





Doc Title:	Criteria For Halal Certification in Product Sector (CHC-02)
Doc No.	JUHF/HAS/CHC-02
Issue No.	01
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CRITERIA FOR HALAL CERTIFICATION IN PRODUCT SECTOR (CHC-02) GSO and UAE SCHEME

JUHF CERTIFICATION PVT. LTD.

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MAHARASHTRA, INDIA

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STEPS OF HALAL CERTIFICATION

INQUIRY

- Inquiry for Halal Certification through the following Channels
- Phone Call – 91 -9321222774 / 91-22-23735373
- Email –contact@halalhind.com / juhf1982@hotmail.com
- web –www.halalhind.com



APPLICATION SUBMISSION

- Sending of mail of Intent by applicant
- Issue of Halal Certification procedure, Terms & Conditions, and application by JUHF
- Submission the completed application documents to JUHF by applicant



PROCESSING

- Processing & Verification of the application
- Conducting Certification Audit at the premises



CERTIFICATION

- JUHF Certification Decision Committee approval
- Issuing Halal Certificate upon approval



POST CERTIFICATION

- Conducting announced / un-announced periodic audit(s) as surveillance
- Updating JUHF on any changes in the current application by the Halal certificate holder



RE-CERTIFICATION

- Submission of renewal request/application by the Halal certificate holder before expiry of the Halal Certificate





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0.0

REVISION HISTORY AND APPROVAL

REV.	NATURE OF CHANGES	APPROVAL	DATE
01	Original	Director	13.05.2024
02	GSO/UAE got changed as GSO and UAE	Director	16.09.2024

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This document shall be known as the 'CRITERIA FOR HALAL CERTIFICATION IN PRODUCT SECTOR (CHC-02) of JUHF Certification Pvt. Ltd. (JUHF)

1.0 APPLICABILITY / SCOPE

- 1.1 This CHC-02 is designed for the applicants within the Product Sector who intend to export their products to CCG Countries, ensuring compliance with GSO and UAE Halal standards.
- 1.2 Product Sector category includes products which are fully or partially manufactured/processed /packed in India, and will include manufacturers, producers, sub-contract manufacturers, re-packaging agents, etc.
- 1.3 The product range for certification under GSO AND UAE standard scheme is listed in the table 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 As approved by EIAC
		CII: Processing of perishable plant products	Fresh fruits and vegetables, Preserved fruits and vegetables, Fresh juices. As approved by EIAC
		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.), Pasta, Flour, Marmalades, Jams, Spreadable sweet creams, Soups, Sauces, Cereal products, Ice cream and Ice cream powder, Snacks (Chips, etc.), Sweeteners, Spices products, Salads dressings. As approved by EIAC
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, food grade salt – As approved by GAC
Auxiliary services	I: Production of Food Packaging and Packaging Material		- Food contact and packaging materials As approved by EIAC & GAC
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 As approved by GAC
Biochemical	K: Production of (Bio) Chemicals		- Food Additives, Cultures and Enzymes, Flavoring, Sterilizers, Food Colorants As approved by EIAC
	K: Production of (Bio) Chemicals		- Cosmetics As approved by EIAC

- 1.4 The applicant may exclude products or range of products from Halal certification, provided the certified product(s) is/are meant solely for export in GCC Countries.

2.0 CERTIFICATION REQUIREMENTS

2.1 GENERAL



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- 2.1.1 The process of obtaining the Halal certification and maintaining compliance throughout the certification is summarized in **Appendix A**.
- 2.1.2 The Halal certification process commences upon the submission of a completed application form issued by JUHF.
- 2.1.3 The application form shall be completed in accordance with the guidelines set out in the application form. Those applicants who have not completed in accordance with the guidelines or unsupported by necessary documents or without the application fee will be rejected.
- 2.1.4 The top management of the applicant shall clearly understand the CHC-02 mentioned herewith in and communicate the same to all levels of staff.
- 2.1.5 Strict confidentiality regarding all matters shall be maintained by JUHF at all times.
- 2.1.6 The names of all the products applied for Halal Certification by the applicant must be consistent with the names printed on the packaging label.
- 2.1.7 In case any of the applied products are outsourced, then the OPM (Original Product Manufacturer) has to be Halal Certified or audited and approved by JUHF.
- 2.1.8 All the consumer products produced and marketed under the same brand name shall be halal certified by JUHF.
- 2.1.9 If the applicant manufactures the same product under the same brand in different plants, then the products manufactured in all the plants must be Halal certified by JUHF.
- 2.1.10 If the applicant produces the same type of Halal and non-Halal products in the same brand, then the applicant has to fulfil the following requirements in order to process the application.
1. All Halal products shall be produced in a dedicated facility only.
 2. All Halal products / raw materials / ingredients shall be transported, stored, handled, processed, used etc. with no cross contamination with non-Halal items.
 3. Brand name shall be different for meat and meat-based products.
 4. Non-meat products shall be clearly labelled as NOT CERTIFIED by JUHF
- 2.1.11 JUHF shall not certify any non-Halal Products and/or Halal 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.
- 2.1.12 JUHF reserves the right to decline an application or maintain a contract for certification from an applicant when fundamental or demonstrated reasons exist, such as the applicant participating in illegal activities, having a history of repeated non-compliances with certification/product requirements, or similar applicant-related issues.
- 2.1.13 JUHF shall equally treat all applications, regardless of size of the company, regardless of applicant race, gender, religion, or economic status.
- 2.1.14 JUHF reserves the right to decide on what constitutes Halal and matters connected to the ingredients / raw materials, products, and processing methods / procedures of the applicant.
- 2.1.15 The applicant shall maintain a file marked 'Halal' that includes updated documents / records for all the raw materials along with the relevant approvals from JUHF. This file shall be made readily available to the official(s) from JUHF at the audit(s).

2.2 HALAL REQUIREMENTS



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2.2.1 The applicant/ certificate holder shall adhere to all the requirements detailed in this document.

2.2.2 In addition to the above requirements, the applicant shall adhere to the requirements detailed in the standards mentioned below according to the applicability of the scope of the applied for.

Sr. No.	GSO AND UAE STANDARDS
1	GSO AND UAE 2055-1 Halal Products - Parts 1: General Requirements for Halal Food
2	GSO 993: Animal Slaughtering Requirements According to Islamic Rules.
3	GSO 2055-2: Halal products -- Part two: General Requirements for Halal Certification Bodies.
4	UAE.S/GSO 2055-4-2021 Halal Products- Part 4: Requirements for Halal Cosmetics and Personal care
5	UAE.S/ GSO 2652:2021 Halal Packaging - General Guideline
6	GSO/CAC/RCP 58: Code of hygienic practice for meat.
7	GSO 1694: General principles of food hygiene.
8	GSO 9: Labeling of prepackaged food stuffs.

Note: Applicant is required to obtain relevant standards from GSO website.

2.2.3 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.

2.2.4 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:

- Halal Certificates from Halal certifying bodies recognized by JUHF.
- TDS (technical datasheet) or PDS (product datasheet)/ Material Safety Data Sheet (MSDS) with complete breakdown of the ingredients, including those items that may be used as catalysts or processing aids that have a chemical base.
- Process flow chart of the ingredients / raw materials.
- Laboratory analysis report.
- Any other document required by JUHF.

2.2.5 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.

2.2.6 An analysis report from a laboratory accredited by NABL will 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(s).

2.2.7 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.

2.2.8 Applicant shall establish a Food/Product Safety Management System in the concerned processing plant.

2.2.9 During preparation, handling, processing, packaging or transportation, the products must be in clean condition and no cross contamination with any non-Halal ingredients / raw materials / products according to Halal requirements.

2.2.10 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.



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- 2.2.11 In the case of converting najs al-mughallazah (Severe Najasah e.g. pig, dog etc.) line or processing line containing najs 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 product only. Repetition in converting the line to najs al-mughallazah line and back to Halal line, shall not be permitted.
- 2.2.12 Halal products shall be suitably packed. Packaging materials shall be Halal and food grade and shall not contain any materials that are considered hazardous to health.
- 2.2.13 No other operator shall be allowed the usage of Halal Certified premises without prior written approval from JUHF.

2.3 STAFFING AND REGULATORY REQUIREMENTS

- 2.3.1 The applicant shall establish an Internal Halal management Team (IHMT) of 5 or more persons, comprising a leader (preferably Quality Assurance Manager / Production Manager) appointed by the management, a competent Internal Auditor preferably a Muslim who is aware of Standard requirements and Halal and Haram concept and other relevant personnel from multi- disciplinary background, to ensure that the Halal Certification criteria and requirements of JUHF are always adhered to.

Note: In a small business entity, the team may be made up of the owner and one or two other people.

- 2.3.2 The Applicant shall develop a procedure regarding execution of training for all personnel involved in critical activities, including new employees and ensure that records of the training are kept.
- 2.3.3 The applicant must guarantee that at least one member, ideally an Internal Auditor of the Internal Halal Management Team (IHMT), has received thorough training according to the GSO standard and possesses a comprehensive understanding of JUHF's criteria for Halal Certification.
- 2.3.4 The applicant shall ensure all related activities for manufacturing and handling of Halal products are properly recorded and all documents and records are properly maintained and are traceable.
- 2.3.5 The applicant shall ensure that there are procedures, derived from standards, adhered to during preparation, handling, processing, packaging, storage, or transfer of products, they shall be in compliance to standard requirements and remain clean as well as comply with updated food/ product safety and relevant standards.
- 2.3.6 The applicant must consistently adhere to relevant statutory, regulatory, and contractual obligations concerning their products, both in the country of origin and their intended destinations (Importing Countries). The product which is not approved by the regulatory body or early stage of R&D could not be processed for the certification.
- 2.3.7 Th applicant shall ensure that the products shall be manufactured, produced, 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) or such as specified by Indian regulation and are currently in force in the country.

3.0 APPLICATION REVIEW

- 3.1 JUHF assigned person shall review the application submitted by the applicant.



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- 3.2 JUHF assigned person shall verify 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. and record in Audit checklist. (JUHF/HAS/CR-01, Issue 01, Rev. 01)
- 3.3 The assigned person shall also clarify any known difference in understanding between the applicant and JUHF and shall get it resolved.
- 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.
- 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)

4.0 AUDIT PLAN AND AUDIT TIME

- 4.1 Upon a successful review of the application, 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 audit agenda will be shared through mail.
- 4.2 Audit shall be conducted by at least one technical and one shariah auditor.
- 4.3 Audit Man-Days and time shall be defined considering the following.
 - a) Requirements of the approved Halal standards.
 - b) Scheme and category applied for
 - c) Size and complexity of the organization.
 - d) Technological and regulatory context.
 - e) Outsourced activities included in the scope of the production or procedures or product safety management system.
 - f) Results of any prior audit(s).
- 4.4 Number of sites or establishments with multiple locations required separate audit plan and days and time.
- 4.5 Audit man-days will be decided referring the Table-1
- 4.6 Audit expenses shall be at the cost of the applicant, Audit expenses include 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.

5.0 CERTIFICATION / RECERTIFICATION AUDIT

- 5.1 The applicant **shall first start operation** before any certification audit can be conducted by JUHF official(s).
- 5.2 Certification Audit shall be done in two stages as follows:
 - I. Stage I Audit
 - II. Stage 2 AuditJUHF shall carry out onsite audits for both stages of audit.
- 5.3 The scope of certification audit covers the following:



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- 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) Overall premises
- h) Documentation
- i) Interview of staff in different levels

- 5.4 JUHF will conduct the certification audit(s) with advance notice. If the proposed date is not agreeable by the applicant, the requested date by the applicant will be based on the availability. Repeat audit(s) will be conducted when necessary.
- 5.5 The applicant shall fully always co-operate with the JUHF officers by providing all relevant information. All original documentation and records, including the documents listed per **Appendix B** shall be produced on request.
- 5.6 The certification audit process shall be as follows;
 - a) Opening meeting
 - b) Site audit
 - c) Check back audit trail and verify further documentation.
 - d) Evaluation of findings by JUHF official(s) in preparation for the closing meeting
 - e) Closing meeting
- 5.7 Those who are attending the opening and closing meetings on behalf of the applicant shall be members from the management and the Internal Halal Management Team (IHMT) who have been authorized to ensure that corrective actions shall be taken if non-conformities are found.
- 5.8 A report will be issued to the applicant within three working days upon completion of the certification audit. If the applicant fails to respond to the 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.
- 5.9 The results of the Stage 1 audit may lead to postponement or cancellation of Stage 2 audit.
- 5.10 Interval between Stage 1 and 2 audits shall be no longer than six months. Stage one audit should be repeated if a longer interval is needed.

6.0



NON-CONFORMITY

Failure to meet any of the criteria and standard requirements will be considered as a **non-conformity**.

There are 3 levels of non-conformities:

6.1 Minor non-conformity:

1. Failure to meet the requirements in the storage.
2. Lapse in the cleanliness of premises, equipment, employees or surrounding environment and a lapse in general sanitation, hygiene or pest control.

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3. Failure to maintain the Halal file.

6.2 Major non-conformity:

1. Change in ingredients and / or suppliers / manufacturers without the consent of the JUHF.
2. Use of JUHF Halal Logo for products where the certification is yet to be provided.
3. Change / relocation of premises / factory / stores / machinery / additional production lines etc. without prior consent of JUHF.
4. Failure to meet with staffing and Regulatory requirements.
5. Failures in Food Safety Management System

6.3 Serious non-conformity:

- I. Failure to meet the Halal requirements.
- II. Sufficient physical evidence exists to indicate the storage / usage / production of non-Halal items raw materials / products. such as pork & pork-based products, non-Halal meat or alcoholic beverages.
- III. Altering or tampering with any information on the JUHF or any other recognized Certification Bodies' Halal Certificate, or any other relevant documents.
- IV. Forgery or reproduction of JUHF Halal Certificate
- V. Failure to meet post certification requirements.
- VI. Not co-operating with the official(s) of JUHF to carry out their duties.



6.4 Corrective Actions

- 6.4.1 In case of a new applicant, the applicant will be requested to take remedial measures recommended by JUHF.
- 6.4.2 In 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(s) shall be carried out to verify the effectiveness of correction/corrective action if 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.
- 6.4.3 Suspended parties may request a review following the suspension period, which will be considered on its merits.
- 6.5 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 with immediate effect**.
- 6.6 In the event of cancellation of the certificate, actions will be taken as per **Clause No 13.0**

7.0

APPROVAL



- 7.1 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 Certificate Decision Committee of JUHF.
- 7.2 The applicants will be notified regarding the status of the application via a letter or an e-mail.

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- 7.3 Successful applicants will be informed to collect the Halal Certificate(s) or couriered.
- 7.4 Unsuccessful applicants may re-apply via the same procedure following which, JUHF will conduct another round of certification process.

8.0 JUHF HALAL CERTIFICATE

- 8.1 The Halal Certificate issued to the applicant certifies that the products have been processed / packed / stored and transported according to Halal requirements and are therefore fit for Halal consumers.
- 8.2 The Halal Certificate and / or any part of it are the property of JUHF. The Halal Certificate holder will be held responsible for the Halal Certificate(s) issued to them. The certificate and / or any part thereof are NOT TRANSFERABLE.
- 8.3 The certificate holder shall not reproduce the JUHF issued Halal Certificate in part and/or in a way that would hinder the legibility, nor tamper with the original or copies of the Halal certificate.
- 8.4 Halal certificate holders shall not translate the certificate in other languages without the control and prior consent of JUHF in writing.
- 8.5 The Halal Certificate issued under this scheme will be valid for three years from the date of issue, thereafter it will be subject to recertification.
- 8.6 The valid original certificate issued may be prominently displayed and shall be shown on demand to the customer. Any copy and / or expired Halal Certificate(s) shall NOT be displayed.
- 8.7 The Halal Certificate holder may request for a 'Certified Copy' of its Halal Certificate from JUHF which will be issued in the name of a specific entity for a valid reason. This will be subject to a stipulated administrative fee.
- 8.8 In case of any loss or damage to the Halal certificate the Halal certificate holder shall immediately inform in writing to JUHF.
- 8.9 The Halal Certificate holder shall ensure that the Halal Certificate issued is well kept and not abused in any manner.
- 8.10 JUHF Halal Certificate validity shall commence after the decision date of decision committee.
- 8.11 The JUHF Halal Certificate validity would be three years.
- 8.12 The JUHF Halal certificate shall be signed by the JUHF Director.
- 8.13 JUHF Halal Certificate having the information below.**
- The name, address, and certification mark of JUHF and other marks e.g., accreditation symbol.
 - The scope of certification with respect to the type of activities, products, and services as applicable at each site without being misleading or ambiguous.
 - The Standard and criteria for which certificate is being granted.
 - Initial Certification and re-certification
 - Certificate number,
 - Entity name, manufacturing address and business type,
 - Products Category, detailed product names, brand name, code if any,
- Note:** If the total number of products is more than 10, then an appendix shall be issued separately.
- Initial certification date, issuing date, expiry date, surveillance date and recertification date shall be mentioned on the certificate; and

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- i. For the verification purpose QR code will be affixed
- j. Amendment History will be recorded.

9.0 USE OF JUHF HALAL CERTIFICATE AND HALAL MARK

- 9.1 The Halal Certificate holder may use the following JUHF Halal logo (s) in readable format according to exact specification. The detailed specification will be given after certification approval.



Halal logo

- 9.2 Halal MARK is the sole property of JUHF, it can be used by JUHF Halal Certified clients, on Halal Certified products only. A client must show interest in printing Halal marks on Halal certified products through the Annexure A (products list.) while submitting the application.
- 9.3 Guidance on the use of Halal certificates and halal marks permitted by JUHF may be obtained from related JUHF Documents.
- 9.4 Incorrect references to the halal certification system or misleading use of halal certificates or marks, found in advertisements, catalogues, etc., shall be dealt with by suitable action.
- 9.5 Halal certificate owners who failed to renew their Halal certificates will not be allowed to use the halal mark at the premises or on the manufactured Halal products/services or inside the grocery shop or supermarkets corridors.
- 9.6 The halal mark should be printed clearly on all certified halal products and labelled on each box/package.
- 9.7 The Halal mark can be clearly printed on all products certified for Halal so that it can be glued to each box / package.
- 9.8 The client may print the color of the mark suitable to its packaging as long as it does not change the original specification of the mark.
- 9.9 The halal mark/certificate for certified halal services should be exhibited only at the entrance of the establishment which has been certified.
- 9.10 The client has to follow to terms and Conditions for use of Halal Mark.
- 9.11 For restaurants, JUHF marks can be put in their outlets.
- 9.12 For catering services, JUHF Mark can be printed in the serving pack and media of promotion.
- 9.13 The inclusion of Halal Mark in retail products shall require proper written permission from JUHF.
- 9.14 The Certificate Holder cannot use any name, logo/mark/symbol or brand name or advertisement or slogan against Islamic values beliefs.
- 9.15 The Halal certificate holder shall use the Halal Mark only as long as its certification remains valid and in force.
- 9.16 Halal certificate holders shall not use the Halal mark where the certificate is withdrawn or suspended or expired.

10.0 POST CERTIFICATION

10.1 General



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- 10.1.1 The Halal Certificate holder shall always comply with all the Halal Certification requirements JUHF.
- 10.1.2 JUHF will conduct announced / unannounced periodic audits(s) / inspection(s) as surveillance following the award of certification and the applicant shall provide full co-operation by providing easy passage and any relevant information required. Repeat audits and inspections shall be conducted when necessary. JUHF's official(s) shall be allowed free access at all times to all required areas.
- 10.1.3 The Halal certificate holder shall be entitled to change or add raw material(s) / ingredient(s) and processing aids (i.e. brand, manufacturer, suppliers etc.) only after obtaining the approval of JUHF in writing. All new raw materials / ingredients and processing aids shall be substantiated with documents.
- 10.1.4 The Halal certificate holder shall obtain prior written approval from JUHF to include new products.
- 10.1.5 Any changes to the information given in the application form regarding particulars of Internal Halal Management Team (IHMT), contact details, etc., shall be submitted to JUHF prior to change.
- 10.1.6 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.
- 10.1.7 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:
- a) Its legal, commercial, ownership or company status,
 - b) The company, top management, and key personnel,
 - c) The premises
 - d) IHMT
 - e) Scope of certification and products,
 - f) Materials and
 - g) Other such matters that may affect the ability of the clients to fulfill requirements for the certification.
- 10.1.8 If a Halal Certificate submitted for a raw material is expired, the Halal certificate holder shall submit the renewed Halal Certificate to JUHF soon after expiry.
- 10.1.9 Any change to the location of the certified premises without prior written approval will invalidate the Halal Certificate and a new application has to be submitted for the new location.
- 10.1.10 Prior written approval from JUHF shall be obtained if the premises / machinery is to be used by any other operator(s).
- 10.1.11 The Internal Halal Management Team (IHMT) of the certificate holder shall conduct an Internal audit to review compliance with the Halal certification requirement at least once a year and the Audit Report shall be made available for review by JUHF officials.
- 10.1.12 The halal certificate holder shall analyze all the complaints received from its customers with regard to its halal certified products.
- 10.1.13 In the event of any complaint against the Halal certificate holder with regard to compliance with



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the standards and CHC-02 by a consumer, JUHF may call for a written explanation from the Halal certificate holder who shall provide the same.

- 10.1.14 Halal certificate holders shall conduct a Management Review to review the adequacy and effectiveness of maintaining the Halal certification requirements, at least once a year.

11.0 RE-CERTIFICATION

- 11.1 The certificate holder shall monitor the expiry date of the Halal certificate and shall submit the re-certification application at least six months prior to the date of expiry to avoid any delay in re-certification.
- 11.2 Any proposed changes to the current application details during the re-certification period shall be submitted with the re-certification request / application.
- 11.3 JUHF shall carry out re-certification audit(s), and decision on re-certification shall be based on the outcome of re-certification audit.
- 11.4 If a Halal certificate holder failed to renew its halal certificate, JUHF Halal Logo and all stocks of packing material(s) with the JUHF Halal Logo shall not be used in the products in the premises or on the manufactured products.
- 11.5 The recertification audit shall include an on-site audit that addresses the following:
- a) 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.
 - b) Demonstrated commitment to maintain the effectiveness and improvement of the Halal management system in order to enhance overall performance.
 - c) 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
 - d) 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.
- 11.6 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.
- 11.7 The issue date on a new certificate shall be on or after the recertification decision.
- 11.8 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.
- 11.9 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 audit 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.

12.0 SURVEILLANCE AUDIT REQUIREMENTS

- 12.1 Surveillance audits are on-site audits, but are not necessarily full system audits, and shall be planned together with 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.
- 12.2 First Surveillance audit shall be conducted in First year between 9th to 12th Month and Second



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Surveillance audit shall be conducted in Second year between 21st to 24th Month of certificate issuance.

- 12.3 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

- 12.4 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.

13.0 **SUSPENSION, WITHDRAWING OR REDUCING THE SCOPE OF CERTIFICATION**

- 13.1 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.
- 13.2 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.
- 13.3 When a client certificate gets suspended, the Halal certificate shall be temporarily invalid, and the suspension period would not exceed 6 months.
- 13.4 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. If a client with a suspended certification hasn't resolved the issues causing non-compliance within the extended time given by JUHF, the certification decision may be canceled. Alternatively, the client may request termination of the certification.
- 13.5 The non-compliance or non-conformity, may arise for one or more of the following cases:



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- a. The client has failed to meet the certification scheme and standard requirements.
 - b. The Clients do not allow surveillance or recertification audits or special audit or Witness audit to be conducted at the required frequencies.
 - c. The client has not paid the fees in due time.
 - d. The misuse of reference to certification or JUHF Halal-Logo
- 13.6 The customer has voluntarily requested a suspension or Cancellation or reduction of the Scope of Certification

14.0 OTHER CONDITIONS

- 14.1 The applicant / Halal Certificate holder shall at all times keep JUHF and its employees indemnified fully and completely against all claims, damages, expenses or costs (including those asserted by third parties) arising directly or indirectly from acts, commissions or omissions of the applicant / Halal certificate holder and its servants, agents, employees, invitees or licensees.
- 14.2 JUHF may, from time to time, change / review this CHC-02 and requirements that affect the certificate holder, and such changes shall be communicated issue directives to its Halal Certificate holders.
- 14.3 JUHF reserves the right to verify the implementation of the changes made by the certificate holder and take actions required by these Terms and Condition.
- 14.4 JUHF reserves the right to review the application even after certification.
- 14.5 The decision of JUHF in respect of all matters shall be final and conclusive.
- 14.6 In the event of any uncertainty or ambiguity or in the event of any provisions not hitherto made, the interpretation and ruling of JUHF shall be final and binding on the applicant/ Halal Certificate holder.

15.0 REQUIREMENTS FOR ADDITIONAL SCHEME

- 15.1 An applicant may additionally apply for other schemes as per their need and export requirements, they have to select other schemes in Format A while filling out the application.
- 15.2 Applicants are required to meet the criteria outlined in the respective scheme documents.
- 15.3 JUHF shall commence the application process for all selected schemes simultaneously, taking into account all steps, stages, and requirements of all schemes.
- 15.4 A combined audit will be conducted by JUHF in accordance with the requirements of all other schemes.
- 15.5 An additional 1-man day will be included in the total audit man days for each additional scheme.
- 15.6 Separate Halal Certificates will be issued by JUHF for each additional scheme.
- 15.7 An additional charge of Rs. 10000/- will be applied for the additional scheme.

TABLE-1 (Informative)
Minimum Audit Time

B.1 General

- B.1.1 In determining the audit time needed for each site, JUHF will consider the minimum required time on-site for initial certification given in Table B.1
- B.1.2 The minimum time includes stage 1 and stage 2 of the initial certification audit but does not include the required time for the preparation of the audit nor the time for writing the audit report.
- B.1.3 If the similar Management System is already certified by JUHF no Additional time will be required.
- B.1.4 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.



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- B.1.5** 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.
- B.1.6** The minimum on site surveillance audit time for product and/or services will be with a minimum of half audit day (Applied to all types of audits).
- B.1.7** 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.
- B.1.8** JUHF will increase audit time when and where additional meetings are required, for example audit meetings, coordination, and briefings audit.
- B.1.9** The number of employees should be stated as the number of full-time equivalent employees (FTEs). When a business operates with shifts, and if the products or operations are similar, FTEs are calculated based on the employees working during the main shift including seasonal workers and office staff.
- B.1.10** Some categories are subject to multi-site sampling, and this can be taken into consideration when calculating audit time.
- B.1.11** If sites are sampled, the site sample is selected before the audit period is applied.
- B.1.12** The audit time accounts will be applied to each site in accordance with the requirements of this Annex and Table B.1.
- B.1.13** 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).
- B.1.14** 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.2 Calculation of minimum initial certification audit time

B.2.1 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.2.2 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 a	Basic on-site audit time, in audit days TD	Number of audit days for each additional HACCP study TH	Number of audit days for absence of certified relevant management system TMS	Number of audit days per number of employees TFTE	For each additional site visited
A	0,75	0,25	0,25	1 to 19 = 0	50 % of minimum on-site audit time
B	0,75	0,25		20 to 49 = 0,5	
C	1,50	0,50		50 to 79 = 1,0	
D	1,50	0,50		80 to 199 = 1,5	
E	1,00	0,50		200 to 499 = 2,0	
F	1,00	0,50		500 to 899 = 2,5	



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G	1,00	0,25		
H	1,00	0,25		900 to 1 299 = 3,0
I	1,00	0,25		1 300 to 1 699 = 3,5
J	1,00	0,25		1 700 to 2 999 = 4,0
K	1,50	0,50		3 000 to 5 000 = 4,5
				> 5 000 = 5,0

B.1 Calculation of minimum surveillance and recertification audit time

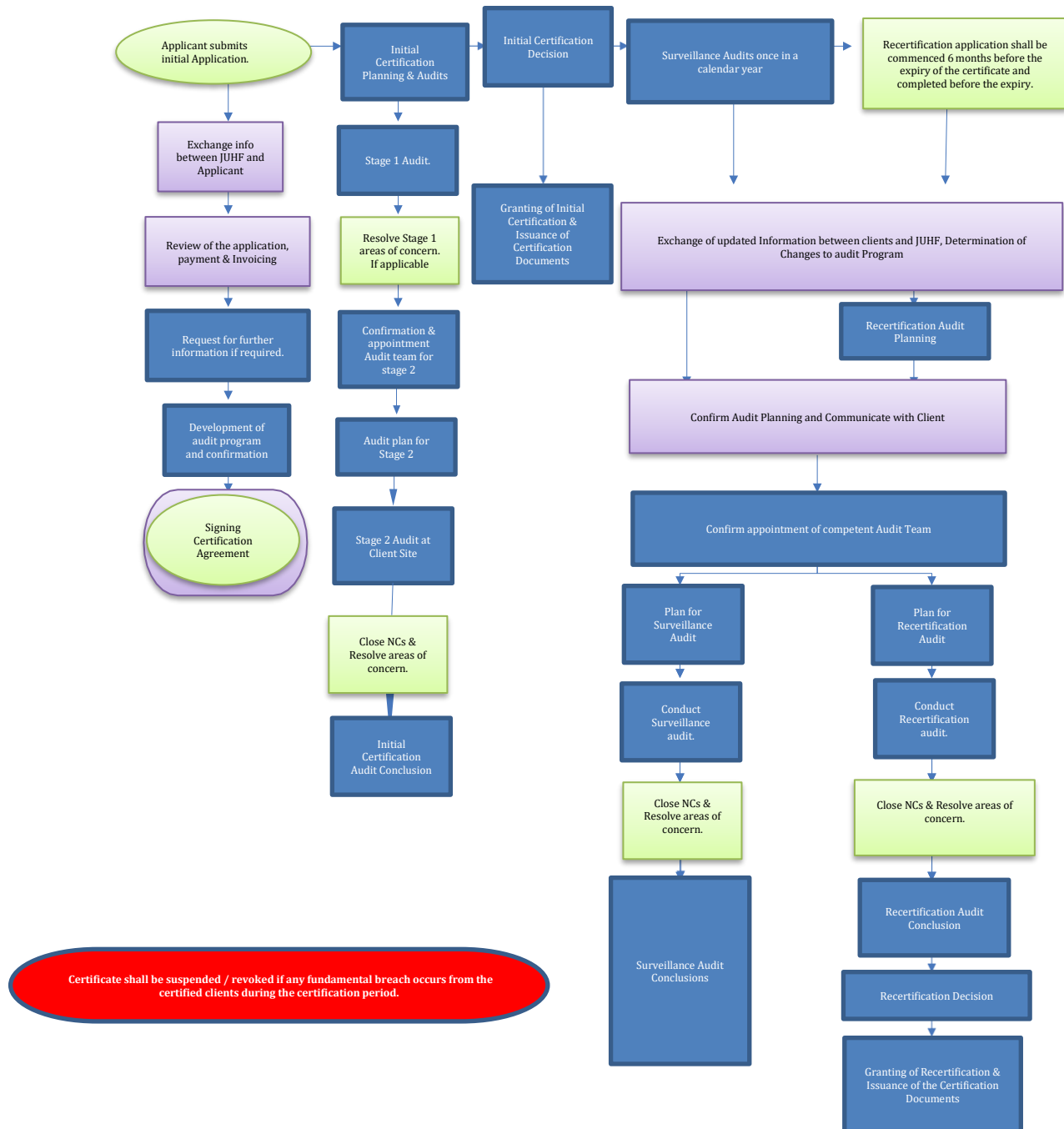
The minimum surveillance audit time shall be one-third of the initial certification audit time, with a minimum of 1 audit day (0,5 audit day for categories A and B). The minimum recertification audit time shall be two-thirds of the initial certification audit time, with a minimum of 1 audit day (0,5 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.



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APPENDIX A – Typical Process Flow for Audit and Certification Process



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



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

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.

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APPENDIX B - Documentation and Records Required for JUHF Halal Certification

1. Format A-Company Information
2. Format B - Details of the product(s) applied for certification with their raw materials with Process flow chart of the products.
3. Format C - List of raw materials / ingredients / processing aids with manufacturer and supplier details and supported with the documents.
4. Annexure A - Name and brand of all the product
5. Affidavit – Rs. 100 Stamp Paper with Notarized
6. Good Receiving Note, Material Requisition Note, Purchase Orders, Delivery Note, Purchase Invoice, Stock record etc. for all the raw materials/ingredients/processing aids.
7. Organogram/Organizational Chart
8. Appointment letter of Internal Halal Management Team (IHMT)
9. Detailed floor plan of the processing plant
10. Business Registration Certificate
11. Licenses issued to the applicant by local and environmental authorities.
12. Quality / Hygiene standard certificates
13. Documentary evidence of implementing Food Safety Management System
14. Samples of approved product packaging material(s)
15. Complete operations schedule of processing per day with shift times
16. Company Logo and Brand Logos
17. Business Registration Certificate
18. Any other relevant documents