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 Halal management system .

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) Fire Department Inspection Report (AVCB)
d) Operating license;
e) Descriptive report of the facilities;
f) Company registration data – form containing the company's registration data in addition to the number of employees, shifts, production capacity, and factory production lines.
g) Environmental license
h) Evidence of disposal of waste of environmental interest
i) Evidence from the internal accident prevention committee - CIPA (When applicable)
j) Technical Responsibility Note (ART)
k) License for products controlled by the army (When 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 Halal management system

a) Halal Policy
b) Halal Procedures
c) Supplier evaluation with requirements Halal
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) 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)

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 already 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) Halal Product Assurance Administration ;
c) Use Halal materials and implement the Halal Production Process in accordance with the requirements;
d) Halal policy is understood and implemented by all personnel within the organization;
e) Halal policy to all stakeholders ; and
f) Halal policy consistently.

4.2 Halal Committee

Top 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 an agenda to discuss Halal issues , generating auditable records.

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) Halal Production Process ;
b) Determine corrective and preventive actions;
c) Halal Management System .
d) 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) Halal Production Process ;
i) 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.

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

a) Halal Product Assurance System as described in the Halal Manual ;
b) 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 CDIAL Halal .

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) 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

Halal Management System , which include:

a) materials ;
b) additives ;
c) Technology Supporting Agents;
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) 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.

Halal precepts , 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

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
- 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) 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. The 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. 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:

Supplier and purchasing evaluation

The company must establish criteria for evaluating suppliers and maintain records to ensure that all ingredients, additives and processing/production inputs are free from anything that is contrary to Halal . They must be free from Najassah which are prohibited by Islamic Law.

Specifications for raw materials to be purchased must take into account the inherent variability of these products and the requirements for specific controls to ensure that Halal products are free from anything that is harmful to human health, including toxic substances and pollutants/contaminants from various sources.

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

Receiving and storage of raw materials and packaging materials

The following points should be considered when receiving raw material;

- The order, delivery note and materials delivered must match.
- The integrity of the transport containers for raw materials and packaging materials must be visually checked. If necessary, additional checks of transport data must be carried out.
- Containers of raw materials and packaging materials must be labeled to identify the material and batch information.
- Raw materials and packaging materials that present defects that may affect the quality of the product must be kept pending a decision.
- Raw materials and packaging materials must be appropriately identified according to their status, such as accepted, rejected or quarantined. Other systems may replace this physical identification system, provided they are effective.

Storage of raw materials and packaging material

The following points should be considered and met;

- Storage conditions must be appropriate for each raw material and packaging material.
- Raw materials and packaging materials must be stored and handled in a manner appropriate to their characteristics.
- Containers of raw materials and packaging materials should be closed and stored away from the floor.
- When raw materials and packaging materials are repackaged , they must carry the same origin labeling.
- When raw materials and packaging materials are quarantined or rejected, they must be stored at their respective physical locations or using any other system that provides the same level of assurance.
- Measures should be established to ensure inventory turnover. Except in special circumstances, inventory rotation should ensure that the oldest released inventory is used first.
- There must be clear and effective separation between non- Halal and Halal products at all stages of the supply chain to avoid cross-contamination.

Production

The company must ensure that:

- The procedures implemented at all stages of the supply chain, such as preparation, processing, production, packaging, product labeling and explanatory information, marketing, transportation, distribution, storage, display, service provision and other operations, meet Halal requirements .
- part(s) of animals and/or plants of endangered species of wild fauna and flora as specified by the Convention is prohibited . of International Trade in Endangered Species of Wild Fauna and Flora (CITES).
- The use of physically or chemically treated agricultural ingredients of Halal origin is permitted , provided they are not exposed to Najassah at any stage of the entire production process.
- Ethyl Alcohol (Ethanol) can be used as an adjuvant in the production process (solvent or additive) or in the product, as long as the source is not an alcoholic beverage.
- The use of Genetically Modified Organisms that have their modified gene coming from:
    - Human beings;
    - Halal source ;
    - Taken from various organisms of which one of them is non- Halal ;
- The use of all microorganisms such as bacteria, fungi and yeasts in products is prohibited if:
    - are toxic/harmful to health;
    - are inoculated in non- Halal medium or;
    - that have some non- Halal component in their composition .

Note: For laboratory analysis this requirement is not applicable.

- The equipment, production lines and auxiliary materials used throughout the production process must be clean, hygienic and not contaminated or produced with any non- Halal material .
- Both in cleaning and maintenance of equipment, the use of any oils, greases, cleaning liquids or disinfectants that are inappropriate and may contain non- Halal components is prohibited .
- If impurities are present, they must not exceed the following limits: Lead: 10 ppm , Arsenic: 3 ppm , Cadmium: 3 ppm , Mercury : 1 ppm , Antimony: 5 ppm , 1,4- Dioxane : 10 ppm .
- Only those UV Filters mentioned in Regulation (EC) No. 1223/2009 of the European Parliament and of the Council must be used. Parliament and of the Council .
- No 1223/2009 of the European Parliament and of the Council must be used. Parliament and of the Council .
- Prohibited and restricted substances according to Regulation (EC) No. 1223/2009 of the European Parliament and of the Council .

Good manufacturing practices

At each stage of a manufacturing operation, steps must be taken to produce a finished product that meets defined characteristics.

- Availability of relevant documents.
    - Relevant documentation must be available at each stage of manufacturing operations.
    - Manufacturing operations must be carried out in accordance with manufacturing documentation, including appropriate equipment; product formula; list of all raw materials

identified in accordance with relevant documents, indicating batch numbers and quantities; detailed manufacturing operations for each step, such as addition of raw materials, temperatures, mixing times, sampling, cleaning and, if necessary, sanitization of equipment and transfer of bulk products.

- Verify before starting the manufacturing process that all relevant documentation for the manufacturing operations is available, all raw materials are available and released, suitable equipment is available for use, in good working order, clean and, if necessary, sanitized and cleaning of the area has been carried out to avoid mixing with materials from previous operations.
- Identification of operations in process.
    - According to the formula, all raw materials must be measured or weighed, in clean and suitable containers, labeled with appropriate identification or directly into the equipment used for manufacturing.
    - At each stage, it must be possible to identify key equipment, raw material containers and bulk product containers.
    - The identification of containers of bulk products must indicate the name or identification code, batch number and storage conditions when such information is critical to ensuring product quality.
- Control in the process.
    - In-process controls and their acceptance criteria must be defined.
    - In-process controls must be performed according to a defined program.
    - Any results outside the acceptance criteria must be reported and properly investigated.

Bottling/Packaging and Labeling

During each stage of the packaging operation, measures must be taken to ensure that the finished product meets the defined characteristics.

- Packaging operations must be carried out in accordance with packaging documentation, including appropriate equipment, a list of packaging materials defined for the intended finished product, and detailed packaging operations such as filling, closing, labeling, and coding.
- At any stage of the process, it must be possible to identify the packaging line with its name or identification code, the name or identification code of the finished product and the batch number.
- If used, online control equipment must be checked regularly according to a defined program.
- Process controls and their acceptance criteria must be defined and implemented according to a defined program. Any results outside the acceptance criteria must be reported and appropriately investigated.
- If packaging materials remain unused after packaging operations and are intended and considered acceptable for return to inventory, their containers must be closed and properly identified.

The company must ensure that:

- All products contain information regarding the product name and brand name, name and address of the manufacturer or distributor, the name and address must be sufficient to identify the company,

country of origin of the products. If two or more countries are involved in the production of a product, the origin is obtained by the country where the economically justified processing was carried out. When two or more countries have the same production cost of the product, a country that carried out the last manufacturing process of the product obtains the origin.

- The function of the product is clearly printed on the primary packaging and the secondary packaging, unless it can be spontaneously and obviously deduced from a combination of the product presentation (shape, size and volume), e.g. lipstick, its name (e.g. cream) or trademarks, its function statements, images, logos and figurative signs.
- Labelling, explanatory statements, whether in the form of text, images and illustrations, or the format of packaging must not violate Islamic values, ethics, traditions and culture.
- All ingredients present in the form of nanomaterials must be clearly indicated in the ingredients list. The names of these ingredients must be followed by the word "nano" in parentheses.
- The list of ingredients shall be printed on both the primary and secondary packaging or only on the secondary packaging of the product. Where it is impossible for practical reasons to print this information on the label, the information shall be given on an attached leaflet, tag or card.
- The material used for packaging is free from any components or materials that are not Halal .
- Product packaging must not be prepared, equipped or manufactured with equipment contaminated with non- Halal material during preparation, storage or transportation, and must be completely separated from materials that are non- Halal .
- The packaging material does not contain any material considered dangerous or harmful to human health.
- Packaging is designed so that, under the conditions specified by the manufacturer for storage, transportation and handling, it protects against damage and deterioration and does not adversely affect the product.

Final product storage

- There must be clear and effective separation between non- Halal products and Halal products at all stages of the supply chain to avoid mixing or cross-contamination.
- Finished products should be stored in defined areas under appropriate conditions for an appropriate period of time. If necessary, finished products should be monitored during storage.
- Storage areas should allow for organized storage.
- When finished products are released, quarantined or rejected, they must be stored at their respective physical locations or using any other system that provides the same level of assurance.
- The identification of finished product packaging must indicate the name or identification code, batch number, and storage conditions when such information is critical to ensuring the quality and quantity of the product.
- Measures must be established to ensure stock turnover.
- Periodic inventory checks should be performed to ensure inventory accuracy, ensure acceptance criteria are met and any significant discrepancies should be investigated.

Loading and Shipping

- Measures must be taken to ensure the shipment of the defined finished product.
- Precautions should be taken to maintain the quality of the finished product, where appropriate.

Product release must be carried out by authorized personnel responsible for quality.

6.10 Halal Critical Points

Halal critical points is a very important step for Halal certification , since the definition of these points will assist in the guarantee control 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:

- Halal Control Point ;
- 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;
- 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:

- OIC/SMIIC - 1:2019 – General requirements for Halal Food
- OIC/SMIIC - 2:2019 – Conformity Assessment Requirements For Bodies Providing Halal Certification
- OIC/SMIIC - 18:2021 – Halal Quality Management System Requirements
- OIC/SMIIC - 24:2020 – General Requirements for Food Additives and Other Added Chemicals to Halal Food
- OIC/SMIIC - 51:2022 – Hygiene and Sanitation Management System

These regulations can be purchased from the following website: https://www.smiic.org/en .

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 .

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