



Prime Certification & Inspection LLC

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Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

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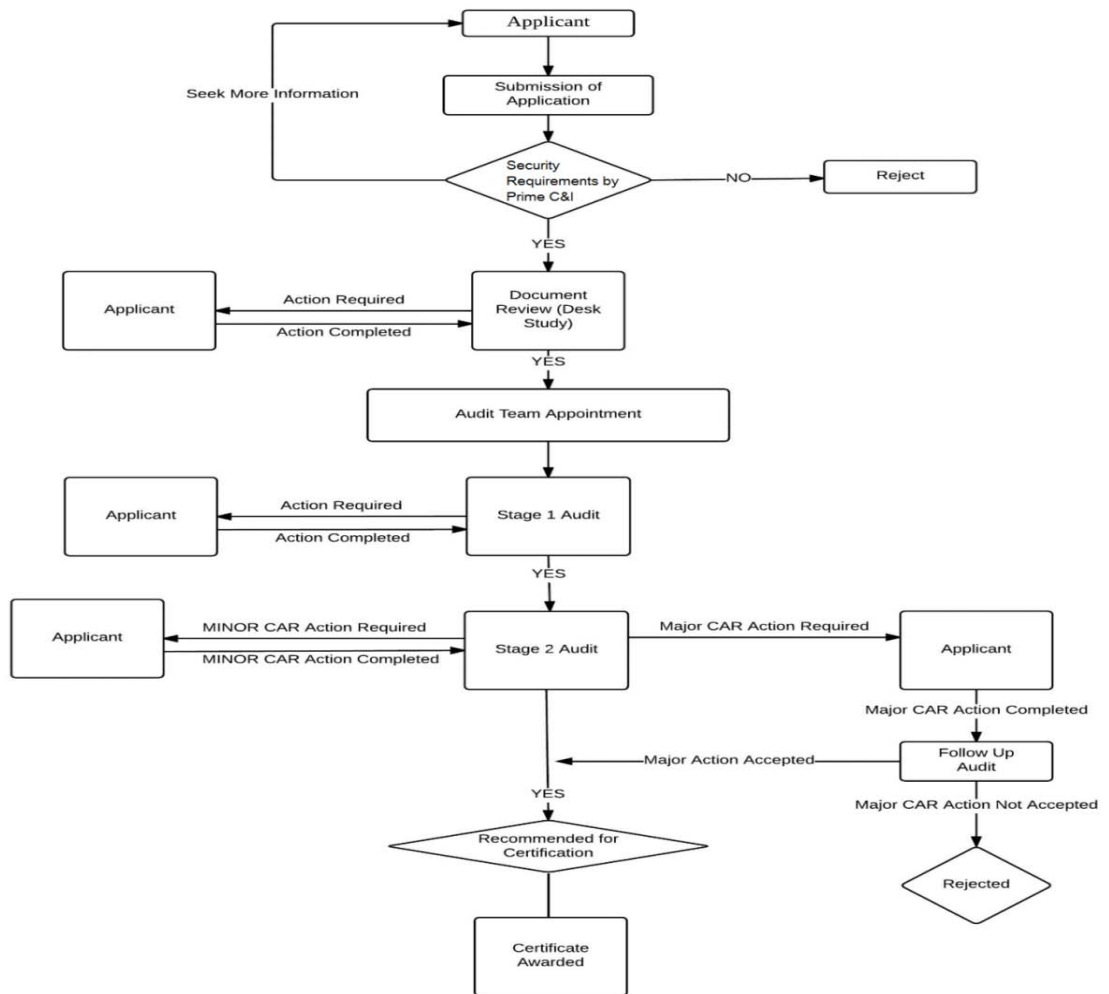
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HALAL APPLICATION PROCESS



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

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HALAL CERTIFICATION CONDITIONS

1. GENERAL INFORMATION

#

- 1.1 The conditions set out in this document shall hereinafter be referred to as the “Prime C&I Halal Certification Conditions”. All annexes to these Prime C&I Halal Certification conditions shall be deemed to be incorporated in and form an integral part hereof.
- 1.2 All companies / establishments applying for a Halal certification from Prime C&I, may, upon fully complying with the Prime C&I Halal Certification conditions, be issued a Prime C&I Halal certificate (“Halal Certificate”) and allowed the use of Prime C&I Halal certification mark (“Halal certification mark”) upon the terms and subject to the conditions provided therein.
- 1.3 All applications are subject to the prevailing Prime C&I Halal Certification Conditions.
- 1.4 The applicant is deemed to have agreed to divulge its company’s information to Prime C&I and adhere to the Prime C&I Halal Certification Conditions upon submitting an application to Prime C&I.
- 1.5 All applications shall be processed with strictest confidence.
- 1.6 The Halal Certification scheme shall be applicable to all types of Cosmetics and Personal Care Products manufacturing establishments
- 1.7 The Central Manufacturing/Processing Facility sub-scheme shall NOT be applicable to an establishment which delivers fully- and/or semi- processed products to retail outlets and/or service providers that are (i) not Halal-certified and managed by a different company (ii) not Halal-certified and managed by the same company (iii) Halal-certified but managed by a different company.
- 1.8 The scope of certification shall include (without limitation):
 1. Transportation, receiving, storage and handling of raw materials and processing aids;
 2. Areas of receiving, preparation, storage, transport, distribution and display;
 3. Collection, handling, washing and storage of equipment / utensils.

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2. APPLICATION REQUIREMENTS

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

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applications for all entity(ies) concurrently.

2.12 The applicant shall submit multiple applications under these circumstances:

1. Two or more facilities, 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. Halal Products at # 01-02 and Non-Halal Product at # 02-02 etc. are considered as two separate applications if they are separated by a physical wall);
2. Two or more sections located on the same floor, which are intended for Halal certification, are separated by other section(s) that will not be Halal-certified (e.g. Muslim section and Western section, located within the same facility, are considered as 2 separate applications if they are separated by a non-certified products section);
3. Two or more sections located on different floors, which are intended for Halal certification (e.g. Muslim Section on Level 1 and Western Section on Level 3 are considered as 2 separate applications);
4. There are multiple sections that prepare and supply products 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.

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3. GENERAL CERTIFICATION REQUIREMENTS

- 3.1 The applicant shall be licensed by Economic department, 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, raw materials, processing aids 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, raw materials, processing aids 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 packaging materials stored, used, sold and which is within the scope of certification shall be properly packed, sealed and labelled with the product description, product code (if any), manufacturer’s name and plant address for traceability and audit purposes.

Note: It is advisable that products, raw materials 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, raw materials, processing aids and/or packaging materials 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, preparation areas, storage rooms, equipment, utensils, washing facilities, etc. that are used in the handling of Halal products, raw materials, processing aids and packaging materials and have previously come into direct contact with pork, dog meat, alcohol 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, storage areas, equipment, utensils and washing facilities for the handling and processing of Halal products, raw materials, processing aids and packaging materials.
- 3.10 All Halal products, raw materials, chemicals, processing aids and packaging materials shall be physically segregated from those that are non-Halal or doubtful during transportation to the premises to which Halal certification relates.

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

1. Establish a Halal Team

- a. The Halal Team shall comprise the Halal Team Leader, the Muslim Representative and other members from multi-disciplinary background with relevant knowledge and expertise;
- b. Each Halal Team member shall be officially appointed and informed of his / her roles and responsibilities in the form of an Appointment Letter, which is signed by the Management and the Halal Team member as proofs of appointment and acceptance, respectively;
- c. The Halal Team Leader and Muslim Representative shall successfully complete a mandatory Halal training programme by approved training provider;
- d. The Terms of Reference of the Halal Team shall include developing a Halal Quality 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, and details of the raw materials, processing aids and packaging materials stored within the scope of certification such as the names of their manufacturers, suppliers and agencies that certify the products 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

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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 Halal authenticity of products.
- b. Allowable limits and prescribed practices shall be established for all HAPs.

6. Establish Monitoring System for each HAP

- a. The Halal Team shall establish monitoring systems for each HAP, including who should act, when, how and what corrective actions shall be taken should there be a deviation from the specified allowable limits and prescribed practices.
- b. The monitoring system shall be able to detect any sign of loss of control at the HAP. Some HAPs may be monitored by quantitative measurements. e.g. 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, whichever applicable

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2. Floor plan indicating the scope of certification
3. Tenancy agreement where applicable.

Products / Raw Materials / Processing Aids / Packaging Materials -

1. Updated Products, Raw Materials, Processing Aids and Packaging Materials within the scope of certification
2. Declared and approved valid Halal certificates, questionnaires, specifications and/or laboratory analysis report for all raw materials and processing aids
3. 3 – 6 months records of purchase invoices and/or delivery orders for all raw materials, processing aids and packaging materials. These shall be endorsed (with signature, name & date) by the Muslim Representative
4. 3 – 6 months 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. Halal Quality Plan
3. Records of compliance and any changes to Halal Quality Plan
4. Minutes of Halal Team meetings
5. Internal audit records

Others –

1. Incident reports including product recall/withdrawal and non-conforming products etc.
2. Any communications from Prime C&I
3. Halal periodic inspection reports, if any

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9. Verify the Halal System

Verification shall include checking records and operational compliance of the following

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

10. Review the Halal System

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

1. Control measures are ineffective;
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 Products 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.

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4. Specific Certification Requirements:

4.1 General requirements for cosmetics and personal care industry

4.1.1 Organization, Qualification and Responsibilities

4.1.1.1 The organization shall ensure they employ the adequate number of personnel having knowledge, experience, skill and capabilities relevant to their assigned function. They should be in good health and capable of handling the duties assigned to them.

4.1.1.2 The organizational structure of the company shall be such that the production and the quality sections are headed by different persons, neither of whom shall be responsible to the other.

4.1.1.3 The organization shall ensure that the head of production is adequately trained and experienced in cosmetic manufacturing. He should have authority and responsibilities to manage production activity covering operations, equipment, production personnel, production areas and records.

4.1.1.4 The organization shall ensure that the head of quality should be adequately trained and experienced in the field of quality system duties such as establishment, verification and implementation of all quality system procedures. He should have the authority to designate/assign, when appropriate, personnel to approve starting materials, intermediates, bulk and finished products that meet the specification or to reject those which do not conform to the relevant specification or which were not manufactured in accordance with approved procedures and under the defined conditions.

4.1.1.5 The organization shall ensure that the responsibilities and authority of key personnel are clearly defined.

4.1.1.6 The organization shall ensure that there is an adequate number of trained personnel appointed to execute direct supervision in each section of the production and quality control unit.

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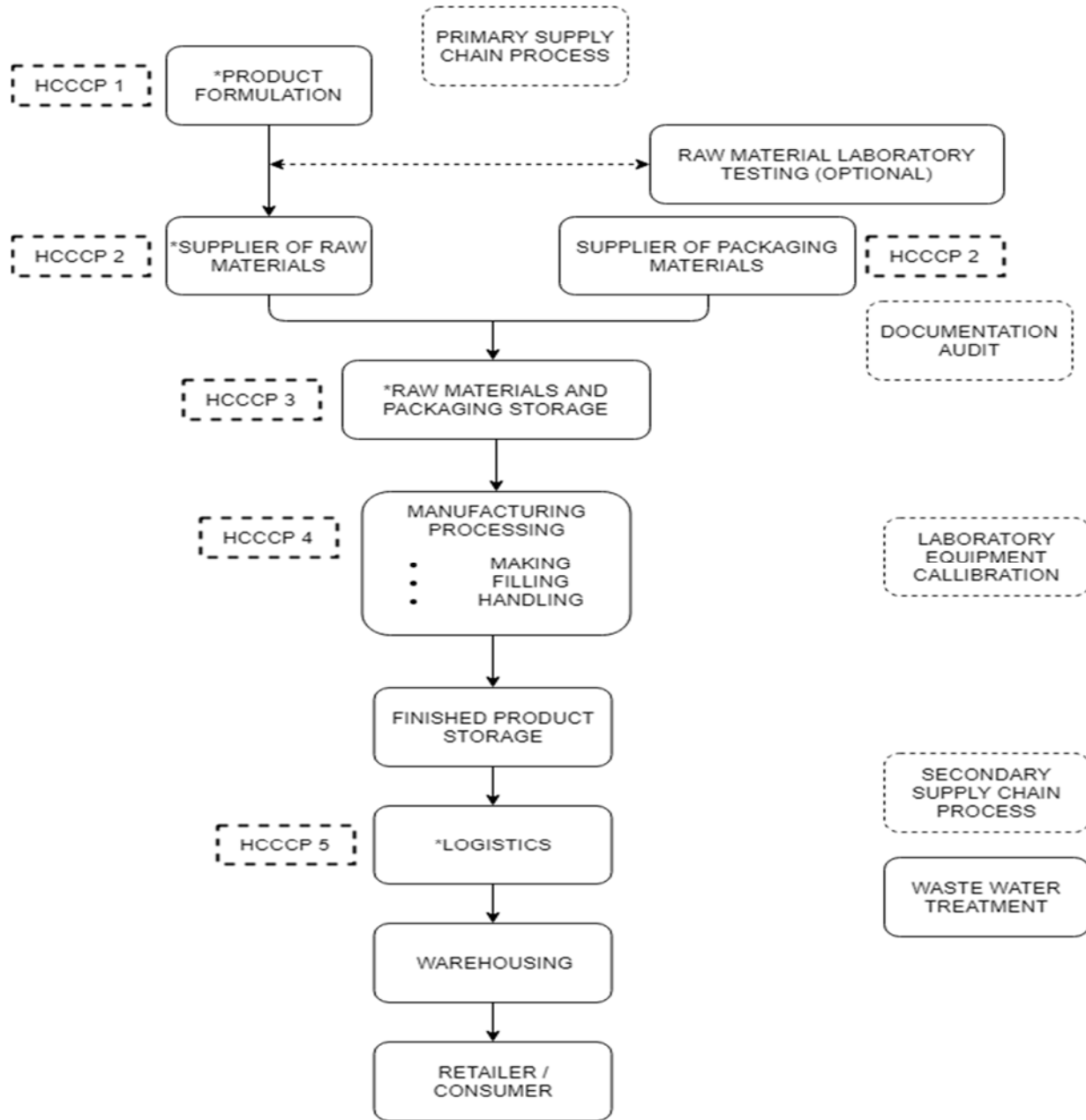


Figure 4.1: Generic cosmetics and personal care process flow

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NOTE 1 The process flow above may differ depending on the type of products the organization manufactures.

NOTE 2 * Indicates Halal Compliance Critical Control Point (HCCCP).

4.1.1.7 The organization should follow the Halal Compliance Critical Control Point for cosmetics and personal care listed below:

HCCCP 1	Product formulation
HCCCP 2	Supplier of raw materials
HCCCP 3	Raw materials and packaging storage
HCCCP 4	Manufacturing/Processing
HCCCP 5	Logistics

4.1.2 Training

4.1.2.1 The organization shall ensure that all personnel directly involved in the manufacturing activities are appropriately trained in manufacturing operations in accordance to good manufacturing practice (GMP) principles. Special attention should be given to training of personnel working with any hazardous materials.

4.1.2.2 The organization should ensure that training in GMP is conducted on a continuous basis.

4.1.2.3 The organization shall ensure that records of training are maintained, and its effectiveness assessed periodically.

4.1.3 Premises:

4.1.3.1 The organization shall ensure that the premises for manufacturing are suitably located, designed, constructed and maintained.

4.1.3.2 The organization shall ensure that effective measures are taken to avoid any contamination from the surrounding environment and from pests.

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4.1.3.3 Halal chemical/products and non-Halal chemical/products can share the same premises. The organization shall ensure that due care is exercised to prevent cross contamination and risk of mix-up. Painted lines, plastic curtains and flexible barriers in the form of rope or tape may be employed to prevent mix-up.

4.1.3.4 Household products containing non-hazardous materials/chemical and cosmetic products can share the same premises and equipment. The organization shall ensure that due care is exercised to prevent cross contamination and risk of mix-up. Painted lines, plastic curtains and flexible barriers in the form of rope or tape may be employed to prevent mix-up.

4.1.3.5 The organization shall ensure that appropriate changing rooms and facilities are provided. Toilets should be separated from the production areas to prevent product contamination/cross contamination.

4.1.3.6 The organization should ensure that these defined areas are provided for, wherever possible and applicable: a) Materials receiving b) Materials sampling c) Incoming goods and quarantine d) Starting materials storage e) Weighing and dispensing f) Processing g) Storage of bulk products h) Packaging i) Quarantine storage before final release of products j) Storage of finished products k) Loading and unloading l) Laboratories m) Equipment washing

4.1.3.7 The organization should ensure that walls and ceilings, where applicable, are smooth and easy to maintain. The floor in the processing areas should have a surface that is easy to clean and sanitize.

4.1.3.8 The organization should ensure that drains are of adequate size and should have trapped gullies and proper flow. Open channels should be avoided where possible, but if required they should be able to facilitate cleaning and disinfection.

4.1.3.9 The organization shall ensure that air intakes and exhausts and associated pipework and ducting, when applicable, are installed in such a way as to avoid product contamination.

4.1.3.10 The organization shall ensure that buildings are adequately lit and properly ventilated appropriate to the operations.

4.1.3.11 The organization shall ensure that pipework, light fittings, ventilation points and other services in manufacturing areas are installed in such a way as to avoid uncleanable recesses that run outside the processing areas.

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4.1.3.12 The organization should ensure that laboratories are physically separated from the production areas.

4.1.3.13 The organization shall ensure that storage areas have adequate space with suitable lighting arranged and equipped to allow dry, clean and orderly placement of stored materials and products.

4.1.3.14 The organization should ensure that storage areas are suitable for effective separation of quarantined materials and products. Special and segregated areas should be available for storage of flammable and explosive substances, highly toxic substances, rejected and recalled materials or returned goods.

4.1.3.15 The organization shall ensure that suitable storage conditions e.g. temperature, humidity and security, where required, are provided.

4.1.3.16 The organization should ensure that storage arrangements permit separation of different labels and other printed materials to avoid mix-up.

4.2 Equipment:

The organization shall ensure that equipment is designed and located to suit the production of the product.

4.2.1 Design and Construction

4.2.1.1 The organization shall ensure that the equipment surfaces coming into contact with any in-process material does not react with or absorb the materials being processed.

4.2.1.2 The organization shall ensure that the equipment does not adversely affect the product through leaking valves, lubricant drips and through inappropriate modifications or adaptations.

4.2.1.3 The organization shall ensure that equipment's are easily cleaned.

4.2.1.4 The organization shall ensure that equipment used for flammable substances are explosion proof.

4.2.2 Installation and Location:

4.2.2.1 The organization shall ensure that equipment's are located to avoid congestion and are properly identified to assure that products do not become admixed or confused with one another.

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4.2.2.2 The organization shall ensure that water, steam, and pressure or vacuum lines, where applicable, are installed so as to be easily accessible during all phases of operation. They should be clearly identified.

4.2.2.3 The organization shall ensure that support systems such as heating, ventilation, air conditioning, water (such as potable, purified, distilled), steam, compressed air and gases (example: nitrogen) function as designed and are identifiable.

4.2.3 Maintenance:

4.2.3.1 The organization shall ensure that weighing, measuring, testing and recording equipment are serviced and calibrated regularly and all records are maintained.

4.2.3.2 The organization shall ensure that equipment and utensils are kept clean.

4.2.3.3 The organization should ensure that compressed air and brushes are used with care and avoided if possible, as they increase the risk of product contamination.

4.2.3.4 The organization shall ensure that standard operating procedures are followed for cleaning and sanitizing of major machines.

4.2.3.5 All equipment's used for Halal ingredients shall be identified and segregated. There shall also be no mixing of the equipment used for Halal and non-Halal production. This is to avoid any form of contamination especially in high-risk production. The organization shall ensure that due care is exercised to prevent cross contamination and risk of mix-up. Painted lines, plastic curtains and flexible barriers in the form of rope or tape may be employed to prevent mix-up.

4.2.3.6 The organization shall implement, document the methods and provide records to ensure such segregation is strictly practiced.

4.3 Sanitation and Hygiene:

4.3.1 The organization shall ensure that sanitation and hygiene are practiced avoiding contamination of the manufacturing of products. It shall cover personnel, premises, equipment/apparatus and production materials and containers.

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4.3.2 In the event a contamination of non-Halal contaminants (only for severe najis) on the surfaces, equipment's, and utensils, ritual cleansing shall be performed under a supervision of an accredited personnel.

4.4 Management and personnel:

4.4.1 The organization shall ensure that personnel are healthy to perform their assigned duties. Regular medical examination must be conducted for all production personnel involved with manufacturing processes.

4.4.2 The organization shall ensure that personnel adhere to good hygiene practice (GHP).

4.4.3 The organization shall ensure that any personnel shown at any time to have an apparent illness or open lesions that may adversely affect the quality of products are not allowed to handle raw materials, packaging materials, in-process materials, and finished products.

4.4.4 The organization shall ensure that personnel are instructed and encouraged to report to their immediate supervisor any conditions (plant, equipment or personnel) that they consider may adversely affect the products.

4.4.5 The organization shall ensure that direct physical contact with the product is avoided to ensure protection of the product from contamination. Personnel should wear protective and clean attire appropriate to the duties they perform.

4.4.6 The organization shall ensure that smoking, eating, drinking and chewing, food, drinks and smoking materials and other materials that might contaminate are not permitted in production, laboratory, storage or other areas where they might adversely affect product quality.

4.4.7 The organization shall ensure that all authorized personnel entering the production areas practice good personal hygiene including proper attire.

4.5 Sanitation and pest control:

4.5.1 The organization shall ensure that adequate washing and well-ventilated toilet facilities are provided for personnel and separated from the production area.

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4.5.2 The organization should ensure that suitable locker facilities are provided at appropriate locations for the storage of employees' clothing and personal belongings.

4.5.3 The organization shall ensure that waste material is regularly collected in suitable receptacles for removal to collection points outside the production area.

4.5.4 The organization shall ensure that rodenticides, insecticides, fumigating agents and sanitizing materials do not contaminate equipment, raw materials, packaging materials, in-process materials or finished products.

4.6 Product development:

4.6.1 Raw Materials:

4.6.1.1 The organization shall ensure the following for each raw material (including additives and technological additives) utilized to produce ingredients: a) the name and address of the supplier of the raw material; b) information and verification of the production or process from which the raw material is derived; c) risk assessment and Halal analysis for each raw material, identifying potential hazards and the means by which these hazards are controlled by the supplier, the organization or both parties.

4.6.1.2 Sources of halal cosmetics and personal care; a) sources derived from halal animals, land animals' fur, hair and related material which were harvested while the animals are still alive are halal. b) sources derived from eggs that are from animals which are not najas as well as materials that are produced synthetically are halal except those that are hazardous and/mixed with materials that are decreed as najas. c) all aquatic animals that are halal for consumption can be sources for cosmetic and personal care. d) sources derived from plants and microorganisms are halal for use except those that are hazardous and/mixed with materials that are decreed as najas. e) all sources from the soil, water and its by products are halal for use except those that are hazardous and/mixed with materials that are decreed as najas.

4.6.2 Water

4.6.2.1 The organization shall ensure that water production equipment and water systems supply quality water. Water systems should be sanitized according to well-established procedures.

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4.6.2.2 I organization shall ensure that the chemical and microbiological quality of water used in production is monitored regularly, according to written procedures and any anomaly should be followed by corrective action.

4.6,2,3 The organization shall ensure that the choice of method for water treatment such as deionization, distillation or filtration depends on product requirement. The storage as well as delivery system should be properly maintained.

4.6.3 Verification Materials

4.6.3.1 The organization shall ensure that all deliveries of raw materials and packaging materials are checked and verified for their conformity to specifications and be traceable to the product.

4.6.3.2 The organization shall ensure that samples of raw materials are physically checked for conformity to specifications prior to release for use. The raw materials should be clearly labeled. All goods must be clean and checked for appropriate protective packing to ensure no leakage, perforation or exposure.

4.6.4 Rejected Materials

The organization shall ensure that deliveries of raw materials that do not comply with specification are segregated and disposed according to standard operating procedures.

4.7 Batch Numbering System

4.7.1 The organization shall ensure that every finished product bear a production identification number which enables the history of the product to be traced.

4.7.2 The organization shall ensure that the batch numbering system is specific for the product and a particular batch number shall not be repeated for the same product in order to avoid confusion.

4.7.3 The organization shall ensure that the batch number is printed on the immediate and outer container of the product.

4.8 Weighing and measurement

4.8.1 The organization shall ensure that weighing is carried out in the defined areas using calibrated equipment.

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4.8.2 The organization shall ensure that all weighing and measurement carried out is recorded and, where applicable, counterchecked.

4.9 PROCEDURES AND PROCESSING:

4.9.1 General procedures and processing including dry and wet products

4.9.1.1 The organization shall ensure that all manufacturing procedures are carried out according to written procedures.

4.9.1.2 The organization shall ensure that all starting materials used are approved according to specifications.

4.9.1.3 The organization shall ensure that all required in-process controls are carried out and recorded.

4.9.1.4 The organization shall ensure that bulk products are properly labeled until approved by Quality control, where applicable.

4.9.1.5 The organization shall ensure that particular attention is paid to problems of cross-contamination in all stages of processing.

4.9.1.6 The organization shall ensure that the processes meet the following requirements: a) all processing lines, tools and utensils are dedicated for halal production only;

b) the product or its ingredients do not contain any non-halal or najis component;

c) the product is prepared, processed or manufactured using equipment and facilities that are free from contamination with najis;

d) throughout its process, the product or its ingredients shall be physically separated from anything that is decreed as najis.

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4.9.1.7 The organization shall ensure that handling of dry materials and products is given special attention. Where possible, dust-containing production system, central vacuum system or other suitable methods should be employed.

4.9.1.8 The organization shall ensure that liquids, creams and lotions are produced in such a way as to protect the product from microbial and other contamination.

4.9.1.9 The organization should ensure that care is taken to ensure that pipe-lines used for delivery of ingredients or bulk products systems are easy to clean.

4.9.2 Labelling and Packaging

4.9.2.1 The organization shall ensure that the packaging line is inspected for clearance prior to operation. Equipment should be clean and functional. All materials and products from previous packaging operation should have been removed.

4.9.2.2 The organization shall ensure that samples are taken and checked at random during labeling and packaging operations.

4.9.2.3 The organization shall ensure that each labeling and packaging line should be clearly identified to avoid mix-up.

4.9.2.4 The organization shall ensure that excess labels and packaging materials should be returned to store and recorded. Any rejected packaging materials should be disposed off accordingly.

4.9.2.5 The organization shall ensure that the packaging material does not contain any raw materials that are considered hazardous to human health.

4.9.2.6 The organization shall ensure that the products are packed following the requirements below: a) packaging materials are not prepared, processed or manufactured using equipment or raw materials that are contaminated with or made from things that are najis; b) during its preparation, processing, storage and transportation, it shall be physically separated from any other things that do not meet the requirements stated in a) or any other things that is najis.

4.9.2.7 The organization shall ensure that each container is marked legibly and indelibly and the information on the label shall be consistent with the labelling requirements in the country of export.

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4.9.2.8 The organization shall ensure that labelling does not contravene with the principles of Shariah and does not display indecent elements which are against Shariah.

4.9.2.9 The organization shall ensure that all finished products are approved by Quality Control prior to release.

4.9.3 Quality control system

4.9.3.1 The organization shall ensure that quality control system assures that products contain the correct materials of specified quality and quantity and area manufactured under proper conditions according to standard operation procedures.

4.9.3.2 The organization shall ensure that quality control involves sampling, inspecting and testing of starting materials, in process, intermediate, bulk, and finished products. It also includes, where applicable, environmental monitoring programs, review of batch documentation, sample retention program, stability studies and maintaining correct specifications of materials and products.

4.9.4 Reprocessing

4.9.4.1 The organization shall ensure that the methods of reprocessing are evaluated to ensure that they comply with Shariah and do not affect the quality of the product.

4.9.4.2 The organization shall ensure that additional testing of any finished product which has been reprocessed is performed.

4.9.5 Returned Products

4.9.5.1 The organization shall ensure that returned products are identified and stored separately either in an allocated area or segregated by moveable barrier such as rope or tape.

4.9.5.2 The organization shall ensure that all returned products are tested if necessary, in addition to physical evaluation before being released for distribution.

4.9.5.3 The organization shall ensure that returned products which do not comply with the original specification are rejected.

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4.9.5.4 The organization shall ensure that rejected products are disposed according to appropriate procedures.

4.9.5.5 The organization shall ensure that records of returned products are maintained.

4.9.6 Documentation system

4.9.6.1 The organization shall ensure that the documentation system adheres to the requirements below:

a) documentation system should include the complete history of each batch, from starting materials to finished products. The system should record executed activities for risk assessment, Halal analysis, sources of ingredients, maintenance, storage, quality control, primary distribution and other specific matters related to GMP.

b) there is a system in place for preventing the use of any superseded document.

c) If an error is made or detected on a document, the organization shall ensure that it is corrected in such a manner that the original entry is not lost, and correction is made close to the original entry, initialed and dated.

d) that documents bearing instructions are clearly written step by step.

e) documents are dated and authorized

f) documents are readily available to relevant parties.

g) documents are signed and approved by competent personnel.

4.9.6.2 Specifications

4.9.6.2.1 The organization shall ensure that all specifications are approved by authorized personnel.

4.9.6.2.2 The organization shall ensure that raw and packaging material specifications include:

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- a) Name of material
- b) Description of material
- c) Testing parameters and acceptance limits
- d) Technical drawings, where applicable
- e) Special precautions, if necessary

4.9.6.2.3 The organization shall ensure that bulk and finished product specifications include:

- a) Name of product
- b) Description
- c) Physical properties
- d) Chemical assay and/or microbiological assays and their acceptance limits; if necessary.
- e) Storage conditions and safety precautions, if necessary.

4.9.6.3 Documents for Production

4.9.6.3.1 Master Formula

The organization shall ensure that the Master formula is available upon request. This document should contain the following information:

- a) Product name and product code/number
- b) Intended packaging materials and storage conditions
- c) List of raw materials used, whether they remain unchanged or become altered.
- d) Batch numbers of raw materials used and product code and number.
- e) List of equipment used.

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f) In-process controls with their limits in processing and packaging, where applicable.

4.9.6.3.2 Batch Manufacturing Record

The organization shall ensure that Batch Manufacturing Record (BMR) is prepared for each batch of product.

Each BMR should include the following:

- a) Name of product
- b) Batch formula
- c) Brief manufacturing process
- d) Batch or code number
- e) Date of the start and finish of processing and packaging
- f) Identity of individual major equipment and lines or location used
- g) Records of cleaning of equipment used for processing as appropriate
- h) Packaging line clearance inspection records
- i) Any sampling performed during various steps of processing
- j) Any investigation of specific failure or discrepancies
- k) Results of examinations on packed and labeled products

4.9.6.3.3 Records for Quality Control

The organization shall ensure that records for each testing, assay result and release or rejection of starting materials, intermediates, bulk and finished product are maintained.

These records may include:

- a) Date of test

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- b) Identification of the material
- c) Supplier name
- d) Date of receipt original batch number if any
- e) Batch number
- f) Quality control number
- g) Quantity received
- h) Date of sampling i) Quality control results

4.10 INTERNAL AUDITS

An internal audit consists of an examination and assessment of all or part of a quality system with the specific purpose of improving it. An internal audit may be conducted by outside or independent specialists or a team designated by the management for this purpose. Such audits may also be extended to suppliers and contractors, if necessary. A report should be made at the completion of each quality audit.

4.11 STORAGE

4.11.1 Storage Areas

4.11.1.1 Halal and non-Halal ingredients/products can be stored in the same storage area but shall be segregated. The organization shall ensure that due care is exercised to prevent cross contamination and risk of mix-up. Painted lines, plastic curtains and flexible barriers in the form of rope or tape may be employed to prevent mix-up.

4.11.1.2 The organization shall ensure that storage areas are of sufficient capacity to allow orderly storage of the various categories of materials and products such as starting and packaging materials, intermediates, bulk and finished products, products in quarantine, and released, rejected, returned or recalled products.

4.11.1.3 The organization shall ensure that storage areas are designed or adapted to ensure good storage conditions. They should be clean, dry and well-maintained. Where special storage conditions are required (temperature and humidity) these should be provided, checked and monitored.

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4.11.1.4 The organization shall ensure that receiving and dispatch bays protect materials and products from weather. Reception areas should be designed and equipped to allow incoming materials to be cleaned if necessary before storage.

4.11.1.5 The organization shall ensure that storage areas for quarantine products are clearly demarcated.

4.11.1.6 The organization shall ensure that the sampling area for starting materials is provided to prevent contamination.

4.11.1.7 The organization shall ensure that hazardous materials are safely and securely stored.

4.11.2 Stock Handling and Control

4.11.2.1 Receiving Products

4.11.2.1.1 The organization shall ensure that each incoming delivery is checked against the relevant documentation and physically verified by label description, type and quantity upon receipt.

4.11.2.1.2 The organization shall ensure that the consignment is carefully inspected for defects and damage. Records should be retained for each delivery.

4.11.2.2 Control

4.11.2.2.1 The organization shall ensure that records are maintained showing all receipts and issues of products.

4.11.2.2.2 The organization shall ensure that the principle of stock rotation (first in — first out) is observed.

4.11.2.2.3 The organization shall ensure that all labels and containers of products are not altered, tampered or changed.

4.12 Contract Manufacturing and analysis:

4.12.1 The organization ensure that the conditions of contract manufacturing and analysis are clearly defined, agreed, and controlled so as to avoid misunderstandings, which could result in a product or work of

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unsatisfactory quality. All aspects of contracted work should be specified to obtain a quality product conforming to the agreed standards,

4.12.2 The organization shall ensure that there is a written contract between the principal and the contract manufacturer to clearly establish the duties and responsibilities of each party.

4.12.0 COMPLAINTS

4.12.1 The organization shall ensure that there is a person designated to handle complaints and decides on measures to be taken.

4.12.2 The organization shall ensure that there are written procedures describing the action to be taken, including the need to consider a recall, in the case of a complaint involving a possible product defect.

4.12.3 The organization shall ensure that complaints involving product defect are recorded with all the original details and investigated.

4.12.4 If a product defect is discovered or suspected in a batch, the organization should ensure that other batches are checked in order to determine whether they are also affected. In particular, other batches that may contain reprocessed products from the defective batch should be investigated.

4.12.5 The organization should ensure that appropriate follow-up action, possibly including product recall, are taken after investigation and evaluation of the complaint.

4.12.6 The organization shall ensure that all the decisions and measures taken as a result of a complaint are recorded and referenced to the corresponding batch records.

4.12.7 The organization shall ensure that complaint records are regularly reviewed for an indication of specific or recurring problems that require attention and might justify the recall of marketed products.

4.12.8 The organization shall ensure that the complaint authority is informed if a manufacturer is considering action following possibly faulty manufacture and product deterioration, which may lead to serious safety issues.

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4.13 PRODUCT RECALLS

4.13.1 The organization shall ensure that there is a system of recall from the market of products known or suspected to be defective.

4.13.2 The organization shall ensure that there is a designated person responsible for the execution and co-ordination of recalls, as well as sufficient personnel to handle all aspects of recalls with the appropriate degree of urgency.

4.13.3 The organization shall ensure that there is written procedures for recall that are reviewed regularly. Recall operations should be capable of being initiated promptly.

4.13.4 The organization shall ensure that the primary distribution records are readily available to the person(s) responsible for recalls, and they should contain sufficient information of distributors.

4.13.5 The organization shall ensure that the progress of the recall process is recorded, and a final report issued, including reconciliation between the delivered and recovered quantities of the products.

4.13.6 The organization shall ensure that the effectiveness of the arrangements for recalls is evaluated from time to time.

A written instruction should be established to ensure recalled products are stored securely in a segregated area while awaiting decision.

4.14 LEGAL REQUIREMENTS

The organization shall ensure that all activities and products shall in other aspects comply with the requirements of the relevant legislations currently in force.

4.15 MARKING

The organization shall ensure that there is a clearly recognizable HALAL mark in accordance with the Halal requirements on the product itself and/ or packaging.

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4.16 HALAL COSMETICS AND PERSONAL CARE CERTIFICATION

4.16.1 Organization

In order to be Halal certified, all Halal cosmetics and personal care manufacturers shall be audited by a competent authority and certified by a recognized Halal certification body. In the event where Halal and non-Halal cosmetics are prepared within the same premise, then only the area where Halal cosmetics and personal care are prepared or served may be certified provided sufficient segregation is implemented.

4.16.2 Compliance

For finished products deemed to conform to this standard, it shall comply with Clauses 4 to 15 of this standard. This shall be verified through inspection by an accredited Halal Certification body.

4.16.3 Certification mark

A facility and service, upon approval by a recognized Halal certification body, may be accompanied with a Halal certificate of that authority provided the facility and/or service conforms to the requirements of this standard.

For a dedicated Halal facility, the Halal certificate may appear on the outside of the facility. For a non-dedicated Halal facility, the Halal certificate shall not be displayed. The Halal certificate shall be kept in the office and shall be made available upon inspection by an accredited Halal Certification Body.

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5. APPLICATION PROCESSING

5.1 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.

5.2 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.

5.3 The applicant may be required to:

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

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

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

5.6 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.

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- 5.8 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.
- 5.9 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
- 5.10 The applicant shall be notified of its application shortcomings via the Primary eMail Address that it has registered.
- 5.11 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.
- 5.12 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.
- 5.13 Should the applicant require more time to rectify the shortcomings, the request shall be made to Prime C&I before the given deadline. Prime C&I shall at its discretion grant or refuse such requests.
- 5.14 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.
- 5.15 Prime C&I shall, at its discretion, decide on the certification duration, type of scheme and other conditions for approval of the application.
- 5.16 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.
- 5.17 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.
- 5.18 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.

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

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

5.20 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.

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

5.22 If the application(s) for multiple products, franchise or chain outlets, 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 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.

5.23 If the Halal certificate for any outlet belonging to a franchise or chain outlets 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 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.

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6. POST CERTIFICATION

- 6.1 The Prime C&I Halal Certification Conditions have to be adhered to at all times.
- 6.2 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.
- 6.3 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.
- 6.4 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 email under Change application.
- 6.5 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.
- 6.6 In the event of a change in the address of the certificate holder:
 1. 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;
 2. 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;
 3. 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.
- 6.7 The applicant shall submit a New application no later than 7 working days from the opening date of a new facility bearing the same name as its existing Halal-certified facility;
- 6.8 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.
- 6.9 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.
- 6.10 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

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Prime C&I. The applicant shall bear all costs of the laboratory testing. Refer: Annex D – Sampling plan – Laboratory analysis / Verification.

- 6.11 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.
- 6.12 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.
- 6.13 The certificate holder shall ensure that all information in the system are updated prior to submitting a Change or Renewal application

7. PUBLICITY

- 7.1 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, raw materials and processing aids shall not be allowed.

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 the business entities related to a Halal-certified product preparation area unless the former is Halal-certified;

- 7.2 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.
- 7.3 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.

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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

- 7.4 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.

8. PRIME C&I HALAL CERTIFICATE / CERTIFICATION MARK

- 8.1 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.
- 8.2 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.
- 8.3 The certificate holder shall be responsible in ensuring that the Halal certificate and Halal certification mark are not misused in any manner.
- 8.4 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.
- 8.5 The Halal certificate and/or any part thereof is NOT TRANSFERABLE.
- 8.6 The Halal certificate issued to the facility shall not be displayed outside the certified premises.
- 8.7 The Halal certificate issued to Cosmetics & Personal Care Products companies shall be displayed at the locations where social events take place. Only original or 'Certified True Copy' of the Halal certificate issued to the companies shall be displayed.
- 8.8 Photocopied and/or expired Halal certificate shall not be displayed at the Halal certified company premises and / or their customer's premises all times.
- 8.9 Expired Halal certificate shall be returned to Prime C&I no later than 7 working days from the date of expiry.
- 8.10 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
- 8.11 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.

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- 8.12 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.
- 8.13 The certificate holder shall adhere to the specifications of the Halal certification mark provided by Prime C&I upon request
- 8.14 The certificate holder shall not use the Halal certification mark in forms that can be easily tampered (e.g. stickers, decals).
- 8.15 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 license issued by Economic dept, 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;
 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.

- 8.16 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:

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1. If to the certificate holder – the address and fax number submitted
2. If to Prime C&I – PO. Box.61670, 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.

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

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

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.

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

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9. OTHER CONDITIONS

- 9.1 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
- 9.2 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.
- 9.3 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.
- 9.4 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.
- 9.5 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.
- 9.6 Prime C&I may review all applications and/or approvals for Halal certificates as it deems necessary.
- 9.7 Prime C&I ' decisions in respect of all matters shall be binding.

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ANNEX A – SUPPORTING DOCUMENTS FOR RAW MATERIALS / PROCESSING AIDS / PACKAGING MATERIALS

Types of Halal

Risk	Low	Medium	High	Very High
Types of raw materials / processing aids / additives/ Packaging Materials	<ul style="list-style-type: none"> • Plant Based Materials 	<ul style="list-style-type: none"> • Horticultural Products • Water • Process Equipment 	<ul style="list-style-type: none"> • Cleaning Agents • Packaging and Wrapping Material 	<ul style="list-style-type: none"> • Synthetic Chemical • Meat Based Product • Genetically Modified Product • Processing Aids
Types of Documents Required	<ul style="list-style-type: none"> • Product Specification / Label 	<ul style="list-style-type: none"> • Product Specification • Halal Questionnaire (if necessary) 	<ul style="list-style-type: none"> • Halal Questionnaire • Recognized Halal Certificate* or laboratory analysis report 	<ul style="list-style-type: none"> • Recognized Halal Certificate*

NOTE:

The above list serves as a general guideline and not limited to and/or conclusive. Prime C&I shall at its discretion request for more information or documents on the raw materials / processing aids / additives

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ANNEX B – HALAL PLAN

Process step	Halal Threat	Control measures	Allowable limit / prescribed practice	Monitoring system				Corrective action	
				What	How	When	Who	Immediate action	Report
Procurement of raw materials/ processing aids/ packaging materials (Step 1)	Non-Halal Source of raw materials/ processing aids/ packaging materials	Obtain Halal Certificates, Product specifications, Detailed Halal questionnaire, laboratory analysis report	Zero tolerance	Halal status of raw materials/ processing aids/ packaging materials	Obtain Halal Certificates, Product specifications, Detailed Halal questionnaire, laboratory analysis report	Procurement of raw materials / processing aids/ packaging materials	Purchasing / QC Department	Cancel Order & Removal of Non-Halal Items from facility	Call supplier inform Fill up the Halal incident report form

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ANNEX C – CLASSIFICATION OF HALAL PRODUCT/ SERVICE CATEGORIES

	Category		Subcategory	Examples of included activities
Farming	A	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)
		AII	Farming of Fish and Seafood	Raising fish and seafood used for meat production Growing, trapping and fishing (slaughtering at point of capture)
	B	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, handling and storage
		BII	Farming of Grains and Pulses	Growing or harvesting of grains and pulses for food Associated farm packing, handling and storage
Food and feed processing	C	CI	Processing of perishable animal products	Production of animal products including fish and seafood, meat, eggs, dairy and fish products
		CII	Processing of perishable plant products	Production of plant products including fruits and fresh juices, vegetables, grains, nuts, and pulses
		CIII	Processing of perishable animal and plant products (mixed products)	Production of mixed animal and plant products including pizza, lasagne, sandwich, dumpling, ready- to-eat meals
		CIV	Processing of ambient stable products	Production of food products from any source that are stored and sold at ambient temperature, including canned foods, biscuits, snacks, oil, drinking water, beverages, pasta, flour, sugar, food-grade salt
	D	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
F	F	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

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Retail, transport and 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
			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
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
	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,

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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ANNEX D – SAMPLING PLAN – LABORATORY ANALYSIS / VERIFICATION

Business Sector	Prime C&I Schedule for sampling
Chemicals and pharmaceuticals “not elsewhere classified”, processed meat products, genetically modified products, food additives, bio-cultures, cosmetics, processing aids and microorganisms.	Once in 12 months (One sample per each product category / product variety / product type)

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.

ANNEX E – MECHANISM OF VERIFICATION – USAGE OF LOGO AND MARK

Complexity Class	Business Sector	Prime C&I Schedule for survey
Very High	Chemicals and pharmaceuticals “not elsewhere classified”, processed meat products, genetically modified products, food additives, bio-cultures, cosmetics, processing aids and microorganisms.	Once in 12 months (Client premises, IT Sources, Retail & supply chain)
High	slaughtering animals and poultry; cheese products; biscuits; snacks; oil; beverages; hotels; restaurants; dietary supplements; cleaning agents; packaging and wrapping material, textile.	Once in 12 months (Client premises, IT Sources, Retail & supply chain)
Medium	Dairy products; fish products; egg products; beekeeping; spices; horticultural products; preserved fruits; preserved vegetables; canned products; pasta; sugar; animal feed; fish feed; water supply; development of product, process and equipment; veterinary services; process equipment; vending machines, leather products.	Once in 12 months (Client premises, IT Sources, Retail & supply chain)
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 06 months (Client premises, IT Sources, Retail & supply chain)

Note: Prime C&I trained employee will verify the usage of logo and mark in client premises, IT sources, selected retail and supply chain areas.

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