
	<b>MANAGEMENT SYSTEM REQUIREMENTS</b>	Code: HFQ-7.4-P01
	<b>GENERAL GUIDELINES FOR HALAL ASSESSMENT OF HF&amp;Q</b>	Date: 19/12/22 Edition: 06 Version: 07




## REQUIREMENTS FOR THE HALAL CERTIFICATION ASSESSMENT

**Edition: 6.7**  
**Date: December 19, 2022**


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## 1. PREFACE

**Halal Food & Quality** (HFQ) is a Halal certification body, holder of the Halal Guarantee Mark with the same registered and patented name in the Spanish Patent and Trademark Office "OEPM" (Ministry of Industry, Tourism and Commerce), since February 2013, with the number **M3045430** and it is legally protected by the Law of Trademarks of Guarantees.

**Halal Food & Quality** was the first Spanish certifier to achieve accreditation in accordance with the ISO 17065 and GSO 2055-2 standards by the **GCC Accreditation Center**, and it was also the first to be recognized by the **ESMA (Emirates Authority for Standardization and Metrology)**, **JAKIM (Organismo accreditation body of Malaysia, (Turkish Certification Agency))**, **SASO (Saudi Standards, Metrology and Quality Organization)** with these accreditations and international recognitions, the HFQ certificate is recognized in all Islamic countries of the World. It is also the first and only Spanish certifier accredited by **HAK (Halal Accreditation Agency from Turkey)** with SMIIC 2. At the same time, it is in the process of being accredited in Singapore through the MUIS.

The objectives of this regulation are to provide the knowledge about the requirements for the ingredients and the processes of production, preparation, handling, storage and transport of Halal products, to ensure the maximum control Halal Tayyiban Bayyinan in accordance with the standards GSO 993, GSO 2055-1, GSO 1694, GSO 58, GSO 21, GSO 9 and other standards GSO, MS 1500, MS 2400-1, MS 2400-2, MS 2400-3, LPPOM-MUI, MUIS-HC-S001, SMIIC 1, SMIIC 24, other standards SMIIC and in addition to other national and European quality and food safety standards, ISO 22000, IFS, on which the HFQ Halal certification scheme is based, guaranteeing that the requirements are met and that they are suitable for all Muslim consumers of all the world.


The Halal Food & Quality Halal Certification scheme combines the international Halal requirements of the above-mentioned accreditation bodies, as well as the food safety and quality requirements in accordance with Spanish and EU legislation and other internal HFQ requirements that They apply to the products and services of those public or private entities that want to be certified in Halal.

The objective of executing this certification scheme and its requirements for the certification of products and services is to ensure minimum compliance for all companies or public and private organizations to obtain certification.

This regulation does not replace any of the aforementioned or sectoral standards. For more information, consult the relevant regulations of the sector in question.

**This is an abbreviated version of the manager system requirements to achieve the Halal Certification. HFQ's MSRs do not supersede halal standards.**

**To obtain the MSR in full, you should apply for the Halal certificate or obtain a quote from our office. For reasons of protecting our intellectual property rights.**

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## 2. TERMS AND DEFINITIONS

### 2.1 Sharia

Sharia, or Islamic law, is the source of the Halal requirements and is based on three elements, which are: a) the Qur'an, b) the Sunna (sayings and deeds of the prophet) and c) fatwas (opinions) of the International Islamic Fiqh Academy of the Organization of Islamic Cooperation.


Sharia is the body of Islamic law. It constitutes a detailed code of conduct, which also includes the rules relating to the modes of worship, the things allowed or forbidden, the separating rules between what is considered good or bad, the regulations to establish a just life and to distribute the interests of people and their security in beliefs, worship, ethics, transactions and systems of life, to regulate the relationship of people to each other and their relationship with Allah, and to achieve their happiness in this world and in the hereafter.

### 2.2 Halal

The term Halal, from a linguistic point of view, means everything that is permissible, beneficial, healthy, not harmful, pure and clean. From the jurisprudential point of view it means everything that is lawful, authorized, permitted and in accordance with the Sharia, for which it is not *Haram* neither *Najis*.


Halal affects all aspects of human life, and its scope in the Halal certification includes the products and services detailed below:

GSO Categories		SMIC Categories	Subcategories	Examples of activities included
<b>A</b>	<b>Farming</b>	<b>A</b>	<b>AI)</b> Farming of animal for meat / milk / eggs / honey	Raising animals (other than fish and marine) which are used for meat production, egg production, milk production or honey production. Growing, keeping, trapping and hunting (sacrifice in the same place as the catch) storage and farm packing. Associated farm packing <sup>a</sup> and storage
			<b>AII)</b> Fish and shellfish farming	Raising fish and seafood for meat production. Growing, trapping and fishing (sacrifice in the same place as the catch). Associated farm packing <sup>a</sup> and storage.
<b>B</b>		<b>B</b>	<b>BI)</b> Plant cultivation (other than cereals and legumes)	Growing and harvesting plants (other than legumes and grains): horticultural products (fruits, vegetables, spices, mushrooms, etc.) food from aquatic plants. Associated farm packing <sup>a</sup> and storage.
			<b>BII)</b> Cultivation of cereals and legumes	Growing or harvesting legumes and grains for food storage and farm packing. Associated farm packing <sup>a</sup> and storage.
<b>C</b>	<b>Food Manufacturing</b>	<b>C</b>	<b>CI)</b> Processing of perishable animal products*	Production of animal products including fish and marine products, meat, eggs and dairy products. Including cutting and packaging.
			<b>CII)</b> Processing of perishable vegetable products	Production of plant products including fruits, natural juices, vegetables, grains, nuts and legumes.

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			<p><b>CIII)</b> Processing of perishable animal and vegetable products (meat-based foods, mixed products)</p> <p><b>CIV)</b> Processing of products with long shelf life at room temperature</p> <p><b>CV)</b> Animal Slaughtering*</p>	<p>Production of mixed products of animal and vegetable origin including pizza, lasagna, sandwich, dumpling and ready-to-eat meals.</p> <p>Production of food products from any source that are stored and sold at room temperature, including canned products, biscuits, snacks, oil, drinking water, beverages, pasta, flour, sugar, salt.</p> <p>Processing of carcasses including slaughtering in slaughterhouses, cutting, cleaning and packaging</p>
<b>D</b>	<b>Animal feeding</b>	<b>D</b>	<p><b>DI)</b> Animal feeding</p> <p><b>DII)</b> Feeding Pets</p>	<p>Production of feed from a single or mixed food source, intended for food-producing animals.</p> <p>Production of feed from a single or mixed food source, intended for non-food producing animals</p>
<b>E</b>	<b>Food Services</b>	<b>E</b>	Catering	Preparation, storage and, where appropriate, delivery of Halal food for consumption, at the place of preparation or in a satellite unit, restaurants.
<b>F</b>	<b>Distribution</b>	<b>F</b>	<p><b>FI)</b> Wholesale and retail</p> <p><b>FII)</b> Food brokering / trading</p>	<p>Supply of finished food products to a customer (points of sale, stores, wholesalers)</p> <p>Purchase and sale of food products on your own account or as a third party agent. Associated packaging<sup>b</sup></p>
<b>H*</b>	<b>Services</b>	<b>H</b>	<p><b>HI)</b></p> <p><b>HIII)</b> Financial services</p> <p><b>HIIV)</b> Muslim-friendly tourism and travel-related services</p>	<p>Provision of services related to safe food production, including water supply, pest control, cleaning services, waste disposal.</p> <p>Banking, insurance, investment funds, leasing, bartering, etc.</p> <p>Tourist complex, hotels, tourism and travel agency services, for example, reservations, etc.</p>
<b>G</b>	<b>Transportation, Logistics and Storage</b>	<b>G</b>	<p><b>GI)</b> Provision of transport and storage services for perishable and stable food and feed in the environment</p> <p><b>GII)</b> Provision of transport and storage services for food and feed stable in the environment</p>	<p>Storage facilities and distribution vehicles for the storage and transportation of perishable food and feed Associated packaging<sup>b</sup></p> <p>Storage facilities and distribution vehicles for the storage and transport of food and feed stable at room temperature Associated packaging<sup>b</sup></p>
<b>J</b>	<b>Equipment manufacturing</b>	<b>J</b>	Equipment manufacturing	Production and development of food processing equipment and vending machines.
<b>K***</b>	<b>Chemical and Biochemical</b>	<b>K</b>	Manufacture of (Bio) chemicals	Production of food and feed additives, vitamins, minerals, biocultures, flavorings, enzymes and processing aids



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	<b>Manufacturing</b>			Pesticides, drugs, fertilizers, cleaning agents
	<b>Manufacture of other materials</b>	<b>L</b>	<b>LI) Cosmetics</b>	
			<b>LII) Textile and textile products</b>	
			<b>LIII) Leather and leather products</b>	
			<b>LIV) Others</b>	
<b>I</b>	<b>Manufacture of packaging and wrapping material</b>	<b>I</b>	Production of food packaging and packaging material	Production of food packaging material.

a “Farm packing” means packaging without product modification and processing.

b “Associated packaging” means packaging without product modification and processing and without altering the primary packaging.

\*The separation of Processing of perishable animal products (CI) and Animal Slaughtering(CV) is only for the GSO 2055:2-2021 standard. For SMIIC 2:2019 there is no separation between CI and CV, they both are considered as CI.

\*\*The scope of H divides into 3 different subscopes as HI, HII and HIII in case of SMIIC 2:2019 standards, meanwhile for GSO 2055:2-2021 all type of services corresponds the scope H, there are no subscopes.

\*\*\*All sectors of L scope from SMIIC 2:2019 standards belong the K scope in GSO 2055:2-2021 standards.

### 2.2.1 Halal Bayyin and Halal Tayyib


The Halal concept, in the Halal standards, is always linked to the Tayyib concept, that is, a Halal Tayyib product is a direct sum of Halal + Tayyib, which indicates that it is not Halal if it is not Tayyib and it is not Tayyib if it is not Halal.

The term Tayyib means that it meets the strict requirements of Food Safety and Quality. This implies that a product cannot be certified Halal if it does not meet the minimum requirements for food safety and quality.

The term Halal is always a Halal Bayyin, that is, 100% Halal in absolute terms. Therefore, a product / service is Halal or it is not, and if there is a minimum doubt of 0.000001%, it will not be certifiable as such.

1) When the term Halal refers to food products, including packaging / packaging materials, it must meet the following requirements:

- They must not include or contain something in their composition that is considered illegal according to Islamic law.
- They have been produced, made, transported and stored using equipment exempt from anything that is Haram or Najis.
- Not having been in direct contact with anything that is illegal under Islamic law during preparation, processing, transportation or storage.
- Halal products can be processed, transported or stored in premises previously used for Haram products (except those of porcine origin) provided that adequate cleaning and disinfection have been previously carried out.
- **Halal products cannot share lines, nor can they be produced in the same facilities as Haram products of pig origin.**
- Cleaning procedures must be validated and verified.

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- 2) When it comes to pharmacy, childcare, perfumery, cosmetic, hygiene or industrial hygiene products, it means that they have been prepared in accordance with Islamic standards and requirements and exempt in their composition from any substance or ingredient that is illicit or Haram.
- 3) In the case of banking products, uses or services, they must comply with the specific requirements and standards required by the sharia.
- 4) When the Halal concept refers to establishments in the service sector, these must be adapted to the demands of Muslims in restaurants, accommodation, ablution places, rooms for prayer, transport, etc.
- 5) When the term is applied to transport and logistics services, they must apply and comply with the specific requirements that ensure that the product / service maintains its halal nature from production to arrival at the point of sale.

### 2.3 Haram.

The term Haram, from a linguistic point of view, it refers to something that is prohibited, its use, consumption or application, doing or benefiting from it is not authorized. From the jurisprudential point of view, it refers to everything that is illegal, abusive, harmful, harmful, unfair, impure or Najis.

Haram products, services, acts are defined below:


- Pigs (including the Suidae family) and all ingredients or raw materials derived from it.
- All ingredients that come into contact with pigs or have been contaminated by it.
- All non-Halal animals and their derivatives.
- The birds and animals with fangs and claws and their derivatives.
- Animals not slaughtered Halal or without invoking the name of Allah or slaughtered by a slaughterer not authorized by the Halal authority (HFQ).
- Blood and its derivatives.
- Dead meat and animals whatever the circumstances (by suffocation, strangulation, beaten, goring or eaten by wild animals).
- Products that use the name of a Haram product or have the sensory profile of the Haram product, even if all of its ingredients used are Halal.
- Products produced on the same lines where pork or its derivatives are processed.
- Alcohol, alcoholic beverages and their derivatives.
- Toxic plant plants and toxic or poisonous substances or products.
- Banking products and services that apply usury.
- All games, utensils, uses, entertainment, etc., that do not conform to Sharia.

### 2.4 Najis or Najasa

The term Najis or Najasa means filth, impurity or polluted, and refers to a group of solids and liquids that are considered Haram. If they come into contact or mix with other Halal products, they become contaminated products and automatically become Haram products.

There are three types of Najis that are:

- a) **Al Mughallazah (grave):** The type of serious Najis / Najasa, such as porcine or its derivatives.
- b) **Al Mutawassitah (mid-range)** It is the type of Najis / Najasa which is considered medium grade as blood, Halal non-slaughtered animals.

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c) **Al Mukhaffafah (low range)** It is the type of Najasa / Najis that is considered mild grade, like ethyl alcohol.

## 2.5 Mashbooh

It refers to all those dubious foods or products, which lack the certainty of whether or not they are Halal. Mashbooh are all products or ingredients that due to lack of information are not credited with their Halal status.

## 2.6 Terminology in the Halal Certification Process

### 2.6.1 Halal Certification

It is the evaluation process to obtain the Halal certificate. It consists of several steps to demonstrate that the products or services meet the Halal requirements.

### 2.6.2 Audit

It is an independent, systematic and functional evaluation to determine whether the elements of the auditee's Halal management system are documented, implemented, maintained and continuously improved. At the same time, it allows to verify that raw materials, processes, equipment, facilities and personnel meet Halal requirements.

### 2.6.3 HFQ Auditor

He is a person assigned by HFQ through a selection process that includes his ability, integrity and impartiality to carry out the Halal audit. Two types of auditors are distinguished: technical auditor and Islamic expert.

### 2.6.4 Halal Certificate

It is a written decision issued by an accredited Halal certification body that indicates compliance with the audited requirements of a company and its specific location / s, as well as its specific product / s and service / s.

### 2.6.5 Internal Halal Committee (IHC)

It is the team of people officially designated by the company's management to coordinate the implementation of the Halal Requirements in the quality management system.

### 2.6.6 Fatwa

It is the Islamic legal opinion on the state of the law of a given case. In the process of Halal certification, it is the Halal or Haram status of the product (s) based on an audit process carried out by HFQ.


### 2.6.7 Decision Committee (DC)

It is a committee that is responsible for making the decision on the granting or rejection of certification, based on the analysis of all the information related to the evaluation. This committee is made up of at least 3 people, including at least two of them are Islamic affairs expert. Decisions are taken unanimously and not by majority vote.

### 2.6.8 Islamic Expert

Person of Islamic faith with deep knowledge of Islamic Halal rules, approved and authorized by an official organization and designated by the Halal certifier.

### 2.6.9 Halal Islamic Affairs Expert Committee

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It is a committee that reviews and evaluates the issued certificates to ensure that the Halal requirements in Islamic Sharia are complied. This committee is made up with at least 3 Islamic Affairs Experts. Decisions are taken unanimously and not by majority of votes. In the absence of commitment to any of its decisions, the matter is up to the committee to escalate to the committee for safeguarding impartiality.

#### **2.6.10 Minor nonconformity**

Technical deviation detected by the audit team and that affects:

- Cleaning of the facilities.
- Equipment cleaning.
- Worker hygiene.
- Pest control.
- Cleanliness of the environment.
- Other hygiene and sanitation deviations.
- Handlers who do not have a medical examination.
- Failure to supply documents requested by the audit team.
- Changes in the list of raw materials or suppliers with their corresponding Halal certificate without prior written notice to HFQ. If the suppliers are of natural raw materials, without processing, such as fruits, vegetables, legumes, etc. prior notification to HFQ is not required.
- The non-inclusion of Halal requirements in the food safety and quality management system documentation.


Actions:

- An analysis of causes is required, as well as corrective actions to close the non-conformities.
- Subsequently, it is necessary to provide the evidence to reflect the correct implementation of the corrective actions.
- It will be available until the following year's audit to provide the corresponding evidence.
- In the case of a renewal audit, it is necessary to send the evidence 6 months before the expiration of the certificate.

#### **2.6.11 Major Non-conformity**

Technical deviation that can lead to the suspension of the Halal certificate if it is not closed within the deadline established by the lead auditor, this may be due to:

- Change or addition of suppliers or manufacturers of raw materials for Halal products that do not have Halal certification and without prior notification to Halal Food & Quality for approval.
- Use of HFQ logo on products that are not included in the scope of Halal certification without prior approval by HFQ.
- Alter the information of the original Halal certificate.
- Use the Halal certificate for products from another facility or another company.
- Change or addition of ingredients that have not been declared in the Screening and without being previously approved by HFQ.
- Absence or scarce presence of Muslim workers in the production process of the meat industry or Halal kitchens and restaurants.
- Use or disposal of expired Halal certificates.
- Religious cult elements located in the process areas (regardless of the type of religion)
- Repeated non-compliance with Halal standards and requirements.

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- Reiteration of non-compliance with corrective measures for minor non-conformities already detected for more than one year.

#### **2.6.12 Critical Non-conformity (Very Serious)**

Technical deviation affecting Islamic and technical standards leading to revocation of the Halal certificate by the inspection officer and the need to be presented to the Halal certification body.

Examples of deviations that affect Islamic norms, these can be of the following typology:

- Detection by HFQ inspectors / auditors or other Islamic / Halal bodies of Haram content or ingredients in products, ingredients, equipment or utensils.
- Use of Haram materials or products after obtaining the Halal certificate from HFQ.
- Mixing or storage in the same location of Certified Halal and Haram products (pig origin).
- Common use of equipment / lines used for Halal certified products and Haram products of pig origin.
- Processing meat from improperly slaughtered or non-Halal animals.

Examples of technical non-compliance are those deviations that do not involve Islamic laws, such as those detailed below:

- Change of facilities or factory without notifying HFQ.
- Change of address or company name without notifying HFQ.
- Using a Muslim slaughterer or supervisor without notifying HFQ and having their prior authorization
- The use of prohibited materials or ingredients according to Halal requirements or Food Safety and Quality requirements.

### **3. MANAGEMENT RESPONSIBILITY**


Top management must provide evidence of their commitment to the development and implementation of a HACCP system, as well as the improvement of its effectiveness, through:

- a) The establishment of appropriate objectives to demonstrate compliance with the policy
- b) Communication to the organization about the importance of meeting the requirements of this standard, legal and regulatory requirements, as well as customer requirements related to food safety.
- c) Conducting Management Reviews
- d) Ensuring the availability of resources

#### **3.1 Halal Tayyib corporate policy**

The company must have a corporate policy, a written statement signed by management and communicated to all staff, which takes into consideration the following objectives:

- Ethical and personal responsibility.
- Focus on the customer in general and the Halal customer.
- Management's commitment to meeting all Halal requirements at all stages of the production process.
- Commitment to meet the requirements of Food Safety and quality and Halal.
- The objectives must be communicated to all departments and effectively implemented.
- The commitment that relevant information related to Halal is communicated effectively and on time to the personnel involved.
- The company must mention HFQ and MSR guidelines as an applicable quality certification in its Central Quality Manual.

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- The management of the company must ensure that the Halal policy and the objectives of the Halal Quality management system are established and are compatible with the strategic direction of the organization.
- The company shall have a Halal policy / procedure referring to applicable procedures and work instructions for Halal productions, maintained as documented information.

### 3.2 Halal organizational chart and responsibilities

- The company must assign two Halal managers (incumbent and alternate) and clearly establish their responsibilities and competencies.
- The company must have job descriptions that clearly define responsibilities, for the functions that have an effect on the Halal product requirements (including food safety and quality).
- Management must ensure that all employees are aware of their responsibilities regarding Food Safety and Quality and Halal and that identified and documented mechanisms are established to monitor their effectiveness.
- Employees who have any influence on the Halal product requirements should be aware of their responsibilities and able to demonstrate that they understand.
- Management will provide appropriate and sufficient resources to meet the Halal product requirements.
- The quality manager reports directly to the top management of the company.

### 3.3 Customer focus

- The company must establish a procedure that allows identifying the special needs of customers, taking into account the characteristics of allergens, vegans, bio, etc.
- The results must be evaluated and taken into consideration to define the Halal Food Safety and Quality objectives.

### 3.4 Review by Management

- The Halal Food Safety and Quality management review must be carried out at least once a year, in a fixed period or in stages throughout the year.
- You must identify and periodically review the means for the control of Food Safety and Quality management systems and Halal requirements.
- If the results show any risk, actions must be taken and reflected in your improvement plan.

## 4. HALAL QUALITY MANAGEMENT SYSTEMS


### 4.1 Documentation and record requirements

#### 4.1.1 Documentation requirements

The company must have a Halal Food Safety and Quality management system in paper or digital format identified (code, edition, version and date, author, etc.). The documents must be authentic and protected so that they are not manipulated and approved by senior management

#### 4.1.2 Record keeping

The company must keep all the necessary records to demonstrate compliance with the requirements of Halal products until the expiration date of the same. The records must be authentic and reflect the reality of the controls carried out.

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## 4.2 Halal Tayyib Management

### 4.2.1 HACCP system

The basis of the control system for Halal requirements together with Food Quality and Safety is the HACCP based on the Codex Alimentarius.

- You must comply with current national legislation, or the legislation of the country of destination, in addition to Halal requirements.
- It must cover all raw materials, Halal product or Halal product groups, as well as all stages of the process, from receipt to dispatch.
- It should include the outsourced parts of the process and the packaging material.

### 4.2.2 HACCP team

- The company must form a HACCP team with personnel who have knowledge and specific training on the Halal product, the respective production processes and the hazards related to safety and Halal. The team must be multidisciplinary and capable of implementing HACCP and Halal requirements.
- It must have a leader who represents the management and is part of the organization chart of the company, with leadership capacity and well-defined responsibilities.
- The incumbent or alternate Halal manager must be part of the team.
- The members of the HACCP team should be periodically refreshing their training on Halal standards.

### 4.2.3 Internal Halal Committee (IHC)

It is a requirement for companies that want to export to Malaysia and Indonesia. The IHC can be integrated into the HACCP equipment.

- It is a committee appointed by the company management to coordinate the Halal production management system.
- It has a defined hierarchical structure, responsibilities and authority for everything related to Halal activities within the company.
- The coordinator must be part of the areas of the production process such as Quality, R&D, Purchasing, Production or Storage.
- For slaughterhouses, the supervisor must be part of the Internal Halal Committee.
- Understand and define the Halal Control Points of ingredients, materials and production processes.
- The Coordinator of the Internal Halal Committee is the person in charge of communicating with HFQ.


### 4.2.4 HACCP system

The production of safe food requires that the HACCP system be built on a solid foundation of prerequisite programs.

The company must ensure the development, implementation, management, maintenance and review of the HACCP system.

HACCP must contemplate all the necessary stages:

**1) Complete description of the final Halal product and the intermediate Halal product**, as appropriate, in terms of type and composition (including microbiological, chemical and physical properties), detailing everything

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related to safety, such as: pertinent legislation, processing, presentation, container and packaging, storage, distribution and life conditions Useful.

**2) Identification of the intended use of the Halal product:** a) For consumers in general, specific consumer groups (e.g. infants, the elderly, pregnant women, immunosuppressed) b) Attention should also be paid to the unanticipated, but likely, uses of the Halal product, after it has left the Halal product or food operator control c) Factors such as the vulnerability of the consumer group (high-risk groups), relevant legislation and instructions for use must also be taken into account.

**3) Preparation of a Halal product flow diagram:** detailed elaboration of a flow chart of specific areas of operation to identify likely routes of contamination, including Halal contamination, and suggest control methods. Each of the production steps must be clearly outlined in the sequence of the flow chart, from receipt to distribution.

**4) Identification of materials and processes in Halal production:** The selection of raw materials, services, packaging, rework, Halal by-products, waste, contracted and subcontracted parts of the process should be included in that diagram where and when it is considered applicable and appropriate.

**5) On-site confirmation of flow chart.** The operational flow chart should be reviewed to account for any deviations from the original chart.

**6) Hazard analysis:** Identification of all biological, physical, chemical and Haram hazards. These must be reasonably possible hazards at different stages of the production chain. The HACCP team must prepare a list of all hazards, including Haram, reviewing the ingredients of the Halal product, the materials in direct contact with the Halal product, the operations or activities carried out at each stage and the equipment that are used, the final Halal product and its storage and distribution system, the expected use of the Halal product and the target population. Non-Halal products must be marked as not suitable for Muslims or non-Halal. Based on the results of the evaluation, the HACCP team must determine the control measures that allow to prevent,

**7) Determination of critical control points (CCP) and Halal Critical Point (HCP).** The team can apply a decision tree or other equivalent tool to determine at each stage of the process what is a CCP and a TCP, and whether the hazard can be controlled at each stage. Records should be kept of all findings found in stages 6 and 7.


**8) Establish critical limits for each hazard.** The HACCP team must define and establish the specific critical limits of each CCP and PCH.

**9) Establish a monitoring system for each CCP and PCH.** Documented document that describes the control measures and procedures used for their implementation. The monitoring system must produce an accurate record of performance, which can be taken as a reference for verification purposes. For each CCP, the most practical and efficient monitoring system must be identified. Each monitoring system must ensure that any deviation is detected in time, in order to control the hazard.

**10) Establishment of corrections and / or corrective actions.** The HACCP team must establish and maintain documented procedures to implement corrections when the monitoring of the critical limits of a particular CCP indicates any deviation and if applicable, the taking of corrective actions to avoid their recurrence. The responsibility for the distribution of a Halal product that is not safe or unsuitable for its intended purpose must be clearly established. Adequate records must be kept of all corrections, corrective actions, and disposal of Halal product. It must also clearly establish the corrections and corrective actions of any deviation from a TCP. The distribution of a non-conforming Halal product must include the possibility of its rejection or destruction; the investigation of the cause of each nonconformity,

**11) Establish validation, verification and review procedures:**



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**Validation:** The control measures used and all the actions necessary to determine that the HACCP plan is effective in controlling the identified significant hazards must be validated. The validation of the HACCP Plan is limited to the identification and validation of critical limits and control measures.

**Check:** An appropriate system must be established for the verification of all HACCP procedures, process monitoring records and corrective actions applied. Periodic internal verifications must be carried out (for example, audits, inspections or other type of internal verification), to ensure that the monitoring system and corrective action plans are being applied according to the established procedures.

## 12) Establish procedures for keeping records and documentation

### Documentation control:

The organization shall establish and maintain a documentation control procedure to ensure that:

- All personnel who need it have access to the corresponding documentation;
- It is not modified without the pertinent authorization;
- The authorized changes are incorporated into all copies of the documents in use;
- Prevent the unintended use of obsolete documents and apply proper identification to them if they are kept for any reason;
- Controls must ensure that all proposed modifications are analyzed prior to implementation, to determine their effects on food safety and their impact on the system.

### Records:


The organization shall establish and maintain documented procedures for the identification, collection, coding, access, filing, storage, maintenance and disposition of all records generated during the HACCP studies, implementation and maintenance of the HACCP system. , test and verification data, reviews and evaluations or audits performed. The records generated during the routine monitoring of the CCPs must be retained for a defined and documented period, which is, at least, the useful life of the Halal product or those established by current legislation. Records of the hazard analysis procedures described in steps 2 through 9 should be kept for your reference,

The following HACCP system records should be kept:

- Those corresponding to cleaning and disinfection (operation and sanitation records);
- Those of the construction of the plant and its maintenance;
- Those of the nature, the source and the bases for the acceptance of raw materials, water, additives and ingredients, Halal cleaning product and packaging materials;
- Those of the process, including procedures for the storage, distribution and withdrawal of the Halal product;
- Those of deviations, corrective actions and disposition of the Halal product;
- Those of internal verification data;
- The revision data;
- The modifications of the HACCP plan, if any;
- The supporting documentation used in the Hazard Analysis, for the establishment of CCPs and critical limits.

#### 4.2.5 Halal Critical Points

PCH, defined as Halal Critical Point, corresponds to a stage in the process or flow diagram where corrective measures can be applied to eliminate non-compliance with Halal requirements.

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The HACCP / IHC team will determine any plausible source of Haram risk in all aspects of production, throughout the supply chain. The risk assessment will be done in a methodical and scientific manner.

- It must be recorded and documented.
- Must have the ability to recognize and identify hazards or critical Haram ingredients and process them in the Management System.

#### **4.2.6 Standard Operating Procedures (SOP's)**

Standard Operating Procedures (SOPs) are a set of standard instructional tools for completing a certain routine process. The SOP is configured as a standard procedure in the implementation of the Management System and is established for all activities in the Halal production process (SOP for R&D, purchasing, QA / QC, production, storage / warehouses, etc.). Examples:

##### **A. SOP for purchasing department:**


- Purchased material / raw material must meet the requirements of the HFQ approved bill of materials.
- The company must ensure that the purchased materials comply with the data mentioned in the certificate and the Halal document (name and code of the raw material, company name, factory name and location, effective date of the Halal certificate, etc.).
- Purchase documents must be well documented (invoices, delivery notes, etc.).

##### **B. SOP for receiving Halal products / raw materials**

- The name of the material / raw material, material code, producer / manufacturer, name and location of the factory must be included in the list of raw materials / materials approved by HFQ.
- If the Halal certificate mentions a special logo, it must appear on the packaging of the materials.
- The materials with Halal batch certificates must be accompanied by the documents indicating the date of issue, batch number, quantity, production and expiration date that comply with those mentioned in the Halal batch certificate and that coincide with the aforementioned in the label.
- The raw materials / products stored in the warehouse must correspond to what is declared in the list of raw materials / products approved by HFQ. If there are materials that are not mentioned in the list, they should be stored separately to avoid cross contamination.
- The materials stored in the warehouse must be free from contamination by all that is Haram or Najis.
- Any variation of the products (entering and leaving) in the warehouse must be well recorded and documented.

##### **C. SOP for approval, change or addition of new suppliers**

- The company should require suppliers of critical category raw materials to be certified Halal by HFQ or other certification bodies recognized by HFQ. The Halal certification entities recognized by HFQ are those accredited by the GCC Accreditation Center and ESMA in the case of products of animal origin or that contain ingredients of animal origin, and for the rest of the ingredients, at least be recognized by the JAKIM, LPPOM- MUI or BPJPH.
- In the case of selecting new suppliers, the company must ensure that said supplier has a Halal certificate issued by HFQ or other certification bodies recognized by HFQ.
- In the case of suppliers that do not have a Halal certificate, the supplier must provide all the technical specification documents (technical data sheet, safety data sheets, declaration of ingredients according to the model provided by HFQ, flow diagrams, vegan certificates, GMO, Kosher certificate, etc. ..) that show the origin and conditions of Najis and Haram free productions.
- The raw materials / ingredients purchased must correspond to the data contained in the Halal certificate (name and code of materials, company name and factory location).

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- The company must know if a supplier is a distributor or a manufacturer. In the case of a distributor, the company must have a written commitment that the distributor will only supply the raw materials contained in the Halal certificate and that it must prove this with documents that trace their origin.
- Before changing or substituting suppliers, the company must inform HFQ.
- Raw materials / ingredients from new suppliers can only be used in Halal production when they have obtained HFQ approval. The company must ensure that these raw materials have the corresponding Halal certificate recognized by HFQ.
- The company must have an updated list of active and inactive suppliers.

#### **D. SOP for Halal production**

- The Halal production procedure should refer to the formula and matrix of raw materials / ingredients approved by HFQ.
- Raw materials used in Halal production must be included in the list of HFQ approved raw materials
- Raw materials / ingredients must be free from contamination and not exposed to risk of contamination by Najis or Haram.
- Halal production lines must not be used for the production of products containing Haram or Najis ingredients.
- The lines in which products with pork derivatives are produced must be separate and different from the line for halal products.
- In the case of using Halal production lines for non-Halal productions, the company must have an effective cleaning procedure to avoid cross contamination.
- Raw materials not used in production should not be stored in the production area.

#### **E. SOP for formula change and new product development.**


- The change of formula and development of new products must always respect and use raw materials approved by HFQ to be included in the Halal certificate.
- A formula change that implies obtaining a new product entails requesting a new Halal certificate.
- A formula change that does not lead to a new product and does not involve the use of new raw materials / ingredients (reformulation composition) does not require HFQ approval.
- The change of formula, using new suppliers, will require the approval of HFQ.

### **5. HUMAN RESOURCES MANAGEMENT**

#### **5.1 Hygiene requirements and good Halal practices**

There should be documented requirements for personal hygiene that will include, as a minimum, the following:

- Protective clothing, hand washing and disinfection, eating and drinking, smoking, actions to be taken in the event of cuts or abrasions on the skin, nails, jewelry and personal items, hair and beard.
- They must be respected and applied by plant personnel, subcontractors and visitors.
- Cuts and abrasions on the skin should be covered with a colored dressing / bandage (a different color from the Halal product) and, if they occur on the hands, should be worn with single-use gloves.
- These requirements should be based on a hazard analysis and associated risk assessment for the Halal product and process.
- Halal food manufacturers will implement measures to:
  - a) Inspect and classify raw material, ingredients and packaging material before processing.
  - b) Manage waste effectively;
  - c) Store harmful chemicals properly and away from halal food;
  - d) Avoid contamination of food by foreign matter, such as plastic, glass or metal fragments, machinery, dust, gases or harmful gases and unwanted chemicals; and
  - e) Avoid excessive use of permitted food additives In manufacturing and processing, appropriate detection or detection devices should be used when necessary.

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- Halal food will be processed, packaged and distributed in hygienic conditions in authorized premises in accordance with good hygiene practices (GHP) and good manufacturing practices (GMP) by the competent authority.
- All Halal foods stored, displayed or transported must be separated, categorized and labeled as Halal to avoid being mixed with non-Halal products.

### 5.2 Protective clothing for staff, subcontractors and visitors

- Procedures must be in place to ensure that all personnel, subcontractors and visitors are aware of the rules regarding the use and replacement of protective clothing in specific areas, in accordance with the requirements of the Halal product.
- In work areas where the use of hats or beard masks (protectors) is required, the hair will be completely covered, to avoid contamination of the Halal product.
- Clear instructions will be defined for those work areas / activities where the use of gloves (of a different color than the Halal product) is required. Compliance with these instructions should be periodically verified.
- Each employee must have a sufficient quantity of spare parts for their protective clothing.
- There should be a Haram contamination risk analysis caused by clothing (when Halal and non-Halal are made in the same factory).
- All protective clothing should be thoroughly washed on a regular basis.
- Hazard analysis and risk assessment, along with consideration given to the company's Halal products and processes, will determine whether garments should be washed in a contracted laundromat, on-site, or by the employee.

### 5.3 Procedure applied to infectious diseases

There must be written and communicated measures for staff, subcontractors and visitors to declare any infectious disease that may have an impact on food safety. In the event of an infectious disease declaration, appropriate measures will be taken to minimize the risk of contamination of the Halal product.

### 5.4 Training Requirements


The company must implement training programs, both in terms of food safety and quality and in Halal training, documented with respect to Halal product requirements and based on the training needs of personnel based on their jobs and will include:

- Contents and duration of training
- Training frequency
- Functions and tasks of the employee
- Languages (in the case of foreign employees)
- Qualified trainer
- Evaluation methods
- Who participates in the trainings

The training will be documented and will be extended to all personnel, including temporary or seasonal workers and personnel from external companies, employed in the respective work areas. Staff will be trained upon being hired, and before carrying out their work, in accordance with what is specified in the training / instruction programs.

The company must keep the records of each training action, and they must include:

- List of attendees (including their personal signature)
- Date

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- Duration
- Training contents
- Name of the trainer / tutor
- There will be a procedure or program in place to demonstrate the effectiveness of the training programs.
- The contents of the training will be reviewed and updated regularly and will take into consideration specific aspects.

#### **5.4.1 Halal training**

Key company personnel must receive external Halal training. In the case of non-meat companies, the training must be carried out at the beginning of each certification cycle, while, in the case of meat companies, the training must be carried out on an annual basis.


In both cases, the external training entity must be an entity recognized and validated by HFQ.

On the other hand, a Halal training must be planned internally for all company personnel. The training can be given by the Halal manager or substitute, or anyone who has previously received external Halal training. The frequency of internal Halal training must be carried out at least once per cycle. Such frequency should be increased according to halal risk and scope.

#### **5.5 Changing rooms, facilities and equipment for personal hygiene and access**

The company must provide personnel with changing rooms equipped and adapted to the number of employees, designed and managed in a way that minimizes risks to food safety and contamination of Halal and non-Halal foods.

- They must be kept in good general condition and cleanliness.
- The risk of contamination of the Halal product by foreign bodies or by non-Halal or Haram products from staff facilities should be evaluated and minimized.
- The introduction of food by employees for their own consumption, as well as their other personal effects, must also be taken into consideration.
- Standards and facilities should be in place to ensure proper management of employees' personal belongings and for food brought by employees to work, food from the canteen and from vending machines. This food may only be stored and / or consumed in designated areas.
- Adequate facilities for hand washing must be available at the access to and between the different production areas, as well as at the staff facilities. These should also be available in other additional areas (eg packaging area), if the conclusions of a hazard analysis and associated risk assessment so recommend.
- Hand washing facilities will be equipped, as a minimum, with: potable water at an adequate temperature, liquid soap, and adequate equipment for drying hands.
- Where highly perishable Halal food products are handled, the following hygiene measures will be additionally taken: hands-free taps, hand sanitizer, adequate hygiene equipment, labeling indicating the requirements for hand washing, non-opening garbage cans. hands.
- There should be a program to monitor the effectiveness of hand hygiene based on a hazard analysis and associated risk assessment.
- They must allow direct access to areas where Halal products are handled. Exceptions will be justified and managed based on a hazard analysis and associated risk assessment.
- When a hazard analysis and associated risk assessment demonstrate the need, facilities for cleaning boots, shoes and other protective clothing should be provided and used.
- The company will have adequate changing rooms for staff, subcontractors and visitors. If necessary, street clothing and protective clothing will be stored separately.
- The services will not have direct access to any area where Halal food products are handled. The toilets will be equipped with adequate sinks. Sanitary facilities must have adequate natural or mechanical ventilation. A mechanical flow of air from a contaminated area to a clean area should be avoided..

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- Staff must have bathrooms with sufficient hot and cold water.
- They will not have direct access to food handling areas.
- They must be kept clean and provided with adequate materials for cleaning and personal hygiene.
- The bathroom walls are glazed ceramic for easy cleaning, preferably painted with a harmless paint of a light color and be free of cracks.
- Facilities must have services for staff in accordance with national law.

### 5.6 Oratory for Muslims (requirement for slaughterhouses)

Slaughterhouses in particular should have a room or space for Muslim slaughtermen, operators and supervisors to perform their prayers in that room dedicated exclusively to this purpose and to keep supervision materials (channel seals, labels, etc.).

## 6. PLANNING AND PRODUCTION PROCESS

### 6.1 Specific slaughter requirements


#### 6.1.1 Requirements for slaughtered animals

- The animal to be euthanized must be a Halal animal (Sheep, Cattle, Goats, Non-carnivorous Birds, etc.).
- Animals must be fed forage and feed from Halal sources. The feeding animal by any feed containing the materials which is not suitable for its nature is not allowed. Animal feed shall not contain components of other animals regularly (Animals fed with animal ingredients (carnivores or cannibals) become non-Halal animals.).
- Animals to be slaughtered must be healthy and have been inspected and authorized by the Official Veterinary Service.
- The animal must be examined before and after slaughter by a specialized veterinarian to verify its state of health and to ensure that the animal is free from any blow, injury, or disease, which would make its meat harmful. For this they must also have all the necessary health documentation.
- Before slaughter, the animals must be alive. The method of slaughter must not torture the animals. Amputation of any part from the body of animal is prohibited while the animal is alive.
- The animal to be slaughtered will be alive (hayat al-mustaqirrah) at the time of slaughter.
- The cause death of the slaughtered animal must be solely for the slaughter.
- If animals have arrived from long distance, they should first be allowed to rest before slaughtering.

#### 6.1.2 Slaughter process requirements

- Cold storage areas for poultry or carcasses should be separated from slaughter, cleaning and packing areas.
- Cages and transport vehicles should be cleaned and disinfected at least once a day.
- Facilities should have separate areas for dumping waste or adequate storage facilities for waste.
- Unsuitable or suspected sick animals should be immediately separated from the production line (PCH).
- Appropriate precautions will be taken to ensure that all residues are disposed of in a way that does not cause risks to public health or the environment, and all necessary measures will be taken to protect the Halal product from contamination by any type of residues.
- Special care must be taken to avoid mixing different groups of animals during their transfer to the stables and slaughter area.
- Animals to be slaughtered will be led to the slaughter area by trained personnel through a corridor using methods that watch over the welfare of the animal.

#### 6.1.3 Slaughtermen requirements

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- The slaughterer must be a practicing Muslim, adult, healthy and knowledgeable about the requirements GSO993, SMIIC1, SNI99002, SNI99003, MS1500, HAS-LPPOM-MUI and SMHS (MUIS-HC-5001) related to Halal slaughter.
- The slaughterer must have a certificate of competence that qualifies him for the slaughter position, issued by Halal Food & Quality, the Islamic Center of the Valley, or another Islamic entity recognized by HFQ. Said certificate must be presented when required by the HFQ auditor.
- Halal slaughter, cutting, deboning, packaging and manufacturing of meat products must start with clean lines and operators in clean work clothes.
- The slaughterer must always have the HFQ authorization card visible with his name and photograph.


#### **6.1.4 Equipment and utensil requirements**

- Equipment, utensils, production lines and auxiliary materials used in the slaughter process must be clean and not contaminated with any non-Halal materials. They cannot contain or be made with non-Halal materials.
- The utensils used in the sacrifice must be sharp and must cut for their sharpness without using force or pressure. They cannot be made from bones, nails or teeth of animal origin. They should preferably be made of stainless steel.
- Devices, utensils, machines, and process aids that were previously used, or that were in contact with Najasa Al-mughallazah, must be cleaned with the special cleaning SOP, and from that moment they will be exclusively used for Halal productions.
- In the case of converting the process line containing Najasa Al-mughallazah into a Halal production line, the line will be cleaned using the SOP special cleaning standard operating procedure. This procedure will be supervised and verified by HFQ.
- After conversion, the line can only be used for Halal productions and only the first conversion is allowed after special cleaning.
- Slaughter lines, tools and utensils must be dedicated to Halal slaughter only.
- The knife, or the killing blade, must be sharp and free of blood and other impurities.
- In Halal slaughter facilities there may be no presence of pigs.

#### **6.1.5 Slaughter guidelines requirements**

- During the sacrifice of each animal, the muslim slaughterman should literally mention "Bismi Allah" (in the name of Allah) without mentioning any other names next to it. If the slaughterer forgets to mention "Bismi Allah", the sacrifice is considered non-Halal and will not be labeled as such.
- The animal with stable and fully conscious life will be sacrificed by religious rite in accordance with the requirements of Islamic laws collected in the Halal standards GSO993, SMIIC1, MS1500, SNI99002, SNI99003, HAS-LPPOM-MUI. Animals that are suffocated, fatally shot (Mawqouza), those that die because of falls (Motaradiah), those that die as a result of blows to the head or gored by other animals (Nateehah), and animals eaten by a prey animal are prohibited. However, if any of the animals detailed above is found alive, it can be euthanized.
- The neck of the animal or any other part of the animal should not be cut or broken until the bleeding stops and the animal has died. In the case of birds whose sacrifice completely cuts the neck of the head, they will not be considered Halal (it invalidates the purpose of the sacrifice.)
- Manual sacrifice: the throat cut will be made only from the chest (front) side, neither from the neck nor the back sides.
- The slaughter must be carried out by means of a single clean cut. Passing the knife several times is allowed as long as the blade of the knife does not rise from the neck of the animal during slaughter.
- The act of Halal slaughter will begin with a neck incision somewhere just below the glottis and after the glottis for long-necked animals.
- The act of sacrifice will cut the trachea (halqum), the esophagus (mari'j) and the carotid arteries and jugular veins (wadajain) to accelerate the bleeding and death of the animal.
- Skinning, dipping, or feather removal will only take place after ensuring that the animal has died (PCH).



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- The minimum bleeding time, time after slaughter, is 180 seconds for birds, 300 seconds for bovine and sheep.
- Hot water can be used, without reaching the boiling degree (max 52°C), and on the condition that the meat is not placed in it for a long time.
- A trained Muslim inspector / supervisor will be appointed as responsible for verifying that animals are properly slaughtered in accordance with Halal requirements (PCH).

#### **6.1.6 Requirements of the practice of slaughter**

- Stunning is not allowed either before or after slaughter.
- Any animal that dies prior to slaughter for any reason will be considered dead.
- If the birds are completely decapitated during mechanical slaughter, they must be discarded.
- Handling the animal is not allowed until the animal is completely dead. The minimum bleeding time for each species must be respected.
- All details related to slaughter must strictly comply with the requirements of the **GSO 993, GSO 2055-1, GSO 1694, GSO 58, GSO 21, GSO 9, SMIIC1, HAS-LPPOM-MUI, SNI99002, SNI99003 and other GSO standards, SMIIC 1 and other SMIIC standards, SNI99002, SNI99003, MS1500, MS2400 -1, MS 2400-1, MS2400-3, HAS-LPPOM-MUI, SMHS (MUIS-HC-5001).**

#### **6.1.7 Ethical requirements (recommended and not mandatory)**


It is advisable to take into account the following Halal requirements

- Whenever possible, the sacrificed animal is placed facing the Quibla (Mecca).
- The mention of 'Allah Akbar' is made after 'Bismi Allah'.
- The invocation of the name of Allah (Tasmiyyah) must be done immediately before the sacrifice.
- The sacrifice will be made with the right hand and the cut is executed quickly.
- The slaughter knife must not be sharpened in front of the animal to be slaughtered.
- The euthanized animal must be treated with compassion.
- He must not be subjected to torture or mistreatment before slaughter, during or after slaughter during bleeding.
- The sacrificial knife must not move in many directions
- An animal should not be euthanized in front of another animal.
- If the animals have traveled long distances, they will be given a rest before slaughter.
- The animal must be clean (from dirt and mud).
- If necessary, it must be washed before slaughter.
- If the animal is wet, it must be isolated from animals to be euthanized.
- The sacrifice will be made with the intention (niyyah) to dedicate it to Allah and not for other purposes. The slaughterer must be very aware of his action.

#### **6.1.8 Slaughter place requirements**

- The slaughterhouse and facilities subject to Halal certification may not be dedicated to the production of pigs. It can only be dedicated to the primary activity of Halal animals (sheep, cattle and goats).
- Sufficient space must be allocated for the slaughter of the animal.
- The storage of Halal animals must be done in such a way that the non-Halal channels are separated from the Halal ones, and a veterinary examination must be carried out before and after slaughter.
- For washing slaughtered animals with pressurized water, the water must meet the health requirements of RD 140/2003.
- For washing and sterilizing sacrificial tools with hot water, the temperature must be greater than or equal to 82°C.
- There should be no mixing of different species of animals during cleaning or slaughter. Regarding transport, only Halal animals can be transported.



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- The passage of animals from the stables to the restrainer or box must be carried out by a trained person in order to avoid abuse or suffering of the animal.
- Slaughter places shall be dedicated to Halal animals and Halal slaughter only and shall satisfy the requirements of prerequisite programs as defined in Codex CAC/RCP 1 or ISO 22000 or ISO/TS 22002. Physical conditions of slaughtering places shall fulfill the national legal requirements. The following shall be provided:
  - a. Landing area which allows convenient space for health checks,
  - b. At the entrance special slaughtering area, electrically operated automatic or manually operated system according to nature of the animal that is used to raise the animal,
  - c. Automatic, movable, or manually operated rail system equipped with roller chain which sequences flow of work,
  - d. Fixed or movable loading platform and landing area specially designed for cattle and sheep-goats, which help workers, handle skinning and carcass preparation with ease and efficiency,
  - e. Weighing facilities,
  - f. Carcass washing facilities (pressure water, preferably automatic),
  - g. Vessel which contains running hot water at all times for the purpose of washing, disinfecting or sterilizing dirty tools (knives, hanger etc.), cuvettes holding antiseptic liquid and for hands sink fitted with a tap operated by foot or knee or by photocell,
  - h. Clean and pressure water supply should be always made available,
  - i. All disinfectant and antiseptic liquids shall be suitable for the use in Halal food sector. When cleaning or maintaining machinery or devices that come in contact with Halal foods, there shall be no use of any oils or lubricants or cleaning fluids or disinfectants that contain non-halal components or materials, or that are not food grade.

#### **6.1.9 Supervision, monitoring and sealing of the carcasses**


- All shipments of Halal certified meat products must be accompanied by a Halal batch certificate stamped and signed by HFQ. For exports outside the EU, it must be legalized by the consulates of the destination countries.
- Said Halal batch certificate must reflect that the slaughter and production have been carried out in accordance with the Halal requirements of these regulations, indicating the names of the slaughterers and Halal supervisors assigned to that batch.
- In Halal channels or in Halal meat productions there must be an HFQ stamp stamped with Halal food ink, said can only be put by an authorized HFQ supervisor, in such a way that it cannot be falsified. The cutting and packaged products must be sealed or with a non-reusable label.
- The slaughter must be carried out by or under the actual direct supervision of the HFQ supervisors.
- Slaughtermen must be periodically under control and training in order to guarantee compliance with the requirements of this standard.
- The guaranty of HFQ cannot be printed on packaging, HFQ will provide labels with stickers to the companies which can be used only by the supervisor authorized by HFQ.

#### **6.1.10 Utensils, equipment for slaughter and blood collection**

- The utensils used in the slaughter must be made of non-corrosive material and that they are easy to clean.
- Halal by-product tunnels will be constructed of non-corrosive metal or any other type of material that is suitable.
- The base of the tundish should have a suitable drop in a Halal by-product container that can be easily emptied and cleaned.

#### **6.1.11 Scalding tanks**

- When scalding tanks are used, special care must be taken to ensure that they conform to hygiene standards.

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- The velocity of the water flow in these tanks must provide for the continuous renewal of water in order to minimize the probability of accumulation of contaminants.
- The temperature of the water inside the scalding tanks should be adjusted to maximum  $55 \pm 1$  ° C (TCP).
- Tanks should be regularly emptied at least once each working day and properly cleaned and sanitized.
- The direction of water flow in the tank should be opposite to the direction of bird movement, so scalded birds exit from the side where clean hot water enters the tank.
- Halal slaughtered birds can only enter scalding when they have died as a result of Halal slaughter (PCH). The minimum bleeding time before entering scalding is 180 seconds.

#### **6.1.12 Plucking machine**

- Plucking machines should be of a design that allows them to control feather dispersal, with continuous removal of plucked feathers.
- The feathers will be collected in suitable, clean and covered containers and must be emptied at least once a day.

#### **6.1.13 Evisceration of birds**


- The evisceration trough must be made of stainless steel or another material with a similar characteristic.
- The main water flow should be in the opposite direction that the birds are moving. It must be proportional to the speed of production flows.
- Hot and cold water should be provided on both sides of the evisceration trough to ensure cleanliness of the exterior and interior birds. Disinfection of knives, utensils and aprons is mandatory when necessary.
- Evisceration machines must be continuously rinsed ensuring a proper state of cleanliness.
- The washing equipment must be designed according to the production flow rate.
- The jets of water must be sufficient to ensure proper cleaning of the poultry carcass.
- Containers for collecting inedible materials should be watertight constructed of metal, or other suitable impervious materials, that are easy to clean and fitted with tight-fitting covers.
- In the case of using sloped channels or ducts or any other method for waste disposal, they must be designed in such a way as to avoid contamination, bad odors and accumulation of waste on the sides.

#### **6.1.14 Slaughter and gutting**

- Bleeding must be completed to ensure the death of the animal, and must be carried out properly so that blood flowing out of the slaughter area does not cause contamination.
- In the case of birds, they should be plucked immediately after slaughter when dead. After plucking, gutting shall be carried out in such a way as to avoid contamination.
- After inspection, the removed viscera shall be immediately separated from the animal and the parts unfit for human consumption shall be removed.
- The parts of the viscera remaining on the slaughtered animal, with the exception of the kidneys, shall be removed under satisfactory hygienic conditions.
- Animals and parts declared unfit for human consumption will be separated and hygienically removed.
- Poultry or carcasses shall not be cut into portions or subjected to any processing, without official veterinary inspection.

#### **6.1.15 Ante-mortem sanitary inspection**

- Animals destined for slaughter must undergo an ante-mortem health inspection by veterinarians within 24 hours of arrival at the slaughterhouse (PCH).
- After 24 hours, if the slaughter has not yet been carried out, the inspection (PCH) must be carried out again.
- Slaughtered animals must be free of symptoms indicative of disease or disorder affecting their health status, rendering their meat unfit for human consumption (PCH).

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#### **6.1.16 Post mortem inspection**

- A visual inspection of the birds or carcasses should be carried out immediately after slaughter.
- An inspection by palpation should be performed to ensure the absence of incisions or bruises in the euthanized animals.
- An investigation of anomalies in terms of color and odor should be carried out, and if necessary, birds or carcasses with defects should be rejected.
- Records of animals entering and leaving the cutting facility will be kept.
- If necessary, samples are collected from the carcasses or carcasses for laboratory analysis for the possible presence of pathogens or chemicals that may be hazardous to public health. Records of the results of such tests will be kept.

#### **6.1.17 Cutting and deboning operation**

- It must be ensured that the cutting, butchering and / or deboning of Halal carcasses or poultry only takes place in the cutting facilities.
- It must be ensured that the cutting, quartering or deboning operations are carried out in rooms with a temperature below 4 ° C.
- If the poultry meat needs to be cleaned, either before or after cutting and deboning, it can only be done with running water or air-pressed water.
- In the facilities or rooms for cutting, cutting or deboning of sheep, goat or bovine carcasses, there may be no presence of pigs or their derivatives.


#### **6.1.18 Cooling process**

- Refrigeration chambers for Halal meat or food products must be made of stainless steel or any other suitable material.
- There must be a separation in the cooling chambers between Halal and non-Halal poultry or carcasses.
- It must be operated in a way that prevents the growth and multiplication of microorganisms.

### **6.2 Labeling requirements**

The label of the slaughtered animal must bear the following information:


- The name of the Halal product and the type of animal.
- Slaughter date (day, month and year).
- Date of production or processing and packaging.
- Type of sacrifice, whether it is manual or mechanical.
- Reference number that contains the information of the slaughtered animals.
- When using any special logo on attributions of quality or organic Halal product, or other special characteristics, the veracity and scope of the same must be evidenced.
- Phrases or logos or symbols related to the quality management system should not be used.
- Nutritional information must be expressed in international units (g. Mg. Mg) and in kilocalories (Kcal) for energy value.
- When writing any nutrition or health information on packaged foods, the information must be correct, truthful, and not misleading.
- The net content of the packaged product must be declared in the metric system.
- The net content must be declared by volume for liquid foods, by weight for solid foods, and by weight or volume for semi-solid or viscous foods.
- The name and address of the manufacturer and packer must be declared when they are different.
- The name of the distributor, importer, exporter or seller can be written.
- The country of origin or manufacture of the Halal product must be indicated.
- In all cases, the sentences must be accompanied by the date itself or a reference to the place where the date is indicated.

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- Dates must be engraved or embossed, printed or stamped in permanent ink directly on all packages or on their original Halal product label.
- The information on the labeling must be legible, indelible and will comply with the customer's agreed product specifications. This should be checked regularly and these checks should be documented.
- Finished products that contain GMOs, or are labeled as GMO-free, will be declared in accordance with current legal requirements. The manufacturers of these products will refer to their status as GMO or GMO-free through a statement.
- The company must demonstrate through studies and / or carry out relevant tests to validate the nutritional information or claims mentioned on the labels. This applies both for a new product and throughout its commercial life.
- Adding labels for production and expiration dates is not allowed. There should be no more than one production or expiration date on the same package.
- When the container is covered by a wrap, this will carry the necessary information; and the labeling on the container should be easily legible through the wrapper and not obscured by it.
- The name and net contents of the food should appear prominently.
- The use of any illegal or unauthorized nomenclature, terminology or inappropriate coding is prohibited.
- Labeling material used in direct contact with the Halal product must meet Halal requirements.
- When marking the Halal product grade statement, that must be legible, understandable and not imply deception in any way.
- Each container must be engraved or marked with a permanent element with a code or a clear way to identify the Halal product manufacturer and the batch.
- Each container must be legibly and indelibly marked or must be attached with a label, with the following information:
  - Product name Halal;
  - Net content expressed in metric system (SI units);
  - Name and address of the manufacturer, importer and / or distributor and registered trademark;
  - Country of origin.
- Advertising must not violate Sharia principles and must not display indecent elements that are against Sharia.
- All Halal products with the HFQ Halal certification are marketed under the company's own brand.
- The final Halal product manufacturer's label is embedded with the HFQ Halal logo and is marketed under Halal requirements.

### 6.3 Halal Specifications and Formulas

- Implemented specifications should be available for all finished Halal products. They should be up to date, unambiguous and meet all legal and customer requirements.
- Specifications should be available for all raw materials (raw materials / ingredients, additives, packaging materials, rework).
- They should have a list of the raw materials that are Halal and identify and list the Haram raw materials.
- When required by customers, Halal product specifications must be formally agreed upon.
- The specification control procedure will include updates to the finished Halal product in case of any modification of:
  - Raw Materials
  - Formulas / recipes
  - Processes that influence final Halal products
  - Packaging influencing final Halal products

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#### 6.4 Development and modifications of Halal products and production processes


- The Halal product formulation, Halal manufacturing process, process parameters and compliance with requirements must be clearly specified and will be assessed by factory testing and Halal product analysis.
- Shelf life tests, the appropriate processes in packaging, production and the declared conditions will be carried out; The expiration or preferred consumption dates will be established accordingly.
- Establish and validate the shelf life of the Halal product (including labels with the best before date).
- Halal product development must take into account the results of organoleptic evaluations.
- A process must have been implemented to ensure that the labeling complies with current legislation in the destination country and with customer requirements.
- Recommendations should be established for the preparation and / or use of Halal food products.
- The company must demonstrate through studies and / or carry out relevant tests to validate the nutritional information or claims mentioned on the labeling.
- Progress and results of Halal product development will be properly recorded.
- The company will ensure that the process characteristics are reviewed to ensure that the Halal product requirements are met in the event of any change in the Halal product formulation, including reprocessing and packaging material.

#### 6.5 Purchasing and approval of suppliers

- The company must control the purchasing processes to ensure that all materials and services purchased from third parties meet Halal and food safety and quality requirements.
- When a company decides to subcontract a process, it must ensure control over said processes, guaranteeing compliance with Halal and food safety and quality requirements.
- The control of these outsourced processes will be identified and documented within the food safety and quality management system.
- There will be a procedure for the approval and monitoring of suppliers (internal and external), including those to whom the production or part of it is subcontracted.
- The approval and monitoring procedure must contain clear evaluation criteria such as:
  - Halal certificates,
  - Certificates of Analysis,
  - Supplier reliability and claims,
  - Compliance with required benchmarks,
  - Audits
- It will be verified that the Halal products and services purchased comply with the existing specifications and their authenticity.

#### 6.6 Marketing of Halal products by third parties

- When a company markets Halal products made by third parties, it must have and implement a procedure for the approval and control of suppliers.
- In the case of commercialization of Halal products made by third parties, the supplier approval and monitoring process must contain clear assessment criteria such as audits, certificates of analysis, supplier reliability, claims and compliance with required standards.
- In the case of private brands, there must be a supplier approval system in accordance with the client's requirements for pre-suppliers of finished or semi-finished Halal products.
- They must identify through a traceability procedure and a flow chart, ensuring that the Halal product received has not violated its nature and Halal safety.

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### 6.7 Screening and validation of Halal raw materials

For the validation and approval of the raw materials that are part of the Halal product components, it is necessary that said ingredients and raw materials meet the following requirements:

- Have a Halal batch certificate for meat products or derivatives, and all those high-risk raw materials.
- For those raw materials of medium risk they must have Halal certificates and, exceptionally in the absence of the Halal certificate, they must have:
  - Data sheet
  - Security file
  - Declaration of ingredients (according to the model provided by HFQ)
  - Flowchart
  - Declaration of absence of pigs in the factory
  - GMO certificate
  - Vegan certified, if applicable
  - Kosher Certificate, if applicable

The raw materials and ingredients used in Halal products must clearly demonstrate their Halal nature and must not have been exposed to risks of cross contamination.

The screening is made to validate the halalness of raw materials used in the composition or in the materials in contact with the halal food. During the screening procedure Halal Certification of all doubtful ingredients are requested to validate. HFQ auditor can decide do sampling to verify the halalness of raw material when;


- 1) there is a high risk of contamination of non-halal ingredient with the raw material
- 2) the non-halal substituent can be detected by laboratory analysis

### 6.8 Halal packaging and packaging requirements

- The packaging speed must be proportional to the speed of the production flow, taking this into account, to avoid the accumulation of Halal product in the packaging area.
- The packaging area must be completely separated from the production area and must be well ventilated and illuminated.
- In slaughterhouses the temperature within the packaging area should not exceed 10 ° C.
- The materials used for Halal food product packaging must be hygienic and durable to protect the Halal product from contamination and spoilage.
- The packaging materials must not be reused.

### 6.9 Packaging and conservation techniques:

- Packaging must be carried out in adequate hygienic conditions.
- The preservation methods must protect the Halal product from any contamination, infestation, communicable disease or any development dangerous to public health
- Halal products must be properly packaged.
- Packaging materials must be Halal in nature and meet the following requirements:
  - Packaging materials must not be made from any raw material that is decreed as Najis.
  - It is not prepared, processed, or manufactured with equipment that is contaminated with Najis substances.

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- During its preparation, processing, storage or transport, it must be physically separated from any other Halal product that does not meet the requirements established in the two previous points or any other Najis substance or element.
  - That the packaging material does not have any toxic effect on the Halal product.
  - The design, symbol, logo, name and photo of the packaging must not be misleading or go against the principles of Halal requirements.
- Certificates of conformity that meet current legal requirements must be available for all packaging material that may have an influence on Halal products.
  - Where there is no specific applicable legal requirement, evidence should be available to demonstrate that the packaging material is suitable for use. This applies to packaging material that may have an effect on raw material, semi-finished Halal product and finished Halal product.
  - Based on a hazard analysis, associated risk assessment and intention to use, the company will determine the key parameters of the packaging material and verify the suitability of the packaging material for each relevant Halal product (eg organoleptic tests, tests storage, chemical analysis, migration tests).
  - The information on the label must be legible, indelible and comply with the agreed Halal product specifications of the customer. This should be checked regularly and these checks should be documented.


#### 6.10 Cleaning and disinfection procedures

- Cleaning and disinfection plans will be available and implemented, based on a hazard analysis and associated risk assessment. These should specify:
  - objectives
  - Responsibilities
  - The Halal products used and their instructions for use
  - The areas to be cleaned and / or disinfected
  - Cleaning frequency
  - Documentation requirements
  - Hazard symbols (if necessary)
- Cleaning and disinfection tasks may only be carried out by duly qualified personnel.
- Staff must receive training and maintenance courses to carry out cleaning plans.
- The relevant documented validations / verifications based on the risk analysis must be carried out.
- Halal cleaning products must have current safety data sheets and technical data sheets that validate their suitability for use for food hygiene and Halal.
- Cleaning tasks are carried out during the non-production period, and if this is not possible, the corresponding measures must be taken to avoid the risks of contamination.
- Cleaning can be carried out with physical methods, such as heat, the use of water with adequate pressure, by aspiration or other methods that avoid the use of water, and / or chemical methods, using detergents, alkalis or acids, rinse with water. and, when necessary, disinfection.
- A SOP for cleaning before Halal productions should be implemented when there has previously been a Haram production.
- The temperature of the water used to sterilize utensils during processing should not be lower than 82 ° C.
- The cleaning record will be reviewed regarding Halal productions.
- When cleaning or maintaining machinery or devices that come into contact with Halal food, no detergent liquid, oil or grease that contains non-Halal components or materials or unsuitable for use with food should be used.

#### 6.11 Cleaning procedures and methods

- When the conversion or use of a line or equipment that has been used for food production containing pigs is required, it is essential to carry out a special cleaning beforehand, the objective of which is the total elimination of any detectable Haram or Najis residue in Real PCR-type analytics. Time.



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- The special cleaning method consists of cleaning 7 times in a row using a clay-type abrasive or specific salt for this use.
- This cleaning must be supervised, validated and verified by a Halal Food & Quality technician.
- Only one conversion from non-Halal to Halal use of equipment and lines is allowed.

#### **6.11.1 Validation and verification of cleaning methods**

- A sample will be sent to an accredited laboratory to carry out the necessary tests related to the Halal product, the facilities (environment and surfaces), the equipment and the utensils to guarantee that they are free of pathogenic microorganisms.
- Personnel responsible for quality control and inspection of Halal food will be appointed primarily for this purpose, provided that their functions are separate from production and they have experience in food industries and Halal quality control.
- Both HFQ and the company itself, each according to its duties and functions, periodically take representative samples of the production to carry out the corresponding analyzes, in order to guarantee the safety of the Halal product and its compliance with Halal standards.
- The use of cleaning products and utensils must be clearly identified. Cleaning products and utensils will be used in such a way as to avoid any type of contamination.

#### **6.12 Waste management and removal**

- The company must have a waste disposal plan in which all current legal requirements will be respected.
- The company must carry out the removal of waste from the food handling and storage areas and avoid accumulation and risk of contamination of Halal products.
- Waste containers must have the appropriate design to avoid bad odors, attract pests, easy cleaning and disinfection and must be clearly identified.
- The waste will be collected in different containers, depending on the type of management planned for them. Only duly authorized third parties may carry out the transport and management of said waste. The company must maintain waste management records.
- Appropriate measures must be taken for the removal and storage of waste.

##### **6.12.1 Containers for waste and hazardous substances:**

- Hazardous substances must be correctly identified. Containers or containers for waste, Halal by-products and inedible or dangerous substances, properly constructed.
- Containers used to hold hazardous substances should be limited in access to avoid intentional or accidental contamination of food.
- Waste receptacles and rooms must be kept properly clean.

##### **6.12.2 Drainage and waste disposal:**

- Adequate drainage and waste disposal systems and facilities should be provided. They must be designed and constructed in such a way as to avoid the risk of food contamination.


##### **6.12.3 Collection, disposal of materials and food in bad condition:**

- The necessary means must be provided to collect materials and food in bad condition and transport them to specific areas outside the plant.

#### **6.13 Pest surveillance and control procedure**

The company must have a pest control system in place that meets local legal requirements and includes, as a minimum:



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- The factory environment (potential pests)
  - Installation plan with application points (bait plan)
  - Identification of the baits in the installation
  - Internal and external responsibilities
  - Halal product and agents used and their instructions for use and safety
  - The frequency of inspections.
- The pest control system will be based on a hazard analysis and associated risk assessment.
  - Effective measures will be taken to eliminate insects, vermin, rodents and fungi, with the necessary precautions to avoid contamination of Halal products.
  - All external sectors that are conducive to pest breeding, as well as all possible indoor places of refuge and hibernation, should be under regular control.
  - Floors, walls, elevators and conveyors should be inspected frequently for the possible presence of insect secretions and eggs in the cracks.
  - The substances used to eradicate pests (pesticides) must be highly effective for rodents and the rest of the possible pests that may occur. They should be used in such a way that they do not lead to food contamination and their toxicity will be low to humans.
  - After applying pesticides, equipment and utensils that may be contaminated must be thoroughly cleaned in order to eliminate them.
  - Products with Halal cleaning ability must be completely soluble, non-corrosive to metal surfaces, with an emulsifying action on fat, a dissolving action on food residues and a germicidal action.
  - Pesticides will be stored in closed rooms that are used only for that purpose, they are distributed and handled with authorization, and by properly trained personnel.
  - Extreme care must be taken to avoid contamination of food.

#### **6.14 Control of foreign objects (metals, plastic, glass and wood)**

The risks linked to foreign bodies must be analyzed and controlled by installing detectors or filters, subject to reviews and continuous maintenance to ensure their correct operation.

#### **6.15 Requirements for the receipt and storage of raw materials and Halal products**

- A check must be kept on the conformity of all incoming Halal products, including packaging and labeling material.
- The verification of receipt and storage of Halal raw materials and products will be based on Halal risks.
- The results of the tests carried out on samples of incoming raw materials shall be documented.
- The storage conditions of the raw materials, Halal semi-finished and finished Halal and non-Halal products, as well as the packaging material, will correspond to the requirements of each Halal product in question (eg refrigeration, protective covers) and will not be harmful to other Halal products.
- Raw materials, semi-finished and finished products should be stored in such a way as to avoid cross contamination of Halal products by non-Halal ones.
- Adequate storage facilities shall be available for the management and storage of work materials, process elements and additives. Personnel responsible for managing storage facilities should be trained.
- All Halal products must be clearly identified.
- The use of Halal products will be carried out in accordance with the principles of FIFO “First In / First Out” (first in / first out) or FEFO “First Expired / First Out” (first out of date / first out).
- When a company hires an external storage provider, that provider must be Halal certified. If the third-party storage provider is not certified to HFQ Halal logistics requirements, all relevant Halal requirements equivalent to the company's own Halal storage practices must be met and clearly defined in the relevant contract. And in any case, there must be a contract that reflects the agreement with the commitments and services provided.


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#### 6.16 Halal product transport requirements

- Before loading, the state of the means of transport will be verified (eg absence of foreign odors, excessive dust, humidity, pests, molds) and, if necessary, measures will be taken.
- The appropriate means of transport (tanker trucks, cold trucks, etc.) must have cleaning reports showing the last three loads.
- The last three charges listed on the cleaning bulletin cannot be Haram. (except ethanol, which cleaning with hot water is sufficient).
- You must sign a responsible declaration that at least the last 7 loads have not been engaged in transporting pork or pork products.
- There must be a guarantee that, while in transit, Halal products will not be mixed with other non-Halal products or products whose Halal status is questionable.
- Tools and equipment for the transportation and distribution of Halal materials or products must be clean and free of Najis at all times.
- There must be an implementation of a procedure to prevent Halal products from being contaminated with Haram or Najis materials, or others that pose a food safety and quality risk.
- All Halal foods stored, displayed or transported must be separated, categorized and labeled as Halal to avoid being mixed with non-Halal product.
- The records of Halal products purchased in bulk must be available and verified: invoice, previous load, cleaning bulletins where the last three loads appear, CMR that show that Halal and non-Haram product has been transported, etc.
- In the case of goods that require a specific transport temperature, the temperature inside the vehicle must be verified and documented before loading it.
- In the case of goods that require a specific transport temperature, a maintenance of the appropriate temperature range during transport must be ensured and documented.
- There should be adequate hygienic requirements for all means of transport, containers and equipment used for loading / unloading (eg hoses in silo facilities).
- Loading and unloading areas must have facilities to protect transported Halal products from external influences.
- When the company contracts the transport services to a third party, all the above requirements will be clearly set out in the corresponding contract.
- The means of transport and containers for the transport of food must be kept in an appropriate state of cleanliness.
- When the same transport or container is used to transport different foods, or not foods, effective cleaning must be performed and, where necessary, disinfection must take place between loads.
- Where appropriate, particularly in bulk transport, containers and conveyances should be designated and marked for food use only and used only for that purpose.
- The safety of transport vehicles must be adequately maintained.

#### 6.17 Preventive and corrective maintenance requirements

- The company must have an adequate maintenance plan that covers all equipment, including transportation.
- The company must ensure the prevention of contamination and the conformity with the requirements of the Halal product during the execution of the maintenance works, repairs and, after them and, must keep its records, as well as the corrective actions taken.
- All material used for maintenance and repair work shall be suitable for the intended use.
- The fats and oils must be for food use and not Haram.
- Failures that occur in the facilities and equipment covered by the maintenance system (including transport) will be documented, and they will be reviewed in case it is necessary to make modifications to said system.

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- Temporary repairs will be carried out in a manner that does not affect compliance with Halal product requirements. These works will be documented and a short term will be established for the correction of the fault.
- When a company subcontracts the maintenance and repair service, all the requirements specified by the company regarding materials and equipment will be clearly defined, documented and maintained.


#### **6.18 Halal suitability of lines and equipment**

- The production lines, equipment and utensils that are used for Halal production cannot be used to produce Haram or Najis (pig) product.
- In the event that a line or equipment has been used for the processing or production of Haram product typified as Najasah al-mughallazah (pig) and is to be converted into a line for Halal production, the line / equipment must be cleaned / or following the instructions of a special cleaning and verified by the competent Halal authority (HFQ or the Inspection Body Authorized by HFQ). After the conversion, the line will be operated only for Halal productions. The reconversion of the line to a Najasah Al-mughallazah production line and back to a Halal production line will not be allowed.
- All equipment and tools used in Halal production must be suitable for this use. This applies to all equipment and tools in contact with raw materials, semi-finished Halal products and finished Halal products.
- The design of such equipment and tools must allow efficient cleaning.
- Before any change that the company makes in the equipment and tools, it must ensure the review of the characteristics of the process to ensure that the requirements of the Halal product are met.

#### **6.19 Traceability requirements**

A secure tracking and traceability system should be used for traceability. In this system, each product should be marked separately. This marking mechanism shall include non-copiable security features. At the same time, the system should also allow the relevant authority to make more detailed checks for market surveillance. It is mandatory for all unit packages of halal products and outer shipping packages to be marked with a unique identifier.

- The company must have a traceability system that allows the identification of batches of Halal products and their relationship with batches of raw materials, packaging material in direct contact with food or intended to come into contact with food.
- The traceability system will include all relevant production and distribution records.
- Traceability must be guaranteed and documented until delivery to the customer.
- Traceability records will be available forwards and backwards (from the reception of raw materials, within the production plant, to the customer and vice versa).
- The traceability system must allow the identification of the relationships between final Halal product batches and their labels.
- The traceability system will be checked at regular intervals, at least once a year and each time the traceability system changes.
- When there are Halal and non-Halal productions (non-Halal other than pork) on the same lines, the traceability system must allow the identification of evidence of cleanliness before Halal productions.
- When there are Halal and non-Halal references, the traceability system must allow the differentiation between Halal and non-Halal products.
- Traceability must be ensured at all stages, including work in progress, complementary treatments and reprocesses.
- The labeling of the batches of semi-finished or finished Halal products will be carried out at the time that the Halal products are packaged directly, to ensure a clear traceability of the Halal products.
- If marking is scheduled to take place after a certain time, temporarily stored Halal products will be marked with a specific batch number.

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- The commercial life (eg, best before date) of labeled Halal products should be calculated based on the original production batch date.
- The company may have a sample library where representative samples of the batches produced are adequately preserved up to their expiration date or preferred consumption date of the final Halal product and, if necessary, for an additional period thereafter.
- Exclusive identifiers shall be secure, stamped/glued, inaccessible, and inedible, and shall not cause any or all of opening of the package, including the product identifier label and the price tag, to be completely or partially covered by the identifier.
- With respect to imported products, it is not possible to use halal marks for products that do not comply with the obligations set forth in OIC/SMIIC standards and other Halal related normative documents. If the manufacturer or exporter has used a suitable marking mechanism with these rules, no further marking shall be required for the import of these products.

The exclusive identifiers shall enable the determination of:

- a) The date and place of production,
- b) Expiration date,
- c) Allergens,
- d) The contents,
- e) Product description ; (Brand, etc.),
- f) Laboratory test results (if applicable and available),
- g) Certificate authority and certificate number,
- h) Importer,
- i) The validity of the label,
- j) Label serial number or unique identification number.

The detailed information about the use of marks can be found in the document ***HFQ-4.1-P02 Use of Lic, Mark, Logo & Certificate Procedure.***


## 6.20 Genetically Modified Organisms (GMOs) Haram

- The company must have a list of all raw materials, ingredients or products that contain Haram GMOs.
- Appropriate procedures will be implemented to ensure that the manufacture of products that are composed of GMO Haram, or contain GMO Haram, is carried out in a manner that prevents contamination of Halal product with GMOs.

## 6.21 Allergens

The allergens are listed in Annex II to Regulation (EU) No 1169/2011 of the European Parliament and of the Council. All the requirements listed in European Commission 2017/C 428/01 relating to the provision of information on substances or products causing allergies or intolerances must be fulfilled.

- There should be specifications for raw materials that identify allergens that need to be declared in the country of destination of the finished Halal product.
- The company will maintain a permanently updated list of all raw materials that contain allergens used in its facilities, which will also include all the mixtures and formulas to which these raw materials are incorporated.
- The manufacture of Halal products that contain allergens that need to be declared will be carried out in such a way that cross contamination is minimized as much as possible.
- Finished Halal products that contain allergens that require declaration will be declared in accordance with current legal requirements. The declaration of allergens and / or traces thereof that may be present fortuitously or unintentionally, must be made based on a hazard analysis and associated risk assessment.

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- Verifiable procedures will be implemented when customers specifically require that Halal products be "free" of any substance or ingredient (eg gluten, Najis derivatives, etc.), or that certain treatment or production methods be excluded.
- Vegan products that are processed in lines that are used for productions with ingredients of animal origin must include statements that they may contain remains of animal origin (eg vegan burgers, vegan charcuterie, vegan croquettes, etc.).
- The declaration of products as vegan must be confirmed by animal DNA analysis with Real Time PCR techniques.

#### **6.22 Halal Food Fraud**


- The company must have a procedure or plan that prevents any type of Halal food fraud.
- There should be an internal control to avoid labeling and distributing Halal foods when they are not.
- A documented vulnerability analysis will be performed on all outsourced raw materials, ingredients, packaging, and processes to determine the risk of fraudulent activity related to substitution, mislabeling, adulteration, or counterfeiting. The criteria followed for this analysis will be defined.
- A documented preventive measures (mitigation) plan will be developed and implemented based on the vulnerability analysis, to control any identified risks. Control and monitoring methods will be defined and implemented.
- In the event that risks increase, the vulnerability analysis will be reviewed. If the risk does not increase, the vulnerability analysis will be reviewed at least annually. The controls and monitoring requirements of the preventive measures (mitigation) plan will be reviewed and adjusted when applicable.
- The traceability system must show that the total produced and issued Halal must be equal.

#### **6.23 Factory location, exteriors, order and cleanliness**

- The building should be away from unpleasant odors, smoke, dust, or other contaminants.
- It should not be in a floodplain.
- The size of the plant must be designed with a sufficient surface area for the intended purpose, so as to avoid crowding of equipment, personnel or materials.
- It must have enough space for the storage of raw materials and finished Halal products.
- The access roads and patios to the plant and those found in its area must be suitable for vehicular and human traffic.
- The design of the plant must allow sufficient maintenance and cleaning operations to be carried out and effective hygienic control to be carried out at all stages of production.
- The facilities must be in good conditions of maintenance, order and cleanliness.
- The building must be designed to prevent entry and shelter from pests, insects, birds, and environmental pollutants such as smoke and dust.
- The plant must be designed to apply repeated hygiene operations in the process lines, from the arrival of the raw materials to the complete transformation of the finished Halal product and to give rise to adequate conditions for its processing.

#### **6.24 Plant layout and Halal process flow**

- Drawings should be available that clearly describe the internal flows of finished Halal product, packaging materials, raw materials, waste, personnel, water, etc. A plan will be available that includes all the buildings in the facility.
- The process flow must be established, from receipt of goods to dispatch, in such a way as to avoid contamination of raw materials, packaging material and semi-finished and finished Halal products. The risk of cross contamination will be minimized through effective measures.
- In the case of microbiologically sensitive production areas, they must be managed and monitored to ensure that the safety of the Halal product is not affected.

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- Facilities should be designed, constructed, or renovated to allow process flow control, reduce the risk of product contamination, and be suitable for the intended use.
- The facilities will be kept in good condition and in a condition to prevent the access of pests.
- The facilities must be properly separated and well isolated from the pig farm, or its processing activities, to avoid cross contamination through personnel and equipment.
- The processing of carcasses, such as their deboning, cutting, packaging and storage will be carried out in the same facilities as the slaughter or in facilities approved by the competent Halal entity that meets the requirements of this standard.
- Laboratory facilities and internal process controls must not affect the safety of the Halal product.

#### **6.25 Requirements for refrigerated and ambient storage areas**

- Refrigerators must be organized in a suitable way for the refrigerated or frozen storage of Halal food products and must comply with the applied Halal standard and, likewise, cold stores for frozen and refrigerated Halal food products must comply.
- The areas for loading and unloading meat products must be covered to avoid contamination.
- Products that require cold should be stored maintaining the corresponding degrees according to their nature.
- Only cleaning and disinfection materials approved by current legislation with aptitude for food use and Halal should be used.
- All Halal foods that are stored, transported, displayed, sold and / or served must be classified and labeled as Halal and must be segregated at each stage to prevent it from being mixed with or contaminated with non-Halal items.
- Haram products based on Najasa al-Mughallazah will be stored in physically separate facilities.
- Transport vehicles, such as bonded trucks, must be dedicated and appropriate for the type of Halal food and meet hygiene and sanitation conditions.

#### **6.26 Construction requirements for production areas**

##### **6.26.1 Walls**

- They should be constructed of heat-insulating, soft, waterproof, nonabsorbent, washable, easy-to-clean bricks and preferably painted with a harmless paint, light in color and free from cracks.

##### **6.26.2 Soils**


- They must be made of waterproof and non-absorbent materials.
- They must be washable, easy to clean, non-slippery, non-toxic and free from cracks and pits, and must not be affected by weak acids, alkalis and steam.
- They should lean into the drainage system.

##### **6.26.3 Raised ceilings and facilities**

- They must be constructed in a way that prevents the accumulation of dirt, condensation, the development of mold and is easy to clean.
- Stairs, elevators, and additional facilities (such as pavements, portable stairs, and runways) should be designed or constructed in a way that avoids contamination of food and to facilitate the cleaning process as often as necessary.

##### **6.26.4 Windows and other openings**

- They must be constructed in such a way as to avoid accumulation of dirt.

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- Windows that can be opened should be provided with suitable net screens (to prevent the entry of flies, insects and rodents), made of non-corrosive materials and designed in a way that is easy to clean and maintain.
- They must have smooth, non-absorbent surfaces. The internal frames (if any) will be sloped so that they cannot be used as shelves.
- Windows must be self-closing.

#### **6.26.5 Access doors**

- They must have smooth, non-absorbent surfaces and designed so that they close automatically.

#### **6.26.6 Illumination**

- Natural or artificial lighting must be sufficient and adequate to avoid food discoloration.
- Fixed and suspended artificial light sources on the process lines, at all stages of production, must be safe and maintained in such a way as to avoid contamination of Halal products in case of breakage.
- Shadows and strong glare should be avoided.
- Illumination on processing lines should not be less than 400 Lux.
- Illumination in inspection areas should not be less than 600 Lux.
- Lighting should not affect color distinction.

#### **6.26.7 Ventilation**

- Adequate ventilation must be provided to prevent excessive heat, steam condensation, dust, and removal of contaminated air.
- The processing areas and their rooms must be provided with internal ventilation means.

#### **6.26.8 Air conditioning and ventilation**


- There must be passive or active ventilation in all production areas.
- If active ventilation equipment is installed, filters and other components that require cleaning or replacement should be easily accessible.
- Air conditioning equipment and artificially generated air flow must not pose any risk to the quality or safety of the Halal product.
- Extraction equipment will be installed in areas where a considerable amount of dust is generated.

#### **6.26.9 Water supplies and filters**

- Water used as an ingredient in the production process, or for cleaning, must be of potable quality and supplied in sufficient quantity. This also applies to steam and ice used in the production area. The water supply must always be available. Comply with RD 140/2003.
- The recycled water used in the process will not pose a risk of contamination. The water will meet the applicable legal requirements for drinking water. Compliance analysis records will be available.
- The quality of the water, steam or ice will be monitored according to a risk-based sampling plan.
- The ice used in cooling must not have been previously used in any processing stage. Ice will be stored and handled hygienically to protect it from contamination.
- Non-potable water will be transported through separate pipes, duly marked. These pipes shall not be connected to the potable water system and no backflow allowed to contaminate drinking water sources or the factory environment.
- The water filter must be made of activated carbon, of vegetable origin or stainless steel. It must not be of animal origin.

#### **6.26.10 Compressed air**



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- The quality of compressed air that comes into contact with food or primary packaging material will be monitored based on a hazard analysis and associated risk assessment.
- Compressed air cannot pose a risk of contamination.

## 7. MEASUREMENTS, ANALYSIS AND IMPROVEMENTS

### 7.1 Internal audits

The company must carry out an internal audit at least once a year to review and evaluate the application of the Halal and food safety and quality requirements of the Management system and product specifications.

An internal audit should be planned to check and compare the practices and compatibility with the established standards, manual procedure and term of reference for each department.

#### 7.1.1 Internal auditor qualification:

Internal Halal audits will be carried out by qualified personnel, with knowledge of audits, certification and the requirements of the Halal Management System and requirements. They must be independent from the audited department and have received recognized training on Halal production and technical requirements.

#### 7.1.2 The objectives of the internal audit:

- Verify the accuracy, precision and authenticity of the Halal policy, procedure and application.
- Facilitate early detection and prevention of Haram risks.
- Identify and register non-conformities and carry out the pertinent corrections.
- Carry out the pertinent analysis of the causes of the deviations and achieve efficient management and fulfill the objectives of the company's policy.
- Ensure the correct application of Halal requirements within the company.
- The results of the audits will be communicated to the management and the persons responsible for the affected departments. The necessary corrective actions and the deadline for their implementation will be established, documented and communicated to the affected personnel.
- It will be documented how and when the corrective actions derived from the internal audits are verified.


### 7.2 Factory inspections

- Factory inspections will be planned and carried out regularly (eg Halal product control, hygiene, foreign bodies, personnel hygiene, order and cleanliness). The frequency of inspections of each area (including external areas) and each one of the activities should be based on a hazard analysis and assessment of associated risks, both for food safety and Halal, as well as on the history of past experiences.

### 7.3 Process validation and control

- Halal process control and validation criteria must be clearly defined.
- In those cases where control of the process and working environment parameters (temperature, time, pressure, chemical characteristics, etc.) is essential to ensure compliance with Halal product requirements, these parameters will be continuously monitored and recorded. and / or at appropriate intervals.
- All rework operations will be validated, monitored and documented.
- Appropriate procedures will be in place for timely communication, recording and monitoring of process malfunctions and deviations.
- Process validation will be carried out using the data collected that is relevant to the safety of the Halal product and the processes. If there are substantial modifications, a revalidation must be carried out.



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#### 7.4 Equipment calibration and verification

- The company will identify the measurement and monitoring equipment necessary to ensure compliance with the Halal product requirements. These teams must be clearly identified and recorded in a document.
- All measuring equipment must be checked, adjusted and calibrated according to a surveillance system at specified intervals and respecting recognized and defined standards / methods. The result of the checks, adjustments and calibrations must be documented. When necessary, corrective actions will be carried out on devices and, if necessary, on processes and products.
- All measurement equipment will be used only for its specified use. When the measurement results indicate a malfunction, the equipment in question will be immediately repaired or replaced.
- The calibration status of the measurement equipment will be clearly identified (label on the equipment or list of equipment).

#### 7.5 Halal final product analysis

- The company must have a procedure that guarantees compliance with all the specific Halal requirements of the product, including those of food safety and quality.
- Real Time PCR, microbiological, physical and chemical analyzes should be carried out when necessary to demonstrate Halal safety.
- The analyzes should preferably be carried out in laboratories accredited in ISO 17025, otherwise, they will be carried out internally or in non-accredited laboratories and must be periodically verified in laboratories accredited in ISO 17025.
- The analyzes should be based on hazard analysis and associated risk assessment for raw materials, semi-finished products, finished products, as well as process equipment and packaging materials.
- Relevant corrective measures must be introduced for any unsatisfactory results.
- They should be reviewed periodically to identify trends and those that indicate potentially unsatisfactory results will be taken into account

#### 7.6 Halal product quarantine and release


- A procedure, based on a hazard analysis and associated risk assessment, should be put in place for the quarantine (lock / hold) and release of all Halal raw materials, semi-finished and finished products, and packaging materials. The procedure will ensure that only products and materials that comply with Halal product requirements are processed and shipped.

#### 7.7 Halal claims management

- There must be a procedure for handling Halal product claims.
- All claims will be evaluated by competent personnel, and appropriate action will be taken if necessary.
- Complaints should be analyzed with a focus on the implementation of preventive measures that prevent the reappearance of the non-conformity of the Halal product.

#### 7.8 Incident management, withdrawal and recovery of Halal product

- There will be a documented procedure for the management of incidents and possible emergency situations that have an impact on food safety or Halal, legality and quality.
- This procedure must be implemented and maintained. It will include, at a minimum, the appointment and formation of a crisis committee.
- An effective procedure will be in place for the withdrawal and recovery of all Halal products, ensuring that the customers involved are informed as soon as possible. This procedure will include a clear assignment of responsibilities.

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- There should be a list of emergency contacts, sources of legal advice (if necessary), availability of contact persons, customer information, and a communication plan, including information to consumers.
- An up-to-date list of emergency contacts will be available (such as names, telephone numbers of suppliers, clients, competent authorities, Halal and food quality certification bodies). A person from the company, with the authority to initiate the incident management process, must be permanently available.

### 7.9 Management of non-conformities and non-conforming Halal products

The company must have a procedure for the management of non-conforming Halal products, whether they are raw materials, semi-finished, finished, process equipment and packaging materials.

This must include, as a minimum:

- Isolation and quarantine procedures
- Hazard analysis and associated risk assessment
- Identification (eg labeling)
- Decision on further use (eg release, reprocessing / post-treatment, blocking, quarantine, rejection / disposal)
- Corrective measures must be taken when there are cases of non-conforming products

Products that do not conform to consumption will be:

- a. Redirected for another use, as long as it is Halal in the food chain
- b. Destroyed and / or disposed of as waste.

Documented information on non-conforming products will be retained.

### 7.10 Corrections, corrective and preventive actions

- There will be a procedure for the registration and analysis of non-conformities, the objective of which will be to avoid recurrences through preventive and / or corrective actions.
- A cause analysis, corrections or corrective actions, and preventive actions should be documented and undertaken.


## 8. FOOD DEFENSE AND EXTERNAL INSPECTIONS

### 8.1 Food Defense

The company must contemplate and guarantee the following points:

#### 8.1.1 Physical security outside the plant.

- The boundaries of the plant are well marked and secure to prevent unauthorized entry (eg, there are fences or “no entry” signs).
- Entrances to the property are secure (eg, have locks and / or alarms have been installed and are working).
- The perimeter of the plant is regularly monitored for any suspicious activity.
- There is lighting outside to deter unauthorized activities
- Other entry points, such as windows or vents, are protected.
- External storage facilities are protected against unauthorized access.
- Other security measures that the company determines as appropriate. (eg. monitoring by external security cameras).

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#### **8.1.2 Processing area security**

- Maintain records that allow materials and finished products to be traced backwards or forwards.
- Shorten the time a place is unguarded.
- Reduce access to product packaging and processing machinery.
- Do not allow personal effects that are not necessary in the production area.
- Avoid having products unsuitable for the Muslim community during Halal production.
- Control the use of unauthorized external or internal elements such as Halal, to avoid possible Haram sabotage.

#### **8.1.3 Ingredient and water safety**

- Examine ingredient packages before use for signs of Haram adulteration or food safety.
- Restrict access to product, ingredient and packaging storage areas to designated personnel only (eg, through locked doors or gates).
- Inspect water lines for signs of tampering (perform visual inspection to ensure integrity of infrastructure, proper connections, etc.).
- Take steps with local health authorities to ensure immediate notification to the plant in the event of problems with the drinking water supply.

#### **8.1.4 Food Defense Drill**

- The company must carry out an annual Food Defense drill to verify the effectiveness of the measures adopted.