

Electronic Exchanges of Halaal Certificates (Halaal e-certificate)

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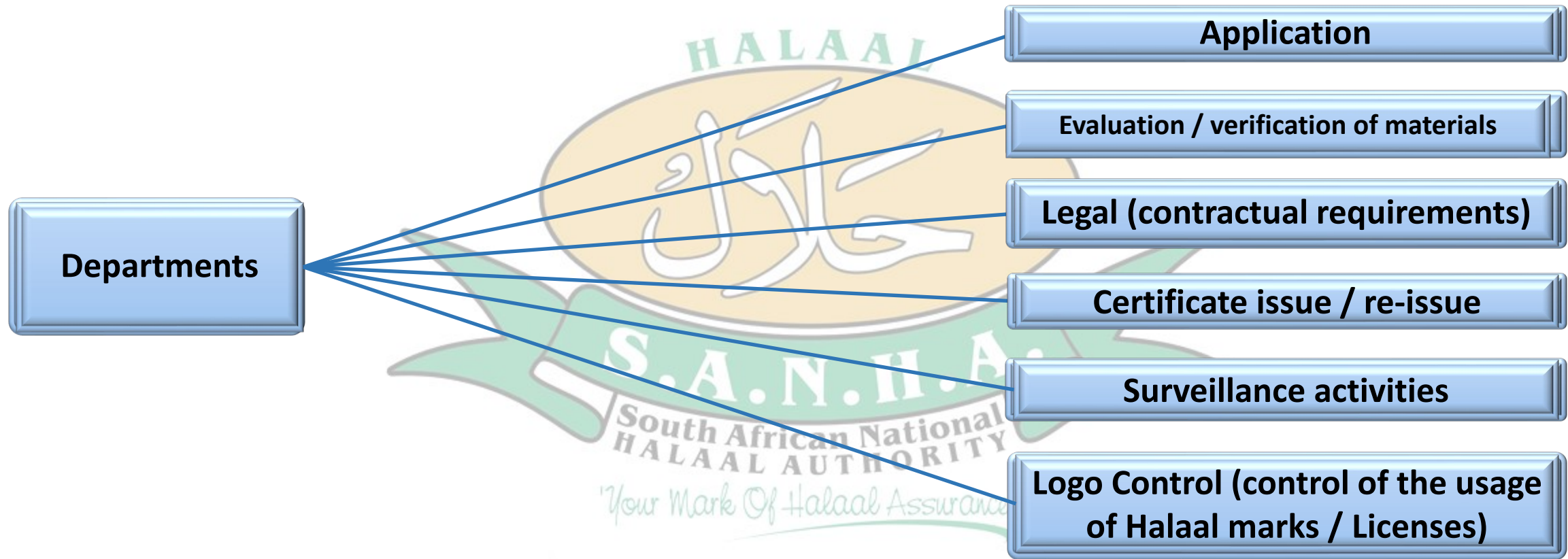
Introduction



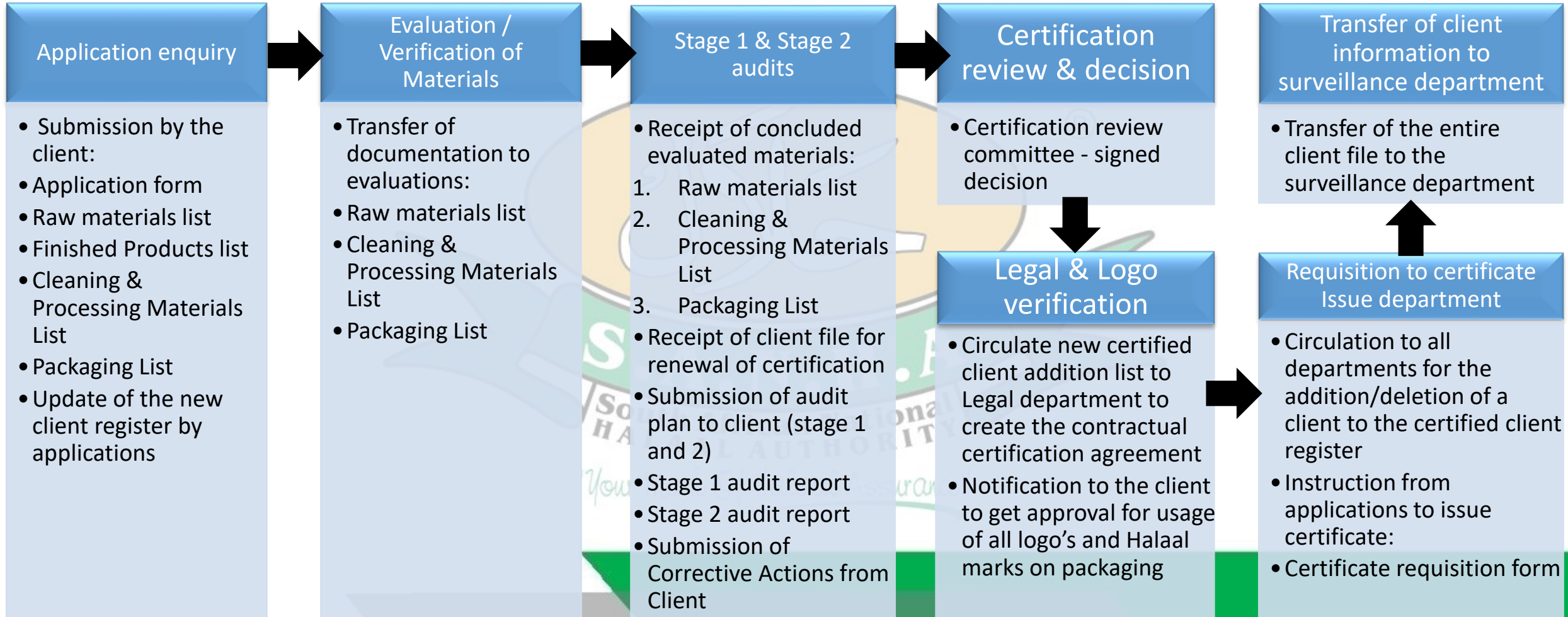
- **The process of Halaal certification requires a continuous exchange of information and documentation**
- **Critical to Identify what documentation and information is exchanged**
- **At which point of the process flow of Halaal certification does exchange occur**

Your Mark Of Halal Assurance!

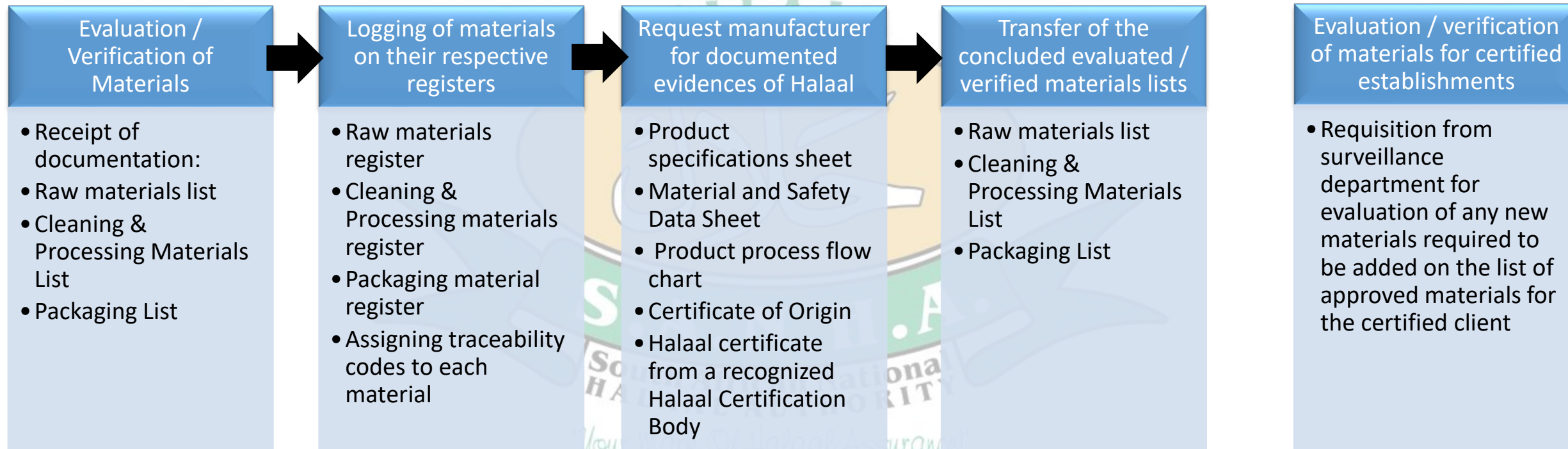
Departments integral to a Halaal Certification Body (HCB)



Mechanism of Operation: Application



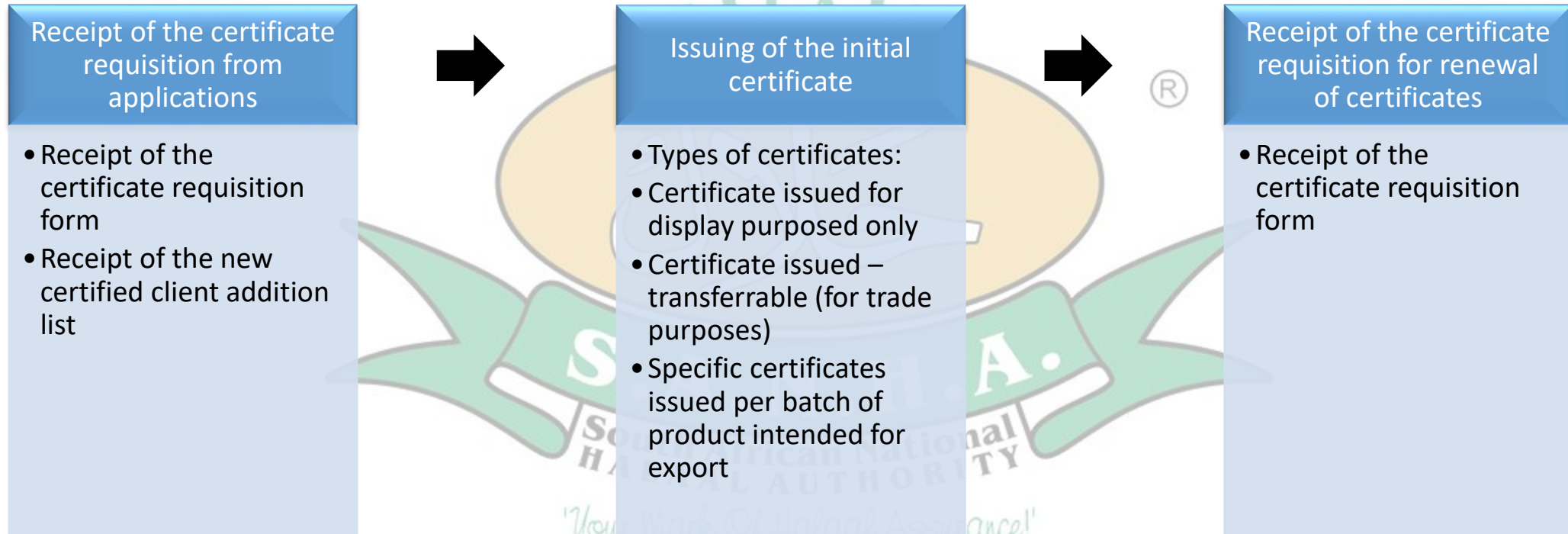
Mechanism of Operation: Evaluation / verification of Materials



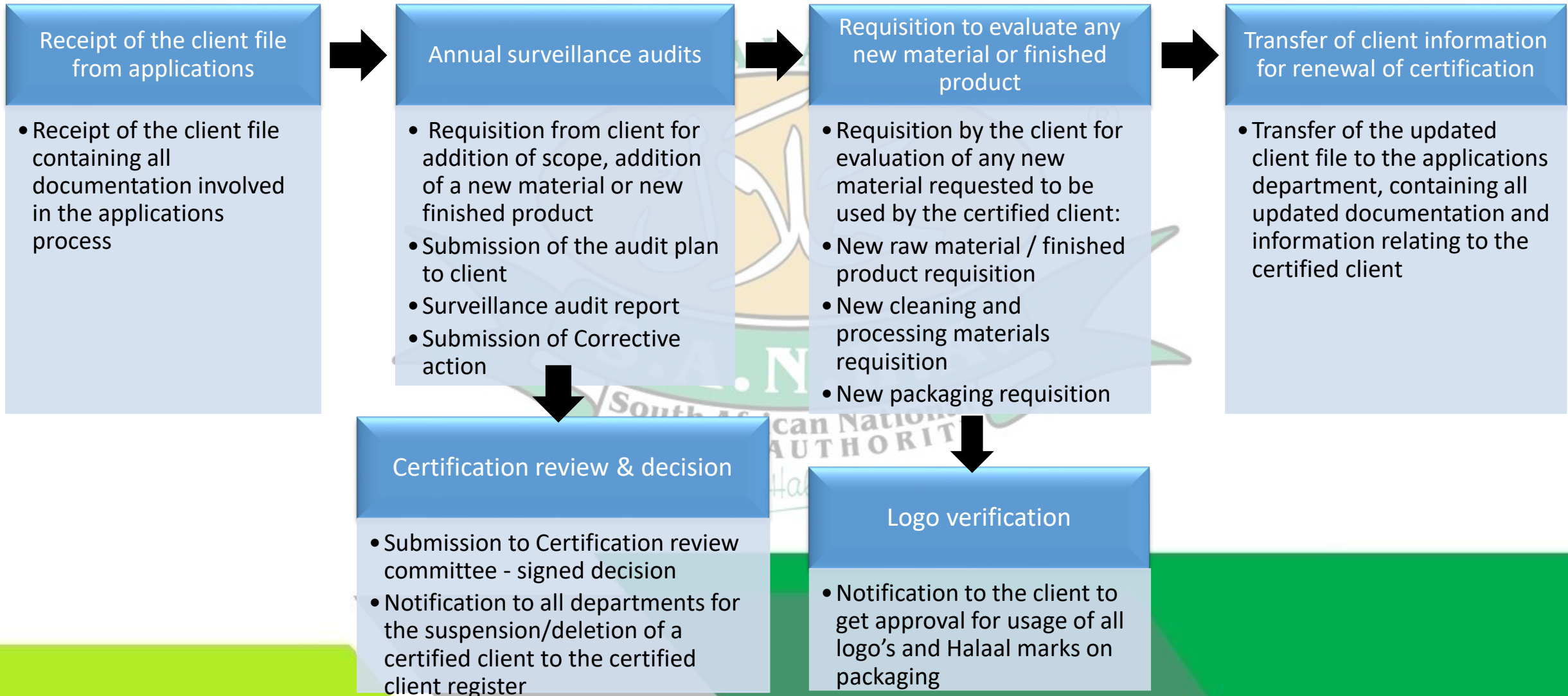
Mechanism of Operation: Legal (contractual requirements)



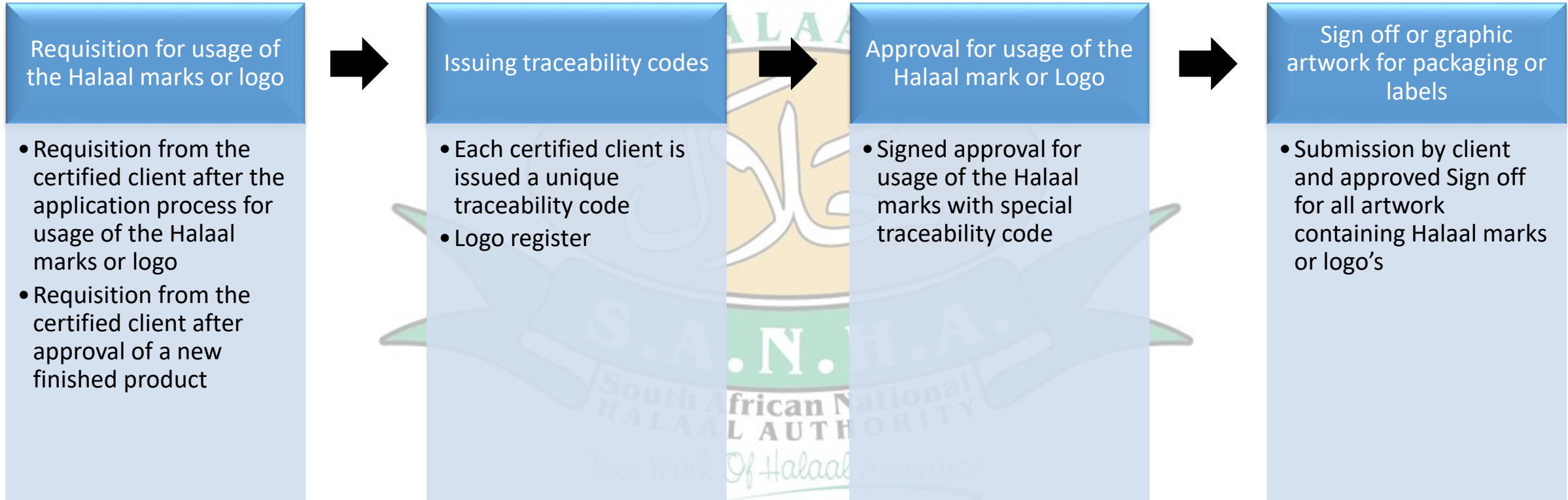
Mechanism of Operation: Certificate issue / re-issue



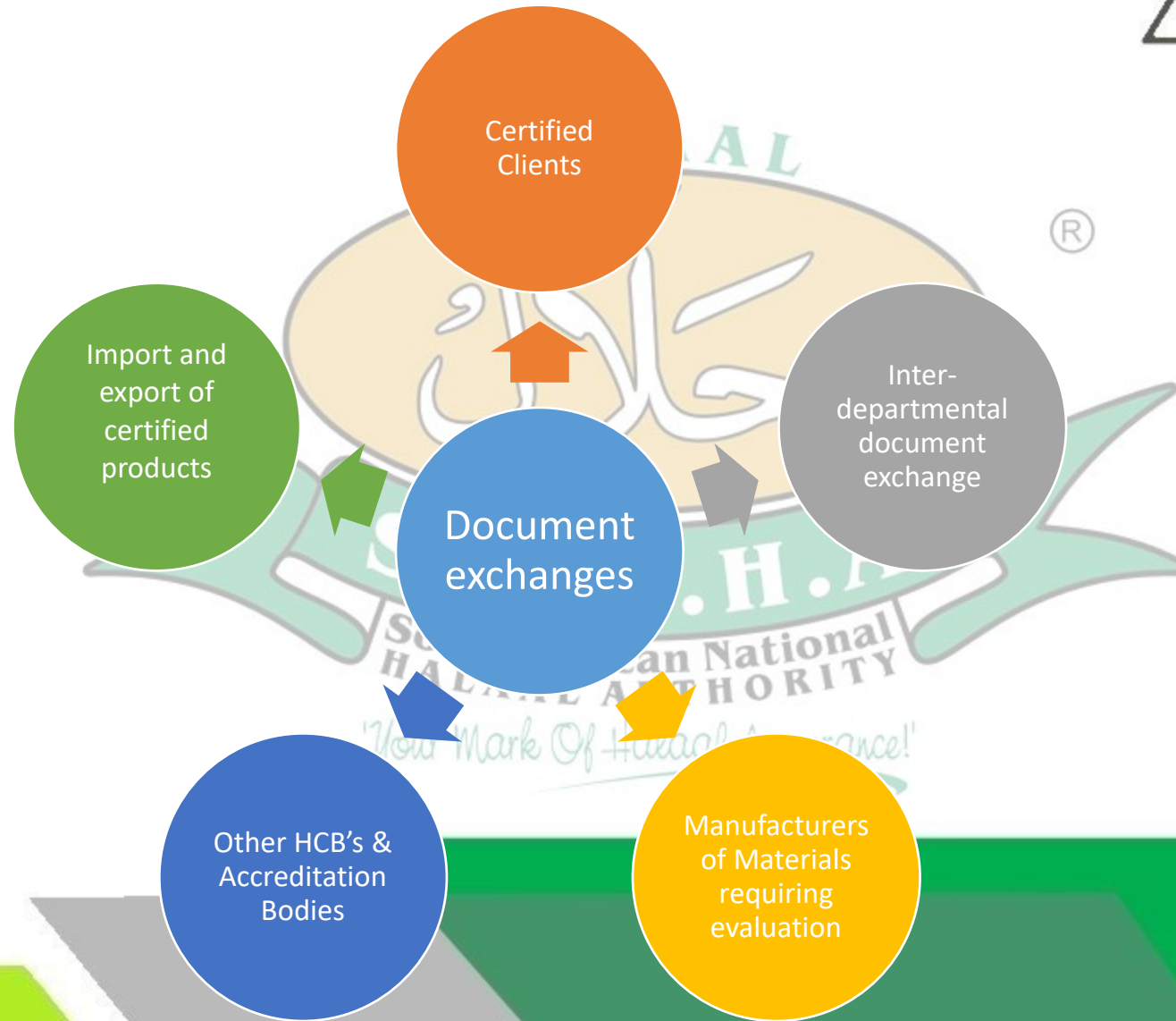
Mechanism of Operation: Surveillance activities



Mechanism of Operation: Logo control (control of the usage of Halaal marks or licenses)



Document exchange: Overview



Document exchange: Client



- **Exchange between the Client and Application departments:**

- 1) **Initial submission of:**

- a) Application form (including client company registration documents)
- b) Raw materials list
- c) Finished Products list
- d) Cleaning & Processing Materials List
- e) Packaging List .

- 2) **Stage 1 and stage 2 audit reports**

- 3) **Submission of Corrective Actions**

- 4) **Notification to the client to get approval of all logo's and Halaal marks on packaging**

- **Exchange between the Legal department and the Client:**

- 1) **Signed contractual certificate agreement**

- 2) **Signed Non-Disclosure agreement**

- **Exchange between the Client and Surveillance**

- 1) **Surveillance audit reports**

- 2) **Submission of Corrective Actions**

- 3) **Requisition for evaluation / verification of new Materials**

- **Exchange between the Client and Logo control department:**

- 1) **submission of graphic artwork for approval of usage of Halaal marks or Logo's**



Document exchange: Inter-departmental



- **Exchange between the Application and Evaluation / verification departments:**

- 1) **Submission of the forms:**

- a) Raw materials list
- b) Finished Products list
- c) Cleaning & Processing Materials List
- d) Packaging List

- **Exchange between the Application and Certification review committee:**

- 1) **Concluded documentation from evaluations / verification:**

- a) Application form
- b) Raw materials list
- c) Finished Products list
- d) Cleaning & Processing Materials List
- e) Packaging List
- f) Stage 1 & stage 2 audit reports

- **Exchange between the Application and Legal department**

- 1) **Notification to Legal department to create the contractual certification agreement**

- **Exchange between the Application and Certificate issue / re-issue**

- 1) **Certificate requisition form**

- **Exchange between the Application / Surveillance and all departments:**

- 1) **Notification to all departments for the addition/deletion of the client to the certified client register**

- **Exchange between the Evaluation / verification and manufacturers:**

1) **During the process of evaluating materials the following documentation may be required as evidences:**

- a) Product specifications sheet
- b) Material and Safety Data Sheet
- c) Product process flow chart
- d) Certificate of Origin



Document exchange: Other Halaal Certification Bodies & Accreditation Bodies



- **Exchange between the Evaluation / verification and other HCB's:**

- 1) During the process of evaluating materials the following documentation may be required as evidences:

- a) Halaal certificate for evaluation of a material from a recognized Halaal Certification Body

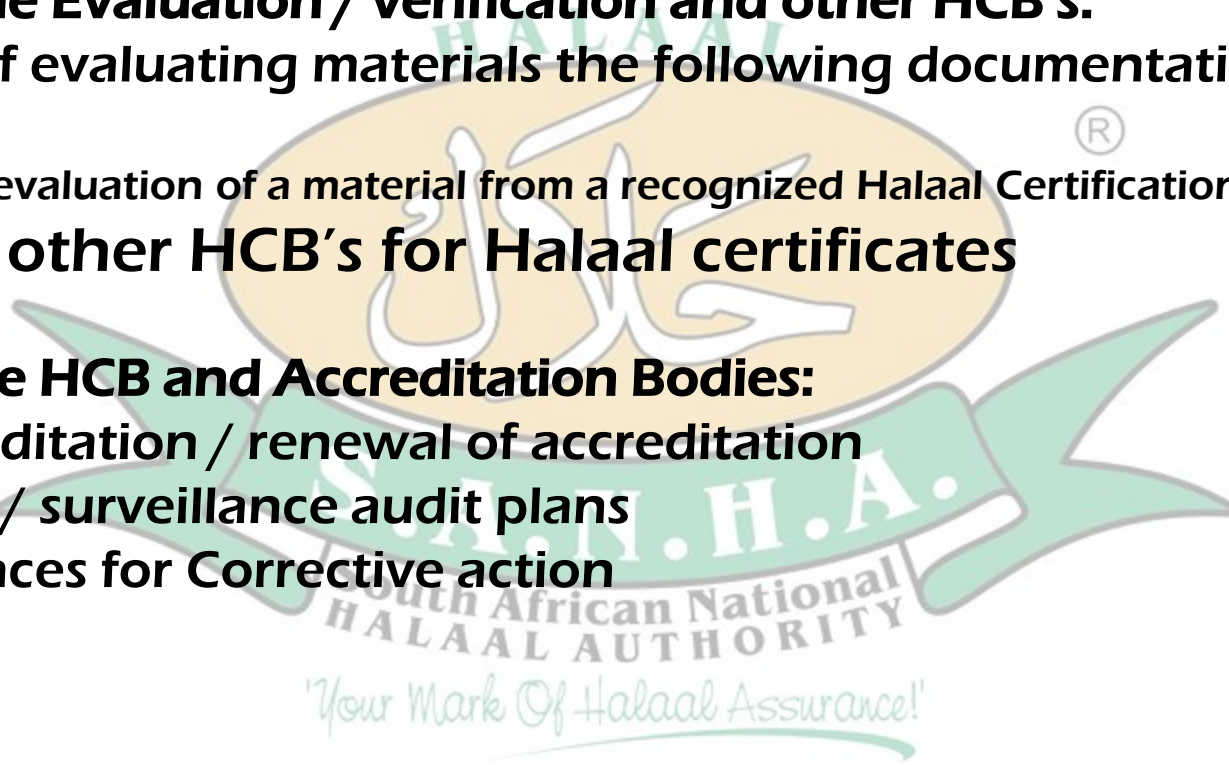
- 2) Requisition from other HCB's for Halaal certificates

- **Exchange between the HCB and Accreditation Bodies:**

- 1) Application for accreditation / renewal of accreditation

- 2) Acceptance of Audit / surveillance audit plans

- 3) Submission of evidences for Corrective action



Document exchange: Import and export of certified products



- Batch specific Halaal certificates for products intended to be exported.
- Halaal certificates for products or materials required for import purposes
- Evidence documentation from the country of origin for products or materials required to be imported:
 - a) Department of agriculture certificate from country of origin (for meat or meat derivative products only)
 - b) Invoices for imported products
 - c) Waybill documentation (for traceability)
 - d) Product specifications sheet
 - e) Material and Safety Data Sheet
 - f) Product process flow chart
 - g) Certificate of Origin



- **Lack of understanding for the reason behind the HCB requirements & documentation:**
 - a) **Clients generally look for simplified documentation.**
 - b) **a Raw material requisition form may require the client to supply all details of a manufacturer, which may be deemed as excessive**
 - c) **Clients may disagree with specific clauses in legal documentation, such as the contractual certification agreement**
- **Possible duplication of information submission from the client**
- **Not receiving prompt responses: from the both parties**
 - a) **Could result in delay of New Product Development projects**
- **Communication with the certified client: clear explanations with the certified client generally assists in alleviating these issues**

Challenges: Accreditation Bodies



- **Adhering to the requirements specific to each Accreditation Body**
 - a) **Accreditation symbols**
 - b) **This may require the HCB to have multiple certificates for each client,**
- **Time consuming:**
 - **Accessibility of documentation**
 - **Submission of documentation**
 - **Verification of documentation**



Challenges: Exchange of documentation with other HCB's



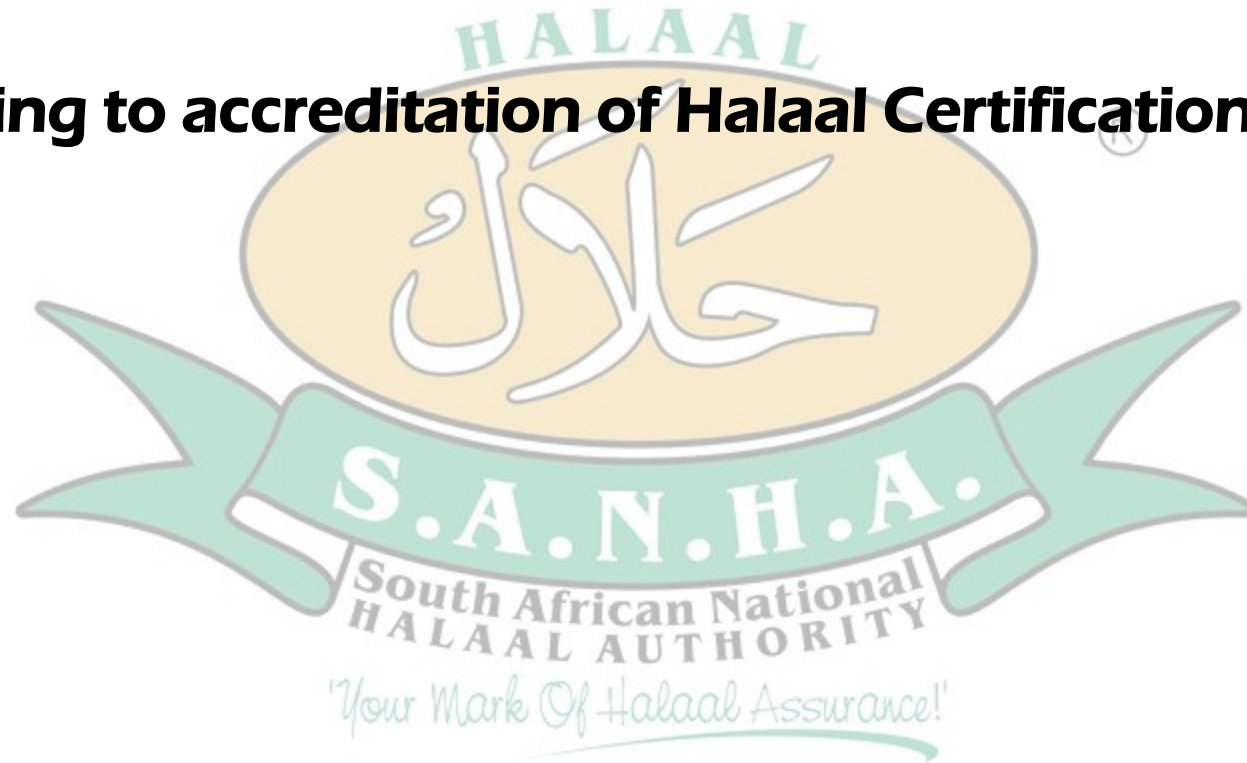
- **Language barrier**
- **Terminologies used by each HCB**
- **Integrity of the HCB relating to systems and procedures for approval of Halaal**
- **Formatting of the document: should be in conformance with the minimum requirement of the Halaal standards**
 - a) **Number of signatures of a Halaal certificate**
 - b) **Date of issue and date of expiry**
 - c) **Duration of the certification period**

International standards relating to Halaal Certification Bodies (HCB)



- **Standards relating to accreditation of Halaal Certification Bodies:**

- 1) **GSO 2055-2**
 - a) ISO 17065
 - b) ISO 17025
 - c) ISO 19011
- 2) **MS 1500**
- 3) **OIC/SMIIC 2**



Conversion to a paperless system



- Halaal certification process is governed by the requirements of the Quality Management system of the HCB
- Halaal e-certification system should ensure continuous compliance of all relevant standards
 - 1) variations between each standards
- Structure: User based interface
- each user will only see information that they are privileged to see
 - 1) A specific interface should be designed for each department
 - 2) Restricted access to sensitive information.
- Identify Input and Output of Data:
- Data integrity and Security:
 - 1) Confidentiality of Intellectual property
- Flexibility within the software:
 - 1) Ability to adapt software to adhere to local government rules and regulations
 - 2) Ability to adapt software to adhere to the specific requirements of each Accreditation Body

Shukran
Thank You for your attention

