SUMMARY

1. Definitions

Technological adjuvants: these are substances or materials, excluding equipment or utensils, that are not consumed, by themselves, as ingredients and that are intentionally used in processing.

Halal : Lawful action or product permitted in Islam.

Haram : It is the opposite of Halal, that is, illicit, prohibited in Islam.

Materials : general term used to indicate raw materials, packaging materials, ingredients, additives, technological adjuvants, cleaning materials and lubricants.

Najs : means impurity, dirt. Something contaminated by a Haram product or material.

Halal critical control point : Stage at which an essential control must be applied to prevent or eliminate a hazard to the Halal status of the product.

Halal control point : Step or procedure in Halal production at which control can be applied and, as a result, the risk of contamination of the Halal product can be avoided or eliminated.

Genetically modified products (GMP): Products containing DNA from another living species such as a plant, animal or microorganism.

2. Introduction

This scheme aims to implement Halal requirements in (scheme type) organizations and implement the Halal management system.

The Halal Management System (HMS) is designed, implemented and maintained with the aim of regulating materials, production processes, products, resources and procedures in order to maintain the continuity of the Halal production process. The implementation of the Halal Management System criteria is a mandatory requirement in the Halal certification process.

3. Requested documents

To begin the audit process, the organization must send the following documents to the certification body, as per the list below:

3.1 Folder 1 – Legal Documents
a) CNPJ card;
b) Registration with SIF or equivalent;
c) Registration with the Ministry of Health or equivalent (when applicable)
d) Fire Department Inspection Report (AVCB)
e) Operating license;
f) Descriptive report of the facilities;
g) Company registration data – form containing the company's registration data in addition to the number of employees, shifts, production capacity, and factory production lines.
h) Environmental license
i) Evidence of disposal of waste of environmental interest
j) Evidence from the internal accident prevention committee - CIPA (When applicable)
k) Technical Responsibility Note (ART)

l)   Army Controlled Products License (where applicable)

3.2   Folder 2 – Materials

a)   "FORM 090 - Raw material and input spreadsheet for Halal products - Traceability and validation of origin" duly completed.

b)   Halal certificate for all inputs of animal origin, and Halal certificate or proof of origin (Technical sheet, MSDS, SDS, Product descriptive report, Composition declaration) for all inputs of origins other than animal, contained in the form above.

c)   Technical file of the final products included in the certification scope, containing their composition.

d)   Composition of feed – to ensure that it is not made up of illicit products.

3.3   Folder 3 – Halal management system

a)   Halal Policy

b)   Halal Procedures

c)   Evaluation of suppliers with Halal requirements

d)   Hazard analysis and Halal critical control points (HCP and PCCH),

e)   Halal internal audit,

f)   Halal Committee

3.4   Folder 4 – Quality Assurance

a)   Programs - Animal Welfare, GMP and HACCP.

b)   Standard Operating Procedure (SOP) or Pre-Operational Requirements Programs (PPRO)

c)   Sketch of packaging (primary, secondary, tertiary…) and labels of products within the scope of certification.

These documents must be updated with CDIAL Halal before scheduling the Phase 2 audit, if there is a change in scope or updating of documents by the organization.

After the document analysis, CDIAL Halal determines whether the unit is prepared for the Phase 2 Audit. If so, the Audit Plan will be sent to the unit, which is a document containing information on the certification scope, category, objective, standards and reference documents, stage, date of the audit, audit team and the audit schedule.

Note: If necessary, additional documents may be requested during Phase 2.

4.   Halal Management System (HMS)

The Halal management system **must** be implemented prior to the initial certification audit and maintained, with the aim of managing the inputs used in production, production processes, products, human resources and procedures in accordance with the established Halal requirements. In other words, it is like a quality management system, traditionally applied in industries, with the addition of the following mandatory items:

4.1 Halal Policy

Halal policy is a documented statement of the organization's commitment to implement Halal throughout the organization, use Halal materials, process and produce Halal products in accordance with Halal certification requirements on an ongoing and consistent basis. The organization's Halal policy includes the commitment to take the following actions:

a) Provide human resources and facilities to assist in the implementation of the Halal Production Process;

b) Comply with the requirements relating to the Halal Product Assurance Administration;

c) Use Halal materials and implement the Halal Production Process in accordance with the requirements;

d) Ensure that the established Halal policy is understood and implemented by all personnel within the organization;

e) Communicate the Halal policy to all stakeholders *;* and

f) Implement Halal policy consistently.

4.2 Halal Committee

Senior management must appoint an internal Halal committee consisting of a multidisciplinary team (including representatives from management, quality assurance/quality control, production, R&D, purchasing, inventory/storage) with defined functions and skills, responsible for creating and monitoring the company's Halal procedures. Meetings must be held as needed, with at least two meetings per year, and there must be an agenda to discuss Halal, generating auditable records.

The organization must ensure the availability of resources necessary for the development, implementation and continuous improvement of the Halal Product Assurance System;

Committee members must be trained by a competent body in Islamic religious requirements.

Duties and responsibilities of the Halal Committee:

a) Monitor the organization's Halal Production Process;

b) Determine corrective and preventive actions;

c) Implement the Halal Management System.

d) Establish a Halal Production Process plan;

e) Implement risk management control of the Halal Production Process (PCH and PCCH);

f) Propose replacement of materials;

g) Propose the interruption of production or establish measures to ensure that products that do not meet the provisions of the Halal Production Process are not destined for the Halal market;

h) Hold meetings on the implementation and monitoring of the Halal Production Process;

i) Show the evidence and provide correct information during the Halal Auditor inspection process.

4.3 Halal Training

The organization must carry out training and/or capacity building in the field of Halal Assurance. The training must be carried out according to the needs of the organization, as per the following actions:

a) Train personnel involved in the Halal Production Process as required.

b) Maintain training records (Training material, attendance list, certificate and other possible evidence).

c) Evaluation of Halal training should be carried out to measure its level of understanding and effectiveness.

4.4 Halal Procedure

Documents that describe how Halal production occurs, its means of control and guarantee of Halal status, specific to the Halal production process. These procedures must include all activities related to Halal production, such as: approval of suppliers, receipt of inputs, production, sanitation of facilities and machinery, handling and storage of inputs and products – intermediate and final, transportation and flow of people integrated into the company's process.

The Halal procedure is created by Organizations when implementing the Halal Management System.

a) The organization shall have documented information on the implementation of the Halal Product Assurance System as described in the Halal Manual;

b) The organization shall maintain records of evidence of the implementation of the requirements of the Halal Product Assurance System; and

c) The organization must prepare a Halal manual that is in accordance with the industrial scale, organizational structure, scope, production process stages, risk level, etc., in accordance with the guidelines and provisions of the Halal CDIAL.

4.5 Halal Internal Audit

Internal auditors must be impartial, trained by a competent entity in technical (ISO 19011) and Halal requirements.

a) The organization must conduct internal audits at least once a year to monitor the implementation of the Halal Management System or when there are changes that may affect the Halal status of the product, such as changes in management, policy, formulation, material and process;

b) The organization must have procedures for internal audits;

c) The organization shall maintain evidence of the implementation of internal audits; and

d) The organization must present the results of internal audits to the Halal Certification Body during audits scheduled in the cycle.

e) The organization must inform the list of ingredients and Halal Production Process every 6 (six) months to the Organizing Body for Halal Product Guarantee.

The Halal internal audit must generate a report and checklist containing a description of everything that was audited, as well as the internal auditor's conclusions and recommendations. In the event of non-conformities, an Action Plan must also be generated to monitor the handling of non-conformities.

4.6 Halal Control Points and Critical Control Points (HCP and HCP)

Process steps that directly affect the Halal classification of the product. These points must be defined and monitored more frequently and critically.

5. Material requirements

Materials are items to make or produce a product as required in the Halal Management System, which include:

a) raw materials;

b) additives;

c) Technology Supporting;

d) packaging, lubricants, greases, disinfectants that come into direct contact with materials or products;

e) Technology adjuvants intended for cleaning that come into direct contact with production facilities intended for the production of products; and

f) means of validating the results of cleaning facilities that come into direct contact with materials or products.

These materials originating from animals, plants, microorganisms, materials produced through chemical processes, biological processes or genetic engineering processes can be classified into two categories:

a) Materials with mandatory Halal certification; and

b) Recommended Halal certified materials.

The organization must guarantee the Halal status of the inputs.

For inputs that are not of animal origin, the Halal certificate is recommended but not mandatory. However, these inputs must undergo a supplier assessment, carried out by the company itself, considering Halal items, according to the CDIAL Halal raw material validation policy – P003, proving that this input is not produced in the same place as Haram (Non-Halal) products, and a technical file with complete qualitative composition in order to ensure that there are no contaminants in the products.

In the case of inputs of animal origin (with the exception of milk and eggs), these must have valid Halal certification.

If there are inputs that do not meet Halal requirements, these must be segregated from those that are Halal and it must be ensured that they are not used in Halal production.

Note: Only certificates recognized by Halal authorities are accepted.

6. General processing requirements

Product hygiene, sanitation and safety are prerequisites in Halal processing. Products must be prepared, processed, packed, transported and stored in accordance with relevant hygiene and sanitation standards or regulations.

At all stages of production, in addition to complying with good manufacturing and handling practices, it is necessary to comply with Halal requirements – there must be no mixing of Halal inputs and inputs with a questionable Halal classification, as described below.

6.1 Halal Product

It is the product that can be consumed by a Muslim. This means that:

● It was manufactured with Islamic values and principles, therefore, this product is considered safe, beneficial and suitable for consumption;

● It does not contain anything unlawful (Haram), nor has it been manufactured/processed with any unlawful materials;

● Islamic concepts, principles and values were implemented throughout the production chain, from the selection of materials used, processing, handling, packaging, storage, transportation, display and even the preparation service.

6.2 Haram Products

● Alcoholic Beverages – Inebriants and their derivatives

- Genetic modifications using any Haram species

- Blood and derivatives

- Any Haram animal derivatives such as enzymes or lubricants

- Any substances that are toxic or harmful to health.

- Products extracted from humans, such as L-cysteine

- Narcotic Substances

- Animals not slaughtered in a Halal manner

- Products that are in packaging that does not meet Islamic requirements.

- Products that have names that do not meet Islamic requirements.

6.3   Prohibited Animals

- Pig and Wild Boar;

- Puppies from the crossbreeding of a Haram species with a Halal species (Mule/Donkey);

- Insects, Larvae and Pests – with the exception of Grasshoppers;

- Reptiles – with the exception of the Lizard;

- Amphibians;

- Rodents and Mustelids;

- Bats;

- Non-aquatic gastropods;

- Carnivorous predators;

- Animals that have large claws or canines;

- Animals that are already dead;

6.4   Najs

Najs according to Shariah law are:

- Dogs, pigs and their descendants or derivatives;

- Halal food contaminated with non-halal materials;

- Halal foods that come into direct contact with non-halal materials;

- Any animal fluid, such as urine, blood, vomit, pus, excrement, and placenta;

- Carrion or halal animals that are not slaughtered in accordance with Shariah law and fatwa, except for aquatic animals and certain insects; and

- Khamr (liquor or any liquid that intoxicates and is prohibited according to Shariah law and fatwa): food or drinks that contain or are mixed with khamr.

6.5   Halal product processing location, area and equipment

a) The organization must segregate the locations, areas and equipment for processing Halal products from the locations, areas and equipment for processing non-Halal products.

b) The organization must maintain the cleanliness and hygiene of the production process, ensuring that it is free from impurities and non-halal materials.

c) The organization must segregate the following areas of processing Halal and non-halal products:

I. Material storage;

II. Weighing of material;

III. Mixing ingredients;

IV. Product molding;

V. Product processing;

VI. And/or other processes that affect product processing.

d) The organization must segregate Halal and non-Halal product processing equipment as follows:

I. Not using processing equipment interchangeably with equipment used in the processing of non-halal products;

II. Have separate storage areas for Halal and non-Halal equipment.

6.6 Halal product storage location and equipment

a) The organization must segregate storage areas for Halal and non-halal products as follows:

I. Material receiving area;

II. Post-processing product receiving area; and

III. Storage facilities for materials and products.

b) The organization must segregate storage equipment for Halal and non-halal products in accordance with the following provisions:

I. Not using storage equipment interchangeably with equipment used for storing non-halal products;

II. Featuring separate storage areas for Halal and non-halal instruments.

6.7 Halal product packaging site and equipment

a) The organization shall ensure that:

I. The packaging material is free from any non-Halal material.

II. Packaging material is not prepared or manufactured by equipment that is contaminated with non-Halal material during preparation, storage or transportation.

III. Packaging material is physically segregated in its storage from any other non-Halal materials.

IV. The packaging material does not contain any material that is considered harmful to human health.

6.8 Halal product distribution location and equipment

a) The organization must segregate the distribution areas of Halal and non-halal products as follows:

I. Ensuring the means of transportation from storage areas to product distribution equipment; and

II. Means of transport for product distribution.

b) The organization must segregate the equipment used to distribute Halal and non-halal products as follows:

I. Not using distribution equipment interchangeably with that used in the distribution of non-halal products;

II. Segregating cleaning instruments from Halal and non-halal distribution equipment;

III. Segregating maintenance instruments for Halal and non-halal distribution equipment; and

IV. Segregating storage areas for Halal and non-Halal distribution equipment.

6.9   Requirements by process steps

To facilitate the description of requirements, the production process was divided into stages, as per the following table:

Warehouse layout

All facilities, such as process locations, storage areas and social areas, must be represented in the plant layout.

The construction and layout must allow for adequate maintenance and cleaning.

The layout should include the following items:

- Areas where accidental cross-contamination of in-process and finished products by raw materials, chemicals, additives, lubricants, packaging, pallets and containers may occur.
- The routing of input materials, intermediate materials, finished products and personnel.
- Areas and facilities for personal use;
- Other facilities such as quarantine area, receiving areas, storage areas, sanitary facilities, pest control stations, waste disposal areas and lighting.

The design and layout of the facilities must allow for good hygiene practices, including protection of goods and/or cargo from cross-contamination, between and during operations, the warehouse layout and construction must be made of durable materials and allow for adequate maintenance and cleaning.

The appropriate feeding area must be kept in good condition and prevent access by pests.

Retail condition

The organization shall ensure that effective management systems and controls are in place to demonstrate and prove compliance with Halal requirements. In addition, adequate records shall be available to demonstrate compliance with any legal conditions relevant to the nature of the warehouse and its related activities.

Retail activities

- Typical retail activities include the following:
- Supplier monitoring;
- Identification and separation of non-Halal products and/or goods;
- Goods received subject to integrity checks;
- Unloading of products and/or goods to the storage location;
- Purification, sorting and repackaging of products and/or goods;
- Storage of frozen and refrigerated products and/or goods;
- Storage in the anteroom (for environmental products and/or goods);
- Maintaining the integrity of the cold chain;
- Stocking and replenishing the shelf and merchandising area
- Customer navigation and selection of products and/or goods;
- Transfer of customer products and/or goods by carts and baskets;
- Checkout counter activities.

The requirements apply to:

a) Temperature;

b) Humidity;

c) Air pressure;

d) Controlled environment;

e) Power outage;

f) Loading;

g) Orientation and separation of goods.

The facilities must be adequate and ensure that the integrity of the products, goods and/or cargo received is not compromised, deteriorated or suffered loss or damage during storage periods.

The Organization shall provide adequate means to handle the entry and exit of products and goods to maintain the integrity of Halal principles.

Flowcharts

The organization shall prepare a complete process flowchart that encompasses the Halal system risk management plan and shall provide the organization with a schematic view of the process and provide a basis for assessing the possibility of emergence or increase in potential contamination.

Flowcharts should be clear, accurate and sufficiently detailed. Flowcharts should include the following:

- Sequence and interaction of all stages of the process.
- Where incoming, outgoing and intermediate goods enter the flow;
- Where there is handling of goods.
- Halal system control points.

The flowcharts must be verified on-site by the Halal system committee and kept as records.

Supplier evaluation

The company must establish criteria for evaluating suppliers and maintain records to ensure that all goods are free from anything that is contrary to Halal, and are free from najassah that are prohibited by Islamic Law.

Note: The certification body must be informed in the event of a change of suppliers.

Storage / Stock

During the storage/stocking stage of Halal products, the company must ensure that no contamination occurs that could alter the Halal status of the goods. Therefore, it is important that this type of product has an exclusive and properly identified space. If the need is assessed, exclusive and identified equipment such as pallets and forklifts can be used.

When storing/stocking food products, other requirements must be followed, namely:

- They should not be stored together with other types of products in the same chamber.
- The internal temperatures of the cooling chambers must be between 1ºC and 10ºC. In the freezing chambers, the frozen products or goods must be at a temperature of -18ºC. An increase in the temperature of the product will be tolerated for short periods, but the temperature must never be higher than -15°C.
- Each chamber should have a continuous record of temperature. Records should be kept for a sufficient period of time for reference.

- The chambers must have a thermometer that can be measured from the outside of the chamber, so that recordings can be made without having to open the door.
- The chambers must have instruments to control relative air humidity.
- There must be sufficient space between pallets for air circulation. Products cannot be placed directly on the floor and pallets cannot have direct contact with the wall. A distance of 45 cm is preferable.
- Corridors within chambers must not be used as storage areas.

Note: Food products that have been thawed should not be refrozen or kept refrigerated.

Shipping / Traceability

Information regarding the preparation, loading, storage, security and shipping of all packaged products must be available to the team responsible for the product shipping stage.

Records must include loading information, loading sequence, delivery time, product documentation and identification, product traceability, and shipping details.

6.10 Halal Critical Points

Defining Halal critical points is a very important step for Halal certification, since defining these points will help in controlling the guarantee of the Halal product.

The methodology used to determine these points is very similar to the HACCP Plan, which is based on the analysis of all production stages, defining, identifying, evaluating and controlling significant hazards to Halal.

We divide the points into:

- PCH – Halal Control Point;
- PCCH – Halal Critical Control Point;

PCCHs are the points that directly affect the Halal status of the product and must be monitored more frequently and critically.

Some possible PCCHs are:

- Supplier evaluation;
- Receipt;
- Storage;
- Expedition.

The PCC and PCCH must be raised and defined by the company, according to a study carried out, evaluating all stages of the process in accordance with the regulations and this scheme.

7. Normative references

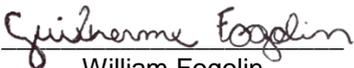This certification scheme includes some of the regulatory requirements:

- GSO 2470:2015 Halal food - Management system requirements for retail.
- GSO 323: 1994 General requirements for the transport and storage of chilled and frozen foods.
- GSO 2469/2015 (E) Halal food - Management system requirements for storage and related activities.
- GSO 2468:2015 Halal food - Management system requirements for transportation of goods and/or cargo chain services.

- GSO - 2055-1 Halal Products - Part 1: General Requirements for Halal Foods.
- GSO 1694:2005 General Principles of Food Hygiene
- GSO 9:2022 Labeling of Prepackaged Foods

These standards can be purchased from the following website: https://www.gso.org.sa/en/standards/ .

Furthermore, the requirements are also based on the Fatwas of the international council: Fiqh Academy, which can be consulted on the following website: https://iifa-aifi.org/en/statements .

Preparation	**Revision**	**Approval**
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