PROCEDURE 04-4

HQC CERTIFICATION SCHEME

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Applicable to all HQC APOs

This document is continuously evolving; monitoring the version number and the revision history is advised.

Revision History

Issue Date	Revision	Revision Description
30-Aug-2022	1	Fee Policy Work Instruction added to Paragraph 5. Halal Assurance Program Scheme reference added to Paragraph 2.
15-Dec-2022	2	Paragraph 4.5 point d) amended; extra requirements for reporting and reviewing added. Paragraph 9 amended; updated company name, logos, and training program names described. Paragraph 10 amended; point 10.9 added
May 2023	3	HQC Certification Scheme Issue 2 created.
Dec 2023	3	Minor changes and updates were added; Issue 2.1 was created.
April 2024	4	Section 10.1 updated with improved tables and a direct link; Section 10.7 added
May 2024	5	Issue 2.2 created. Section 2.1 updated; Indonesian Reference Standards amended. Sections 2.8 and 10.8 added Hyperlinks in the Table of Contents created.
July 2024	6	Section 2.1 (References) updated; Additional supporting documents available for customers seeking to export to Indonesia (KMA 748/2021: Products Mandatory to be Halal Certified for Indonesia). For examples of CCPs per sector, please refer to the **HQC HAP Scheme** (appendix 5.11) A new hyperlink to the Approved Halal Standards has been added
December 2024	7	Issue 2.3 created; Section 8 (Training Requirements) updated.
January 2025	8	Issued 2.4 created; Appendix 10.9 added: Audit Time Calculations' Surveillance Clauses Updated; Clauses 2.7 and 2.8 added
February 2025	9	HQC Guideline 0495: Explanation of Halal Statements referenced in Clause 2.6 under Statements
May	10	Issue 2.5 created; Section 4.3 updated: Stage 1 Assessment Requirements; Sampling Requirements Section 10.9.5 updated: Audit Time Calculation Table and Formulas Reference link to the Product Category Index updated; Section 10 updated.

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1. Introduction

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

The Halal Quality Control Certification Scheme articulates the essential prerequisites for acquiring certification of Halal-compliant products, services, and practices. It underscores the establishment of a secure and sustainable system premised on the effective implementation of this scheme.

This Scheme is linked to HQC Procedure No. 4 (P04) and is the main Halal certification scheme. External attachments to this scheme, called Special Requirements, can be viewed on our website.

The benchmarking process of this scheme meticulously compares international [Halal] standards or guidelines pertinent to Halal certification.
This includes an analysis of general protocols, regulations, critical control points, and compliance criteria.

As a prominent Halal certification body, the Halal Quality Control Group is an essential player in the global Halal certification landscape. With Halal-certified products serving as a crucial requirement for millions of consumers and governments worldwide, our certification is a fundamental facilitator of global trade.

Given the absence of a unified global umbrella for Halal standards, various regional-specific Halal product or certification standards are adhered to, depending on the export target region of our clients.

The foundational basis for Halal suitability stems from the Holy Quran, the sacred scripture of Islam.
However, due to varying interpretations in Islamic jurisprudence and methodologies, there exist multiple opinions on Halal rulings.
This results in an array of diverse standards and regulations across the globe.

The HQC Halal Certification Scheme is designed to cover a wide range of products, ensuring that they meet the strict requirements for Halal compliance. While the scheme is broadly applicable, certain product categories require specific considerations and certifications (please see Section 2.8).

This scheme is applicable to all operational HQC offices.

2. General Information

This document describes the rules and guidelines for companies seeking a Halal certification to be obtained by the Halal Quality Control Group based on its sufficient conformity with the Halal Quality Control Scheme.

2.1.1 Reference (Halal) Standards, Normative References, and HQC Schemes

See Approved (Halal) Standards and Normative References

2.1.2 Relevant Halal Quality Control Schemes

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

b) All HQC Schemes are available on our website on the Schemes section.

2.2 Normative References

The following referenced documents are in support for the application of this scheme and during the Halal certification process. Please note that the latest version of the referenced documents applies.

International Standardization Organisation:
ISO/IEC 17000: Vocabulary and general principles
ISO/IEC 17065: Requirements for bodies certifying products, processes and services
ISO/IEC 19011: Guidelines for auditing management systems
ISO/IEC 17021: Requirements for bodies providing audit and certification of management systems

Standards for Halal Certification Bodies to adhere to:
OIC/SMIIC 2:2019: Requirements for Bodies Providing Halal Certification
UAE.S 2055-2:2016: General Requirements for Halal Certification Bodies
GSO 2055-2:2021: General Requirements for Halal Certification Bodies
BPJPH Decree Number 78 of 2023: Halal Food and Beverage Certification Guidelines
JAKIM MS 1500:2019

Note: all official stores of the Halal Standards issuers, if any, are referred in the Appendices.

2.3 Definitions

Under the purview of this scheme, we draw upon the standards and guidelines cited in clauses 2.1 and 2.2 as well as the Halal Assurance Program Scheme for a comprehensive understanding of the definitions used. 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 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

Product Category Index

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

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'. **Please refer to Work Instruction W0415: Permissible Ethanol Limitations for further details on limits per types of 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.

2.6 Types of Halal Certificates and Statements

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

Type	Certificate Type	Description
1	**Factory Halal Certificate** (also known as Annual)	A certificate awarded by Halal Quality Control to the customer and its optional manufacturing site(s). This certificate must include an appendix mentioning all approved products or processes and describe their details. A minimum of 1 reference Halal standard or guideline is to be mentioned on 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 (cert. no) shall always be mentioned on each issued Factory Certificate. For Slaughtering Plants and Meat Processors, this type of Certificate may only be issued when Halal products are only being produced.
2	**Halal Shipment Certificate** (also known as Batch)	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 product description. All other aspects of the Factory Halal Certificate apply.
3	**Halal Suitability Declarations or Halal Statements** Please refer to the applicable guideline for further explanation on Halal Statements (HQC Guideline 0495: Explanation of Halal Statements)	This document, issued by Halal Quality Control, asserts that a process, product, or facility is Halal-compliant or has successfully completed its assessments. It should specify the name and address of the facility, including its manufacturing sites if any, date of issue and expiry, a signature by an approved signatory, a valid QR code, and a reference number.

2.7 Validity of Halal Certificates

2.7.1 Halal Factory Certificates

a) 1 up to 4 years

b) Temporary extensions are possible under certain conditions

c) For Factory Halal Certificates with a validity of 1 year, Recertification activities will occur each year.

d) For Factory Halal Certificates with a validity longer than 1 year, the Surveillance details or dates must be specified within the certificate (please refer to the Surveillance clause)

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

c) If the requesting party also holds a Halal Facility Certificate in addition to a Halal Shipment Certificate, it may not replace or justify the details by using the Halal Factory Certificate

2.7.3 Halal Declarations

a) 1 day up to 1 year

b) An Issue and Expiry Date shall be mentioned within the Halal Declaration

2.8 Verification of Halal Certificates

a) All Halal Certificates shall contain a QR code linking to a HQC website
(for QR codes: www.halaloffice.com)

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

2.9 Transition Period for Full Implementation

a) Upon the publication or dissemination of this Scheme, a one-year transitional period has been designated for its complete implementation and operation [estimated in January 2025 for the start of enforcement].

2.10 Applicable Types of Products and Scopes

a) The HQC Halal Certification Scheme is designed to cover a wide range of products, ensuring that they meet the strict requirements for Halal compliance. While the scheme broadly applies, certain product categories require specific considerations and certifications.

b) The detailed breakdown of the types of products and scopes covered under the HQC Halal Certification Scheme are based on the HQC Risk Classification Table (see Section 2.5).

c) Certain products such as fresh meats and animal extraction products could require a Halal Shipment Certificate due to their nature and external requirements by governmental authorities.

d) For scopes other than Product Manufacturing, we refer to the other HQC Schemes (see Section 2.1 for an overview of HQC Schemes).

e) You may view the Product Category Index here.

3 Scope

a) This scheme provides companies with an understanding of the fundamental prerequisites and steps necessary to secure Halal Certification. For additional specifics, refer to the pertinent HQC Schemes, including the Halal Assurance Program Scheme. This scheme is focused on outlining the process of certification and the elementary requirements involved.

4 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 meet these compliance criteria.

b) This process consists of the following 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: www.halalqualitycontrol.com/apply-now/ [click on Download Application Form]

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 dismissed, 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 resolution of the discrepancies. If the application is accepted after review, the applicant will be notified and can proceed to the subsequent steps.

e) Simultaneously, the applicant is required to create an account on the HQC E-Portal by visiting hqc.halaloffice.com or www.halalqualitycontrol.com/apply-now/

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 to the customer, the usage condtions of the Halal Quality Control mark, and mutual rights of both the applicant and the certification body.

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

4.3 Conducting Assessments [Stage 1 and Stage 2]

a) Documentation review is a vital stage in the certification process. During this stage (Stage 1), Halal Quality Control verifies the existence and completeness of essential documentation that supports the adherence to Halal standards and the scheme requirements.

b) The aim of the documentation review is to ascertain the readiness of the applicant 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:

i. Filled out application forms.
ii. Signed contracts.
iii. Listings of products, suppliers, and ingredients, as detailed in document F0438 or indicate them within a matrix.
iv. All associated documentation concerning products, suppliers, and ingredients as specified in HQC Work Instruction W0438.
v. Additional documents required for entities classified as Critical according to the HQC Risk Classification Table [Version 2.1] could apply.
vi. Certifications demonstrating adherence to Food Safety Management Systems, Good Manufacturing Practices, or other relevant external certifications.

d) If necessary, an applicant might undergo an on-site or remote pre-assessment. This preliminary check ensures no immediate hazards or risks before proceeding further in the process.

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

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

For initial audits [meaning customers that apply Halal certification for the first time], the Stage 1 assessment will be managed through a Stage 1 audit plan, followed by an audit report based on the Stage 1 findings.
If the customer falls under the product categories C, D, I, K, or L, the Stage 1 assessment must be conducted on-site [Product Category Index]

Stage 2:
This stage is designed to evaluate the implementation of the Halal system, and it always takes place on-site during production hours [the production must include the products destined for Halal certification].

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

f) An audit plan is to be composed for each assessment. This document is referred to as F0401.

g) Halal Training requirements may be applicable; please refer to the Training Requirements in Section 8 or Section 4.1.4 in the Halal Assurance Program Scheme.

h) Taking product samples to be evaluated by a third-party laboratory may be required; we refer to the Sampling and Laboratory Testing Scheme for further details. Product sampling is only required for products or activities classified as Critical and may include High-Risk products. The samples to be evaluated are to be determined by the lead auditor and will be announced in the audit plans for the customer to prepare itself.

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 Halal standards. These will be properly listed in a document referred to as F0436.
   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. These will be properly listed in a document referred to as F0436.
   iii. Review of Proposed Corrective Actions: The assessors of Halal Quality Control will scrutinize the proposed corrective actions, ensuring they are apt 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

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.

4.6 Certification Decisions

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 successfully completing the assessment and obtaining positive decision-making results, 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]

e) Some Halal standards or countries may have restrictions on the authorized signatories and the decision-makers. We refer to our Special Requirements

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. HQC Fee Policy

a) The HQC Fee Policy can be downloaded through the Useful Documents section.

b) Please note that the latest fee policy applies; foreign governments or authorities may impose some additional fees.

6. Complaints and Appeals

a) Procedures are available in the Useful Documents section.

b) Complaints may be submitted here.

7. Acceptance Criteria for Third-Party Halal Certification Bodies

a) This Halal Quality Control Guideline can be downloaded through the Useful Documents section.

8. Training Requirements

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

b) Please see the HQC Academy Scheme for more information on how to apply.

c) The company is obligated to undergo Halal training with at least 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 are the primary supporting documents that validate compliance with the Training Requirements as set out 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.

9. Handling of Confidential Information Procedure during Audit

b) The Handling and Distribution of Confidential Information can be downloaded through the Useful Documents section.

10. Appendices

10.1 Useful Halal Quality Control Guidelines

Useful Documents

Useful Documents section.
HQC Academy section.
HQC Schemes section.
HQC Risk Classification Table

The **Training Materials section** can only be accessed by a password, which will be provided after the training session is completed.

10.2 Guidance and Contact

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

10.3 Halal Quality Control APOs [Authorized Partner Offices]

a) Please visit www.halalqualitycontrol.com/hqc-ecosystem for a full overview of our APOs.

b) We also refer to the HQC Business Operational Profile for a detailed overview.

10.4 Example of a Halal Factory Certificate

Example of a Halal Factory Certificate

10.5 Example of Halal Shipment Certificates

Example of Halal Shipment Certificate Type A (Fresh/Frozen Meats)

Example of Halal Shipment Certificate Type A (All Other Products)

10.6 Halal Standards Stores

a) Gulf Standardization Organisation

b) United Arab Emirates Standards

c) OIC SMIIC

d) Malaysian Standards

e) Indonesian Standards

f) Singapore Standards

g) Turkish Halal Accreditation Council

10.7 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.

10.8 HQC Global Accreditation Overview

a) Download the HQC Global Accreditation Overview through the Useful Documents section.

10.9 Audit Time Calculations, Tables, and Varieties of Outcomes

10.9.1 Purpose

The purpose of Audit Time Calculations is to standardize the process for calculating the minimum audit time required for Halal certification audits

10.9.2 Scope

Applicable to initial certification, surveillance, and recertification audits of Halal products, services, and processes. Only applicable for companies certified against standards mentioned in 10.9.3 below. Audit Times may vary based on the exact activities of the customers and size of the audit teams.

10.9.3 References

OIC/SMIIC 2: 2019 | GSO 2055-2: 2021 | ISO/IEC 17021 | HQC Risk Classification Table

10.9.4 Calculation Formula

Ts = TD + TH + (TPV+TFTE) × CC - ATRF

Ts: Total audit time for a single site.

TD: Basic on-site audit time in days (refer to Table B.1).

TH: Audit time for additional HACCP/Halal CCP studies.

TPV: Audit time for product variety.

TFTE: Audit time per number of employees (Full-Time Equivalents, FTE).

CC: Complexity class multiplier (refer to Table B.1 and Table B.2).

ATRF: Audit Time Reduction Factor

10.9.5 Calculation Table: Minimum Initial Certification Audit Time

Category	B (Basic On-Site Audit Time in Audit Days)	H* (For Each Additional HACCP/HALAL Study in Audit Days)	FTE (Number of Employees Related with the Scope of Certification in Audit Days)**	CC (Complexity Class, Factor, Multiplier based on HQC Risk Table***)	PV (Product Variety in Audit Days****)	Tasv (For Each Additional Site Visited in Audit Days*****)
A						
AI	1.00	0.25				
AII	1.00	0.25				
B						
BI	1.00	0.25				
BII	1.00	0.25				
C						
CI	1.50	0.50				
CII	1.25	0.50				
CIII	1.75	0.50				
CIV	1.75	0.50				
D						
DI	1.50	0.25				
E						
E	1.00	0.50				
F						
FI	1.50	0.50				
FII	1.25	0.50				
G						
GI	1.50	0.50				
GII	1.50	0.50				
H						
HI	1.25	0.50				
HII	1.75	0.50				
I	1.00	0.25				
J	1.00	0.25				
K	1.75	0.50				
L						
LI	1.75	0.50				
LII	1.25	0.25				
LIII	1.50	0.50				
LIV	1.00	0.25				

*** H is applied only for products/services in the food chain.**

****: Number of Full-Time Employees Factor**

1 to 19 = 0.5 | 20 to 49 = 1.0 | 50 to 79 = 1.5 |80 to 199 = 2.0 | 200 to 499 = 2.5 | 500 to 899 = 3.0 | 900 to 1299 = 3.5
1300 to 1699 = 4.0 | 1700 to 2999 = 4.5 | 3000 to 5000 = 5.0 | >5000 = 5.5

*****: Please refer to the HQC Risk Classification Table**

Low to Medium Risk = 1.25 | High-Risk = 1.50 | Critical Risk = 1.75

****** PV is used only for indicating the amount of products, not services/processes**

1 to 3 = 0.50 | 4 to 6 = 1.00 | 7 to 10 = 1.50 | 11 to 20 = 2.00 | > 20 = 3.00

*******Tasv: 50 % of minimum on-site evaluation /audit time**

10.9.6 Audit Time Examples for Applicable Categories

Category	Base Audit Time (TD, in days)	Additional HACCP/CCP Study Time (H, in days)	Product Variety Time (PV, in days)	FTE Time (TFTE, in days)	Complexity Class (CC)	Total Audit Time (Ts, in days)	Time Per Auditor (in days)
CI	1.50	0.50	1.00	1.00	1.25	5.00	1.67
CII	1.25	0.50	1.00	1.00	1.25	4.75	1.58
CIII	1.75	0.50	1.00	1.00	1.50	5.75	1.92
CIV	1.75	0.50	1.00	1.00	1.50	5.75	1.92
FI	1.50	0.50	1.00	1.00	1.50	5.75	1.92
FII	1.25	0.50	1.00	1.00	1.25	5.00	1.67
K	1.75	0.50	1.00	1.00	1.75	6.75	2.25

Class	Audit Time Reduction Factor (ATRF)[1]
A	1.00
B	1.00
C	0.75
D	0.75
E	0.75

Formula Example Category CI (Initial Audits):
TD (1.50) + H (0.50) + (PV 1.00 + FTE 1.00) x CC (1.25) = 5 Days / No. of Auditors – ATRF

1.5 + 0.5 + 2x 1.25 / 2 Auditors = 2.5 Audit Days – ATRF (Class A + B= 1.75) = 0.75 Audit Days

Formula Example Category K (Initial Audits):
TD (1.75) + H (0.50) + (PV 1.00 + FTE 1.00) x CC (1.75) = 7.4 Days / No. of Auditors – ATRF

1.75 + 0.5 + 2 x 1.75 / 2 Auditors = 3.7 Days – ATRF (Class A + B= 2) = 1.70 Audit Days

Note:

- The Audit Day cannot be less than 0.5 days (regardless of the outcome of calculation).
- Total Audit Days include both Stage 1 and Stage 2 assessments

Formula Example Category CI (Surveillance / Existing Customers):
TD (1.50) + H (0.50) + (PV 1.00 + FTE 1.00) x CC (1.25) = 5 Days / No. of Auditors – ATRF – 70%

1.5 + 0.5 + 2x 1.25 / 2 Auditors = 2.5 Audit Days – ATRF (Class A + B= 2) = 0.50 Audit Days – 70% (0.35) = 0.15 Audit Days (must be by default 0.5 days or longer)

Formula Example Category K (Surveillance / Existing Customers):
TD (1.75) + H (0.50) + (PV 1.00 + FTE 1.00) x CC (1.75) = 7.4 Days/No. of Auditors – ATRF -70%

1.75 + 0.5 + 2 x 1.75 / 2 Auditors = 3.7 Days – ATRF (Class A + B= 2) = 1.70 Audit Days – 70% (1.20) = 0.5 Audit Days

[1] ATRF are based on Halal Quality Control guidelines and are referred to in the HQC Certification Scheme. See Section 10.9.7 for more details.

Formula Example Category CI (Recertification):
TD (1.50) + H (0.50) + (PV 1.00 + FTE 1.00) x CC (1.25) = 5 Days / No. of Auditors – ATRF – 35%

1.5 + 0.5 + 2x 1.25 / 2 Auditors = 2.5 Audit Days – ATRF (Class A + B= 2) = 0.50 Audit Days – 35% (0.17) = 0.3 Audit Days (must be by default 0.5 days or longer)

Formula Example Category K (Recertification):
TD (1.75) + H (0.50) + (PV 1.00 + FTE 1.00) x CC (1.75) = 7.4 Days / No. of Auditors – ATRF
1.75 + 0.5 + 2 x 1.75 / 2 Auditors = 3.7 Days – ATRF (Class A + B= 2) = 1.70 Audit Days – 35% (0.60) = 1.1 Audit Days

10.9.7 Varieties for Audit Time Reduction Factors

The total time per auditor calculated in this procedure may be adjusted based on the presence of specific conditions or factors that reduce the complexity or effort required for the audit.

These factors aim to streamline the audit process and ensure efficient use of resources, often with a goal to complete the assessment within 1 working day if the required number of auditors are present.
Possible factors include:

a) **Class A: Existing Halal Certification | Existing Halal Training Certificates**

b) **Class B: Established Halal Systems/Mechanism in Place**

c) Class C: Companies Producing Exclusively Halal Products

d) Class D: Complete Physical Separation of Halal Products at All Times

e) Class E: Companies Previously Halal Certified without any Termination

When these reduction factors are present and sufficiently justified and verified, HQC may aim to complete the assessment within less working days if the number of auditors present aligns with the required workload.

This approach ensures the balance between maintaining audit rigor and minimizing disruptions to the audited organization.

10.10 Special Requirements or Restrictions

10.10.1 Regions with restrictions

a) Some regions may impose special requirements or conditions on Halal Quality Control for issuing Halal certificates.

b) To ensure the public is aware of these restrictions, HQC develops schemes [called Special Requirements or Attachments to the Certification Scheme] for specific regions that impose restrictions on the issuance mechanism of Halal certificates.

c) The Special Requirements schemes are overviewed in our HQC Schemes section and available for download in our Useful Documents section.