



Doc Title:	Initial Certification Procedure for Product Sector– General
Doc No.	JUHFC/HAS/ICP-01
Issue No.	01
Revision No.	01
Issue Date	13.05.2024
Revision Dt.	16.09.2024
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Next Review Dt.	December -2026

1. OBJECTIVE

This process outlines the key steps involved in obtaining JUHF certification for the Product Sector.

2. SCOPE

This procedure is designed for the applicants within the Product Sector for all Schemes developed by JUHF.

3. SCHEMES & APPLICABLE COUNTRIES FOR EXPORT

- JAKIM Scheme (Applicable to Export in Malaysia, Singapore, Thailand, Taiwan, Bangladesh, Philippines, & other countries who follow Malaysian Standards)
- BPJPH Scheme (Applicable to Export in Indonesia only)
- GSO/UAE Scheme (Applicable to Export in GCC Countries only)

Note: The applicant must choose the appropriate scheme based on their export needs.

4. RESPONSIBILITIES

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

5. DESCRIPTION

This Procedure facilitates the applicant in acquiring a Halal certificate following the complete certification process. The certificate remains valid for three years from the date of issuance and can be renewed thereafter. This procedure offers guidance to applicants involved in the Product Sector, encompassing the following schemes:

- JAKIM Scheme
- BPJPH Scheme
- GSO/UAE Scheme

6. PROCESS STEPS

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

6.2 SELF-REVIEW AND APPLICATION

Applicant Role	Prior to submitting the application insure that: <ol style="list-style-type: none">Your organization is legally identified (i.e. license)You are aware of JUHF certification requirement, especially requirements of specific scheme you have opted to go for, along with scheme supplementary certification requirements.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	Download or get application forms through mail, fill, and submit the application form along with the necessary documents. 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
JUHFC Role & Processing Time	If you have any inquiries or doubts before submitting application, send us a mail and we will answer all your enquiries within 1 working day or make a call at 9321222774 / 022-23735373
Fees	Application Review Fee Rs. 1000/- + GST 18%



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6.3 APPLICATION REVIEW

JUHf Role & Processing Time	Upon reviewing your application and verifying JUHF resource capacity to provide the required services, we will send you a quotation within 3 working days.
Applicant Role	Applicant will furnish the required documents if any

6.4 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 you Invoice for the payment, make the payment, and send receipt to JUHF.
Fee	Initial Certification Fee Rs. Refer to the fee structure. Surveillance Fee Rs. Refer to the 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 within one working day of receiving your acceptance.
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 through mail same day.

7. Step 2: Preparation Documents Review and Stge-1 Audit

7.1 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.

7.2 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, Certification scope to be covered, Date(s) of stage-1 Audit within 10working days
Applicant Role	Study the Srage-1 Audit schedule. If accepted, send an email to JUHF the same day.
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	We will send you stage-1 audit report within one working day through mail for correction and corrective action
Applicant Role	The applicant is required to submit the corrective action plan and evidence. Note: maximum time will be given 6 months, if the applicant fails to submit the CAPA & evidence within the time, then process get cancelled unless further agreement on new deadline is arranged.



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Documents Required	Implementation of Corrective actions records.
JUHFC Role & Processing Time	Once submitted records found to be effective, the Stage-2 audit date will be given to the applicant within 7 working days from submission of Corrective action records. <i>Note: Audit date will be given subject to availability of the JUHFC Auditors</i>
Contact Point	Appointed Team leader through mail.

8. STEP 3: STAGE-2 AUDIT

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

8.2 STAGE-2 AUDIT PROCESS

JUHFC Role & Processing Time	We will provide you 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 concerned personnel 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) Receiving of materials, storage, and the records b) Processing of product(s) including packaging, and records c) Equipment, appliances, machinery, and processing aids d) Cleanliness, sanitation, food safety and records e) Storage and dispatching of finished goods along with records. f) Warehouse and logistics g) Overall premises h) Documentation (<i>Quality management System Product/Food Safety management System, Halal Assurance System, Procedures, and records</i>) i) Interview of staff in different levels
Contact Point	Appointed Team Leader email
JUHFC 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, lead auditor will send the complete Audit report within 3 working days, after compiling and reviewing the reports from audit team member.

8.3 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
JUHFC 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	JUHFC finance department will check if any pending fees are to be collected from applicant, and after clearance, documents will be sent to the issuance department. (Certification officer)

9. STEP 4: HALAL CERTIFICATE

JUHFC 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



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Contact Point	Appointed certification officer through email
JUHf Role & Processing Time	We will post the certificate on website and send to you a PDF copy through mail long with Halal Mark/logo

Note: The applicant has the right to submit an appeal form regarding any adverse decision taken by JUHF within 30 working days of receiving the certificate. The appeal may be submitted to JUHF Appeal and Complaint Committee.

10. POST CERTIFICATION ACTIVITIES:

10.1 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 will conduct unannounced audit to check the effectiveness and implementation of Halal Scheme requirements, without any prior notice at least once in three years cycle.
Applicant Role	Applicant must allow the JUHF official to conduct the announced / unannounced audits and cooperate with JUHF official. Applicant must pay the fee for Surveillance or any pending fee if applicable. Note: In case of non-cooperation from applicant or non-payment, certificate may suspend and revoked. Refer to the Scheme/agreement
Contact Pont	Appointed Halal Coordinator and Auditor through mail

10.2 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 applicant will exchange the updated documents
Contact Point	Appointed Halal Coordinator and Auditor through mail

11. REQUIREMENTS FOR ADDITIONAL SCHEME

- 11.1 An applicant may additionally apply for JAKIM scheme, they have to select the JAKIM scheme in Format A while filling out the application.
- 11.2 Applicants are required to meet the criteria outlined in the scheme documents.
- 11.3 JUHF shall commence the application process for both the UAE/GSO and JAKIM schemes simultaneously, taking into account all steps, stages, and requirements of both schemes.
- 11.4 A combined audit will be conducted by JUHF in accordance with the requirements of both schemes.
- 11.5 An additional 1-man day will be included in the total audit man days for the additional scheme.
- 11.6 Separate Halal Certificates will be issued by JUHF for additional scheme.
- 11.7 An additional charge of Rs. 10000/- will be applied for the additional scheme. Please refer to the Fee Structure for more details.
- 11.8 If an applicant is already JUHF certified and additionally applying for BPJPH scheme, then additional Certification fee between 31000-41000 will be charged.



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12. 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



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



JUHF

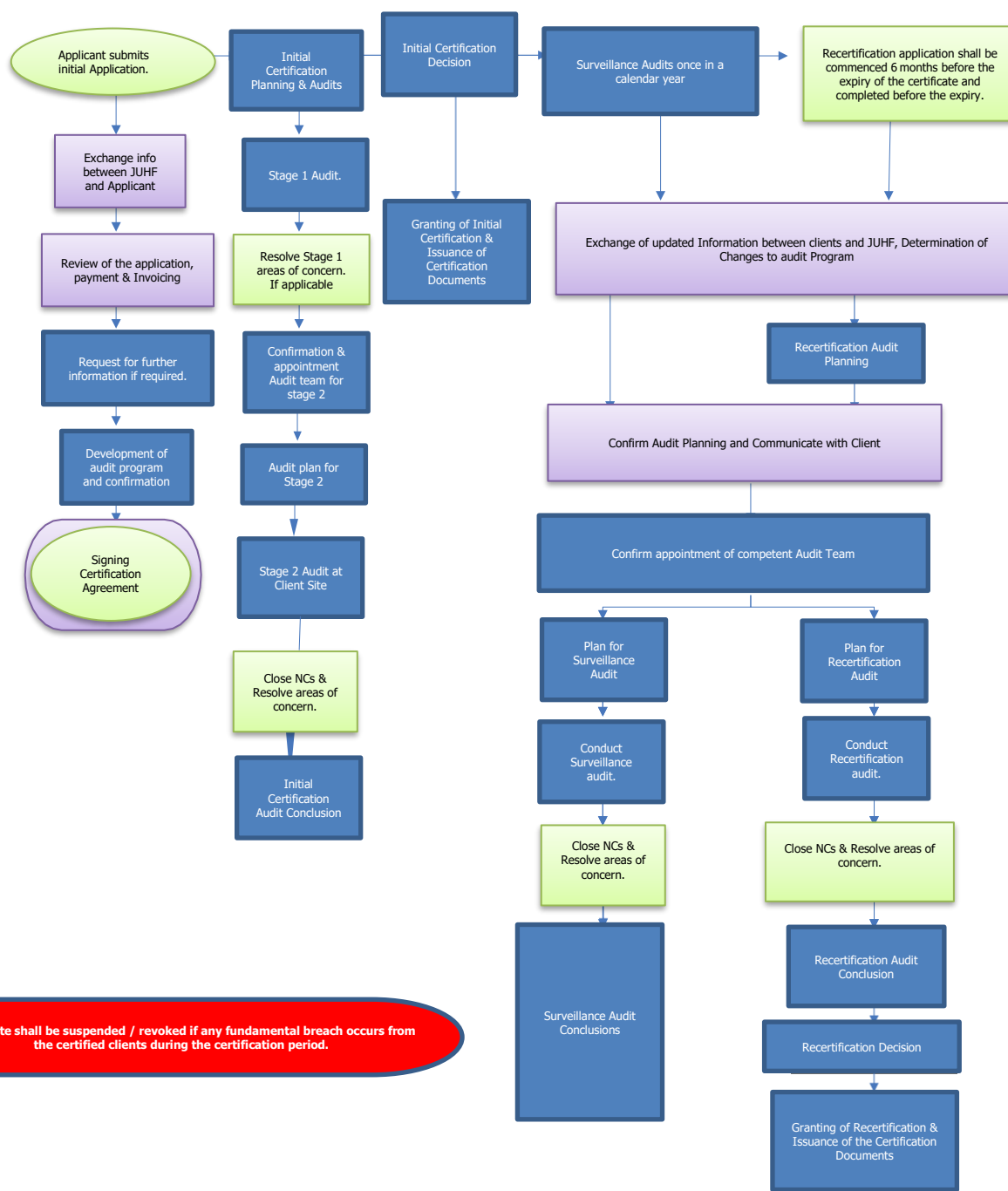
CERTIFICATION PVT. LTD.

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13. 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.