RULES FOR THE ISSUANCE OF THE CERTIFICATE OF CONFORMITY FOR HALAL PRODUCTS AND GRANTING OF THE RELATIVE LICENCE TO USE THE HALAL CERTIFICATION LOGO

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AMENDMENT RECORD				
DCRF	**PAGE NO.**	**REVISION NO.**	**DATE REVISED**	**CHANGES**
01	All	00	15-11-10	RI&CA logo is used, authorization was showed and changings in the annexures and certificate lay out occurred in the document.
02	All	01	02-01-12	Changes occurred as per the operating manual and all the documents are revised due to incorporation of OIC Guidelines and others, moreover halal and hygiene certificates format were also changed which are revised in this document too.
03	All	02	03-10-12	Company logo and Halaal seal needs to be revised and addition of few requirements related to contract review is important as per PNAC guidelines and addition of Renaissance water mark as can be given to customer for identification. And removal of Informative questionnaires as already been provided on the website and prepared separately so no need to add in it. Revision of Halal spelling too as halaal and revision of halaal process flow mapping.
04	Last pages	03	12-04-13	Halaal and Hygiene certificate templates were revised therefore added in it by deleting the previous ones.
05	29	04	20-07-13	Halaal Certificate is revised therefore new updated halaal certificate sample is added in the rule book and page numbers are added.

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CHAPTER 1 GENERAL

1.1 These Rules describes the procedures applied by RI&CA to clarify Halaal products according to a scheme whereby the organisation is granted the right to use the RI&CA Halaal logo for the purposes of product identification for its Halaal conformance.

The licence to use the Halaal logo for a particular product is granted on the basis of scheme requiring it to be certified as per the Pakistan Standard for Halal Food Management System (PS 3733:2010) and or Global Halal Management system (GHMS by IHI-Alliance Malaysia).

RI&CA will apply the fees established on the basis of its current certification tariffs and guarantees fairness and uniformity of application. RI&CA is entitled to refuse requests for certification by organisations that have been subject to, or whose production or activities have been subject to, restriction, suspension or proscription by a public authority

1.2 The RI&CA activities considered in these rules apply to all types of food, food ingredient and raw material, pharmaceutical products, packaging and non-food items where applicable

1.3 Product certification is indicated by affixing the RI&CA Halaal logo to the product (or its primary containers/packaging). This may be done by the organisation following the granting of the relative licence.

1.4 The licence to use the Halaal logo for a determined food product or non-food products are granted together with the issue of the Certificate of Conformity of the product with the reference standard documents and reference of Islamic Religious Authority. This Certificate is issued after product samples have been successfully verified according to the reference standard documents;

a. Pakistan Standard (PS 3733:2010)

b. IHI, Malaysia (Global Halal Management System-GHMS)

The licence is responsible to implement the PS 3733 and or GHMS standard requirements for the issuance of Halaal Certificate and Halaal Logo/seal. The validity over time of the Certificate of conformity and consequently the relative licences to use the RI&CA Halaal logo depends on the satisfactory results of subsequent product audits performed by RI&CA as established in these Rules, Operating Manuals and, where appropriate, the continued suitability of the reference standard document.

1.5 Depending on the type of product and the relative manufacturing/production process, RI&CA prepares specific certification guides specifying the applicable methods and procedures to contain the licence to use and retain its Halaal certificate.

1.6 The organisation must take appropriate measures to allow RI&CA auditors to perform audits in total safety, regardless of the nature of the service provided by the auditors or other people acting on their behalf. The organisation accepts the same responsibilities for the above auditors that an employer does for his own employees in order to observe all the conditions required by the applicable legislation. Generally speaking, RI&CA auditors must always be accompanied by members of the organisation's staff during audits.

1.7 RI&CA does not provide consulting services to organisations as regards the application of these rules.

1.8 The body guaranteeing the certificates issued by RI&CA (Accreditation Body) may requires its observers to take part in its audits performed by RI&CA in order to check whether the auditing method applied by RI&CA comply with relative standards, in the case of accredited certification. The participation of these observers is agreed in advance between RI&CA and the organisation. If the organisation doesn't allow these observers to take part and the audit is successful, the certificate is issued/ validated all the same but the logo of the accreditation body may not appear on it.

CHAPTER 2 – DEFINITIONS

2.1 "**Product certification**": an act through which an independent third party declares (by issuing a Certificate on conformity) that, with reasonable reliability, a particular

2.2 "Certificate of Conformity": a certificate issued by an independent third party declaring that with reasonable reliability, a particular product complies with one or more standard documents and/or technical specifications.

2.3 "License to use the Halaal logo": document through which RI&CA grants the applicants the rwrights to use the Halaal logo for a particular product.

2.4 "RI&CA Halaal logo": registered trademark, applied according to these rules, which indicates that, with reasonable reliability, a particular product constantly conforms to all the requirements for the issues of the Certificate of Conformity, and that the manufacturing process of such a product is controlled by RI&CA by means of spot checks and audits according to the provisions of these rules.

2.5 "Declaration of Conformity": this is the declaration issued by the organization, under its sole responsibility and in compliance with the provisions of these rules, which affirms that a particular products conforms to a specific reference standard documents and/or technical specifications specified on the certificate of Conformity.

2.6"Organization": public or private company, operator, business, body or association, whether legally recognized or not, with its own functions and administration.

2.7"Applicant": the organization that applies to RI&CA for the issue of the certificates of conformity and relative license to use the HALAAL LOGO.

2.8"Licensee": a manufacturer or supplier of a product that has obtained the license to use the Halaal logo from RI&CA; the license is authorized to use the RI&CA Halaal logo and to issue product conformity declarations, as established by these rules, for all product types covered by certificate of conformity.

2.9"Standard Document": a document specifying the requirements which a product, process or service must comply with; the document maybe a regulation, rule, technical specification, state law, ministerial circular or code of practice, etc.

2.10"Technical Specification" : a voluntary document which specifies the requirements which a product, process or service must comply with; this document maybe a specification drawn up by a manufacturer describing the characteristics of its product, specifications drawn up by a consortium 0or a co-operative of producers, etc.

2.11"Food": any processed, partially processed or non-processed substance or product for human consumption or that can be reasonably supposed to be for human consumption. This includes drinks, chewing gum and any substance, including water, intentionally added to the food during its production, preparation or treatment. It doesn't comprise animal feed, live animals (unless they

have been prepared for introduction onto the market for human consumption), vegetables before they are picked, medicines and cosmetics, tobacco and tobacco products, narcotic drugs and psychotropic substances, residues and contaminating agents.

2.12"Food Chains": defined groups of organizations (or operators) with relative flows of materials that are involved in the formation, distribution, trade and supply of a food product. In this case." chain" identifies all the activities and flows that are critically important for product characteristics.

2.13"Chain traceability": Capacity to reconstruct the history and monitor the use of a product through documented identification procedures relative to flows of materials and chain operators).

2.14"Technical document": a voluntary standard references (voluntary technical specifications) drawn up with the agreement of all the parties involved and based on appropriate procedures for the characteristics of the subject of the certification and market requirements. They are generally drawn up by competent bodies and submitted for approval to the certification body which assesses them together with the parties involved.

2.15"Nonconformity (NCR)" the level of nonconformity assigned by an auditor against the requirement of the standard is an objective judgement with respect to severity and risk and is based on evidence collected and observations made during the audit. It is normally expected that NCR will be corrected within 28 calendar days of the audit taking place. There are 03 level of nonconformity;

Critical: where there is critical failure to comply with a Islamic Sharia. In such conditions product will not be certifiable for Halaal and regarding the Hygiene, if there is no GMP and Halaal Pre-requisites implementation (HPRs) and that will directly impact on the food quality and safety and then critical non-conformity will be raised and red colored *"Poor"* hygiene grade will be declared as per the defined criteria.

Major: where there is substantial failure to comply with Islamic sharia or food safety and if there is any breakdown related to the hygiene implementation but they will not directly impact on the food safety. For e.g. pest management is not implemented but it does not compromise and ensure direct impact on the food quality and safety then major non-conformity will be declared and yellow colored "*Good"* hygiene grade will be declared.

OR

Where multiple minor nonconformity under one standard requirement/process, however product still consider being a certifiable subject to comply with the requirements.

Minor: where absolute compliance to the standard requirement(s) has not been met but on the basis of objective evidence the conformity of the product or process is not in doubt

OR

Clause has not been fully met but, on the basis of objective evidence, the conformity of the product is not in doubt and where there is partial breakdown of the hygiene implementation as per the standard requirement then minor non-conformity will be raised and green colored "*Excellent"* hygiene grade will be declared as per the defined criteria.

2.16"Observation" a suggestion for improvement, which will not need a corrective action.

2.17"Halaal" is a Quranic word meaning lawful or permitted. Referring to food, it has the sense of dietary standard, as prescribed in the Holy Quran. In General Quranic guidance dictates that all foods are Halaal except those that are specifically mentioned as Haram (unlawful or Prohibited). All foods are made lawful according to Muslim Scripture, The Glorious Qur-an;

2.18 "Islamic Shar'ia" meaning the Islamic Law / guidelines based on Quran and Hadith.

Meat is one of the regulated among various food groups, Not only are blood, pork, and the meat of dead animals or those immolated to other than Allah strongly prohibited, it is also required that the Halaal animals be slaughtered while pronouncing the name of Allah at the time of slaughter, as guided in the Holy Quran.

In general every food is considered lawful in Islam unless it is specifically prohibited by the Qur-an or supplement by the Hadith. Official definition of **Halaal** foods are those that are:

a) Free from any component that Muslims are prohibited from consuming according to Islamic law.

b) Processed, made, produced, manufactured and/or stored using utensils, equipment and/or machinery that have been cleansed according to Islamic law.

c) **Animal Kingdom:** which includes land and marine animals. Various fish, which live in fresh or salt water all the time are permitted unless they are harmful to health.
There is no requirement to slaughter the marine animals.

d) **The Plant Kingdom:** Such products as derived from plants are lawful for the consumption of Muslims except those fermented to contain alcohol, or containing intoxicants or ingredients otherwise harmful to human consumption.

e) **The Mineral Kingdom:** Generally safe substances derived from mineral as salt or petroleum sources are Halaal except those which might become intoxicating or those that may pose a health hazard.

f) **Biotechnology and Genetic Engineering in Halaal Foods:** Biotechnology and bioengineering have started reshaping the food production and hence questions are being asked about the permissibility of foods produced using this technique.

Islam is a viable religion for all times, such issues are being reviewed on case to case basis by the Muslim scholars. Biotechnology covers a wide range of biological science activities and it may lead to a large number of different applications for the food industry and our food supply.

g) **Bacterial Fermentation and their products:** Many useful products can be made by generating bacteria produce them in fermentation tanks. Muslims are concerned with the actual components of fermentation vats.

Fermentation process has been used to produce cheese, bread, fermented milk, vinegar and many other products for the millennia and Muslims consider the fermentation process to be useful for food production.
The use of product thus produced whether is permitted or prohibited is strictly according to the scriptures and if food chemicals purified through biotechnological techniques and other traditional equivalents are Halaal.

Consequently, products such as monosodium glutamate, citric acid and lactic acid are produced through biotechnology are Halaal provided they are free from prohibited contaminants.

h) **Gene Products (Transgenic-ally Produced Enzymes and Cultures):** Enzymes are widely used as biological catalysis in the food industry.

Some enzyme cultures are used internally in food products like bread and cheese, while other are used as intermediary media to carry out reactions and produce certain food products.
There are two distinct benefits of biotechnology reaped by the food industry;

Firstly by the biotechnology products have improved yields and decreased batch to batch variations in enzyme characteristics compared with those from traditional sources. Consequently, the cost of production for these food ingredients has decreased.

Secondly in some cases where traditional sources of such enzyme culture were unacceptable to Muslim consumers transgenically produced enzymes are permitted for use in the production of Halaal foods.

For example bovine rennet produced from calves that have not been slaughtered according to Muslim requirements is not acceptable according to Muslim law, where as chymosin (the main enzyme found in rennet) produced microbial through transcription from the bovine chymisin gene is universally accepted by Muslims.

i) Free from contamination while prepared or processed with anything considered Najis (filthy).

2.19 According to the current Islamic thinking, the following are considered **Najis** and therefore **Haram (unlawful, prohibited):**

a) Swine including all by-products.

b) Insects considered ugly or filthy such as worms, lice, flies, etc.

c) Animals with fangs such as tigers, lions, cats etc,

d) Birds that have talons with which they catch their prey such as owls, eagles, etc.

e) Animals which Islam encourages to kill such as scorpions, centipedes, rats etc,

f) Dogs

g) Animals which Islam forbids to kill such as bees etc.

h) Animals which have toxins, poisons or produce ill effects when eaten such as some fish etc.

i) Amphibian animals such as crocodiles, turtles, frogs etc.

j) Meat (limbs, tails etc.) which have been cut from a live animal.

k) Lawful animals not slaughtered according to Islamic rites.

l) (Fish is exempt from slaughtering).

m) Carrion or dead animals.

2.20 Plant and their products.

a. Poisonous plant.

b. Intoxicating plant

2.21 Liquids and their products

a. Poisonous drinks

b. Intoxicating drinks

2.22 Other matters and their products

a. Faeces and urine

b. Placental tissue

c. Blood

2.23 Basis for the Prohibitions

The basis for the prohibition of the above categories is purely and strictly guidance of the Shariahh. Attempts have been made to explain or justify some of these prohibitions based on scientific reasoning as follows:

Carrion or dead animals are unfit for human consumption because the decaying process leads to the formation of chemicals which are harmful to humans.

2.24 Halaal Sources

Products made from the following substances are Halaal unless containing or come into contact with a Haram substance;

a) All plant and their products.

b) Certified Halaal meat, poultry, game birds and animals.

c) Most of water creatures, fish, crustaceans and molluscs.

d) Egg from acceptable birds only.

e) Rennet from certified Halaal slaughtered calves.

f) Non animal rennet (NAR, culture).

g) Gelatine produced from buffalo, cow, goat, sheep skins and/or bones.

h) Animal ingredients certified Halaal.

CHAPTER 3- ISSUE OF THE CERTIFICATE OF FOOD PRODUCT CONFORMITY AND GRANTING OF THE RELATIVE LICENCE TO USE THE HALAAL LOGO

3.1 The applicant submits a request to RI&CA to issue the Certificate of Halaal and grant the license to use the Halaal logo for one or more particular products by sending in the relative << Informative Questionnaire >> (Annex I). In particular, the applicant must provide RI&CA with the following information:

(a) Name and address of its headquarters;

(b) Production site of the products for which the Certificate of Conformity and relative use of the RI&CA Halaal logo is requested;

(c) Phone and fax numbers;

(d) Details of its systems e.g. ISO 9001, 22000, HACCP based etc. (standard and certification body), if there is one;

(e) Description and no. of the products for which certification is required;

(f) Reference standard document and/or technical specifications for each product;

(g) particular characteristics/components of the products for which certification is required that make it/them certifiable:

(h) Extension of the reference supply chain (where applicable);

(i) Number of sites involved (where applicable);

(j) Number and type of raw materials subject to traceability (where applicable).

On the basis of this information and following a preliminary study to check the information provided is complete, RI&CA develops the contract review as per the PNAC guidelines for

identification of no. of mandays then accordingly formulates an economic offer along with the certification contract and Annex II and sends it to the applicant together with these rules and the relative certification guide, if available.

A draft of the wording to be in the certificate of conformity must be written in the relative space in Annex II, it must contain a reference to the products/services covered by the reference standard and, where applicable, the type and number of raw materials traced.

On receipt of the application for certification, RI&CA sends the applicant written confirmation of the request.

The application for certification and relative acceptance by RI&CA contractually formalise the actions taken by RI&CA according to these rules.

3.2 Together with the application for the certificate of conformity, or immediately afterwards, the applicant must send RI&CA:

- Descriptive technical documentation (depending on product category)for review, drawn up, where applicable, as per the stage I audit findings
- List of ingredients including supplier details

At its discretion, RI&CA may request to review other documents supporting the information contained in the Stage I report, if it considers it to be important as regards certification of the product in question.

RI&CA will notify the applicant of the names of the auditors who will carry out the document reviews.

3.3 The documentation attached to the application is examined to check it complies with the requirements of these rules, the references standard documents and/or technical specifications and the relative certification guide, where present.

The specifications and, if necessary, the manufacturing specifications of the product for which the certificate of conformity has been requested must be submitted to RI&CA for review in order to verify compliance with the standard reference document and/or technical specifications (See 3.2 and 3.3)

3.4 If any part of the documentation, including the annexes, is incomplete or non-conforming, the applicant is informed and the certification procedure is stopped until the shortcomings have been made good.

Following specific agreements with the applicant, the product related document review maybe performed directly at the premises of the organization or at the head office, it depends on the complexity of the product, process and other elements informed to the client.

3.5 Following the successful outcome of the review and, where necessary, approval of the product, RI&CA informs the applicant of the name of the auditors appointed to carry out the necessary checks for the purpose of issuing the certificate of product conformity; the applicant may object to the appointment of these auditors, stating its reasons.

3.6 The preliminary certification checks stage I-document review (off-site/on-site) carried out by RI&CA consist of the following:

3.6.1 The Auditor will check the company food safety management system documents, risk assessment relevant to Halaal, relevant inspection records, supplier control system and associate records as per the PS 3733 (Pakistan Standard for Halal Food Management System) or GHMS (Global Halal Management System) can be reviewed and checked for compliances as per the Facility Hygiene Practices requirements/Halal Pre-Requisite Requirements (HPR). The hygiene criteria will already been established under the PS 3733 or GHMS.

3.6.2 Auditor evaluate the client's location and site-specific conditions and to undertake discussions with the client's personnel to determine the preparedness for the stage 2 audit;

3.6.3 Auditor reviews the client's status and understanding regarding requirements of the standard, in particular with respect to the identification of key performance or significant aspects, processes, objectives and operation of the management system;

3.6.4 He/she also collects raw material, ingredients and packaging samples for further analysis and laboratory testing (if required), as per further explained in the sampling process.

3.6.5 Auditor will collect necessary information regarding the scope of the management system, processes and location(s) of the client, and related statutory and regulatory aspects and compliance (e.g. quality, environmental, legal aspects of the client's operation, associated risks, etc.);

3.6.6 Auditor will review the allocation of resources for stage 2 audit and agree with the client on the details of the stage 2 audit;

3.6.7 It may provide a focus for planning the stage 2 audit by gaining a sufficient understanding of the client's management system and site operations in the context of possible significant aspects;

3.6.8 Auditor evaluates if the internal audits and management review are being planned and performed, and that the level of implementation of the management system substantiates that the client is ready for the stage 2 audit.

3.6.9 He/she will ask from the company's management to collect the details of the suppliers who are providing the ingredients, raw material including packaging.

3.6.10 The suppliers will further f/u for the verification of their supplies for the Halaal status, this will normally requires 10 to 25 days.

3.6.11 The relevant audit checklist (PK/FORM-HAL-06, 06 (a) or 6 (b)) will use during the document review.

3.6.12 A formal report will be given to the company's top management after completion of stage I audit copy of the same report will also be taken back after the signing of company's top management.

3.6.13 If any discrepancy found under the documents, then it will be communicated to the company's representative prior to the stage II audit.

3.6.14 Any part of the GHMS or PS 3733 that is audited during the stage 1 audit and determined to be fully implemented, effective and in conformity with requirements, may not need to be re-audited during the stage 2 audit. However, the auditor shall ensure that the already audited parts of the GHMS or PS 3733 continue to conform to the certification requirements. In this case, the stage 2 audit report shall include these findings and shall clearly state that conformity has been established during the stage 1 audit.

3.6.15 In determining the interval between stage 1 and stage 2 audits, consideration shall be given to the needs of the client to resolve areas of concern identified during the stage 1 audit. The auditor may also need to revise its arrangements for stage 2.

3.6.16 The interval between stage 1 and stage 2 audits is reasonably expected to be not longer than 6 months. The stage 1 audit should be repeated if a longer interval is needed.

3.6.17 At the production sites and, where applicable, also the other additional site(s) involved in production, the organization must adopt food hygiene practices satisfying the requirements of the reference standard documents and/or technical specifications and, where applicable.

3.6.18 For this purpose, RI&CA will deem whether significant evidence has been produced to prove that the hygiene practices have been operational, as regards the manufacture of these products, for at least three months.

3.7 After document review stage RI&CA auditor and food technologist will perform the verification of the whole supply chain on the basis of the information gathered, provided *1 suppliers detail, raw material/ingredient analysis involved in production and *2 laboratory test records of the suspected raw material(s) or and finished product(s). upon receiving of the relative laboratory reports and scientific analysis of the product(s), the detailed report of the certifiable product(s) proceed to RI&CA Sharia committee who examine the product details which includes product ingredients description, processing method, auditor notes, Laboratory reports/analysis, personals profile involved in production and product handling etc. The Certification decision committee consist of qualified Food technologist/Scheme manager , Quality Assurance Manager and Islamic Scholar(s) eligible for taking decision/verdict for product Halal or Haram status as per Islamic Sharia. The committee is the final authority for taking such decision.

***1** Information gathering which includes the product ingredients/raw material details, suppliers, the relative methods of production and inspection will be checked during the Stage II audit visit to the production site.

***2** As a rule, the samples selected by RI&CA for type tests must be taken from routine production. Samples of each certifiable product undergo the tests and inspections considered necessary to verify that the product fully conforms to the Halaal standard and relative technical specifications. RI&CA reserves the right to carry out surveillance on these samples during their production. Some tests, in the opinion of RI&CA, must have to be subsequently repeated on samples taken from normal production and/or sale.

The tests must be performed (at the organisation's expense) by an independent laboratory accredited according to UNI CEI EN ISO/IEC 17025 for the type of tests performed and/or at the organisation's laboratory, subject to ascertainment by RI&CA that it complies with the above mentioned rules and is suitable for the tests in question.

3.8 RI&CA will perform stage II On-site audit after the complete supply chain source verification, evaluation of suspected ingredients as per the provided information. The scope of Stage II audit is to check and verify the process, personnel, Facility Hygiene practices and effectiveness of the clients management system.. The criterion is based on the PS 3733 or Global Halal Management System Standard which includes Management commitment, emergency preparedness, production, handling, personal hygiene, sanitation, cross contamination, identification and traceability, labelling and management practices. The date of stage II audit is agreed between the management of the Organisation and RI&CA auditor; this audit sets out to assess conformity of the product and hygiene

practices with reference to Halaal product certification and Hygiene system**.** The agreed date is then confirmed in writing to the Organisation, usually one week beforehand, together with the names of the members of the Auditing Team.

3.8.1 The date of the on-site audit is agreed between the management of the Organisation and RI&CA auditor; this audit sets out to assess conformity of the System with the either PS 3733 or GHMS requirements.

3.8.2 The agreed date is then confirmed in writing to the Organisation, usually one week beforehand, together with the names of the members of the Auditing Team.

3.8.3 On-site audits must always be performed during production hours.

3.8.4 The audit will be started from the opening meeting with the company's top management, the auditor define the audit criteria, scope of audit, RI&CA Halaal certification procedure, permission to take pictures of production process and the auditing methodology, type of non-compliances, tentative time for closing meeting.

3.8.5 The auditor and Sharia Scholar will evaluate company's halal and hygiene management system which includes on-site implementation and relevant records; if he find any nonconformity then he note the issue under finding sheet and at closing meeting inform to the management for the improvement.

3.8.6 The auditor checks the corrective actions (if any) raise during the document review or source verification process.

3.8.7 The auditor further checks the production and operations methods of the final product, management system facility layout/design, storage, transport and the associate facility which includes the toilets, changing room, hand washing facilities, eating area, water storage, drainage system etc. as per GHMS standard.

3.8.9 The auditor will check the awareness level of the concern person who are responsible for controlling and monitoring of halal products and process.

3.8.10 The site visit will cover the production and storage facility where the product is manufacturing. The auditor will also write his observation for on-site GMP implementation during the onsite visit. If anything needs to correct or improve, he then writes under the audit report and it will be a company responsibility to implement the corrective action.

3.8.11 At the end of the audit visit if any further non-conformity or observation found then the auditor communicate to company.

3.8.12 The on-site audit report is only for the evaluation purpose. After the audit visit the report will submit to certification committee for a final verdict.

3.8.13 Meanwhile, after analysing the causes of any non-conformity contained in the assessment report, the organisation must propose the necessary corrective actions to RI&CA as well as the expected deadline required for their implementation, within the limit fixed in the audit

report (It is normally expected that NCR will be corrected within 28 calendar days of the audit taking place).

3.8.14 Acceptance of the proposals against corrective action will be notified in writing to the organisation by RI&CA, however the halal status of the product will only be possible once the certification committee release the decision.

3.8.15 In the event of critical non-conformities, the certification process is suspended; in the event of other findings, the number of which, in the audit team's judgement, may lead to the delivery of a product that is non-conforming or non-compliant with current applicable legislation, the certification process is also suspended.

3.8.16 In above such cases, RI&CA may perform a supplementary audit visit within three months in order to as certain whether the proposed corrective action has been taken; if this audit is successful the certification process will be resumed.

3.8.17 After the six months period has elapsed and the outcome of the assessment is still negative, RI&CA reserves the right to definitively close the certification file and charge the time spent and expenses incurred up to that moment. In this case, if the organisation wishes to proceed with RI&CA certification, it must submit a new application and repeat the certification procedure.

3.8.18 In special cases, the above time limits may be modified at the request of the organisation, if considered justified by RI&CA.

3.9 After satisfactory completion of the controls and validation by the relative RI&CA committee, a certificate of Halal Product Conformity and relative license to use the logo (see Annex 5) will be issued.

CHAPTER 4 – VALIDITY OF THE CERTIFICATE

4.1 The Halal certificate(s) and Facility Hygiene Practice certificate will normally be audited after every 06* or 12 months during 03 years contractual time as per the contractual basis.

Unless otherwise indicated in the reference standard documents and/or technical specifications, certification has 03 years validity and dependents on compliance with the criteria established, outcome of surveillance audits and lab test results. However, every year certificate will be revised as the certificate expiry period is 01 year which is counted with the date of issuance of first certification certificate.

*for abattoir, animal slaughtering or processing facility or the meat storage facility, the follow up audits frequency may be varied from 3 months to 6 months including surprise or unannounced visits.

If this time is exceeded for justified reasons, this must be agreed in advance with RI&CA and recovered with the subsequent audit.

CHAPTER 5 – MAINTAINING VALIDITY OF THE CERTIFICATE

5.1 During the period of validity of the certificate of conformity, the licensee undertakes not to alter the conditions which enabled the certificate to be issued.

The licence is fully responsible for ensuring substantial correspondence of the product with the respective samples subjected to the type tests.

5.2 During the period of validity, the license is required to carry all the tests prescribed by the reference standard document and/or technical specifications on the production.

5.3 During the above period, RI&CA will pick the product samples whenever is required to verify the requirements.

5.4 RI&CA performs periodic surveillance visits, as indicated in the following paragraphs, both on the reference standards and for product verification and informs the licensee of the results of its findings as indicated in paragraph 4.1 and as per the halaal operating manual.

The periodic checks, if certified by RI&CA are carried out in accordance with the Global Halal Management System Standard GHMS and as per PS 3733 (whatever the standard chosen by the company for audit). All the surveillance and periodic audit details are clearly mentioned in the operating manual.

Production inspections are periodically performed by RI&CA by means of tests on product samples, finished and semi-finished, taken from the production line, from the warehouse or, if appropriate, from the market; for this purpose, the licensee shall authorise RI&CA to take the necessary samples in order to perform the above checks.

The correct use of the RI&CA HALAL Logo will also be checked during the above inspections. RI&CA halaal logo instruction displayed on the website www.ri-ca.org .

5.5 The periodic visits must be made according to the frequency and methods indicated in the reference standard and operating manual document and/or technical specifications and, where present, in the applicable Certification guides.

RI&CA may also perform on unannounced surveillance audit after 1 year of time; this will be communicated to the licensee at the time of signing contract or at opening meeting. The purpose of such visit is to satisfactory compliance of Halaal certification requirements and improves the facility hygiene in routine working conditions.

The dates of the periodic/surveillance audit (considering 4.1) will be agreed with the license in due time and officially confirmed at least one week before audit visit.

5.6 The validity of the certificate and used of RI&CA Halal Logo are confirmed the following successful outcome of the surveillance audit.

5.7 In the event of critical non-conformities or other findings whose number in the opinion of the audit team is such as to lead to the delivery of the product that is non-conforming or non-compliant

with the Islamic Shariah, the licensee will be subject to a supplementary audit within the time limits established by RI&CA depending on the importance of the non-conformities and, in any case, not more than three months after the end of the surveillance audit.

If these non-conformities are not eliminated by the established deadline, RI&CA may suspend certification until the non-conformities have been eliminated.

All expenses deriving from any supplementary audits will be charged to the licensee.

5.8 RI&CA also reserves the right to make supplementary controls and/or audit visits to the licensee in the event of what it considers to be particularly significant claims or reports concerning the conformity of the certified products with the requirements of the reference Halaal standard and Sharia.

If this is refused by the organisation without a justified reason, RI&CA may decide to suspend the certificate.

If RI&CA considers the claims and reports to be justified, the cost of the supplementary visit will be charged to the licensee.

5.9 The licensee shall records any complaints concerning products covered by the licence to use the RI&CA HALAL Logo together with any corrective action taken and make them available to the RI&CA auditors.

5.10 In order to perform the above checks, RI&CA auditors must be guaranteed free access, even without prior warning, during the normal working hours, to the offices and files of the production site of the certified product, RI&CA will inform the licensee of the names of these auditors, the organisation may object to the use of these people and explain their reasons.

CHAPTER 6- CONDITIONS FOR EXTENDING THE VALIDITY OF THE CERTIFICATE

6.1 A licensee that desires to extend certification and relative use of the RI&CA HALAL LOGO to cover other products produced in the same production site or products already certified but due to be built in another production site must submit an application.

6.2 RI&CA perform the checks considered necessary and if results are satisfactory, issues the required extension to certification.

CHAPTER 7- SUSPENSION, REVOCATION AND WITHDRAWAL OF THE CERTIFICATE

7.1 The validity of the certificate issued (and consequently the relative licence to use the RI&CA HALAL LOGO) may be suspended in the following cases:

(a) as indicated in paragraphs 5.7 and 5.8

(b) following significant modifications to certified products and/or the methods of production and control that were not communicated to RI&CA;

(c) If the licensee improperly uses or advertises the certificates or used the RI&CA Halal Logo on the product(s) other than the declared scope.

(d) if the organisation refuses or obstructs surveillance audits.

(e) if the organisation fails to play RI&CA for its services.

(f) if justified and serious claims received by RI&CA are confirmed.

(g) any other circumstances that RI&CA considers have a negative influence on the conformity of certified products.

(h) The licensee may also make a justified request to suspend certification, normally for not more than six months.

7.2 RI&CA will notify the licensee of the suspension by registered letter, stating the conditions for re-establishing certification and the date by which the new conditions must be complied with.

Suspension of validity of the certificate of conformity may be made public by RI&CA, PAKISTAN. Certification maybe restored once it has been found that the short comings responsibilities for suspension have been eliminated; RI&CA will notify the licensee of this in writing by registered letter and make it public if the notice of suspension was also made public

Suspension of certification may generally not last more than six months.

7.3 Failure to fulfil the conditions as per 7.2 by the established deadline will lead to revocation of the certificate of conformity and relative licence to use the HALAL LOGO.

The certificate of conformity may also be revoked in the following cases:

(a) when there are circumstances such as those indicated in 7.1 for suspension, which are held to be particularly serious

(b) Upon formal request of the licensee (withdrawal from certification - -paragraph 7.4), including cases in which the licensee does not wish to or cannot comply with the new provisions issued by RI&CA.

(c) If the licensee suspends the supply of a certified product for a period generally greater than six months

(d) If the organisation regularly fails to pay RI&CA for its services

(e) If the licensee has made incorrect use of the RI&CA HALAL LOGO and certificate of conformity and does not take the corrective measures required by RI&CA, PAKISTAN for findings concerning issues relative to the product and its non-conformity with legally-binding health and safety regulations

(f) If the licensee does not accept the new economic conditions established by RI&CA due to a modification in the contract.

(g) For any other reason that RI&CA seems to be serious

7.4 Revocation of the certificate of conformity and the relative licence to use the HALAL LOGO will be notified in writing by registered letter to the organisation, unless the organisation asks for revocation and made public by RI&CA.

If necessary, the notice of revocation will also include the action that the licensee must take for products already in the warehouse or in the market.

The organisation which following revocation of its certificates wishes to be re certified must submit a new application and follow the entire procedure all over again.

7.5 The licensee may present a request to RI&CA to withdraw certification of some or all of the products for which it had obtained certification due to termination of production or other reasons,

In the event of partial withdrawal RI&CA will update the certificate issued excluding the products involved in the withdrawal and establishing, if necessary any action that the licensee must take for products that have already been manufactured

If withdrawal is extended to all certified products, the contents of the previous paragraph apply.

7.6 During the period of suspension or in the event of withdrawal, the organisation must no longer affix the HALAL LOGO to the products involved. The organisation is also required to comply with any other measures established by RI&CA, PAKISTAN.

CHAPTER 8- PUBLICATION BY RI&CA

8.1 RI&CA will issue and update on its Internet site; www.ri-ca.org the list of organisations and their product typologies that have obtained certification

Information on the validity of the Certificate is shown in the above list.

This list contains:

- The name and address of the organisation
- List of certified products and relative reference standard document and/or reference technical specifications
- The validity status of the certificate
- The initial certification date
- The scope of the certificate, where necessary

RI&CA also provides this information to:

- Accreditation bodies, depending on the status and type of accreditation
- Federations of certification bodies of which RI&CA is a member

  In order to allow them to enter it in their databases

CHAPTER 9 ADVERTISING – USE OF THE RI&CA HALAL LOGO

9.1 The licensee is entitled to make public the fact that it has obtained authorisation to affix the RI&CA HALAL LOGO to its products. If the licensee wishes to publish only part of the reports of the tests pertaining to certification of a product, written authorization from RI&CA must be obtained.

9.2 Advertising must be truthful and must not give rise to doubts or misinterpretations concerning the type, category, characteristics and performance of the relevant products. It must also be prepared so as to avoid any misunderstanding between marked and non marked products.

9.3 Similarly the instructions or information for use enclosed with the product, where required by the applicable standard documents and/or technical specifications, must be approved by RI&CA.

9.4 Following the issue of the Certificate of Conformity of Halal and the certificate of FHP, the licensee is authorised to mark the certified products with the RI&CA Halal logo.

9.5 Except where otherwise established at the time of issue of the Certificate of Conformity of Halal, the RI&CA Halal logo is engraved or indelibly stamped on each product for which use has been authorised; if the size or type of product so requires, authorisation could be granted to affix the mark to the smallest container in which the unit product is put on the market or the use of special labels.

Proposals by the licensee for other ways of affixing the halal logo can be considered by RI&CA.

9.6 The Halal logo may be reproduced in any size provided it is clearly legible, in the opinion of RI&CA, and provided it is a true reproduction of the original, that is, it complies with the colours and proportions, as specified in Annex1.

Use of the halal logo ceases immediately in the case of expiry, suspension or revocation of the certificate; in such cases, the organization must remove the logo from all documents to which it was affixed.

RI&CA Halaal logo instruction is maintained on the website www.ri-ca.org.

9.7 The Certificate of Conformity number must always be placed next to the Mark.

9.8 The method for affixing the halal logo must be examined beforehand by RI&CA.

9.9 RI&CA will perform controls on the use of the halal logo by examining the licensee's documents and catalogues, packaging, wrapping and also the products, whether they are at the production site or on the market. RI&CA will also check the licensee's advertising.

9.10 When using the RI&CA Certificate and halal logo, the licensee must ensure that the Certificate cannot be interpreted as being extended to products not covered by certification.

9.11 If the Certificate or halal logo is not used in accordance with the conditions stipulated in the previous paragraphs or is used illicitly, RI&CA will be entitled to terminate the agreement with immediate effect. The organization must pay a fine amounting to five times the fee paid for initial certification, save compensation of further damage and appropriate legal action.

CHAPTER 10 – RESPONSIBILITIES OF CUSTOMER & CERTIFICATION BODY:

10.1 In all cases, the organisation is and remains solely responsible, both towards its customers and to consumers and/or any other third party, as regards its activities and the production, sales and subsequent use and disposal of the products and compliance of these products with all the standards, legislation and or regulations pertaining to such use. In this context, the issue and maintenance of product certification may never be or be interpreted as being certification and recognition by RI&CA that such regulations are complied with by the licensee

10.2 Responsibilities of Customer

- The customer/client shall pay the fees/charges in time as determined by the RI&CA.
- The customer/client shall commit to fulfill contiually the requirements for certification set by the RI&CA for the areas where certification is sought.
- The customer/client shall provide access to information, documents and records as necessary for the assessment and maintenance of the certification.
- The customer/client shall provide access to those documents that provide insight into the level of independence and impartiality of its related bodies, where applicable. The client shall arrange the witnessing of its related bodies' services when requested by the RI&CA.
- Client is required to keep a record of all complaints related to a product's compliance with requirements of the relevant standard (i.e. PS Halaal Food Management System Requirements if applicable) for any organization in the food chain and to make these record available to RI&CA when requested.
- Client is required to take appropriate action with respect to such complaints and any deficiencies found in products or services that affect compliance with the requirements for certification, and document the actions taken in this regard.

The certified client informs the certification body, without delay, of matters that may affect the capability of the management system to continue to fulfil the requirements of the standard used for certification. These include, for example, changes relating to;

a) The legal, commercial, organizational status or ownership,
b) Organization and management (e.g. key managerial, decision-making or technical staff),
c) Contact address and sites,

d) Scope of operations under the certified management system, and

e) Major changes to the management system and processes.

10.2.1 Complaints to Suppliers

RI&CA shall require the supplier of certified products to;

a) Keep a record of all complaints related to a product's compliance with requirements of the relevant standard (i.e. PS 3733 or GHMS) for any organization in the food chain and to make these records available to the RI&CA when requested.

b) Take appropriate action with respect to such complaints and any deficiences found in products or services that affect compliance with the requirements for certification.

c) Document the action taken.

10.3 Responsibilities of RI&CA, Rules and Regulations

The Rules, made available on RI&CA web site, in particular specify the provisions foreseen in case of incorrect use or abuse of RI&CA Certification Logos and Marks.

In the contract for the use of the Quality Mark signed between RI&CA and the Organisation, fines and provisions are foreseen that RI&CA may apply in case of incorrect use or abuse of Quality Mark. Together with the transmittal of RI&CA logo fac-simile relevant to certification of Management Systems to the certified Organisation, an abstract of RI&CA rules is also sent on which the limitations in the use of logo itself and provisions that may be taken in case of incorrect use are reminded.

The certification body RI&CA shall provide and update clients on the following:

➢ It has made publically available all information about the current status of the certifications that it has granted to their clients and it shall be updated on regular basis.

➢The company has provided the client with information about suitable ways to obtain traceability of Halaal products.

➢RI&CA has maintained one sharia advisor in its staff in order to provide information about preferred practices, particulary related to slaughtering procedures and ingredient approval or any other shariah related issues.

➢A detailed description of the initial and continuing certification activity, including the application, initial audits, surveillance audits, and the process for granting, maintaining, reducing, extending, suspending, withdrawing certification and recertification;

➢The normative requirements for certification;

➢Information about the fees for application, initial certification and continuing certification;

➢The certification body's requirements for prospective clients

➢To comply with certification requirements,

➢To make all necessary arrangements for the conduct of the audits, including provision for examining documentation and the access to all processes and areas, records and personnel for the purposes of initial certification, surveillance, recertification and resolution of complaints, and

➢To make provisions, where applicable, to accommodate the presence of observers (e.g. accreditation auditors or trainee auditors, or, sharia expert/technical expert etc);

➢Documents describing the rights and duties of certified clients, including requirements, when making reference to its certification in communication of any kind in line with the requirements in 9.2.

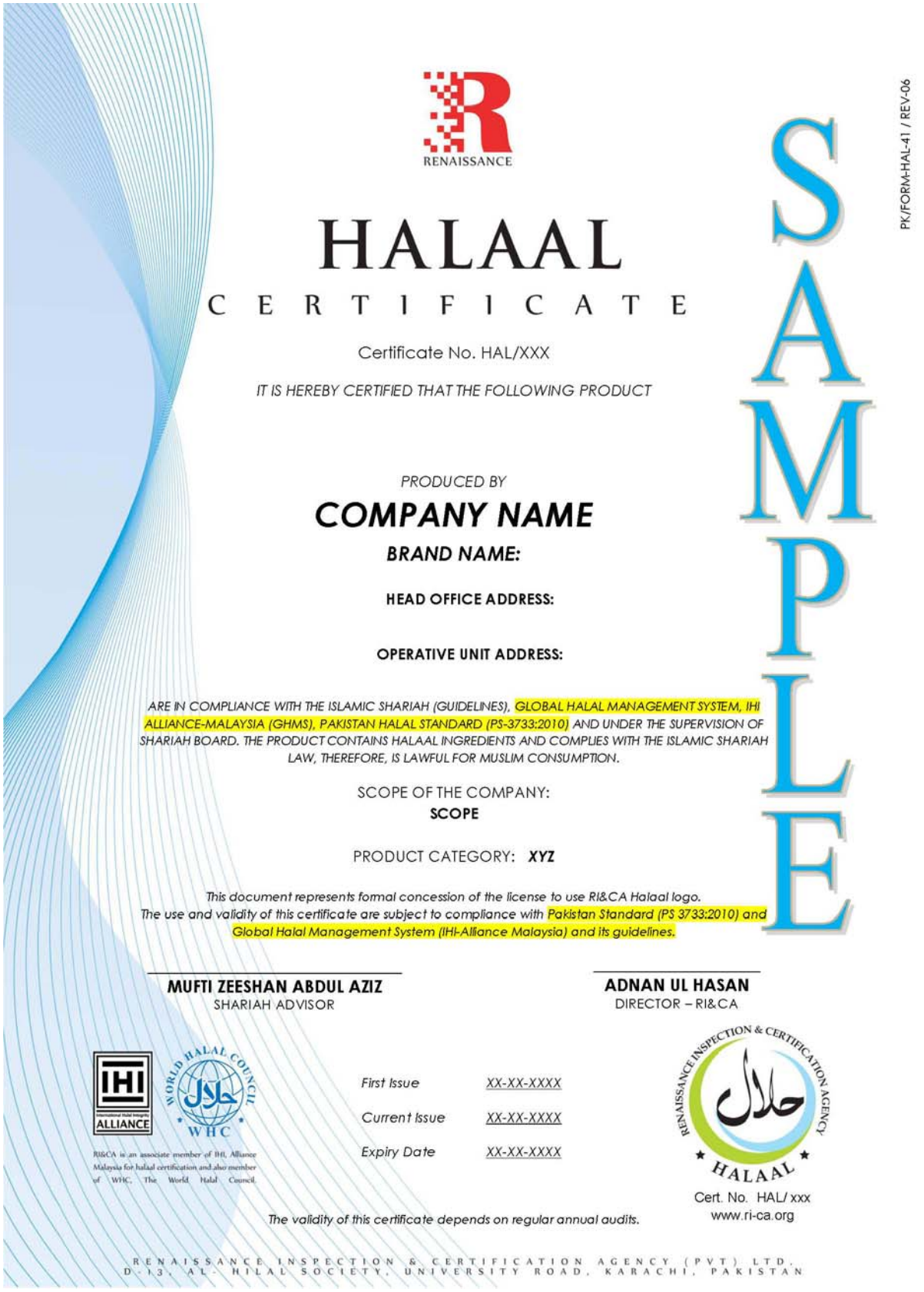
➢Information on procedures for handling complaints and appeals.

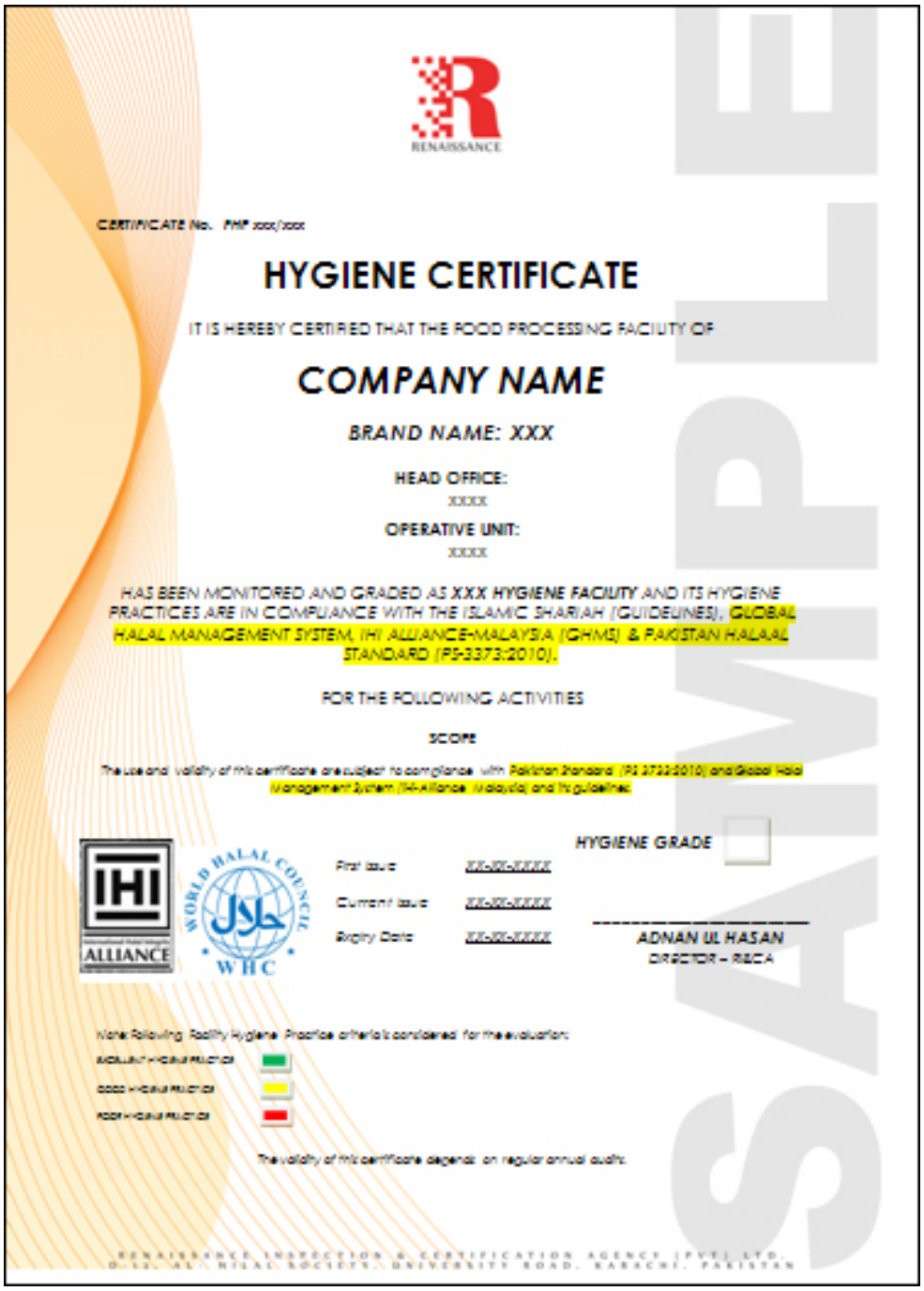
➢A separate website www.ri-ca.org has maintained by the RI&CA in which complete list of Halaal approved clients and organization along with their scope and Halaal Certificate is available.

➢ The certification body shall give its certified clients due notice of any changes (if occur) to its requirements for certification. The certification body shall verify that each certified client complies with the new requirements.

NOTE: Contractual arrangements with certified clients could be necessary to ensure implementation of these requirements.

ANNEXURES





RENAISSANCE

CERTIFICATE No. PHF xxx/xxx

HYGIENE CERTIFICATE

IT IS HEREBY CERTIFIED THAT THE FOOD PROCESSING FACILITY OF

COMPANY NAME

BRAND NAME: XXX

HEAD OFFICE:
xxxx

OPERATIVE UNIT:
xxxx

HAS BEEN MONITORED AND GRADED AS **XXX HYGIENE FACILITY** AND ITS HYGIENE PRACTICES ARE IN COMPLIANCE WITH THE ISLAMIC SHARIAH (GUIDELINES), GLOBAL HALAL MANAGEMENT SYSTEM, IHI ALLIANCE-MALAYSIA (GHMS) & PAKISTAN HALAAL STANDARD (PS-3373:2010).

FOR THE FOLLOWING ACTIVITIES

SCOPE

The use and validity of this certificate are subject to compliance with Pakistan Standard (PS 3732:2010) and Global Halal Management System (IHI-Alliance Malaysia) and its guidelines.

HYGIENE GRADE

IHI ALLIANCE — WORLD HALAL COUNCIL WHC

First Issue: XX-XX-XXXX
Current Issue: XX-XX-XXXX
Expiry Date: XX-XX-XXXX

ADNAN UL HASAN
DIRECTOR – RI&CA

None Following Facility Hygiene Practice criteria's considered for the evaluation:

ABSOLUTE HYGIENE PRACTICE
GOOD HYGIENE PRACTICE
POOR HYGIENE PRACTICE

The validity of this certificate depends on regular annual audits.

RENAISSANCE INSPECTION & CERTIFICATION AGENCY (PVT) LTD., D-12, AL-HILAL SOCIETY, UNIVERSITY ROAD, KARACHI, PAKISTAN

SAMPLE

HALAAL CERTIFICATION PROCESS MAPPING:

PHASE	INPUT	DESCRIPTION	OUTPUT
	Request for proposal	Annexure (Application Form) filled by the client	Information received
1	Application Review	Contract Review	Generate economic offer
2	Offer proceed along with contract for certification	Client acceptance	Contract and file opened
3	Audit plan as per the contract review	Stage I Planning and execution	Stage I Audit Finding report
4	Stage I Report	Closure of any Non-conformity	Stage I Conclusion
5	Planning for Stage II	Onsite verification	Audit report and findings
6	Audit finding	Non-conformance report (if any)	Corrective action
7	Corrective action verification	Halaal Report Compiling as per food chemistry & hygiene analysis	Sending report to Sharia Advisor
8	Sharia Advisor Review	Sharia Final verdict	Certification approval by decision committee
9	Certificate	Maintenance	Confirmation of validity