	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 1 of 36	

Halal Certification Scheme

1. Purpose & scope

This procedure describes the criteria implemented by GHS as an accredited HCB to ensure that HALAL products intended for certification are complying to the relevant mandatory schemes and applicable Standards.

Furthermore, this document identifies the steps taken by GHS clients (manufacturers, traders, importers, retailers, business owners or any other type of clients) to get their products certified prior to entering into the markets.

- 2. Scope :** This scheme sets out to provide companies with an understanding of the fundamental prerequisites and steps necessary to secure Halal Certification. For additional specifics, refer to the pertinent GHS Schemes, including the Halal Assurance Program Scheme. This scheme is focused on outlining the process of certification and the elementary requirements involved.

3. Reference :

3.1 Organisation of Islamic Countries

Reference	Name	Date
OIC/SMIIC 1	General Requirements for Halal Foods	2019
OIC/SMIIC 24	General Requirements for Food Additives	2020
OIC/SMIIC 4	General Requirements for Halal Cosmetics	2018
OIC/SMIIC 50-1	Halal Pharmaceuticals - Part 1 - General Requirements	2022
OIC/SMIIC 23	Feeding Stuffs for Halal Animals – General Requirements	2022
OIC/SMIIC 17	Halal Supply Chain Management Systems Part 1: Transportation	2020
OIC/SMIIC 17-2	Halal Supply Chain Management Systems Part 2: Warehousing	2020

3.2 United Arab Emirates [UAE] and the Middle East

Reference	Name	Date
UAE.S 2055-1	General Requirements for Halal Foods	2015
UAE.S 2055-4	General Requirements for Cosmetics and Personal Care	2014
UAE.S 993	Animal Slaughtering Requirements According to Islamic Rules	2022

	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 2 of 36	

3.3 Gulf Region and the Middle East

Reference	Name	Date
GSO 2055-1	General Requirements for Halal Foods	2015
GSO 993:2015	Animal Slaughtering Requirements According to Islamic Rules	2015

3.4 Malaysia


Reference	Name	Date
MS 1500	General Requirements for Halal Foods	2019
MS 2400	Management Systems for Warehousing	2010
MS 2400-1	Management Systems for Transportation and Logistics	2010
MS2424	General Guidelines for Pharmaceuticals	2012
MS 2565	General Guidelines for Packaging Materials	2014
MS 2634	General Requirements for Halal Cosmetics	2019

3.5 Indonesia

Reference	Name	Date
SNI 99001	Halal Management System	2016
SNI 99002	Halal Slaughtering of Poultry	2016
SNI 99003	Halal Slaughtering on Ruminant	2018
SNI 99004	General Requirements for Halal Foods	2021

3.6 International Standardization Organization:

Reference	Name	Date
ISO/IEC 17000	Vocabulary and general principles	2020
ISO/IEC 17065	Requirements for bodies certifying products, processes and services	2012
ISO/IEC 19011	Guidelines for auditing management systems	2018
ISO/IEC 17021-1	Requirements for bodies providing audit and certification of management systems	2015
ISO/IEC 22003-1	Part 1: Requirements for bodies providing audit and certification of food safety management systems	2022
ISO/IEC 22000	Food safety management systems — Requirements for any organization in the food chain	2018
ISO/IEC 9001	Quality management systems — Requirements	2015

	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 3 of 36	

3.7 Halal Certification Bodies Authorities and Regulators:

Reference	Name	Date
OIC/SMIIC 2:2019	Requirements for Bodies providing Halal Certification	2019
UAE.S 2055-2	General Requirements for Halal Certification Bodies	2016
GSO 2055-2	General Requirements for Halal Certification Bodies	2021
HAS 23000:2	Requirements for Halal Certification Bodies	

3.8 Relevant Global Halal Systems Schemes

A) GHS Halal Assurance Program Scheme

This scheme is of importance for the preparation of the assessments at companies.

B) GHS Supervision Scheme [for slaughtering plants only]

This scheme is of importance for the supervision activities carried out at slaughtering plants during the certification cycle.

D) Animal Slaughtering and Awareness Scheme [for slaughtering plants only]

This scheme is of importance for understanding the essential requirements to sacrifice animals, animal welfare, and awareness on permissible animals to be handled.

4. Terms, Definitions & Abbreviations

Under the purview of this scheme, we draw upon the standards and guidelines cited in clauses 3 as well as the Halal Assurance Program Scheme for a comprehensive understanding of the definitions used. This scheme provides a concise summary of critical definitions for ease of comprehension.


4.1 Halal

Permissible/allowed in accordance with the Islamic Law.

4.2 Haram

Forbidden in accordance with the Islamic Law.

4.3 General Haram Terms

	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 4 of 36	

- i. **Pork and its by-products:** All parts of the pig, including pork meat, ham, bacon, lard, and certain types of gelatin, among others, are haram.
- ii. **Alcohol and intoxicants:** All types of alcoholic beverages, including beer, wine, whiskey, vodka, and any foods or drinks containing alcohol, are haram. Drugs that are used for recreational purposes and cause harm are also haram.
- iii. **Carnivorous animals and birds of prey:** Animals with fangs, such as lions, dogs, wolves, and cats, and birds with sharp claws, such as eagles and hawks, are considered haram.
- iv. **Dead animals and blood:** Animals that have not been slaughtered according to Islamic law, have died of natural causes, or were killed by other animals are haram. Blood is also considered haram.
- v. **Animals slaughtered in the name of anything other than God:** If an animal is slaughtered in the name of anything or anyone other than God (Allah SWT), it is considered haram.

4.4 Risks


This term refers to anything that might jeopardize the halal status of a product or service. It includes harmful products, services, machines, suppliers, processes, or activities that could cause a halal product or service to be considered haram or non-halal. This could be due to contamination or any other factor that makes the product or service unacceptable according to Halal standards.

4.5 Halal Training

This is an educational program provided by the Halal Business School. The sessions are designed to educate a company on how to set up the Halal Assurance System (HAS). The goal is to ensure that the company understands and can effectively implement the standards and controls needed to maintain Halal status for its products or services.

4.6 General Impurities, also known as Najis

- vi. **Pork and its by-products:** This includes all parts of the pig, as well as any food products made from pig-derived ingredients (like certain types of gelatin or lard).
- vii. **Dead animals:** Animals that have died without being properly slaughtered according to Islamic law (Dhabihah) are considered impure. This also includes animals that died of natural causes or were killed by other animals.
- viii. **Blood:** Consuming blood is considered impure. This includes any food products that contain blood.
- ix. **Carnivorous animals and birds of prey:** Animals that have fangs and birds that have talons are generally considered impure and are not to be eaten.
- x. **Alcohol and intoxicants:** Any substance that causes intoxication is considered impure, and this includes alcohol. Even foods that contain small amounts of alcohol (such as certain flavor extracts) can be considered impure. [Please refer to Work Instruction SOP14-W06 -Permissible Ethanol Limitations].
- xi. **Animals not sacrificed in the name of God:** Animals must be slaughtered while invoking the name of God (Allah SWT). If the name of anything or anyone other than God is invoked at the time of slaughter, the animal is considered impure, but not deemed as Haram when meats other than pork are present within the production facility.

	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 5 of 36	

xii. **Idolatry:** Anything that is directly associated with idolatry is considered impure.

4.7 Halal Control Points

These are checkpoints where additional control can be applied to ensure halal compliance. This might involve checking the ingredients used, the cleanliness of the equipment, the method of production, and so on.

4.8 Halal Critical Control Points

These are steps in the production or handling process where visual control is essential to prevent or eliminate any risk that could compromise the halal status of the product or service. This might involve inspecting the product or the process to ensure there's no contamination or other issues that could make the product haram.

4.9 Equipment and Utensils

This term refers to all the tools and items used in the manufacturing process that come into contact with the end product or any of its raw materials. This includes machinery, production lines, clothing, pipelines, crates, and so on. These items must be properly cleaned and maintained to avoid any contamination that might compromise the halal status of the product.

4.10 Product / Service

- i. An item composed of multiple or singular ingredients.
- ii. A manufacturing process or a central kitchen.
- iii. A slaughtering plant.
- iv. Logistics and storage facilities.
- v. Trading and labeling activities

4.11 Private Label

This refers to products that are manufactured by a third party (also known as a toll manufacturer), but are owned or copyrighted by a company that does not have its own manufacturing site. The company that owns the brand and copyright sells the product under its own label.

4.12 Halal Certificates [multiple definitions could apply]

- i. A certificate of conformity issued by a competent and accredited third party.
- ii. A statement of conformity.
- iii. Licensing the rights to make use of the Halal mark/logo.
- iv. A certificate of conformity for a single batch of products.

4.13 Third-Party Halal Certificates

	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 6 of 36	

These are Halal certificates that are issued by organizations other than the Global Halal Systems. These certificates serve as proof that a product or service meets the necessary Halal standards, as determined by the issuing organization.

4.14 Halal Certification Bodies

These are entities that have been accredited or recognized with the authority to issue Halal certificates to manufacturing sites. They assess whether a product or service complies with Halal standards and, if it does, provide a certificate to attest to its halal status.

4.15 Halal Accreditation Bodies

These are the authorities that have the power to accredit Halal Certification Bodies. In other words, they are the entities that verify and endorse the legitimacy and competence of Halal Certification Bodies, ensuring that these bodies are capable of reliably determining whether a product or service is Halal.

4.16 Halal Mark or Logo

This is an approved mark or logo from the Global Halal Systems (or other recognized entity) that is granted to a product, service, or system that has been successfully certified as halal. The presence of this mark or logo on a product's packaging indicates to consumers that the product is halal.

4.17 Fatwa

A legal ruling on a point of the Islamic Law provided by a qualified Islamic jurist.

4.18 Certification Scheme: The certification system related to specified products, to which the same specified requirements, specific rules and procedures apply.

4.19 Product certification: A third-party attestation related to products

4.20 COC: Certificate of conformity, which is a formal document issued by the accredited certification body, stating that certification is being granted for the product in accordance with the applicable scheme/ standards.

4.21 CB: Certification body

4.22 HCB: Halal certification body


4.23 AB: Accreditation body

4.24 SOP: Standard operating procedure

4.25 NC: Non-conformity

5. Responsibilities

It is the responsibility of GHS as to establish and maintain the appropriate system to meet the accreditation bodies' and clients' requirements.


	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 7 of 36	

6. Interdiction


GHS is accredited by various Halal ABs and is therefore authorized technically as a competent HCB to perform the specific tasks of certification.

7. Certification Category Index


Product categories		Product subcategory		Examples
A	Farming 1 (animals)	A-I	Farming (raising or hunting) of animals (other than fish or sea animals)	<ul style="list-style-type: none"> ▪ Poultry ▪ livestock ▪ Bees
		A-II	Farming (raising and capturing) of fish or sea animals	<ul style="list-style-type: none"> ▪ Fish ▪ Water animals
B	Farming 2 (plants)	B-I	Farming (growing and harvesting) of plants (other than grains/cereal)	<ul style="list-style-type: none"> ▪ Fruit and vegetables horticulture ▪ Spices ▪ Sugar and confectionery products ▪ Hydrophytes for food
		B-II	Farming (growing and harvesting) of grains (Cereal) for food	<ul style="list-style-type: none"> ▪ Grains/cereal
C & D	Processing of perishable products	C	Processing of perishable animal products	<ul style="list-style-type: none"> ▪ Meat ▪ Fish and seafood ▪ Egg ▪ Dairy products
		D-I	Processing of perishable plant products	<ul style="list-style-type: none"> ▪ Fresh and preserved fruits ▪ Fresh juices ▪ Vegetables ▪ Grains ▪ Nuts
		D-II	Processing of perishable animal and plant products (mixed)	<ul style="list-style-type: none"> ▪ Pizza ▪ Lasagne ▪ Sandwiches ▪ Dumpling ▪ Ready-to-eat meals
E	Processing of products of any source with long shelf life at room temperature			<ul style="list-style-type: none"> ▪ Canned food ▪ Biscuits ▪ Snacks ▪ Bottled oil ▪ Bottled drinking water ▪ Bottled beverages ▪ Pasta ▪ Flour ▪ Sugar

	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 8 of 36	

Product categories		Product subcategory		Examples
F	production of animal feed	F-I	Production of feed (other than pet feed) from a single or mixed food source intended for food-producing animals	<ul style="list-style-type: none"> Food-grade salt Feed for livestock Feed for poultry Feed for fish and water animal Feed for bees
		F-II	Production of feed intended for non-food animals	<ul style="list-style-type: none"> Pets Wild animals
G	Catering			<ul style="list-style-type: none"> Hotels Restaurants Catering in different places
H	Distribution	H-I	Retail/ wholesale: Provision of finished food products to customers	<ul style="list-style-type: none"> Retail outlets Shops wholesalers
		H-II	Food broking/ trading: buying and selling of food products on its own account	<ul style="list-style-type: none"> Agents Brokers
I	Services related to safe production of food			<ul style="list-style-type: none"> Pest control Cleaning services Waste disposal
J	Transport and storage services	J-I	Transport and storage of perishable food and feed	<ul style="list-style-type: none"> Transport providers Storing providers
		J-II	Transport and storage for ambient-stable food and feed	<ul style="list-style-type: none"> Transport providers Storing providers
K	Equipment for food production			<ul style="list-style-type: none"> Equipment development Equipment manufacturing Equipment vendors
L	Chemical and biochemical manufacturing			<ul style="list-style-type: none"> Food additives <ul style="list-style-type: none"> Acids Antibaking Coloring agents Thickeners Vitamins Minerals Flavourings

	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 9 of 36	


Product categories	Product subcategory	Examples
		<ul style="list-style-type: none"> ○ Preservatives ○ Sweeteners ○ Spices ▪ Dietary suppliments ▪ Humectants ▪ Bioculture ▪ Microorganisms ▪ GMO (genetically modified organisms) ▪ Enzymes ▪ Processing aids ▪ Pesticides ▪ Drugs ▪ Fertilizers ▪ Cleaning agents
M	Packaging and wrapping material for food	<ul style="list-style-type: none"> ▪ Wrapping of all materials ▪ Sacks of all materials ▪ Boxes of all materials ▪ Barells of all materials
N	Cosmetics, textile, leather products	<ul style="list-style-type: none"> ▪ Baby products (lotions, oils, powders, creams, shampoos) ▪ Bath products (bath oils, bath tablets, bath salt, bath bubbles, bath capsules) ▪ Eye makeup products (eyebrow pencil, eyeliner, eye color, eye makeup remover, mascara) ▪ Facial makeup products (cheek color, face powder, foundations, lip colors, concealers, makeup remover, bronzer highlighter) ▪ Hair products (conditioners, sprays, streighteners, relaxers, shampoo, rinsers, tonics, dressings, dye, tints, bleaches) ▪ Nail products (cuticle oil, creams, lotions, polish, removers, enamels, artificial nail extensions, manicure, pedicure) ▪ Oral care products (toothpastes, mouthwashes, breath freshener) ▪ Personal cleanliness products (soap, antiperspirant, deodorants, douches) ▪ Shaving products (pre-shave lotions, shaving creams, shaving soap, after-shave products) ▪ Face care products (creams, lotions, masks, sprays, powders) ▪ Hand care products (creams, lotions) ▪ Foot care products (creams, lotions) ▪ Sunscreen and suntan products (sunblock, sunscreen gels, creams, liquids, sunless tanners) ▪ Hair removing products (wax, sugar, creams, depilatories)

	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 10 of 36	

8. Types of Halal Certificates

- a) There are three certification documents issued depending on the extent of conformance with the Global halal Systems Scheme:

Type	Certificate Type	Description
1	Factory Halal Certificate	<p>A certificate awarded by Global Halal Systems or another Halal Certification body to the customer.</p> <p>This certificate must include an appendix mentioning all approved products and describing their details.</p> <p>These types of certificates are usually valid for 1 up to 3 years.</p> <p>A valid signature by an approved signatory, a QR code linking to www.globalhalalsystems.com, and a unique reference number shall always be mentioned on each issued certificate.</p>
2	Halal Shipment Certificate	<p>This document, issued by Global halal Systems or another Halal Certification Body, is specific to a shipment from an approved manufacturer or facility.</p> <p>It's typically used by slaughterhouses exporting fresh or frozen [Type HCS] meat but can be used by any type of company as well other than slaughtering plants [Type HSB].</p> <p>Key details include the producer, importer, exporter, health certificate number [if applicable], product quantities (in kilograms or liters), production and expiry dates, product description, a valid signature by an approved signatory, a QR code linking to www.halaloffice.com, and a unique reference number.</p>
3	Halal Suitability Declarations or Halal Statements	<p>This document, issued by Global halal Systems or another Halal Certification Body, asserts that a process, product, or facility is Halal-compliant.</p> <p>It should specify the name and address of the facility, date of issue and expiry, a signature by an approved signatory, and reference number.</p> <p>These declarations or statements could describe:</p> <ol style="list-style-type: none"> Approved products Approved processes Approved ingredients Approved animal feeds Successful completion of audits Approval of continuous compliance

	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 11 of 36	

9. Transition Period for Full Implementation


- A) Upon the publication or dissemination of this Scheme, a two-year transitional period has been designated for its complete implementation and operation.

10. The committees

GHS appoints the following functional committees in the certification process:

- Certification decision committee
- Impartiality committee
- sharia committee
- Complaints/ appeals committee



	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 12 of 36	

11. Certification Process flow chart

a) The subsequent stages outline the procedure that Global Halal Systems has designed to ascertain an applicant's conformity with the set criteria. It's equally crucial to evaluate the applicant's documents and processes against specific control points to meet these compliance criteria.

b) This process consists of the following 8 steps:




12. Application submission and review

The applicant delivers the application and the basic information about the application indicating the most important parameters for GHS to review.

GHS receives the application and confirms the receipt by communicating with the applicant.

SOP 14-F04 Application Form and Application Review

	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 13 of 36	

13. Contractual Arrangements

- a) The applicant will be provided with a financial proposal. This proposal takes into consideration details from the application form, including the size and nature of the operations, risk factors, and the anticipated time required for assessments.
- b) The applicant is furnished with a service and confidentiality agreement. This agreement, provided as an external link within the financial offer, defines the terms, conditions, and mutual rights of both the applicant and the certification body.
- c) If the application has been reviewed as accepted, the applicant will be informed and may continue to the next steps.
- d) This contract is registered as document [SOP 14-F01 Service Contract for Halal Certification](#).

14. Confidentiality Agreement

Before starting to exchange information, a confidentiality agreement ([SOP 14-F02 Confidentiality Agreement](#)) will be signed by both parties. This clearly indicates the commitment of both sides to guard non-disclosure of confidential information as per policy of confidentiality implemented by both parties.

Since each party may have its own confidentiality agreement, at least one agreement shall be signed. Each party gets and keeps a copy of each signed agreement.

GHS describes its measures to guard confidentiality in [SOP-04 Confidentiality - impartiality and Non-discriminatory conditions management](#).


15. Pre-assessment

15.1 General

There is always the option for the applicant to receive a primary evaluation from GHS regarding its application, whether the applicant would like to continue the certification process with GHS or not. This is a paid effort by applicant to cover application processing and sample auditing "pre-assessment" on site. A quotation for pre-assessment will be sent to client upon applicant request. An evaluation report will be created and submitted to the applicant after the onsite pre-assessment.

If the applicant decides to go further in the certification process, the effort of processing and conducting the pre-assessment will be considered part of total evaluation process and part of the calculated audit duration. This provides an effort reduction advantage and a financial advantage to the applicant if the latter decides to go further in the certification process after the pre-assessment, since part of the evaluation has been already performed.

If the applicant decides to end the certification process by receiving only the pre-assessment, a separate invoice as per quotation will be sent to the applicant for payment.

	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 14 of 36	

15.2 Pre-assessment Processes

- a) Documentation review is a vital stage in the certification process. During this stage, Global Halal Systems verifies the existence and completeness of essential documentation that supports the adherence to Halal standards and the scheme requirements.
- b) The aim of the documentation review is to ascertain the readiness of the applicant for the next stage of the certification process: the assessment. This involves a thorough inspection of the documentation, highlighting any areas of non-compliance or areas requiring clarification.
- c) The mandatory documents include, but are not limited to:
 - i. Filled out application forms.
 - ii. Signed contracts.
 - iii. Listings of products, suppliers, and ingredients, as detailed in document SOP 14-F07 Raw materials and products matrix or indicated within the E-Matrix.
 - iv. All associated documentation concerning products, suppliers, and ingredients as specified in Work Instruction SOP14-W13 Raw Materials Approval Process.
 - v. Additional documents required for entities classified as Critical according to the GHS Risk Classification Table, or for slaughterhouses.
 - vi. Certifications demonstrating adherence to Food Safety Management Systems, Good Manufacturing Practices, or other relevant external certifications.
- d) If necessary, an applicant might undergo an on-site or remote pre-assessment. This preliminary check ensures there are no immediate hazards or risks before proceeding further in the process.
- e) SOP 14-F05 Request for Information from Client
- f) SOP 14-F10 Pork-Free Facility Declaration
- g) SOP 14-F11 Animal Feedstuff Declaration

16. Calculation of audit duration


16.1 The applicant delivers with the application the basic information about the application indicating the most important parameters for GHS to review, evaluate and calculate the needed audit duration.

The factors influencing the audit durations are:

- Product category
- Business sector, which determines the complexity class
- Number of critical control points
- Number of employees
- Product variety
- Number of production sites

The audit consists of:

- Office document review (office audit)
- Onsite audit

	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 15 of 36	

The formula used to calculate the audit duration is as follows:

$$Ta = B + H + (PV + FTE) * CC$$


whereas:

Ta: Total audit duration pro production site (in man-days)
 B: Basic audit days pro production site (in man-days)
 H: HACCP-value pro site (in man-days)
 PV: Product variety value pro site (in man-days)
 FTE: Value for number of employees pro site (in man-days)
 CC: Complexity factor (multiplier: unitless)

Since the applicant may have more than one site, the audit duration will be calculated for each site separately and summed in a total audit plan.

The complexity classification can be taken from the following table:

Complexity class (CC)	Business sector
Very high	Very large number of processes and subprocesses with highly significant non-Halal risks, with a very large number of raw materials, additives, or inputs: processed meat products, GMO, chemicals, pharmaceuticals, Bioculture and microorganisms.
High	Large number of processes with significant non-Halal risks: slaughtering animals and poultry, cheese, biscuits, snacks, oil, beverages, hotels, restaurants, dietary suppliments, cleaning agents, packaging, and wrapping materials.
Medium	Average number of processes with moderate potential non-Halal risks: dairy products, fish, egg, beekeeping, spices, horticultural products, preserved fruits, preserved vegetables, canned products, pasta, sugar, animal feed, fish feed, water supply, veterinary services, process equipment and machines, and leather products.
Low	Small number of processes with low potential non-Halal risks: fish, eggs, milk, fishing, hunting, fresh fruits, fresh vegetables, grains, water, flour, salt, shops, wholesalers, transport, and storage.

	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 16 of 36	

The parameters values are based on the following table:

Product category	B (man-days)	H for each additional HACCP-plan (CCP number) (man-days)	FTE/ number of employees (man-days)	multiplier value based on CC (complexity class)	PV/ product variety (man-days)
A	1	0.25	1 to 19 = 0.5 20 to 49 = 1.0 50 to 79 = 1.5 80 to 199 = 2.0 200 to 499 = 2.5 500 to 899 = 3.0 900 to 1299 = 3.5 1300 to 1699 = 4.0 1700 to 2999 = 4.5 3000 to 4999 = 5.0 ≥ 5000 = 5.5	Low CC = 1 Medium CC = 1.25 High CC = 1.50 Very high CC = 1.75	1 to 3 = 0.25 4 to 6 = 0.50 7 to 10 = 0.75 11 to 20 = 1.00 > 20 = 2.00
B	1	0.25			
C	1.75	0.5			
D	1.25	0.5			
E	1.75	0.5			
F	1.75	0.5			
G	1.25	0.5			
H	1.25	0.5			
I	1.25	0.25			
J	1.25	0.25			
K	1.25	0.5			
L	1.75	0.5			
M	1.25	0.25			
N	1.75	0.5			

16.2 Calculation Example:

An applicant has delivered his application providing the following data:

Business sector: **meat processing**

Number of production sites: **2**

CCPs in site 1: **4**


CCPs in site 2: **3**

Number of employees in site 1: **250**

Number of employees in site 2: **150**

Product variety in site 1: **15**

Product variety in site 1: **12**

	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 17 of 36	

Audit duration for site 1:

Product category: C
 B = 1.75
 H = 3 * 0.50 = 1.50
 FTE = 2.50
 CC (very high) = 1.75
 PV = 1.00

$$\begin{aligned}
 Ta1 &= B + H + (PV + FTE) * CC \\
 &= 1.75 + 1.50 + (1.00 + 2.50) * 1.75 \\
 &= \mathbf{9.375 \text{ Man-days}} \sim \mathbf{9.5 \text{ Man-days (round up)}}
 \end{aligned}$$

Audit duration for site 2:

Product category: C
 B = 1.75
 H = 2 * 0.50 = 1.00
 FTE = 2.00
 CC (very high) = 1.75
 PV = 1.00

$$\begin{aligned}
 Ta1 &= B + H + (PV + FTE) * CC \\
 &= 1.75 + 1.00 + (1.00 + 2.00) * 1.75 \\
 &= \mathbf{8 \text{ Man-days}}
 \end{aligned}$$

The condition of minimum audit duration for additional site is checked:

$$Tasv = Ta * 50\% = 4.6875 \text{ Mandays} < 8 \text{ MD}$$

So, the audit duration for both sites will be 9.5 MD + 8 MD = 17.5 MD


These man-days are distributed between:

- Office document review (office audit)
- onsite audit
- Processing in office including processing of NC-corrections

17. Halal certification Offer

Based on the calculation of audit duration, the quotation will be created by GHS and sent to the applicant. After the applicant approves the quotation, the main part of the certification process will start.

[SOP 14-F03 Halal certification Offer](#)

	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 18 of 36	


18. Invoice

The GHS fees of auditing and certification service will be sent to applicant upon acceptance of quotation. The payment of the invoice must not be so late and should be settled prior to certification review and certification decision.

19. Office document review

The evaluation starts with a documents review conducted at GHS -office for the received and requested documents. Each applicant should deliver documents including signed documents. The list of required documents is shown Below :

Nr.	Document	Type	Notes
1	Filled application	record	Filled by applicant online and documented by GHS
2	Signed confidentiality agreement	record	Filled by applicant and signed by both parties
3	Letter of application acceptance/rejection	record	Created by GHS and sent to applicant
4	Calculation of audit duration	record	Created by GHS and kept as internal record
5	Halal certification Offer	record	Created by GHS and sent to applicant
6	Certification agreement	record	Filled by applicant and signed by both parties
7	Invoice	record	Created by GHS and sent to applicant
8	Process flow charts	Property of applicant	Created by applicant and sent to GHS
9	Description of manufacturing process	Property of applicant	Created by applicant and sent to GHS
10	Filled Raw materials and products matrix	record	Filled by applicant with GHS -support
11	Certification decision letter	record	Created by GHS and sent to applicant
12	Internal audit report of client	Property of applicant	Created by applicant and sent in copy to GHS
13	Any other letters of communications	record	Created by GHS or by applicant
14	Pork-Free Facility Declaration	record	Created by applicant and sent in copy to GHS
15	Animal Feedstuff Declaration	record	Created by applicant and sent in copy to GHS
16	List of Approved Slaughter Personnel	record	Created by applicant and sent in copy to GHS
17	List of Halal management team	record	Created by applicant and sent in copy to GHS
18	Halal guide	Property of applicant	Filled by applicant with GHS -support

	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 19 of 36	

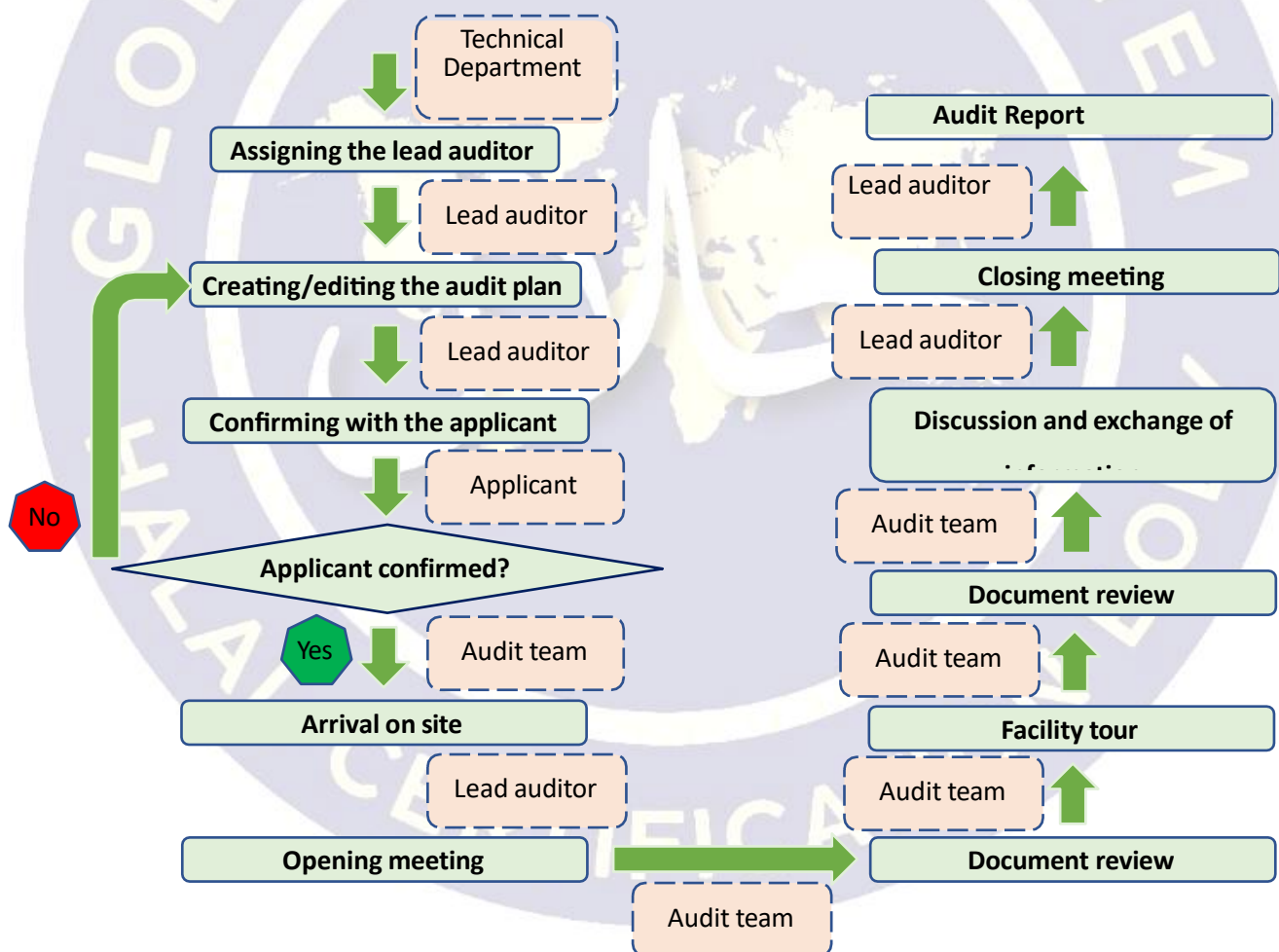
This process serves the purpose of making the first impression and preparing for the on-site audit. In this step the audit plan will be prepared indicating number and names of auditors, specifying the date of onsite audit in communication with the applicant.


This step ends with getting the audit plan approved through signature by the applicant.

The exerted effort in this step is abdected from the total calculated man-days.

20. Stage 1 & 2 of on-site audit

This step represents the core of the evaluation process by performing the audit on site. Assigned Auditors perform the audit for an agreed duration as per the audit plan. The process of performing the audit is described in SOP-17-Performing audit on site.



	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 20 of 36	

Stage 1: This initial stage aims to scrutinize the documented information of the management system, evaluate site-specific conditions, and provide an opportunity to interact with the personnel in preparation for Stage 2. Depending on the certification category and risk factor, Stage 1 may be conducted remotely or on-site during production hours.

Stage 2: This stage is designed to evaluate the implementation of the Halal system, and it always takes place on-site during production hours. The goal is to gather pertinent information related to the audit objectives, scope, and criteria through an appropriate sampling process and verification steps. This information will serve as audit evidence. Gathering information may include techniques such as interviews, observations of processes, or review of on-site records and documentation. The audit program is based on the requirements set out in the Halal Assurance Program Scheme.

f) An audit plan is to be composed for each assessment. This document is registered as SOP 14-F06 Audit and certification process -All in one.

h) Halal Training requirements may be applicable; please refer to the Training Requirements in Section 36 or Halal Assurance System Scheme.

This step ends with an audit report indicating the NCs to be corrected with evidence by the applicant.

21. Audit report and NC corrections

21.1 General

The NCs stated in the audit report have been already acknowledged by the applicant and made clear to the applicant during on-site audit. The applicant starts to correct the non-conformities providing the evidence on that.


The measures taken by the applicant against NCs may be classified into two categories:

- ❖ Correction: in which the applicant removes the NC itself
- ❖ Corrective action: in which the applicant removes the causes for making the NC happen

By sending the evidence on these measures, GHS receives and evaluates these measures and evidence, until all NCs are closed. This stage may include intensive communication and discussions and is part of the total evaluation process. The exerted efforts are also calculated as part of the total audit duration.

21.2

a) Upon completion of the assessments, any identified non-compliances will be addressed following these general principles:

	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 21 of 36	


- i) **Identification of Non-compliances:** The assessment process will highlight any deviations from the set requirements, schemes, or applicable Halal standards. These will be properly listed in a document registered as F0436.
- j) **Corrective Action Proposal:** It is incumbent upon the assessed company to propose suitable corrective actions to rectify each identified non-compliance [if any]. This proposal should comprehensively cover the measures to be taken, individuals responsible for the implementation, and a timeline for completion. These will be properly listed in a document registered as F0436.
- k) **Review of Proposed Corrective Actions:** The assessors of Global Halal Systems will scrutinize the proposed corrective actions, ensuring they are apt and likely to resolve the identified non-compliances.
- l) **Execution of Corrective Actions:** Following the approval of the corrective actions, the organization should promptly implement these within the agreed timeline [if any].
- m) The collective audit team will evaluate the discovered findings against the set audit objectives and established criteria. These conclusions and any consequent actions required will be mutually agreed upon by both the audit team and the company.
- n) During the reporting phase, audit outcomes may fall into one of three categories: Observations, Minor Nonconformities, or Major Nonconformities.
- o) **Observations** indicate areas where there is potential for improvement. These do not impact the certification status.
- p) **Minor Nonconformities** are instances where action is required to resolve minor issues in a timely manner.
- q) **Major Nonconformities** are serious issues requiring prompt action and can influence the certification status, often leading to a hold on the audit until the applicant or customer has implemented the necessary corrective actions.

22.Reporting

- a) Based on the assessment outcome, the audit team may suggest alterations for subsequent audits. These changes may encompass adjustments to the scope, improvements to the Halal manual, modifications in audit schedules, or the assignment of different auditors for future evaluations.
- b) The audit team is responsible for generating a written report for the conducted assessment, which is then shared with the respective applicant or customer. However, the intellectual property rights for the audit report reside with Global Halal Systems 's audit team.
- c) In addition to the above, all documentation and implementations are to be reviewed prior to the certification decision.

23. Document review

A person who did not participate in the evaluation process review the documents and ensure the integrity of the audit process

	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 22 of 36	

24. Certification Decision and Certification Cycle Length

a) In this step, a review of the up-to-date collected information is performed with the purpose of taking a final decision on certification.

The certification decision is taken by the decision making committee.

b) Both the CR and the certification decision mechanism are personnel, who did not interfere in that evaluation process.

The decision-making process is described SOP-

B) The objective of a decision-making is to establish if a Halal certification is either:

Granted; maintained; renewed; extended; reduced; suspended; or withdrawn.

D) A certificate of conformity, which is either a Factory of Shipment Certificate, is awarded to the applicant or customer after successful completion of the assessment and positive decision-making results.


e) The certificate holder may use the Halal Mark [logo] on its certified products to proof its compliance with Halal-related activities; all certified products are mentioned in the appendix of the Factory Halal Certificate or within the appendix of the Shipment Halal Certificate; the Halal Mark is property of Global Halal Systems and may be requested by the applicant or the customer after being granted a certificate.

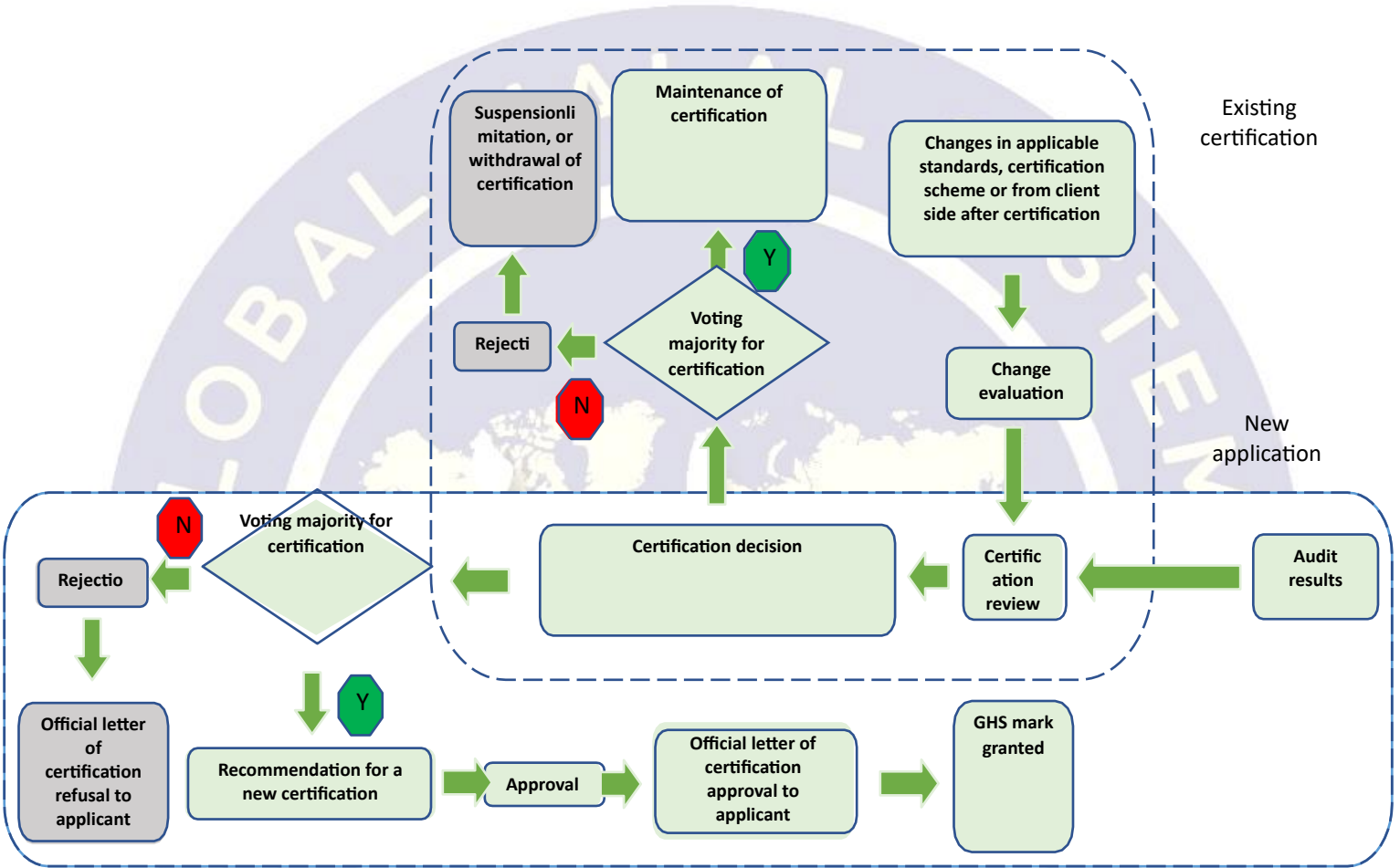
F) Special conditions may apply for Halal Shipment Certificates.


G) Factory Halal Certificates may have a validity for one, two, or three years.

I) Halal Shipment Certificates are only valid for a specific shipment as specified within the certificate [see example in 40-41]

K) Upon certain conditions and if compliance has been deemed sufficient, a temporary Factory Halal Certificate may be extended ranging from 1 to 6 months.

	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 23 of 36	



	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 24 of 36	

25. Issuance of Halal Certificate

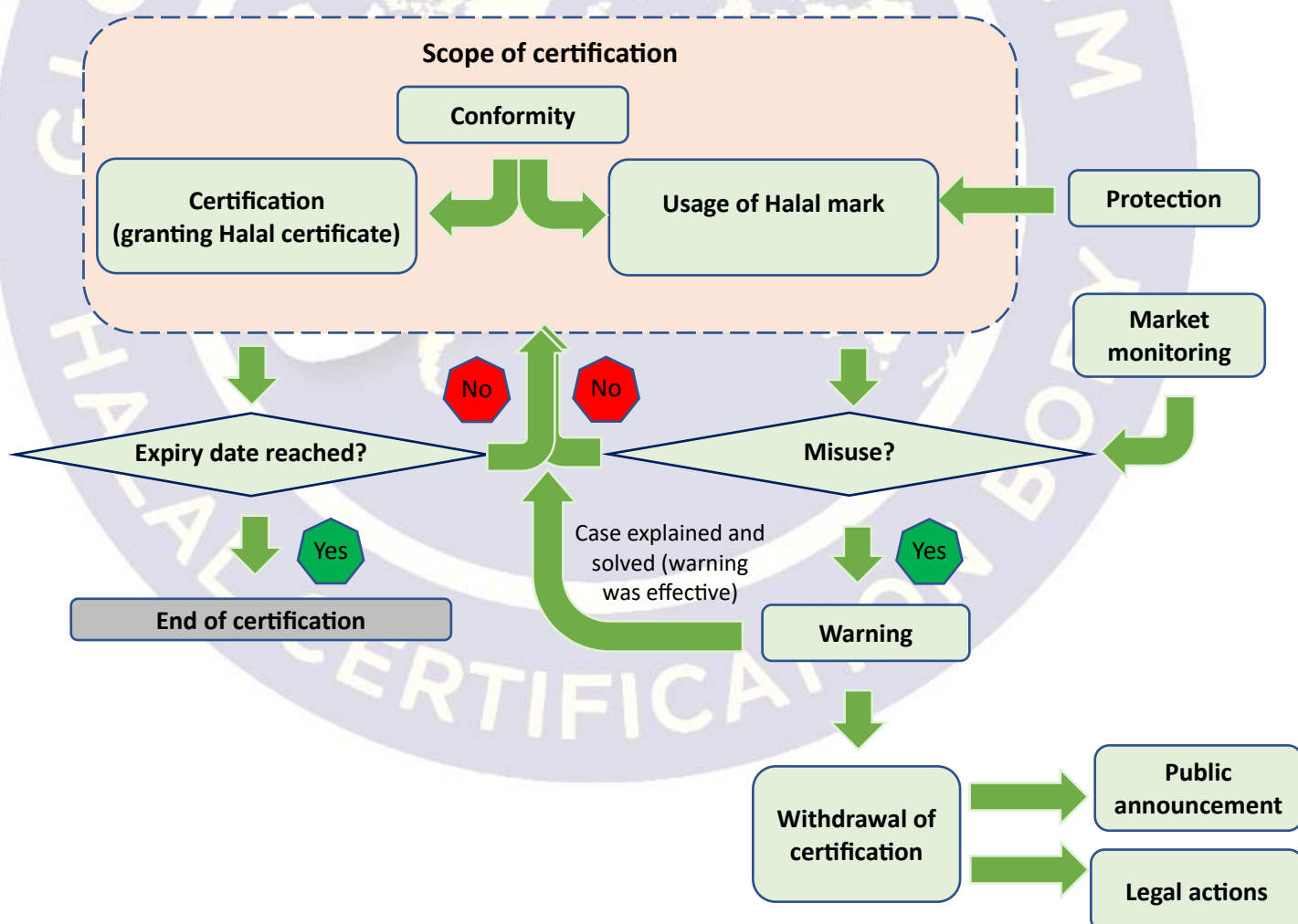
If the decision-making process results in recommendation of the certification, GHS will approve granting the certification. The applicant is informed officially in a sent letter about the approval. A Halal certificate will be issued and sent to the applicant, which becomes afterwards a “client”. Thereafter a feedback form will be sent to the client, to be filled by the client and sent back to GHS. This is the document SOP 14-F16 Customer Feedback


If the result of decision-making is not for the certification, GHS refuses the certification and informs officially the applicant about that decision.

26. Market monitoring

GHS is performing random checks to assure continuous compliance of certified products in the market. Appropriate actions will be taken if misuse of the certification is found.

GHS describes the handling of misuse in SOP-15 Control of use of Halal mark and Halal certificates



	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 25 of 36	

27. Ongoing supervision (for slaughterhouses only)

Just in case of slaughterhouses, an on-going activity of supervision is regulated to ensure that every meat batch is a result of a verified Halal-slaughtering taking into consideration all relevant requirements for the processes before, during and after slaughtering.

The supervisor is an GHS -personnel member through a cooperation agreement. This supervisor is called whenever the client intends to produce Halal-meat to be supervising physically on site the A-to-Z processes in that slaughterhouse.

The supervisor is chosen by GHS as an honest, well-trained, and professional person to perform this duty. Therefore, the supervisor will be authorized by GHS to use the GHS stamp and issue batch Halal GHS -certificates.

The GHS -supervisor reports to GHS any deviation or problem during the supervision process.

[SOP14 -F12 Halal Slaughtering Records](#)

[SOP 14-F11 Animal Feedstuff Declaration](#)

[SOP14 -F13 List of Approved Slaughter Personnel](#)

28. Surveillance

The surveillance is a partial audit during the certification status focusing on significant issues related to Halal-requirements out of previous knowledge and evaluations. Also changes which may affect the certification is being handled and evaluated. The surveillance aims to check if the certification status can be maintained.

The client will be requested to deliver its internal audit report for viewing by GHS.

Unless there is critical reason urging the surveillance to take place earlier, the surveillance is performed regularly after 12 months from the date of Halal certificate issuance if the certificate validity is 2 years or longer.

29. Changes relevant to certification scope

If it happens that the applicable Halal requirements are changed in a way that may affect existing certifications, the certification will be evaluated by GHS against changes.

	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 26 of 36	

If the changes are resulted by the client, for example changes in product specifications or manufacturing processes or personnel, the certification will be evaluated by GHS against changes.

GHS can classify the changes to two categories:

- ❖ Changes which can be evaluated by GHS as low-risk changes and can be managed in GHS office in communication with the client
- ❖ Changes which can be evaluated by GHS as high-risk changes and must be raised to the decision-making mechanism.

The result of this process can be:

- ❖ Maintaining the certification

or

- ❖ Suspension, limitation, or withdrawal of the certification

This process is described in decision making

30. Limitation, suspension, withdrawal, or termination of certification

This decision to limit, suspend, or withdraw the certification has to do with different reasons, such as:

- ❖ Major NC found after certification
- ❖ Misuse of certification by client
- ❖ Changes affecting certification
- ❖ Delay in recertification or surveillance audit


The termination of certification can be applied by the client, with no need to mention the reason. It may have economic or other reasons.

31. End of certification suspension

As soon as the reason for suspension is solved and does not exist anymore, the certification can be reactivated, that is, the suspension will be removed and communicated to the client.

32. Recertification

The certification shall be planned early enough to ensure no gap in certification status occurs due to expiry of certificate. The target in time planning is to receive the certification decision based on the

	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 27 of 36	

recertification audit prior to the expiry date. The previous processes can be accordingly planned backwards.

The recertification goes through same process as first certification but from planning the on-site audit until granting the Halal certificate (See SOP 14-W01 Audit and Certification Process).

In case of successful recertification, new Halal certificates will be issued indicating new issuance and new expiry dates.

The certification agreement will be automatically extended upon recertification.

33. Complaints and appeals

The complaints coming from applicants or other parties can deliver their complaints, which are documented and handled by GHS. The procedure of handling of the complaints and appeals is described in [SOP-11 Complaints and Appeals](#)

[SOP 11 F01 COMPLAINT APPEAL FORM](#)

Please contact www@globalhalalsystems.com for any complaint or appeal.

34. Impartiality

GHS has a procedure to ensure impartiality in processing and decisions described in [SOP-04 Confidentiality - impartiality and Non-discriminatory conditions management ..](#)


35. Other Halal Certification Bodies

Other Halal Certification Bodies

- We refer to our Work Instruction [SOP14-W05 - Criteria for Accepting Third-Party Halal Certification Bodies](#) [latest versions apply].

36 . Training Requirements

- The company is obligated to participate in a training session to understand the aspect of this scheme.
- Training is to be delivered to sectors engaged in activities that align with the GHS Risk Classification Table;
- Sectors not identified as an Animal Slaughtering Plant are to receive a training session once every one year.

	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 28 of 36	

d) Those sectors classified as an Animal Slaughtering Plant, along with their slaughter personnel, must undergo training sessions annually.

e) Personnel of a certified company can only be appointed as members of the Halal Management Team after participating in a training session.

f) Following the successful completion of the training session, participants who have satisfactorily completed the course will be issued a training certificate, valid for three years or one year depending upon its sector, and will be recognized as authorized members of the Halal Management Team

g) A minimum of two participants with appropriate authority within the company are mandated to partake in the training session.

h) Training sessions ought to be conducted by a competent party capable of conducting these sessions; presently, the Halal Business School holds the authority to deliver training in accordance with this Scheme. More information can be found on www.globalhalalsystems.com.

37. Handling of Coincidentia Information Procedere

a) We refer to our Work Instruction [SOP14-W17](#) Handling and Distributing of Confidential Information for more details.


38. Appendices

38.01 Critical Point Determination


(Details of Product Types see the Annex To Ministerial Decree Of The Religious Affairs Of The Republic Of Indonesia Number 748 Of 2021 On The Types Of Mandatory Halal-Certified Products)

A. FOOD

NO.	TYPE OF PRODUCTS	DETERMINATION OF CRITICAL POINT
1.	Milk and its analogue	<ul style="list-style-type: none"> - Animal rennet from a non Halal source; - Non Halal microbial rennet; - Enzymes such as trypsin are used to hydrolyze dairy products to produce whey protein hydrolysates or casein protein hydrolysates; - Use of natamycin and nisin which are critical - Use in animal gelatin in certain formulae (spreads, butter) - Emulsifiers (mono – and diglycerides)

	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 29 of 36	


		<ul style="list-style-type: none"> - Other enzymes (lipase for pasta filata cheese) - Flavors - Use of lactose which is not Halal - Use of casein labels which are not Halal - Production line status and risks of cross contamination, if line are not wet cleaned.
2.	Fat, oil, and oil emulsion	<ul style="list-style-type: none"> - Use of enzymes (such as esterase) - Glycerin (from animal source) - Use of fat from animal source, - Use of shortening from animal source - Use of emulsifiers from animal source - Use of citric acid from a non Halal source - Activated carbon can have an animal origin - Addition of preservatives such as ascorbyl palmitate
3.	Edible ice, including sherbet and sorbet	<ul style="list-style-type: none"> - Flavors (with alcohol from khamr or other non-halal ingredients). - Source of sugar - Source of stabilizing systems (carageen, xanthan, guar gum) - Whey protein hydrolysate can be used - Whey protein can be used - Fruit juice can be prepared using gelatin
4.	Fruits and vegetables by processing and adding food additives	<ul style="list-style-type: none"> - Enzymes (pectinase ...etc.) - Ascorbic acid - Gelatine for clarification as processing aids - Flavors - Thickeners (xanthan etc.)
5.	Confectionary/ candy and chocolate	<ul style="list-style-type: none"> - Whey protein - Gelatine - White sugar (can be decolorized with activated carbon from animal bones) - Flavors - Emulsifiers for chocolate - Risks of cross contamination if the line cannot be wet cleaned
6.	Cereals and cereal products that are derivative products of cereal seeds, roots and tubers, nuts and pith with processing and adding food additives	<ul style="list-style-type: none"> - Sugar (activated carbon) - Vitamins such as vitamin c - Malt extract and potential use of enzymes
7.	Bakery products	<ul style="list-style-type: none"> - Use of enzymes (in bakery preparations) -Use of amino acids as bread improvers (cysteine, cystine, lysin) from keratin of animals such as feathers from poultry or hairs of humans or other animals - Gelatine can be used in certain preparations

	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 30 of 36	

		-Risks of cross contamination if the line cannot be wet cleaned
8.	Meat products and meat processed products	<p>Source of meat (Halal or haram)</p> <p>Starter cultures for cured meat</p> <p>Casings from non Halal animals</p> <p>Flavors</p> <p>Monosodium glutamate and yeast extract as taste enhancer</p> <p>Emulsifiers</p> <p>Use of glycerin</p> <p>Hydrolysed vegetable protein (HVP ...e.g from soya)</p> <p>Spices can contain proteins from pork</p> <p>Thickening agents</p> <p>Texturizing agents</p> <p>Organic acids (citric and lactic acid)</p> <p>Jellies with gelatine</p>
9.	Fish and fishery products include mollusks, crustaceans and echinoderms by processing and adding food additives	<p>Jellies with gelatine</p> <p>Cooking oil</p> <p>Salt</p> <p>Bread crum</p> <p>Flour (additions of vitamins and fortifiers)</p> <p>Flavours</p>
10.	Processed egg and processed egg products	<p>Salt</p> <p>Cooking oil</p> <p>Flour</p> <p>Flavouring</p>
11.	Sugar and sweeteners, including honey	<p>Activated carbon (from animal source)</p> <p>Use of enzymes</p> <p>Composition of certain sweeteners that contain amino acids such as aspartame (phenyl alanine and aspartic acid)</p> <p>Addition of syrups (which can be produced enzymatically) and sometimes using Ion exchange resins</p>
12.	Salt, spice, sup, sauce, salad, as well as protein products	<p>Anti-caking agents</p> <ul style="list-style-type: none"> - Use of gelatin to coat the salt for certain applications - Texturizing agents (xanthan, pectin) - Modified starch - Modified cellulose - Flavors - Hydrolyzed proteins (pork enzymes, non-halal enzymes) - Source of the proteins (whey protein, animal derived proteins)


	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 31 of 36	

13.	Processed food for special nutrition needs	<ul style="list-style-type: none"> -Hydrolyzed proteins using enzymes - Sugar - Animal derived ingredients (gelatin, collagen, vitamin D3) - Emulsifiers - Vitamins - Amino acids - Minerals with anticaking agents containing stearates (e.g. calcium carbonates) - Flavors
14.	Ready-to-eat snacks	<ul style="list-style-type: none"> - Flavors - Sugar - Spices - Colors - Emulsifiers - Stabilizers
15.	Ready-to- eat food	<ul style="list-style-type: none"> - Source of meat - Animal derived ingredients (gelatin, enzymes, fats) - No alcohol from khamr, - Flavorings and colorings - Dairy products (whey, cheese from Halal sources) - Enzymes and emulsifiers -
16.	Food and beverages providers with processing	<p>Animal derived ingredients as processing aids (enzymes, gelatin, and fats)</p> <p>Materials of microbial origin such as citric acid, sugar (activated carbon)</p>
17.	Food additives	<p>Animal derived ingredients (e.g. gelatin, emulsifiers mono- and diglycerides of fatty acids)</p> <ul style="list-style-type: none"> - Enzymes from animal or microbial source, - Synthetic additives (colorants) - Texturizing and thickening agents - Flavors and spices are very critical they can contain everything (animal ingredients, fermentative ingredients, contaminated raw materials, dairy ingredients, extracted materials ...etc.) - Risks of cross contamination if the line cannot be wet cleaned
18.	Other Material Groups	<ul style="list-style-type: none"> - Packaging materials may contain PP and HDPE made by using processing aids such as stearates from animal origin. - Lubricants have a potential contact with Halal food and may contain animal ingredients of pork origin or non-Halal ingredients - Cleaning aids may contain surfactants from animal source. - Cleaning aids may contain also enzymes.

	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 32 of 36	

B. COSMETICS

NO.	TYPE OF PRODUCTS	CRITICAL POINT DETERMINATION
1.	Cosmetics	<p>Excipient may contain gelatin, collagen or other animal derived materials</p> <p>Keratin is a common substance used in cosmetics and personal care products. It can be extracted from nails, feathers, horns, hairs or hooves of animals. Lanolin is also extracted from wool of sheep.</p> <p>Possible presence of dairy materials (WPC, lactoferrin, lactose, caseinates, whey protein hydrolysates). Non animal derived materials shall be endorsed by Halal certificates or other supporting documents.</p> <p>Possible use of “Khamr” alcohol in ingredients i.e. ethanol stemming from wine and alcohol beverage industry. Colorants</p> <p>Fragrances/Perfume (which may be produced using castoreum from beavers or other ingredients from civet etc.)</p> <p>Thickeners (e.g. gelatine, hydrolyzed keratin with possible use of pork trypsin)</p> <p>Halal status of preservatives</p> <p>Panthenol, which is used to moisturize hair care products, can be extracted from meat.</p> <p>Possible use of Najis materials or Haram materials in processing aids.</p> <p>Emulsifiers based on fatty acids (esters of fatty acids such as stearic acid) can have an animal origin or contain lecithin that can have an animal origin.</p> <p>Certain hormones such estrogen may derive from urine of pregnant animals.</p> <p>Glucosamines may derive from bone marrow of animals such as chicken.</p>

	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 33 of 36	

		<p>Active ingredients such as hyaluronic acid may derive from chicken (combs of the head!)</p> <p>Colorants and pigments used in lipsticks, foundations and eye shadows Fragrances</p> <p>Possible use of human and animal placenta</p> <p>Water permeability: cosmetic products shall not be waterproof. They must be permissible to water to touch the body skin. Permeability tests shall be endorsed by accredited laboratory (ISO 17025) tests for water penetration / permeation.</p>
--	--	---

C. CHEMICALS

NO.	TYPE OF PRODUCTS	CRITICAL POINT DETERMINATION
1.	Group of processing aid	<p>Animal derived components (fatty acids, glycerin, chondroitin sulfate, ...etc).</p> <p>Fermentative products: enzymes, vitamins, organic acids such as lactic and citric acid and other chemicals</p> <p>Products made via extraction</p> <p>Use of charcoal for decolorization (from animal bones)</p> <p>Use of exchange ion resins produced with pork gelatin</p> <p>Risks of cross contamination in case the production line is multipurpose</p> <p>Use of alcohol for crystallization (source of alcohol)</p>
2.	Other chemicals	<p>Animal origin ingredients (educts) such as fatty acids, tallow, esters from them,</p> <p>Decolorization using charcoal from animal bones,</p> <p>Ion exchange resin</p> <p>Use of alcohol for crystallization (source of alcohol)</p>


	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 34 of 36	

38.2 Relevant Global Halal Systems Work Instructions

Coode	Name	Date
SOP 14-W01	Audit and Certification Process	01/11/2023
SOP 14-W02	Audit and Certification Process	01/11/2023
SOP14-W03	Animal and Insect Classification Table	01/11/2023
SOP14-W04	Risk Classification Table	01/11/2023
SOP14-W05	Criteria for Accepting Third-Party Halal Certification Bodies	01/11/2023
SOP14-W06	Permissible Ethanol Limitations	01/11/2023
SOP14-W07	Pork cross contamination	01/11/2023
SOP14-W08	SAMPLING	01/11/2023
SOP14-W09	Ritual Cleaning work instruction for Equipment	01/11/2023
SOP14-W10	Ennumbers and Chemicals Database	01/11/2023
SOP14-W11	Fee Policy	01/11/2023
SOP14-W12	List of approved Halal Standards, Schemes and Guidelines	01/11/2023
SOP14-W13	Raw Materials Approval Process	01/11/2023
SOP14-W14	Accepted Slaughtering and Meat Processing Plants	01/11/2023
SOP14-W15	Guidelines for Customers using Halal Marks of Third Parties for Export	01/11/2023
SOP14-W16	List of Inappropriate Words for Halal Labeling	01/11/2023
SOP14-W17	Handling and Distributing of Confidential Information	01/11/2023
SOP14-W18	Halal Positive List General Materials	01/11/2023
SOP14-W19	Halal Positive List of Fragrance Material	01/11/2023
SOP14-W20	Halal Positive List of Flavor Material	01/11/2023
SOP14-W21	Halal Batch Certification	01/11/2023

38.2 Relevant Global Halal Systems Forms and Procedures

Coode	Name	Date
SOP 14-F01	Service Contract for Halal Certification	01/01/2023
SOP 14-F02	Confidentiality Agreement	01/01/2023
SOP 14-03	Halal certification Offer	01/01/2023
SOP 14-F04	Application Form and Application Review	01/01/2023
SOP 14-F05	Request for Information from Client	01/01/2023
SOP 14-F06	Audit and certification process -All in one	01/01/2023
SOP 14-F07	Raw materials and products matrix	01/01/2023
SOP 14-F08	Logo Agreement	01/01/2023
SOP 14-F09	Material-Product Declaration	01/01/2023
SOP 14-F09-1	Attachment to Declaration	01/01/2023

	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 35 of 36	

SOP 14-F10	Pork-Free Facility Declaration	01/01/2023
SOP 14-F11	Animal Feedstuff Declaration	01/01/2023
SOP 14-F15	Sampling - Test	01/01/2023
SOP 14-F16	Customer Feedback	01/01/2023
SOP14 -F12	Halal Slaughtering Records	01/01/2023
SOP14 -F13	List of Approved Slaughter Personnel	01/01/2023
SOP14 -F14	List of Halal management team	01/01/2023
SOP14 -F17	Halal Product (Meat Processing) Records	01/01/2023
SOP14 -F18	Halal Product (Manufacturing) Records	01/01/2023
SOP14 -F19	Audit Time Calculation	01/01/2023
	GHS Halal Assurance System Scheme	
	GHS Supervision Scheme	
Additional forms may apply and may be required throughout the certification cycle or initial process where necessary.		

39. Guidance and Contact

a) At Global Halal Systems, we acknowledge that the transition to this Scheme could represent a significant shift from existing practices. To support companies through this change, we offer ongoing guidance in the form of work instructions and procedures to facilitate the Scheme's implementation.


These resources can be accessed via our official website [www.globalhalalsystems.com], our E-Portal, or by request through WhatsApp or email for our existing customers. You may always call us for assistance through +48 604823732.

Should you require assistance, wish to make inquiries or lodge complaints, or if you have any questions regarding our Scheme, please feel free to contact us. You can reach us via WhatsApp or phone at +48 604823732, by email at qm@globalhalalsystems.com, or through our website www.globalhalalsystems.com.

40. Example of a Halal Factory Certificate

41. Example of Halal Shipment Certificates

42. Halal Standards Stores

	Global Halal Systems		GHS
	SOP-16 Halal Certification Scheme	SOP 16	
		Issue:01-11-2023	
		REV.01	
		Page 36 of 36	

- a) **Gulf Standardization Organisation:** www.gso.org.sa
- b) **United Arab Emirates Standards:** www.moiat.gov.ae
- c) **OIC SMIIC:** www.smiic.org
- d) **Malaysian Standards:** www.jsm.gov.my
- e) **Indonesian Standards:** www.bsn.go.id
- f) **Singapore Standards:** www.muis.gov.sg

