

HQC.S1:2023

Halal Assurance Program Scheme

For Manufacturers



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1. Introduction

The Halal Assurance Program Scheme [hereafter referred to as HAP] functions as a directive instrument to facilitate the establishment of an internal mechanism that ensures the integrity of Halal manufacturing processes within production facilities. The HAP is comprised of 5 criteria, delineating the requisite stipulations for the implementation of the program. Essential activities and key sectors demand supplementary written procedures and corrective actions to ensure control and maintain operations within acceptable limits, thereby preserving the sanctity of Halal production activities.

In addition to the certification of a food safety management system, the HAP serves as a further mandatory requirement for Halal certification purposes.
The primary objective of the HAP is to scrutinize and pinpoint the criteria, which should be manifested in the company's quality manual involved in Halal operations.
This Scheme is linked to HQC Procedure No. 4 (P04) and is a part of the Five Schemes of HQC.

The requirements and criteria outlined within this HAP form the foundation for Halal certification audits conducted by the Halal Quality Control Group. Therefore, companies seeking Halal certification should regard this Scheme as a preparation for audits and ongoing compliance.

As this scheme is considered a new procedure, there must be a transition period between publication and full implementation. This allows time for the [re]training of all auditors and manufacturers and allows manufacturers to prepare. Therefore, certification against the HAP Scheme will commence not earlier than 1 December 2023 and is expected to be enforced by December 2024.

All Halal certificates issued against audits carried out prior to this date will be against the current procedures.

2. References

The HAP is designed with the intent of universal applicability in adherence to Halal standards globally. However, restrictions may occasionally apply based on the country issuing the Halal standard, potentially leading to extra requirements or measures to be taken.
For the complete list of Halal Standards, we direct you to Halal Quality Control's Work Instruction W0456 or the Halal Quality Control Certification Scheme, which lists all approved Halal standards.

You may download the HQC Halal Certification Scheme and the overview of Halal Standards here:
https://www.halalqualitycontrol.com/useful-documents/

Should none of the above references be applicable, an accurate and proper alternative may be provided by a staff member of Halal Quality Control.

3. Definitions

Halal
Permissible/allowed in accordance with the Islamic Law.

Haram
Forbidden in accordance with the Islamic Law.

General Haram Terms

i. **Pork and its by-products:** All parts of the pig, including pork meat, ham, bacon, lard, and certain types of gelatin, among others, are haram.
ii. **Alcohol and intoxicants:** All types of alcoholic beverages, including beer, wine, whiskey, vodka, and any foods or drinks containing alcohol, are haram. Drugs that are used for recreational purposes and cause harm are also haram.
iii. **Carnivorous animals and birds of prey:** Animals with fangs, such as lions, dogs, wolves, and cats, and birds with sharp claws, such as eagles and hawks, are considered haram.
iv. **Dead animals and blood:** Animals that have not been slaughtered according to Islamic law, have died of natural causes, or were killed by other animals are haram. Blood is also considered haram.
v. **Animals slaughtered in the name of anything other than God:** If an animal is slaughtered in the name of anything or anyone other than God (Allah SWT), it is considered haram.

General Impurities, also known as Najis

i. **Pork and its by-products:** This includes all parts of the pig, as well as any food products made from pig-derived ingredients (like certain types of gelatin or lard).
ii. **Dead animals:** Animals that have died without being properly slaughtered according to Islamic law (Dhabihah) are considered impure. This also includes animals that died of natural causes or were killed by other animals.
iii. **Blood:** Consuming blood is considered impure. This includes any food products that contain blood.
iv. **Carnivorous animals and birds of prey:** Animals that have fangs and birds that have talons are generally considered impure and are not to be eaten.
v. **Alcohol and intoxicants:** Any substance that causes intoxication is considered impure, and this includes alcohol. Even foods that contain small amounts of alcohol (such as certain flavor extracts) can be considered impure.
vi. **Animals not sacrificed in the name of God:** Animals must be slaughtered while invoking the name of God (Allah SWT). If the name of anything or anyone other than God is invoked at the time of slaughter, the animal is considered impure, but not deemed as Haram when meats other than pork are present within the production facility.
vii. **Idolatry:** Anything that is directly associated with idolatry is considered impure.

Risks

This term refers to anything that might jeopardize the halal status of a product or service. It includes harmful products, services, machines, suppliers, processes, or activities that could cause a halal product or service to be considered haram or non-halal. This could be due to contamination or any other factor that makes the product or service unacceptable according to Halal standards.

Halal Control Points

These are checkpoints where additional control can be applied to ensure halal compliance. This might involve checking the ingredients used, the cleanliness of the equipment, the method of production, and so on.

Halal Critical Control Points

These are steps in the production or handling process where visual control is essential to prevent or eliminate any risk that could compromise the halal status of the product or service. This might involve inspecting the product or the process to ensure there's no contamination or other issues that could make the product haram.

Equipment and Utensils

This term refers to all the tools and items used in the manufacturing process that come into contact with the end product or any of its raw materials. This includes machinery, production lines, clothing, pipelines, crates, and so on. These items must be properly cleaned and maintained to avoid any contamination that might compromise the halal status of the product.

Product / Service

i. An item composed of multiple or singular ingredients.
ii. A manufacturing process or a central kitchen.
iii. A slaughtering plant.
iv. Logistics and storage facilities.
v. Trading and labeling activities

Private Label

This refers to products that are manufactured by a third party (also known as a toll manufacturer), but are owned or copyrighted by a company that does not have its own manufacturing site. The company that owns the brand and copyright sells the product under its own label.

Halal Training

This is an educational program provided by the Halal Business School. The sessions are designed to educate a company on how to set up the Halal Assurance System (HAP). The goal is to ensure that the company understands and can effectively implement the standards and controls needed to maintain Halal status for its products or services.

Halal Certificates [multiple definitions could apply]

i. A certificate of conformity issued by a competent and accredited third party.
ii. A statement of conformity.
iii. Licensing the rights to make use of the Halal mark/logo.
iv. A certificate of conformity for a single batch of products.

Third-Party Halal Certificates

These are Halal certificates that are issued by organizations other than the Halal Quality Control Group. These certificates serve as proof that a product or service meets the necessary Halal standards, as determined by the issuing organization.

Halal Certification Bodies

These are entities that have been accredited or recognized with the authority to issue Halal certificates to manufacturing sites. They assess whether a product or service complies with Halal standards and, if it does, provide a certificate to attest to its halal status.

Halal Accreditation Bodies

These are the authorities that have the power to accredit Halal Certification Bodies. In other words, they are the entities that verify and endorse the legitimacy and competence of Halal Certification Bodies, ensuring that these bodies are capable of reliably determining whether a product or service is Halal.

Halal Mark or Logo

This is an approved mark or logo from the Halal Quality Control Group (or other recognized entity) that is granted to a product, service, or system that has been successfully certified as halal. The presence of this mark or logo on a product's packaging indicates to consumers that the product is halal.

Fatwa

A legal ruling on a point of the Islamic Law provided by a qualified Islamic jurist.

4. Criteria

4.1 Criteria 1: General Prerequisites

4.1.1 Development and Maintenance of a Halal Manual

a) A Halal Assurance Programme (HAP) manual must be developed and maintained, either as a standalone document or integrated into existing quality systems. This manual must be readily accessible, and can be documented in a physical, digital, or virtual format. The HAP manual should be a continuous manual managed by a competent department.

b) Standard operating procedures (SOPs) must be developed for all risky or critical Halal production processes and activities. These procedures can be established as a separate document or integrated into existing SOPs.

These SOPs should address the following elements taken into consideration:

i. Identification of potential risks
ii. Critical control points
iii. Permissible limits for specific items, if applicable
iv. Corrective and preventive actions
v. Control measures
vi. Supplier questionnaires
vii. Risk analysis

4.1.2 Establishment of a Halal Policy

a) A written policy must be established, either as a separate document or integrated into existing policies, which expresses the company's commitment to the continuous maintenance of a halal production environment.

b) This policy must be formally declared and authorized by the company's management.

c) A typical Halal Policy might include the following points:

i. Commitment to Halal Standards [including having a copy of the standard]
ii. Commitment to Halal Certification
iii. Implementation of a Halal Manual
iv. Training and Education
v. Internal Audits and Reviews
vi. Supplier Management
vii. Continual Improvement

4.1.3 Forming a Halal Management Team

a) It is required to form a Halal Management Team [HMT], comprising no fewer than two staff members endowed with adequate managerial or production authority within the organization.

b) The members of the HMT should be catalogued in the Halal manual, outlining their specific roles, responsibilities, positions, and functions within the company.

c) The HMT is tasked with the subsequent responsibilities:

i. Establishing and preserving the HAP
ii. Orchestrating and executing the HAP
iii. Facilitating communication between the company and the personnel of Halal Quality Control
iv. Periodically reviewing and, if necessary, amending the HAP
v. Comprehending the Halal Quality Control Schemes, form templates, and operational guidelines

d) The HMT may also include one member who is recognized as an external resource or specialist, while the other member must be a regular employee.

4.1.4 Training Requirements

a) The company is obligated to participate in a training session to understand the aspects of this scheme.

b) Training is obligatory only to sectors engaged in Critical activities that align with the HQC Risk Classification Table [see Appendix 5.1].

c) Sectors identified as Critical, but not identified as an Animal Slaughtering Plants, are to receive a training session once every three years, whereas Slaughtering Plants are to receive a Halal training session every year.

d) Personnel of a certified company can only be appointed as members of the Halal Management Team after participating in a training session.

e) Following the successful completion of the training session, participants who have satisfactorily completed the course will be issued a training certificate, valid for three years or one year depending upon its sector, and will be recognized as authorized members of the Halal Management Team

f) A minimum of two participants with appropriate authority within the company are mandated to partake in the training session.

g) Training sessions ought to be conducted by a competent party capable of conducting these sessions; presently, the Halal Business Academy holds the authority to deliver training in accordance with this Scheme. More information can be found on www.halalbusiness.academy

4.1.5 Management of Changes

a) The organization is obligated to ensure control measures are instituted should any of the following alterations occur during the certification cycle [including but not limited to]:

i. Transition in the company's ownership
ii. Modification in the senior management
iii. Alteration in product formulation or composition
iv. Introduction of new equipment or utensils potentially posing a risk of contamination
v. Changes in the composition of the HMT
vi. Changes in suppliers that could potentially pose a risk
vii. Changes in warehousing location that might be identified as a risk
viii. Any other changes that are classified or identified as a potential risk.

4.2 Criteria 2: Documents and Procedures Management

4.2.1 Supporting Documents

a) Before approval of any product or material, Halal Quality Control staff members must deem the accompanying documentation sufficient.

b) Please refer to Halal Quality Control's Work Instruction W0438 [see Appendices] to determine the necessary supporting documentation for the respective material or product type.

c) Halal certificates qualify as supporting documents, given the opportunity they are deemed sufficient as described in Halal Quality Control's Work Instruction W0405 [see Appendices]. Halal Certificates are the only supporting documents which can fully cover products or materials classified as Critical.

d) All supporting documents should be retained for the duration of the certification cycle.

e) Every piece of supporting documentation must be associated with the product or ingredient under evaluation for Halal certification. Additionally, supporting documentation must be available for all other materials within the manufacturing facility which are in direct contact with the materials destined for Halal certification.

f) Exceptions and exemptions are applicable for materials included on the Halal Positive Lists, also known as Halal Quality Control's Work Instruction W0457 [see Appendices].

4.2.2 Halal Certificates

a) Halal Certificates may serve as supporting or mandatory documents, contingent upon the risk classification as indexed in the HQC Risk Classification Table [see Appendix 5.1].

b) All third-party Halal Certificates must be retained as records throughout the certification cycle.

c) For critical items and any type of meats [including extractions], all third-party Halal Certificates, if available, must remain valid and unexpired during the certification cycle.

d) Third-party Halal Certificates shall accurately list the products or items in an appendix to match the material or product for approval.

e) An internal system must be in place to monitor the expiry dates of Halal Certificates.

f) Third-party Halal certificates are subject to approval by Halal Quality Control; please refer to Work Instruction W0405 for further details on acceptance criteria.

g) A third-party Halal Certificate may be either rejected or approved during the certification process; in the event of rejection, a Halal Quality Control staff member will contact the requesting party to determine the appropriate course of action.

h) Please note that there are multiple types of Halal certificates; we refer to the HQC Certification Scheme Section 2 for more information on the certification types.

4.2.3 Internal Audits

a) Annually, the Halal Management Team is obliged to undertake an internal audit as a means of self-assessment on behalf of the company.

b) The internal audit is intended to gauge the efficacy of HAP's execution.

c) The internal audit process ought to stimulate advancements within the HAP.

d) The Halal Management Team is tasked with documenting the outcomes of the internal audit.

e) Any identified non-conformances, along with any corresponding preventive actions, must be documented and maintained as records.

4.2.4 Risk Management

a) The Halal Management Team must ascertain the existence of a mechanism, technique, matrix, and/or a standard operating procedure to ensure potential risks or critical activities can be identified and mitigated as a preventive measure.

b) Potential risks or critical activities that could be recognized during a risk analysis might include, but are not limited to:
   i. Transitions within the organization (refer to 4.1.5)
   ii. Influx of materials
   iii. Purchasing of products or ingredients
   iv. Storage and handling procedures
   v. Outsourced manufacturing activities
   vi. Repacking processes
   vii. Supplier-related risks
   viii. Equipment and utensils
   ix. Calibration of crucial devices

4.2.5 Purchasing Procedures

a) The organization must establish a defined purchasing procedure for its products and/or ingredients.

b) The purchasing procedure should guarantee the adequacy of supporting documents needed from third parties (such as suppliers or traders), if any.

c) The purchasing procedure should ensure the accessibility of purchased Halal products or ingredients upon request at any given time.

d) If deemed necessary by Halal Quality Control or the Halal Management Team, Halal control points should be identified within the purchasing procedure.

4.2.6 Recall and Traceability Procedures

a) The organization must put in place a procedure for Halal products recall.

b) The organization is required to formulate a traceability procedure.

c) The organization must ensure the [theoretical] ability to trace all its Halal products back to their respective sources.

d) The organization is required to overview the traceability of all its products, encompassing both raw materials and finished goods.

e) The organization should be able to demonstrate a hypothetical recall (mock recall) in the theoretical scenario where a Halal product needs to be withdrawn from the market due to a significant defect.

f) The organization should be able to demonstrate full traceability during the annual audit; a sample of a Halal certified product is selected by the auditor to be traced back to its origins or source.

g) For all types of meats and animal extractions, the company must be able to trace back to the source of the animal.

4.3 Criteria 3: Production and Process Oversight

4.3.1 Critical Control Points

a) Points of control pertaining to Halal activities should be identifiable to preclude or nullify risks.

b) Halal control points may be identified or incorporated during various processes.

c) The Halal Management Team is responsible for identifying and enumerating the Halal control points within the procedures or forms.

d) The Halal Management Team should review the effectiveness of the Halal control points.

e) It is the responsibility of the Halal Management Team to pinpoint all critical control points.

f) When constructing a Halal manual, all critical control points linked to Halal production or process activities must be considered.

4.3.2 Management of Suppliers

a) The company should establish a supplier assessment process to evaluate the potential risks associated with each supplier related to its Halal activities.

b) The company should maintain a traceability system that allows all materials received from suppliers to be tracked back to their source, ensuring the integrity of the Halal supply chain.

c) Procedures should be established to manage situations where a supplier is found to be non-compliant with Halal requirements; in the event a supplier does not possess a Halal Certificate for incoming goods deemed as a potential risk, companies should require suppliers to complete a Halal Declaration Form, providing detailed information about their Halal practices and measures taken to ensure the Halal integrity of supplied materials. This document is known as Form 0439.

d) All suppliers shall be required to provide a valid and proper formats of Halal certificates, issued by a recognized Halal certification body, when supplying Critical or High Risk materials as described within the HQC Risk Classification Table, or as specified in Work Instruction 0438.

e) In cases where a supplier provides a self-written Halal Declaration or Statement, rather than one issued by a competent Halal Certification Body, the company must first submit this document to Halal Quality Control for approval. Only upon receiving this approval can the supplier's Halal Declaration be considered valid.

f) Once all necessary information, documents and certifications have been obtained and verified, a supplier can be approved for the provision of Halal-compliant materials. The status of suppliers should be reviewed periodically to ensure ongoing compliance.

4.3.3 Halal Products and Services

a) Any product, material, process, or service, whether existing or upcoming, undergoing Halal certification through Halal Quality Control must meet the relevant requirements prior to being approved.

b) For all items under Halal certification through Halal Quality Control, freedom from [cross]contamination and impurities must be assured at every stage of the supply chain.

c) Items being considered for Halal certification by Halal Quality Control need to be appropriate in terms of visual appearance, labeling, nomenclature, and taste.

d) For critical items or meat-based products seeking Halal certification, where applicable, clear Halal labelling or marking is necessary for easy differentiation from non-Halal products.

e) Traceability to the source(s) of origin must be guaranteed for all products targeted for Halal certification by Halal Quality Control if deemed as a critical component.

f) Detailed information on the ingredients and supporting documents of all products intended for Halal certification must be organized in a matrix, as per Halal Quality Control's Form F0438 and Work Instruction W0438.

g) Permissible limits must be adhered to for any potentially harmful component in all products intended for Halal certification by Halal Quality Control, as per relevant standards or guidelines.

4.3.4 Equipment and Utensils

a) Equipment and utensils involved in the production of Halal products must remain uncontaminated by forbidden items.

b) Equipment and utensils dedicated to Halal product production must not be utilized for the processing of forbidden items; please refer to Work Instruction W0462 [see Appendices] for conversions of lines [Ritual Cleaning].

c) Prevention of cross-contamination between Halal products and impurities must be always ensured.

d) If both Halal and Haram products are produced within the same manufacturing premises, physical segregation of equipment, lines, storage, trays, and utensils is required.

4.3.5 Transportation, Tanks, and Storage

a) Any form of direct or cross-contamination between forbidden substances or products and Halal products must be avoided during all phases of transportation (inclusive of incoming and outgoing).

b) Any form of direct or cross-contamination between forbidden substances or products and Halal products must be avoided during all phases of storage (whether on-site or off-site).

c) Where applicable, any form of direct or cross-contamination between forbidden substances or products and Halal products must be avoided when making use of food [industry] tank storage (whether on-site or off-site).

d) Where applicable, any form of direct or cross-contamination between forbidden substances or products and Halal products must be avoided when using transportation which carries tankers [mostly for food-grade liquids or liquid items].

e) During storage periods (whether on-site or off-site), there must be no contamination between forbidden substances, products or ingredients and Halal items.

f) All Halal products in storage, where applicable, should be distinctly labelled or marked to minimize any risks of confusion or mismanagement; this is determined by the risk class of the storage.

g) If critical activities are occurring, a Halal certification might be necessary or requested when outsourcing any of the above-mentioned aspects.

4.3.6 Cleaning Procedures

a) Cleaning items utilized for the sanitation of Halal product production lines must be validated as Halal suitable.

b) The company must have a cleaning procedure or process for its manufacturing environment.

c) Cleaning activities may necessitate the identification of Halal control points, if required.

d) The company is responsible for validating the effectiveness of the cleaning process.

e) All cleaning supplies or aids used must be cataloged in a matrix detailing all pertinent information, referencing Halal Quality Control's Form F0438.

4.3.7 Packaging and Labelling

a) Packaging employed for Halal products must be deemed as Halal suitable by the Halal Management Team and Halal Quality Control.

b) Packaging materials used for Halal products or materials must be maintained as part of the supporting documentation.

c) All labels attached to Halal products must be considered suitable for Halal product identification.

d) All Halal products should adhere to the labelling requirements of the destination country of export or as mentioned within the applicable Halal standard.

e) All imagery and text depicted on Halal product labels must be deemed appropriate or within the limits as described within the applicable Halal standard.

4.4 Criteria 4: External Operations Management

4.4.1 Private Label Holders / Toll Manufacturers

a) We refer to the Halal Service Provider Scheme [HSP] for Private Label Holders.

b) All private label holders must disclose the manufacturing location(s).

c) Halal certification can only be granted to a private label holder if the manufacturing site that produces the Halal product undergoes an inspection by Halal Quality Control or is Halal certified by a competent Halal certification body.

d) A private label holder can only be Halal certified for the products or brands it legally owns.

e) A private label holder is only allowed to apply the Halal mark on products or brands under its legal ownership.

f) Private label holders must maintain a legally binding service or outsourcing agreement with their manufacturer.

g) Companies producing private labels for third parties or outsourcing processes can only be Halal certified for the products or brands they legally own.

h) Companies producing private labels for third parties can acquire Halal certification as a manufacturing site or a processing site.

i) Companies involved in repackaging for third parties can only receive Halal certification for the products or brands they legally own.

j) Manufacturing or repackaging companies working for private label holders cannot receive blanket Halal certification for all products while labeling products for third parties.

4.4.2 Outsourcing of Packaging

a) If a company outsources its packaging activities to third parties, it must ensure that the external packaging facility does not contaminate Halal products with any forbidden materials.

b) In instances where the external packaging facility handles both forbidden and Halal products within the same premises, additional information may be required to ensure adherence to the above criteria.

c) Where applicable, all documentation and evidence demonstrating the integrity of the Halal status during the packaging process must be readily available upon request by Halal Quality Control.

4.4.3 Lab Testing

a) If a company conducts laboratory testing of its products, it must ensure that the testing procedures do not contaminate Halal products with any forbidden materials.

b) In situations where the laboratory handles both forbidden and Halal products, extra precautions should be taken to avoid any cross-contamination.

c) It is the company's responsibility to ensure that the Halal status of the products is not compromised during laboratory testing.

d) All documentation and evidence that validates the maintenance of the Halal status during laboratory testing must be available upon request by Halal Quality Control.

e) In cases where an in-house laboratory is used, and it is not ISO 17025 accredited, samples should be periodically taken for testing by an approved laboratory [see Criteria 5].

4.4.4 Marketing and Sales

a) Companies should ensure that their marketing strategies and tactics do not compromise the integrity or authenticity of their Halal products in any manner.

b) The certified company must ensure that its sales strategies, whether executed directly or through third-party vendors, do not misrepresent its Halal products or falsely imply a broader Halal certification than what has been granted.

4.5 Criteria 5: Safeguarding Management

4.5.1 Collecting Samples

a) For products or materials which are listed as Critical or High-risk, sample collection will be required by Halal Quality Control during the annual audit. These samples will then be dispatched to an approved laboratory for further determination of animal species or alcohol content.

b) Halal Quality Control maintains a list of approved laboratories within a specified Work Instruction.

c) The Halal certified entity will bear all expenses associated with sample testing.

d) The Halal Quality Control auditor will determine which samples are taken for testing.

e) Comprehensive records for each specimen tested by the laboratory must be maintained.

f) In-house laboratories accredited by an ILAC approved body and holding an ISO 17025 accreditation may be exempted from the above requirement if the requirements can be fulfilled. Otherwise, periodic sample testing by an approved external laboratory is mandatory.

4.5.2 Food Safety Certification

a) If considered a food or beverage manufacturer, it is mandatory for the company to have an operational and efficient Food Safety Management System (FSMS) certification in place, in addition to the Halal Assurance Program.

b) This clause is only relevant to companies that are classified as food and beverage manufacturers.

c) The grade received from the FSMS certification body must be disclosed to the Halal Quality Control auditor.

d) All certificate issuing FSMS authorities must be part of the International Accreditation Forum (IAF).

4.5.3 Certification Requirements for Non-Food Grade products

a) Companies not producing food-grade products should have an effective and established Good Manufacturing Practices (GMP) system certification or other relevant certification.

b) This clause is specifically applicable to non-food-grade products.

c) The ratings awarded by the GMP certification body or relevant certifying authority must be disclosed to the Halal Quality Control auditor.

d) All GMP or relevant certifying authorities should be recognized by relevant national or international regulatory bodies.

5. Appendices

5.1 Useful HQC Work Instructions and Forms

a) We refer to the HQC Certification Scheme Appendices Section (10.1) for more details.

b) Download or view HQC Useful Documents

5.2 HQC Risk Classification Table Version 2.0 [2023.1] [Document W0477]

Complexity Class	Description of Examples
Critical	**Animal Derivatives:** Examples include Meats, Gelatine, Collagen, Tallow, Rennet, Fats, Enzymes, Glycerine, Stock, Powders, Keratin, Vitamins, and other components derived from Skin, Horns, and Hair, among others falling under the 'Animal Derived' category. **Insect Derivatives:** These include Shellac, Carmine, Protein Bars, Flour, Pasta, Drinks, Spreads, and Candies that are insect-based, as well as other products falling under the 'Insect Derived' classification. **Alcohol-Based Products for Consumption:** Such products could be Flavours, Aromas, Fermented Foods, Vinegars, Kombucha, Non-Alcoholic Beers, Spirits, Wines, Kimchi, Soy Sauce, certain types of Baked Goods, Desserts, Pastas, Sauces, and Beverages, along with other items classified under 'Alcohol-Based Products'. **Others:** This includes any material, supplement, medicine, or product containing any Critical component, thus defaulting to the Critical classification. It also comprises Products containing Blood, Genetically Modified Organisms, Bio cultures, and Plasma.
High Risk	**Dairy Products:** This category encompasses Cheeses, Flavoured Yoghurts, Dairy-Based Desserts, Flavoured UHT Milks, and Flavoured Whey Products. **[Dietary] Supplements:** This covers all types of Supplements that contain any Critical component**.** **Baking and Confectioneries:** This segment includes Candies, Chocolate-Based Snacks and Bars, Biscuits, Premixes for Cakes and Puddings, and Fondants. **Others:** This broad category includes Sauces and Condiments, Edible Oils, Beverages, Processed Fish-Based Products, Soups, Ready-Meals, Vinegars, Vegetarian and Vegan Products, Dried Spices, Cosmetics, Pharmaceutics, Processing Aids, and Food Additives.
Low to Medium Risk	This category encompasses dairy products, fresh fish and egg-based items, bee-derived products, fresh spices, fresh and preserved fruits and vegetables, natural oils, plant and flower-based items, mineral water, mineral-based products, and grain and pulse commodities.

Complexity Class	Examples of Risks
Critical	**Animal Derivatives:** Utilization of animal-based ingredients like gelatin, tallow, or rennet, which may not be Halal-compliant, especially if derived from non-Halal slaughtered animals or from forbidden species like pigs. Use of animal fats in cooking or frying processes, which may come from non-Halal slaughtered animals, risking cross-contamination with Halal products. **Insect Derivatives:** Use of ingredients such as carmine or shellac, which are derived from insects and might not align with Halal practices, especially if the insect is considered Haram or if the extraction method compromises Islamic ethical guidelines. Products containing honey or propolis that may be processed or blended with non-Halal ingredients, thus compromising their Halal integrity. **Alcohol-Based Products for Consumption:** Incorporation of alcohol in flavors, fermented foods, or vinegars, which can render the product non-Halal, as any presence of alcohol is generally not permissible in Halal products. Products like cakes or confectioneries infused with alcoholic beverages, which are strictly prohibited in Halal-certified products. **Others:** The inclusion of blood, genetically modified organisms that contravene Halal principles, biocultures, or plasma, which could potentially conflict with Halal compliance due to their nature or source of origin. Use of enzymes or biocultures from genetically modified microorganisms that have been manipulated using non-Halal components, creating ethical concerns under Halal standards.
High Risk	**Dairy Products:** Cheese and flavored dairy products might use enzymes derived from animal sources or non-Halal starter cultures, thus compromising their Halal status. Dairy-based drinks or yogurts that may incorporate flavorings or colorings derived from alcohol or animal-based sources. **[Dietary] Supplements:** Nutritional powders or drinks that may include ingredients like amino acids or fatty acids derived from non-Halal sources. Supplements containing critical components like gelatin capsules derived from non-Halal sources or vitamins extracted using alcohol-based solvents. **Baking and Confectioneries:** Candies and baked goods might contain emulsifiers, glazing agents, or flavorings derived from animal sources (like pork-based gelatin) or alcohol-based extracts. Use of confectionery glazes or waxes on candies and sweets that are derived from non-Halal animal sources, like certain types of beeswax or carnauba wax.

5.3 HQC Animal and Insect Classification Table Version 2.0 [2023.1] [Document W0477]

Classification	Description
Land and Aquatic Animals <u>Not Halal for consumption</u>	Animals which are not sacrificed according to Islamic, Christian, or Jewish rites. Pigs, swine, domesticated donkeys, mules, elephants, monkeys, apes, dogs, wolves, foxes, cats, and woodpeckers. Predatorial animals such as bears, wolves, and big cats. Predatorial birds with sharp claws such as hawks and owls. Rodents, reptiles, cold-blooded animals, and endangered animals. Poisonous aquatic animals. Amphibious animals. Farmed animals which are intentionally and continually fed with Haram [non-Halal] feed. Milk, eggs, or nurslings of the above-mentioned animals. **Exceptions:** Hyenas [please refer to the applicable Halal standards]
Blood	All human, animal, and insect blood is prohibited for consumption. **Exceptions:** If the blood, plasma, or placenta is used for medical purposes, we refer to the Halal standards.
Insects	Insects are not classified as Haram, but as 'filthy'. The opinion about whether edible insects may be consumed are debatable and could differ per Islamic school of thought. This also depends on whether the insects are farmed in a controlled and clean environment or deriving from nature. Insect derivatives may be considered acceptable in certain regions. **Exceptions:** Grasshopper family [Halal for human and animal consumption].
Permissible Animals Derivatives	Milk, eggs, and honey. All organs and materials obtained **<u>after</u>** ritual slaughtering, except blood. **Exceptions:** Hunted animals [see Criteria 9 of the HQC Animal Handling Scheme]

5.4 Certification Category Index

a) Download or view here

5.5 Alcohol and its Limitations

b) We refer to HQC Work Instruction W0415: Permissible Ethanol Limitations for all general criteria, references, and limitation tables.

c) Download or view W0415 here

5.6 Guidance and Contact Information

a) At Halal Quality Control, we acknowledge that transitioning to this Scheme could represent a significant shift from existing practices. To support companies through this change, we offer ongoing guidance through work instructions and procedures to facilitate the Scheme's implementation.

b) These resources can be accessed via our official website, our E-Portal, or by request through WhatsApp or email for our existing customers. You may always call us for assistance through +31 70 346 97 95.

c) Should you require assistance, wish to make inquiries or lodge complaints, or have any questions regarding our Scheme, please feel free to contact us. You can reach us via WhatsApp or phone at +31 70 346 97 95, by email at info@halalqualitycontrol.com, or through our website www.halalqualitycontrol.com

a) Should you require assistance, wish to make inquiries or lodge complaints, or if you have any questions regarding our Scheme, please feel free to contact us. You can reach us via WhatsApp or phone at +31 70 346 97 95, by email at info@halalqualitycontrol.com, or through our website www.halalqualitycontrol.com.

5.7 Example of a Halal Manual

a) During the training sessions [see Section 4.1.4], we will provide detailed explanations, both theoretical and visual, about the minimum requirements for constructing a Halal manual.

5.8 HQC Business Operations Profile (HQC BOP)

a) We refer to the HQC BOP for a full overview of HQC's activities, business profile, and operational details. This document can only be shared upon request and with authorization from Headquarters.

5.9 Download the HQC Certification Scheme

b) HQC Halal Certification Scheme

5.10 Download HQC Halal Assurance Program (HAP) Checklist

c) HQC HAP Checklist

6. Checklist (guidance only)

Step	Description
Application Form	Please make sure to have the Application Form (latest version applies) filled in; if you have an existing application form, you may continue unless otherwise specified by the HQC auditor. Note: if the HQC form is translated to a language other than English, please ensure that the same form number and revision (version) applies.
Contracts	Please make sure to have your contractual arrangements in place (latest versions apply); if you have an existing contract, you may continue unless otherwise specified by the HQC auditor. Note: if the HQC form is translated to a language other than English, please ensure that the same form number and revision (version) applies.
Pre-Assessments	Please make sure that the following documents will be controlled during Stage 1 or Stage 2 (see HQC Certification Scheme for more information): • Raw Material Master Table (Form 0438). • Supporting documents as described in Work Instruction W0438. • A filled in Checklist (Document P04-3.A) • Halal Manual (if available) • Porcine-Free Facility Declaration (where applicable) • Lab test results for items classified as Critical (where applicable) • Halal training records (where applicable) • Documentation and Halal certificates (if any) from suppliers
Optional Documents	• Previous Non-Conformance Report follow-up. • Implementation of the Corrective Actions taken based on the previous audit • Pre-Audit report (if any) • Previous Audit Plans • HQC Halal Declaration Forms (where applicable) • Halal Statements from suppliers

Other Documents and where to Download	• Copy of the Reference Halal Standard • HQC Halal Certification Scheme • HQC Halal Assurance Program Scheme • Relevant HQC Work Instructions • Halal Positive Lists • Accessibility to the HQC E-Portal [register through our website] You may also download the relevant documents through: https://www.halalqualitycontrol.com/useful-documents/