The Halal Quality Control Group

Useful Procedures and Forms Overview

Note: This Form describes essential procedures and forms but does not include the internal or unrelated documents.

Change Log:
- Version 1 created in March 2024

1. HQC Schemes

Schemes are available for multiple scopes to ensure that all varieties of customers can be aided, which could be helpful before, during, or after the Halal certification process.

The format for each Scheme starts with a 'P' followed by numbers. They could also be classified as 'HQC.S…' (HQC Standard) followed by a year and number code (see Table 1). All HQC Schemes are also accessible at all times through the Halal Cloud.

Table 1: Halal Quality Control Schemes

Procedure	Name	Standard	Description
P04-3	HQC Halal Assurance Program Scheme	HQC.S1:2023	General requirements for setting up a Halal Manual for Manufacturing Sites
P04-4	HQC Halal Certification Scheme	HQC.S:2023	General Halal certification procedures for any applicant
P04-5	HQC Halal Supervision Scheme	HQC.S4:2023	Supervision requirements for Slaughtering Plants
P04-6	HQC Animal Slaughtering and Awareness Scheme	HQC.S2:2023	General requirements for Slaughtering Plants
P04-7	HQC Halal Service Provider Scheme	HQC.S3:2023	General requirements for Service Providers
P04-8	HQC Beauty and Personal Care Products Scheme	HQC.S5:2023	General requirements for setting up a Halal Manual for the Cosmetics industry

2. HQC Work Instructions (Guiding Documents)

To ensure that all varieties of customers can be aided, Work Instructions (also known as Guiding Documents) are available for multiple topics, which could be helpful before, during, or after the Halal certification process.

The format for each Work Instruction starts with a 'W' followed by four numbers (see Table 2).

Table 2: Halal Quality Control Work Instructions (Guidelines)

Document	Document Name	Document Description
W0403	HQC E-Portal Registration and Guideline	This document outlines registering on the HQC E-Portal and setting up your account.
W0403-1	Halal Shipment Certification Requesting Guideline	This document outlines how to apply for Halal Shipment Certificates through the HQC E-Portal.
W0405	List of Approved Organizations	This document describes the criteria required to accept third-party Halal certification bodies to be approved during the certification process.
W0413	Decision-Making Processes and Guidelines	This document describes the procedures and protocols of the HQC Decision-Making Committee. (internal document).
W0415	Permissible Ethanol Limitations	This document describes the criteria for accepting permissible ethanol, including their limits in multiple types of products.
W0418	Halal Shipment Certification Policy	This document describes the procedures and requirements for companies requesting shipment certificates through the HQC E-Portal.
W0438	Raw Materials Approval Process	This document describes the required supporting documents for multiple product types and categories.
W0438-1	Supporting Documents for Critical Materials	This document describes the required supporting documents for multiple types of critical materials

			(the types of essential materials could differ from country to country).
W0456	Approved Halal Standards		This document describes the acceptable and adoptable Halal standards or guidelines that the Halal Quality Control Group can use.
W0457	Halal Materials List - Chemicals		This document describes the approved materials (by default) that do not need supporting documents (including Halal certificates) during the Halal certification process.
W0457-1	Halal Materials List - Fragrances		This document describes the approved materials (by default) that do not need supporting documents (including Halal certificates) during the Halal certification process.
W0457-2	Halal Materials List - Flavours		This document describes the approved materials (by default) that do not need supporting documents (including Halal certificates) during the Halal certification process.
W0462	Ritual Cleaning Process		This document describes the procedures for cleaning equipment and/or production lines used to manufacture forbidden materials or items unsuitable for Halal certification.
W0463	E-Numbers and Materials Classification Table		This document describes the Halal status of each E-Number (applicable in Europe) and other types of materials.
W0463-1	Cosmetics Ingredients Classification Table		This document describes the Halal status of numerous cosmetic ingredients.
W0464	Fee Policy		This document describes the policies for calculating or judging the certification fees.

W0476	Handling and Distribution of Confidential Information	This document describes the procedures for properly handling confidential information or documentation during the Halal certification process.
W0477	HQC Risk Classification Table	This document describes the classification of Low, Medium, High-Risk, and Critical materials and/or items, including examples for each classification.
W0480	Listing of Inappropriate Wordings on Halal Certificates	This document outlines the inappropriate and/or forbidden words that cannot be inserted or used in any Halal Certificate.
W0490	HQC Accreditation and Recognition Overview	This document outlines the accreditation and recognition granted to the HQC Group.
W0492	Requirements and Guidelines for Colorings and Hues	This document outlines essential information on allowed usage of colorings and hues during the production or processing activities.
W0493	HQC Authorized Domains	This document outlines the approved and operational websites of the Halal Quality Control Group.
W0498	Guidelines for HAKSIS Registration (only for Türkiye)	This document outlines how to apply for your products to be uploaded and updated into the HAKSIS Portal (only applicable for companies exporting Halal products to Türkiye).

3. Other useful Guiding Documents

HQC Risk Classification Table (see www.halalqualitycontrol.com/useful-documents)
This document describes the classifications of multiple product groups. Classification levels differ
from Low, Medium, and High to Critical.
HQC Animal and Insect Classification Table (see www.halalqualitycontrol.com/useful-documents)
This document describes the classifications of multiple animals and insects.
Certification Category Index (see www.halalqualitycontrol.com/useful-documents)
This document describes the codes for identifying a client's category (including the activities).

4. HQC Forms

Several applicable forms are in place to ensure that Halal Quality Control and its customers can operate according to international (Halal) standards and that adherence is kept to a high standard.

The forms are under control and managed by the Quality Assurance Department of the HQC Headquarters in The Netherlands and are available upon request or publicly available.

Most forms are linked to the Procedures (See 3.5) and can be requested by the QA Department.

Essential forms used for assessment purposes are highlighted in Table 3.

Table 3: Halal Quality Control Forms

Form	Form Name	Form Description
F0422	Application Form	This is the initial form applicable to all applicants. An application review must be conducted before proceeding to the Certification Contract.
F0417	Certification Contract	The contract describes essential details of both HQC and the customer, and the contract is accompanied by the contract as an appendix.
F0417-2	Certification Quotation	This is a form only describing the general details of the customers and the involved fees for Halal certification. It does not act as the contract.
F0427	Pre-Assessment Checklist: General Manufacturers	A comprehensive (self-assessment) checklist is needed to prepare for assessments. This form may be used by both the customer and the HQC staff members.
F0428	Pre-Assessment Checklist: Service Providers	A comprehensive (self-assessment) checklist is needed to prepare for assessments. This form may be used by both the customer and the HQC staff members.

F0429	Pre-Assessment Checklist: Cosmetic Companies	A comprehensive (self-assessment) checklist is needed to prepare for assessments. This form may be used by both the customer and the HQC staff members.
F0434	Pre-Assessment Checklist: Slaughtering Plants	A comprehensive (self-assessment) checklist is needed to prepare for assessments. This form may be used by both the customer and the HQC staff members.
F0438	Materials and Products Matrix	A form enlisting all applicable raw materials, processing aids, or products along with their details for approval.
F0439	Halal Declaration Form	An optional form used when an item is classified between Low to High Risk (based on the HQC Risk Classification Table) but does not hold a Halal Certificate. The Declaration Form includes a questionnaire to acquire essential information, after which the item in question may be exempted from needing a Halal Certificate by HQC or a third party to continue the certification process.
F0451	Pork-Free Facility Declaration Form	An optional form to be signed and declared by a company to showcase that no porcine materials of any kind are present within the facility.
F0450	List of Final Products	A list mentioning all final products of the Halal Certificate holder to be uploaded into the HQC E-Portal and to be mentioned within the Appendix of the Halal Factory Certificate of the certificate holder.
F0415	Production Records: Slaughtering Plants	A form to be filled in by a customer. Describes the production records for traceability purposes.
F0404	List of Slaughtering Personnel	A list encompassing all members of a slaughtering plant who are approved and eligible to carry out slaughtering activities.
F0415-1	Production Records: Meat Processing Companies	An optional form to be filled in by a customer. Describes the production records for traceability purposes.
F0415-2	Production Records: General Manufacturers	An optional form to be filled in by a customer. Describes the production records for traceability purposes.

F0416-1	Production Announcement Form: Meat Processing Companies	An optional form to be filled in by a customer. Describes the dates on which Halal production activities will be carried out so that an assessment can be planned in advance. Mostly needed for companies in need of a Halal Shipment Certificate.
F016-2	Production Announcement Form: General Manufacturers	An optional form to be filled in by a customer. Describes the dates on which Halal production activities will be carried out so that an assessment can be planned in advance. Mostly needed for companies in need of a Halal Shipment Certificate.
F0401	Audit Plan and Agenda	A form encompassing the assessment details, including an agenda for preparation purposes.
F0436	Non-Conformance Report	A form used to outline the details of the non-conformance, including the nature of the deviation, its location, and the date of identification. It also proposes corrective actions and possibly preventive measures to address the deviation. The goal of an NCR is to ensure that the non-conformance is systematically addressed, corrected, and documented to prevent recurrence
F0449	Sampling Form	An optional form used to describe the details of the collected sample which will undergo testing in a laboratory. Applies only to items deemed as Critical (based on the HQC Risk Classification Table)
F0421	Audit Review Form	A form used internally to ensure that all required steps in the certification process have been fulfilled before continuing to Decision Making.
F0403	Decision-Making Report	A form used to outline the outcomes of the decision taken based on the assessment results. Several outcomes may apply. If the results are positive, a Halal certificate of any type may be granted to the applicant.

Created by: Wasim al Shaman	Reviewed by: Shadi Dabcheh	Approved by: Shadi Dabcheh	Revision Nr.: 04	Retention Period: 5 years