	<b>Minhaj Halal Certification (Pvt.) Limited</b>	Doc #: MHC/DOC-7 B	
	<b>Halal Certification Process</b>	Rev #: 01	Page #: 1/4
		Effective Date: 15 Feb, 24	

### 1. Purpose:

The purpose of the certification process from client inquiry to certificate issuance for a halal certification body is to ensure that clients meet established halal standards through a systematic assessment. This process includes educating clients, verifying compliance through documentation and on-site audits, addressing any non-conformities, and formally recognizing compliance with standard and to maintain impartiality. Ultimately, it promotes trust, market integrity, and ongoing adherence to halal and Islamic principles.

### 2. Process:

Process step	Title	Description	Responsibility
1.	Client Inquiry	Client expresses interest in halal certification via email or phone, discuss client needs, certification requirements, and provide an overview of the process.	OM (Operations Manager)
2.	Application Submission and Review	After the submission of application. Application will be reviewed. It will be accepted or rejected based on scope of industry	OM/TM (Technical Manager)
3.	Man-days Calculation	Calculate the man-days required for the audit based on the scope of certification, size of the organization, and complexity of processes. This helps determine the cost and time involved in the certification process.	TM
4.	Proposal and Agreement	Provide a detailed proposal outlining services, costs, and timelines. Draft and finalize a formal agreement for certification services with the client.	CM (Certification Manager)
5.	Documentation Submission	The client submits required documents such as ingredient lists, process descriptions, and any other relevant material.	TM
6.	Preliminary Review	Review the submitted documents to ensure completeness and compliance with the Halal standards. Identify any gaps or missing information.	TA & IAE

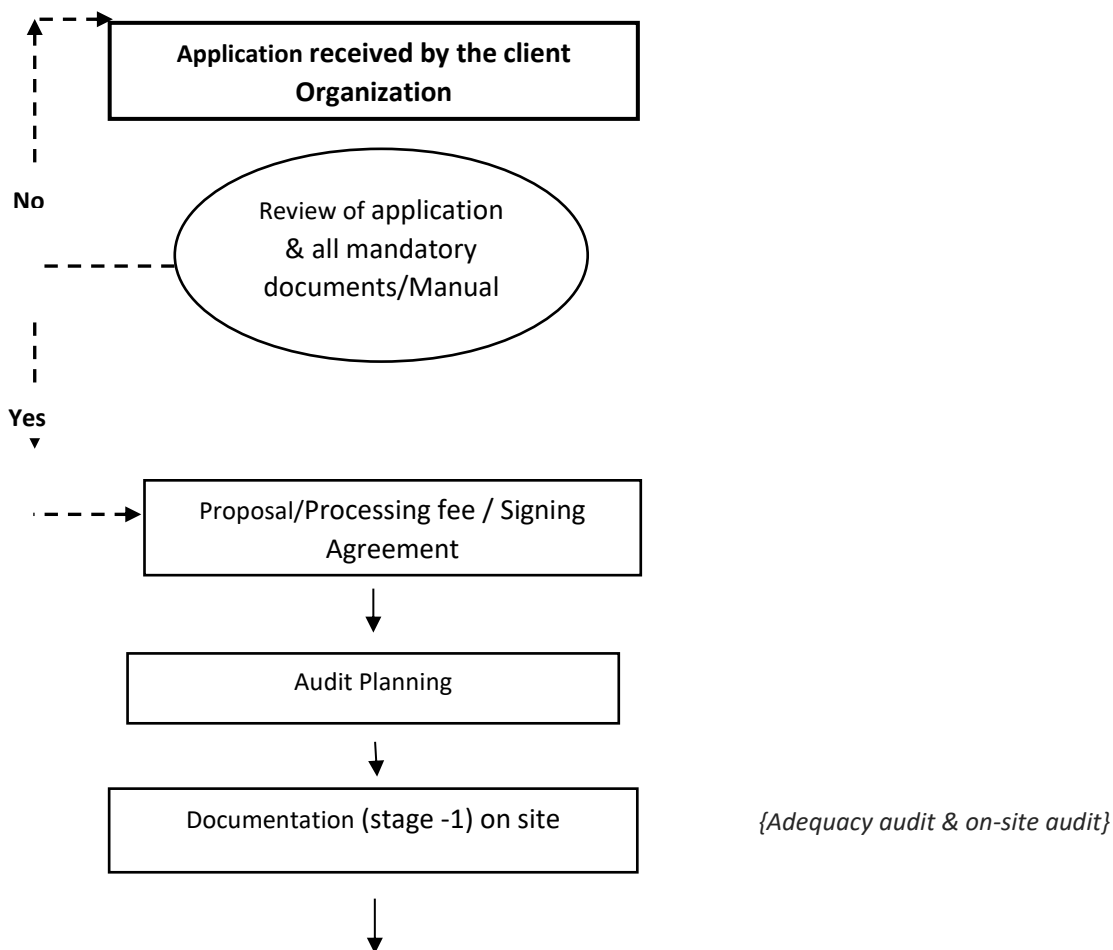


<b>7.</b>	Audit Planning (Stage 1)	Schedule the on-site audit for Stage 1 and communicate all necessary details, including audit scope, team, and timelines, to the client.	LA/TM
<b>8.</b>	Audit Conducting (Stage 1)	Conduct the Stage 1 audit to assess the organization's processes, facilities, and compliance with Halal standards. This audit is usually focused on the documentation review.	Audit Team
<b>9.</b>	Audit Planning (Stage 2)	Schedule the on-site audit for Stage 2, typically after addressing any gaps found in Stage 1. Communicate details of the Stage 2 audit with the client.	LA/TM
<b>10.</b>	Audit Conducting (Stage 2)	Conduct the Stage 2 audit, which is an in-depth assessment of the organization's practices, facilities, and full compliance with Halal standards.	Audit Team
<b>11.</b>	Audit Report Preparation	Compile the findings of the audit into a detailed audit report, noting any non-conformities, observations, and recommendations.	Lead Auditor
<b>12.</b>	Corrective Action Request (if needed)	If non-conformities are identified, issue a Corrective Action Request (CAR) to the client, outlining the issues and requesting corrective measures.	CM/LA
<b>13.</b>	Client Response to Corrective Actions	The client addresses the non-conformities by implementing corrective actions and submitting evidence of these corrections.	Client/TM
<b>14.</b>	Final Review	HCDB reviews the corrective actions taken by the client and audit pack to ensure they are adequate and in compliance with Halal standards. This is the final step before certification is granted.	CM
<b>15.</b>	Decision Making	HCDB makes a formal decision on whether to issue the Halal certificate based on the audit results and corrective actions.	HCDB



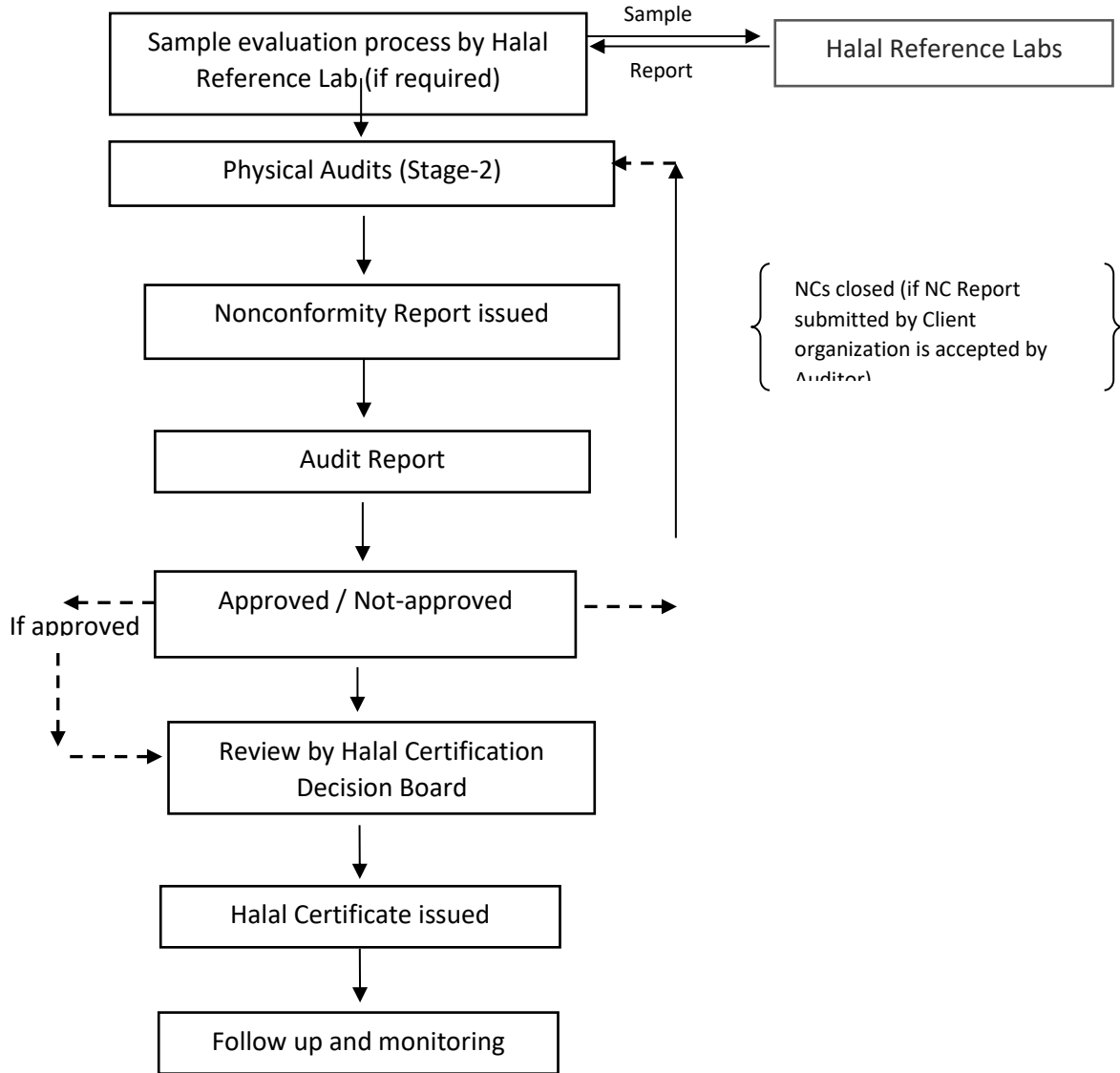
<b>16.</b>	Certificate Issuance	Once all requirements are met, the Halal certificate is issued to the client, confirming their compliance with Halal standards.	CEO/CM
<b>17.</b>	Client Notification and Database Update	Notify the client of the certificate issuance and provide guidelines for its use and display. Update the certification body's database to reflect the new certification status.	OM
<b>18</b>	Follow-Up and Monitoring	Schedule annual surveillance audits or other follow-up activities to ensure the client continues to comply with Halal standards. Maintain communication with the client for ongoing compliance.	CM

**3. Flowchart:**





Halal Certification Process



Prepared by:

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Reviewed & Approved by:

Certification Manager