



Doc Title:	INITIAL CERTIFICATION PROCEDURE – I-CAS Scheme
Doc No.	JUHAF/HAS/ICP-03
Issue No.	01
Revision No.	01
Issue Date	13.05.2024
Revision Dt.	16.09.2024
Effective Date	20.09.2024
Next Review Dt.	December -2026

1. OBJECTIVE

This process outlines the key steps involved in obtaining JUHF certification for the ABATTOIR SECTOR.

2. SCOPE

This procedure is designed for the applicants within the ABATTOIR SECTOR developed by JUHF.

3. SCHEMES & APPLICABLE COUNTRIES FOR EXPORT:

- I-CAS Scheme (Mandatory Scheme to export Meat and meat-based products anywhere in the world from India)

4. RESPONSIBILITIES

The JUHF's Departments' Halal Coordinator, JUHF Staff involved in certification process are responsible to implement the steps of Certification process.

5. PROCESS STEPS

5.1 Step 1 - Application: The certification process begins with the application for certification. The application step is further broken down into 4 steps.

Note: Every step's status will be updated at I-CAS QCI portal and applicants may check the status from time to time over there or also will be notified through mail by appointed person.

5.2 SELF-REVIEW AND APPLICATION

Applicant Role (Self Review)	Prior to submitting the application, I ensure that: a. Your organization is legally identified (i.e. license) b. You must be aware of I-CAS Standard/guideline. c. You are aware of JUHF certification requirement. d. Your organization has a Quality Management System, Product safety Management System and Halal Assurance System in compliance with applied Halal certification standard and records of implementation established and maintained.
Required Document (Application Process)	You must login on I-CAS QCI portal following the link https://i-cas-halal.qcin.org/ (for log in you need to log in through the details needed (details as per the registration on the meat.net, APEDA/NO, email id registered with APEDA and registered Mobile no) once you login, you should click on get facility Certified option will be at top left side, then you get NABCB accredited Certification body list, select JUHAF Certification Pvt. Ltd. send request for quotation. Once you have done this, a notification will be received to us, and we will click on quotation sent button through portal itself. We will send you quotation and procedure, application scheme requirements and other necessary documents through mail. Here you are required to fill in the application forms with the required details and upload the application form along with the other necessary documents at I-CAS QCI portal by logging in. you will find an option for upload just beside the Quotation Received option. Mandatory complete Application (Format A, format B, Format C, Annexure A, Affidavit) Note: Instructions to fill in the form are given in the form itself.
Contact Point	Email: contact@halalhind.com / cor@halalhind.com
JUHAF Role & Processing Time	If you have any inquiries or doubts before submitting application, send us a mail or make a call at 9321222774 / 022-23735373
Fees	Application Review Fee Rs. 1000/- + GST 18%

5.3 APPLICATION REVIEW

JUHAF Role & Processing Time	Upon reviewing your application and verifying JUHF resource capacity to provide the required services, we will send you a final quotation within 7 working days for the certification fee.
------------------------------	--



Doc Title:	INITIAL CERTIFICATION PROCEDURE – I-CAS Scheme
Doc No.	JUHF/HAS/ICP-03
Issue No.	01
Revision No.	01
Issue Date	13.05.2024
Revision Dt.	16.09.2024
Effective Date	20.09.2024
Next Review Dt.	December -2026

Applicant Role	Applicants will furnish the required documents if any
----------------	---

5.4 ACCEPTING THE QUOTATION, INVOICING & PAYMENT, AND SINGING THE AGREEMENT

Applicant Role	Study the quotation carefully. If accepted, send an email to JUHF within the quotation validity period, JUHF will share your Invoice for the payment, make the payment, and send receipt to JUHF through mail.
Fee	Initial Certification Fee Rs. As per Fee Structure Surveillance Fee Rs. As per Fee Structure Audit Fee Rs. 2000/- per man day Audit Expenses: either arranged by the applicant, in case JUHF would arrange then applicant will make reimbursement to JUHF.
JUHF Role & Processing Time	Upon receiving the acceptance of the quotation, we will send you a certification agreement to sign the agreement on the same day or next working day.
Contact Point	Halal Coordinator through email
Applicant Role	Sign the Certification agreement, send an email to JUHF within the agreement validity period with the required documents.
Required Document	Signed Certification agreement.
JUHF Role & Processing Time	Upon receiving the Certification agreement, we will send you the signed copy by mail on the same day or next day.

6. Step 2: Preparation Documents Review and Stage-1 Audit

6.1 In this step, JUHF will verify the documents that you have submitted, and will plan for a stage-1 audit to check the applicant's readiness for stage-2. **Note:** Stage 1 Audit will be conducted at applicant site.

6.2 PREPARING FOR THE STAGE-1 AUDIT AND REPORTING

JUHF Role & Processing Time	We will send you email about the Stage-1 Audit Schedule that contains as minimum: Names of Audit team and the organization(s) they belong to, total audit man days, certification scope to be covered etc., Date(s) of stage-1 Audit, it normally take 10 working days
Applicant Role	Study the Stage-1 Audit schedule. If accepted, send an email to JUHF.
Required Document	Below documents will be required if not sent along with the application. Quality Management System (QMS) QMS Procedures Food/Product Safety managements System Halal Assurance System / Halal Manual JUHF Checklist for Compliance with applicable Standards corresponding to the service request. Copy of legal identity Location map.
Contact point	Halal Coordinator and Appointed Auditor through email
JUHF Role & Processing Time	After completion of the Stage-1 Audit, we will send you stage-1 audit report through mail for correction and corrective action same day or next day.
Applicant Role	The applicant is required to submit the corrective action plan and evidence. Note: the maximum time will be 6 months, if the applicant fails to submit the CAPA & evidence within the time, then the process gets cancelled unless further agreement on the new deadline is arranged.
Documents Required	Implementation of Corrective actions records.
JUHF Role & Processing Time	Once submitted records are found to be effective, the Stage-2 audit date will be given to the applicant. It normally takes 7 to 10 working days from submission of Corrective action records. <i>Note: Audit date will be given subject to availability of the JUHF Auditors</i>
Contact Point	Appointed Team leader through mail.

7. STEP 3: STAGE-2 AUDIT



Doc Title:	INITIAL CERTIFICATION PROCEDURE – I-CAS Scheme
Doc No.	JUHAF/HAS/ICP-03
Issue No.	01
Revision No.	01
Issue Date	13.05.2024
Revision Dt.	16.09.2024
Effective Date	20.09.2024
Next Review Dt.	December -2026

7.1 Once your documents have been verified, the Stage-2 audit process begins. Below are the next steps in the Audit process.

7.2 STAGE-2 AUDIT PROCESS

JUHAF Role & Processing Time	We will provide you with a detailed stage-2 audit plan a week before the site audit normally.
Applicant Role	Confirm with the team leader after assuring the following: a. The full plant must be operational during the audit. b. The products you have applied for Halal must already be commercially produced and records are available. c. Availability of all the personnel concerned with the stage-2 audit, especially IHMT. d. Preparation of a suitable audit site to the extent that covers the entire scope of audit.
Stage-2 Audit Scope	The scope of certification audit mainly covers the following: a) Unloading of Animals/birds b) Anti-mortem c) Halal slaughtering d) Post-mortem e) Processing and Handling of product(s) including packaging. f) Equipment, appliances, machinery, and processing aids g) Cleanliness, sanitation, and food safety h) Storage and dispatching of finished goods. i) Warehouse and logistics j) Overall premises k) Documentation and Records l) Interview of staff at different levels
Contact Point	Appointed Team Leader email
JUHAF Role & Processing Time	Conduct the stage-2 Audit in coordination with your representative, according to the approved plan, and submit non-conformities (if any). Once the Audit is over, the lead auditor will send the complete Audit report within 3 working days, after compiling and reviewing the reports from audit team member.

7.3 CORRECTIVE ACTIONS

Applicant Role	Address all the findings (non-conformities) by implementing adequate corrective actions. Send the corrective actions along with evidence to the lead auditor, bearing in mind the maximum time for closing all the findings is 3 months.
Required Document	Corrective actions implementation records
Contact Point	Appointed Team Leader email
JUHAF Role & Processing Time	We will verify all the corrective actions that you have taken. If all the corrective actions have been closed, the certification documents will be sent to the decision committee for the final decision on granting the Halal Certification. Certification decisions normally take a week or more as per availability of the decision Committee.
Account clearance	JUHAF finance department will check if any pending fees are to be collected from applicants, and after clearance, documents will be sent to the issuance department. (Certification officer)

8. STEP 4: HALAL CERTIFICATE

JUHAF Role & Processing Time	We will send you a draft of Halal certificate within 3 days of the issuance of the decision.
Applicant Role	Confirm the information mentioned on the Halal certificate
Contact Point	Appointed certification officer through email
JUHAF Role & Processing Time	We will post the certificate on website and send to you a PDF copy through mail along with Halal Mark/logo and also a copy will be uploaded at I-CAS portal.

Note: The applicant has the right to submit an appeal form regarding any adverse decision taken by JUHF within 30 working days



Doc Title:	INITIAL CERTIFICATION PROCEDURE – I-CAS Scheme
Doc No.	JUHF/HAS/ICP-03
Issue No.	01
Revision No.	01
Issue Date	13.05.2024
Revision Dt.	16.09.2024
Effective Date	20.09.2024
Next Review Dt.	December -2026

of receiving the certificate. The appeal may be submitted to JUHF Appeal and Complaint Committee.

9. POST CERTIFICATION ACTIVITIES:

9.1 SURVEILLANCE/ANNOUNCED /UNANNOUNCED AUDIT

JUHF Role & Processing Time	Surveillance Audit: JUHF will conduct the surveillance audit with advance notice as per audit program within the time as specified in the audit Program. Unannounced Audit: JUHF may conduct an unannounced audit to check the effectiveness and implementation of Halal Scheme requirements, without any prior notice at least once in a three-year cycle.
Applicant Role	Applicants must allow the JUHF official to conduct the announced / unannounced audits and cooperate with JUHF officials. Applicants must pay the fee for Surveillance or any pending fee if applicable. Note: <i>In case of non-cooperation from applicants or non-payment, certificate may be suspended and revoked. Refer to the Scheme or agreement</i>
Contact Point	Appointed Halal Coordinator and Auditor through mail

9.2 RE-CERTIFICATION PROCESS AND AUDIT

Applicant Role	Re-certification: Application is required to send the re-certification application and pay re-certification fee six months before the expiry of the certificate. <i>For details refer to the respective Scheme</i>
JUHF Role & Processing Time	JUHF will take the renewal process and all above steps will be taken
Exchange the documents	JUHF and applicants will exchange the updated documents
Contact Point	Appointed Halal Coordinator and Auditor through mail

9.3 REQUIREMENTS FOR ADDITIONAL SCHEME

- 0.1 An applicant may additionally apply for other schemes; they have to select the required scheme in Format A while filling out the application.
- 0.2 Applicants are required to meet the criteria outlined in the scheme documents.
- 0.3 JUHF shall commence the application process for all applied schemes simultaneously, taking into account all steps, stages, and requirements of required schemes.
- 0.4 A combined audit will be conducted by JUHF in accordance with the requirements of all applied schemes.
- 0.5 An additional one-man day will be included in the total audit man days for the additional scheme.
- 0.6 Separate Halal Certificates will be issued by JUHF for an additional scheme.
- 0.7 An additional charge of Rs. 10000/- will be applied for the additional scheme. Please refer to the Fee Structure for more details.

9.4 Documentation and Records Required for JUHF Halal Certification

- a. Format A-Company Information
- b. Format B - Details of the product(s) applied for certification with their raw materials with Process flow chart of the products.
- c. Format C - List of raw materials / ingredients / processing aids with manufacturer and supplier details and supported with the documents.
- d. Annexure A - Name and brand of all the products
- e. Affidavit – Rs. 100 Stamp Paper with Notarized
- f. Organogram/Organizational Chart
- g. Appointment notification of Internal Halal Management Team (IHMT)
- h. Detailed floor plan of the processing plant
- i. Business Registration Certificate
- j. Licenses are issued to the applicant by local and environmental authorities.
- k. Quality / Hygiene standard certificates
- l. Documentary evidence of implementing Food Safety Management System and HACCP Plan
- m. Samples of approved product packaging material(s)
- n. Complete operations schedule of processing per day with shift times



Doc Title:	INITIAL CERTIFICATION PROCEDURE – I-CAS Scheme
Doc No.	JUHF/HAS/ICP-03
Issue No.	01
Revision No.	01
Issue Date	13.05.2024
Revision Dt.	16.09.2024
Effective Date	20.09.2024
Next Review Dt.	December -2026

- o. Company Logo and Brand Logos
- p. Any other relevant documents

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 quotation request through I-CAS portal
- Issue of Halal Certification procedure, Terms & Conditions, and application forms by JUHF
- Upload the completed application documents to JUHF by applicant through I-CAS portal.



PROCESSING

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



CERTIFICATION

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

POST CERTIFICATION ACTIVITIES

- Conducting surveillance Audits and un-announced periodic audit(s)
- 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

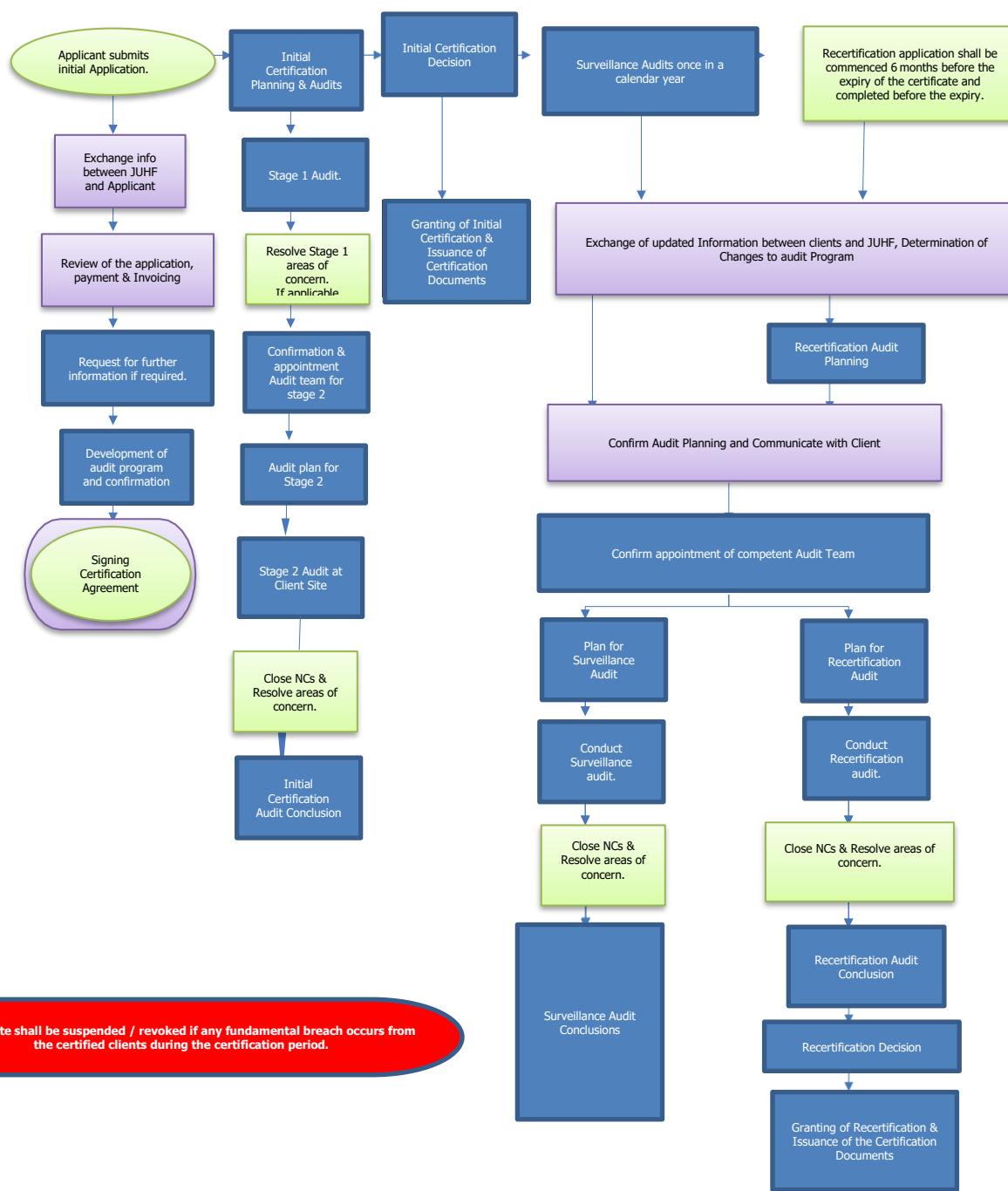


Doc Title:	INITIAL CERTIFICATION PROCEDURE – I-CAS Scheme
Doc No.	JUHAF/HAS/ICP-03
Issue No.	01
Revision No.	01
Issue Date	13.05.2024
Revision Dt.	16.09.2024
Effective Date	20.09.2024
Next Review Dt.	December -2026

10. PROCESS FLOW CHART

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.