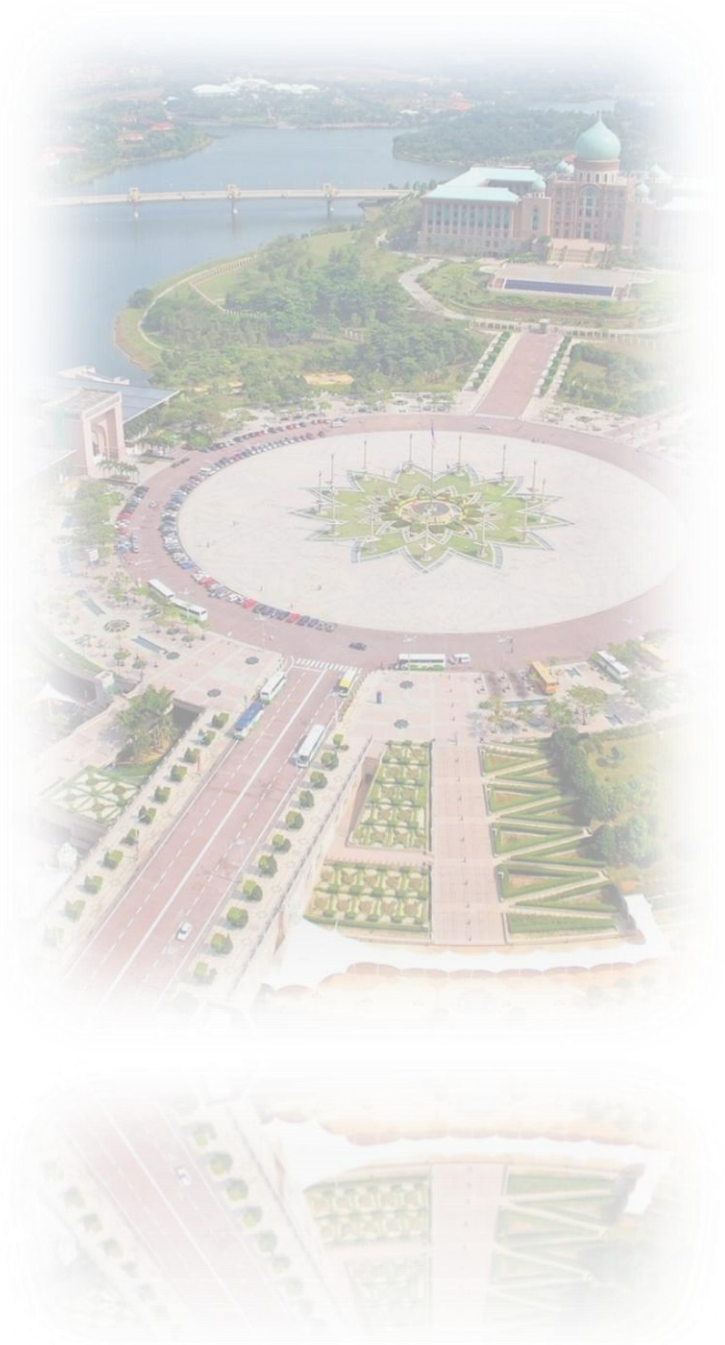


Halal Quality Control

Halal Certification Scheme | JAKIM

Attachment to the HQC Certification Scheme



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1. Introduction

The Halal Quality Control Group provides comprehensive guidelines to help its existing and upcoming clients navigate the certification process, effectively outlining the procedure to minimize complexity while reducing audit duplication and costs.

This HQC Certification Scheme Attachment (JAKIM Version) outlines the essential prerequisites for obtaining certification of Halal-compliant products, services, and practices for customers exporting to Malaysia.

This Scheme is linked to the main **HQC Certification Scheme** and is managed, regulated, supervised, and periodically updated by Halal Quality Control The Netherlands (HQC Headquarters).
All JAKIM-specific requirements are mentioned within this scheme.

2. General Information

This scheme outlines the rules and guidelines for customers seeking Halal certification for exports to Malaysia, based on their conformity with the requirements of Halal Quality Control, an approved body by JAKIM.

2.1 Reference (Halal) Standards Applicable for this scheme

a) MS 1500:2019: General Requirements for Halal Foods
b) MS 2400:2010: Management Systems for Warehousing
c) MS 2400-1:2010: Management Systems for Transportation and Logistics
d) MS 2400-2:2019: General Requirements for Warehousing
e) MS2424: General Guidelines for Pharmaceuticals
f) MS 2565: General Guidelines for Packaging Materials
g) MS 2634:2016: General Requirements for Halal Cosmetics
h) Malaysian Protocol for the Halal Meat and Poultry Productions

Note: To purchase any of the above standards, please refer to the **Malaysian Standards main website** or contact Halal Quality Control for assistance.

2.2 Relevant HQC Schemes Applicable

a) HQC Halal Assurance Program Scheme (for General Manufacturers)
b) HQC Animal Slaughtering and Awareness Scheme (for Slaughtering Plants)
c) HQC Service Provider Scheme (for Service Providers)
d) HQC Academy Schemes (to comply with the Training Requirements)
e) HQC Sampling and Laboratory Testing Scheme (for Sampling instructions)

For more information, please visit the **HQC Schemes section** on our website.



2.3 Definitions

This scheme provides a concise summary of critical definitions for ease of comprehension.

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.

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 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.

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. [Please refer to Work Instruction W0415].
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.

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 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.

2.4 Certification Category Index

All of the following apply to this scheme: Category Index

2.5 Risk Classes [Reference: HQC Risk Classification Table Version 2.1]

View HQC Risk Classification Table Version 2.1



2.6 Types of Halal Certificates Applicable for Malaysia

a) There are two (2) certification documents issued depending on the extent of conformance with the Halal Quality Control Scheme:

Type	Certificate Type	Description
1	**Halal Factory Certificate** (also known as Annual) **Mandatory**	A certificate awarded by Halal Quality Control to the customer and its optional manufacturing site(s). This certificate must include an appendix that lists all approved products or processes and details their specifications. The Halal Standards reference, as mentioned in Section 2.1, must be reflected in the certificate. A valid signature, an Approved Signatory, a QR code linking to www.halaloffice.com or www.halalqualitycontrol.com, a Customer ID, and a unique reference number (certification number) shall always be included on each issued Factory Certificate. **All issued Halal Factory Certificates may only be issued through HQC The Netherlands, which must include the Dutch address on the Halal Certificate.** **These certificates must be signed by either the CEO or the Chief Director for approval.** See Example Halal Factory Certificate
2	**Halal Shipment Certificate** (also known as Batch) **Optional**	This document, issued by Halal Quality Control, is specific to a shipment from an approved manufacturer or facility. Type A Shipment Certificates: Slaughtering Plants only Type B Shipment Certificates: All Other Products Type SA and SB: Saudi Arabia Exports only Key details include the producer, importer, exporter, health certificate number (if applicable), product quantities (in kilograms or liters), production and expiry dates, and a detailed product description. All other aspects of the Factory Halal Certificate apply. **All issued Halal Factory Certificates may only be issued through HQC The Netherlands, which must include the Dutch address on the Halal Certificate.** **These certificates must be signed by either the CEO or the Chief Director for approval.** See Example Halal Shipment Certificate

2.7 Validity of Halal Certificates

2.7.1 Halal Factory Certificates

a) 1 up to 4 years

2.7.2 Halal Shipment Certificates

a) Valid per consignment or production date(s)

b) All approved products may be claimed Halal until the Expiry Date as mentioned on the label or packaging

2.8 Verification of Halal Certificates

a) All Halal Certificates issued by HQC contain a QR code for verification purposes.

b) Anyone may also verify the validity of any Halal Certificate by visiting our Validation page: https://www.halalqualitycontrol.com/certificate-validation/

2.9 List of Approved Bodies by JAKIM

We refer to the **main JAKIM Website** for general information and announcements.

View List of Approved Halal Certification Bodies (updated regularly)



2 Scope

a) This scheme provides the public with an understanding of the fundamental prerequisites and steps necessary to obtain Halal Certification for destinations in Malaysia.

3 Certification Process

a) The subsequent stages outline the procedure that Halal Quality Control has designed to ascertain an applicant's conformity with the set criteria. It's equally crucial to evaluate the applicant's documents and processes against specific control points to ensure compliance with these criteria.

b) This process consists of the following eight (8) steps:



4.1 Application Process

a) The purpose of the application form is to ascertain that the applicant supplies all requisite details and relevant documents to Halal Quality Control, allowing progression to subsequent stages of the process.

b) An application form can be directly downloaded here

c) The application form can be transmitted via email to the assigned contact person or directly submitted to info@halaloffice.com or info@halalqualitycontrol.com if the contact person is unknown.

d) For the application review, Halal Quality Control assigns a qualified assessor to assess the form in accordance with the relevant standard. The review may result in the application being accepted, put on hold, or dismissed. Should the application be put on hold or rejected, the applicant is required to provide timely clarifications or suggest changes to any technical or formal discrepancies. The application's status will remain unchanged until the reviewer confirms that the discrepancies have been resolved.

e) Simultaneously, the applicant must create an account on the HQC E-Portal by visiting the Portal Registration page.

4.2 Contractual Arrangements

a) The applicant will be provided with a financial proposal. This proposal takes into consideration details from the application form, including the size and nature of the operations, risk factors, and the anticipated time required for assessments.

b) The applicant is furnished with a service and confidentiality agreement. This agreement, provided as an external link within the financial offer, defines the terms, conditions, and mutual rights of both the applicant and the certification body.

c) The financial proposal and the contract are integrated into one document and are referenced as Form 0417.

4.3 [Pre] Assessments

a) Documentation review is a vital stage in the certification process. During this stage, Halal Quality Control verifies the existence and completeness of essential documentation that supports adherence to Halal standards and the scheme requirements.

b) The documentation review aims to assess the applicant's readiness for the next stage of the certification process: the assessment. This involves a thorough inspection of the documentation, highlighting any areas of non-compliance or areas requiring clarification.

c) The mandatory documents include, but are not limited to (provided by HQC to the customer):

i. A filled-out **application form**.
ii. Signed contracts.
iii. Listings of products, suppliers, and ingredients, as detailed in document 0438, or indicate them within a matrix or relevant.
iv. All associated documentation concerning products, suppliers, and ingredients as specified in **HQC's Guiding Document 0438** (Raw Materials Approval Process).
v. Additional documents may be required for entities classified as Critical according to the HQC Risk Classification Table [Version 2.1].
vi. Certifications demonstrating adherence to Food Safety Management Systems, Good Manufacturing Practices, or other relevant external certifications.
vii. A filled-out questionnaire/checklist based on your sector

d) The assessment process is broken down into two stages, each with its distinct objectives:

Stage 1: This initial stage aims to scrutinize the documented information of the management system, evaluate site-specific conditions, and provide an opportunity for interaction with personnel in preparation for Stage 2. Depending on the certification category and risk factor, Stage 1 may be conducted remotely or on-site during production hours.

Stage 2: This stage is designed to evaluate the implementation of the Halal system and takes place on-site during production hours, consisting of at least one (1) Technical Auditor on-site and 1 (one) Islamic Affairs Expert either on-site (for companies classified as Critical) or remotely.

The goal is to gather pertinent information related to the audit objectives, scope, and criteria through an appropriate sampling process and verification steps.
This information will serve as audit evidence. Gathering information may involve techniques such as interviews, process observations, or reviewing on-site records and documentation.
The audit program is based on the requirements set out in the Halal Assurance Program Scheme.

e) An audit plan is to be composed for each assessment. This document is referred to as 0401.

4.4 Corrective Actions

a) Upon completion of the assessments, any identified non-compliances will be addressed following these general principles:

   i. Identification of Non-compliances: The assessment process will highlight any deviations from the set requirements, schemes, or applicable MS Halal standard references.
   ii. Corrective Action Proposal: It is incumbent upon the assessed company to propose suitable corrective actions to rectify each identified non-compliance [if any]. This proposal should comprehensively cover the measures to be taken, individuals responsible for the implementation, and a timeline for completion.
   iii. Review of Proposed Corrective Actions: The assessors of Halal Quality Control will scrutinize the proposed corrective actions, ensuring they are appropriate and likely to resolve the identified non-compliances.
   iv. Execution of Corrective Actions: Following the approval of the corrective actions, the organization should promptly implement these within the agreed timeline [if any].

b) The collective audit team will evaluate the discovered findings against the set audit objectives and established criteria. The audit team and the company will mutually agree upon these conclusions and any consequent actions required.

c) During the reporting phase, audit outcomes may fall into one of three categories: Observations, Minor Nonconformities, or Major Nonconformities.

i. **Observations** indicate areas where there is potential for improvement. These do not impact the certification status.
ii. **Minor Nonconformities** are instances where action is required to resolve minor issues in a timely manner.
iii. **Major Nonconformities** are serious issues requiring prompt action and can influence the certification status, often leading to a hold on the audit until the applicant or customer has implemented the necessary corrective actions.

4.5 Reporting and Reviewing

a) Based on the assessment outcome, the audit team may suggest alterations for subsequent audits. These changes may encompass adjustments to the scope, improvements to the Halal manual, modifications in audit schedules, or the assignment of different auditors for future evaluations.

b) The audit team is responsible for generating a written report for the conducted assessment, which is then shared with the respective applicant or customer. However, the intellectual property rights for the audit report reside with Halal Quality Control's audit team.

c) In addition to the above, all documentation and implementations are to be reviewed prior to the certification decision.

d) If the audit has been deemed as completed, the auditors will submit the files to the Reviewing Committee before commencing the Decision-Making process.

4.6 Certification Decisions by HQC Headquarters (The Netherlands)

a) The objective of decision-making is to establish if a Halal certification is either:

Granted, maintained, renewed, extended, reduced, suspended, or withdrawn.

More explanation on Certification Decision Outcomes can be found here

b) After completing the assessment and obtaining positive decision-making results by HQC Headquarters, the applicant or customer is awarded a certificate of conformity.

a) The certificate holder may use **the HQC Halal Mark [logo]** on its certified products to proof its compliance with Halal-related activities; all certified products are mentioned in the appendix of the Factory Halal Certificate or within the appendix of the Shipment Halal Certificate; the Halal Mark is property of Halal Quality Control and may be requested by the applicant or the customer after being granted a certificate.

c) Special conditions may apply for Halal Shipment Certificates.

d) Halal Shipment Certificates are only valid for a specific shipment as specified within the certificate [see examples in Appendices]

4.7 Surveillance

a) These are onsite audits carried out, usually once a year or as determined by the risk classification. The purpose is to verify ongoing compliance.

b) The same steps described in section 4.3 will be carried out where applicable.

c) Surveillance may be carried out unannounced for applicable sectors and when agreed upon during the Contractual Arrangements.

d) Surveillance is applicable when having a certification cycle longer than 1 year.

e) If a company is awarded a Halal Factory Certificate for 2 to 4 years, it will include additional details within the certificate to indicate when the Surveillance activities will take place.

4.8 Recertification

a) Re-certification involves a formal reassessment process to confirm that a certified company continues to meet the certification standard's requirements once the validity period of the current certification is nearing its end.

b) The same steps as described in sections 4.3, 4.4, 4.5, and 4.6 are to be carried out where applicable.



5. Acceptance Criteria for Third-Party Halal Certification Bodies

a) Reference: HQC Guideline 0405

b) HQC is obligated to monitor the status of third-party Halal Certification Bodies involved in products destined for export to Malaysia.

c) In most cases, the third party must be approved by JAKIM to be accepted.

d) In particular cases, the third-party may also be accredited by other Halal authorities, given that HQC controls each Halal Certificate separately before approval is granted.

e) **View List of Approved Halal Certification Bodies (updated regularly)**

6. Training Requirements

a) The **HQC Academy** is the party responsible for conducting training activities for HQC customers and employees.

b) Please refer to the **HQC Academy Scheme** for more information on the application process.

c) The company is obligated to undergo Halal training with at least two (2) attendants to understand the aspects of the Halal certification requirements.

d) Training is obligatory only for sectors classified as Critical or High-Risk that align with the **HQC Risk Classification Table**.

e) Training shall be conducted once every 3 years.

f) Certificates issued by the HQC Academy serve as the primary supporting documents that validate compliance with the Training Requirements outlined in the applicable **HQC Schemes**.

g) The customer must follow training applicable to its industry sector or working field; more information can be found in the HQC Academy Scheme or on the application page.

7. Restrictions

7.1 Issuing Parties

a) All Halal Certificates specified in Section 2.6 may only be issued, signed, and authorized by the Halal Quality Control Headquarters, located at Laan van Meerdervoort 53d, 2517 AE The Hague, The Netherlands, including mentioning the applicable reference Halal standards of Malaysia.

b) All HQC branches or offices that are not formally approved or listed by JAKIM cannot carry out any activities mentioned above.

7.2 Audit Teams

a) All assessments carried out following MS standards must be performed by at least two auditors, of whom at least one is considered a Technical auditor and the other a Shariah auditor (Islamic Affairs Expert).

b) All assessments must be performed on-site and cannot be conducted remotely.

c) In case a company is not classified as Critical or High-Risk, the Shariah auditor may be involved remotely if no other options are available.

7.3 Production Facilities

a) We refer to the main requirements outlined in the HQC Halal Assurance Program Scheme or HQC Animal Slaughtering and Awareness Scheme

b) In addition to the general requirements, it is emphasized that no forbidden substances or materials (both Najis/Impure and Haram/Forbidden) may be present, processed, or contaminated at any stage within a production, servicing, warehousing, storage, or logistic facility, including the suppliers of that facility.

7.4 Slaughtering and Meat Processing Plants

a) All slaughtering and meat processing plants exporting to Malaysia must get prior approval from the DVS (Jabatan Perkhidmatan Veterinar), HQC, and JAKIM before any shipments can be made.

7.5 Ethanol/Alcohol Usage

a) We refer to the HQC Ethanol/Alcohol Policy (HQC Guideline 0415), Appendix A, for more details on the Malaysian National Fatwa Council on Alcohol.