	Prime Certification & Inspection LLC			
Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-03	Issue : 04	Revision : 00	Date: 01/04/2022	Page 1 of 61
Prepared by	Technical Manager (TM)		Approved by	Certification Manager (CM)

CONTENT

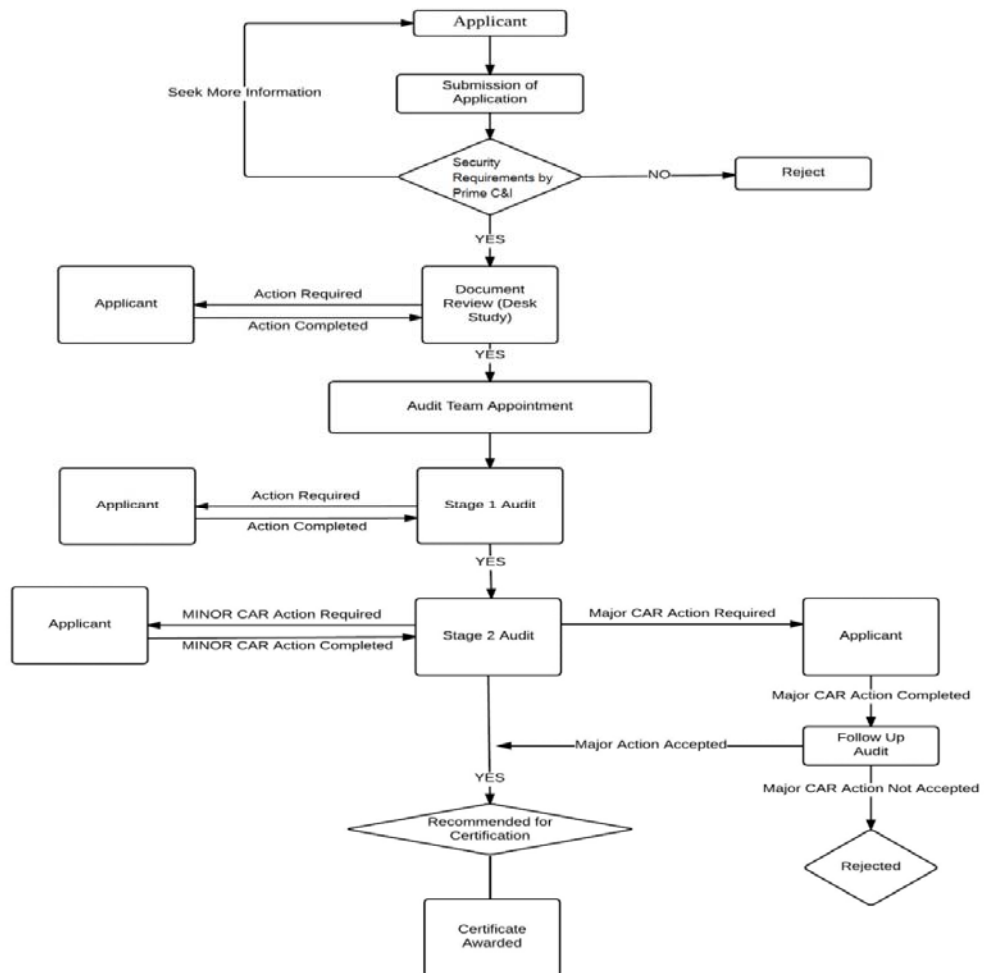
1. HALAL APPLICATION PROCESS.....	02
2. APPLICATION REQUIREMENTS.....	03
3. GENERAL CERTIFICATION REQUIREMENTS.....	04
4. APPLICATION PROCESSING.....	09
5. POST CERTIFICATION.....	12
6. PUBLICITY	13
7. PRIME C&I HALAL CERTIFICATE / CERTIFICATION MARK	14
8. OTHER CONDITIONS	17
ANNEX A – CLASSIFICATION OF HALAL PRODUCT/ SERVICE CATEGORIES.....	18
ANNEX B – SAMPLING PLAN – LABORATORY ANALYSIS / VERIFICATION.....	19
9. REQUIREMENTS FOR POULTRY / SLAUGHTER AND PROCESSING.....	20
10. REQUIREMENTS FOR ANIMAL / SLAUGHTER AND PROCESSING.....	37
11. PERSONAL HYGIENE OF MANAGEMENT AND STAFF	56
12. TRACEABILITY.....	57
13. CLEANING	58
14. PACKAGING AND LABELING.....	58

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--



Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-03	Issue : 04	Revision : 00	Date: 01/04/2022	Page 2 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	


1. HALAL APPLICATION PROCESS



On going Surveillance audit & Renewal Audit process are similar from Stage 2 Audit

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 LLC			
Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-03	Issue : 04	Revision : 00	Date: 01/04/2022	Page 3 of 61
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.
- 2.1 The applicant shall submit an application forms (Forms P/62, P/62A & P/62B) with Documents.
- 2.2 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
- 2.6 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.
- 2.9 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):
1. Halal certificates;
 2. Product specifications;
 3. Laboratory analysis report
- 2.10 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 .
- 2.11 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.

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--

	Prime Certification & Inspection LLC			
Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-03	Issue : 04	Revision : 00	Date: 01/04/2022	Page 4 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

2.12 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);
4. There are multiple kitchens that prepare and supply food to a Halal-certified establishment.

2.13 The applicant shall declare any other businesses operated by the applicant or its holding company to Prime C&I.


2.14 The applicant may be advised to change the scheme and/or subject to additional requirements as Prime C&I deems fit.

2.15 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
- 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,

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--

	Prime Certification & Inspection LLC			
Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-03	Issue : 04	Revision : 00	Date: 01/04/2022	Page 5 of 61
Prepared by	Technical Manager (TM)		Approved by	Certification Manager (CM)

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 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

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	Prime Certification & Inspection LLC			
Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-03	Issue : 04	Revision : 00	Date: 01/04/2022	Page 6 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

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

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

- 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

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	Prime Certification & Inspection LLC			
Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-03	Issue : 04	Revision : 00	Date: 01/04/2022	Page 7 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

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.
- 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
- 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

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	Prime Certification & Inspection LLC			
Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-03	Issue : 04	Revision : 00	Date: 01/04/2022	Page 8 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

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
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:

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	Prime Certification & Inspection LLC			
Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-03	Issue : 04	Revision : 00	Date: 01/04/2022	Page 9 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

1. Control measures are ineffective;
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

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


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	Prime Certification & Inspection LLC			
Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-03	Issue : 04	Revision : 00	Date: 01/04/2022	Page 10 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

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.
- 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.
- 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


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	Prime Certification & Inspection LLC			
Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-03	Issue : 04	Revision : 00	Date: 01/04/2022	Page 11 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

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 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-

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	Prime Certification & Inspection LLC			
Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-03	Issue : 04	Revision : 00	Date: 01/04/2022	Page 12 of 61
Prepared by	Technical Manager (TM)		Approved by	Certification Manager (CM)


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, 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, 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;

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--


	Prime Certification & Inspection LLC			
Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-03	Issue : 04	Revision : 00	Date: 01/04/2022	Page 13 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

- 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 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.

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--

	Prime Certification & Inspection LLC			
Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-03	Issue : 04	Revision : 00	Date: 01/04/2022	Page 14 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

Note:

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 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.

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	Prime Certification & Inspection LLC			
Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-03	Issue : 04	Revision : 00	Date: 01/04/2022	Page 15 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

- 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.
- 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;
 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;

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	Prime Certification & Inspection LLC			
Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-03	Issue : 04	Revision : 00	Date: 01/04/2022	Page 16 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

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:

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

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

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	Prime Certification & Inspection LLC			
Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-03	Issue : 04	Revision : 00	Date: 01/04/2022	Page 17 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

certification mark, as the case may be.

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 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 – Slaughtering & Processing			
Doc ref: PCI/HCS-03	Issue : 04	Revision : 00	Date: 01/04/2022	Page 18 of 61
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 point of 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
		CV Animal slaughtering	Processing of carcasses including slaughtering in slaughterhouses, cutting, cleaning and packing.
	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
Retail, transport and	F Distributio	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

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Prime Certification & Inspection LLC

Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-03	Issue : 04	Revision : 00	Date: 01/04/2022	Page 19 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

storage	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 LLC			
Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-03	Issue : 04	Revision : 00	Date: 01/04/2022	Page 20 of 61
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 6 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 6 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 9 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 ; retail outlets; shops; wholesalers, transport and storage.	Once in 12 months (One sample per each product category / product variety /product type)

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

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	Prime Certification & Inspection LLC			
Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-03	Issue : 04	Revision : 00	Date: 01/04/2022	Page 21 of 61
Prepared by	Technical Manager (TM)		Approved by	Certification Manager (CM)

9. REQUIREMENTS FOR POULTRY SLAUGHTER AND PROCESSING

Premise (Poultry)


The organisation shall adhere to implementing a Halal Assurance System in the supply chain. This system shall apply for the farm, logistics (live birds), pre-slaughter, slaughter, post-slaughter processes, logistics (processed birds) and distribution network of the organisation.

The organisation shall ensure that the premise operates under strict Halal conditions. In the event where the premise shares time between Halal and non-Halal slaughtering process, the organisation shall ensure that there is proper physical segregation of Halal slaughtered poultry throughout the Halal Poultry Supply Chain. (See figure 4.1)

The organisation shall not slaughter or process any birds that are deemed non-Halal / *najs* for Muslim's consumption. The organisation should ensure that all bird carcasses would not come into contact with any non-Halal birds during or after slaughter.

The organisation shall operate under Halal Slaughter Standard, Good Manufacturing Practices (GMP), Hazard Analysis Critical Control Point (HACCP), International Standards Organisation (ISO) or similar standards operating procedures (SOP) program for purposes of Halal integrity, quality control and traceability.

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	Prime Certification & Inspection LLC			
Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-03	Issue : 04	Revision : 00	Date: 01/04/2022	Page 22 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

Farm (Poultry)

The organisation shall have adequate information about the farm or poultry production area as it will provide a record about the source of live animals for slaughter.

The organisation shall record the farm process flow which includes (a) production capacity, (b) farm current disease status, (c) feeding regime that includes type of feed provided, feed source and amount given to the batch, (d) usage of medication and supplement for the batch, (e) source of DOC (day-old-chick), (f) understanding the critical control point (CCP) in poultry production and other practices or programs in the farm.

The organisation should understand the Halal Poultry Process Flow and identify the Halal critical control point (HCCP) at the different stages of production and processing.


The organisation shall follow the HAP's (Halal assurance points) listed below

- | | | |
|-------------------------|---|--------------------|
| Production (Farm Level) | HAP 1 | Disposal of litter |
| HAP 2 | Purchase of DOC (day-old-chick) | |
| HAP 3 | Disposal of Dead & Sick Birds | |
| HAP 4 | Feeding & Feed Source | |
| HAP 5 | Drinking Water and Water Source | |
| HAP 6 | Medication and Vaccination Regime | |
| HAP 7 | Pest Control, Wild Animals and Human Movement | |

Logistics (poultry)

The organisation shall follow the “code of practice” for transporting live animal by road which emphasises the responsibility of the owner of the animals, the driver and attendants. The code

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	Prime Certification & Inspection LLC			
Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-03	Issue : 04	Revision : 00	Date: 01/04/2022	Page 23 of 61
Prepared by	Technical Manager (TM)		Approved by	Certification Manager (CM)

encourages the efficient considerate treatment of animals so that transport stress and injury are minimised to its lowest level at all stages of the transport operation.

The organisation shall obtain the relevant health certificates to ensure the animals are fit to be transported. This will ensure that approvals and documentation are completed before commencement of the journey.

Animals transported by road are subjected to a number of stresses which may have a cumulative effect on the quality of the final products. Stressful influence include (a) catching and handling of live birds, (b) deprivation of food and water, (c) changes in climatic conditions, (d) overcrowding in crates, (e) unfamiliar surroundings, noises and sensation, and (f) insufficient care during road transport.

Due care in transportation should cover loading time, size of crates, number of animals per crate, stacking of crates, waiting period during loading, transit, rest periods and unloading at the point of destination.


The design, construction and state of repair of any crate or container used to carry birds should allow them to be put in, conveyed and taken out without injury. Containers should be well ventilated and deep enough (approximately 25 cm) to allow all birds enough space to stand, move and seek comfort, but prevent bruising during transport. Birds should not be held in crates or containers for longer than 24 hours unless they are provided with food and water.

Pre-slaughter process (poultry)

Receiving of live birds

The organisation shall have adequate space for inspection during the receiving of all live birds.

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	Prime Certification & Inspection LLC			
Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-03	Issue : 04	Revision : 00	Date: 01/04/2022	Page 24 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

All birds received shall be inspected by competent personnel to ensure that they are in good health. Dead birds are to be segregated in a designated area and recorded by quantity and weight.

The organisation shall record all live birds received in quantity and weight. Time of arrival, source of live birds (supplier = farm name) and personnel assigned to do the receiving are also recorded.

The organisation shall ensure that the receiving area for the live birds is clean and sanitised prior to arrival.


After arrival at the abattoir / processing plant, the organisation shall ensure that birds are slaughtered as soon as possible.

On arrival, the organisation shall ensure that all birds are checked to ensure birds are in good health before being moved to lairage-holding area. Dying, sick or injured birds must be killed immediately humanely.

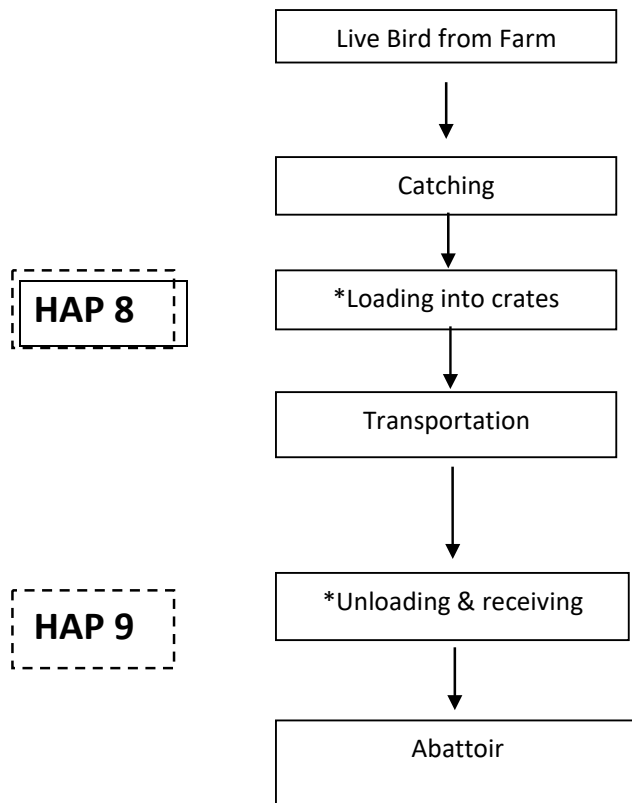
The organisation shall ensure that the lairage provide adequate ventilation and shelter from adverse weather conditions (e.g. from heat or cold stress).

The organisation shall ensure that modules / crates with birds are handled with care and must not be thrown, dropped or knocked over. Where possible, containers and crates with birds must be kept in a horizontal position.


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	Prime Certification & Inspection LLC			
Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-03	Issue : 04	Revision : 00	Date: 01/04/2022	Page 25 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

The organisation shall ensure that birds are handled calmly and quietly, any rough aggressive handling may result in birds panicking and becoming distressed and injured.



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	Prime Certification & Inspection LLC			
Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-03	Issue : 04	Revision : 00	Date: 01/04/2022	Page 26 of 61
Prepared by	Technical Manager (TM)		Approved by	Certification Manager (CM)

Transportation of Live Bird to Abattoir/Processing Plant

The organisation shall follow the HCCPs listed below when transporting live birds: Logistics

- | | |
|-------|-------------------------------------|
| HAP 8 | Loading of Birds into crates |
| HAP 9 | Unloading and Receiving at Abattoir |

Handling of birds

The organisation shall ensure that all live birds are manually unloaded from their crates and shackled by their legs on a moving conveyer line based on batch number.

When using shackles to hang live birds, the organisation shall ensure that they are in the correct size to accommodate legs of the birds.


When shackling birds, the organisation shall ensure that the bird is lifted with both legs and hung onto the shackle line.

The organisation shall ensure that birds are hung onto shackles in a manner that does not cause them avoidable excitement, pain or suffering.

The organisation should ensure that breast comforters are available on shackle line in order to help reduce wing flapping.

The organisation shall ensure that the chicken is not suspended on the shackle line for more

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	Prime Certification & Inspection LLC			
Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-03	Issue : 04	Revision : 00	Date: 01/04/2022	Page 27 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

than one minute, and turkeys not more than two minutes prior to slaughter.

If the shackle line is delayed, the organisation should ensure that the birds between the shackling and slaughter point are slaughtered immediately and manually.

The organisation shall ensure that shackle line speeds are at a pace suitable for staff to carefully and steadily hang birds onto the shackles with proper regard for the welfare of birds.

The organisation shall ensure there is sufficient waiting time between the time received and when the birds are hung. This is to ensure the live birds are allowed time to settle and not put under stress prior to the slaughtering process.

The organisation shall ensure every practical effort is made to ensure that the live birds are unstressed before being taken for slaughter. All handling and restraining must be done with minimum amount of force at all stages. The objective must be to avoid causing unnecessary harm, pain and stress to the live birds.

Electrical stunning of live birds (Optional)

As per UAE.S 993:2015 (Animal Slaughtering Requirements According to Islamic Law) Clause 4.5.1.1 there shall be no use of electric shock, all forms of shock and unconsciousness when slaughtering birds.

However the stunning is optional depending on where the organisation is and the regulations that it follows in the country that it is in. Should the organisation perform stunning, it then shall adhere to the requirements of respective country guideline or standard.

The organisation shall ensure that the distance between point of shackling and point of bleeding should allow birds to calm down while hanging upside down. The allowed time should be at least 12 seconds.

The organisation shall ensure that the stunning process does not kill or cause permanent physical injury to the animal. The use of stunning equipment shall be under the supervision of a

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Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-03	Issue : 04	Revision : 00	Date: 01/04/2022	Page 28 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

trained Muslim Officer and periodically monitored by a competent Islamic Authority or accredited Halal Certification Body.

Electrical stunning can be induced using a water bath. Individual birds are conveyed into a water bath where their heads are temporarily submerged, completing an electrical circuit and causing stunning.

NOTE The height of the water bath stunner should be adjusted according to the size of birds to ensure even the small birds are immersed in the water bath up to the base of the wings. The stunning equipment should be maintained to ensure proper functioning for humane processing. The organisation should ensure that trained personnel check that all birds are alive, unconscious and insensible when they emerge from the stunner. Trained personnel should always do a trial run prior to slaughter, to assess and determine the proper voltage, temperature and effect on the first 10 birds and to be sure that these birds are still alive and conscious after a few minutes of stunning.

NOTE Electrical stunning is only acceptable if the electrodes are properly positioned and the equipment is maintained at a high standard. Otherwise birds will suffer pre-stun shocks, poor stunning, paralysis and remain conscious at the time of neck cutting.

TYPE OF STOCK	CURRENT (A)	DURATION (seconds)
Small Sheep	0.50-0.90	2.00-3.00
Goats	0.70-1.00	2.00-3.00
Large Sheep	0.70-1.20	2.00-3.00
Male Calves	0.50-1.50	3.00
Castrated calves	1.50-2.50	2.00-3.00
Cows	2.00-3.00	2.500-3.500
Bulls	2.50-3.50	3.00-4.00
Buffalos	2.50-3.50	3.00-4.00
Chicken (high frequency)	0.20	4 – 6

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Prime Certification & Inspection LLC

Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-03	Issue : 04	Revision : 00	Date: 01/04/2022	Page 29 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

Chicken: hand held individual stunning apparatus	0.24	3
Turkeys: hand held individual stunning apparatus	0.40	3
Note: current and time shall be set by the establishment as per the type, weight and condition of animal.		

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Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 10/1/2017	Page 30 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

Guideline Parameters for Electrical Stunning on Birds

If stunning is not practiced prior to slaughter, the organisation should ensure that the birds are sufficiently restrained and put at ease prior to the slaughter.

NOTE Lights can be dimmed to imitate a dark room to ensure that the birds are calm and at ease prior to the slaughter.

Slaughter process (poultry)

Slaughtering requirements

The organisation shall ensure that the slaughter (*dabh*) process involves cutting the throat – trachea (*halqum*), oesophagus (*mari'*) and both the carotid arteries and jugular veins (*wadajain*) to hasten the bleeding and death of the animal.

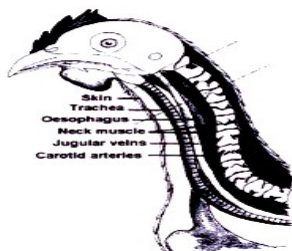
NOTE The difference of slaughter structure between the Schools of Thought

(*Madzhab*) Hanafi: All 4 channels should be cut

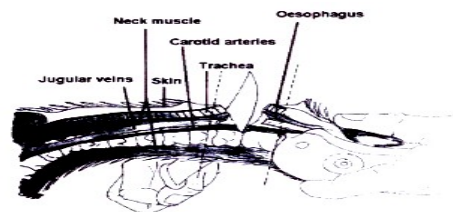
Maliki: Channels shall be cut; trachea and the 2 jugular veins

Shafie: Channels shall be cut; trachea, oesophagus. But it is *Sunnah* or recommended to cut the arteries and jugular veins.

Hanbali: Same as Shafie's




Slaughtering part for chicken



Method of slaughtering chicken

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Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 10/1/2017	Page 31 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

The organisation shall ensure that the act of slaughter is done with a simple swipe across the neck without damage to the spinal cord. The sawing action of the slaughtering is permitted as long as the slaughtering knife or blade is not lifted off the animal during the slaughtering.

The organisation shall ensure that the neck of the animal is not cut or broken or any other similar action until the bleeding has stopped.

The organisation shall ensure that the animal is alive or deemed to be alive (*hayat al-mustaqirrah*) at the time of slaughter.

The organisation shall ensure that the act of slaughtering is done with intention (*niyyah*).

The organisation shall ensure that the *tasmiyah* and *takbir* recitals are said at the moment of each slaughter. Use of recordings of recitals to substitute for the devotion of an observant Muslim is strictly prohibited.


NOTE The phrase may vary between the *Madzhabs*. Some may recite *Bismillahi Allahu Akhbar* (In the name of Allah, Allah is the greatest).

The organisation shall ensure that the animal is not cut or processed until the slaughter has been performed.

Slaughter man

The organisation shall ensure that the slaughter man performing the slaughter is Muslim. In the commercial production of Halal poultry, the organization shall employ only Muslim slaughter men.

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Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 10/1/2017	Page 32 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

The organisation shall ensure that the slaughter man is a practicing Muslim of sound and stable mind with knowledge and understanding of his responsibilities relating to Halal slaughter.

The organisation shall ensure that the slaughter man has undergone special training, not only on the Halal requirements, but also in the methods and procedures required to cause minimal pain or suffering to the animals. The organisation shall ensure that all slaughter men are certified by an accredited Halal Certification Body or other relevant authorities.

The organisation has three options in hiring the slaughter man.


- a) The slaughter man and supervisory personnel are employed by the accredited Halal Certification Body and attached to the organisation on a contract basis.
- b) The slaughter man is employed by the organisation and the accredited Halal Certification Body provides the supervisory personnel to oversee the slaughtering process.
- c) Both the slaughter man and supervisory personnel are employed by the organisation. A Halal Compliance Officer recognised by the Halal Certification Body is required to be employed by the accredited Halal certification body and attached to the organisation on contract basis.

Slaughter equipments and tools

The organisation shall ensure that the knife used in the slaughtering process is razor sharp; the blade must be a single blade, straight and smooth and free from serration, pits, notches or damage. The length of the blade must be at least four (4) times the width of the neck of the birds to be slaughtered. The blade must not flex noticeably when in use.

The organisation shall ensure that bones, nails and teeth are not be used as slaughtering tools.

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Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 10/1/2017	Page 33 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

The organisation shall ensure that the slaughtering lines, tools and utensils are dedicated for Halal slaughter only. The organisation shall not at any time hold live or slaughter any birds which are considered non-Halal / *najs*.

The organisation shall ensure that the slaughter man prepares a minimum of three (3) knives per slaughter batch. This is to ensure the knives remain sharp and still conform to the above rules. If damaged during the slaughter process, the knife must be replaced and if the knife is no longer razor sharp, then it must be sharpened.

NOTE The knife must not be sharpened in sight of birds awaiting slaughter. It might create unnecessary stress to the birds.

The organisation shall ensure that knives are kept clean and sanitised after slaughter of every batch.

Mechanical slaughter (Optional)

Mechanical slaughter is optional depending on where the organisation is and the regulations that it follows in the country that it is in. Should the organisation perform mechanical slaughter, it shall then adhere to the requirements of this standard.

Another method of slaughtering allowed is the mechanical slaughtering that must be operated under careful conditions.


The organisation using this automatic system shall ensure the mechanical knives are adjusted so as to cut only the four jugular veins without the whole neck and this shall be from the front side and not from one of the neck side.

The organisation shall ensure the operator of the mechanical knife is a practising Muslim.

The organisation shall ensure that the mechanical machine operator recite the *tasmiyah* and *takbir* prior to switching on the knife machine and shall not leave the slaughter area.

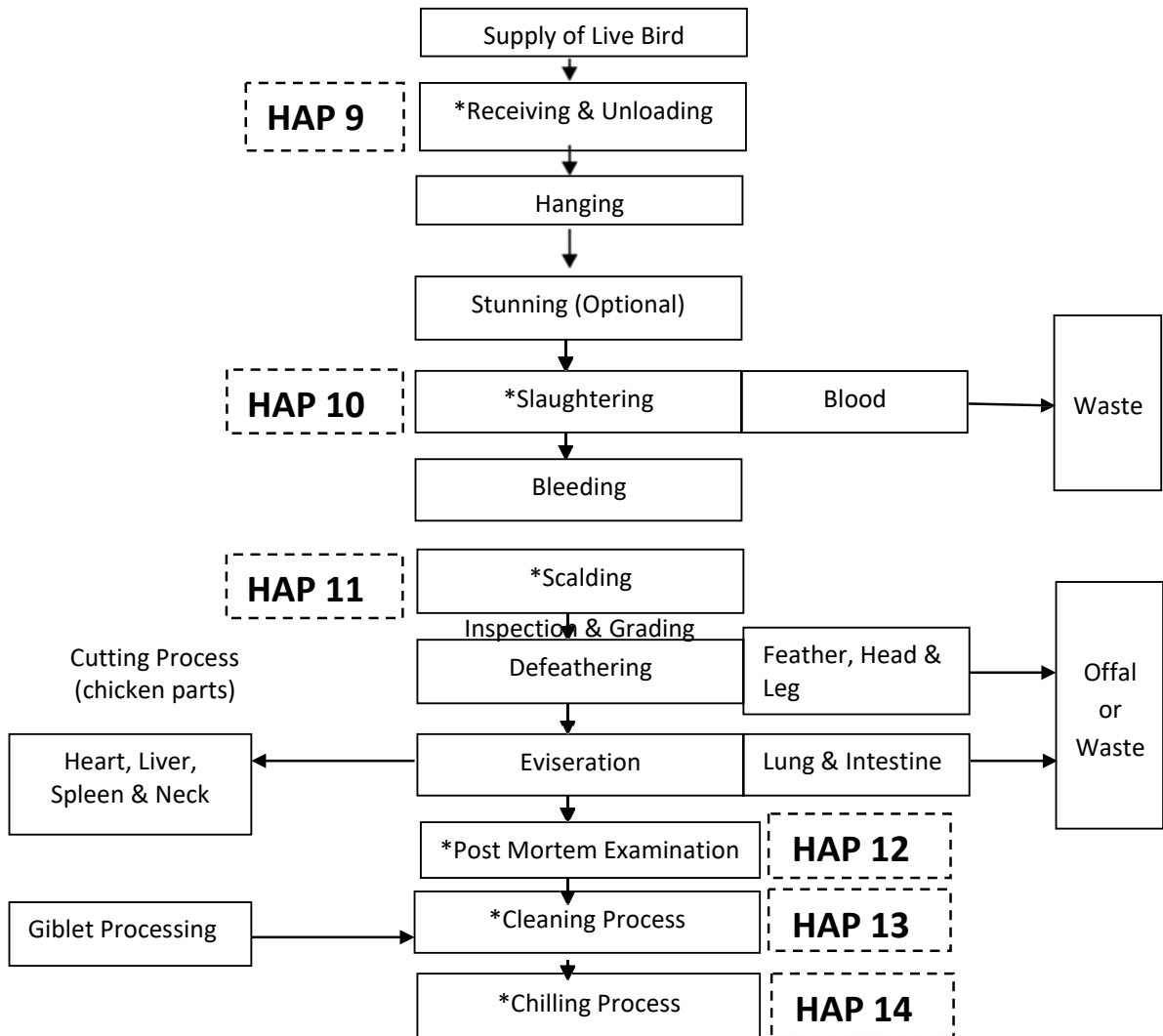
The organisation shall ensure that in the event when the slaughter machine operator leaves the

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Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 10/1/2017	Page 34 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

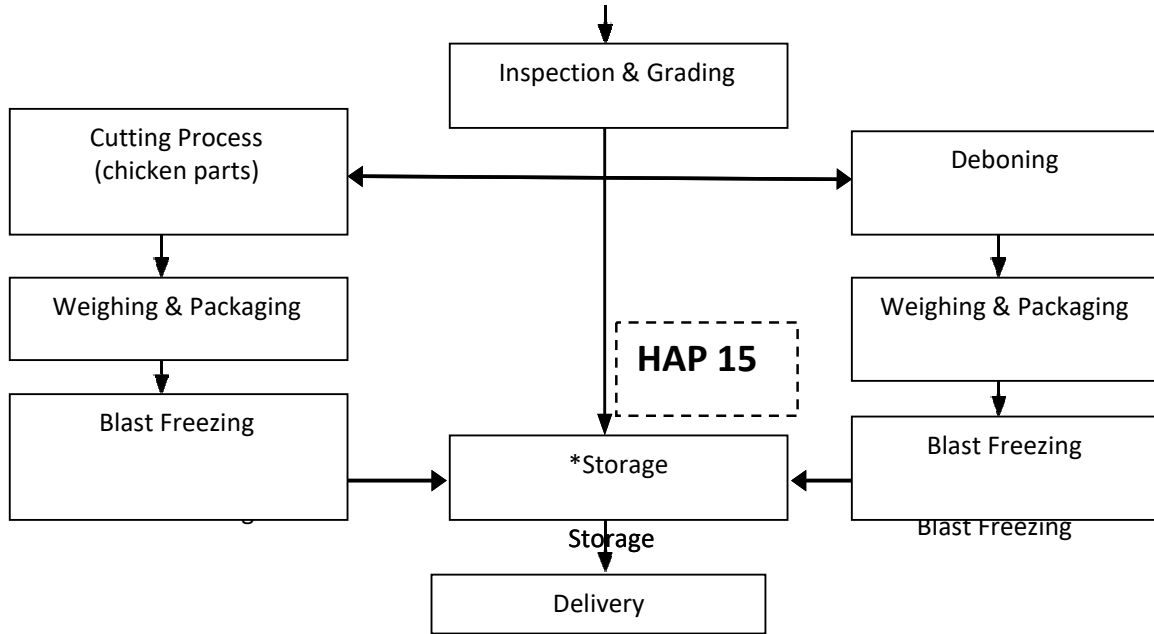
slaughter area, he will stop the machine line and switch off the mechanical knife. For the knives used for the mechanical slaughter machine

The organisation shall station competent personnel after the mechanical slaughter equipment to conduct checking on the slaughtered chicken. In the event where birds have missed the mechanical knife and, then the slaughter man shall slaughter the birds manually.



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Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 10/1/2017	Page 35 of 61
Prepared by	Technical Manager (TM)		Approved by	Certification Manager (CM)



Poultry Processing Process Flow

Deboning

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Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 10/1/2017	Page 36 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

4.5.5.1 The organisation shall ensure to follow Halal Critical Control Points (HAPs) listed below:

Abattoir / Processing Plant	
HAP 9	Receiving and Unloading
HAP 10	Slaughtering Process/Slaughter Man
HAP 11	Scalding
HAP 12	Post Mortem Examination
HAP 13	Cleaning Process
HAP 14	Chilling Process
HAP 15	Storage

Post-slaughter (poultry)


Inspection

The organisation shall station a trained Muslim inspector posted immediately after the slaughter process to check on the Halal status of the slaughtered birds. If any of the birds are found not properly slaughtered according to the *Shariah*, the birds shall be removed from the conveyor line and segregated from the Halal birds placed in a designated area where quantity and weight recorded.

NOTE These non-proper slaughtered birds (carrion) must be packaged and properly sealed with label. Proper documented and identifiable standards and procedures must be established by the organisation to ensure no mixing between Halal and non-Halal birds.

The inspector is responsible to ensure that all the flowing blood has been drained from the chicken. No dorsal cut is allowed as this method would slice or sever the spinal cord and the bird is rendered incapacitated to convulse and drain the flowing blood out of the carcass.

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Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 10/1/2017	Page 37 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

For the mechanical slaughtering process, the inspector should check that each bird is properly slaughtered.

Processing

The organisation shall ensure that the processing at post-slaughter includes bleeding, scalding, de-feathering, washing, eviscerating and chilling (air or water spin).

The organisation shall ensure that the bleeding process allows blood to be drained out of the bird after the slaughter process. The blood of the animal must be thoroughly drained immediately upon slaughter.

Only after the bird is dead, it is immersed in scalding water. The organisation shall ensure that all scald water and tanks are emptied and cleaned at the end of each day's operations.


NOTE Adapted from New Zealand Food Safety Authority's Code of Practice – Processing of Poultry

The organisation shall ensure that the water used during the bird de-feathering process is at the lowest practical temperature in vogue. The de-feathering process should be done thoroughly to ensure cleanliness of the bird carcass from all feathers that will then undergo the washing process.

After washing, the organisation shall ensure that the birds undergo the evisceration process that removes the internal offal and allow post mortem inspection, which shall be done by a qualified Veterinary Officer from the authorities.

The organisation shall ensure that the birds are then inspected, recorded, accepted or rejected accordingly. Rejected birds should be segregated and placed at different area. Rejection could be due to physical marking such as bruises, marking, cuts, fracture and other deformity and also

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Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 10/1/2017	Page 38 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

diseases, condition or physical signs relating to diseases which should be discarded and destroyed.

The organisation shall ensure that the processing steps are under total hygienic conditions, executed by professionals and with maximum tidiness at all stages.

Storage for the processed bird or parts

The organisation shall ensure that storage of processed bird or parts are kept clean and pest free. A cleaning and pest control schedule shall be established and monitored.


The organisation shall ensure that no processed bird or parts are placed on the ground. Pallets and containers shall be used to ensure no contamination occurs. All items in the storage area shall be marked appropriately.

The organisation shall ensure that processed bird or parts are kept at the recommended temperatures, which shall not promote growth of harmful bacteria. The recommended temperature for the chillers should not exceed 42 degrees Fahrenheit or 8 degrees Celsius.

The organisation shall ensure that all processed bird or parts are rotated on the first in first out basis (FIFO system). Proper date of slaughter and other pertinent information is essential to be placed on the packaging.

The organisation shall ensure that temperature-monitoring equipment shall be installed for all chilled and frozen storage and shall be calibrated regularly. Monitoring of the temperatures is essential to preserve the freshness, safety and quality of birds.

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Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 10/1/2017	Page 39 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

10. REQUIREMENTS FOR ANIMAL SLAUGHTER AND PROCESSING

Premise (animals)

The organisation shall adhere to implementing a Halal Assurance System in the supply chain. This system shall apply for farm, logistics (live animal), the pre-slaughter, slaughter and post-slaughter processes (meat products) and distribution network of the organisation.

The organisation shall ensure that there is segregation between Halal and non-Halal processes. In the event where the premise shares time between Halal and non-Halal slaughtering process, the organisation shall ensure that there is proper physical segregation of Halal slaughtered cattle and sheep/goat throughout the Halal Animal Slaughtering Supply Chain.

The organisation shall not slaughter or process any animals that are deemed non Halal / *najs* for Muslim's consumption. The organisation should ensure that the animal cannot come into contact with any non-Halal animal before, during or after slaughter.


The organisation shall operate under Good Manufacturing Practices (GMP), Hazard Analysis Critical Control Point (HACCP), International Standards Organisation (ISO) or similar standards operating procedures (SOP) program for purposes of Halal integrity, quality control and traceability.

Farm (animals)

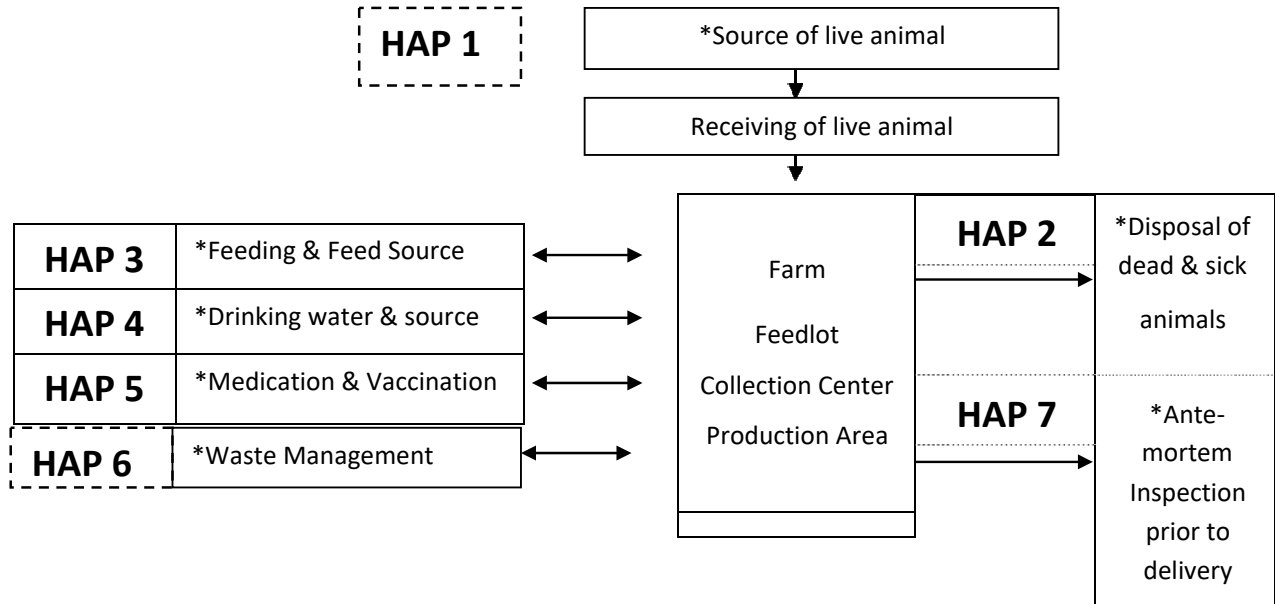
The organisation shall have adequate information about the farm or production area as it will provide a record about the source of live animals for slaughter.

The organisation shall record the farm process flow which includes (a) production capacity, (b) farm current disease status, (c) feeding regime that includes type of feed provided, feed source and amount given to the batch, (d) usage of medication and supplement for the batch, (e) source of livestock, (f) understanding the Halal critical control point (HCCP) in livestock production and other practices or program in the farm.

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Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 10/1/2017	Page 40 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

The organisation should understand the Halal animal’s process flow and identify the Halal critical control point (HCCP) at the different stages of slaughtering and processing.



Meat Production Process Flow (farm level)

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Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 10/1/2017	Page 41 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

The organisation shall follow the Halal Critical Control Points (HAP) listed

below: Production (Farm Level)

- HAP 1 Source of live animal
- HAP 2 Disposal of Dead and Sick
- Animal HAP 3 Feeding and
FeedSource
- HAP 4 Drinking Water and Water
Source HAP 5 Medication and Vaccination
- Regime HAP 6 Waste Management
System
- HAP 7 Ante-Mortem Inspection

Logistics (animals)


The organisation shall follow the “code of practice” for transporting live animals by road which emphasises the responsibility of the owner of the animal, the driver and attendant.

The code encourages the efficient considerate treatment of animal so that transport stress and injury are minimised at all stages of the transport operation.

The organisation shall obtain the relevant health certificates to ensure the animals are fit to be transported. This will ensure that approvals and documentation are completed before commencement of the journey.

Animals transported by road are subjected to a number of stresses which may have a cumulative effect on the quality of the final products. Stressful influence include (a) yarding and handling, (b) deprivation of food and water, (c) changes in climatic conditions, (d) overcrowding or isolation, (e) unfamiliar surroundings, noises and sensation, (f) physiological responses associated with pregnancy and (f) insufficient care during road transport.

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Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 10/1/2017	Page 42 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

Due care in transportation should cover loading, waiting period for loading, transit, rest period and unloading at the point of destination. The organisation should ensure that the transporter follow the recommended loading density during transport for the animals.

Pre slaughter process (animals)

Receiving of live animals

The organisation shall have adequate space for inspection during the receiving of all animals from farm. All animals received shall be inspected by a Veterinary Officer to ensure there are no animals dead or injured on arrival. All dead or injured animals shall be segregated in a designated area and recorded by quantity and weight.

The organisation shall ensure that animals that are injured and/or are unable to walk upon arrival are killed humanely as soon as possible.

The organisation shall record all live animals received in quantity and weight. Time of arrival, source of live animals (supplier = farm name) and personnel assigned to do the receiving are also recorded.


The organisation shall ensure that all live animals are unloaded from the transportation and placed at a designated area before the slaughtering process.

The organisation shall have adequate space for the animals to walk and to find shelter from the weather and elements.

The organisation shall ensure that the receiving area for the live animals are clean prior to their arrival.

The organisation should ensure that all live animals are labelled by batch number upon completion of the inspection. Chalk marking can be used to label the animals.

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Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 10/1/2017	Page 43 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

Unloading of Animals

When unloading animals at the slaughterhouse, the organisation shall ensure that the ramps for unloading animals do not exceed 25 degrees. Ideally, even platform for unloading animals are used.

The organisation shall ensure that all ramps have anti slippery floors and are equipped with protective side walls preventing animals from falling.

The organisation shall ensure that animals are not forced to jump out of the lorry during unloading. Animals shall be unloaded quietly calmly and at their own pace without the use of force.


Holding pens

The organisation shall arrange holding pens where the cattle, sheep or goats are herded into prior to the slaughter. The pen raceways and handling facilities should be designed to be suitable for the sex, weight and temperament of the animals being housed.

The organisation shall ensure that drinking water is made available for the live animals during the entire stay in the holding pens. Food is provided if it is clear that animals will be slaughtered more than 12 hours after the arrival to the slaughterhouse.

The organisation shall ensure that all animals should be provided with enough space to stand or lie down together and rest at any one time when in a holding area.

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Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 10/1/2017	Page 44 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

The organisation should ensure that holding pens and raceways provide consistent visual environment. Every attempt should be made to prevent contrast or shadows as they may hinder the movement of animals.

The organisation shall ensure that holding pens and raceways floors are constructed of material which minimises risk of slipping and are maintained in good condition.

The organisation shall ensure that aggressive animals are separated from each other in the lairage.

The organisation shall ensure that animals from different groups are not mixed in one holding pen.


The organisation shall ensure the waiting time between time received and time to slaughter should equal the amount of time required to transport the animals, but not to exceed **24 hours** in the event that the animals are held over until the next day's production. This is to ensure the live animals not put under stress prior to the slaughtering process.

NOTE As a general rule, the animals should not be transported for much more than 8 hours so they should have at least 8 hours to readjust. Cattle, sheep or goats are herding animals so they have no problem being grouped together but shouldn't be contained for much more than 24 hours in the holding areas.

The organisation should ensure that all live animals are allowed time to settle before going through the next process.

The organisation shall ensure every practical effort made that the live cattle, sheep or goats are unstressed before being taken for slaughter. All handling and restraining must be done with minimum amount of force at all stages. The objective must be to avoid causing unnecessary harm, pain and stress to the live animals.

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Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 10/1/2017	Page 45 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

The organisation shall conduct pre-slaughter inspection. This procedure qualifies the animals for slaughter and Muslim consumption, through the qualification of the animal's general health and well being by identifying abscesses, deformities, physical defects, disabilities, injuries and the animal's ability to walk and eat without human assistance or intervention.

The organisation should ensure that the holding pens are structurally designed to avoid holding animals being able to observe the slaughtering process of other animals.


Pre-slaughter handling

The organisation should ensure that when animals have little or no room to move, they are not subjected to physical force or goads and other aids which compel movement. Electric goads and prods should only be used in extreme cases and not on a routine basis to move animals. The use and the power output should be restricted to that necessary to assist movement of an animal and only when an animal has a clear path ahead to move. Goads and other aids should not be used repeatedly if the animal fails to respond or move. In such cases it should be investigated whether some physical or other impediment is preventing the animal from moving.

The organisation shall ensure that the use of such devices are limited to battery- powered goads on the hindquarters of large ruminants, and never on sensitive areas such as the eyes, ears, anogenital region or belly. Such instruments should not be used on horses, sheep and goats of any age, or on calves.

The organisation should ensure that painful procedures (including whipping, tail twisting, use of nose twitches, pressure on eyes, ears or external genitalia), or the use of goads or other aids which cause pain and suffering (including large sticks, sticks with sharp ends, lengths of metal piping, fencing wire or heavy leather belts), are not used to move animals.

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Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 10/1/2017	Page 46 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

Useful and permitted goads include panels, flags, plastic paddles, flappers (a length of cane with a short strap of leather or canvas attached), plastic bags and metallic rattles. The organisation shall ensure that they are used in a manner sufficient to encourage and direct movement of the animals without causing undue stress.

The organisation shall ensure that animals are grasped or lifted in a manner which avoids pain or suffering and physical damage (e.g. bruising, fractures, dislocations). In the case of quadrupeds, manual lifting by a person should only be used on young animals or small species, and in a manner appropriate to the species; grasping or lifting such animals only by their wool, hair, feathers, feet, neck, ears, tails, head, horns, limbs causing pain or suffering should not be permitted, except in an emergency where animal welfare or human safety may otherwise be compromised.

Restraint of animals prior slaughter


The organisation shall ensure that all animals are restrained prior to slaughter.

Animals may be restrained by;

- a) restrainer conveyor
- b) restraining pen
- c) casting pen

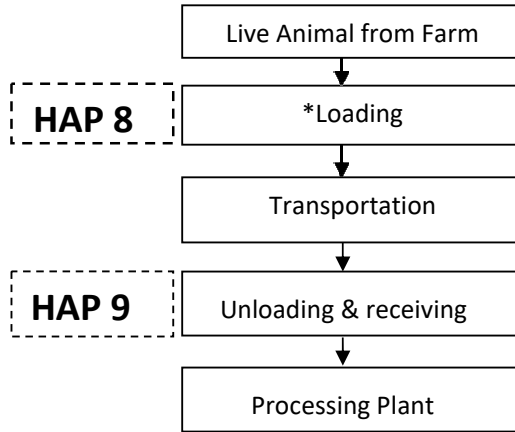
In any of these restraint methods, the animal should have its neck clearly exposed and head firmly fixed.

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Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 10/1/2017	Page 47 of 61
Prepared by	Technical Manager (TM)		Approved by	Certification Manager (CM)


Methods of restraint causing avoidable suffering, such as the following, must not be used on conscious animals;

- a) suspending or hoisting animals by the feet or legs
- b) inappropriate use of stunning equipment
- c) mechanical clamping of an animal’s legs or as the sole method of restraint
- d) cutting tendons and spinal cord or blinding animals in order to immobilise them.



Transportation of Live Animal to Abattoir

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Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 10/1/2017	Page 48 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

The organisation shall follow the Halal Critical control Points (HAP) listed below: Logistics

HAP 8 Loading of Animal

HAP 9 Unloading and Receiving at Abattoir

Stunning (Optional)

Stunning is optional depending on where the organisation is and the regulations that it follows in the country that it is in. Should the organisation perform stunning, it shall then adhere to the requirements of this standard.

The organisation shall ensure that the stunning process does not kill or cause permanent/irreversible physical injury to the animal. The use of stunning equipment shall be under the supervision of a trained Muslim Officer and periodically monitored by a competent Islamic Authority or accredited Halal Certification Body.


The stunning process shall take place prior to slaughter.

The organisation shall ensure that the types of stunning allowed to be used are electrical or percussive stunning.

NOTE Electrical stunning is the passage of a low voltage electrical current through the brain to cause unconsciousness, while percussive stunning is a device which hits the animal on the head, with or without penetration.

NOTE Electrical stunning is only acceptable if electrodes are properly positioned and equipment is maintained to a high standard.

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Title		Halal Certification Scheme – Slaughtering & Processing		
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 10/1/2017	Page 49 of 61
Prepared by	Technical Manager (TM)		Approved by	Certification Manager (CM)


TYPE OF STOCK	CURREN T (A)	DURATION (seconds)
Lamb	0.60	1.00 – 3.00
Goat	0.60	1.00 – 3.00
Sheep	0.60 – 1.00	1.00 – 3.00
Calf	0.50 – 1.25	1.00 -3.00
Steer	1.25 – 1.50	1.00 – 3.00
Cow	1.25 – 1.50	1.00 – 3.00
Bull	1.50 - 2.00	1.00 – 3.00
Buffalo	2.50 – 3.50	1.00 – 3.00

Guideline Parameters for Electrical Stunning on Live Bovine and Ovine

NOTE According to science, it is electric current (measured in Amperes) that stuns Voltage is just moving force – analogue of pressure that pushes flow of electrically active particles through the brain of an animal and overcoming resistance. It is explained by Ohm’s Law (current measured in Amps) = V / R

Percussive stunning is a process where a captive bolt pistol is applied to the front of the cattle, sheep or goats head (a pneumatic or cartridge-fired captive bolt). The stunner must be equipped with a mushroom head or tip so that it does not crack or penetrate the skull. The organisation shall ensure that the operation, control and monitoring of the stun is performed by a trained individual. The use of the stunning process shall be monitored by a trained Muslim Officer and periodically monitored by a competent Islamic Authority or accredited Halal Certification Body.

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Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 10/1/2017	Page 50 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

Gas stunning is prohibited under strict application of the Halal code.

Slaughter process (animals)

The slaughter of animals is based on the four schools of thought.

Slaughtering requirements

The organisation shall ensure that live and conscious animals are not shackled and hoisted by legs and feet prior to slaughter.

The organisation shall ensure that the slaughter (*dhabh*) process involves cutting the throat – trachea (*halqum*), oesophagus (*mari'*) and both the carotid arteries and jugular veins (*wadajain*) to hasten the bleeding and death of the animal. The cut shall be performed perpendicular or across the neck (oesophagus, trachea and jugulars) and not along the neck.

NOTE The difference of slaughter requirements between the Schools of Thought


(*Madhzab*) Hanafi: All 4 channels shall be cut

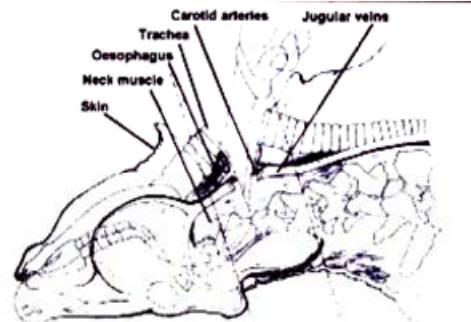
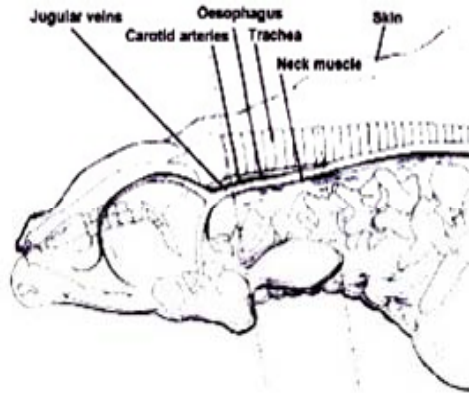
Maliki: Channels shall be cut; trachea and the 2 jugular veins

Shafie: Channels shall be cut; trachea, oesophagus. But it is Sunnah or recommended to cut the arteries and jugular veins.

Hanbali: Same as Shafie's

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Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 10/1/2017	Page 51 of 61
Prepared by	Technical Manager (TM)		Approved by	Certification Manager (CM)



Slaughtering part for cattle

Method of slaughtering cattle

The organisation shall ensure that the act of slaughter is done with a simple swipe across the neck without damage to the spinal cord. The repetitive sawing action of the slaughtering knife is not permitted. The bleeding can be done in reciprocal movement (movement forward and back) as long as the slaughtering knife or blade is not lifted off the animal during the slaughtering.


The organisation shall ensure that the neck of the animal is not cut or broken or any other similar action until the bleeding has stopped.

The organisation shall ensure that the animal is alive or deemed to be alive (*hayat al-mustaqirrah*) at the time of slaughter.

The organisation shall ensure that the act of slaughtering is done with intention (*niyyah*).

The organisation shall ensure that the *tasmiyah* and *takbir* recitals are said at the moment of each slaughter. Use of recordings of recitals to substitute for the devotion of an observant Muslim is strictly prohibited.

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Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 10/1/2017	Page 52 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

NOTE The phrase may vary between the *Madzhabs*. Some may recite *Bismillahi Allahu Akhbar* (In the name of Allah, Allah is the greatest).

The organisation shall ensure that the animal is not cut or processed until the slaughter has been performed and the animal is dead.

The preferred method for Halal animals slaughter is to perform it in a kill box with a head restraint. This method has proven to be less stressful for the animals and provide a higher Halal slaughter yield.

The organisation shall ensure that the slaughter of the animal is conducted in such a way that one animal is not able to witness the slaughter of another animal.

Slaughtering man

The organisation shall ensure that the slaughter man performing the slaughter is Muslim. In the commercial production of Halal meat, the organisation should do its best to employ a Muslim slaughter man.


The organisation shall ensure that the slaughter man is a practicing Muslim of sound and stable mind with knowledge and understanding of his responsibilities relating to Halal slaughter.

The organisation shall ensure that the slaughter man has undergone special training, not only on the Halal requirements, but also in the methods and procedures required to cause minimal pain or suffering to the animals. It is preferred; that the organisation ensures all its slaughter men are certified by an accredited Halal Certification Body or other relevant authorities.

Slaughter equipments and tools

The organisation shall ensure that the knife used in the slaughtering process is razor sharp; the blade must be a single blade, straight and smooth and free from serration, pits, notches or damage. The length of the blade must be at least twice (2) times the width of the neck of the animals to be slaughtered. The blade must not flex noticeably whence in use.

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Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 10/1/2017	Page 53 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	


The organisation shall ensure that bones, nails and teeth are not used as slaughtering tools. The organisation shall ensure the slaughtering lines; tools and utensils are dedicated for Halal slaughter only. The organisation shall not at any time hold live or slaughter any animals which are considered non-Halal / *najs*.

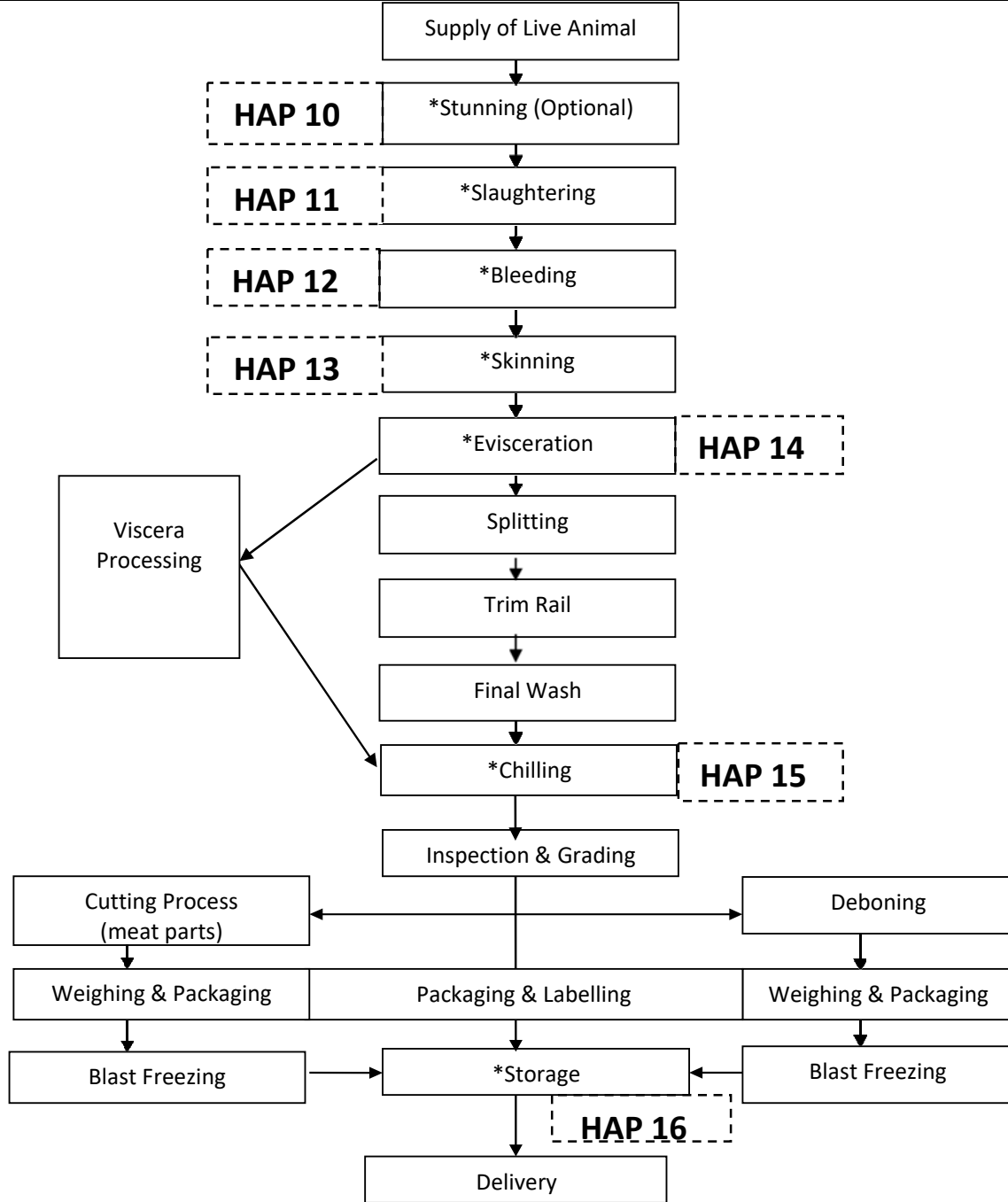
The organisation shall ensure that the slaughter man prepare a minimum of two (2) knives per slaughter batch. This is to ensure the knives remain sharp and still conforms to the above rules. If damaged during the slaughter process, the knife must be replaced and if the knife is no longer razor sharp, then it must be sharpened.

NOTE The knife must not be sharpened in sight of animals awaiting slaughter. It might create unnecessary stress to the animals.

The organisation shall ensure that knives are kept clean, sharpened and sanitised after slaughter of every animal.

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Title		Halal Certification Scheme – Slaughtering & Processing		
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 10/1/2017	Page 54 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	



Meat Processing Process Flow

* indicates Halal Assurance Point (HAP)

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Title	Halal Certification Scheme – Slaughtering & Processing			
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 10/1/2017	Page 55 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

The organisation should follow the Halal Critical Control Points (HCCP) listed below:

Processing Plant

- HAP 10 Stunning
- HAP 11 Slaughtering Process/Slaughter Man
- HAP 12 Bleeding Process
- HAP 13 Skinning
- HAP 14 Evisceration
- HAP 15 Chilling Process
- HAP 16 Storage

Post slaughter (animals)

Inspection


The organisation shall station a trained Muslim inspector posted right after the slaughter process to check on the Halal status of the slaughtered cattle, sheep or goats. If any of the animals are found not properly slaughtered according to the *Shariah*, the animal shall be removed from the slaughtering line and segregated from the Halal slaughtered animals placed in a designated area where quantity and weight recorded.

The inspector is responsible to ensure that all the flowing blood has been drained from the cattle, sheep or goats. No dorsal cut is allowed as this method would slice or sever the spinal cord and the animal is rendered incapacitated to convulse and drain the flowing blood out of the carcass.

The animal's status can be determined dead by identifying and observing the following;

- a) Fully dilated pupils,
- b) Absence of papillary and corneal reflexes,

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Title	Halal Certification Scheme – Food Processing, Preparation and Storage			
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 01/11/2016	Page 56 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

- c) Flaccid tongue, and
- d) Absence of blood flowing freely from the Halal cut.

Once the animal has been rendered dead, additional cutting or processing including the thoracic stick is allowed to take place. The time frame for this process is approximately 4 to 8 minutes but may vary based on size, type and age of the animals.

Processing

The processing at post-slaughter includes bleeding, head or shank removal, skinning, eviscerating, chilling and processing (deboning).

The bleeding process allows blood to be drained out of the animal after the slaughter process. The organisation shall ensure that the blood of the animal is thoroughly drained immediately upon slaughter.

Only after the animal is dead, the head is removed, as well as front and rear feet. Prior to hide removal, care is taken to cut around reproductive tract to prevent faecal contamination later in the process.


The organisation shall ensure that the hide, skin or plumage is removed by down pullers, side pullers and fisting off the pelt (applied to sheep and goats). Hides can also be removed by laying the carcass on a cradle and skinning with a knife.

The organisation shall ensure that the internal organs are removed and inspected for internal parasites and signs of disease. The viscera are separated for inspection from the heart and lungs, referred to as the “pluck”. Livers are separated for inspection, tongues are dropped or removed from the head and the head is sent down the line on the head hooks or head racks for inspection of the lymph nodes for signs of systemic disease.

The organisation shall ensure that the carcass is then inspected by a Government inspector for safety (This may vary according to Government regulations).

Carcasses are subjected to intervention to reduce levels of bacteria. Common interventions

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Title	Halal Certification Scheme – Food Processing, Preparation and Storage			
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 01/11/2016	Page 57 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

are steam, hot water and organic acids. Carcasses can be electrically stimulated to improve meat tenderness. The electrical stimulation typically applies to cattle and sheep only.

The organisation shall ensure that the carcass is then hung and chilled between 24 to 72 hours to prevent the growth of microorganisms and to reduce meat deterioration while the meat awaits distribution. The recommended temperature for the chillers should not exceed 42 degrees Fahrenheit or 8 degrees Celsius to prevent bacteria growth.

The organisation shall ensure that the chilled carcass is broken down into primal and subprimal cuts for boxed meat (tenderloin, rib eye, chucks ribs etc) unless the customer specifies for intact sides of meat. Beef carcasses are always split in half and then quartered while mutton and lamb is typically left whole.


The remaining carcass may be further processed to extract any residual traces of meat, usually termed mechanically recovered meat, which may be used for human or animal consumption.

Maybe NOTE: the usage of the remaining carcass ought to not be fed to animals intended for Halal production and Muslim consumption. – E.g. feeding beef to another cow may result in Mad Cow disease.

The organisation shall ensure that waste materials such as bone and tallow are sent to a rendering plant. Tallow can be used for the production of biodiesel or heating oil and other such products.

The organisation shall ensure that the wastewater, consisting of blood and faecal matter, generated by the slaughtering process is sent for wastewater treatment.

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Title	Halal Certification Scheme – Food Processing, Preparation and Storage			
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 01/11/2016	Page 58 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

The organisation shall ensure that processing steps are done under total hygienic conditions, executed by competent professionals and with maximum tidiness at all stages.

Storage for the processed meat/ parts

The organisation shall ensure that storage of processed meat or parts are kept clean and pest free. A cleaning and pest control schedule shall be established and monitored.

The organisation shall ensure that no processed meat or parts are placed on the ground. Pallets and containers shall be used to ensure no contamination occurs. All items in the storage area shall be marked appropriately.

The organisation shall ensure that processed meat or parts are kept at the recommended temperatures that shall not promote growth of harmful bacteria. (44.6 degrees Fahrenheit or 7 degrees Celsius is where bacteria such as E-coli or other bacteria can begin to grow)

The organisation shall ensure that all processed meat or parts are rotated on the first in first out basis (FIFO system). Proper date of slaughter and other pertinent information is essential to be placed on the packaging.


The organisation shall ensure that temperature-monitoring equipment shall be installed for all chilled and frozen storage and shall be calibrated regularly. Monitoring of the temperatures is essential to ensure the freshness and quality is preserved.

11. PERSONAL HYGIENE OF MANAGEMENT AND STAFF

The organisation shall ensure all staff in the abattoir, processing plant and management is medically examined prior to appointment. The organisation shall also ensure that all abattoir and processing plant personnel undergo a vaccination program as required by the local health authorities for those who are dealing with food items.

There shall be prescribed procedures for monitoring the health of all staff in the abattoir, processing plant and management during employment and for reporting specific and family diseases.

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Title	Halal Certification Scheme – Food Processing, Preparation and Storage			
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 01/11/2016	Page 59 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

The organisation shall inform in writing all staff in the abattoir and processing plant and management of their responsibilities for food hygiene, safety and Halal requirements and shall acknowledge in writing that they have read, understood and agreed to meet the required standards.

The organisation shall ensure all staff in the abattoir, processing plant and management are trained in their hygiene responsibilities, Halal requirements and in the standards they have to maintain and the details of this training shall be recorded and kept.

The organisation shall ensure all visitors to the abattoir, processing area (inclusive of management or maintenance staff) shall wear clean and protective clothing as specified in the organisation procedures.

The organisation shall implement a system to distinguish the segregation of the uniforms, and shoe attire used in the slaughtering and processing area.

The organisation shall ensure that staff hygiene policy, procedures, work instructions and Halal requirements are made available and communicated to all involved in the slaughtering and processing area.


12. TRACEABILITY

The organisation shall establish and apply a traceability system that enables the identification of slaughtered batches and their relation to batches of processing and delivery records.

The traceability system shall be able to identify incoming livestock from immediate suppliers (ranch, farm or feedlot).

Traceability records shall be maintained for a defined period for system assessment to enable the handling of potentially non-Halal / *najs* or unsafe products and in the event of any rejection. Records shall be in accordance with statutory and regulatory requirements and consumers requirements.

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Title	Halal Certification Scheme – Food Processing, Preparation and Storage			
Doc ref: PCI/HCS-01	Issue : 01	Revision : 00	Date: 01/11/2016	Page 60 of 61
Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

13. CLEANING

The organisation shall ensure that the spillage of *najs* is cleaned according to:

- a) Ritual cleansing standards for severe *najs*; and
- b) Existing hygiene standards for medium *najs*.

The ritual cleaning has to be done under direct supervision of an accredited Halal Certification Body, and must provide evidence that smell, residue and colour are eliminated.

The organisation shall establish a comprehensive and standard cleaning programme for its premise (receiving, slaughtering, processing, storage, and distribution areas). 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 is maintained.

The organisation shall engage food grade cleaning chemicals for cleaning usage. These cleaning chemicals shall be stored separately (preferably in a room with a lockable door) away from any food and properly labelled.

The organisation shall ensure that the disposal of contaminated prepared food that poses health hazards or religious concerns is in line with local disposal regulations and *Shariah* requirements.

14. PACKAGING AND LABELLING

The requirements for packaging and labelling are as follows;

- a) The organisation shall ensure that primary packaging materials shall not be made from any raw materials that are decreed as *najs* by *Shariah* and/or materials that are hazardous to human health.
- b) The organisation shall ensure that packaging must be cleaned before use and not contaminated with *najs*.
- c) The organisation shall ensure adequate information is available on the packaging. (For catering and retail services).

The minimum data requirements on the packaging are:

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Title

Halal Certification Scheme – Food Processing, Preparation and Storage

Doc ref: **PCI/HCS-01**

Issue : **01**

Revision : **00**

Date: **01/11/2016**

Page **61 of 61**

Prepared by

Technical Manager (TM)

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Certification Manager (CM)

- i) Date of slaughter
 - ii) Date of production
 - iii) Date of Expiry
 - iv) Halal marking (for items deemed as Halal).
 - v) Name and address of organisation
 - vi) Specific cuts (i.e. Rib Eye, Chucks, Strip Loin, etc that are only applicable for bovine and ovine)
 - vii) The yielded weight; number of boxes or combo's
 - viii) Name of the accredited Halal Certification Body
 - ix) Slaughter man name and signature
- d) The organisation shall ensure that in case of damage, contamination, spoilage, and leakage or tampering, the processed meat needs to be separated, clearly labelled or marked as Rejected or Condemned.
- e) Labelling material used in direct contact with the processed meat shall be non-hazardous and Halal.

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