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| **To be completed by HF & Q** | | |
| **NO BUDGET:** | **DATE** | **Customer No. ASSIGNED:** |
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| **To be completed by the applicant company:** |

1. **GENERAL DATA**

*Please check the (s) option (s) it deems appropriate. Where appropriate, fill in the requested information.*

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| A 1. APPLICANT DETAILS: | | | | | | | | | | |
| **Company** | |  | | | | | | | | |
| **CIF / NIF / NIE** | |  | | | | | | | | |
| **Tax residence (Street, CP, Municipality, Province)** | |  | | | | | | | | |
| **Phone** |  | | | | | **Web** | |  | | |
| **Audit requesting:** | Initial | | | | Renewal | | | | | Extension |
| **Language audit** | Spanish | | English | French | | | Arab | | Others\_\_\_\_\_\_\_\_\_\_  Would I do translation missing?  Yes Do not | |

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| A 2. FACTORY DATA: | | | | | | |
| **Location Factory**  **(Street, CP, Municipality, Province)** | |  | | | | |
| **Health registration number:** | |  | | | | |
| **Builded Surface (m2)**: | | | | | | | |
| **Indicate the number of employees or subcontractors (fixed and temporary) (FTE’s):**  **N. º employees full-time       N. º employees part-time       Shifts       Number of production lines** | | | | | | | |
| RESPONSIBLE STAFF | | | | | | |
| CEO / Manager | | | | | | |
| **Name and surname** |  | | Phone |  | E-mail |  |
| Quality manager | | | | | | |
| **Name and surname** |  | | Phone |  | E-mail |  |

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| A 3. IDENTIFICATION OF THE PERFIL AND COMPANY ACTIVITY | | | | | |
| MAKER | DISTRIBUTOR | PACKER | BROKER | STORAGE | Other (Indicate): |

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| A 4 PREVIOUS HALAL CERTIFICATION /APPLICATION FOR HALAL CERTIFICATION |
| * Has your application for Halal Certification been rejected by a previous Halal Certification body, or have you previously Halal certified and has the Halal certification been stopped? Yes  No   If yes: what was the reason for rejection/ stopping the halal certification: |

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| A 5. MANAGEMENT SYSTEM IMPLEMENTED CURRENT CERTIFICATES |
| ISO 9001  ISO 22000  FSSC 22000  IFS  BRC       Other: |

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| A 6. EXTERNAL CONSULTANCY |
| It has borrowed external consulting related to the management system that the company has?  Yes  No  Indicate the consultancy:       Indicate the name of the consultant:  They have provided consulting related to the management system Halal Yes  No  Enter the name of the consultant: |

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| A 7. LABORATORY |
| It has hired a service with an external laboratory?  Yes  No  Indicate the name of the laboratory:  The company has internal laboratory?  Yes  No |

1. **APLICABLE HALAL CERTIFICATION SCHEME**

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| A 8. CHECK THE STANDARDS FOR WHICH HALAL CERTIFICATION IS REQUESTED | |
|  | GSO 2055-1: 2015. Halal Products Part 1: General Requirements for Halal Food |
|  | Other GSO's Standards Applicable to the sector |
|  | Halal Assurance System HAS 23000:1 LPPOM-MUI 2012 (Indonesia) |
|  | Malaysian Halal Standard: Production, Preparation, Handling and Storage General Guide: MS1500:2009 |
|  | OIC-SMIIC 1: 2019. General Requirements for Halal Food |
|  | The Singapore MUIS Halal Standard (SMHS) |

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| A 9. SPECIFY THE EXPORT REGION FOR WHICH HALAL CERTIFICATION IS NEEDED | |
|  | **Gulf Cooperation Council and Arabic Countries** |
|  | **Other Countries, please specify:** |

1. **DETERMINATION OF THE AUDIT TIME**

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| A.10. COMPANY MULTI-SITE | | | |
| * Does the business group multiple installations? Yes  No * It is carried out storage or supply of raw materials or products among the different facilities of the group?  Yes  No   Indicate which: | | | |
| Installation name (s) | Location | Headlines) | C. Does Halal? |
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| A 11. SUBCONTRACTORS | | | |
| * Make any intermediate stage of the process in other outside facility  Yes  No * The company offers services related to any process in its facilities to other companies. Yes  No   Indicate which: | | | |
| Name of the company to which a service / process is offered and / or  Name of the company where some service / process is outsourced. | Headlines | Process or contracted product | Halal Certified? |
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| A.12. SCOPE OF THE AUDIT |
| **Indicate the type of industrial activity to which it belongs under the following categories:**   |  |  | | --- | --- | |  | A) **Livestock:** fish, egg production, milk production, beekeeping, fishing and hunting.  B) **farming**: Fruit, vegetables, cereals, spices and horticultural products. | |  | C) **Perishable animal products**: Includes all activities after agriculture killing of animals, poultry, eggs, dairy and fish products. | |  | D) **Perishable products of vegetable origin:** fresh fruit, fresh juices, fresh vegetables and canned fruit and vegetables | |  | E) **Products with long life at room temperature**: Canned goods, biscuits, snacks, oils, drinking water, beverages, pasta, flour, sugar, salt  F) **Animal feeding**: animal feeding; food for fishes | |  | G) **Food services:** restaurants and hotels**.** | |  | H) **Distribution:** points of sale; shops; wholesalers.  I) **Services:** water supply; cleaning; sewage water; Dumpster; product development, processes and equipment; veterinary services, financial services Islamic | |  | J) **Transportation, logistics and warehousing.** | |  | K) **Equipment manufacturing:** Industrial equipment; Vending machines  L) **Chemistry and Biochemistry manufacture:** additives, nutritional supplements, cleaning agents, processing aids and microorganisms.  M) **Packaging and wrapping, making materials:** packaging and packaging materials.  N) **Manufacture of other materials:** cosmetics, textiles, leather products . | |

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| A.13. PRODUCTS AND VARIETY A CERTIFY |
| 1. **Attach the list of products to be certified** 2. **List overall, the number of ingredients or raw materials** 3. **How many Variety of Products Certify (PV)**?  |  |  |  | | --- | --- | --- | | **Code / Reference** | **Product name** | **Name of product variety** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   **For a greater number of products and variety of products, please attach to the list in an Annex.** |

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| A.14. PRODUCTS AND INGREDIENTS | |
| ¿Use or there are in the factory products, ingredients or additives derive from pig? | YES  NO |
| If the answer is affirmative, please indicate which:  Indicate if they share production lines with the products to be included in the certification | YES  NO |
| ¿ Use of ethanol or products that could contain it? | YES  NO € |
| If the answer is affirmative, please indicate which: | |
| ¿Use ingredients or additives from animals (others than pig)? | YES  NO |
| If the answer is affirmative, please indicate which: | |
| ¿These products use it in the same productions line of the products that will includes in the certification? | YES  NO |
| If the answer is affirmative, please indicate which: | |
| ¿Use GMO’s ingredients? YES  NO | |

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| A.15. ADITIONAL INFORMATION | | |
| Indicate the number of additional HACCP studies **(H),** to cover the full scope of Halal Certification: \*  \* Applies only to products / services in the food chain  \* A HACCP study corresponds to a hazard analysis for a group of products/services with similar hazards and similar production technology and, where relevant, similar storage technology. | | |
| **Nº type of products:** | **Nº. CCP´s:** | **Nº. Operational PRP:** |
| **Indicate the number of employees or subcontractors (fixed and temporary) involved in the activities included in the scope (FTE’s):**  **N. º employees full-time       N. º employees part-time       Shifts       Number of production lines** | | |
| **¿** **The production equipment is exclusive in the production of the products indicated in point A 13?**  YES  NO  If not, indicate that other products are produced in such equipment: | | |

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| ***Stamp and signature of the company:*** | ***Responsible name and signature*** |
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**Informative note:**

• A meeting or teleconference will be held between the applicant and a Halal Food & Quality representative if necessary, to clarify possible doubts or lack of information.

• Budget request can be rejected for the following reasons:

o If Halal Food & Quality lacks the competence or capacity for certification activities.

o If there is a conflict of impartiality.

o the use of porcine derivatives in the lines where the products to be certified are produced.

o Products of non-porcine animal origin in the same lines and that an effective cleaning is not done through validation and verification of the same.

o In the case of slaughterhouses: Use of stunning.

* The request will be evaluated by Halal Food & Quality. The applicant will be informed.

• All information provided by the applicant will be treated confidentially.

The present request does not involve any economic obligation until the acceptance of the budget.

In accordance with the provisions of the new General Regulation for the Protection of Personal Data 2016/679 of the European Parliament and the Council, we inform you that your data will be part of the files and treatment of HALAL FOOD & QUALITY, SL located in PARQUE TECNOLÓGICO DE PATERNA, RD / NARCISO Y MONTURIOL Nº 4, OFFICE A209, 46980 PATERNA (VALENCIA), in order to manage our professional relationship and send you information about our business activity. Your data will be kept in our files for as long

as necessary to comply with our contractual obligations. You can exercise the rights of access, rectification, deletion, limitation and opposition to the processing and portability of the data that concerns you, by sending a written communication authenticating your identity at the indicated address. And in the case that you consider appropriate, you can file a claim with the Spanish Agency for Data Protection

***SPACE RESERVED FOR HFQ***

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| --- | --- | --- | --- | --- |
| PV |  |  | Turnos / Shufts |  |
| H |  |  | Builded Surface (m2) |  |
| FTE’s |  |  | Nº of production lines |  |
| B |  |  | PCC |  |
| CC |  |  | PRPs |  |
| Multisite |  |  | Need Translator |  |

***Approval from the quality manager***