

	<b>Prime Certification and Inspection Asia Pacific Inc.</b>			
	Makati City, Philippines Ph.: +632 236 5999, Ext. 1130 Email: <a href="mailto:info@primeasiapacific.com">info@primeasiapacific.com</a> Web: <a href="http://www.primegroup.ae">www.primegroup.ae</a>			
<b>Title</b>	<b>Halal Certification Scheme – Generic (Food, Food Packaging Material &amp; Drinking Water)</b>			
<b>Doc ref:</b> <b>PCI/PCS-01A</b>	<b>Issue:</b> <b>01</b>	<b>Revision:</b> <b>00</b>	<b>Date:</b> <b>15/05/2021</b>	<b>Page</b> <b>1 of 22</b>
<b>Prepared by</b>	<b>Quality Assurance In-charge</b>	<b>Approved by</b>	<b>Group Quality Assurance Manager</b>	

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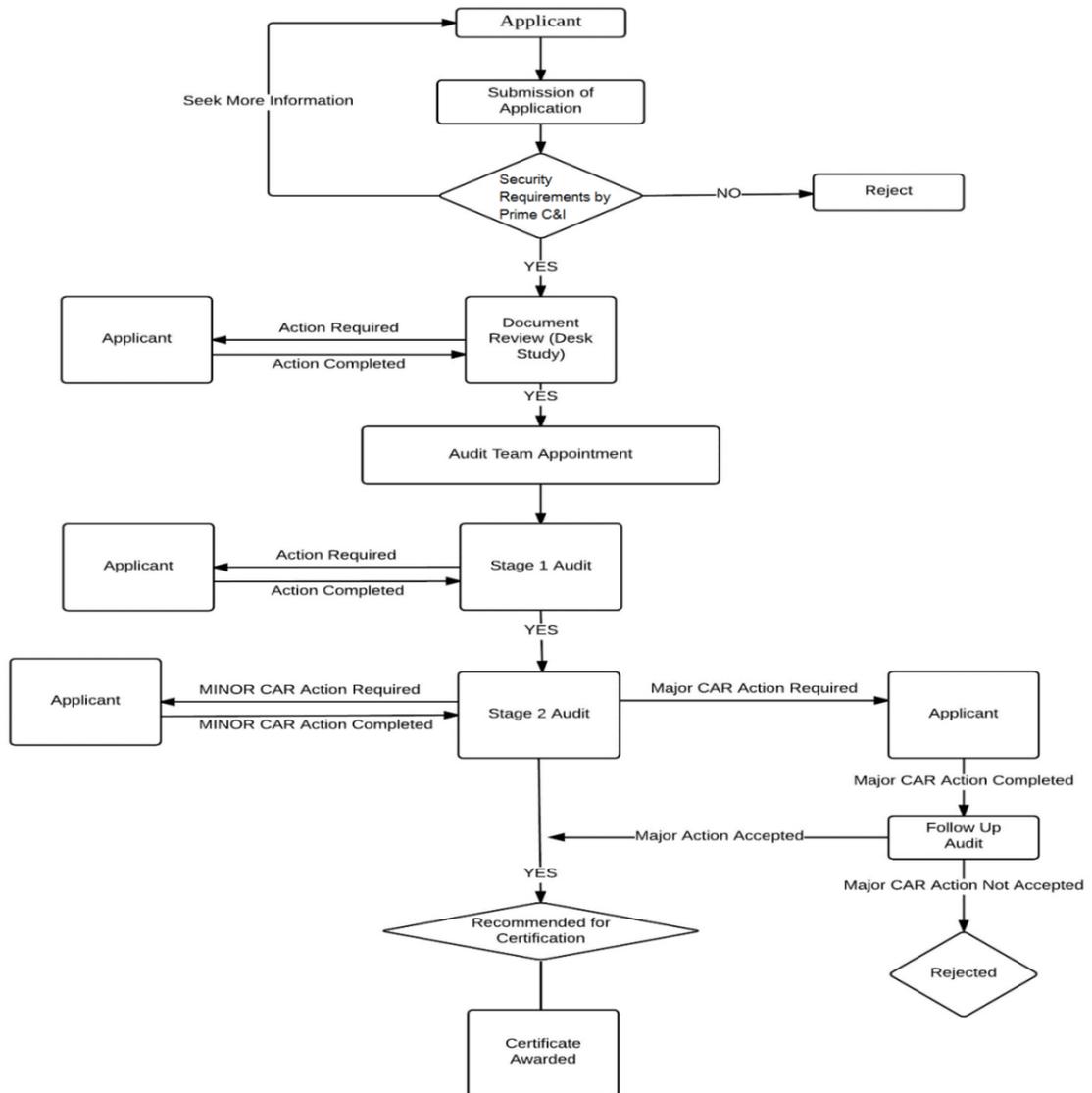
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### APPLICATION PROCESS



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

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## I. SCOPES OF CERTIFICATION SCHEME

This PCIAPI scheme is applicable for the requirement of Philippine National Halal Certification Scheme of 2018 and shall cover the following components of Philippine export industry to verify the process operation of the applicant and it related activities such as but not limited to handling of raw materials, production/operation, packaging, storage, delivery and others.

- a. Food Product/ Beverages / Food Supplement,
- b. Hotel/ Food Premises/ Establishment,
- c. Cosmetics and Personal Health Care Product
- d. Pharmaceutical
- e. Farm Systems includes Agricultural Input and Feeds
- f. Slauther houses
- g. Logistics
- h. Other as may be identified by the Halal Export Board.

## II. PRODUCT CERTIFICATION CONDITIONS

### 1. GENERAL INFORMATION

- a. The conditions set out in this document shall hereinafter be referred to as the “PCIAPI Product Certification Conditions”. All annexes to these Prime C&I Product Certification conditions shall be deemed to be incorporated in and form an integral part hereof.
- b. All applicants / establishments applying for a Product Certification from PCIAPI, may, upon fully complying with the Prime C&I Product Certification conditions, be issued a PCIAPI Product certificate (“Product Certificate”). The use of PCIAPI Product Certification mark (“Product Certification Mark”) and Halal Philippine Logo “The Product Logo” is allowed upon the terms and subject to the conditions provided in the Guidelines on the use of the Philippine Halal Logo under the provision of RA 10817
- c. All applications are subject to the prevailing PCIAPI Product Certification Conditions. The applicant is deemed to have agreed to divulge its company’s information to PCIAPI and adhere to the PCIAPI Product Certification Conditions upon submitting an application to PCIAPI.
- d. All applications shall be processed with strictest confidence.

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- e. The PCI-API product certification scheme shall be applicable to the establishments those who are processing / producing, packing of food, food packaging material and drinking water.
- f. The scope of certification applied shall include (without limitation):
  - Transportation, receiving, storage and handling of raw materials and processing aids;
  - Areas of processing / production, Finished good storage & transport
  - Collection, handling, washing and storage of equipment / utensils.
  - And other pre-requisite program such cleaning and sanitation, equipment maintenance and calibration, waste management and Pest control process, resources and others that affect the Halal certification process of the Food product and its services.
- g. Product Halal certificate will be awarded once the issued audit findings from the stage 2 audit had been closed and fully accepted by the Lead auditor/Team Leader.
- h. Halal certificate validity is (03) three years.
- i. The applicant is in full operation before and application is made.
- j. Suspension may apply for the entire scope of certification or may be part of the certified scope depending on the nature of the identified Non-Conformity. If the suspension is for part of the scope which lead to the withdrawal of the particular scope; amended certificate will be issued with revised / reduced scope. The certificate issue date will be revised to the new date whereas re-certification date will remain the same as that of the original certificate.
- k. For product certification, During the stage 1 audit the product sample will be collected from the factory and tested for Halal conformity, or the sample should be packed, marked and sealed by the presence of PCI-API auditor and transferred / transported to Prime C&I agreed laboratory. The applicant shall bear all costs of the laboratory testing.

## 2. APPLICATION REQUIREMENTS

- a. The applicant shall read, understand and agree to adhere to the PCI-API's Product Certification conditions upon submission of the application (P62A)
- b. The applicant shall submit signed application forms (Forms P62A) together with the related documents evidence such as, but not limited to the following;
  - Company profile
  - Government Permits and license / Legal Document(s)
  - Halal Assurance Manual and Operation procedure
  - Process flow Diagram
  - Plant layout and vicinity Map

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- List of Raw Material, Packaging Material, labelling and its valid Halal Certificate
  - List of Finished Good and Halal Conformity Test
  - HACCP Plan / Food Safety Manual
  - In-house laboratory testing
  - Halal Certificate, if any
- c. The applicant shall submit a new application if:
- Its current premises have not been previously certified by Prime C&I;
  - It has a new facility and its other similar facility, bearing the same business name, are already certified by Prime C&I;
  - Its existing product certificate has expired;
  - Its previously submitted application was rejected;
  - Its product certificate had been cancelled.
  - Its Scope of Accreditation has been changed and had a big impact on the activities
  - Halal Criteria is not as per Philippine National Halal Certification Scheme of 2018
- d. 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 product certification bodies and validity of the certificate.
- e. 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 PCI-API.
- f. 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 certification applications for all entity(ies) concurrently.
- g. The applicant shall declare any other businesses operated by the applicant or its holding company to Prime C&I.
- h. The applicant may be advised to change the scheme and/or subject to additional requirements as Prime C&I deems fit.
- i. The applicant shall always take ownership and bear responsibility for its application.
- j. The applicant has an existing valid registration with the Department of Trade and industry (DTI), Securities and Exchange Commission (SEC), Cooperative Development Authority (CDA) as

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required, whichever is applicable.

- k. 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.
- l. The applicant shall ensure the scope of certification is clearly segregated with proper partitions including the entrance, processing / production /or storage area etc.

### 3. GENERAL REQUIREMENTS FOR CERTIFICATION

#### 3.1 Raw Materials / Ingredients / Processing Aids

- a. 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.
- b. Raw Materials / ingredients which are sourced from animals shall have a valid Halal certificate of a recognized Accreditation body.
- c. Ensure raw material / ingredients sources are Halal and Safe
- d. Sources of imported animal-based raw materials must have a recognized Halal Certification from the country of origin.
- e. Non-Halal raw materials/ingredients are not all allowed to be stored in the Halal premises.

#### 3.2 Processing

- a. There shall be dedicated and clearly demarcated production lines, storage areas, equipment, utensils and dishwashing facilities for the handling and processing of products, raw materials, processing aids and additives. During the process the applicant must comply with the requirements of Shariah and remain clean as well as comply to Good Manufacturing Practices (GMP) / Good Hygienic Practices (GHP) and HACCP as may be applicable.
- b. Applicant shall ensure that the product applied shall be produced consistently with updated production record.
- c. No mixing between raw materials / products with non Halal materials / sources or those with uncertain Halal status.
- d. Use of equipment, utensils and other tool for processing made from Haram animals are not allowed.
- e. The applicant shall comply with the Food safety Management System requirements, comprising these 10 principles:

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1. **Establish a Food Safety Team:**

- a. The Food safety team shall comprise the Food safety team leader, and other members from multi-disciplinary background with relevant knowledge and expertise.
- b. Each Food safety 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 food safety team member as proofs of appointment and acceptance, respectively.
- c. The Food safety team leader shall successfully complete food safety training programmed by approved training provider.
- d. The Terms of Reference of the food safety team shall include developing a food safety plan as well as implementing and maintaining an effective food safety system. It shall also be responsible in ensuring that the applicant's staff are aware of the PCI-API product certification Conditions / PCI-API respective product certification scheme.

2. **Define the Product / Nature of Business:**

The food safety 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.

3. **Construct & Verify Flow Chart:**

- a. The food safety team shall clearly identify every process step involved in the relevant operations.
- b. The food safety team should incorporate all these steps in a flow chart and confirm it against the actual operation by conducting on-site verification/inspections.

4. **Identify Food Safety Hazards & Their Control Measures:**

- a. Using the flow chart, the food safety team shall identify and list all possible food safety hazards at every process step in the relevant operations;
- b. The food safety team shall also identify and list the necessary control measures to eliminate these hazards.

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5. **Determine Critical Control Points (CCP's), their Allowable Limits & Prescribed Practices:**
  - a. The food safety team shall identify the CCP's in operations that are vital for ensuring the safety and conformity of the product.
  - b. Allowable limits and prescribed practices shall be established for all CCP's.
  
6. **Establish Monitoring System for each CCP:**
  - a. The food safety Team shall establish monitoring systems for each CCP, 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 CCP. Some CCP's may be monitored by quantitative measurements, e.g. Observation approach - Product Certification Mark on packaging of end product.
  - c. Staff assigned at the CCP's, shall be given a proper briefing on the prevailing Prime C&I's Product Certification Conditions for their information and strict compliance.
  
7. **Establish Corrective Actions for each CCP:**
  - a. Corrective action for each CCP 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 CCP 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 food safety team is informed so that a clear chain of command can be issued.
  
8. **Establish Documentation & Record-keeping System:**
  - a. The food safety team shall establish and maintain the following documentations and records for purpose of audit as mention in 2.b **Application Requirement**
  - b. **Products/ Raw Materials / Processing Aids -**
    1. Updated products/items, raw materials, processing aids, Preservatives & additives within the scope of certification.
    2. Declared and approved valid food safety / product related certifications / certificates, questionnaires, specifications and/or laboratory analysis report for all raw materials, processing aids and preservatives.

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3. 3 – 6 months records of purchase invoices and/or delivery orders for all raw materials, processing aids, preservatives and additives. These shall be endorsed (with signature, name & date) by the MR / respective incharge
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.

**c. Food Safety Team -**

1. Appointment letters of Food safety team members stating their roles & responsibilities counter signed by the respective Food safety team members
2. Valid food safety and product-oriented training certificates for the Food safety team leader and food safety team members
3. **Food Safety System / Product Specific Areas -**
  - a) Process flow chart
  - b) HACCP plan
  - c) Records of compliance and any changes to HACCP Plan
  - d) Quality plan for comply with the specific standard
  - e) Minutes of food safety team meetings
  - f) Internal audit records
4. **Others –**
  - a) Incident reports
  - b) Any communications from Prime C&I
  - c) Food safety / quality periodic inspection reports, if any

**9. Verify the Food Safety System:**

Verification shall include checking records and operational compliance of the following.

- a) Monitoring systems.
- b) Personnel compliance to the CCP's & operations.
- c) Deviations and effectiveness of corrective actions taken;
- d) Random sampling
- e) Audit reports

**10. Review the Food Safety System**

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The food safety 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:

- a) Control measures are ineffective;
- b) Change in the food safety team;
- c) Changes are made to the monitoring schedules;
- d) Change in the operations;
- e) Change in the allowable limits and prescribed practices within the CCP's
- f) Internal audit findings.

### 3.3 Packaging and labelling

- a. Every Packaging label should be printed prominently and clearly specially for the Finish Good product to be displayed and consume directly by the user.
- b. The packaging label shall contain information according to the specified rules, guidelines and related standards (DOH AO 2014-0030 series of 2014) which among others are as follows.
  1. Name of product
  2. Halal logo issued by PCI-API or the Philippine Halal Logo according to the Section XIII of the PNHCS of 2018
  3. Net Content (in metric measurement, SI unit)
  4. Name and address of the manufacturer, importer or distributor and its trademark
  5. Complete list of ingredients, lot identification number
  6. Production and expiration date
  7. Food allergen
  8. Nutrition fact
  9. Country of origin
- c. Labelling and advertising shall not contravene the principles of Shariah (e.g indecent photos or non-Halal visual images and names)
- d. Packaging material shall not be made from materials which are classified as najis and must comply with packaging requirement as stipulated in various PNS on Halal and other relevant standards as may be applicable.

### 3.4 Hotels/Food Premises / Establishment

- a. The Hotels/food premises/establishment compound shall be fenced or have a control mechanism to prevent pets or wild animals from entering or remaining in the factory, production and dining area, among other

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- b. Equipment used shall be free from najjs, any hazardous material and doe not result in side effect to the finished product produced
- c. The arrangement of equipment in the area shall be neat, tidy and safe during working operation in producing the product.
- d. Workers are not allowed to live in the processing area if it is necessary, living quarters for the workers shall;
  - i. Be in the separate building;
  - ii. Have a separate entrance from the processing area if it is in the same building and
  - iii. Have mechanism to control the movement of workers.
- e. Non Halal food / beverages and other material source from non-halal item are not allowed to be brought into the processing area of the factory. Halal storage, kitchen and section of the food premises/establishment.
- f. The food premises/establishment shall have an effective control system from contamination of animal-rearing centers, sewerages plant and premises that process non halal materials and
- g. Liquor and material sourced from liquor is strictly prohibited to be in the processing area.

### 3.5 Workers / Personnel

The applicant shall engage: Food safety team leader / Management Representative (MR) shall practice code of ethics and comply with the relevant laws and regulation. The FSTL/MR among others, be responsible for the following:

1. Advise the company / establishment on food safety / Halal product certification or safety related matters.
2. Spearhead or assist in complying with the Prime C&I's Halal Product Certification Conditions;
3. Monitor the CCP's & Operational key area which can be affect the safety / quality of the product.
4. Verify and endorse all incoming products, raw materials and processing aids to ensure that they are compliance with local and international standard requirements.
5. Attend to customers on food safety / product safety or quality related queries.

### 3.6 Sanitation System

The applicant sanitation system procedure needs to be documented, implemented and maintained to monitor the following;

- Proper personal hygiene, including frequent hand and arm washing and covering cuts.
- Proper cleaning and sanitizing of all food contact surfaces and utensils.

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- Proper cleaning and sanitizing of food equipment.
- Good basic housekeeping and maintenance.

A sanitation plan is important in any food service preparation area. It ensures that all surfaces are cleaned on a regular basis and reduces the risks of transferring bacteria or other pathogens from an unclean surface to clean equipment such as cutting boards or tools.

### 3.7 Worker Basic Amenities and welfare

The applicant shall provide adequate basic amenities and ensure that workers welfare is take care of, including but not limited to the following;

- Suitable ablution and praying rooms for Muslim workers.
- Permission to perform daily mandatory and Friday prayes for Muslim workers
- Changing room and
- Pantry

### 3.8 Training

The Applicant management shall provide periodic and adequate training program to all employees engage in producing a Halal Product and must ensure that all workers have attended the Halal related training at least once a year.

### 3.9 Supervision and Monitoring

3.9.1 A laboratory analysis report may be required by Prime C&I to confirm that the products, menu items, raw materials, processing aids and/or additives are confirming the applicable local / international standard requirement. 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.

3.9.2 Market monitoring/Product/Service Surveillance – PCI-API has the right to monitor the product/service which were certified by its certification body. All inspection and monitoring shall be conducted with or without prior notice subject to PCI-API procedure and requirements.

3.9.3 PCI-API may necessarily conduct audits/inspections of certified clients at short notice or unannounced to investigate complaints, or in response to changes, or as follow up on suspended clients. PCI-API will describe and make known in advance to the certified customers the conditions under which these short notice visits are to be conducted. During the above visits, PCI-API may take product sampling for laboratory analysis the customer shall bear all costs of the laboratory testing.

### 3.1 Tools and element of Worship

Tool and elements of worship are not allowed in the processing area, starting from the receiving of the raw material to finished product, storage and serving place.

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### 3.2 Outsourcing Agreement

## 4 APPLICATION PROCESSING

4.1 The processing of application shall commence:

1. Within 7 working days from the date of receipt of the application form (P62A) for New application;
2. Within 14 working days from the date of application submission for Change and Renewal applications.

4.2 The applicant shall give full co-operation at All times (Pre, During and Post Certification) by providing any information required by PCI-API for the purpose of product certification.

4.3 The applicant may be required to:

1. Conduct a presentation on the company's / establishment's corporate profile, including its holding company, subsidiaries, nature of business, process flow chart, layout, composition of food safety team, food safety system, etc.;
2. Submit relevant documentation as per the PCI-API forms P/62A and Philippine National Halal Certification Scheme of 2018 Section VIII Specific Requirements for Certification in Accordance with the Scheme, for purpose of desktop audit, prior to the site audit.
  - a. Halal Assurance Manual – (HAS Manual)
  - b. Halal Assurance Team, if applicable
  - c. Submit sample/s of Finished product for Halal verification or testing at least once a year, (refer to clause 3.9.1 of the document)

4.4 The applicant shall prepare for a site audit by PCI-API upon submission of its application after the applicant has commenced operation.

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

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

1. Opening meeting;
2. Documentation review;
3. Site tour;
4. Interview of Halal / food safety team and MR
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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4.7 The site audit is executed during the initial audit (Stage 1 and stage 2 audit), and surveillance audits. The surveillance audit is performed on a yearly basis till one cycle of certification had been expired, in some cases the frequency of surveillance audit will be increased depends on the audit outcomes, product risk / type and etc. The recommendation / granting the product certification is based on the compliance and results of the quality / food safety management system, inspection and results of the product which is certified. For the product conformity sample will be collected from customer end during the stage 1 audit or prior to Stage 2 audit. The sample should be packed, marked and sealed with the presence of PCI-API auditor and transferred to ISO/IEC 17025 accredited laboratory or PCI-API approved laboratory.

The product sample collection details are following.

- During the stage 1 audit minimum Three Product sample will be collected for each product type / variety by PCI-API qualified representative. In some cases, the product sample numbers are more required based on the test and analysis parameter. One product sample shall be used for testing, second sample should be for the conformation with another laboratory and the third sample should be kept for further verification or reference.
  - If the first sample collected is failed during the certification audit process, then the 2nd sample will be subject for re-testing. The repeat sampling can be continued maximum two times, excluding the 1<sup>st</sup> sampling conducted during the certification audit. If the sample failed on the third time the product cannot be certified. In such cases the customer needs to solve the issues and approach PCI-API with agreed time for further steps.
  - After granting the Halal certificate, the Halal product sample will be collected based on the PCI-API sampling plan (Annex. A of the scheme). The sample will be collected from customer premises, warehouse, outsourced premises and market to verify the product conformity.
- 4.8 All members of the Halal/food safety team shall be present during the site audit and ensure that all documentations required for the purpose of product certification are available.
- 4.9 The applicant shall be notified on its application status via the email or by any other modes of communications selected by PCI-API at its discretion.
- 4.10 The applicant shall be notified of its application shortcomings via the Primary Email Address mention in the application form (P62A) and that it has registered.
- The applicant shall rectify and reply all shortcomings within the deadline stipulated by PCI-API. Failing to do this, the application shall be rejected without further notice.
  - 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

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rejected without further notice.

- Should the applicant require more time to rectify the shortcomings, the request shall be made to PCI-API before the given deadline. Prime C&I shall at its discretion grant or refuse such requests.

- 4.11 The application will be approved only after considering the applicant's track record and PCI-API is satisfied that the applicant is able to adhere to PCI-API's Product Certification Conditions.
- 4.12 PCI-API shall, at its discretion, decide on the certification duration, type of scheme and other conditions for approval of the application.
- 4.13 The applicant shall be subjected to the full NON-REFUNDABLE certification fee if the applicant decided to cancel the application.
- 4.14 Payments shall be made by cash, cheque, direct transfer to PCI-API bank account or any other mode of payment made available or agreeable by PCI-API, during / prior collection of the certificate.
- 4.15 Where a cheque payment is dishonored by the bank, the applicant shall make the payment by cash within 5 working days from the date notice of dishonor is given to the applicant by PCI-API. Failing such payment, the product certificate document (certificate) shall be automatically cancelled without further notice to the applicant and the applicant shall return the cancelled product certificate document (certificate) to PCI-API within 7 working days from the date of the notice of dishonor.
- 4.16 The application may be rejected under these circumstances, but not limited to:
1. Incomplete or inaccurate submission of related document;
  2. No fee paid within the stipulated deadline;
  3. Failure to respond to the application shortcomings within stipulated deadline;
  4. Non-compliance with the PCI-API Product Certification Conditions;
  5. Applicant is serving a suspension period imposed by PCI-API;
  6. Pending outcome of investigation for suspected breach of the Law or PCI-API.
- 4.17 If the application is rejected, the applicant may re-submit a new application, which shall be subjected to the prevailing non-refundable application fee, audit by PCI-API and/or PCI-API – appointed agent and the PCI-API Product Certification Conditions.
- 4.18 The applicant must apply for Halal Certification of all areas in the establishment to ensure that the entire process is covered according to the scope provided under Section V of Philippine National Halal Certification Scheme of 2018.
- 4.19 For certification renewal, application shall be submitted at least three months before the expiry date of the active Halal certificate. Any renewal application submitted less than a month before the current Halal certificate expiry date will be treated as a new application and shall be subjected to the prevailing application fees and to audit certification process.

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## 5 POST CERTIFICATION

- 5.1 The PCIAPI's Product Certification Conditions have to be adhered to at all times.
- 5.2 PCIAPI's and/or PCIAPI's -appointed agent shall conduct unannounced periodic inspections as and when necessary, following the award of Product certification document (Certificate).
- 5.3 If non-compliance is detected during the periodic inspection, the certificate holder shall conduct rectification measures and any other required actions within the stipulated deadline.
- 5.4 Changes to the application details including contact information of management representative, and names of products as well as details of raw materials, processing aids, additives, suppliers and /or shall be submitted via the email under Change application.
- 5.5 The certificate holder shall inform PCIAPI of any change in ownership, size of premises and layout at least 30 working days before the changes are implemented.
- 5.6 In the event of a change in the address of the certificate holder: The existing Product certification document (Certificate) is automatically cancelled / invalid and shall be returned to PCIAPI within 7 working days from the date of relocation.
- 5.7 No other operator or company shall be allowed usage of the certificate holder's premises without the prior written approval of PCIAPI which approval may be refused absolutely or given on such terms PCIAPI may at its discretion deems fit.
- 5.8 In the event of a public feedback, whether by way of a complaint or otherwise, the certificate holder shall account to PCIAPI and provide a written explanation within 5 working days of PCIAPI's written request.
- 5.9 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 PCIAPI. The applicant shall bear all costs of the laboratory testing. Refer: Annex A – Sampling plan – Laboratory analysis / Verification.
- 5.10 The certificate holder shall be solely responsible for monitoring the expiry date of the Product certification document (Certificate) and submitting a Renewal application if he wishes to renew the certificate. Any Renewal application shall be submitted not earlier than 90 days and not later than 30 days before expiry of the certificate.
- 5.11 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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## 6 PUBLICITY

- 6.1 Any packaging, publicity and advertising, corporate collateral (signboards, business cards, invoices, delivery orders, etc.), found online and offline, that may mislead on the product certification – product status of the company / establishment, products, raw materials and processing aids shall not be allowed.
- 6.2 No Product -related claims shall be made prior to obtaining a Product Certificate, upon expiry or cancellation of Product Certificate or during the suspension or revocation of PCI-API approval to issue any Product Certificate or use any specified Product Certification Mark.
- 6.3 The applicant / certificate holder shall not use any packaging, logos, posters, advertisements, and signboards, printed or published materials that resemble those belonging to their other business entities.

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

- 6.4 PCI-API shall, at its discretion, publish a status listing of all certificate holders as it deems fit with such details as it deems fit.

## 7 PCI-API PRODUCT CERTIFICATION DOCUMENT (CERTIFICATE) / CERTIFICATION MARK

- 7.1 The product certification document (certificate) shall be issued to the applicant considering the applicant's track record and only if PCI-API is satisfied that the applicant is able to adhere to PCI-API Product Certification Conditions, approval of the application, full payment of the certification fees in addition to any outstanding dues as advised by PCI-API and return of any expired PCI-API Product certification document (Certificate).
- 7.2 The certificate issued is valid for the period stipulated therein, which is renewable and subject to the prevailing Prime C&I's Product Certification Conditions.
- 7.3 The certificate holder shall be responsible in ensuring that the certificate and Product certification mark are not misused in any manner.
- 7.4 The certificate is the property of Prime C&I. The certificate holder shall be held responsible for the certificate issued to the organization. The certificate holder shall return the certificate to PCI-API immediately upon demand.
- 7.5 The certificate and/or any part thereof is NOT TRANSFERABLE.
- 7.6 PCI-API will issue a procedure for Use of license, certificates and marks of conformity to customer during the issue of final certificate / certificate awarded.

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- 7.7 Only original or ‘Certified True Copy’ of the certificate issued to companies shall be displayed.
- 7.8 Photocopied and/or expired certificate shall not be displayed at the company premises and / or their customer’s premises all times.
- 7.9 Expired certificate shall be returned to Prime C&I no later than 7 working days from the date of expiry.
- 7.10 The certificate holder shall immediately lodge a police report for any loss of the certificate and forward a copy of the police report to PCIAPI.
- 7.11 In the event of a loss or damage of certificate or any other reasons requiring additional certificate, the certificate holder shall submit a request for ‘Certified True Copy’ of the certificate using the form provided by PCIAPI, subject to approval and service fee.
- 7.12 The product certification mark and/or any part of it is the property of PCIAPI, the certificate holder shall ensure that all parties interested to use and reproduce the product certification mark and/or any part thereof in any kind or form shall obtain prior written approval from PCIAPI before using or reproducing the same, which appeal rejected absolutely or given on such terms as Prime C&I deems fit.
- 7.13 The certificate holder shall adhere to the specifications of the product certification mark provided PCIAPI upon request
- 7.14 The certificate holder shall not use the product certification mark in forms that can be easily tampered (e.g. stickers, decals).
- 7.15 Notwithstanding anything to the contrary herein, in the event that the certificate holder is found to:
1. Have breached any of the PCIAPI’s product 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. (ED), HSA, whichever is applicable, suspended;
  4. Have ceased to carry on its business or threatens to do so;
  5. Have appointed over all or any part of the assets or undertake a receiver, judicial manager or similar officer;
  6. Have filed or be the subject of a petition for judicial management;
  7. Have ceased to do business in the normal course for a continuous period of more than 30 days;
  8. Have made any arrangement for the benefit of its creditors;
  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 certificate holder should continue to hold the certificate,

PCIAPI reserves the right to suspend or revoke the certificate with immediate effect upon written notice

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to the certificate holder.

7.16 Any notice required to be given by either PCIAPI or the certificate holder, in relation to a breach of the PCIAPI Product 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 Certification & Inspection Asia Pacific Inc. – Unit R-04, 3<sup>rd</sup> Floor, Allegro Center, Chino Roces Avenue Ext., Brgy Magallanes, Makati City, Metro Manila, Philippines

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

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

1. Forthwith deliver the certificate to PCIAPI;
2. Forthwith discontinue the use of the certification mark;
3. Unless PCIAPI otherwise directs, forthwith take such steps as are reasonable and necessary to have the certificate or the 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 certificate or certification mark, as the case may be; required by PCIAPI, deliver to PCIAPI within such time as PCIAPI may specify, all products, stickers, labels, packaging, brochures, advertisements and other similar articles, to which the certificate holder has applied a representation of the certificate or certification mark, as the case may be.

Further or in the alternative, should, the certificate holder shall not make changes to the existing certificate by submitting a change or renewal application and / or apply for a new certificate.

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

## 8 OTHER CONDITIONS

- 8.1 The applicant / certificate holder shall at all times keep PCI-API 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 PCI-API Product Certification Conditions or the certificate or otherwise arising from or in connection with the unlawful use of the certificate or certification mark or other activities associated there with by the certificate holder or applicant.
- 8.2 The applicant / certificate holder shall accept PCI-API decisions on all product certification related matters as binding. PCI-API records of all matters relating to the certificate and application shall be conclusive and binding on the certificate holder or applicant.
- 8.3 No exercise or failure to exercise or delay in exercising any right power or remedy vested in PCI-API under or pursuant to the PCI-API Product Certification Conditions shall constitute a waiver by PCI-API of that or any other right power or remedy. The failure of PCI-API to insist upon or enforce strict performance by the certificate holder or applicant of any provision of the PCI-API Product Certification Conditions or to exercise any right under the PCI-API Product Certification Conditions shall not be construed as a waiver or relinquishment to any extent of PCI-API' right to assert or rely upon any such provision or right in that or any other instance; rather, the same shall be and remain in full force and effect.
- 8.4 The applicant / certificate holder shall provide consent to forensic audit(s) of all its business records in the event of any breaches of the terms thereof.
- 8.5 PCI-API may at any time, upon written notice to the applicant / certificate holder, vary, remove or add to any one or more of the PCI-API Product Certification Conditions. Such change shall take effect from the date stated in the notice, unless otherwise specified in the notice.
- 8.6 PCI-API may review all applications and/or approvals for product certificates as it deems necessary.
- 8.7 PCI-API decisions in respect of all matters shall be binding.

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**ANNEX A – SAMPLING PLAN – LABORATORY ANALYSIS / VERIFICATION**

<b>Complexity Class</b>	<b>Business Sector</b>	<b>Prime C&amp;I Schedule for sampling</b>
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 PCI-API. The sample should be packed, marked and sealed by the presence of PCI-API auditor or PCI-API Representative, and transferred / transported to PCI-API agreed laboratory. The applicant shall bear all costs of the laboratory testing.

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	<b>Prime Certification and Inspection Asia Pacific Inc.</b>			
	Makati City, Philippines Ph.: +632 236 5999, Ext. 1130 Email: <a href="mailto:info@primeasiapacific.com">info@primeasiapacific.com</a> Web: <a href="http://www.primegroup.ae">www.primegroup.ae</a>			
<b>Title</b>	<b>Halal Certification Scheme – Generic (Food, Food Packaging Material &amp; Drinking Water)</b>			
<b>Doc ref:</b> <b>PCI/PCS-01A</b>	<b>Issue:</b> <b>01</b>	<b>Revision:</b> <b>00</b>	<b>Date:</b> <b>15/05/2021</b>	<b>Page</b> <b>22 of 22</b>
<b>Prepared by</b>	<b>Quality Assurance In-charge</b>	<b>Approved by</b>	<b>Group Quality Assurance Manager</b>	

**ANNEX B – MECHANISM OF VERTRIFICATION – USAGE OF LOGO AND MARK**

<b>Complexity Class</b>	<b>Business Sector</b>	<b>PCIAPI Schedule for sampling</b>
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 06 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 06 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 06 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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