

Work Instruction: W0405
Revision Date:



Approval of External Halal
Certification Bodies by
Halal Quality Control

APPROVAL OF EXTERNAL HALAL CERTIFICATION BODIES

Change Log:

- Version 1: 18 November 2021

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List of Abbreviations

HQC	Halal Quality Control
HCB	Halal Certification Body
WHFC	World Halal Food Council
GCC	Gulf Cooperation Council
UAE	United Arab Emirates
KSA	Kingdom of Saudi Arabia
MoU	Memorandum of Understanding [agreement]

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1: Introduction

This work instruction outlines the requirements to accept a foreign HCB other than HQC during an assessment, supplier approval, or documentation verification.

As several authorities over the world are implementing their own policies or requirements, it has become difficult to have a harmonized list of approved HCBs, which is why this work instruction will try to outline the most suitable process possible as of this version's date. In some cases, an HCB is only approved within its country of legal registration.

Please note that this work instructions might have newer versions from time to time, and we advise you to request the latest version by e-mailing us at info@halaloffice.com or by contacting your local contact person or auditor.

2: Segments

All customers of HQC, when providing a foreign HCB to be approved, must provide an HCB which may comply with one of the following segments below:

Segment A	HQC Offices or affiliates
Segment B	Recognized by a mutual accepted authority
Segment C	Accredited by a mutual accepted authority
Segment E	Request for approval by your HQC contact person [if A/B/C do not apply]

More details on the segments are provided on the next page.

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Segment A

Segments A outlines the affiliates and partners and includes:

Europe	Globally
	
All HQC Offices [10]	WHFC Members

Segment B and C

Segments B and C outline national authorities as showcased below:

Malaysia	Turkey	Indonesia	GCC	Singapore	Thailand
					
JAKIM	HAK	MUI	GAC	MUIS	CICOT

UAE/GCC	KSA/GCC	KSA/GCC	Qatar/GCC
			
EIAC	SFDA	SASO	MOPH

Note: An HCB is either accredited, recognized, or listed by one of these organizations listed under Segments B or C

Segment D

If the external HCB is not applicable to Segments A, B, or C, an e-mail should be sent to your contact person providing the Halal Certificate of the HCB, after which a review will be conducted, followed by a decision.

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3: Scope of Approvals

Due to a broad field of categories that are applicable to become Halal certified, there are restrictions to accept an external HCB. One of these restrictions is that parties as mentioned in Segments B and C may limit the scope of activities of an HCB, which is described in their certificate issued.

Example:

Party A may have an accreditation, but limited to only chemicals and dairy, meaning that all other types of products may not be approved upon, limiting their acceptance level.

If an external HCB is dismissed, the reason will be clarified and specified towards the customer.

A generic category table is attached in Annex A.

4: Types of Certificates

Type of Document	Description
General Halal Certificate	A certificate issued by the HCB awarded to the mentioned manufacturer. This certificate must include an annex mentioning all approved products and describing their details.
Halal Shipment Certificate	A certificate issued by the HCB for a specific shipment of an approved manufacturer. Usually used for slaughtering houses which export fresh meats. It should mention the producer, importer, exporter, health certificate number [if applicable], quantities in kilograms or litres, production and expiry dates, product description, a valid signature, and a reference number.
Halal Statement or Declaration	A document issued by the HCB declaring that a process or premise is declared as Halal-suitable or Halal-compliant. It should contain the name and address of the premise as well as the approved products, date of issue and expiry, and a signature and reference number.

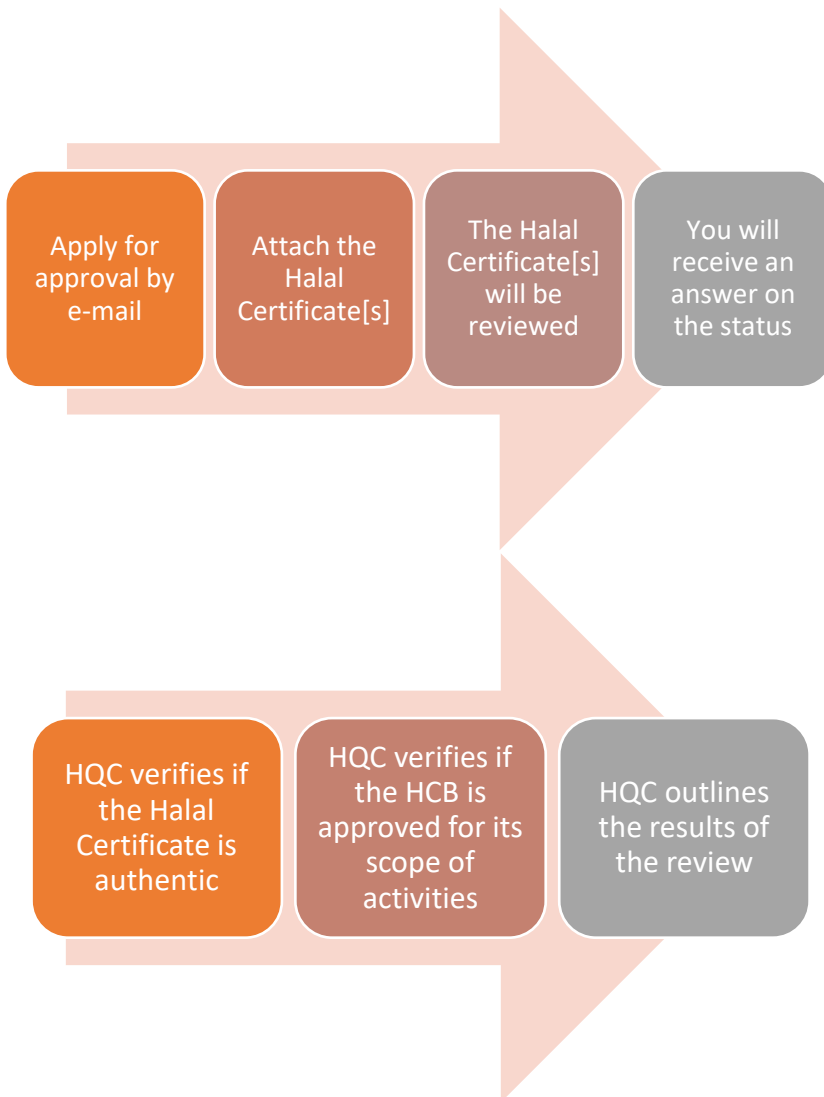
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5: Flow process for HCB approval



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Annex A: Category Index

Category		Examples of included activities
A	Farming 1 (Animals)	Raising animals (other than fish and seafood) used for meat production, egg production, milk production or honey production. Growing, keeping, trapping and hunting (slaughtering at point of hunting) Associated farm packing and storage.
		Raising fish and seafood used for meat production. Growing, trapping and fishing (slaughtering at point of capture) Associated farm packing and storage.
B	Farming 2 (Plants)	Growing or harvesting of plants (other than grains and pulses): horticultural products (fruits, vegetables, spices, mushrooms, etc.) and hydrophytes for food. Associated farm packing and storage.
		Growing or harvesting of grains and pulses for food Associated farm packing ^b and storage.
C	Processing 1 (Perishable animal products)	Production of animal products including fish and seafood, meat, eggs, dairy and fish products and Gelatin.
D	Processing 2 (Perishable vegetable products)	Production of plant products including fruits and fresh juices, vegetables, grains, nuts, and pulses.
		Production of mixed animal and plant products including pizza, lasagna, sandwich, dumpling, ready- to-eat meals.
E	Processing 3 (Products with long shelf life at room temperature)	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
F	Animal Feed Production	Production of feed from a single or mixed food source, intended for food-producing animals
		Production of feed from a single or mixed food source, intended for non-food producing animals.
G	Catering,	
H	Distribution	Provision of finished food products to a customer (retail outlets, shops, wholesalers).
		Buying and selling food products on its own account or as an agent for others Associated packaging.
I	Services	Provision of services related to the safe production of food, including water supply, pest control, cleaning services, waste disposal.
J	Transport and Storage Services	Storage facilities and distribution vehicles for the storage and transport of perishable food and feed Associated packaging.
		Storage facilities and distribution vehicles for the storage and transport of ambient stable food and feed Associated packaging.
K	Equipment manufacturing	Production and development of food processing equipment and vending machines
L	Chemical and Biochemical manufacturing	Production of food and feed additives, vitamins, minerals, bio-cultures, flavorings, enzymes and processing aids Pesticides ¹ , drugs, fertilizers, cleaning agents.
M	Packaging and wrapping material manufacturing	Production of food packaging material.
N	Other materials manufacturing	cosmetics, textile, leather products etc.

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End of Work Instruction

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