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Title	Halal Certification Scheme – Halal Pharmaceutical Products			
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Prepared by	Technical Manager (TM)	Approved by	Certification Manager (CM)	

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1. TERMS & DEFINITIONS

a. Pharmaceuticals


Pharmaceutical products in finished dosage forms, and includes both prescription and nonprescription medicinal products for human use which is registered with the Drug Control Authority of respective legal authority in the country / region

b. Halal Pharmaceuticals

Products that contain ingredients permitted under the Shariah law and fulfill the following conditions:

- 1.) The product do not contain any parts or products of animals that are non-halal by Shariah law or any parts or products of animals which are not slaughtered according to Shariah law;
- 2.) The product do not contain najis according to Shariah law;
- 3.) The Product is safe for human use non-poisonous, non-intoxicating or non-hazardous to health according to prescribed dosage;
- 4.) It is not prepared, processed or manufactured using equipment contaminated with najis according to Shariah law;
- 5.) It do not contain any human parts or its derivatives that are not permitted by Shariah law; and during its preparation, processing, handling, packaging, storage and distribution, the halal pharmaceutical products are physically separated from any other pharmaceutical products

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that do not meet the requirements stated in items 1), 2), 3) & 4) or any other items that have been decreed as non-halal and najis by Shariah law.

C. Shariah Law

The order of Allah which relate to the action of the people who are being accountable (mukaI/at) by obligation, option or al wadh'u2.

D. Halal

Items or actions permitted by Shariah law without punishment imposed on the doer.

E. Najis

Najis according to Shariah law are:

- a) dogs, pigs, their descendents and derivatives;
- b) halal pharmaceuticals that are contaminated with items that are non-halal;
- c) halal pharmaceuticals that come into direct contact with items that are non-halal;
- d) any liquid and objects discharged from the orifices of human beings or animals;


F. Batch

A clearly identifiable collection of units, manufactured consecutively or continuously under the same conditions.

G. Certified Product

Finished product for which a customer may apply the Certification Trademark to demonstrate that the product conforms to the specified Standard and complies with Prime C&I Product Compliance

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Program.

H. Client

A Customer or applicant

I. Defect

Anything that makes the product non-compliant to the Standard

J. Design Control

A process where the certified product design and materials cannot be changed without Prime C&I approval. It applies to all components and materials used in the production of the certified product.

K. Customer

Organization or individual that has been granted the right to use an Prime C&I registered certification trademark. Customer may also refer to licence applicants.

L. Product

Result of activities or processes. A product may include a service, hardware, processed materials, software or a combination thereof. A product can be tangible (e.g. assemblies or processed materials) or intangible (e.g. knowledge or concepts) or a combination thereof.


M. Quality Documentation

A documented system including specific quality practices, procedures and processes implemented and maintained by the Customer .

N. Standard

Standard, Specification or other publicly available criteria.

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O. Standards / Scheme Mark

A registered certification Trademark of Prime C&I.

P. Schedule

Prime C&I document that defines certification requirements and provides guidance for testing and auditing against the Standard, where applicable.

Q. Type Test


Test(s) defined by the relevant Standard to determine product compliance

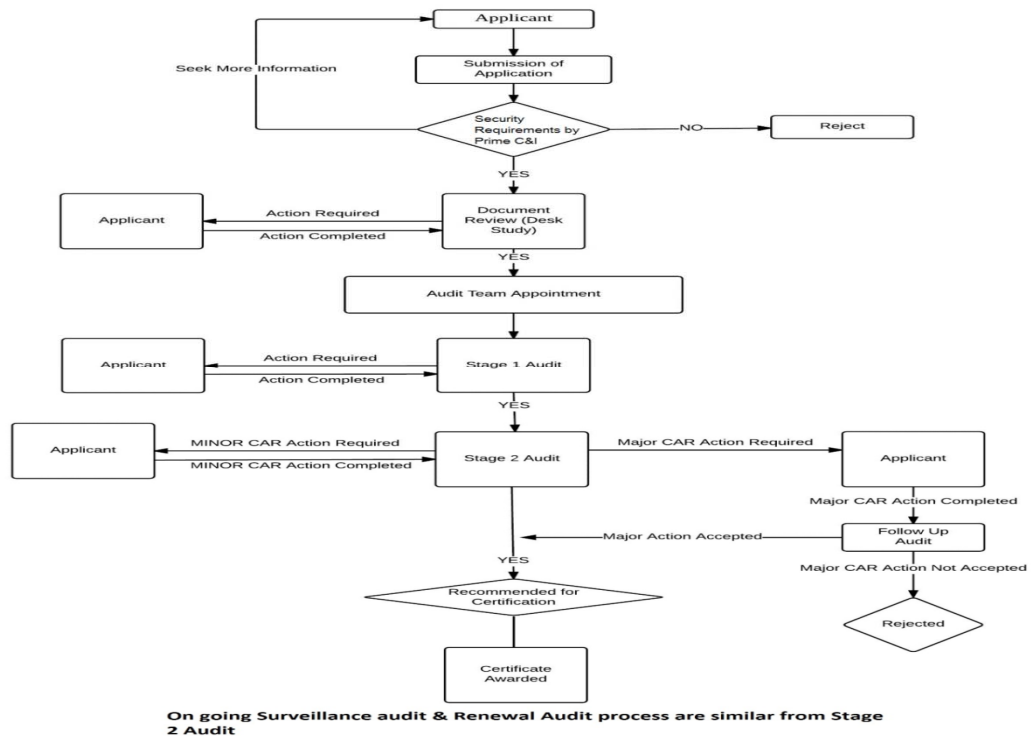
R. Non Conforming Product

Product which does not comply with the Product Standard, or is otherwise not fit for use.

2. HALAL APPLICATION PROCESS & REQUIREMENTS


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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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APPLICATION REQUIREMENTS


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

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1. Halal certificates;
 2. Product specifications;
 3. Laboratory analysis report
- 2.6 The applicant shall submit applications for all of its chain and/or franchise premises bearing the same business name. A declaration of all of its existing chain or franchise premises shall be made using the form provided by Prime C&I .
- 2.7 Where the same business name is used by the applicant and another entity/other entities under licence/franchise from the owner of the business name, the applicant shall submit halal certification applications for all entity(ies) concurrently.
- 2.8 The applicant shall submit multiple applications under these circumstances:
1. Two or more Units, 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 Unit at #01-01 and Western Unit at #01-02 are considered as two separate applications if they are separated by a physical wall);
 2. Two or more Units 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 Unit, are considered as 2 separate applications if they are separated by a non-certified another product section);
 3. Two or more Unit sections located on different floors, which are intended for Halal certification (e.g. Muslim Unit on Level 1 and Western Unit on Level 3 are considered as 2 separate applications);
 4. There are multiple Units that prepare and supply products to a Halal-certified


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establishment.

- 2.9 The applicant shall declare any other businesses operated by the applicant or its holding company to Prime C&I.
- 2.10 The applicant may be advised to change the scheme and/or subject to additional requirements as Prime C&I deems fit.
- 2.11 The applicant shall take ownership and bear responsibility for its application at all times.

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3. GENERAL CERTIFICATION REQUIREMENTS

- 3.1 The applicant shall be licensed by Economic department, Ministry of health, 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, 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, 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, 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.

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- 3.7 A laboratory analysis report may be required by Prime C&I to confirm that the products, 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, Unit areas, cold rooms, chillers, equipments, utensils, cleaning / washing facilities, etc. that are used in the handling of Halal products, 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, unit / section areas, storage areas, equipment, utensils, cleaning / washing facilities for the handling and processing of Halal products, raw materials, processing aids and additives.
- 3.10 All Halal products, 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;

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


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 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

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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 allowable limits and prescribed practices.
- b. The monitoring system shall be able to detect any sign of loss of control at the HAP. Some

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HAPs may be monitored by quantitative measurements.

- 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, Medical and Veterinary Authority of country (AVA) or Health Sciences Authority (HSA), whichever applicable
- 2. Floor plan indicating the scope of certification

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3. Tenancy agreement where applicable.


Products / Raw Materials / Processing Aids -

1. Updated products, raw materials, processing aids and additives within the scope of certification
2. 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 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

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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;

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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 product / system related 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;

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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. PRODUCT SPECIFIC REQUIREMENTS

- 4.1 The organization shall ensure that the halal pharmaceuticals are manufactured according to halal requirements.
- 4.2 The management shall ensure that the Halal Assurance System shall be comprehensively designed and correctly implemented by way of incorporating application of halal, Good
- 4.3 Manufacturing Practice and Quality Control. The system shall be fully documented and the effectiveness monitored.
- 4.4 The senior management shall be responsible to ensure that the participation and commitment by staffs in many different departments and at ail levels within the company, the company's suppliers and distributors are acquired.
- 4.5 The Halal Assurance System shall be appropriate for the manufacturing of halal pharmaceuticals and shall be ensured that:
 - a) the pharmaceuticals are designed and developed in a way that comply with the requirements of halal and Good Manufacturing Practice;
 - b) the production and control operations are clearly specified and Good Manufacturing Practice adopted;
 - c) the processing line be operated for halal pharmaceuticals only and in the case of

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converting the processing line which contained or contaminated with najas a/ -mughal/azah to a halal production line then the ritual cleansing method, refer to Annex A, by Shariah law shall be required

4.6 The organization shall implement adequate GMP in the unit which is covering all the all the areas of the scope of certification. The GMP requirements are listed below;


1. All materials are clearly defined with evidence of complying with Shariah requirements.
2. All necessary facilities and resources for halal compliance are provided including availability of appropriately qualified and trained personnel.
3. Adequate premises, space, dedicated equipment, dedicated line, right materials, containers and labels;
4. Approved and validated procedures, work instructions.
5. Dedicated storage and transport
6. All records are made, manually and/or by recording instruments, during manufacture which

shall demonstrate that all the steps required by the defined procedures and instructions were taken and that the quantity and quality of the product are as expected. Any significant deviations are fully investigated and documented.

7. All records of manufacturing including distribution which enable the complete history of a batch to be traced are retained in a comprehensible and accessible form.
8. The distribution of the products minimises any risk to their halal integrity. A system is available to recall any batch of product, from sale or supply.
9. Any complaint about marketed products are examined and the causes of halal noncompliance investigated. The appropriate measures in respect of the non-compliance are taken and shall prevent re-occurrence.

4.7 Halal Quality Control is to ensure all materials used are halal compliant. The purchase, handling and sourcing of chemicals, reagents, apparatus, equipment and other items required for sampling


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and testing shall not be made from any source that is decreed as non-halal by Shariah law.

- 4.8 The organisation shall ensure that there are sufficient qualified personnel available to establish and maintain a satisfactory Halal Assurance System. All personnel shall be aware of the principles of halal and receive initial and continues training relevant to their needs.
- 4.9 The organisation shall establish a committee which is led by a trained Muslim personnel. The committee shall consist of purchasing personnel and fulfill a minimum 2/3 Muslim quorum and they are responsible to ensure the effectiveness in the implementation of the Halal Assurance System.
- 4.10 The organisation shall provide training for all personnel on the halal principles and its application.
- 4.11 Continues training shall be given, and its practical effectiveness shall be periodically assessed. The training programmes shall be available and approved by the halal committee. All training records shall be kept.
- 4.12 Strict personal hygiene is an integral requirement for halal and shall be adequately addressed and in compliance with the local authority and industry practices.
- 4.13 The premise shall be situated in an environment which, when considered together with measures to protect the manufacturing process, presents no risk of causing contamination of nonhalal materials or products.
- 4.14 The premise shall be effectively separated and well insulated from pig farm activities and others, in order to prevent cross contamination through air, water, sewerage, personnel and equipment.
- 4.15 The premise shall observe to an Islamic value and practice. The presence of nonconformance


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items shall be prohibited within the premise.

- 4.16 The premise and equipment used for processing halal pharmaceutical products shall not be made of or contain any materials that are decreed as non-halal and najis by Shariah law and shall be used only for manufacturing of halal pharmaceutical products.
- 4.17 The premise and equipment which were previously used or in contact with najis a/mughallazah shall be washed and ritually cleansed as required by Shariah law.
- 4.18 In the case of converting najis a/-mughallazah line or processing line containing najis a/mughallazah into halal production line, the line shall be washed and ritually cleansed as required by Shariah law. This procedure shall be supervised and verified by the competent authority. Upon converting into halal production line, the line shall be operated for halal pharmaceutical products only. Repetition in converting the line to najis al-mughallazah line and back to halal line, shall not be permitted.
- 4.19 There shall be dedicated and self-contained facilities available for the production and storage of halal pharmaceutical products. This is important to prevent the risk of product contamination becoming non-halal.
- 4.20 When handling and conducting quality control activities in the production area, the operations for control laboratories shall take precaution to prevent contamination on production line which may cause product to be non-halal.
- 4.21 Animal houses shall be well isolated from other areas, with separate entrance (animal access) and air handling facilities.
- 4.22 The Halal Assurance System shall be documented including evidence of materials origin and

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shall be approved, signed and dated by authorised Muslim personnel. The documents required shall include but not limited to:

- 1) Halal certificates from recognised certification bodies;
- 2) Product data sheet which contain complete description on the materials source of origin and method of processing; and manufacturing formula and processing instructions.

- 4.23 The production operations shall follow clearly defined procedures and comply with halal principles.
- 4.24 All materials used in manufacturing of halal pharmaceuticals include starting and packaging materials. Materials may be from synthetically or naturally derived sources
- 4.25 The sources and processing of synthesized materials shall comply with halal requirements. The usage of synthetic alcohol is permissible.
- 4.26 The usage of all natural materials that are poisonous, intoxicating or hazardous to health may be used as allowed by the competent authority.
- 4.27 All types of plants and plant products and their derivatives are halal except those prohibited by the competent authority
- 4.28 Animals can be divided into two categories and are described as follows:
 - a) Land animals
All land animals are halal for pharmaceutical purposes except the following:
 - i) animals with long pointed teeth or tusks which are used to kill prey such as tigers, bears, elephants, cats, monkeys, etc.;
 - ii) predator birds such as eagles, owls and etc.;
 - iii) pests and/or poisonous animals such as rats, cockroaches, centipedes, scorpions, snakes, wasps and other similar animals;
 - iv) animals that are forbidden to be killed in Islam such as bees (a/-nahlah),

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woodpeckers (hud-hud) , etc.;

v) creatures that are considered repulsive such as lice, flies, etc.;

vi) farmed halal animals which are intentionally and continually fed with najis;

vii) animals forbidden to be eaten in accordance to Shariah law such as donkeys and mules; and

viii) all of the above and other animals that prohibited by the competent authority.


b) Aquatic animals

All aquatic animals are halal except those prohibited by the competent authority. Animals that live both on land and water such as crocodiles, turtles and frogs are not halal.

Aquatic animals which live in najis or intentionally and/or continually fed with najis are not halal.

- 4.29 Minerals are any non-organic homogenous solid substances of the earth's crust. All minerals are halal except those prohibited by the competent authority.
- 4.30 Microscopic organisms are those of medical interest include bacteria, viruses, fungi and protozoa.
All micro-organisms are halal except those prohibited by the competent authority
- 4.31 All natural chemicals are halal except those prohibited by the competent authority.
- 4.32 Products and/or by-products of genetically modified organisms (GMOs) or ingredients made by the use of genetic material of animals that are decreed as halal by Shariah law.
- 4.33 The consumable and non-consumable packaging and printed materials shall be from any origin that is decreed as halal by Shariah law. The packaging design, sign, symbol, logo, name and picture shall not be misleading and/or contravening the principles of Shariah law.
- 4.34 Contract manufacture and analysis shall be correctly defined, agreed and controlled in order to avoid misunderstandings which could result in a product or work of satisfactory quality and that is

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decreed as halal by Shariah law. There shall be a written contract between the contract giver and the contract acceptor which clearly establishes the duties of each party which include complying with the halal requirements.

- 4.35 Self-inspections shall be conducted in order to monitor the implementation and compliance with halal and Good Manufacturing Practice principles and to propose necessary corrective and preventive measures.

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


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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.
 - 5.7 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.

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

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decide to cancel the application / not collect the Halal certificate upon its approval.

5.16 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.


5.17 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.

5.18 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

5.19 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


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Prime C&I – appointed agent and the Prime C&I Halal Certification Conditions.

- 5.20 In the case of application for multiple products, franchise or chain outlets, central Units and their related entities or businesses, approval shall be granted concurrently. Non-compliance detected in any of the product, outlet, central Unit or their related entity or business may affect the approval of other related applications.
- 5.21 If the application(s) for multiple products, franchise or chain outlets, central Unit 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, central Unit 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.
- 5.22 If the Halal certificate for any outlet belonging to a franchise or chain outlets, central Unit 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, central Unit 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 e.mail 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:
 - The existing Halal certificate is automatically cancelled / invalid and shall be returned to Prime C&I within 7 working days from the date of relocation. No Halal related claims shall be made at this new location prior to obtaining a Halal certificate;
 - For chain or franchise outlets, the certificate holder shall submit a new application within 7 working days from the opening date of a new outlet or from the date of relocation;
 - For non-chain outlets or outlets that do not bear the same business name as their other Halal-certified outlets, related entities or businesses, the certificate holder may submit a new application should it wish to obtain certification for the premises in the new


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location.

- 6.7 The applicant shall submit a New application no later than 7 working days from the opening date of a new Unit bearing the same name as its existing Halal-certified chain / franchise Unit;
- 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 Prime C&I. The applicant shall bear all costs of the laboratory testing. Refer: Annex B – 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, 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

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7. PUBLICITY

7.1 Any packaging, publicity and advertising, 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:


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, 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

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.


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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 central Unit facilities and pre-school Units shall not be displayed outside the certified premises.
- 8.7 Photocopied and/or expired Halal certificate shall not be displayed at the Halal certified company premises and / or their customer's premises all times.
- 8.8 Expired Halal certificate shall be returned to Prime C&I no later than 7 working days from the date of expiry.
- 8.9 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
- 8.10 In the event of a loss or damage of Halal certificate or any other reasons requiring additional

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- 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.
- 8.11 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.
- 8.12 The certificate holder shall adhere to the specifications of the Halal certification mark provided by Prime C&I upon request
- 8.13 The certificate holder shall not use the Halal certification mark in forms that can be easily tampered (e.g. stickers, decals).
- 8.14 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), FDA, 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;

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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.

8.15 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:

1. If to the certificate holder – the address and fax number submitted
2. If to Prime C&I office /branch in various countries

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.

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8.16 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.

8.17 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

- a. 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
- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. Prime C&I may review all applications and/or approvals for Halal certificates as it deems necessary. Prime C&I ' decisions in respect of all matters shall be binding.

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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
	D Animal Feed Production	DI Production of Feed	Production of feed from a single or mixed food source, intended for food-producing animals
		DII Production of Pet Food	Production of feed from a single or mixed food source, intended for non-food producing animals
Catering	E Catering		Preparation, storage and, where appropriate, delivery of food for consumption, at the place of preparation or at a satellite unit

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

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

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		Prime Certification & Inspection		
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ANNEX B – SAMPLING PLAN – LABORATORY ANALYSIS / VERIFICATION

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