error management system and processed promptly.

All received complaints by the EHZ are first forwarded to the managing director. Complaints about the management are forwarded to the Halal Certification Approval Committee.

The management decides how to proceed in each specific complaint or appeal case in order to clarify the facts and establish the EHZ's position on the subject matter. In such cases, the institute's management informs the steering committee about the complaint or appeal. The final decision and its evaluation are made by individuals who were not directly involved in the complaint or appeal, thus ensuring impartiality.

When handling complaints and appeals, the institute's management ensures that:

- EHZ only employs individuals who are not involved in the certification or certification decision;
- The appellant is not disadvantaged in any way and is granted the appropriate discretion and anonymity.

The EHZ Steering Committee consists of the following individuals:

- EHZ auditors not involved in the complaint
- Head of Irshad, IGMG (1 person)
- General Manager, EHZ (1 person)
- Representatives of the halal-certified client (2 persons)

The steering committee acts as an arbitration body and mediates in disputes between the institute and its customers.

The Institute's management will inform the complainant in writing of the receipt, progress reports and outcome of the complaint or appeal.

7. Traceability

Customer organizations requesting Halal Certification services from EHZ are required to comply with the following traceability conditions after certification:

To ensure traceability, a secure tracking and monitoring system must be used. Within this system, each product must be individually marked. This marking mechanism should include

security features that cannot be copied. The system must ensure that the product/process/service is original and Halal at every stage of the supply chain and must be accessible to both customers and consumers. Furthermore, the system should allow the relevant authority to perform more detailed controls for market surveillance and audits.

Special identifiers are secure, sealed, glued, and cannot be accessed or removed. These identifiers must not cause partial or complete opening of the package, which may be partially or entirely covered with identifiers, including product labels or price tags.

Regarding imported products, the EHZ Halal Mark cannot be used for products that do not meet the mandatory requirements stated in the OIC/SMIIC standards or other referenced standards/documents related to Halal certification.

Special identifiers shall include the following:

a) Production date and place,
b) Expiry date,
c) Allergens (if any),
d) Contents (for each ingredient, existence of Halal certificates and certification information; source, validity dates, etc.),
e) Product description (brand, etc.),
f) Laboratory test results (if possible and available),
h) Importer (where applicable),
i) Label serial number or unique identification number,
j) Other relevant information.

7. Responsibilities

The Audit Coordinator and the General Manager are responsible for the implementation of the procedure. The final stage of the certification decision is made by the General Manager.

8. Annex

00_FBP_08_Application Review form_V1_23.05.2025
00_FBP_05_Halal Certification Approval Committee Report (HCAC)_V1_21.2.2024
00_FBP_04_Customer Audit Report (Detailed)_V1_21.2.2024

00_FBP_09_Auditplanning_V1_20.05.2025

Revision history:

Revision	Statement	Modified by	Approved by