



Minhaj Halal Certification (Pvt.) Limited

Doc #: MHC/DOC-06

**Procedure for Conducting the
Halal Certification Audit**

Rev #: 01

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Effective Date: 15 Feb, 24

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1. Purpose:

The purpose of this procedure is to establish, implement and maintain the written guidelines which will be followed for conducting the Halal Certification audit.

2. Scope:

This procedure applies to the agency Halal certification activities e.g. Audit planning, selection of audit team, audit conducting and decision-making process.

3. Responsibilities:

- 3.1 The BDE and office manager shall register new client and get in touch with clients for receiving the application form.
- 3.2 BDE and lead auditor is responsible for initial screening of application form, generating commercial invoice and prepared audit plan.
- 3.3 Technical Manager will carry out application / contract review, calculates the man-days and code allocation is done and approve for further evaluation and processing.
- 3.4 Accountant shall sign the commercial invoice and contact on the behalf of MHC.
- 3.5 The Lead Auditor, technical expert & Shariah Advisor will carry out the audit from Islamic perspective and as per PS: Halal Standards.
- 3.6 After reviewing of audit package by technical department/CM, Halal certification Board shall also evaluate the audit package and give their decision for certification issuance.
- 3.7 CM shall be responsible to manage all documentation related to certification activities.


4. Procedure:

A proposal contained details of the certification services to be provided, shall be agreed and duly signed by the client organization. Outlined below are the key stages of certification process.

4.1 Pre-Audit:

This is an optional chargeable audit, which is designed to preview the client’s Halal management system for areas of the specifications against which they seek certification. MHC shall conduct an audit on request and issue a report detailing the findings of this audit to the client in due time to take any appropriate actions.

As per MHC policy this audit shall not be considered a consultancy. Only Gap in client management system shall be conveyed and no rectifying measure shall be communicated.

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4.2 Document Review:

CM will assign auditor and IAE will carry out client document review, which is designed to ensure that client's documented Halal management system have addressed the key areas of the specifications for which they seek certification. Sharia Advisor shall also evaluate the product ingredient as per Shariah rules.

4.3 Audit Planning:

4.3.1 Technical and Lead Auditor will finalize the Audit Plan and communicate to the client at least 3 days before audit. The client organization will be informed and agreed upon the members of assessment team, audit date & time to conduct an effective audit of the client's product / service and/or HFMS. Following aspects will determine the audit time.

- a) Audit scope & criteria (requirements of the PS Halal Standard);
- b) Size and complexity of the organization & process;
- c) Technological and regulatory context;
- d) Outsourcing of any activity included in the scope of the production or process or HFMS;
- e) Results of any prior audits;
- f) Number of sites and multi-site considerations.

Related document:

- Audit Plan (MHC/DOC-11A, 11B)


4.4 Life Cycle of Halal Certification Audit:

4.4.1 The life cycle of Halal certification audit shall include a two-stage initial certification audit, surveillance audit in the first and second year, and a recertification audit in the third year prior to expiration of certification.

4.4.2 The three-year certification cycle begins with the certification or recertification decision.

4.4.3 The Halal Certificate is valid for three years and may be suspended or cancelled at any time when the certified organization is found to contravene the PS Halal Standard and related requirements.

4.4.4 The determination of the audit plan and any subsequent adjustments shall be based on the size of organization, scope and complexity of its management system, products and processes as well as demonstrated level of management system effectiveness and the results of any previous audits. Where the organization is taking into account

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certification or other audits already granted to the client, it shall collect sufficient, verifiable information to justify and record any adjustments to the audit program.

4.5 Selection of Audit Team:

4.5.1 Based on document review, certification Manager will undertake the code allocation and shall recommend the audit team including the audit team leader considering the competence needed to achieve objectives of the audit. The tasks of the audit team shall be defined and made known to the client organization, and shall require the audit team: -

- a) To examine and verify the structure, policies, processes, procedures, records and related documents of the client organization relevant to the management system,
- b) To determine that these meet all the requirements relevant to the intended scope of certification,
- c) To determine that the processes and procedures are established, implemented and maintained effectively, to provide a basis for confidence in the client's management system, and
- d) To communicate to the client, for its action, any inconsistencies between the client's policy, objectives and targets (consistent with the expectations in the relevant management system standard or other normative document) and the results.
- e) To section of the new audit team if client identifies the revision; Technical manager shall analysis if revision is logical like auditor misbehavior or lack of technical knowledge then audit team change otherwise shall remain the same.
- f) The audit team must sign the declaration of non-conflict interest statement and declaration of being Muslim (MHC/DOC-31) before going to the audit

4.5.2 The audit team shall be composed of at least two personnel, one of whom is a lead assessor (Food technologist or sector specialist). Industry specific technical expert may add to support the audit process. he other member of the team will be a Shariah expert.


Related document:

- Procedure for Selecting the Audit Team Members (MHC/DOC-27)

4.6 Stage-I Audit:

4.6.1 The stage 1 audit will be performed;

- a) To audit the client's management system documentation;


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- b) To 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;
- c) To review 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;
- d) To 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.);
- e) To review the allocation of resources for stage 2 audit and agree with the client on the details of the stage 2 audit;
- f) To 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;
- g) To evaluate 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.

4.6.2 Stage 1 audit findings shall be communicated to the client, including identification of any areas of concern that could be classified as nonconformity during the stage 2 audit.

4.7 Stage-II Audit:

- 4.7.1 Upon completion of the stage-1, an on-site audit (stage-2) is recommended. Stage 2 audit may take place within six months after stage 1 audit
- 4.7.2 The purpose of the stage 2 audit is to evaluate the implementation, including effectiveness, of the client's management system. The stage 2 audit shall take place at the site(s) of the client. It shall include at least the following:
 - a) information and evidence about conformity to all requirements of the applicable management system standard or other normative document;
 - b) performance monitoring, measuring, reporting and reviewing against key performance objectives and targets (consistent with the expectations in the applicable management system standard or other normative document);
 - c) the client's management system and performance as regards legal compliance;
 - d) operational control of the client's processes;
 - e) internal auditing and management reviews;

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- f) management responsibility for the client's policies;
- g) Links between the normative requirements, policy, performance objectives and targets (consistent with the audit criteria and scope), any applicable legal requirements, responsibilities, competence of personnel, operations, procedures, performance data and internal audit findings and conclusions.

4.7.3 Initial certification audit conclusions:

The audit team shall analyze all information and audit evidence gathered during the stage 1 and stage 2 audits and shall present an official Nonconformance Report along with Corrective Action Requests (CAR) to the applicant organization. The applicant shall respond to CAR(s) within 90 days.

4.7.4 Information for granting initial certification:

The information provided by the audit team for the certification decision shall include the following with a 'Request for Certification'

- a) The audit report,
- b) Comments on the nonconformities and, where applicable, the correction and corrective actions taken by the client,
- c) Confirmation of the information provided
- d) a recommendation whether or not to grant certification, together with any conditions or observations.

Related Records:


- Audit Report (stage-1) (MHC/REC-20)
- Audit Report (stage-2) (MHC/REC-23)

4.7.5 Decision for Certification:

The Halal Certification Decision Board (consisting one Shariah Experts, one industrial specialist & and one Food Technologist) shall give only their decision to CB on the basis of an evaluation of the audit findings and conclusions and any other relevant information (e.g. public information, comments on the audit report from the client).

Related Records:

- Request for Certification (MHC/REC-24)

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4.8 Sampling and Lab Testing:

Where necessary, the audit team shall ask for samples in sufficient quantities from production/service premises for the performance of the required inspections and tests. Samples taken by the audit team shall be sent for analysis to the accredited laboratory.