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| **TO COMPLETE BY HF&Q:** | | |
| **BUDGET NUMBER:** | **DATE:** | **NUMBER OF ASSIGNED CLIENT:** |
|  |  |  |

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| --- |
| **To be completed by the requesting company:** |

1. **GENERAL DATA**

*Please check the option (s) you consider appropriate. If applicable, fill in the requested information.*

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| A.1. APPLICANT DETAILS | | | | | | | | |
| **Company name** |  | | | | | | | |
| **CIF / NIF** |  | | | | | | | |
| **Tax residence**  **(address, ZIP, Municipality, Province)** |  | | | | | | | |
| **Phone** |  | | | | Web page: | | | |
| **Audit requested:** | Initial | | Renewal | | | | | Extension |
| **Process to be audited (brief description)** |  | | | | | | | |
| **Language used in the audit** | Spanish | English | | French | | Arab | Others\_\_\_\_\_\_\_\_\_\_  Translation needed? Yes NOT | |

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| A.2. PLANT INFORMATION | | | | | | |
| **Plant Location**  **(Street, CP, Municipality, Province)** | |  | | | | |
| **No. RGSEAA (To attach):** | |  | | | | |
| Surface (m2) | |  | | | | |
| **Indicate the number of employees or subcontractors (permanent and temporary) (FTE):**  No. of full-time employees       No. of part-time employees       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 PROFILE AND ACTIVITY OF THE COMPANY | | | | | |
| Slaughterhouse | Cutting room | Bone | Packing | Storage | Others (Indicate): |

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| A 4. PREVIOUS HALAL CERTIFICATION / APPLICATION FOR HALAL CERTIFICATION |
| * Has your application for Halal Certification been rejected by any Halal Certification body, or was it previously Halal certified and Halal certification has been discontinued?  Yes  Not * If yes: what was the reason for the rejection / discontinuation of halal certification? |

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

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| A.6. EXTERNAL CONSULTANCY |
| Does the company have an external consulting service related to the management system? Yes  Not  Indicate the consultancy:       Indicate the name of the consultant:  Has the company received external consultancy related to the Halal management system?  Yes  Not  Indicate the name of the consultant: |

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| A.7. LABORATORY |
| Does the company have outsourced services to an external laboratory? Yes  Not  Indicate the name of the Laboratory:  Does the company have an internal laboratory?  Yes  Not |

1. **SCHEME APPLICABLE HALAL CERTIFICATION**

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| A 8. VERIFY THE STANDARDS FOR WHICH HALAL CERTIFICATION IS REQUESTED | |
|  | **GSO 993: Animal Slaughtering Requirements According to Islamic Rules** |
|  | **GSO 2055-1 / OIC SMIIC-1: General Requirements for Halal Food (Other GSO's & SMIIC`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** |
|  | **The Singapore MUIS Halal Standard (SMHS)** |

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| A.9. SPECIFY THE EXPORT REGION FOR WHICH HALAL CERTIFICATION IS NEEDED | |
|  | **Countries of the Persian Gulf (GCC) and other Arab countries:** |
|  | **South Asian countries:**  **Malaysia**   I**ndonesia**   Others (specify): |
|  | **Other countries, please specify which would be:** |

1. **DETERMINATION OF THE AUDIT TIME**

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| A.10 MULTI-SITE COMPANY | | | |
| * Does the business group multiple facilities? Yes  Not * If so, is the storage or supply of raw materials or products carried out between the different facilities of the group?   Yes  No If yes, indicate which: | | | |
| Facility name (s) | Location | Headline | Are you Halal certified? |
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| A 11. Subcontractors | | | |
| * Do you outsource any intermediate stage of the process to another external facility? Yes  Not * The company offers services related to a process in its facilities to other companies. Yes Not   Indicate which: | | | |
| Name of the company to which a service / process is offered and / or Name of the company where a service / process is subcontracted. | Headline | Process or contracted product | Are you Halal certified? |
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| A.12. PRODUCTS AND VARIETIES TO CERTIFY | |
| 1. **Attach the list of products to be certified** 2. **List generally the number of ingredients or raw materials.** 3. **How many varieties of products will be certified? (PV)**?  |  |  |  | | --- | --- | --- | | **Code / Reference** | **Name of product** | **Denomination of the product variety** | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   **For a greater number of products and variety of products, please attach to the list in an Annex.** | |
| A.13. PRODUCTS AND INGREDIENTS | |
| **Are pork or ingredients or additives derived from it slaughtered or processed in the facilities?** | YES  NOT |
| **If yes, please specify:**  **In the case of additives / ingredients, indicate if they share production lines with the products subject to Halal certification** | YES  NOT |
| **Do you work with Ethanol or ingredients that contain it?** | YES  NOT € |
| **If so, please indicate which product / s:**  **Do you work with GMO ingredients?**  YES  NOT | |

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| A.14. QUALITY MANAGEMENT SYSTEM | |
| **Please indicate the number of HACCP studies (H), to cover the entire 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 applicable, similar storage technology.** | |
| **. PCC:** | **. PRPs:** |
| **Are the production equipment exclusive to the products indicated in point A.13?**  YES  NOT  If not, indicate that other products are produced on said equipment: | |

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| ***Stamp and signature of the company:*** | ***Name of the person in charge and signature*** |
|  |  |

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 may be rejected for the following reasons:

or Yes *Halal Food & Quality* lacks the competence or capacity for certification activities.

or If there is a conflict of fairness.

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

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

or In the case of slaughterhouses: Use of stunning.

• The application will be evaluated by Halal Food & Quality. The applicant will be informed of the decision.

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

This application does not imply any financial obligation until the budget is accepted.

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 212A1, 46980 PATERNA (VALENCIA), to manage our professional relationship and send you information about our commercial activity. Your data will be kept in our files for as long as it is necessary to fulfill our contractual obligations. You can exercise the rights of access, rectification, elimination, limitation and opposition to the processing and portability of the data that concern you, by sending a written communication that authenticates 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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| CC |  |
| Superficie (m2) |  |
| Turnos / Shifts |  |
| Nº líneas/Line production |  |
| PCC |  |
| PRPs |  |
| Translator |  |
| PV |  |

|  |  |
| --- | --- |
| TD |  |
| Number of Additional HACCP |  |
| FTE’s |  |
| TMS |  |
| Multisite |  |

***SEEN GOOD BY QUALITY MANAGER OF HFQ***