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AMENDMENT HISTORY – VERSIONS						
Amendments in this Certification Procedure in terms of versions so far are as shown in the following table:						
SL No	Clause No	Old Version No. & Date	New Version No. & Date	Amendment Brief	Reason for Amendment	Sign

1.Purpose

The purpose of this procedure is to describe the Halal management system certification process in IS EG Halal.

2.Scope

This procedure applies to certification unit and top management of IS EG Halal.

3.Responsibility

It is the responsibility of the certification manager to ensure this procedure is maintained. It is the responsibility of all IS EG Halal personnel (including staff, technical auditors, committee members, Board of Directors and other members or external providers / consultants) to adhere to this procedure.

4.Description of Activity

The process is initiated when an applicant makes an inquiry, or an order is received through sales activities. The applicant is informed of the basic certification process.

4.1 Customer Inquiry

The application form for the preparation of Proposal and the Certification Procedure is sent to the applicant so that an application can be prepared and completed. Once received the application form and required documents, the appointed reviewer reviews all management documents of the client based on the information from the questionnaire, the costs and times are calculated, the audit program (calculation of the audit effort/ audit program) defined. The offer is completed and after acceptance, a contract is concluded with the applicant. When the certification body declines an application for certification as a result of the review of application, the reasons for declining an application shall be documented and made clear to the client. The certification unit shall review with the client any need for changes to the audit scope which becomes apparent as on-site auditing activities progress and report this to the certification body. Where necessary the audit program/calculation of the audit time requirements has to be adapted. In case of combined, joint or integrated audits the audit time shall be calculated according to the audit time calculation procedure.

4.2 Application

IS EG Halal requires the applicant for the Halal certificate to provide detailed information concerning its legal status/entity, raw materials, operations, product safety management system related issues i.e. HACCP studies, the number of shifts and number of employee in each shift, etc. Applicant should submit a list of management documents and all products produced by the company. IS EG Halal sends information about the Halal certification requirements to provide detailed information.
The process is initiated when an applicant makes an inquiry, or an order is received through sales activities. The applicant is informed of the basic certification process. The application form for the preparation of financial proposal is sent to the applicant so that an application can be prepared and completed. Once receiving the filled application form, the application reviewer will review the application.

4.3 Application Review

Before proceeding with the audit, IS EG Halal conducts a review of the application and supplementary information for certification to ensure that:

a. the information about the Client and its production is sufficient for the conduct of the audit.

b. the requirements for certification are clearly defined and documented and have been provided to the Client.

c. any known difference in understanding between IS EG Halal and the Client is resolved.

d. IS EG Halal has the competence and ability to perform the Certification activity.

e. the scope of certification sought, the location(s) of the Client's operations, time required to complete audits and any other points influencing the Certification activity are taken into account (language, safety conditions, threats to impartiality, etc.).

f. records of the justification for the decision to undertake the audit are maintained.

Once all documents and the application form are drawn. IS EG Halal has an appointed application reviewer, to make the application review of the client. After reviewing the Application, IS EG Halal decides whether to accept the Application or not. If the IS EG Halal does not accept the application for certification due to the lack of necessary resources and/or competence of the Certification Body or non-compliance of the Client's production with the requirements on Halal production, IS EG Halal informs the Client about this and explains the reasons for the refusal. IS EG Halal does not provide any advice on the achievement of compliance of the Client's products with the Halal standards. If the documents are found complete in all aspects, the application is ready for audit time calculation as per the annex B of GSO 2055-2:2021 and IS EG-P-03 Audit time Calculation procedure. IS EG Halal prepares the Quotation based on the audit time and sends to the client. Once the client sends the stamped and signed quotation and payment is received, audit plan is prepared in consultation with the client and certification unit.

4.4 Audit Preparation

An audit team is appointed, and the customer is informed of the team members once the contract is signed. Clients must be informed in advance that they can object impartial to any member of the audit team (auditor or expert). The members of the audit team must fulfil the requirements described in competence and requirements of Auditor.

Certification unit will plan the audit by keeping in view the economical routes and audits of other companies nearby. While planning, certification unit will choose the best economical route and schedule the audits in a way that auditors can perform their tasks comfortably. After finalization of routes, travelling and accommodation arrangements, certification unit will propose the audit date to the client. Upon confirmation received from the client, certification unit will confirm all the travelling and accommodation arrangements and inform to the respective auditors. Certification unit may only change the audit schedule based on the clients request after getting approval from top management. Certification unit / Lead auditor will prepare the audit plan and send to the client.

The criteria for composing the audit team are:
*   the audit must be performed under the leadership of a nominated lead auditor,

- Audit team must be consisting of at least two (2) personnel, one of them is a technical auditor and the other is a halal Islamic affairs expert.
- at least one member of the audit team must have the technical sector competence with respect to the scope of the audit. This is also required for Stage 1 audits. In audits of more than one management system by the same team, the competence requirements must be fulfilled for each standard.
- the auditor and other involved person, who are employed for the audit team, are free from conflict of interests.

The audit team leader is responsible for ensuring that technical competence is always present during the audit. The auditors may work as a team or independently. If work is performed in shifts, the different shifts must be taken into consideration during audit planning (processes and control mechanisms). If every shift is not audited, the reason must be stated in the audit report. In situations where a customer provides a product or service at temporary sites (i.e installation sites, project locations etc.) it is important that evaluations of such sites are incorporated into the certification and surveillance program. The need for visits will depend on the relevance of these sites. The reasons for the selection of the specific sites must be documented in the audit report (reasons: special product-specific/service-relevant features, size, complexity, only site, results from previous audits).

4.5 Stage 1 Audit

The objectives of the stage 1 audit are to present a scenario for developing a plan for the stage 2 audit by gaining an understanding of good practices and the concept of identifying and analysing product safety risks such as PRPs (ISO 22002), HACCP, and in particular, the organization's state of readiness for audit by reviewing the extent to which:

a) The organization has identified (PRPs) that are appropriate to the business (e.g. regulatory and statutory requirements),

b) The product safety management system includes adequate processes and methods for the identification and assessment of the organization's safety hazards, and subsequent selection and categorization of control measures (combinations).

c) Availability of legislation regarding the safety of products in the areas relevant to the organization.

d) The product safety management system is designed to achieve the organization's

safety policy

e) The product safety management system implementation program justifies for further audit (stage 2).

f) The validation, verification and improvement programs conform to the requirements of the product safety management system standard.

g) The product safety management system documents and arrangements are in place to communicate internally and with relevant suppliers, customers and relevant parties.

h) evaluate the client's location and site-specific conditions and to undertake discussions with the client's personnel to determine the preparedness for the stage 2 audit.

i) Review the client's status and understanding regarding requirements of the standard, in particular with respect to the identification of key performance or significant aspects, processes, objectives and operation of the management system.

j) Collect necessary information regarding the scope of the management system, processes and location(s) of the client, and related statutory and regulatory aspects and compliance (e.g. quality, environmental, legal aspects of the client's operation, associated risks, etc.).

k) Review the allocation of resources for stage 2 audit and agree with the client on the details of the stage 2 audit.

l) Provide a focus for planning the stage 2 audit by gaining a sufficient understanding of the client's management system and site operations in the context of possible significant aspects.

m) Any additional documentation that requires revision and/or knowledge that needs to be obtained in advance.

Stage 1 audit can be carried out at the premises of IS EG Halal or at the applicant's organization premises according to complexity of production or service in order to achieve the desired objectives of an audit.

i) In the case of categories A, B, F, J, H, G (Annex A of GSO 2055-2:2021), it is not necessary that stage 1 audit be on-site. However, it is up to the audit team to decide to carry out an on-site audit. In categories C, D, E, I, and K (Annex A of GSO 2055-2:2021) it is obligatory that stage 1 audit is done on-site.

ii) Where stage 1 audit has not been performed on-site, the duration of stage1 audit may not exceed 20% of the total audit time (Annex B of GSO 2055-2:2021). Where it covers an on-site work, duration of the stage 1 audit may not exceed 30% of the total audit duration (Annex B of GSO 2055-2:2021).

When part of the production process is outsourced, stage 1 audit reviews the documentation included in Halal requirements and/or the product safety management system to determine if the combination of control measures is suitable for the Client and conform to requirements of Halal standards.

IS EG Halal audit team shall document Stage 1 audit findings and communicated to the client, including identification of any areas of concern that could be classified as nonconformity during the stage 2 audit. IS EG Halal audit team also inform results of stage 1 audit to the applicant which may lead to postponement or cancellation of stage 2 audit.

Any part of the product safety management system that is audited during stage 1 audit and determined to be fully implemented, effective and in conformity with requirements, may not need to be re-audited during stage 2 audit. However, the IS EG Halal audit team ensure that the already audited parts of the product safety management system continue to conform to the certification requirements. In this case, IS EG Halal audit team shall include these findings in stage 2 audit report and shall clearly state that conformity has been established during stage 1 audit. Documented conclusions with regard to fulfilment of the stage 1 objectives and the readiness for stage 2 shall be communicated to the client, including identification of any areas of concern that could be classified as a nonconformity during stage 2.

A detailed report on the first phase of the audit showing the audit results (consistent with the client's production objectives for the first phase of the audit) as well as potential areas of concern that can be identified as inconsistencies during the second phase of the audit is granted to the client and after that the

date of the second stage of the audit is agreed with the Client. If there are serious inconsistencies during the first stage of the audit, the Client is given some time to correct these inconsistencies.

The interval between the first and second stages of the audit is established considering the interests of the Client and giving them time to correct potential non-conformances but cannot exceed 6 (six) months. If non-conformances are not eliminated and/or this elimination is not accepted by IS EG Halal within this period, the Stage 2 audit is cancelled and stage 1 audit is repeated. Stage 1 audit should be repeated if a longer interval i.e. more than six months are needed. At the end of the Stage 1 Audit, the exact formulation of the scope of the certificate must be established in agreement with the customer not later than four weeks before the Stage 2 audit.

4.6 Stage 2 Audit

The purpose of the second stage of the audit is to check the effectiveness of implementation of the requirements of the production of Halal products by the Client and verification of compliance with the stated standards. The audit commences with an opening meeting. The task of the audit team is to review the practical application of the management system and to asses it for fulfilment of the requirements of the standard. The second stage is always carried out in the client's production facility and includes the following:

- information and evidence about conformity to all requirements of the applicable management system standard or other normative documents
- performance monitoring, measuring, reporting and reviewing against key performance objectives and targets (consistent with the expectations in the applicable management system standard or other normative document)
- the client's management system ability and its performance regarding meeting of applicable statutory, regulatory and contractual requirements
- operational control of the client's processes
- internal auditing and management review
- management responsibility for the client's policies.

This is carried out by means of questions put to the staff, viewing of other documents, records, orders and guidelines as well as by an on-site visit to the relevant areas. The audit record serves as a guide during this process. During the audit, the audit team shall periodically assess audit progress and exchange information. The audit team leader shall reassign work as needed between the audit team members and periodically communicate the progress of the audit and any concerns to the client (e.g.: daily closing meetings).

The audit team analyses the results and evidence gathered during both phases of the certification audit to review the audit findings, agree on the audit conclusions and draw up an audit report. The client shall be given opportunity for questions. Any diverging opinions regarding the audit findings or conclusions between the audit team and the client shall be discussed and resolved where possible. Any diverging opinions that are not resolved shall be recorded and referred to the certification body. At the end of the on-site audit, a final closing meeting takes place. IS EG Halal has assigned the responsibility to Lead Auditor to review all information and results related to the evaluation and submit to certification manager for further proceedings. The delay of the stage1 and stage 2 should not exceed 6 months.

4.7 Initial Halal certification audit conclusions
The audit team shall analyse all information and audit evidence gathered during stage 1 and stage 2 to review the audit findings and agree on the audit conclusions.
4.8 Audit Findings/Documentation of the audit

The audit team record their findings during the audit either by hand or electronically. The audit findings are evaluated as per following:

- Conformity,
- Nonconformity (Major/Minor NC).
- Observation

The audit report is prepared based on the audit findings. Nonconformities and potentials for improvement are documented in the audit report. Action plans for nonconformities are prepared by the client and share with audit team.

A finding of nonconformity shall be recorded against a specific requirement of the audit criteria, contain a clear statement of the nonconformity and identify in detail the objective evidence on which the nonconformity is based. Nonconformities shall be discussed with the client to ensure that the evidence is accurate and that the nonconformities are understood. The audit team, however, shall refrain from suggesting the cause of nonconformities or solutions to them.

The action plan with root cause analysis, specific corrections and corrective actions regarding the nonconformities must be submitted by the client within 05 calendar days following the last day of the audit and evidence to close the audit findings shall be submitted within 60 days following the last day of the audit.

4.9 Certificate Issuance

In general, the validity of the certificate does not exceed three years from the issue date. Expiry of validity depends on the date of certificate decision. Halal certificate issued to clients valid for three years. Certification department will start coordinating with the client four months before the actual audit date, so that it will not exceed more than 1 year. The Issued Halal Certificate shall be valid for 3 years. Generally, only a valid certificate issued by an accredited certification body can be transferred. If that prerequisite is not satisfied, the individual case must be judged on its merits.

It is not possible to transfer suspended certificates or certificates which are under the threat of suspension. Any unresolved nonconformities have to be clarified with the previous certification body prior to transfer wherever practicable. Such nonconformities must otherwise be reviewed in the course of the audit.

A certificate can be issued with the date of completion of the Pre-Transfer Review as date of issue (subject to the usual release process) if there are no longer any unresolved or potential problems. Future surveillance and recertification audits are based on the previous Surveillance and Recertification program.

4.10 Surveillance Audit

- IS EG Halal will conduct surveillance audits for first and second years following the certification decision, in order to ensure continued compliance of Halal product/service with the requirements of the Halal certification, giving due regard to the requirements of the Halal product/service standard to which the Halal certification has been conducted and taking account of the nature of Halal product/service , requirements of the Halal certification, any nonconformities detected in the Halal product/service or Halal production/service premises or any complaints received with regard to certified Halal product/service.

- The intent is to ensure that any changes to the scope of the Halal certification audit are captured and monitored regularly to determine if the Halal certification is still representative of the actual management system. Surveillance audits will be conducted at client site.

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- Surveillance audits shall be conducted at least once a calendar year, except in recertification

years. The date of the first surveillance audit following initial certification shall not be more than 12 months from the certification decision date.

- During preparation of the audit, the audit team leader initiates an inquiry to the customer regarding changes in the structural and procedural organization, the size of the company and the company activities. This includes in particular a review of the current system documentation. In addition, materials used for public relations (e.g., Internet, advertising material) can be used for preparation purposes.

- Regular surveillance audits are carried out on the same principle as certification audits, but the audit program can be much shorter, depending on the complexity of the audited production, the results of previous audits and the established frequency of periodic audits. Surveillance audits are on-site audits, but are not necessarily full system audits, and are planned together with the other surveillance activities so that IS EG Halal can maintain confidence that the certified management system continues to fulfil requirements between recertification audits. The surveillance audit programmed shall include, at least:

- Internal audits and management review

- A review of actions taken on nonconformities identified during the previous audit.

- Complaints Handling.

- Effectiveness of the management system with regard to achieving the certified client's objectives and the intended results of the respective management system.

- Progress of planned activities aimed at continual improvement.

- Continuing operational control.

- Review of any changes.

- The use of Halal Mark and/or any other reference to certification.

- IS EG Halal also regularly reviews the documentation provided by the Client, and upon the expiration of the certificates provided, requests the new ones. The Client is given a certain amount of time to provide the updated certificates. If the renewed certificates are not provided at the set time, the validity of the Halal Certificate issued is suspended or revoked.

- In all cases, the procedures with regard to reports issued as a result of surveillance shall be determined by the Halal Certification Committee.

- When Halal production/service premises are audited and nonconformities that directly affect Halal product/service safety are detected, samples are taken for surveillance purposes.

- Surveillance activities shall include on-site audits assessing the certified client's management system's fulfilment of specified requirements with respect to the standard to which the certification is granted.

Other surveillance activities may include

a) enquiries from the IS EG Halal to the certified client on aspects of certification,

b) reviewing any client's statements with respect to its operations (e.g. promotional material, website),

c) requests to the client to provide documented information (on paper or electronic media)

d) other means of monitoring the certified client's performance.

- When continuing use of a certification mark is authorized for placement on a product (or its packaging, or information accompanying it) of a type which has been certified, surveillance shall be established by IS EG Halal and shall include periodic surveillance of marked products to ensure ongoing validity of the demonstration of fulfilment of product requirements.

- When continuing use of a certification mark is authorized for a process or service, surveillance shall be established and shall include periodic surveillance activities to ensure ongoing validity of the demonstration of fulfilment of process or service requirements.

- When the certification scheme introduces new or revised requirements that affect the client, IS EG Halal shall ensure these changes are communicated to all clients. IS EG Halal shall verify the implementation of the changes by its clients and shall take actions required by the scheme.

- IS EG Halal shall consider other changes affecting certification, including changes initiated by the client, and shall decide upon the appropriate action.

- The actions to implement changes affecting certification shall include, if required, the following:

- Evaluation
- Review
- Decision
- Issuance of revised formal certification documentation to extend or reduce the scope of certification
- issuance of certification documentation of revised surveillance activities (if surveillance is part of the certification scheme).

These actions shall be completed in accordance with applicable parts of 7.4, 7.5, 7.6, 7.7 and 7.8 of ISO 17065:2012. Records shall include the rationale for excluding any of the above activities (e.g. when a certification requirement that is not a product requirement changes, and no evaluation, review or decision activities are necessary).

-In case of nonconformities, the audit team leader should proceed as in the certification audit. Suspensions of the certificate must also be considered. When Halal production premises are audited and if non-conformances that directly affect Halal product safety are detected, samples may be taken for the surveillance purposes. The audit file is then reviewed by the appointed decision committee after closure of all NCs.

- Decisions on continuing with existing Halal certification (certificate maintenance) will be made based on sufficient evidence that the client organization has continued to satisfy requirements of the management system standard(s).

4.11 Recertification audit

- IS EG Halal conducts recertification audits as a gauge of continued fulfillment of audit requirements and scope relevancy for the Halal certificate owners (certified organization) once they submit recertification application six (6) months prior to the expiry date of current Halal certificate.

- The recertification audit will only be conducted upon client extension of the contract for audit services. In case of contract termination, no recertification audits will occur to continue the client organization's certification in the next cycle.

-The recertification audit will consider the results of prior audits and ensure that the client organization can demonstrate continued effectiveness of its management system against standards.

- The intent is to ensure that any changes to the scope of the certification audit are captured and monitored regularly to determine if the certification is still representative of the actual management system.

- In most cases, recertification audits are conducted in one stage. Recertification could be done in 2 stages if there have been significant changes to the management system, the organization, or the context in which the management system is operating (e.g. changes to legislation).

- The time interval for addressing non conformances in case of recertification audits varies depending on the clients' certificate validity.

- Halal certificate owners who failed to renew their certificates will not be allowed to use the Halal mark at the premises or on the manufactured products. Gap-free recertification is also possible if the certification decision has been made 3 months at the most before the expiration date. Competence requirements for the auditors in a recertification audit will remain the same as for the initial audit. The auditor asks the company about any changes in the structural and procedural organization of the company, the size of the company, the company activities and the scope. In determining the calculation of the audit effort / audit program the auditor shall take into account the results of previous audits and decides to waive the stage 1 audit. It may be necessary to perform a Stage 1 audit in the context of a recertification audit if there have been significant changes to the management system or in relation to the activities of the company (e.g. changes in the law). The documentation shall be in the calculation/ audit program.

- For any major nonconformity, IS EG Halal shall define time limits for correction and corrective actions. These actions shall be implemented and verified prior to the expiration of certification.

- When recertification activities are successfully completed prior to the expiry date of the

existing certification, the expiry date of the new certification can be based on the expiry date of the existing certification. The issue date on a new certificate shall be on or after the recertification decision.

- In case the IS EG Halal has not completed the recertification audit or IS EG Halal is unable to verify the implementation of corrections and corrective actions for any major nonconformity prior to the expiry date of the certification, then recertification shall not be recommended, and the validity of the certification shall not be extended. The client shall be informed, and the consequences shall be explained by IS EG Halal.

- Following expiration of certification, IS EG Halal can restore certification within 6 months provided that the outstanding recertification activities are completed, otherwise at least a stage 2 shall be conducted. The

effective date on the certificate shall be on or after the recertification decision and the expiry date shall be based on prior certification cycle.

-Recertification audits include a review of management system documentation with confirmation of the review in the audit report. If there have been significant changes, the result of the review must be documented separately, and an onsite audit carried out. The results of the previous surveillance program(s) over the course of the certificate validity shall be considered. All requirements of the standard must be audited. The audit methodology is equivalent to the methodology of a Stage 2 audit.

Following points should also be reviewed in the recertification audit:

- the effectiveness of the management system in its entirety in the light of internal and external changes and its continued relevance and applicability to the scope of certification
- demonstrated commitment to maintain the effectiveness and improvement of the management system in order to enhance overall performance
- the effectiveness of the management system with regard to achieving the certified client's objectives and the intended results of the respective management system.

Audit performance, documentation and also issue of certificates shall be performed in accordance with the rules applying to certification audits. Normally the certification decision should be made before the expiration date of the certificate.

4.12 Special audits

4.12.1 Expanding scope

IS EG Halal shall, in response to an application for expanding the scope of a certification already granted, undertake a review of the application and determine any audit activities necessary

to decide whether or not the extension may be granted. This may be conducted in conjunction with a surveillance audit.

An extension audit can be performed to expand / extend the scope of an existing certificate. The extension / reduction audit may be carried out within the scope of a surveillance audit, re-certification audit or on an independently selected date. The validity period of the certificate remains unaffected. Exceptions have to be justified in writing. The audit team leader / audit team will review the MS documents concerning the extended areas / new locations and audit all requirements which are affected by the extension. The further procedure regarding the documentation and release of the audit procedure corresponds to a certification audit.

4.12.2 Short-notice audits

IS EG Halal conduct audits of certified clients at short notice or unannounced to investigate complaints, or in response to changes, or as follow up on suspended clients. In such cases:

a) IS EG Halal shall describe and make known in advance to the certified clients and the conditions under which such audits will be conducted

b) IS EG Halal shall exercise additional care in the assignment of the audit team because of the lack of opportunity for the client to object to audit team members.

Auditors may terminate the audit if they feel intimidated during any audit (Certification, Surveillance, Recertification, short notice audit etc.), and can refer the case to IS EG Halal management for swift response

on the next steps in that case. In case of serious intimidation, the relevant regional authorities can also be informed.

5.Formats / Exhibits

- Application
- Application review
- Audit Notification
- Audit Reports
- Halal Certificate