
	<b>Minhaj Halal Certification (Pvt) Limited</b>	Doc # : MHC/DOC-10	
	<b>Procedure for Suspending, Withdrawing or Reducing Halal Certification</b>	Rev # :00	Page : 1/5
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**Reviewed by:** \_\_\_\_\_  
Technical Manager

**Approved by:** \_\_\_\_\_  
Certification Manager

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### 1. Purpose:

The procedure established for suspension, withdrawal or reduction of the scope of halal certification in case when the client's certified management system has persistently or seriously failed to meet halal certification requirements.

### 2. Scope:

This procedure applies to the MHC issued certificates. In particular, this procedure applies to all management systems certificates and is intended for all employees who are involved in the Suspension, withdrawal, termination and change of scope of a certificate where a certified client is failed to abide by the rules for certification.


### 3. Terms & Definitions:

- Suspension: Temporary hold of the certification services.
- Withdrawal: Permanent retraction of the certification services and terminate contract.
- Reduction of Scope: Decrease scope of certification.
- Re-audit: Compliance Assessment /audit after suspension or withdrawal.

### 4. Policy (Conditions for Suspension / Withdraw /Scope Reduction of Certification):

MHC shall suspend/withdraw /scope reduce of certification in following cases;


- a. Shariah offences are offences involving Shariah laws such as using Haram material, mixing/storage of Halal and Haram material together after receiving certificate from MHC;
- b. Technical offences such as relocation of premise/factory, change of management and name of company without informing MHC;
- c. The client's certified management system has persistently or seriously failed to meet halal certification requirements, including requirements for the effectiveness of the management system;
- d. The certified client does not allow surveillance or recertification audits to be conducted at the required frequencies;
- e. The Organization did not complete, correction/corrective actions within agreed time scale;

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- f. The Organization fails to comply with the financial requirements of the agreement of certification; Misuse the Certification mark & violation of certification regulations;
- g. The Organization fails to conform with the agreed standard consistently;
- h. Willful non-compliance to the terms and conditions specified in agreement;
- i. Insolvency of the certificate holder or non-payment of liabilities.
- j. The certified client has voluntarily requested a suspension;
- k. Any other reason that MHC certification authority realize the call of suspension, scope reduction or withdrawal of certification.


**5. Responsibilities:**

- a) Chairman MHC is the final authority to take any decision regarding suspension, withdrawal, or reducing the scope of certification.
- b) The Halal Certification Board shall give only their suggestion to MHC, to make the suspension, withdrawal or reduction decision.
- c) Director Business Development Commercial are responsible for sending warning, suspension and withdrawal letters and notifying the client.
- d) MR shall be responsible to manage all related activities and documentation.
- e) IT department shall be responsible to make changes as recommended by technical manager and update data on the website.

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## 2. Procedure

- 3.1 Under suspension, the client's management system certification is temporarily invalid.
- 3.2 MHC shall have enforceable arrangements with its clients to ensure that in case of suspension the client refrains from further promotion of its certification.
- 3.3 MHC shall make the suspended status of the certification publicly accessible.
- 3.4 Failure to resolve the issues that have resulted in the suspension in a time established by MHC shall result in withdrawal or reduction of the scope of certification.
- 3.5 MHC shall give 3 months written notice or such shorter notice as the situation may require depending upon the information available to MHC.
- 3.6 MHC shall remove the client name from certified client list on web site and official files, after suspending, and cancellation letter if the client not answering any related communication (suspending, withdrawing and cancellation letter).
- 3.7 MHC shall reduce the client's scope of certification to exclude the parts not meeting the requirements, when the client has persistently or seriously failed to meet the certification requirements for those parts of the scope of certification. Any such reduction shall be in line with the requirements of the standard used for certification.
- 3.8 MHC has some contractual arrangements which ensures that the client organization, upon suspension or withdrawal of its certification, shall discontinue its use of all advertising matter that contains a reference to certification; shall amend all advertising matter when the scope of certification has been reduced; does not imply that the certification applies to activities that are outside the scope of certification.
- 3.9 Upon request by any party, MHC shall correctly state the status of certification of a client's management system as being suspended, withdrawn or reduced.
- 3.10 A checklist of for status of Client will be developed and will be communicated to IT department on fortnightly basis further existing procedure for Withdrawal or suspension of certificate will be updated for inclusion of web status.

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### 3. Re-Audit

- 4.1 Client due audit (Stage II or Surveillance) will be conduct in case of less than 3 months suspension of certificate.
- 4.2 During a re- audit within 3 months the recertification audit may require less time on-site than the certification audit.
- 4.3 A stage II / re-certification audit will be conduct in case of more than 3 months suspension of certificate.
- 4.4 During a re- audit more than 3 months all elements of the entire management system will be audited.
- 4.5 If a successful re-audit does not occur, the certification will be withdrawn.
- 4.6 Once a certificate has been withdrawn it shall only be regained through a Stage I & II audit after new application & service contract.

### 4. Related document:

- MHC Halal Certified Clients (MHC/DOC-12)
- Check List for Certified Clients ( MHC/ REC-46)