
	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 1 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

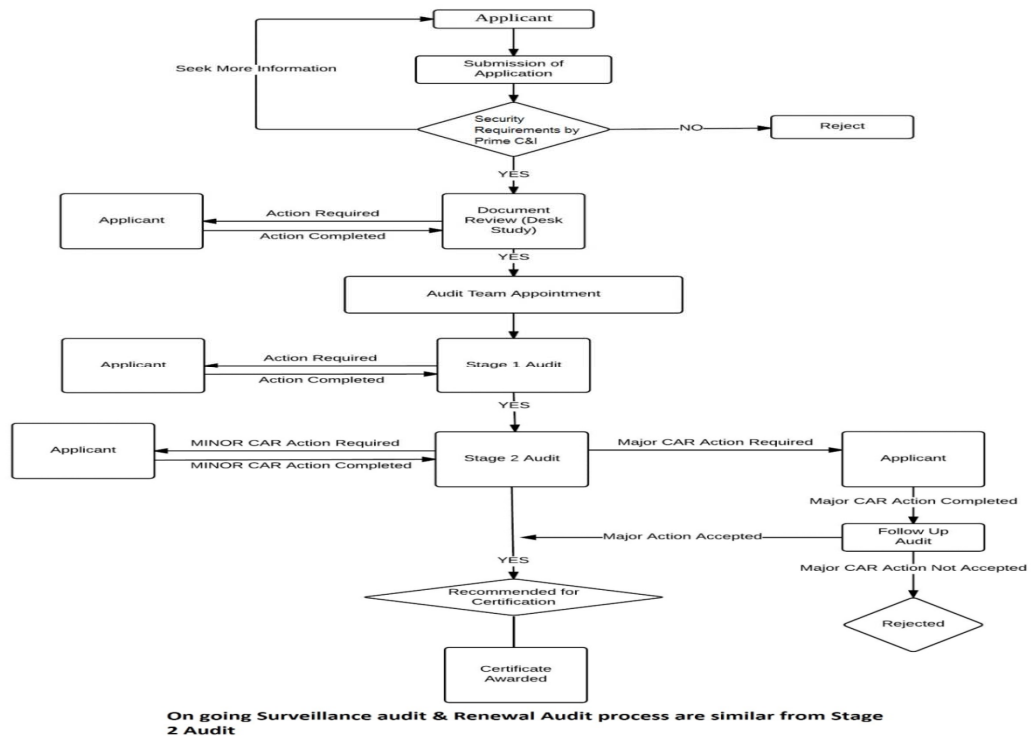
CONTENT

1.	HALAL APPLICATION PROCESS	02
2.	APPLICATION REQUIREMENTS	03
3.	GENERAL CERTIFICATION REQUIREMENTS.....	05
4.	APPLICATION PROCESSING	14
5.	POST CERTIFICATION	19
6.	PUBLICITY	21
7.	PRIME C&I HALAL CERTIFICATE / CERTIFICATION MARK	23
8.	OTHER CONDITIONS.....	28
	ANNEX A – CLASSIFICATION OF HALAL PRODUCT/ SERVICE CATOGORIES.....	30
	ANNEX B – SAMPLING PLAN – LABORAOTRY ANALYSIS / VERIFICATION.....	31
9.	REQUIREMENTS FOR HALAL WAREHOUSE.....	33
10.	PROCEDURES.....	34
11.	TRACEBILITY.....	39
12.	CLEANING	39
13.	PACKAGING AND LABELING.....	40
14.	LEGAL REQUIREMENT.....	41
15.	MARKING.....	41

1. HALAL APPLICATION PROCESS


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	<h1 style="color: red;">Prime Certification & Inspection</h1>			
Title	<h2 style="color: red;">Halal Certification Scheme – Logistics</h2>			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 2 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	



Note: In the case of categories A, B, F, J, H, G (Annex A), 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 onsite audit. In categories C, D, E, I, and K (Annex A) it is obligatory that stage 1 audit is done on-site..


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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 3 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

2 APPLICATION REQUIREMENTS


- 2.1 The applicant shall read, understand and agree to adhere to the Prime C&I Halal Certification conditions upon submission of the application.
- 2.2 The applicant shall submit an application forms (Forms P/62, P/62A & P/62B) with Documents.
- 2.3 The applicant shall submit a New application if:
1. Its current premises has not been previously Halal-certified by Prime C&I ;
 2. It has a new facility and its other similar facility, bearing the same business name, are already Halal-certified by Prime C&I ;
 3. Its existing Halal certificate has expired;
 4. Its previously submitted application was rejected;
 5. Its Halal certificate had been cancelled
- 2.4 Details of all products, menu items, raw materials, additives and processing aids shall be submitted during application. These details shall include, but not be limited to, the item description as well as names of the manufacturers, suppliers and Halal certification bodies.
- 2.5 All raw materials, processing aids and additives declared shall be Halal and substantiated with any one or more of the following documents (Refer to Annex A):

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 4 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

1. Halal certificates;
 2. Product specifications;
 3. Laboratory analysis report
- 2.6 The applicant shall submit applications for all of its chain and/or franchise premises bearing the same business name. A declaration of all of its existing chain or franchise premises shall be made using the form provided by Prime C&I .
- 2.7 Where the same business name is used by the applicant and another entity/other entities under licence/franchise from the owner of the business name, the applicant shall submit halal certification applications for all entity(ies) concurrently.
- 2.8 The applicant shall submit multiple applications under these circumstances:
1. Two or more kitchens, which are intended for Halal certification, are located on different units on the same floor or side-by-side but physically separated by a wall (e.g. Muslim kitchen at #01-01 and Western kitchen at #01-02 are considered as two separate applications if they are separated by a physical wall);
 2. Two or more kitchen sections located on the same floor, which are intended for Halal certification, are separated by another section(s) that will not be Halal-certified (e.g. Muslim section and Western section, located within the same kitchen, are considered as 2 separate applications if they are separated by a non-certified Pastry section);
 3. Two or more kitchen sections located on different floors, which are intended for Halal certification (e.g. Muslim kitchen on Level 1 and Western kitchen on Level 3 are considered as 2 separate applications);

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 5 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

4. There are multiple kitchens that prepare and supply food to a Halal-certified establishment.
- 2.9 The applicant shall declare any other businesses operated by the applicant or its holding company to Prime C&I.
- 2.10 The applicant may be advised to change the scheme and/or subject to additional requirements as Prime C&I deems fit.
- 2.11 The applicant shall take ownership and bear responsibility for its application at all times.

3. GENERAL CERTIFICATION REQUIREMENTS

- 3.1 The applicant shall be licensed by Economic department, Agri-food & Veterinary Authority or Health Sciences Authority, whichever is applicable.
- 3.2 The applicant shall clearly demarcate the scope of certification by labelling and submitting a copy of the floor plan to Prime C&I. This shall also be kept at the premises at all times for audit purposes.
- 3.3 The applicant shall ensure the scope of certification is clearly segregated with proper partitions including the entrance, preparation area and/or storage area etc.
- 3.4 Products, menu items, raw materials, ingredients, processing aids, additives and packaging materials that are undeclared, doubtful, non-Halal and/or Najis according to Shariah law shall not be stored, used, sold, offered for sale and/or brought into the scope of certification.
- 3.5 There shall be no cross-mixing of Halal products, menu items, raw materials, Ingredients, processing aids, additives and packaging materials with those that are doubtful, non-Halal and/or Najis according to Shariah law

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 6 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	


- 3.6 Every product, raw material, processing aid and additive stored, used, sold and which is within the scope of certification shall be properly packed, sealed and labelled with the product description, product code (if any), manufacturer’s name and plant address for traceability and audit purposes.

Note:

It is advisable that products, raw materials, additives and processing aids that are Halal-certified bear a Halal certification mark on the packaging for ease of verification.

- 3.7 A laboratory analysis report may be required by Prime C&I to confirm that the products, menu items, raw materials, processing aids and/or additives are Halal. The selection of laboratory and procedure for product sampling shall be decided by Prime C&I . The applicant shall bear all costs of the laboratory testing.
- 3.8 All production / processing lines, kitchen areas, cold rooms, chillers, equipment, crockery, utensils, dishwashing facilities, etc. that are used in the handling of Halal products, menu items, raw materials, processing aids and additives and have previously come into direct contact with pork, dog meat and/or their derivatives shall be declared and subjected to ritual cleansing by Prime C&I.
- 3.9 There shall be dedicated and clearly demarcated production lines, kitchen areas, storage areas, equipment, crockery, utensils and dishwashing facilities for the handling and processing of Halal products, menu items, raw materials, processing aids and additives.
- 3.10 All Halal products, menu items, raw materials, ingredients, processing aids and additives shall be physically segregated from those that are non-Halal or doubtful during

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 7 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	


transportation to the premises to which Halal certification relates.

3.11 The applicant shall comply with the Prime C&I Halal Quality Management System (HalMQ), comprising these 10 principles:

1. Establish a Halal Team

- a. The Halal Team shall comprise the Halal Team Leader, the Muslim Representative and other members from multi-disciplinary background with relevant knowledge and expertise;
- b. Each Halal Team member shall be officially appointed and informed of his / her roles and responsibilities in the form of an Appointment Letter, which is signed by the Management and the Halal Team member as proofs of appointment and acceptance, respectively;
- c. The Halal Team Leader and Muslim Representative shall successfully complete a mandatory Halal training programme by approved training provider;
- d. The Terms of Reference of the Halal Team shall include developing a HalMQ plan as well as implementing and maintaining an effective Halal system. It shall also be responsible in ensuring that the applicant's staff are aware of the Prime C&I Halal Certification Conditions

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 8 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

2. Define the Product / Nature of Business

The Halal Team shall maintain a list of all products, menu items, and details of the raw materials, processing aids and additives stored within the scope of certification such as the names of their manufacturers, suppliers and agencies that certify the items as Halal.

3. Construct & Verify Flow Chart


- a. The Halal Team shall clearly identify every step involved in the relevant operations;
- b. The Halal Team should incorporate all these steps in a flow chart and confirm it against the actual operation by conducting on-site inspections.

4. Identify Halal Threats & their Control Measures

- a. Using the flow chart, the Halal Team shall identify and list all possible Halal threats at every step in the relevant operations;
- b. The Halal Team shall also identify and list the necessary control measures to eliminate these Halal threats.

5. Determine Halal Assurance Points (HAPs), their Allowable Limits & Prescribed Practices

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 9 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

- a. The Halal team shall identify the HAPs in operations that are vital for ensuring the Halalness of products.
- b. Allowable limits and prescribed practices shall be established for all HAPs.


6. Establish Monitoring System for each HAP

- a. The Halal Team shall establish monitoring systems for each HAP, including who should act, when, how and what corrective actions shall be taken should there be a deviation from the specified allowable limits and prescribed practices.
- b. The monitoring system shall be able to detect any sign of loss of control at the HAP. Some HAPs may be monitored by quantitative measurements, e.g. voltage of stunning, or observation approach, e.g. Halal certification mark on packaging of raw material.
- c. Staff assigned at the HAPs, shall be given a proper briefing on the prevailing Prime C&I Halal Certification Conditions for their information and strict compliance.

7. Establish Corrective Actions for each HAP

- a. Corrective action for each HAP has to be developed whenever monitoring indicates that a deviation from the allowable limit and prescribed practices has occurred.
- b. These corrective actions shall be able to control the HAP within its specified allowable limits and prescribed practices.

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 10 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

- c. A specific action plan shall also be developed to restore control and dispose the affected product under such circumstances it is essential that the Halal team is informed so that a clear chain of command can be issued.

8. Establish Documentation & Record-keeping System

The Halal team shall establish and maintain the following documentations and records for purpose of audit:


General -

1. License from the Economic department, National Environment Agency (NEA), Agri-Food and Veterinary Authority of country (AVA) or Health Sciences Authority (HSA), whichever applicable
2. Floor plan indicating the scope of certification
3. Tenancy agreement where applicable.

Products / Menu Items / Raw Materials / Processing Aids -

1. Updated products, menu items, raw materials, processing aids and additives within the scope of certification
2. Menu cards / Order forms
3. Declared and approved valid Halal certificates, questionnaires, specifications and/or laboratory analysis report for all raw materials and processing aids

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 11 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

4. 3 – 6 month records of purchase invoices and/or delivery orders for all raw materials, processing aids and additives. These shall be endorsed (with signature, name & date) by the Muslim Representative
5. 3 – 6 month printed records of, delivery orders including details of vehicle used for transportation & details of personnel (name & other details of driver & person accompanying) involved for all services.


Halal Team / Muslim Personnel -

1. Terms of Reference of Halal Team
2. Appointment letters of Halal Team members stating their roles & responsibilities counter signed by the respective Halal Team members
3. Valid Halal training certificates for the Halal Team Leader and Muslim Representative
4. Employment letters of at least 3 Muslim personnel

Halal System -

1. Process flow chart
2. HalMQ plan (Refer to Annex B)
3. Records of compliance and any changes to HalMQ plan
4. Minutes of Halal Team meetings

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 12 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

5. Internal audit records

Others –

1. Incident reports
2. Any communications from Prime C&I
3. Halal periodic inspection reports, if any

9. Verify the Halal System

Verification shall include checking records and operational compliance of the following


1. Monitoring systems;
2. Personnel compliance to the HAPs operations;
3. Deviations and effectiveness of corrective actions taken;
4. Random sampling
5. Audit reports

10. Review the Halal System

The Halal system shall be reviewed periodically, at least once every year. However, an immediate review of the system is necessary when any of the following occurs:

1. Control measures are ineffective;

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 13 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

2. Change in the Halal Team;
3. Changes are made to the monitoring schedules;
4. Change in the operations;
5. Change in the allowable limits and prescribed practices within the HAPs
6. Internal audit findings.


3.12 The applicant shall engage: Muslim representative’

The Muslim Representative shall, among others, be responsible for the following:

1. Advise the company / establishment on Halal food matters as well as cultural and religious sensitivities relating to them;
2. Spearhead or assist in complying with the Prime C&I Halal Certification Conditions;
3. Monitor the Halal Assurance Points;
4. Verify and endorse all incoming products, raw materials and processing aids to ensure that they are Halal and have been prior approved by Prime C&I . As proof of this endorsement, the Muslim Representative shall endorse his / her signature, name and date on the invoices and delivery orders of the products, raw materials, processing aids and additives;
5. Attend to customers on Halal-related queries.

4. APPLICATION PROCESSING

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 14 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

4.1 The processing of application shall commence:

1. Within 14 working days from the date of receipt of the application fee for New (normal) application;
2. Within 14 working days from the date of application submission for Change and Renewal applications.

4.2 The applicant shall give full co-operation at All times (Pre, During and Post Certification) by providing any information required by Prime C&I for the purpose of Halal certification.


4.3 The applicant may be required to:

1. Conduct a presentation on the company's / establishment's corporate profile, including its holding company, subsidiaries, nature of business, process flow chart, layout, composition of Halal Team, Halal system, etc.;
2. Submit relevant documentation for purpose of desktop audit, prior to the site audit.

4.4 The applicant shall prepare for a site audit by Prime C&I upon submission of its application after the applicant has commenced operation.

4.5 The site audit is conducted only upon successful outcome of the desktop audit. Repeat audits may be conducted, as and when necessary.

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 15 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

4.6 During the site audit, there are a number of process steps undertaken:

1. Opening meeting;
2. Documentation review;
3. Site tour;
4. Interview of Halal Team and Muslim personnel;
5. Checking of audit trails and further verification of documents;
6. Final evaluation of findings by the auditor;
7. Closing meeting.


4.7 All members of the Halal Team shall be present during the site audit and ensure that all documentations required for the purpose of Halal certification are made available.

4.8 The applicant shall be notified on its application status via the email or by any other modes of communications selected by Prime C&I at its discretion

4.9 The applicant shall be notified of its application shortcomings via the Primary eMail Address that it has registered.


4.10 The applicant shall rectify and reply all shortcomings within the deadline stipulated by Prime C&I. Failing this, the application shall be rejected without further notice.

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 16 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

- 4.11 For all shortcoming notices generated, the applicant shall update & reply within the deadline stipulated by Prime C&I on the rectification measures taken. Failing this, the application shall be automatically rejected without further notice.
- 4.12 Should the applicant require more time to rectify the shortcomings, the request shall be made to Prime C&I before the given deadline. Prime C&I shall at its discretion grant or refuse such requests.
- 4.13 The application shall be approved only after considering the applicant’s track record and Prime C&I is satisfied that the applicant is able to adhere to Prime C&I Halal Certification Conditions.
- 4.14 Prime C&I shall, at its discretion, decide on the certification duration, type of scheme and other conditions for approval of the application.
- 4.15 The applicant shall be subjected to the full NON-REFUNDABLE certification fee should it decide to cancel the application / not collect the Halal certificate upon its approval.
- 4.16 Payments shall be made by cash, cheque or Nets or any other mode of payment made available or agreeable by Prime C&I , during / prior collection of the certificate.
- 4.17 Where a cheque payment is dishonored by the bank, the applicant shall make the payment by cash or NETS within 5 working days from the date notice of dishonor is given to the applicant by Prime C&I . Failing such payment, the Halal certificate shall be automatically cancelled without further notice to the applicant and the applicant

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 17 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

shall return the cancelled Halal certificate to Prime C&I within 7 working days from the date of the notice of dishonor.

4.18 The application may be rejected under these circumstances, but not limited to:


- Incomplete or inaccurate submission;
- No fee paid within the stipulated deadline;
- Failure to respond to the application shortcomings within stipulated deadline;
- Non-compliance with the Prime C&I Halal Certification Conditions;
- Applicant is serving a suspension period imposed by Prime C&I ;
- Pending outcome of investigation for suspected breach of the Law or Prime C&I

4.19 If the application is rejected, the applicant may re-submit a fresh application, which shall be subjected to the prevailing non-refundable application fee, audit by Prime C&I and/or Prime C&I – appointed agent and the Prime C&I Halal Certification Conditions.

4.20 In the case of application for multiple products, franchise or chain outlets, food stations, central kitchens and their related entities or businesses, approval shall be granted concurrently. Non-compliance detected in any of the product, outlet, food station, central kitchen or their related entity or business may affect the approval of other related applications.

4.21 If the application(s) for multiple products, franchise or chain outlets, food stations,

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 18 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

central kitchen and/or related entities or businesses are rejected, the applicant shall submit a New application for each of the rejected applications within 7 working days from the date of rejection, failing which, the certification status of its other existing Halal-certified products, outlets, food stations, central kitchen and/or related entities or businesses may be affected. All such New applications shall be subjected to the prevailing non-refundable application fee, audit by Prime C&I and/or Prime C&I -appointed agent and the Prime C&I Halal Certification Conditions.

- 4.22 If the Halal certificate for any outlet belonging to a franchise or chain outlets, food stations, central kitchen and/or related entities or businesses is cancelled, the applicant shall submit a new application within 7 working days from the date of cancellation of the Halal certificate, failing which, the certification status of its other existing Halal-certified outlets, food stations, central kitchen and/or related entities or businesses may be affected. All such New applications shall be subjected to the prevailing non-refundable application fee, audit by Prime C&I and/or Prime C&I -appointed agent and the Prime C&I Halal Certification Conditions.

5 POST CERTIFICATION

- 5.1 The Prime C&I Halal Certification Conditions have to be adhered to at all times.
- 5.2 Prime C&I and/or Prime C&I -appointed agent shall conduct unannounced periodic inspections as and when necessary following the award of Halal certificate.
- 5.3 If non-compliance is detected during the periodic inspection, the certificate holder shall conduct rectification measures and any other required actions within the stipulated deadline.
- 5.4 Changes to the application details including contact information, particulars of Muslim personnel, and names of products as well as details of raw materials, processing aids,

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Prime Certification & Inspection

Title

Halal Certification Scheme – Logistics

Doc ref: **PCI/HCS-02**

Issue : **04**

Revision : **00**

Date: **01/04/2022**

Page **19 of 39**

Prepared by

Technical Manager (TM)

Approved by

Certification Manager (CM)


additives, suppliers and /or foreign Halal certifying bodies shall be submitted via the e.mail under Change application.

- 5.5 The certificate holder shall inform Prime C&I of any change in ownership, size of premises and layout at least 30 working days before the changes are implemented.
- 5.6 In the event of a change in the address of the certificate holder:

- The existing Halal certificate is automatically cancelled / invalid and shall be returned to Prime C&I within 7 working days from the date of relocation. No Halal related claims shall be made at this new location prior to obtaining a Halal certificate;
- For chain or franchise outlets, the certificate holder shall submit a new application within 7 working days from the opening date of a new outlet or from the date of relocation;
- For non-chain outlets or outlets that do not bear the same business name as their other Halal-certified outlets, related entities or businesses, the certificate holder may submit a new application should it wish to obtain certification for the premises in the new location.

- 5.7 The applicant shall submit a New application no later than 7 working days from the opening date of a new kitchen bearing the same name as its existing Halal-certified chain / franchise kitchen;
- 5.8 No other operator or company shall be allowed usage of the certificate holder's premises without the prior written approval of Prime C&I which approval may be refused absolutely or given on such terms Prime C&I may at its discretion deems fit.
- 5.9 In the event of a public feedback, whether by way of a complaint or otherwise, the

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 20 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	


- certificate holder shall account to Prime C&I and provide a written explanation within 5 working days of Prime C&I ' written request.
- 5.10 Prime C&I may collect relevant samples, photographs or other materials for purpose of investigation. The selection of laboratory and procedure for product sampling shall be decided by Prime C&I. The applicant shall bear all costs of the laboratory testing. Refer: Annex D – Sampling plan – Laboratory analysis / Verification.
- 5.11 The certificate holder shall be solely responsible for monitoring the expiry date of the Halal certificate and submitting a Renewal application if he wishes to renew the Halal certificate. Any Renewal application shall be submitted not earlier than 90 days and not later than 30 days before expiry of the Halal certificate.
- 5.12 Prime C&I may send automated email reminders to the Primary eMail Address registered in the Prime C&I system subject to the systems functionality. However, pursuant to Condition 6.12, Prime C&I does not undertake any responsibility of ensuring that the automated email reminders to the registered Primary eMail Address in the system, reach and/or are communicated to the intended recipient.
- 5.13 The certificate holder shall ensure that all information in the system are updated prior to submitting a Change or Renewal application

6. PUBLICITY

- 6.1 Any packaging, publicity and advertising, menu card / board, corporate collateral (signboards, business cards, invoices, delivery orders, etc.), found online and offline, that may mislead on the Halal status of the company / establishment, products, menu items, raw materials and processing aids shall not be allowed.

Note:

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 21 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

Company / establishment shall not claim that any premises, entities or businesses beyond the scope of certification are Halal-certified. For example, no Halal claim shall be made for:

- a) The business entities related to a Halal-certified food preparation area unless the former are Halal-certified;
- b) A retail food establishment that obtains its food from a Halal-certified food preparation area unless the former is certified under the Eating Establishment scheme;
- c) A hotel restaurant that obtains its food from a Halal-certified food preparation area unless the former is certified under the Eating Establishment – Restaurant scheme


6.2 No Halal-related claims shall be made prior to obtaining a Halal certificate, upon expiry or cancellation of Halal certificate or during the suspension or revocation of Prime C&I ' approval to issue any Halal certificate or use any specified Halal certification mark.

6.3 The applicant / certificate holder shall not use any packaging, menu cards, logos, posters, advertisements, and signboards, printed or published materials that resemble those belonging to their non Halal-certified business entities.

Note: Any logo and/or signage belonging to a company's Halal-certified and non Halal-certified subsidiaries have to be easily differentiated by the public

6.4 Prime C&I shall, at its discretion, publish a status listing of all certificate holders as

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 22 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

it deems fit with such details as it deems fit.

7. PRIME C&I HALAL CERTIFICATE / CERTIFICATION MARK

- 7.1 The Halal certificate shall be issued to the applicant considering the applicant's track record and only if Prime C&I is satisfied that the applicant is able to adhere to Prime C&I Halal Certification Conditions, approval of the application, full payment of the certification fees in addition to any outstanding dues as advised by Prime C&I and return of any expired Prime C&I Halal Certificate.
- 7.2 The Halal certificate issued is valid for the period stipulated therein, which is renewable and subject to the prevailing Prime C&I Halal Certification Conditions.
- 7.3 The certificate holder shall be responsible in ensuring that the Halal certificate and Halal certification mark are not misused in any manner.
- 7.4 The Halal certificate is the property of Prime C&I. The certificate holder shall be held responsible for the certificate issued to him / her. The certificate holder shall return the Halal certificate to Prime C&I immediately upon demand.
- 7.5 The Halal certificate and/or any part thereof is NOT TRANSFERABLE.
- 7.6 The Halal certificate issued to central kitchen facilities and pre-school kitchens shall not be displayed outside the certified premises.
- 7.7 The Halal certificate issued to food production, storage / catering companies shall be displayed at catering locations where social events take place. Only original or 'Certified True Copy' of the Halal certificate issued to catering companies shall be displayed.
- 7.8 Photocopied and/or expired Halal certificate shall not be displayed at the Halal certified company premises and / or their customer's premises all times.
- 7.9 Expired Halal certificate shall be returned to Prime C&I no later than 7 working days from the date of expiry.

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Prime Certification & Inspection

Title

Halal Certification Scheme – Logistics

Doc ref: **PCI/HCS-02**

Issue : **04**

Revision : **00**

Date: **01/04/2022**

Page **23** of **39**

Prepared by


Technical Manager (TM)

Approved by

Certification Manager (CM)

- 7.10 The certificate holder shall immediately lodge a police report for any loss of the Halal certificate and forward a copy of the police report to Prime C&I
- 7.11 In the event of a loss or damage of Halal certificate or any other reasons requiring additional certificate, the certificate holder shall submit a request for ‘Certified True Copy’ of the Halal certificate using the form provided by Prime C&I , subject to approval and service fee.
- 7.12 The Halal certification mark and/or any part of it is the property of Prime C&I , the certificate holder shall ensure that all parties interested to use and reproduce the Halal certification mark and/or any part thereof in any kind or form shall obtain prior written approval from Prime C&I before using or reproducing the same, which appeal rejected absolutely or given on such terms as Prime C&I deems fit.
- 7.13 The certificate holder shall adhere to the specifications of the Halal certification mark provided by Prime C&I upon request
- 7.14 The certificate holder shall not use the Halal certification mark in forms that can be easily tampered (e.g. stickers, decals).
- 7.15 Notwithstanding anything to the contrary herein, in the event that the certificate holder is found to:
1. Have breached any of the Prime C&I Halal Certification Conditions;
 2. Have made or caused to make any false or fraudulent declaration, certification or representation, either in writing or otherwise;
 3. Have its operating licence issued by Economic dept. (ED), AVA or HSA, whichever is applicable, suspended;
 4. Have ceased to carry on its business or threatens to do so;
 5. Have appointed over all or any part of the assets or undertake a receiver, judicial manager or similar officer;

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 24 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	


6. Have filed or be the subject of a petition for judicial management;
7. Have ceased to do business in the normal course for a continuous period of more than 30 days;
8. Have made any arrangement for the benefit of its creditors;
9. Have gone into liquidation or bankruptcy, save for the purposes of a genuine amalgamation or reconstruction; and/or
10. Have been convicted of any offence of such a nature that, in the opinion of Prime C&I , is undesirable that the Halal certificate holder should continue to hold the Halal certificate,

Prime C&I reserves the right to suspend or revoke the Halal certificate with immediate effect upon written notice to the certificate holder.

7.16 Any notice required to be given by either Prime C&I or the certificate holder, in relation to a breach of the Prime C&I Halal Certification Conditions or offence under the Law, shall be written and may be delivered personally (effective upon receipt); sent by inland post (effective 2 working days after posting); sent overseas by airmail (effective 5 working days after posting); or sent by facsimile transmission (effective on the date of transmission as stated on the transmission report) to the other party at the address set out below:

- 7.17 If to the certificate holder – the address and fax number submitted
- 7.18 If to Prime C&I – PO. Box.64670, Dubai, United Arab Emirates.

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 25 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

In proving the delivery of any letter, it shall be sufficient to prove that such letter was properly addressed, stamped and placed in the post or delivered or left at the address indicated if delivered by hand.

7.17 The certificate holder shall cease to be entitled to use the Halal certificate, Halal certification mark, Muslim and/or Halal related claims from the date of the suspension or revocation of the Halal certificate. Upon suspension or revocation of the Halal certificate, the certificate holder shall:

1. Forthwith deliver the Halal certificate to Prime C&I ;
2. Forthwith discontinue the use of the Halal certification mark;
3. Unless Prime C&I otherwise directs, forthwith take such steps as are reasonable and necessary to have the Halal certificate or the Halal certification mark removed, cancelled or obliterated from every place of business, or from every product, sticker, label, packaging, brochure, advertisement online and/or offline, vehicle, container or other article, whether within the certificate holder's possession, custody or control or not, to which he has applied a representation of the Halal certificate or Halal certification mark, as the case may be;
4. required by Prime C&I , deliver to Prime C&I within such time as Prime C&I may specify, all products, stickers, labels, packaging, brochures, advertisements and other similar articles, to which the certificate holder has applied a representation of the Halal certificate or Halal certification mark, as the case may be.

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 26 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

Further or in the alternative, should Prime C&I ' investigation into the breach of the Prime C&I

Halal Certification Conditions be on-going and/or until the certificate holder has made suitable recompense for the breach to the satisfaction of Prime C&I , the certificate holder shall not make changes to the existing Halal certificate by submitting a change or renewal application and / or apply for a new Halal certificate.

- 7.18 The certificate holder shall cease to be entitled to use the Halal certificate and the Halal certification mark on expiry of the Halal certificate.


8. OTHER CONDITIONS

8.1 The applicant / certificate holder shall at all times keep Prime C&I fully indemnified against all claims, damages, expenses or costs (including those asserted by third parties) arising directly or indirectly from any breach by the certificate holder and/or applicant of any provision of the Prime C&I Halal Certification Conditions or the Halal certificate or otherwise arising from or in connection With the unlawful use of the Halal certificate or Halal certification mark or other activities associated there with by the Halal certificate holder or applicant

8.2 The applicant / certificate holder shall accept Prime C&I ' decisions on all Halal related matters as binding. Prime C&I ' records of all matters relating to the certificate and application shall be conclusive and binding on the Halal certificate holder or applicant.

8.3 No exercise or failure to exercise or delay in exercising any right power or remedy vested in Prime C&I under or pursuant to the Prime C&I Halal Certification Conditions shall

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 27 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

constitute a waiver by Prime C&I of that or any other right power or remedy. The failure of Prime C&I to insist upon or enforce strict performance by the certificate holder or applicant of any provision of the Prime C&I Halal Certification Conditions or to exercise any right under the Prime C&I Halal Certification Conditions shall not be construed as a waiver or relinquishment to any extent of Prime C&I ' right to assert or rely upon any such provision or right in that or any other instance; rather, the same shall be and remain in full force and effect.

- 8.4 The applicant / certificate holder shall provide consent to forensic audit(s) of all its business records in the event of any breaches of the terms thereof.
- 8.5 Prime C&I may at any time, upon written notice to the applicant / certificate holder, vary, remove or add to any one or more of the Prime C&I Halal Certification Conditions. Such change shall take effect from the date stated in the notice, unless otherwise specified in the notice.
- 8.6 Prime C&I may review all applications and/or approvals for Halal certificates as it deems necessary.
- 8.7 Prime C&I ' decisions in respect of all matters shall be binding.

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Title Halal Certification Scheme – Logistics

Doc ref: PCI/HCS-02

Issue : 04

Revision : 00

Date: 01/04/2022

Page 28 of 39

Prepared by

Technical Manager (TM)

Approved by

Certification Manager (CM)

ANNEX A – CLASSIFICATION OF HALAL PRODUCT/ SERVICE CATEGORIES

	Category	Subcategory	Examples of included activities
Farming	A Farming of Animals	AI Farming of Animals for Meat/ Milk/ Eggs/ Honey	Raising animals (other than fish and seafood) used for meat production, egg production, milk production or honey production Growing, keeping, trapping and hunting (slaughtering at point of hunting) Associated farm packing b and storage
		AII Farming of Fish and Seafood	Raising fish and seafood used for meat production Growing, trapping and fishing (slaughtering at pointof capture) Associated farm packing b and storage
	B Farming of Plants	BI Farming of Plants (other than grains and pulses)	Growing or harvesting of plants (other than grains and pulses): horticultural products (fruits, vegetables, spices, mushrooms, etc.) and hydrophytes for food Associated farm packing b and storage
		BII Farming of Grains and Pulses	Growing or harvesting of grains and pulses for food Associated farm packing b and storage
Food and feed processing	C	CI Processing of perishable animal products	Production of animal products including fish and seafood, meat, eggs, dairy and fish products
		CII Processing of perishable plant products	Production of plant products including fruits and fresh juices, vegetables, grains, nuts, and pulses
		CIII Processing of perishable animal and plant products (mixed products)	Production of mixed animal and plant products including pizza, lasagne, sandwich, dumpling, ready- to-eat meals
		CIV Processing of ambient stable products	Production of food products from any source that are stored and sold at ambient temperature, including canned foods, biscuits, snacks, oil, drinking water, beverages, pasta, flour, sugar, food-grade salt
	D Animal Feed Production	DI Production of Feed	Production of feed from a single or mixed food source, intended for food-producing animals
DII Production of Pet Food		Production of feed from a single or mixed food source, intended for non-food producing animals	
Catering	E Catering		Preparation, storage and, where appropriate, delivery of food for consumption, at the place of preparation or at a satellite unit

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Prime Certification & Inspection

Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 29 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

Retail, transport and storage	F	Distribution	FI	Retail / Wholesale	Provision of finished food products to a customer (retail outlets, shops, wholesalers)
			FII	Food Broking / Trading	Buying and selling food products on its own account or as an agent for others Associated packaging ^c
	G	Provision of Transport and Storage Services	GI	Provision of Transport and Storage Services for Perishable Food and Feed	Storage facilities and distribution vehicles for the storage and transport of perishable food and feed Associated packaging ^c
			GII	Provision of Transport and Storage Services for Ambient Stable Food and Feed	Storage facilities and distribution vehicles for the storage and transport of ambient stable food and feed Associated packaging ^c
Auxiliary services	H	Services		Hospitality services, Islamic banking, veterinary services and provision of services related to the safe production of food, including water supply; pest control services, cleaning services, waste disposal.	
	I	Production of Food Packaging and Packaging Material		Production of food packaging material	
	J	Equipment manufacturing		Production and development of food processing equipment and vending machines	
Biochemical	K	Production of (Bio) Chemicals		Microbiology, Production of food and feed additives, vitamins, minerals, bio-cultures, flavourings, enzymes and processing aids Pesticides, drugs, fertilizers, cleaning agents, cosmetics, textiles, leather products, etc.	

- a) Clusters are intended to be used for accreditation scope of accredited certification bodies, and for accreditation bodies witnessing certification bodies.
- b) "Farm packing" means packaging without product modification and processing.
- c) "Associated packaging" means packaging without product modification and processing and without altering the primary packaging.


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		Prime Certification & Inspection		
Title		Halal Certification Scheme – Logistics		
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 30 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

ANNEX B – SAMPLING PLAN – LABORATORY ANALYSIS / VERIFICATION

Complexity Class	Business Sector	Prime C&I Schedule for sampling
Very High	Chemicals and pharmaceuticals “not elsewhere classified”, processed meat products, genetically modified products, food additives, bio cultures, cosmetics, processing aids and microorganisms.	Once in 12 months (One sample per each product category / product variety /product type)
High	slaughtering animals and poultry; cheese products; biscuits; snacks; oil; beverages; hotels; restaurants; dietary supplements; cleaning agents; packaging and wrapping material, textile.	Once in 12 months (One sample per each product category / product variety /product type)
Medium	Dairy 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.	Once in 12 Months (One sample per each product category / product variety /product type)
Low	fish; egg production; milk production; fishing; hunting; fruits; vegetables; grain; fresh fruits and fresh juices; drinking water; flour; salt	Once in 12 months (One sample per each product category / product variety /product type)

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 31 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	


	; retail outlets; shops; wholesalers, transport and storage.	
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Note: The selection of laboratory and procedure for product sampling shall be decided by Prime C&I. The sample should be packed, marked and sealed by the presence of Prime C&I Halal auditor and transferred / transported to Prime C&I agreed laboratory. The applicant shall bear all costs of the laboratory testing.

9 Requirements for Halal Warehouse

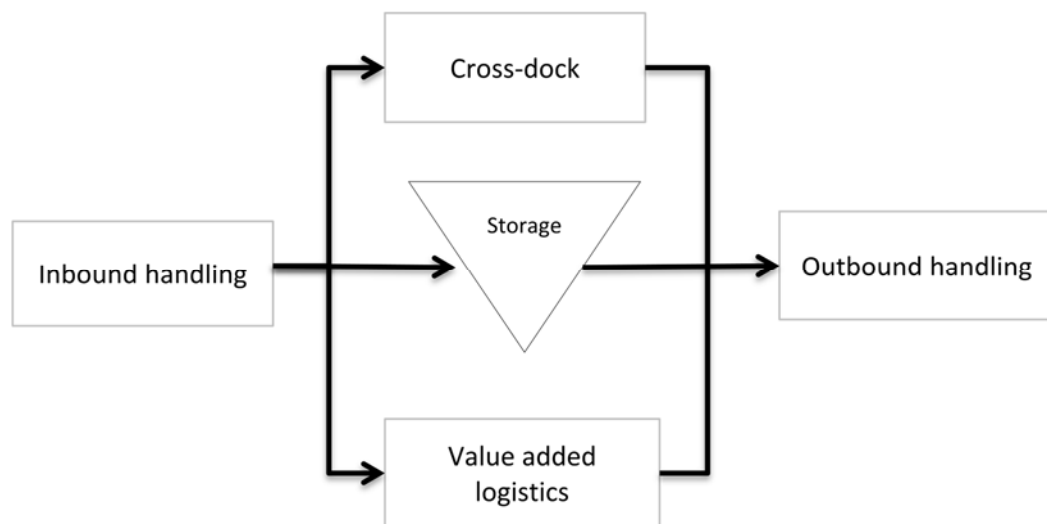
9.1 General

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 32 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

9.1.1 The organization shall ensure that there is a physical segregation of Halal cargo from non-Halal cargo throughout the warehouse processes

9.1.2 The organization should have no storage and handling of non-Halal goods in the warehouse. This is also called a dedicated Halal warehouse.



Generic Warehouse Processes


9.2 Halal transportation

9.2.1 The organization shall ensure that:

In case of bulk shipments there is no mixing of Halal goods with non-Halal goods.

9.2.2 There should be no mixing of Halal goods with both severe and medium *najs* in one container or common transportation storage.

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 33 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

9.2.3 There is no mixing of Halal goods with non-Halal goods in one pallet and/or load carrier.

9.2.4 There is physical segregation of Halal cargo from non-Halal cargo through tertiary packaging (such as shroud, shrink wrap) or containerization.

9.3 Halal compliant terminal

The organization shall ensure that there is a physical segregation of Halal cargo from non-Halal cargo throughout the Terminal processes.

10 Procedures

10.1 General

The procedures below cover Halal warehouse, Halal transportation and Halal compliant terminal.


10.2 Halal warehouse

10.2.1 Inbound handling

The organization shall ensure:

- a) Verification of the Halal status via freight documents before unloading.
- b) The segregation of Halal and non-Halal cargo through labeling and marking on pallets that are taken into stock (if not already present on pallets received),
- c) Allocating a quarantine zone in the warehouse for the temporary holding of doubtful products for inspection purposes,
- d) Damaged goods are placed in a designated area for further inspection and clarification, and
- e) Products found contaminated and/or damaged are disposed of within a specific period of time.

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 34 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

10.2.2 Cross-dock

In case of a non-dedicated Halal warehouse, the organization shall ensure:

- a) Halal certified products are placed in a dedicated intermediate buffer area that is clearly separated by colour and/or marking, and
- b) No mixing of Halal with non-Halal products on one pallet or load carrier.

10.2.3 Storage

In case of a non-dedicated Halal warehouse, the organization shall ensure:


- a) The Halal products have a dedicated storage zone (floor storage) or racks, which are clearly separated by colour and/or making, and
- b) A dedicated cold room is available, or segregation from non-Halal through physical barrier and in case or refrigerated storage products of non-Halal of Halal products a container (isolated box) is required for the storage.

10.2.4 Value Added Logistics (VAL)

The organization shall ensure:

- a) In case of non-Halal warehouse, the Halal certified products must have a dedicated VAL area, which is clearly separated by colour and/or marking, and
- b) This inspection of Halal cargo is undertaken at a designated area and damaged goods shall be segregated for further inspection and in a designated area. If the products are found to be

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 35 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

contaminated and/or damaged, the products shall be disposed of within a specific period of time,

- c) The primary packaging of Halal product always remain intact and damaged goods shall be segregated for further inspection and clarification in a designated area,
- d) No mixing of Halal products with non-Halal products on one pallet or load carrier at all times and under any conditions.

10.2.5 Outbound handling

The organization shall ensure:

- a) “Halal Supply Chain” is labeled on Halal pallet or load Carrier, and
- b) “Halal Supply Chain” is marked or coded on freight documents (such as the Bill of Lading)

10.3 Halal transportation

The procedures for Halal transportation can be classified into four types:

10.3.1 Bulk shipments (Halal product is in direct contact with tank, container or transportation vehicle)


The organization shall ensure:

- a) No mixing of Halal goods with non-Halal goods, and
- b) The transport is cleaned before use according to existing hygiene standard and according to ritual cleansing in case of an earlier non-Halal or unknown history of previous shipment.

10.3.2 Unitized shipments – Refrigerated containers or transportation vehicle

The organization shall ensure:

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 36 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

- a) That the transporting compartment is cleaned before use according to existing hygiene standard and according to ritual cleansing in case of an earlier non-Halal or unknown history of previous shipment,
- b) No mixing of Halal goods with non-halal goods in one container or transportation vehicle,
- c) Halal shipment are provided with a tertiary packaging g in case of mixing of Halal and non-Halal cargo in one container or transportation vehicle.

10.3.3 Unitized shipments – Non-refrigerated containers or transportation vehicle

The organization shall ensure that there is no mixing of Halal goods with non-Halal goods in one container or transportation vehicle at all times.

10.3.4 Livestock

The organization shall ensure:

- a) No mixing of Halal with non-Halal livestock (such as pigs, etc.) on the same type of mode or transport (vessel, truck, etc.), and
- b) That the transporting compartment is cleaned before use according to existing hygiene standard and according to ritual cleansing in case of an earlier non-Halal or unknown history of shipment.


10.4 Halal Compliment Terminal

The procedures for Halal compliant terminal are as follows:

10.4.1 Inspection and Value added Logistics

The organization:

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 37 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

- a) Inspect Halal cargo at a designated area. Damaged goods shall be segregated for further inspection and clarification in a designated area,
- b) Dispose the product within a specific period of time, if the product is found to be contaminated and/or damaged,
- c) Ensure that the primary packaging of a Halal product remains intact. Damaged goods shall be segregated for further inspection and clarification in a designated area,
- d) Ensure no mixing of Halal products with non-Halal products on one pallet or load carrier at all times and under any conditions.

10.4.2 Livestock

The organization shall ensure that there is no mixing of Halal and non-Halal livestock (such as pigs, etc.) in quarantine area and holding yards.

11 Traceability


The organization shall trace chain of custody:

- a) Name and address of supplier;
- b) Name and address of purchaser; and
- c) Halal certificate

The organization should trace:

- a) Kind of product;
- b) Delivery date;
- c) Date of manufacture;

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 38 of 39
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

- d) Expiry date;
- e) Certificate of origin; and
- f) Health and veterinary certificates

12 Cleaning

The organization shall ensure that the spillage of najas is cleaned according to:

- a) Ritual cleaning for severe najas: and
- b) Existing hygiene standards for medium *najas*.

The ritual cleansing has to be done under direct supervision on an accredited Halal Certification Body, and must provide evidence that residues, smell or colour are eliminated. The organization shall establish a comprehensive and standard cleaning programme for its warehouse, transport and Halal compliant terminal. Hazards Analysis Critical Control Point (HACCP) is preferred but Good Hygiene Practices (GHP) or pre-requisite programs as specified by ISO 22000:2005 (E) shall be sufficient to ensure cleanliness and hygiene of the premise from medium najas.


The organization shall engage food grade cleaning chemicals for cleaning usage. These cleaning chemicals shall be properly labeled and stored separately from any food items.

The organizations shall ensure that the disposal of contaminated products that poses health hazards or religious concerns is in line with local disposal regulation and Shariah.

13 Packaging and labeling

The requirements for packaging and labeling are as follows:

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	Prime Certification & Inspection			
Title	Halal Certification Scheme – Logistics			
Doc ref: PCI/HCS-02	Issue : 04	Revision : 00	Date: 01/04/2022	Page 39 of 39
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The organization shall ensure:

The requirements for packaging and labeling are as follows:

The organization shall ensure:

- a) Recognizable “ Halal Supply Chain” is labeled on every level of packaging (pallet, load, carrier, or tertiary),
- b) Primary packaging materials are not made from any raw materials that are decreed as najis or are hazardous to human health,
- c) Tertiary packaging is cleaned before use, and
- d) The product needs to be properly labeled or marked as “rejected”, under situations such as damage, contamination, spoilage, leakage, and theft or tampering.

13 Legal requirements

All activities and procedure shall in all aspects, comply with the requirements of the legislations currently in force in the (importing) country.

14 Marking

The organization shall ensure that there is a clearly recognizable Halal mark / halal Supply Chain mark or code on the freight documents.

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