

Work Instruction: W0405
Revision Date: 21 September 2023



Criteria for Accepting Third-Party
Halal Certification Bodies



The Halal Quality Control Group

Criteria for Accepting Third-Party Halal Certification Bodies V 3.0

Note: This instructional form is linked with or to the Halal Quality Control Schemes.

Change Log:

- Version 1: Created and issued 18 November 2021
- Version 2: Issued 1 December 2022 [Clause 2 Updated, Annex A Updated]
- Version 3: Clause 6 updated to 'Useful Links and Documents'; Segments A, B, C, and D updated;

Telephone and WhatsApp:

+31 70 346 97 95

E-mail:

info@halaloffice.com | info@halalqualitycontrol.org

Halal Quality Control Headquarters:

The Hague | The Netherlands

Created by: Wassiem al Chaman	Reviewed by: Shadi Dabcheh	Approved by: Shadi Dabcheh	Revision Nr.: 03	Retention Period: 5 years
----------------------------------	-------------------------------	-------------------------------	---------------------	------------------------------

Work Instruction: W0405
Revision Date: 21 September 2023



Criteria for Accepting Third-Party
Halal Certification Bodies

Table of Contents

1. Introduction
2. Segments.....
2.1 Useful Links
3. Scope of Approval.....
4. Types of Certificates.....
5. Flow Process.....
6. Useful Links and Documents.....

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]

Created by: Wassiem al Chaman	Reviewed by: Shadi Dabcheh	Approved by: Shadi Dabcheh	Revision Nr.: 03	Retention Period: 5 years
----------------------------------	-------------------------------	-------------------------------	---------------------	------------------------------

Work Instruction: W0405
Revision Date: 21 September 2023



Criteria for Accepting Third-Party
Halal Certification Bodies

Clause 1: Introduction

This work instruction outlines the requirements to accept a third-party 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.

Clause 2: Segments

All customers of HQC, when providing a third-party 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 Halal authority
Segment C	Accredited by a mutual accepted Halal 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.

Created by: Wassiem al Chaman	Reviewed by: Shadi Dabcheh	Approved by: Shadi Dabcheh	Revision Nr.: 03	Retention Period: 5 years
----------------------------------	-------------------------------	-------------------------------	---------------------	------------------------------

<p>Work Instruction: W0405 Revision Date: 21 September 2023</p>		<p>Criteria for Accepting Third-Party Halal Certification Bodies</p>
---	---	--

Segment A

Segments A outlines the affiliates and partners and includes:

<p>Europe and Asia</p>

<p>All HQC Offices</p>

Segment B and C

Segments B and C outline national Halal authorities as showcased below:

Malaysia	Turkey	Indonesia	GCC	Singapore	Thailand
					
<p>JAKIM</p>	<p>HAK</p>	<p>Ex-MUI</p>	<p>GAC</p>	<p>MUIS</p>	<p>CICOT Enlisted</p>

UAE/GCC	KSA/GCC	Qatar/GCC
		
<p>EIAC</p>	<p>SFDA HC</p>	<p>MOPH Enlisted</p>

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

<p>Created by: Wassiem al Chaman</p>	<p>Reviewed by: Shadi Dabcheh</p>	<p>Approved by: Shadi Dabcheh</p>	<p>Revision Nr.: 03</p>	<p>Retention Period: 5 years</p>
--	---------------------------------------	---------------------------------------	-----------------------------	--------------------------------------

Work Instruction: W0405
Revision Date: 21 September 2023



Criteria for Accepting Third-Party
Halal Certification Bodies

Segment D

If the third-party 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 from an authorized HQC employee.

Please note: A third-party HCB must have an appendix mentioning the approved products.

Clause 3: Scope of Approvals

Due to a broad field of categories that are applicable to become Halal certified, there are restrictions to accept a third-party 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 a third-party HCB is dismissed, the reason will be clarified and specified towards the customer.

The category table of applicable scopes can be found in Clause 6.

Created by: Wassiem al Chaman	Reviewed by: Shadi Dabcheh	Approved by: Shadi Dabcheh	Revision Nr.: 03	Retention Period: 5 years
----------------------------------	-------------------------------	-------------------------------	---------------------	------------------------------

Work Instruction: W0405
Revision Date: 21 September 2023



Criteria for Accepting Third-Party
Halal Certification Bodies

Clause 4: Types of Certificates (Please refer to the HQC Certification Scheme)

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.

Created by:
Wassiem al Chaman

Reviewed by:
Shadi Dabcheh

Approved by:
Shadi Dabcheh

Revision Nr.:
03

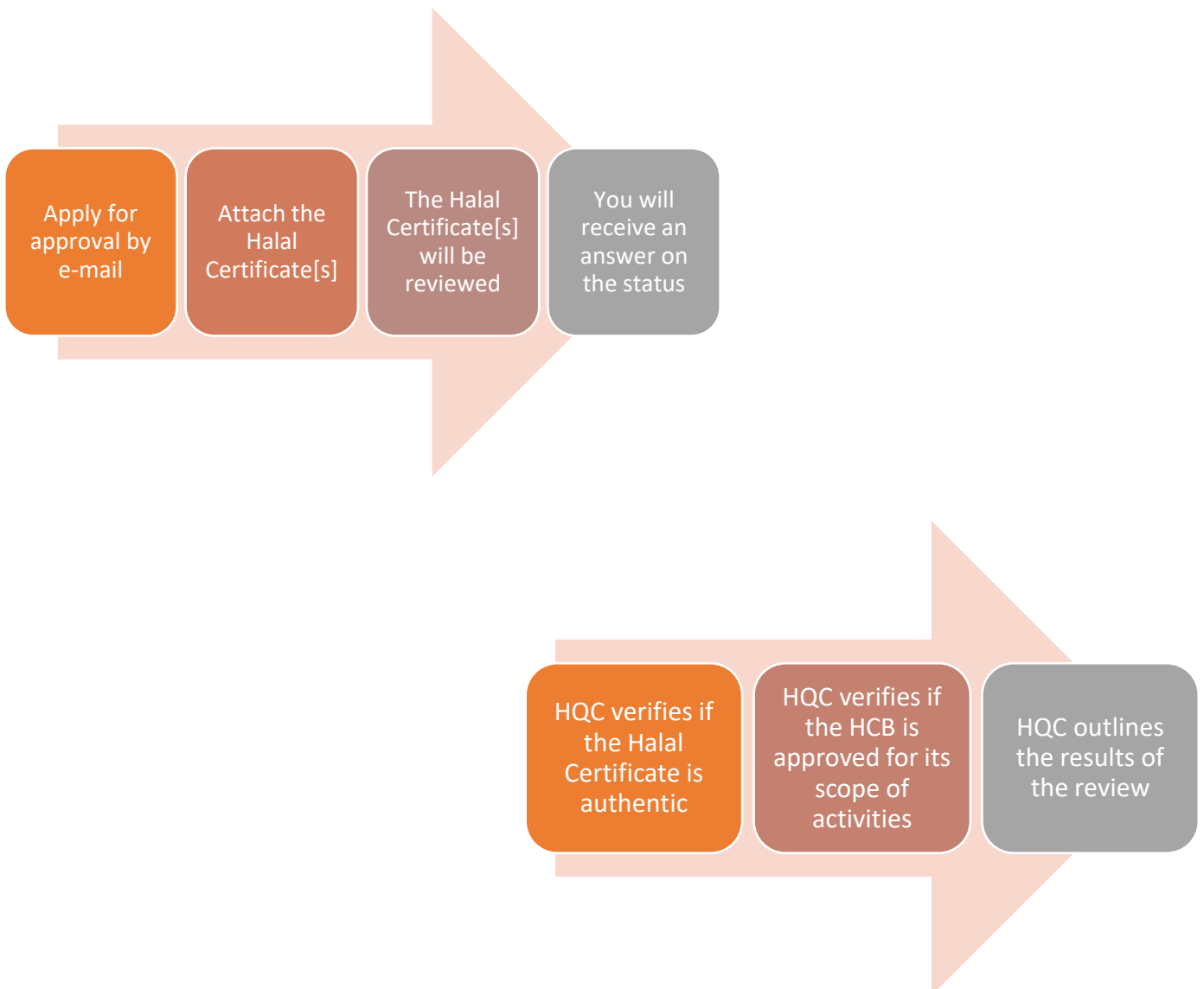
Retention Period:
5 years

Work Instruction: W0405
Revision Date: 21 September 2023



Criteria for Accepting Third-Party
Halal Certification Bodies

Clause 5: Flow process for third-party HCB approval



Created by: Wassiem al Chaman	Reviewed by: Shadi Dabcheh	Approved by: Shadi Dabcheh	Revision Nr.: 03	Retention Period: 5 years
----------------------------------	-------------------------------	-------------------------------	---------------------	------------------------------

Work Instruction: W0405
Revision Date: 21 September 2023



Criteria for Accepting Third-Party
Halal Certification Bodies

Clause 6: Useful Links and Documents

Links to the webpages or lists of the authorities mentioned in Segment B

Visit our new website (beta mode) for an overview of approved bodies:

<https://www.halalqualitycontrol.com/middle-east/>

<https://www.halalqualitycontrol.com/asia/>

Links to other relevant HQC documents:

Visit our new website (beta mode) for an overview of approved bodies:

<https://www.halalqualitycontrol.org/useful-documents/>

Created by: Wassiem al Chaman	Reviewed by: Shadi Dabcheh	Approved by: Shadi Dabcheh	Revision Nr.: 03	Retention Period: 5 years
----------------------------------	-------------------------------	-------------------------------	---------------------	------------------------------