



JUHf
CERTIFICATION PVT. LTD.

OFFICE: Imam Bada Compound, Imam Bada Road, Near Mughal Masjid, Bhindi Bazar, Mumbai, Maharashtra- 400009, India. Cell No.+91- 9321222774, Land Line. +91-22-23759169, Email: contact@halalhind.com web: www.halalhind.com CIN No: U74999MH2019TTC331593

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| DOCS TITLE: | JUHf HALAL CERTIFICATION PROCEDURE FOR THE PRODUCTS AND SYSTEMS (JUHf-HCPPS) |
| DOCS NO: | JUHf/SC/RD-03, Issue 01, Rev. 03, Dt. 01-04-2023 |



JUHf-HCPPS
THIRD REVISION

JUHf HALAL CERTIFICATION PROCEDURE FOR THE PRODUCTS AND SYSTEMS (JUHf-HCPPS)

JUHf CERTIFICATION PVT. LTD.

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Amendment History

| Rev. | Nature of changes | Approval | Date |
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| 01 | Original | Director | 16.08.2018 |
| 02 | <ul style="list-style-type: none">- In Preface some common words have been added- In Definition from 3.16 to 3.21 has been added and 3.24 has been added- 7.9.5. clause has been added for the training of IHMT member.- 9.10.6. and 9.10.7. have been added regarding logo printing on Halal Certified products. | Director | 16.10.2022 |
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Preface.

This document provides a complete and comprehensive guideline to a person/entity who is willing to go for JUHF Certification Pvt. Ltd. (JUHF) Halal certificate for all types of food and non-food products. One must go through this document before applying for Halal certification, so that they can get complete information about JUHF certification procedure, standard requirements and no ambiguity comes. JUHF intends, in this document, to elaborate and explain pre-certification requirements, ongoing process requirements and post-certification client responsibilities and requirements.

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1. TERMS AND DEFINITIONS

For the purposes of this document, the terms and definitions given in JAKIM, GSO, SMIIC, I-CAS standards and the following apply.

1.1 Islamic Shariah Rule

It means what ALLAH has legislated for human through the holy Book QUR"AN and by practice of Beloved prophet Muhammed (Peace be upon him).

1.2 Halal Certification Body

Authoritative and approval body that provides Halal Certificate; here it is JUHF

1.3 Halal Certificate

A document endorses that the identified products, service or system conforms to the requirements of Halal as per Islamic Rules. Halal Certificate such as Halal Slaughtering certificate, certificate for Food or pharma product etc.

1.4 Halal Logo

A symbol issued by JUHF to the clients to print on certified products to identify they are Halal Certified, JUHF Halal Marks is below;



Note: JUHF Halal Logo issued to a client must be bearing 4-digit registration No. Specified for that client

1.5 Enforcement Agreement

An Agreement signed by the Applicant and JUHF governing the rules for the right to use Halal certificate /Halal mark of the product, service, or system.

1.6 Technical Expert

A person appointed by JUHF who is technically competent in a particular processing technology or field.

1.7 Technical Auditor

A person appointed by JUHF that is technically competent in auditing Halal procedure and requirement in a particular processing technology or field.

1.8 Shariah Auditor

A person appointed by JUHF and having sound knowledge of Islamic Shariah specially related to food and dietary.

1.9 Shariah Advisory Board/Islamic Affairs Expert Committee

A group of Muslims with profound knowledge of Islamic rules in the subject of Halal and Haram and appointed by JUHF.

1.10 Halal Certification Approval Committee/Decision Making Committee

A panel of technical and religious background appointed by JUHF to take the decision to grant the Halal Certificate or dishonor.

1.11 Critical activity

is activity in production process chain that can influence Halal status of the product. Critical activities may include new material selection, material purchasing, product formulation, incoming material inspection, production, cleaning of production facilities, storage and handling, transportation, display, animal slaughtering etc.

1.12 Cosmetic and Personal Care:

Any substance or mixture intended to be placed in contact with the external parts of the human body (epidermis, hair system, nails, lips and external genital organs) or with the teeth and the mucous membranes of the oral cavity with a view exclusively or mainly to cleaning them, perfuming them, changing their appearance, protecting them, keeping them in good condition or correcting body odors.

1.13 Agricultural Ingredient:

Any agricultural or animal or microbial product, derived from agriculture or aquatic or Wild Harvest and can be also classified to agricultural ingredients produced physically and agricultural ingredients produced chemically according to manufacturing or extraction method.

1.14 Contaminants

Unintended substances that can originate from sources outside the chemical pathway, chemical processes, unexpected situations such as bad storage of primary substances or instability of the primary packaging.

1.15 Ethanol

Type of alcohol, also called ethylene alcohol or pure alcohol, its colorless liquid, volatile, flammable and its chemical formula (CH₃CH₂OH)

1.16 Gene

Part of DNA, responsible of producing polypeptide like amino acid polymer, which is give main structure to the sub-unit or full protein. Also gene can contain organizational part of (DNA) necessary to produce protein but not the code of any amino



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acids.

1.17 Genetic Modified Organisms (GMOS)

Organisms contain products and /or secondary ingredients genetically modified from transfer of genes between live ones using genetic engineering techniques and alteration in DNA.

1.18 Halal Supporting Documents

A set of documents that ensure the authenticity and Halalness of material used in production of Halal product.

1.19 Lab Testing Report

A mechanical procedure that involves testing a sample of a product to find out the Halalness of specific products.

1.20 Traceability

ability to follow movement of a product (e.g. Food or feed) from its initial state or source to ultimate state through specified stage(s) of production, processing, packaging, storage or exposition, distribution and serving

1.21 Suspension/Withdrawal

JUHF renders the right to use issued certificate ineffective for a specific period. Period is set by JUHF.

1.22 Internal Halal Committee/Internal Halal Management Team (IHC/IHMT)

A group of designated people formed by an applicant (Top management) in a premise who are responsible to implement the Halal Assurance system

1.23 Certified Client/Entity/Supplier

A Halal certified entity who supplies the products/services as per the Halal requirements.

1.24 Halal

Halal originates from the Arabic word namely halla, yahillu, hillan and wahalalan which means allowed or permissible by the Islamic Shariah law.

1.25 Non-Halal / Haram

Matters/products that are unlawful and prohibited in Islam based on the Shariah law and fatwa.

1.26 Mashbooh (Doubtful)

Product or material whose source is not known whether from Halal or Haram is called Mashbooh or doubtful.

1.27 The definition of Halal Foods is as follows:

When food or goods are described as Halal or are described in any other expression to indicate that the food or goods can be consumed or used by a Muslim, such expression means that the food or goods are:

- Neither is nor consist of or contains any part or matter of an animal that is prohibited by Islamic Shariah Law for a Muslim to consume or that has not been slaughtered in accordance with Islamic Shariah Law and Fatwa.
- Does not contain anything which is impure / najis according to Islamic Shariah Law and Fatwa.
- Does not intoxicate according to Islamic Shariah Law and Fatwa.
- Does not contain any part of a human being or its yield which are not allowed by Islamic Shariah Law and Fatwa.
- Is not poisonous or hazardous to health.
- Has not been prepared, processed or manufactured using any instrument that is contaminated with Najis according to Islamic Shariah Law and Fatwa;
- Has not in the course of preparing, processing or storage been in contact with, mixed, or in close proximity to any food that fails to satisfy paragraph (a) and (b).
- Note: When services in relation to the food or goods are described in any other expression to indicate that the services can be used by a Muslim, such expression means that the services in relation to the food or goods are carried out in accordance with Shariah Law.

1.28 Najis

Matters that are impure according to Shariah law and fatwa. Najis literally means impurity such as blood, urine and faces. In Islamic Shariah law, najis means all impurity that nullifies prayers. Najis is divided into three types:

- Mughallazah (severe) such as dogs, pigs and their descendants or birth from either one of them;
- Mutawassitah (medium) which is with the exception of the above two, such as blood, pus, faeces and etc.;
- Mukhaffafah (light) namely urine of a baby boy who is solely on breast feeding and has not reached the age of two years old.

1.29 Ritual Cleansing

Cleaning means cleansing something from mughallazah najis such as dogs, pigs and their descendants. Mughallazah najis should be cleansed by using one time water mixed with soil and followed with six times clean / natural (Mutlaq) water as described in Cleaning Method set by JUHF.



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2. SCOPE AND SCHEMES OF THE HALAL CERTIFICATION

- 2.1 The JUHF-HCPPS is applicable for all type of foods, Non-food, Pharmaceutical, Nutraceutical products which are fully or partially manufactured/processed / packed, and will include manufacturers, producers, sub-contract manufacturers, re-packaging agents, service provider. etc.
- 2.2 The JUHF-HCPPS contains complete guidelines for both JUHF and applicants who apply for a product or system certification; for initial, renewal and/or scope extension.
- 2.3 An application can be made for the following Certification Scheme.
- JUHF/JAKIM/MUI General Scheme
 - GSO/UAE/SMIIC Standards Scheme
 - NABCB / I -CAS Scheme
- 2.4 The products range for the certification under JUHF/JAKIM/MUI General scheme is listed below.

| CATEGORY CODES | CATEGORIES | EXAMPLE OF PRODUCTS |
|----------------|-------------------------------------|---|
| A | Slaughterhouse and processing plant | Halal animal slaughtering (ruminant and poultry), game meat, butcheries. |
| B | Food products and beverages | Dairy products, fats and oils, edible ice, confectionery, fruits and vegetables, cereals and cereal products, bakery, meat and meat products, fish and fish products, eggs and egg products, sweeteners, beverages, additives, etc. (Chemical used for foods, Colours, Herbal Product, Flavours, Processing aids) |
| C | Food premises and Services | Restaurant, café, hotel canteen, catering, food truck, etc. |
| D | Consumer goods | Baby wipes, hand sanitizer, detergent, water filter, multipurpose glove, etc. (Bleaching Earth, activated carbon, resins) |
| E | Cosmetics and personal care | Toothpaste, soap, shampoo, conditioner, beauty products, perfume, mouth wash, etc. |
| F | Pharmaceutical | Prescribed and non-prescribed medicines, health supplements, traditional medicines, etc. (Herbal used medicinal purpose) |
| G | Medical devices | suture, medical glove, eye lubricant, implant humidifier, bone graft, grafting, hemodialysis solution, wound wash, prosthetic product, dental floss, etc. |
| H | Supply chain and Logistic services | Transportation, warehousing, retailing, food delivery services, etc. |
| I | Others | Muslim friendly, animal feed productions, tourism, fertilizer, fabric, etc. |

2.5 The product range for certification under GSO/UAE/SMIIC standards scheme is listed below:

| Cluster | Category | Subcategory | Products/ Products Group |
|--------------------------|-----------------------|--|---|
| Food and feed processing | C: Food Manufacturing | CI: Processing of perishable animal products | Processed buffalo meat products. Processed poultry products including processed egg products. Dairy products Animal fat Fish Products |
| | | CII: Processing of perishable plant products | Fresh fruits and vegetables Preserved fruits and vegetables. Fresh juices |
| | | CIV: Processing of ambient stable products | Canned vegetables products Canned fruits products, Canned fish products Preserved fruits and vegetables, |
| | | | Dried vegetables and fruits Bakery and bakery products, Vegetable oils, Non-alcoholic fruit Beverages and drinks Confectionary (Chocolates, toppings, gums, etc.) |



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|--------------------------|--|--|--|
| Food and feed processing | C: Food Manufacturing | CIV: Processing of ambient stable products | Pasta Flour Marmalades, Jams, Spreadable sweet creams Soups Sauces Cereal products Ice cream and Ice cream powder Snacks (Chips, etc.) |
| Food and feed processing | C: Food Manufacturing | CIV: Processing of ambient stable products | Sweeteners Spices products Salads dressings |
| | | CV: Animal slaughtering | Ovine slaughtering Including cutting and packing Buffalo slaughtering Including cutting and packing Poultry slaughtering including cutting and packing |
| Food and feed processing | C: Food Manufacturing | 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, foodgrade salt |
| Auxiliary services | I: Production of Food Packaging and Packaging Material | | - Food contact and packaging materials |
| Biochemical | K: Production of (Bio) Chemicals | | Food Additives Cultures and Enzymes Flavoring |
| 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 |
| Biochemical | K: Production of (Bio) Chemicals | | Sterilizers Food Colorants - Cosmetics |

2.6 The products range for the certification under NABCB/ I-CAS scheme is listed below,

| Sr. No. | HS Code | Commodity |
|---------|---------|---|
| 1 | 0201 | MEAT OF BOVINE ANIMALS, FRESH AND CHILLED |
| 2 | 0202 | MEAT OF BOVINE ANIMALS, FROZEN |
| 3 | 0204 | MEAT OF SHEEP OR GOATS, FRESH, CHILLED OR FROZEN |
| 4 | 0206 | EDIBLE OFFAL OF BOVINE ANIMALS, SHEEP, GOAT, FRESH CHILLED OR FROZEN |
| 5 | 0207 | MEAT AND EDIBLE OFFAL OF THE POULTRY OF HEADING NO.01.05, FRESH CHILLED OR FROZEN |
| 6 | 0210 | MEAT/EDIBLE MEAT OFFAL, SALTED, IN BRINE, DRIED/ SMOKED; EDIBLE FLOURS AND MEALS OF MEAT/MEAT OFFAL |
| 7 | 1601 | SAUSAGES AND SIMILAR PRODUCTS OF MEAT, MEAT OFFAL, FOOD PREPARATION BASED ON THESE PRODUCTS |
| 8 | 1602 | OTHER PREPARED OR PRESERVED MEAT, OFFAL |

2.7 The applicant may include or exclude one or more products or range according to the scope they deal with.

2.8 SPECIFIC REQUIREMENTS FOR CERTIFICATION ACCORDING TO SCHEME AND CATEGORIES.



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For JUHF/JAKIM/MUI General Scheme, an applicant is required to adhere to and comply with the following criteria.

- This guideline JUHF-HCPPS
- FSSAI regulatory requirements where applicable
- Malaysian Standards MS 1500: 2019, MS 1500: 2009 and other MS Standards applicable to the products an applicant is to apply for.
- MUI Standard HAS 23000, applicable only for an applicant wish to export meat in Indonesia.
- Decision of JUHF Islamic Affair Expert Committee

For Slaughterhouses additional requirements shall be adhered to.

- Appointment of adequate Halal Supervisors and Halal Checkers to look after the slaughtering process as per Standard and Islamic method.

Note: the applicant is required to request JUHF for the appointment of supervisors and Halal Checkers

- Appointment of adequate Muslim Halal Slaughtermen to perform Halal slaughtering, arrangement of slaughtermen training and Halal awareness training.
- Maintain daily and monthly Slaughtering records and export records in Slaughterhouses.

2.9 For GSO/UAE/SMIIC Scheme, an applicant is required to adhere to and comply with the following criteria.

- This guideline JUHF-HCPPS
- FSSAI regulatory requirements where applicable
- GSO / UAE S 2055 – 1 Halal products -- (Part One: General Requirements for Halal Food)
- GSO/UAE 993: 2015 and 2022 version - (Animal Slaughtering Requirements According to Islamic Rules)
- GSO / UAE 2055-Halal Products- Part 4: Requirements for Halal Cosmetics and Personal care
- OIC/SMIIC 1:2019 General Requirements for Halal Food
- OIC/SMIIC 4:2018 Halal Cosmetics – General Requirements
- Decision of JUHF Islamic Affair Expert Committee

For Slaughterhouses additional requirements shall be adhered to.

- Appointment of adequate Halal Supervisors and Halal Checkers to look after the slaughtering process as per Standard and Islamic method.

Note: the applicant is required to request JUHF for the appointment of supervisors and Halal Checkers

- Appointment of adequate Muslim Halal Slaughtermen to perform Halal slaughtering, arrangement of slaughtermen training and Halal awareness training.
- Maintain daily and monthly Slaughtering records and export records in Slaughterhouses.

2.10 For NABCB i-CAS scheme, an application is required to adhere to and comply following criteria,

- This guideline JUHF-HCPPS
- FSSAI regulatory requirements where applicable
- INDIA CONFORMITY ASSESSMENT SCHEME (i-CAS) for HALAL PRODUCTS
- Regulation and standard requirement of the importing countries
- APEDA Requirements
- NABCB Requirements
- Decision of JUHF Islamic Affair Expert Committee

For Slaughterhouses additional requirements shall be adhered to.

- Appointment of adequate Halal Supervisors and Halal Checkers to look after the slaughtering process as per Standard and Islamic method.

Note: the applicant is required to request JUHF for the appointment of supervisors and Halal Checkers

- Appointment of adequate Muslim Halal Slaughtermen to perform Halal slaughtering, arrangement of slaughtermen training and Halal awareness training.
- Maintain daily and monthly Slaughtering records and export records in Slaughterhouses.

3. The applicant (Top Management) Responsibilities: (This will be applicable to all type of scheme and categories)

- The management shall ensure that the Halal integrity is preserved, and products are manufactured and processed according to Halal requirements and related standards.
- The organization, and its products, processes, and services, shall at all the times comply with any applicable statutory, regulatory and/or contractual requirements for Halal products, as relevant specifically in the countries of its origin and its final destination.
- The organization shall have a process to identify, analyze, evaluate, treat, monitor, and document the risks related to Halal control system implemented by it on an ongoing basis. Where any risks are identified, the organization shall document and demonstrate how it eliminates or minimizes such risks. The top management of the organization shall on



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a continual basis review any residual risk to determine if it is within the level of acceptable risk.

- 3.4 The organization shall be responsible for consistently achieving the intended results of implementation of the Halal control system and applicable requirements for certification.
- 3.5 The Top management shall establish an Internal Halal Management Team (IHMT) of 5 or more people, comprising a leader who is responsible for ensuring the effectiveness in implementation of Halal Assurance System
- 3.6 The Top Management shall appoint a relevant person preferably a Muslim who is aware of Halal and Haram concept and other relevant personnel from multi- disciplinary background, to ensure that the Halal Certification requirements are always adhered to.
- 3.7 The Top management shall provide training regularly to relevant personnel on the Halal principles and its application.
- 3.8 The Top management shall ensure that sufficient resources (i.e., manpower, facility, financial and infrastructure) are provided in order to implement the Halal Assurance system.
- 3.9 The Top management shall ensure all related activities for manufacturing and handling of Halal products are properly recorded and all documents and records shall be maintained and traceable.
- 3.10 The Top management shall ensure the participation and commitment by staffs in various departments and at all levels within the company, the company's suppliers, and distributors to preserve Halal integrity.
- 3.11 The Top management shall establish a Food/Product Safety Management System in the concerned processing plant.
- 3.12 The Top management shall ensure that there are procedures, derived from standards, shall be adhered to during preparation, handling, processing, packaging, storage or transfer of products, they shall be in compliance to requirements by the Islamic Law and remain clean as well as comply with updated food/ product safety and relevant standards.
- 3.13 The Top management is responsible, through IHMT, to implement Halal Assurance System and maintain the records of all Halal documents in a way to produce when JUHF or its official demand.

4. General Requirements

- 4.1.1 The Halal certification process commences upon the submission of a completed application form issued by JUHF.
- 4.1.2 The application form shall be completed in accordance with the guidelines set out in the application form. The application that is not completed in accordance with the guidelines or unsupported by necessary documents or without the application fee will not be processed.
- 4.1.3 Strict confidentiality regarding all matters shall always be maintained by JUHF.
- 4.1.4 The names of all the products applied for Halal Certification by the applicant must be consistent with the names printed on the packaging label.
- 4.1.5 If any of the applied products are outsourced, then the Original Product Manufacturer must be Halal Certified or audited and approved by JUHF.
- 4.1.6 All the consumer products produced and marketed under the same brand name shall be Halal certified by JUHF.
- 4.1.7 If the applicant manufactures the same product under the same brand in different plants, then the products manufactured in all the plants have to be Halal certified by JUHF.
- 4.1.8 If the applicant produces the same type of Halal and non-Halal products in the same brand, then the applicant must fulfil the following requirements to process the application.
 - a. All Halal products / raw materials / ingredients shall be transported, stored, handled, processed, used etc. with no cross contamination with non-Halal items.
 - b. Brand name shall be different for meat and meat-based products.
 - c. Non-meat products shall be clearly labelled as NOT CERTIFIED by JUHF.
- 4.1.9 JUHF shall not certify any Halal foods / products that are named or synonymously named such as ham, bacon, beer, rum, and any such other names that might create confusion among Halal consumers.
- 4.1.10 The applicant shall maintain a file marked 'Halal' that includes application, updated documents, records. The file shall be made readily available to the official(s) from JUHF during the onsite audit.
- 4.1.11 The applicant shall adhere all the requirements detailed in JUHF -HCPPS (JUHF/SC/RD-03, Issue 01, Rev. 03, Dt. 01-04-2023)
- 4.1.12 The applicant shall comply with the standard requirements for which they applied for Halal Certification. (JUHF/APP/FA, Issue 01, Rev. 02)
- 4.1.13 Non-Halal products / ingredients / raw materials shall not be handled, stored, used, sold, or brought under any circumstances inside the premises to which Halal Certificate is applied.
- 4.1.14 All raw materials / ingredients /processing aids used, brought, stored in the premises shall be halal and their halal status confirmed with supporting documents mentioned below:
 - i. Halal Certificates from Halal certifying bodies recognized by JUHF.
 - ii. Product Data Sheet/Technical Data Sheet explaining the source of origin / Material Safety Data Sheet (MSDS) with complete breakdown of the ingredients, including those items that may be used as catalysts or processing



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aids that have a chemical base.

iii. *Process flow chart of the ingredients / raw materials*

iv. *Laboratory analysis report.*

v. *Any other document required by JUHF officials.*

- 4.1.15 All ingredients / raw materials / processing aids brought, stored or used inside the premises must be properly packed and clearly labelled with the product description, date of manufacture, date of expiry, batch number, manufacturer's name and plant address for tracing purposes.
- 4.1.16 An analysis report from a NABL approved laboratory may be required upon notice by JUHF to confirm that the product or raw material or ingredient does not contain any non-Halal items (e.g. pig, pig derivatives, ethanol etc.). The product sample(s) for testing shall be taken by JUHF personnel only and sealed with the respective security seal. The applicant shall bear all costs of such laboratory test.
- 4.1.17 Hygiene, sanitation and product safety are prerequisites in the preparation of Halal products. It includes the various aspects of personal hygiene, clothing, utensils, machinery & processing aids and the premises for processing, manufacturing & storage of products.
- 4.1.18 All production lines, equipment, machineries, appliances, processing aids, cookeries, kitchen utensils, cooking places, stores, chillers, freezers, cold-rooms, etc. shall be washed and cleansed under the instruction and supervision of JUHF official(s) if it had been contaminated with non- Halal items before certification.
- 4.1.19 Halal products shall be suitably packed. Packaging materials shall be Halal and safe and shall not contain any materials that are considered hazardous to health.

4.2 Materials Requirements.

- 4.2.1 Materials shall not be derived from pork or its derivatives.
- 4.2.2 Materials must not contain material derived from pork or its derivatives.
- 4.2.3 Material must not be Khamr (alcoholic beverages) or khamr derivatives that are physically separated.
- 4.2.4 Materials must not be blood, carrion, and parts of the human body.
- 4.2.5 Animal based material must be derived from Halal animals (Permissible Animal), and slaughtering must be done in accordance with Islamic Shariah that must be in according with JUHF requirement. **See Table-3**
- 4.2.6 Microbial Materials must not cause infection and intoxication to humans. Growth media ingredients, additives, enzymes, and processing aids etc. Must not contain materials from pork or its derivatives.
- 4.2.7 Alcohol/ Ethanol: Alcohol must not be derived from the khamr industry. The alcohol usage in the production process of the food and beverages products are allowed if the alcohol level in final product is not detected and alcohol levels in intermediate products that is certified is not more than 1%.
- 4.2.8 The Applicant must have supporting documentations for all materials used as per Complexity class See **Table -3**
- 4.2.9 The Applicant must have technique/system to ensure all supporting documents of the materials used are always valid.
- 4.2.10 The Applicant must have written procedure for the procurement and approval of the Halal material as per Halal requirements.
- 4.2.11 Materials that have potency /possibility to be manufactured in the same facility for material from pigs or their derivatives, must be supported by pork free facility statement from the manufacturer.
- 4.2.12 Use of appliances / brushes from animal hair is not allowed.

4.3. Products Requirements

- 4.3.1 Product Name and brand Name must not be used a name which tends to Haram things nor practices that is inappropriate with Islamic Law.
- 4.3.2 Characteristics or sensory profile of the products must not be imitating Haram products or stated as Haram by JUHF.
- 4.3.3 Products applied must be produced consistently with updated production record
- 4.3.4 During preparation, handling, processing, packaging, storage or transfer of products, they shall be in compliance with requirements by the Islamic Shariah Law and remain clean as well as comply with updated food safety and relevant standards.
- 4.3.5 Product must not contain alcohol that derived from Khamr Industries
- 4.3.6 No mixing between materials / products with Non-Halal materials / sources or those with uncertain Halal status;
- 4.3.7 Transportation used for Halal Product shall be for Halal products only.
- 4.3.8 Use of appliances / brushes from animal hair is not allowed.

4.4 Production Facility Requirements

- 4.4.1 Facility shall be designed and constructed or renovated so as to enable the process flow to control the risk of product contamination and suitable for intended use.
- 4.4.2 The layout of the facility shall permit proper process flow, proper employee flow, good hygienic and safety practices,



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including protection against pest infestation and cross- contamination between and during operations.

- 4.4.3 Product process flow from receipt of the materials to the finished products shall prevent cross contamination.
- 4.4.4 The facility shall be designed to facilitate cleaning and proper supervision of product safety and food hygiene.
- 4.4.5 The loading and unloading bay shall be appropriately designed to allow effective transfer of goods.
- 4.4.6 The facility shall be kept in good condition, hygienic, and maintained to prevent pest access and to eliminate potential breeding sites.
- 4.4.7 The facility shall be effectively segregated and well insulated from pig farm or its processing activities to prevent contamination through personnel and equipment.
- 4.4.8 Slaughtering and processing premises shall be dedicated for Halal slaughtering and Halal processing only.
- 4.4.9 Adequate sanitary facilities shall be provided and maintained.
- 4.4.10 Pets and other animals shall be prohibited from entering the premises.
- 4.4.11 The production line and supporting equipments must not be used alternatively to produce Halal products and non-Halal Products, especially products containing pork or its derivatives.
- 4.4.12 If the production line and supporting equipment, which had ever been used to produce products containing Non-Halal (Haram) products, are going to be used to produce Halal products, it must be undergone through ritual cleaning before use. *See Doc JUHF/SC/RD-01, Issue.01, Rev.00*
- 4.4.13 The storage of materials and products in warehouse or temporary warehouse must ensure that there is no cross – contamination with the prohibited (Haram) or impure (Najis) materials /Products.
- 4.4.14 The place of facility for washing of production equipment must not be used together not alternately with the equipment that have been contacted with materials containing pork or its derivatives.

4.5 Factory

- 4.5.1 The factory compound shall be fenced or having a control mechanism to prevent pets or wild animals from entering or remaining in the factory area.
- 4.5.2 Equipment used shall be free from najis, any hazardous materials and does not result in side effects to the products produced.
- 4.5.3 The arrangement of equipment and goods in the factory shall be neat, tidy and safe during working operations in producing the product.
- 4.5.4 Workers are not allowed to live in the factory compound. If it is necessary, living quarters for the workers shall be:
 - a. In a separate building.
 - b. If it is in the same building, there shall be a separate entrance to the processing area.
 - c. No direct passageway from the workers living quarters to the processing area;
 - d. There is a mechanism for controlling the movement in and out of workers.
- 4.5.5 Non-Halal food/beverages and Tobacco are not allowed to be brought into the factory compound.
- 4.5.6 The factory shall have an effective control system from contamination of animal rearing centers, sewerage plant and premises that process non-Halal materials.
- 4.5.7 Liquor and materials sourced from liquor is strictly prohibited to be in the factory compound.

4.6 Food Premise

- 4.6.1 The equipment used shall be free from najis, does not contain any hazardous materials and results in side effects to the products produced.
- 4.6.2 Appliances / brushes from animal hair are not allowed.
- 4.6.3 The arrangement of equipments and goods in the factory shall be neat, tidy and safe.
- 4.6.4 Workers are not allowed to live in the premise compound. If it is necessary, living quarters for the workers shall be:
 - a. Having separate entrance to the premise compound.
 - b. No direct passageway from the worker's living quarters to the premise compound;
 - c. There is a control mechanism on the movement in and out of workers.
- 4.6.5 Non-Halal food / beverages / tobacco are not allowed to be brought into the premise compound.
- 4.6.6 The premises shall have an effective control system from premises that process / prepare non-Halal materials.
- 4.6.7 All central kitchens and outlets for chain restaurants / franchise / food court shall apply for Halal certification.
- 4.6.8 Liquor and materials sourced from liquor is strictly prohibited to be in the Halal production area including the storage area.

4.7. Restaurant/Catering Service

- 4.7.1 Production facilities (Kitchen) must be dedicated for Halal production.
- 4.7.2 If the production line and supporting equipments, which had ever been used to produce products containing pork or its derivatives, are going to be used to produce halal products, it must be cleaned complying with the JUHF cleansing Method.



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- 4.7.3 The storage of materials and products in the warehouse or temporary warehouse must ensure that there is no cross-contamination with the prohibited (haram) or impure (Najis) material/products.
- 4.7.4 Facilities and equipments must be dedicated for Halal products serving. If there is a use of serving facilities or equipments for Halal certified and non-certified products (not containing pork or its derived products) together, for example in a food court, there must be washing/cleaning process in a such way, hence it is ensured that no cross-contamination occur.
- 4.7.5 The place or facilities for washing must not be used together nor alternatively with the equipments that has contact with the materials containing pork or its derived products.

4.8. Devices, Utensils, Machines, Processing Aids and Equipment

- 4.8.1 Devices, utensils, machines, and processing aids used for processing Halal products shall be designed and constructed to facilitate cleaning and shall not be made of or contained any materials that are decreed as najis by Shariah law and shall be used only for Halal products.
- 4.8.2 Devices, utensils, machines, and processing aids which were previously used or in contact with najis al-mughallazah shall be washed and ritual cleaning is required by Shariah law and fatwa (see Annex A). This procedure shall be supervised and verified by the Halal competent authority.
- 4.8.3 In the case of converting najis al-mughallazah line or processing line containing najis al- mughallazah into halal production line, the line shall be cleansed as per ritual cleaning as required by Shariah law (see *Doc JUHF/SC/RD-01, Issue.01, Rev.00*) This procedure shall be supervised and verified by the JUHF appointed personnel or trained Muslim personnel. Upon conversion, the line shall be operated for Halal food only. Repetition in converting the line to najis al-mughallazah line and back to Halal line, shall not be permitted.
- 4.8.4 All devices, utensils, machines, and processing aids shall be cleaned and maintained regularly.

4.9. Hygiene, Sanitation and Food Safety

- 4.9.1 Hygiene, sanitation and food safety are prerequisites in the preparation of Halal food. It includes the various aspects of personal hygiene, clothing, devices, utensils, machines and processing aids and the premises for processing, manufacturing, and storage of food.
- 4.9.2 Halal food manufacturers shall implement measures to:
- Manage and inspect raw materials, ingredients, and packaging materials before processing.
 - Manage waste effectively.
 - Store harmful chemical substances safely and appropriately.
 - Prevent physical, biological, and chemical contamination of food.
 - Prevent excessive use of permitted food additives.
- 4.9.3 In manufacturing and processing, suitable detection or screening devices should be used where necessary.
- 4.9.4 Halal food shall be processed, packed, and distributed under hygienic condition in premises licensed in accordance with good hygiene practices (GHP), good manufacturing practices (GMP), veterinary hygiene practices (VHP) FSSAI or such as specified by the competent authority.
- 4.9.5 The environment shall be clean, and its cleaning schedule shall be properly regulated and free from pollution.
- 4.9.6 Equipment, machine appliances and processing aids which have been used or in contact with najis Mughallazah shall be religiously cleansed as stated in JUHF Cleaning Method. *See Doc JUHF/SC/RD-01, Issue.01, Rev.00*
- 4.9.7 Applicants shall have records of a regular pest control system conducted by the company itself or contracted externally.
- 4.9.8 The cleaning schedule shall be prepared and properly implemented & monitored.
- 4.9.9 Workers shall practice the code of ethics and Good Hygienic Practices (GHP) and Good Manufacturing Practices (GMP) as stated in FSMS 22000 and other relevant standards.
- 4.9.10 Workers shall wear proper safety wears and suitable attire and shall not be wearing jewelries.
- 4.9.11 The management should provide basic amenities and ensure the worker's welfare is taken care of, including:
- Changing room.
 - Pantry.

4.10. Original Equipment Manufacturing (OEM)

- 4.10.1 Application for original contract manufacturing (OEM) shall comply with the following conditions:
- The Owner of the Product / Brand / Manufacturing Rights shall:
 - Ensure the products are manufactured in factories having a valid JUHF Halal certificate.
 - Apply Halal certification for all factories that produce the same products.
 - The Manufacturer shall be Holder of JUHF Halal Certificate.
 - Ensure that the owner of the product / brand / manufacturing rights apply for Halal certification.



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5. Packaging and Labelling

- 5.1.1 Halal food / products shall be suitably packed. Packaging materials shall be Halal in nature.
- 5.1.2 The packaging materials shall not be made from any raw materials that are decreed as najis by Shariah law;
- 5.1.3 It is not prepared, processed or manufactured using equipment that is contaminated with things that are najis as decreed by Shariah law;
- 5.1.4 During its preparation, processing, storage or transportation, it shall be physically separated from any other food that does not meet the requirements or any other things that have been decreed as najis by Shariah law;
- 5.1.5 The packaging material shall not have any toxic effect on Halal products
- 5.1.6 Packaging design, sign, symbol, logo, name and picture shall not be misleading and/or contravening the principles of JUHF and Shariah law.
- 5.1.7 The packing process shall be carried out in a clean and hygienic manner and in sound sanitary conditions.
- 5.1.8 Labelling material used in direct contact with the product shall be non-hazardous and Halal.
- 5.1.9 Halal food and Halal artificial flavor shall not be named or synonymously named after non-Halal products such as ham, bacon, beer, rum and others that might create confusion.
- 5.1.10 Each packaging shall be marked legibly and indelibly, or a label shall be attached to the package, with the following information:
 - a. Name and type of the product.
 - b. Food products containing GMO shall be declared.
 - c. Net. Content expressed in metric system/KG
 - d. Name and address of the manufacturer, importer and/or distributor and trademark;
 - e. List of ingredients which reflects, undoubtedly, clearance from all prohibitions of Rules. Sources of actual ingredients shall be announced clearly and explicitly.
 - f. Code number identifying date and/or batch number of manufacture and expiry date;
 - g. Country of origin.
- 5.1.11 For primary meat products, the label or mark shall also include the following information:
 - a. Date of slaughter.
 - b. Date of processing.
- 5.1.12 Packaging and labelling for Halal food shall not contravene with the principles of Shariah law and shall not display indecent elements which are against Shariah law and guidelines by competent authority

5.2 Traceability

- 5.2.1 The applicant must have a written procedure to ensure the traceability of certified products.
- 5.2.2 Procedure must ensure the certified products originate from approved materials and are made in facilities that are fulfilling the criteria of production facilities.
- 5.2.3 If the applicant implements materials coding, hence the applicant must ensure:
 - a. Materials with the same code must have the same Halal status.
 - b. Traceable information of material in every critical activity.
- 5.2.4 If there is repacked /relabelled material, hence the suitability of information (name of products, name of producer, country of origin, and Halal logo, if required) written in the new label from the producer must be guaranteed.

5.3 Handling of Non-Conformance products:

- 5.3.1 The applicant must have a written procedure to handle the products which were already made from materials and /or produced in facilities that are not complying with criteria.
- 5.3.2 Products that do not comply with criteria must not be sold to consumers who require Halal Products.
- 5.3.3 There must be procedure for the recall of non-Conformance Products and Products that are not complying with criteria and already sold must be withdrawn.
- 5.3.4 Record for handling the non-conformance products must be kept and maintained.

5.4 Legal Requirements

- 5.4.1 All activities shall be in other aspects comply with legislation including other relevant standard requirements currently in force in India.

5.5 Halal Management System Requirements

- 5.5.1 The Applicant shall establish, document, implement and maintain a Halal management system that can support and demonstrate the consistent achievement of the Halal Standards requirements. In addition to meeting the Halal Standard requirements, the applicant shall implement a Halal management system in accordance with either:
 - a. Halal management system requirements in accordance with MS 1900: 2014, or



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- b. General Halal Management system requirements
- 5.5.2 The applicant top management shall establish and document Halal policies and objectives for the activities. The top management shall provide evidence of its commitment to the development and implementation of the management system in accordance with the requirements of the JUHF-HCPPS and other standards where applicable. The top management shall ensure that the policies are understood, implemented, and maintained at all levels of the company.
- 5.5.3 Top Management must establish a written Halal Policy that proves the company commitment to consistently produce Halal Products as well as the basis for the development and implementation of Halal management System/ Halal assurance system.
- 5.5.4 Top Management must disseminate and communicate Halal Policy to all company's stakeholders and interested parties.
- 5.5.5 Top Management must appoint an Internal Halal Management Team (IHMT) of 5 persons or more which contains one member from all departments, especially those involved in critical activities and Halal, who has the authority to develop, manage, and evaluate the Halal Assurance System.
- 5.5.6 The Duty, Responsibility, and authority of Internal Halal Management team must be clearly defined and well understood by all members involved.
- 5.5.7 Top Management must provide resources needed to develop, implement, and continuously improve the Halal Assurance System.
- 5.5.8 At least one member from IHMT must attend the required Halal Standards training provided by JUHF.
- 5.5.9 All applicable requirements of the JUHF-HCPPS and other standards requirements shall be addressed either in a manual in addition to procedure for the critical activities **See 5.5.10**. The Applicant shall ensure that the manual and relevant associated documents are accessible to all relevant personnel.
- 5.5.10 The Applicant must develop written procedure regarding the implementation of critical activities, in according with Halal Requirements. Critical activities may include but are not limited to the following.
- Vendor Approval for new material selection,
 - Material purchasing,
 - Products formulation,
 - Incoming materials checking,
 - Production,
 - Cleaning of production facility.
 - Material and products storage and handling,
 - Transportation,
 - Halal Training and Schedule?
 - Internal audit and keep records.
 - MRM and has the records.
 - Display visitor regulation,
 - Menu determination,
 - Adjusted to the company business process.

5.6 Training and Education

- 5.6.1 The Applicant must have written procedure regarding execution of training for all personnel involved in critical activities, including new employees.
- 5.6.2 Training (Internal and External) should be conducted at a scheduled time at least once in a year or more as required.
- 5.6.3 The company must follow the training conducted by JUHF.
- 5.6.4 The Implementation of training should include graduation criteria to ensure personnel competency.
- 5.6.5 The record of training must be kept and maintained.

5.7. Internal Audit

- 5.7.1 The Applicant must establish procedures for internal audits to verify that it fulfils the requirements of this Guideline and relevant standards and that the Halal Assurance system is effectively implemented and maintained.
- 5.7.2 An audit program must be planned, taking into consideration the importance of the processes and areas to be audited, as well as the results of previous audits.
- 5.7.3 Internal audits must be performed at least twice a year and records must be kept and produced when requested by JUHF officials. The frequency of internal audits may be reduced if the applicant can demonstrate that Halal Assurance system continues to be effectively implemented according to this Guideline and relevant standards and has proven stability.
- 5.7.4 The applicant must ensure that:
- Internal audits are conducted by competent personnel knowledgeable in Halal Requirements and Standards requirements,
 - Auditors do not audit their own work.



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- e. Personnel responsible for the area audited are informed of the result of the audit.
- f. Any actions resulting from internal audits are taken in a timely and appropriate manner.
- g. Any opportunities for improvement are identified.

5.8. Corrective actions

- 5.8.1 The applicant must establish procedures for identification and management of nonconformities in its operations. The applicant must also, where necessary, take actions to eliminate the causes of nonconformities in order to prevent recurrence. Corrective actions must be appropriate to the impact of the problems encountered. The procedures shall define requirements for.
- a. Identifying nonconformities
 - b. Determining the causes of nonconformity.
 - c. Correcting nonconformities.
 - d. Evaluating the need for actions to ensure that nonconformities do not recur.
 - e. Determining and implementing in a timely manner, the actions needed.
 - f. Recording the results of actions taken.
 - g. Reviewing the effectiveness of corrective actions

5.9. Management review

- 5.9.1 Top management shall review the company Halal Assurance system, at planned intervals, to ensure its continuing suitability, adequacy, effectiveness, and alignment with the strategic direction of the company.
- 5.9.2 The management review must be planned and carried out taking into consideration:
- a. The status of actions from previous management reviews.
 - b. Changes in external and internal issues that are relevant to the Halal Assurance system.
 - c. Information on the performance and effectiveness of the Halal Assurance System, including 1) customer satisfaction and feedback from relevant interested parties; 2) process performance and conformity of products and services; 4) nonconformities and corrective actions; 5) monitoring and measurement results; 6) audit results; 7) the performance of external providers; d) the adequacy of resources; e) the effectiveness of actions taken to address risks and opportunities, f) opportunities for improvement.
- 5.9.3 The outputs of the management review shall include decisions and actions related to,
- a. Opportunities for improvement.
 - b. Any need for changes to the Halal Assurance System and IHMT
 - c. Resource needs.
- 5.9.4 The applicant is required to maintain and keep the record of MRM for evidence.

6. Requirement of Application for Halal Registration:

- 6.1.1 CONDITIONS OF JUHF HALAL CERTIFICATION, The Applicant shall:
- a. Register their entity with Indian Registrar of Companies Office in their respective region or other government agencies.
 - b. Held a business license from Indian Government agency.
 - c. Produce and / or handle only Halal products in compliance with the specified Halal standard.
 - d. Ensure sources for raw material / ingredients / processing aids / additives etc. Are Halal and procuring these materials from a Halal Certified vendor; see **Table -3**
 - e. Applications for repackaging must be accompanied with JUHF Halal certificate for the said products.
- 6.1.2 **Applications which are not eligible for Halal are as follows:**
- 1. Non-Halal products
 - 2. Any application with no standard reference / guideline; like FSSAI, FDA, HACCP, Food safety and management system etc.
 - 3. Companies that produce and distribute Halal and Non-Halal products.
 - 4. Usage of similar branding for Halal and Non-Halal products.
 - 5. Product / food premise which gives negative implication towards religion and social (example: karaoke center, entertainment center, drug, cigarette others);
 - 6. Products which use the name or synonymous names with non-Halal products or confusing terms such as ham, bacon, beer, rum, hotdog, and the like;
 - 7. Products which are in the early stages of research and development (R&D)
 - 8. Products that can lead to deviation of aqidah (Belief), superstition and deception.

6.2 The applicant is required to submit the application as stated below with proper information.



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6.2.1 Format A- The Applicant is required to give general information about the company – (refer to the Format A JUHF/APP/FA, Rev. 02)

6.2.2 Format B- The applicant is required to give complete information of the products; (raw material, ingredients, additives, processing aids, packaging materials etc.), name of the materials must be same as trade name, Artwork/label and Process flow chart is also required to mentioned in the same format. (Refer to the Format B – Doc No. JUHF/APP/FB Rev. 01)

Note: Use Individual format for each product separately.

6.2.3 Format C- In this format applicant is required to give a complete list of all raw material, ingredients, additives, processing aids, primary packaging material etc. For all products put together. Fill the requested information in the respective column Appropriately. (Refer to the Format C Doc No. JUHF/APP/FC)

6.2.4 Halal Supporting Documents: Applicant is recommended to choose a Halal Certified vendor and Manufacturers of raw material/ ingredient/ additives etc. So that they can produce valid Halal certificates and Supporting documents when required by Halal Auditors. To check the JUHF requirements as per the risk level of materials, **See Table-3** (the complexity class of materials)

6.2.5 Affidavit on Rs. 100 stamp paper with notary. (Refer to the Affidavit Doc No. JUHF/AF/AA)

6.2.6 Annexure A- The applicant is required to submit the product list; exact name, brand name, code and also show intention to use Halal logo on the product. Product name must be according to the artwork/label. The same name will be printed on Halal certificate. This format is required in MS word editable format, refer to the Annexure – (A Doc No. JUHF/APP/PL)

6.2.7 **Certification Fee:** The applicant is required to pay the fee as per the fee structure given at JUHF official website and mentioned in refer to the JUHF Fee Structure.

Note-1. The applicant is required to fill the formats properly and submit in both soft at (JUHF1982@hotmail.com / contact@halalhind.com) and hard copy to JUHF office through courier or hand delivery.

Note-2. Failure to make full disclosures & Correct Information in above formats will result in unnecessary delay in the processing of the application.

Note-3, Application shall be processed after receiving the full fee in advance.

Note-4. Application review may take time as per volume and size of the application and management system and total number of the products as described in **Table- 1**

6.3 Application Review:

6.3.1 The application submitted by the applicant shall be reviewed by the assigned technical person at JUHF office.

6.3.2 The assign person shall get the information about the entity, license, quality certification, system certification, implementation of Halal Policy and Halal Assurance System, standard confirmation for which the applicant intends to go for certification, product categories confirmation etc. according to Audit checklist. (JUHF/HAS/CR-01, Issue 01, Rev. 01)

6.3.3 The assigned person shall also clarify any known difference in understanding between the applicant and JUHF and shall get it resolved.

6.3.4 The assigned person shall get scope confirmation of certification sought, certification period for which the applicant applied, the site(s) of the applicant organization's operations, time required to complete audits and any other points influencing the certification activity are considered (language, safety conditions, threats to impartiality, etc.

6.3.5 An enforcement agreement shall be signed between JUHF and the applicant, JUHF will share agreement, (Doc No. JUHF/HAS/MOA, Issue 01, Rev. 01)

6.3.1 Audit plan and Audit Time:

6.3.1.1 Upon a successful review of the application, and upon agreement signed by both the parties, JUHF shall communicate with applicant and fix the Initial Certification Audit date with mutual consent and other necessary communication and confirmation shall be made between the JUHF and the application and an agenda will be shared through mail.

6.3.1.2 Audit Days and time shall be defined considering the following.

- Requirements of the approved Halal standards.
- Scheme and category applied for
- Size and complexity of the organization.
- Technological and regulatory context.
- Outsourced activities included in the scope of the production or procedures or product safety management system.
- Results of any prior audit(s).

6.3.1.3 Number of sites or establishments with multiple locations required separate audit plan and days and time.

6.3.1.4 Time and days will be decided considering the **Table -2**

6.3.1.5 Audit expenses shall be at the cost of the client, Audit expenses may include below.

6.3.1.6 Air tickets, train or well-maintained vehicle which is applicable and suitable to reach the site and time saving, Accommodation and meal, Local transportation, for foreign clients, Visa and other charge may include.



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6.3.2 TYPE OF AUDITS

For the verification and confirmation of services and system JUHF shall conduct different types of audits as and when required as follows.

- g. Initial Certification Audit-** It shall be a planned onsite audit conducted when a fresh application is successfully reviewed and accepted by JUHF.
- h. Surveillance Audits:** 1st Surveillance audit shall be conducted at applicant's certified facility on 9th Month and before 12th month from the date of initial certification and 2nd Surveillance audit shall be conducted on 21st month and before 24th month from the date of initial certification.
- i. Re-certification Audit:** This audit shall be conducted on the 33rd month and 36th month from date of initial Certification.
- j. Short-Notice-Audit:** This audit shall be conducted at short notice or unannounced to investigate the complaints, or to follow up suspension of clients or in response to a change.
- k. Special Audit:** This shall be conducted in response to expanding the scope of certification from a certified client. This audit may be conducted separately or along with a Surveillance audit and/or recertification audit.
- l. Witness Audit:** This audit shall be conducted at short notice when an assessment body or approval body decides to conduct the witness audit of JUHF clients.

6.3.2.1 **Initial Certification Audit:** This audit is divided into two parts, Stage -1 Audit and Stage-2 audit.

- (A) Stage-1 Audit:** Depending on Scheme and Category, it is obligatory that stage one audit is to be done on-site. But Stage One audit time will not exceed 20% of total onsite audit time.

6.3.2.2 **In stage -1 JUHF shall:**

- a. Review the client's management system documented information.
- b. Evaluate the client's site-specific conditions and to undertake discussions with the client's personnel to determine the preparedness for stage 2;
- c. Review the client's status and understanding regarding requirements of the Halal standard, in particular with respect to the identification of key performance or significant aspects, processes, objectives and operation of the Halal management system.
- d. Obtain necessary information regarding the scope of the management system, including:
- e. The client's site(s).
- f. Processes and equipment used.
- g. Levels of controls established (particularly in case of multisite clients);
- h. Applicable statutory and regulatory requirements.
- i. Review the allocation of resources for stage-2 and agree the details of stage-2 with the client;
- j. Provide a focus for planning stage-2 by gaining a sufficient understanding of the client's management system and site operations in the context of the management system standard or other normative document
- k. Evaluate if the internal audits and management reviews are being planned and performed, and that the level of implementation of the management system substantiates that the client is ready for stage 2.
- l. The organization has identified PRPS that are appropriate to the business (e.g. Regulatory statutory requirements),
- m. The product safety management system includes adequate processes and methods for the identification and assessment of the organization's safety hazards, and subsequent selection and categorization of control measures (combinations),
- n. Safety legislation is in place for the relevant sector(s) of the organization,
- o. The product safety management system is designed to achieve the organization's safety policy,
- p. The product safety management system implementation program justifies for the audit (stage 2),
- q. The validation, verification and improvement programs conform to the requirements of the product safety management system standard,
- r. The product safety management system documents and arrangements are in place to communicate internally and with relevant suppliers, customers and interested parties,
- s. Any additional documentation that requires revision and/or knowledge that needs to be obtained in advance.

6.3.2.3 The results of the Stage 1 audit may lead to postponement or cancellation of Stage 2 audit.

6.3.2.4 The interval between Stage 1 and Stage - 2 audits shall be no longer than six months. Stage one audit should be repeated if a longer interval is needed.

- (B) Stage -2 Audit (Onsite Audit);** This Stage – audit shall be conducted at applicant premises by two competent Halal Auditors selected by JUHF and operation must be started before the stage 2 audit.

6.3.2.5 JUHF will conduct the Onsite audit with advance notice. The onsite audit date will be fixed with mutual consent. A follow-up audit will be conducted when necessary.

6.3.2.6 The applicant shall always fully co-operate with the JUHF officials by providing all relevant information. All original documentation and records, including the documents listed in Format A shall be produced on request.



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6.3.2.7 The scope of certification audit covers the following:

- a. Receiving of raw materials and storage
- b. Processing of product(s) including packaging
- c. Equipment, appliances, machinery, and processing aids
- d. Cleanliness, sanitation, and food safety
- e. Storage and dispatching of finished goods.
- f. Warehouse and logistics
- g. Documentation
- h. Interview of staff in different levels
- i. Overall premises that comes under Halal Scope

6.3.2.8 The certification audit process shall be as follows.

- a. Opening meeting
- b. Audit of processing area
- c. Check back audit trail and verify further documentation.
- d. Evaluation of findings by JUHF Auditors in preparation for the closing meeting.
- e. Closing meeting

6.3.2.9 The IHMT members must be present in the Opening and closing meeting and a person who has been authorized to ensure that corrective actions shall be taken if non-conformities are found.

6.3.2.10 An audit report will be issued to the applicant within one working day upon completion of the certification audit. If the applicant fails to respond to the audit report within the given time frame, the processing of the application will be stopped without any prior notice. The processing of the file will be rescheduled to the queue on a first come first serve basis where the applicant who had not responded within the time frame will fall into the next available slot. In this regard JUHF will not be responsible for any delays in the certification process of the applicant who defaulted responding to the report on time. Audit Report will be issued in a specific format that contains important information as stipulated in Standards.

6.3.3 Grace Period of Halal Certification Process (After Onsite Audit completion)

A client shall have a period of Three (3) months (since onsite audit done) for the submission of the requirements/findings/corrective action in case of NC found during onsite audit). If the company fails to response within the period of three months, the company shall be considered as unable to meet the criteria of Halal certification requirement and below action shall be taken.

- i. JUHF shall terminate the process.
- ii. The Certification Panel /decision committee's decision will be final in this regard and a letter for process termination will be sent to the client.
- iii. After termination the client has to submit a fresh application and shall pay the fee to restore the process.

6.3.4 Rights of Auditor During the audit.

1. Access all the documents and records in relation to check the products, process and system comply the related Standards and normative documents and Halal requirements for certification purpose and keep all the information confidential.
2. Capture Videos, photos, audios only for evidence purpose and that will be deleted after the intended use.
3. To receive full cooperation from the application during the audit
4. To Give impartial Non-Conformance/audit findings to the applicant to take corrective actions.
5. To follow up the corrective actions issued during the audit.
6. Submit the reports and other documents to the decision-making committee.

6.3.5 Laboratory Analysis

- a. JUHF shall conduct the assessment of the content of pork and its derivatives in meat products, meat processed products, and certain products of risk category when necessary.
- b. The assessment of alcohol content in certain products is also conducted when necessary.
- c. The samples can be taken from the production site or market.
- d. If the analysis shows positive results, JUHF will conduct an extended comparative analysis.

6.3.6 Procedure for Sampling



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- a. The JUHF audit team shall take samples in sufficient quantities from production/service premises or from market for the performance of the required inspections and tests.
- b. Samples taken by the audit team shall be sent for analysis to a laboratory accredited in accordance with ISO/IEC 17025 by a competent Halal authority/Government Authority in the country.
- c. Inspections and tests on the Halal product/service shall be determined in accordance with the requirements of the UAE/GOS Standard.
- d. Sampling and Testing charges shall be borne by the clients directly as mentioned in the agreement.
- e. Testing is done to trace the actual Halal status of the material/products/batches.
- f. Traces of Non-Halal elements in any material/product, shall result into de-listing the concern products from the Halal list
- g. If certification of Halal products is based on testing/inspection of batches of the Halal product, it shall be in accordance with a defined sampling scheme utilizing statistically proven techniques with stated confidence levels.

6.3.7 Non-Conformance: There are three types of Non-conformances.

6.3.7.1 Minor Non-Conformities. Failure to comply with the requirements.

- a. Premise, Equipment Environmental cleanliness and general sanitation, hygiene or pest control.
- b. Food handler who does not have Health Examination record include vaccination to avoid communicable diseases.
- c. Failed to produce documents requested by the Halal Auditor; and
- d. Changes and additions of material, manufacturers and process which has Halal certification. Manufacturers continue production without informing in writing to JUHF.

6.3.7.2 Major Non- Conformities

- e. If the client changed / added supplier/ producer which does not have valid Halal certificate from an approved Halal agency.
- f. If the client used JUHF Halal Logo on products which are not certified/not permitted.
- g. If the client forged Halal certificate or misuse of Halal Logo.
- h. If the client lends or gives the original Halal certificate to other company or premise.
- i. If the client alters the information on the Halal Certificate.
- j. If the client changes or adds the ingredients without written approval from JUHF;
- k. If the client does not comply to any related Halal standard;
- l. If the client failed to comply with corrective action asked by the Halal auditors.

6.3.7.3 Serious Non-Conformity

Serious Non-Conformity which involves Shariah and Technical matters which lead to revocation of the JUHF Halal Certificate at immediate effect.

2. Serious non-conformity related to Shariah are as follows:

- a. Confirmation of Haram status by JUHF or other Islamic authority agencies on product / ingredient / equipment and other miscellaneous.
- b. Using Haram material after receiving Halal Certificate.
- c. Mixing / storage of Halal and Haram material together.
- d. Storage of Halal product with Haram product
- e. Equipments used are interchangeable between Halal and Haram.
- f. Processing of improper slaughtered or improper dead animal.
- g. Use of stunner which may cause death of animal or hayat mashboh doubtful.

3. Serious non-conformity related to technical are as follow;

- a. Relocation of premise / factory without informing JUHF
- b. Change of management and name of company without informing JUHF
- c. Unauthorized slaughter men and the Halal checker;
- d. Stunning for animals is not in accordance with the requirement of the standard;
- e. The stunner is controlled by a Non-Muslim worker;
- f. Bringing in Haram material into the premise or company which holds Halal Certificate;
- g. Using prohibited material which are in forced under the Food Act and related Indian laws.

6.3.8 Corrective Actions

6.3.8.1 In case of a new applicant, the applicant will be requested to take remedial measures recommended by JUHF

6.3.8.2 In the case of an existing certificate holder, the following measures shall be taken.

- I. A report will be issued by JUHF for correction / corrective action to be made immediately or within a stipulated period.
- II. A follow-up audit shall be carried out to verify the effectiveness of correction/corrective action if



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deemed necessary.

- III. If no action was taken before the given time frame by the certificate holder the certificate shall be suspended or withdrawn without any further notice.
- 6.3.8.3 A suspended client may request a review following the suspension period, which will consider its merits.
- 6.3.8.4 In any case if any non-Halal items such as pork, non-Halal meat or alcoholic beverages are found to be stored, used, or processed in a JUHF certified premises the certification will be withdrawn.
- 6.3.8.5 In the event of cancellation of the certificate, actions will be taken as per rule.

6.4 Post Audit Evaluation and Certification Decision

- 6.4.1 A Halal Certificate shall be issued to the applicant only after the JUHF officials have satisfactorily completed the certification process and has been approved by the Certification Panel / Decision Committee
- 6.4.2 The applicants will be notified regarding the status of the application an e-mail on registered mail only.
- 6.4.3 Successful applicants will be informed to collect the Halal Certificate(s) from the JUHF Office or will be couriered at Applicant address and a soft copy of certificate will be shared through email too.
- 6.4.4 Unsuccessful applicants may re-apply via the same procedure following which, JUHF will conduct another round of certification process.

6.5 JUHF Halal Certificate

- 6.5.1 JUHF needs the certification document(s) to identify the following:
- 6.5.1 the scope of certification with respect to the type of activities, products, and services as applicable at each site without being misleading or ambiguous.
- 6.5.2 The name, address and certification mark of the certification body; other marks e.g., accreditation symbol, client's logo) may be used provided they are not misleading or ambiguous.
- 6.5.3 any other information required by the standard and/or other normative document used for certification.
- 6.5.4 The JUHF Halal certificate shall be signed by the Director.
- 6.5.5 The JUHF Halal Certificate validity would be three years in general, however, certificate with one year validity will also be issued in accordance with General Scheme only furthermore, one year validity will be issued to those who acquires JUHF Certificate only for domestic use not for the export.
- 6.5.6 JUHF Halal Certificate validity shall commence after the decision date of decision committee.
- 6.5.2 On JUHF Halal Certificate below information shall be given.
- a. Initial Certification and re-certification
- b. Certificate number,
- c. Entity name, manufacturing address and business type,
- d. Products Category, detailed product names, brand name, code if any,
- e. Note: If the total number of products is more than 10, then an appendix shall be issued separately.
- f. Initial certification date, issuing date, expiry date, surveillance date and recertification date shall be mentioned on the certificate; and
- g. For the verification purpose QR code will be affixed
- h. Also, Logos and marks of Approval and Accreditation body will be printed.
- i. Amendment History will be recorded.
- 6.5.3 JUHF will issue only a compliance certificate to exporter/trader/distributor without mentioning the products name and brand name. (Applicable only for Exporter)
- 6.5.4 Exporter/trader shall approach JUHF to procure shipment certificate consignment wise. (Applicable only for Exporter)
- 6.5.5 Shipment certificate fee will be extra, see Fee structure.

6.5.6 JUHF HALAL LOG

- a. A client may use JUHF Halal logo on the products and services granted by JUHF.
- b. A client must show interest in printing logo on Halal certified through the Annexure A (products list.
- c. The client has to follow to terms and Conditions for use of Halal logo. *JUHF/SOP/HCLI, Issue 01, Rev.01*
- d. For restaurants, JUHF logo can be put in their outlets.
- e. For catering services, JUHF logo can be printed in serving pack and media of promotion.
- f. The inclusion of Halal logo in retail products shall require proper written permission from JUHF
- g. Companies may print the Halal mark in colors appropriate for their packaging as long as this does not alter the original specifications of the mark.
- h. The certificate holder shall not be allowed to reproduce the Halal certificate/Logo issued in such a way as to



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impair its clarity, nor shall he tamper with the original copies thereof or make copies of them, nor shall be allowed to translate the certificate and / or test reports to other languages without the consent of the Halal certification body.

- i. The Certificate Holder cannot use any name, logo/mark/symbol or brand name or advertisement or slogan against Islamic values beliefs.
- j. The Halal certificate holder shall use the Halal logo only as long as its certification remains valid and in force. Halal certificate holders shall not use the logo where the certificate is withdrawn or suspended or expired.

6.5.7 Post Certification Client's Responsibilities and Guarantee

- a. The clients shall work in full compliance with the standards, scheme, and guidelines all the time for which the certificate is issued.
- b. The clients would claim that it is certified only in respect of the products/services which have been certified by JUHF.
- c. The clients shall cooperate as is necessary to enable the JUHF officials to verify fulfillment of requirements for certification requirements.
- d. The clients warranty and declares that no stage Halal products come into contact of Haram or Najis material; while processing, producing, storing, transporting, at every level segregation must be maintained between Halal and non-Halal products.
- e. The clients shall provide access to personnel, information, documents and records as necessary for the audit and maintenance of the certification when required by JUHF.
- f. The clients shall do the processing, labelling and packing of the Halal product at the certified premises only and no outsourcing shall be made.
- g. The clients shall take appropriate action required against any complaints and keep proper documented records.
- h. The clients shall keep the records of all complaints made known to It relating to compliance with JUHF Certification requirements and make these records available to JUHF when requested.
- i. The clients shall arrange the onsite audits (Initial Audit, Follow-up Audit, surveillance audits, recertification audit, unannounced audit, Witness Audit and special audits or verifications certification visits and resolution of complaints and appeals might raise due to the certification activities.), when required by the JUHF.
- j. The application shall provide, on request, access to accreditation bodies/approval bodies assessors to assess the JUHF performance carrying out conformity assessment activities at the clients' manufacturing site,
- k. The clients would claim certification only with respect to the scope for which it has been granted by JUHF.
- l. The clients shall commit to follow the JUHF's policy for the use of the Halal mark.
- m. The clients shall not use its certification in such a manner as to bring the JUHF into disrepute,
- n. The clients shall inform the JUHF, without delay, of significant changes relevant to its products, process, material and system, in any aspect of its status or operation relating to:
 - Its legal, commercial, ownership or company status,
 - The company, top management, and key personnel,
 - The premises
 - IHMT
 - Scope of certification and products,
 - Materials and
 - Other such matters that may affect the ability of the clients to fulfill requirements for the certification.
- o. The clients shall pay fees as determined by JUHF in fee Structure.
- p. The clients shall assist in the investigation and resolution of any complaints made by third parties about the applicant products, process and other activities relevant to the JUHF certification.
- q. The clients shall cooperate with all needed and necessary cooperation to enable JUHF and their auditors to verify compliance with the certification criteria and requirements, including provision for review of documentation, in addition to access to all related areas of the certification, equipment, records and personnel interviews and records for the purposes of certification, Initial Audit, Follow-up Audit, surveillance audits, recertification audit and other audits.
- r. The clients shall allow JUHF officials to conduct the surveillance audit (s) as planed and agreed
- s. The clients shall approach JUHF and get JUHF approval in advanced If they need to use new materials/ingredients or make any change at any label.
- t. New materials can only be used after the approval from JUHF.
- u. All approved materials and process shall be re-evaluated at the time of recertification process.

6.6 Surveillance Audit Requirements

- 6.6.1 Surveillance audits are on-site audits, but are not necessarily full system audits, and shall be planned together with



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the other surveillance activities, JUHF shall surveillance Audit (s) in order to check the continuing compliance of Halal product/service with the requirements of the certification, giving due regard to the requirements of the Halal product/service standard to which the certification has been granted and taking account of the nature of Halal product/service in question, requirements of the certification, any nonconformities detected in the Halal product/service or Halal production/service premises or any complaints received with regard to certified Halal product/service.

6.6.2 First Surveillance audit shall be conducted in First year between 9th to 12th Month and Second Surveillance audit shall be conducted in Second year between 21st to 24th Month of certificate issuance.

6.6.3 Surveillance activities shall include on-site auditing of the JUHF Halal certified client's Halal management system's fulfillment of specified requirements with respect to the scheme to which the certification is granted. Each surveillance for the relevant Halal management system standard shall include.

- internal audits and management review.
- a review of actions taken on nonconformities identified during the previous audit
- complaints handling.
- effectiveness of the Halal management system with regard to achieving the certified client's objectives and the intended results of the respective Halal management system
- progress of planned activities aimed at continual improvement.
- continuing operational control
- review of any changes in respect of material, products, process and IHMT etc.
- use of marks and/or any other reference to Halal certification

6.6.4 The client shall adhere to take remedial of the non-conformance observed during the surveillance audit(s), fail to close the non-Conformance, and fail to produce the corrective action report and evidence within given time period shall result into suspension of the Halal certificate or reduction of scope.

7. Renewal / Re-certification

7.1.1 The certificate holder shall monitor the expiry date of the Halal certificate and shall submit the renewal request in writing a minimum of 3 months prior to the date of expiry to avoid any delay in renewal.

7.1.2 The certificate holder shall monitor the expiry date of the Halal certificate and shall submit the renewal application at least six months prior to the date of expiry to avoid any delay in re- certification, in accordance with GSO/SMIIC Scheme

7.1.3 Any proposed changes to the current application details during the renewal period shall be submitted with the renewal request / application.

7.1.4 JUHF shall carry out a renewal audit, and decision on renewing certification shall be based on the outcome of renewal audit.

7.1.5 If a Halal certificate holder failed to renew its halal certificate, JUHF Halal Certificate, Logo, and all stocks of packing material with the JUHF Halal Logo shall not be used in the products in the premises or on the manufactured products.

7.2 Re-Certification Process and Audit.

7.2.1 The purpose of the recertification is to confirm the continued compliance of the products and process with halal standard and requirement and effectiveness of the Halal assurance System/Halal management system as a whole, and its continued relevance and applicability for the scope of certification.

7.2.2 A recertification audit shall be planned and conducted to evaluate the continued fulfilment of all of the requirements of the relevant Halal standards and requirements or other normative documents. This shall be planned and conducted in due time to enable for timely renewal before the certificate expiry date.

7.2.3 The recertification activity shall include the review of previous surveillance audit reports and consider the performance of the Halal assurance system over the most recent certification cycle. Recertification audit activities may need to have a stage 1 in situations where there have been significant changes to the Halal assurance system, Halal management system, the organization, or the context in which the management system is operating (e.g., changes to legislation).

7.2.4 The product list shall be reviewed, and any Halal certified products have no any evidence for commercial production throughout three-year certification cycle, such products shall be removed from the halal list.

7.2.5 The new products shall be added only if; company furnishes proper application and documentation for them and the product has evidence of commercial products.

7.2.6 R&D products and commercialized Products shall not be added under scope of Halal certification list at any time.

NOTE. If such changes occur during the certification cycle at any time, JUHF shall conduct a special audit which might or might not be a two-stage audit.



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7.3. Recertification audit

- 7.3.1** The recertification audit shall include an on-site audit that addresses the following:
- 7.3.2** The effectiveness of the Halal management system in its entirety in the light of internal and external changes and its continued relevance and applicability to the scope of certification.
- 7.3.3** Demonstrated commitment to maintain the effectiveness and improvement of the Halal management system in order to enhance overall performance.
- 7.3.4** The effectiveness of the Halal management system with regard to achieving the certified client's objectives and the intended results of the respective Halal management system
- 7.3.5** For any major nonconformity, the certification body shall define time limits for correction and corrective actions. These actions shall be implemented and verified prior to the expiration of certification.
- 7.3.6** When recertification activities are successfully completed prior to the expiry date of the existing certification, the expiry date of the new certification can be based on the expiry date of the existing certification.
- 7.3.7** The issue date on a new certificate shall be on or after the recertification decision.
- 7.3.8** If the client has not completed the recertification audit or the client is unable to verify the implementation of corrections and corrective actions for any major nonconformity prior to the expiry date of the certification, then recertification shall not be recommended, and the validity of the certification shall not be extended. The client shall be informed, and the consequences shall be explained.
- 7.3.9** Following expiration of certification, the client can restore certification within 6 months provided that the outstanding recertification activities are completed, otherwise at least a stage 2 shall be conducted. The effective date on the certificate shall be on or after the recertification decision and the expiry date shall be based on prior certification cycle.

7.4 SUSPENSION, WITHDRAWING OR REDUCING THE SCOPE OF CERTIFICATION

- 7.4.1** This clause provides guidelines to be followed in the event of non-compliance or non-conformity with the Halal Certification granted by JUHF and defines the procedure for continuation of certification under conditions, suspending or withdrawal of the certificates and reducing of the scope of certification. JUHF has full rights of and is responsible for, the decisions relating to the certification, including granting, maintaining, renewing, reducing, suspending, and revoking of certification.
- 7.4.2** In the event of a breach of any Terms and Conditions of JUHF described in Enforcement Agreement by the Halal Certificate holder or its servants, agents, employees, invitees, licensees etc. and in event of non-compliance or non-conformance by the client with JUHF Halal requirements; JUHF reserves the right to withdraw or suspend the Halal Certificate and prevent the use of its Halal Logo and to recall all products bearing its logo (i.e. packaging materials in stock or with printers). These shall be surrendered to JUHF upon request. JUHF is at liberty to destroy the packaging material and no refund shall be due from JUHF for the said material. In addition, JUHF also reserves the right to make a public announcement of the withdrawal of Halal Certification and such costs shall be borne entirely by the Halal certificate holder.
- 7.4.3** When a client certificate gets suspended, the Halal certification shall be temporarily invalid, and the suspension period would not exceed 6 months.
- 7.4.4** The suspension implies the immediate cancellation of the certification for the client's products/services. The client can no longer make reference to the certification for any of their products/services. This decision is also accompanied by the termination of the contract with JUHF. Cancellation of the certification decision shall also take with client that in suspension status and has not resolved the cause of non-compliance or non-conformity within the prescribed time extended by JUHF, or Certification may be terminated by request from the client
- 7.4.5** The non-compliance or non-conformity, may arise for one or more of the following cases:
- The client has failed to meet the certification scheme and standard requirements.
 - The Clients do not allow surveillance or recertification audits or special audit or Witness audit to be conducted at the required frequencies.
 - The client has not paid the fees in due on time.
 - The misuse of reference to certification or JUHF Halal-Logo
 - The customer has voluntarily requested a suspension or Cancellation or reduction of the Scope of Certification.

7.5 Appeals and Complaints

- 7.5.1** A client has the full right to challenge any decision of JUHF and their officials. JUHF has developed Appeal and Complaints provisions for the applicant and third party to file the appeal and complaint to the Appeals and Complaints Committee. For further info please check our website www.halalhind.com

7.6 Extension of scope or addition of new products



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- 7.6.1 An existing client can ask JUHF for extension of scope or inclusion of new products in Halal list and JUHF will issue an additional certificate for the requested products after following the procedure below.
- 7.6.2 The client must submit proper application for intended products and all required supporting documents.
- 7.6.3 A fee will be applicable for add on products.
- 7.6.4 JUHF shall review the application and on-site audit shall be required before inclusion of the required product in Halal list, communication will be made after receiving the application.
- 7.6.5 The audit charges (Travelling expenses from Mumbai to site to and from site to Mumbai) will be borne by the concern company.
- 7.6.6 On completion of the process and compliance with Halal requirement, JUHF will issue an additional certificate for new products separately.
- 7.6.7 The Certificate for scope extension will be issued on JUHF letterhead referring to the main certificate's validity.

7.7 Amendment of Certification Data.

- 7.7.1 If any amendment/change occurs in raw materials, ingredients products, facilities, or formulation, and an addition or reduction of products or material, then client shall approach to JUHF for approval at least 15days prior to implementation of the required changes.

7.8 Issuance of Extension Letter/Temporary Certificate

- 7.8.1 JUHF looks and consider the situation arises by nature or by any visitation, so if an existing client fails to renew the certificate on time due the situations forced, then JUHF may issue a temporary certificate or extension for three-month period on following conditions.
- The existing client must submit the proper application for recertification and pay the re-certification fee.
 - Temporary certificate/letter will be valid not more than 3three months.
 - A formal mail request required from clients for extension letter.
- 7.8.2 JUHF has the full right to accept or reject the request for an extension of the certificate.
- 7.8.3 Extension certificate may attract extra charges.

7.9 Non-Scheduled Inspection

- 7.9.1 JUHF can conduct a non-scheduled inspection of companies holding Halal certificates.
- 7.9.2 Non-scheduled inspection will be conducted with or without prior notice to the company.
- 7.9.3 If any inappropriateness is found in the result of the inspection, follow-up action will be taken in accordance with JUHF stipulations.

7.10 The Criteria for a Non-Scheduled Inspection:

- 7.10.1 For a company with high-risk products
- 7.10.2 For a company with low-risk products based on reports from auditors or information from consumers.

8. Tables and Annexures

8.1 Annexure one – Application Formats

- Format A** – Company Info, to be furnished on the company letterhead.
- Format B**- product info, to be furnished on Company's Letter Head.
- Format C** – Materials Info required in excel sheet editable format.
- Affidavit** - To be furnished on an INR 100 Stamp paper with Notarized.
- Annexure A** – Product List, to be furnished on letter and a copy in MS word editable format.

Note: An applicant is required to write to JUHF for the application formats or visit JUHF official website.

8.2 Table -1: Time required for reviewing the application.

| No. | Products Range Applied for Halal | Time, (in days) |
|-----|----------------------------------|-----------------|
| 1. | 1 – 20 | 5 |
| 2. | 20 – 50 | 8 |
| 3. | 50 – 100 | 12 |
| 4. | 100 – 400 | 15 |
| 5. | Above 400 | 20 |

8.3 Table -2. Time required for onsite audit as per category.

- In determining the audit time needed for each site as required in Clause 9.1.4, the Halal certification body should consider



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the minimum required time on-site for initial certification given in Table B.1.

- The minimum time includes stage 1 and stage 2 of the initial certification audit (Clause 9.2.3) but does not include the required time for the preparation of the audit nor the time for writing the audit report.
- To avoid duplication where another relevant management system is in place and certified by the certification authority itself, no additional time is required (table B.1) and in case of joint audit involving a Food safety management system, the audit time can be reduced if it is justified and documented.
- The minimum audit time is established for the audit of a Food System Managements System which includes only one HACCP study. A HACCP study corresponds to a hazard analysis for a group of products/services with similar hazards and similar production technology and, where relevant, similar storage technology.
- The minimum audit time has been determined to audit the product safety management system, which includes only one DSM HACCP Critical Analysis Point Plan. The HACCP study is the risk analysis of the Group Products / services having similar risks and similar production and storage technology.
- The minimum on site surveillance audit time for product and/or services should be, with a minimum of half audit day (Applied to all types of audits).
- The number of auditors for each audit day takes into account the effectiveness of the audit and the resources of the entity being subject, as well as the resources of the certification authority.
- And where additional meetings are required, for example audit meetings, coordination and briefings audit, an increase in audit time may be required.
- The number of employees should be expressed as the number of full-time equivalent employees (FTEs). When an enterprise operates workers in shifts, the products and / or operations are Similar, FTE is calculated based on employees in the main shift (including workers) Seasoners) as well as office workers.
- Some categories are subject to multi-site sampling, and this can be taken into consideration when calculating audit time.
- If sites are sampled, the site sample is selected before the audit period is applied.
- Therefore, audit time accounts should be applied to each site in accordance with the requirements of this Annex and Table B.1.
- If the scope of a single client facility covers more than one category, the audit time account is the highest recommended basic check. Additional time is needed for each risk analysis point and critical control point, (i.e. a minimum of 0.5 day audit for each risk analysis point and critical control point.
- Other factors may necessitate increasing the minimum audit time (e.g., number of product types, number of product lines, product development, number of CCPs, number of operational PRPs, building area, infrastructure, in-house laboratory testing, need for a translator)

B.1 Calculation of minimum initial certification audit time

B.1.1 The minimum audit time for a single site, Ts, expressed in days, is calculated as follows:

$$T_s = (TD + TH + TMS + TFTE)$$

Where

TD : is the basic on-site audit time, in days;

TH: is the number of audit days for additional HACCP studies.

TMS: is the number of audit days for absence of relevant management system.

TFTE: is the number of audit days per number of employees.

B.1.2 The audit time for each site in addition to the main site, is calculated according to Table B.1 with a minimum of 1 audit day per site.

When properly documented and justified, a reduction can be made for a less complex organization measured by number of employees, size of the organization and/or product volume or within categories having a (Ts) time of less than 1,5 audit days.

| Category (See Annex A) | | B Basic on-site audit time (in audit days) | H* for each additional HACCP/HALA L studies (in audit days) | FTE Number of employees related with the scope of certification. (in audit days) | CC Complexity Class (factor, multiplier) | PV** Product Variety (in audit days) | TASV For each additional site visited (in audit days) |
|---------------------------|-----|--|---|--|---|--|---|
| A | AI | 1.00 | 0.25 | | | | |
| | AII | 1.00 | 0.25 | | | | |
| B | BI | 1.00 | 0.25 | | | | |
| | BII | 1.00 | 0.25 | | | | |



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| | | | | | | | |
|---|------|------|------|---|-----------------|--|--|
| C | CI | 1.50 | 0.50 | 1 to 19 = 0.5 20 to 49 = 1.0 50 to 79 = 1.5 80 to 199 = 2.0 200 to 499 = 2.5 500 to 899 = 3.0 900 to 1299 = 3.5 1300 to 1699 = 4.0 1700 to 2999 = 4.5 3000 to 5000 = 5.0 > 5000 = 5.5 | Low CC= 1.25 | 1 to 3 = 0.50 4 to 6 = 1.00 7 to 10 = 1.50 11 to 20 = 2.00 > 20 = 3.00 | 50 % of minimum on-site evaluation /audit time |
| | CII | 1.25 | 0.50 | | | | |
| | CIII | 1.75 | 0.50 | | | | |
| | CIV | 1.75 | 0.50 | | | | |
| D | | 1.50 | 0.25 | | | | |
| E | | 1.00 | 0.50 | | | | |
| F | FI | 1.50 | 0.50 | | | | |
| | FII | 1.25 | 0.50 | | | | |
| G | GI | 1.50 | 0.50 | | | | |
| | GII | 1.00 | 0.50 | | | | |
| H | H1 | 1.25 | 0.50 | | | | |
| | HII | 1.75 | 0.50 | | | | |
| I | | 1.00 | 0.25 | | | | |
| J | | 1.00 | 0.25 | | | | |
| K | | 1.75 | 0.50 | | | | |
| L | LI | 1.75 | 0.50 | | | | |
| | LII | 1.25 | 0.25 | | | | |
| | LIII | 1.50 | 0.50 | | | | |
| | LIV | 1.00 | 0.25 | | | | |

B.2 Calculation of minimum surveillance and recertification audit time

- The minimum surveillance audit time shall be one-third of the initial certification audit time, with a minimum of 1 audit day (0,5 audit day for categories A and B). The minimum recertification audit time shall be two-thirds of the initial certification audit time, with a minimum of 1 audit day (0,5 audit day for categories A and B). When properly documented and justified, a reduction to the minimum can be made in a less complex organization measured by number of employees, size of the organization and/or product volume or within categories having an initial minimum audit time of less than 1,5 audit days.

8.4 Table-3: Complexity Class / Risk Level

- JUHF Requirements from applicant as per risk level of materials used in the intended products for Halal.
- While creating and approving a vendor, the applicant is supposed to check the complexity class of materials along with supporting documents which is mandatory would be required by JUHF to submit, these are:
 - Very High – very large number of detailed sub-processes with significant nature (typically manufacturing or processing type organizations with highly significant non-Halal risks. It covers those products or service sectors that potentially have very high risks in terms of Halal aspects, with a high variety of processes or sub-processes or with a very large number of raw materials or inputs); for such materials, JUHF asks the applicant to choose vendor which is Halal certified by JUHF itself. If the Gelatine or Casing are sourced from out of Indian then these materials must be Halal certified by any approved Halal certifier (Approved BY JAKIM/ESMA/MUI/EIAC/GAC).
 - High – large number of processes with significant nature (typically manufacturing or processing type organizations with significant non-Halal risks. It covers those products and service sectors that potentially have high risks in Halal aspects, with many processes.); for such materials, JUHF asks the applicant to choose vendor which is Halal certified by any approved Halal certifier (Approved BY JAKIM/ESMA/MUI/EIAC/GAC).
 - Medium – average number of processes with significant nature (typically manufacturing or service organizations. It covers products and services with moderate potential non-Halal risks.); for such materials, JUHF asks the applicant to either submit Halal certificate from any approved Halal certifier (Approved BY JAKIM/ESMA/MUI/EIAC/GAC) or if Halal certificate is not available then the applicant is required to submit Product Literature (Format B, Process Flow Chart, Halal Declaration, relevant test report etc.)
 - Low - small number of processes with significant nature (typically organizations with few significant natures. It covers products and services with low potential non-Halal risks.); JUHF asks the applicant to submit Mere general declaration is enough.

Table -3- Examples of linkage between JUHF Requirements and complexity classes; but are not limited to;

| Complexity Class / Risk Level | Name of Materials | Supporting Documents |
|-------------------------------|-------------------|----------------------|
|-------------------------------|-------------------|----------------------|



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| | | |
|-----------|---|---|
| Very High | Raw Meat and Processed Meat Products, Raw Chicken & Processed Chicken Products, Animal Derivatives/ By Products (Bone, Guts, Gelatine, casing (If vendor belong to India) etc., | JUHF Halal Certificate required |
| High | Chemicals (Food/ Non-Food), Dairy products, Bakery & Confectionery Products, snacks, edible oil, beverages, cleaning & sanitizing agents, sugar, processing aids (Bleaching Earth, Carbons etc), excipients, Catalyst, cosmetics, food additives (Colours, Flavours & preservatives, emulsifiers, Thickening Agent, Acidity Regulator, Stabilizer etc) Pharmaceuticals and nutraceuticals, dietary supplements (Vitamin & Minerals etc) genetically modified Organism (GMO), bio-cultures, enzymes and microorganisms, Fish products, egg products, Fragrances, Flavour Enhancers, extracted products (Essential Oils, Oleoresins, Phytochemicals, Miscellaneous Acids, Preservatives Acids, Antioxidants, Fatty Acids & derivatives, Esters of Fatty Acids, Anticaking Agents, Petro chemicals, Seasonings, Savoury, Masala, Glazing Agent etc., | Halal Certificate from any Halal certification Agency Approved by JAKIM/ MoIAT/ MUI/ SMIIC. |
| Medium | Bee-farming and bee products, horticultural products, preserved fruits and juices, preserved vegetables, canned products, pasta, animal feed, fish feed, Poultry Feed, packaging and wrapping material etc., | Halal certificate/ Product Literature (Format B, Process Flow Chart, Halal Declaration) |
| Low | Fresh fish, whole egg, raw milk, fresh vegetables, grain, fresh fruits and fresh juices, drinking water, flour, table salt, Single spices etc., | Mere general declaration is enough |

***JAKIM:** Department of Islamic Development Malaysia-Malaysia

***MUI:** Majelis Ulama Indonesia – Indonesia

***ESMA:** The Emirate Standardization and Metrology Authority- Dubai

***MoIAT:** Ministry of industry and Advanced Technology

***SMIIC:** standards and metrology institute for Islamic countries

8.5 Classification of Halal and Haram sources

| Species | Halal | Non-Halal |
|---------|---|--|
| Animals | All poultry All farm animals Sheep Goats Camels | <ol style="list-style-type: none"> Most the Carnivorous Animal or Birds with claw are non-Halal Dead Animal: An animal which has died without being slaughtered Suffocated Animals: The animals which die by suffocation by its act or the act of others. Fatally beaten animals (Mawqouza): An animal which dies by beating by stick or other items which kill by heavy weight. Falling Animals (Motaradiah): An animal which dies as a result of falling from a high place or falling in a hole, etc. Butted Animals (Nateehah): An animal which dies as a result of butting. Eaten by Beast of Prey: The animal eaten by a beast of prey or a predatory bird of those not marked for hunting, which dies before being slaughtered. Animals for Which the Name of Allah is not recited: The animals, when slaughtered, a name other than the name of Allah is mentioned or a name is mentioned with the name of Allah or with the intention to approach not Allah, while the Name of Allah is mentioned Animals that are forbidden to be killed in Islam such as bees (Al-Nahlah), woodpeckers (hud-hud), etc.; |
| | | Pigs, domestic donkeys, mules, elephants, monkeys, dogs, foxes, cats |
| | | Predators like beasts of prey and such lions as, Cheetah, bear, except hyena Birds of prey attacked with sharp claws and the like Eagles, falcons, hawks, sparrows, peregrines, kites and owls Rodents, reptiles, insects and such animals as rats, mice, centipedes, Snakes, snakes, monitors, lizards, geckos, chameleons, hedgehogs, Martens, bats, squirrels, polychaetes, moles and coleoptera (except Dub lizards and jerboas). |



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| | | Scorpions and all kinds of insects, worms and animals are prohibited. Killed by insects such as ants, bees, woodpeckers and In addition to the indispensable parts of hops, locusts, and honeybees Invasive creatures and such are shells, larvae and the like Animals that are fed with impure substances, unless they are fed with limited and permissible food according to Islamic law for at least three days, as long as there are no poisonous or harmful substances. |
| Aquatic Animal | Aquatic animals are those which live in water and cannot survive outside it, such as fish | Aquatic animals that are poisonous, intoxicating, or hazardous to health; |
| | | Animals that live both on land and water such as crocodiles, turtles, and frogs; |
| | | Aquatic animals which live in <i>najs</i> or intentionally and/or continually fed with <i>najs</i> ; |
| | | Other aquatic animals forbidden to be eaten in accordance with <i>Shariah</i> law and <i>fatwa</i> |
| Plant | All types of plants and plant products and their derivatives are Halal | Except those that are poisonous, intoxicating, or hazardous to health. |
| Beverages | All kinds of water and beverages are Halal as drinks | Except those that are poisonous, intoxicating, or hazardous to health |
| Minerals and Chemical | All minerals and chemicals are Halal | Except those that are poisonous, intoxicating, or hazardous to health |
| MICROORGANISMS | All types of microorganisms (i.e., bacteria, algae and fungi) and their by-products and/or derivatives are Halal | Except those that are poisonous, intoxicating or hazardous to health and made of using non-Halal Environment and non-Halal Ingredients |
| Enzymes | All type of Enzymes is Halal | Except those that are poisonous, intoxicating, or hazardous to health and made of using non-Halal Environment and non-Halal Ingredients |
| Food Additives | All type of Food additives is Halal | Except those that are poisonous, intoxicating, or hazardous to health and made of using non-Halal Ingredients |

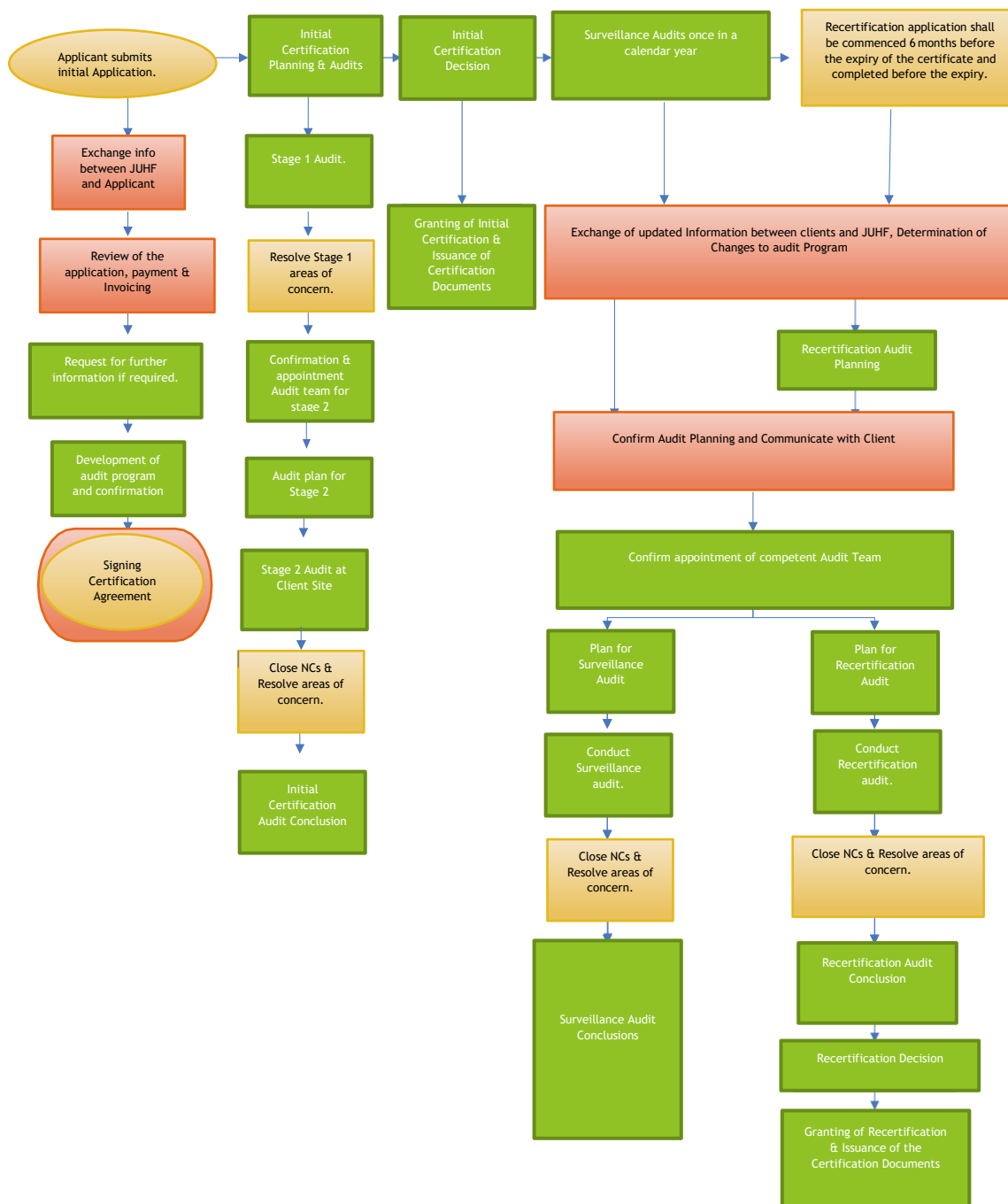


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8.6 Typical Process Flow for Audit and Certification Process

Initial Certification Decision/Recertification ----- Three-year Certification Cycle -----Expiry of Certification



Audit program may be adjusted with mutual consent, Follow-up Audit may be conducted, and client also must be ready for special and Witness audit when requested by JUHF.

Note: Green Box Indicates responsibility of JUHF, yellow box Responsibility of Applicant/client while red box indicates mutual process.

Certificate shall be suspended / revoked if any fundamental breach occurs from the certified clients during the certification period.