
	Use of Halal Certificates and Halal Mark Procedure		A.M.O SAUDITA ISLAMICO CERTIFICADORA HALAL LTDA.
	Date: June 2021	PR-AMO-001 Revision No. 00	




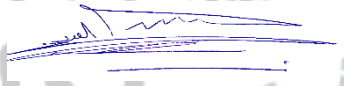
Use of Halal Certificates and Halal Mark Procedure

أ. م. و. الشركة السعودية الإسلامية لإصدار شهادات الحلال – ذات مسؤولية محدودة (ذ.م.م)
A.M.O SAUDITA ISLAMICO CERTIFICADORA HALAL LTDA.

Created by: Abdelmjeed Taha	Reviewed by : Mohamed Khalifa	Approved by: Abdullah Al Amro	Valid as of: June 2021
--------------------------------	----------------------------------	----------------------------------	------------------------

	Use of Halal Certificates and Halal Mark Procedure		A.M.O SAUDITA ISLAMICO CERTIFICADORA HALAL LTDA.
	Date: June 2021	PR-AMO-001 Revision No. 00	

Review and Approval

Created by:		Reviewed by		Approved by	
Name	Mohamed Khalifa	Mohamed Khalifa	Mohamed Khalifa	Abdullah Al Amro	
Position	Quality Manager	Quality Manager	Quality Manager	General Manager	
Signature					
Date	4 July 2021	4 July 2021	4 July 2021	4 July 2021	



Created by: Abdelmjeed Taha	Reviewed by : Mohamed Khalifa	Approved by: Abdullah Al Amro	Valid as of: June 2021
--------------------------------	----------------------------------	----------------------------------	------------------------


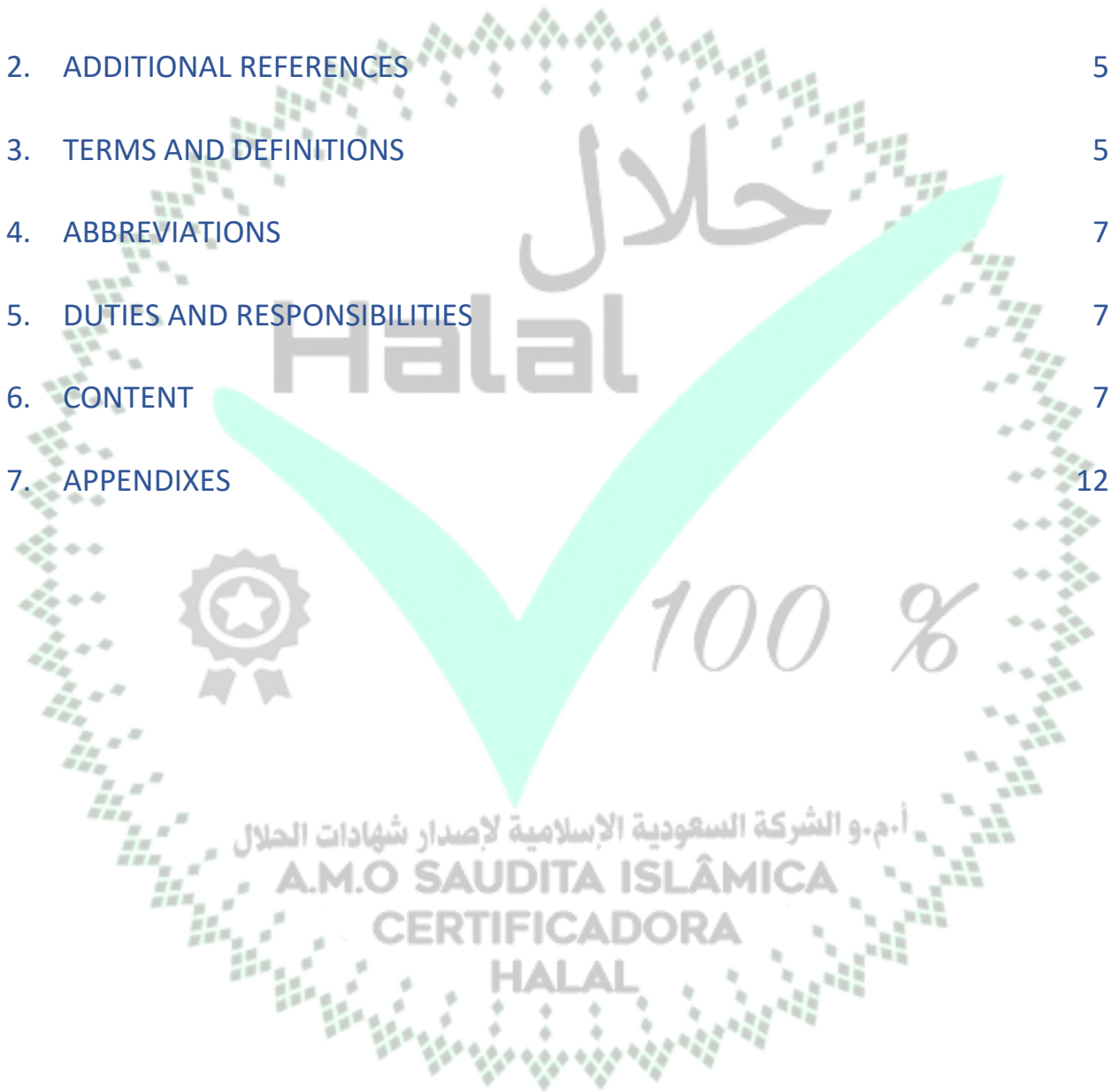

	Use of Halal Certificates and Halal Mark Procedure		A.M.O SAUDITA ISLAMICO CERTIFICADORA HALAL LTDA.
	Date: June 2021	PR-AMO-001 Revision No. 00	

Table of Contents

1.	PURPOSE	5
2.	ADDITIONAL REFERENCES	5
3.	TERMS AND DEFINITIONS	5
4.	ABBREVIATIONS	7
5.	DUTIES AND RESPONSIBILITIES	7
6.	CONTENT	7
7.	APPENDIXES	12



Created by: Abdelmjeed Taha	Reviewed by : Mohamed Khalifa	Approved by: Abdullah Al Amro	Valid as of: June 2021
--------------------------------	----------------------------------	----------------------------------	------------------------

	Use of Halal Certificates and Halal Mark Procedure		A.M.O SAUDITA ISLAMICO CERTIFICADORA HALAL LTDA.
	Date: June 2021	PR-AMO-001 Revision No. 00	

1. Purpose

This document describe the guidelines and general terms and conditions for the use of Halal Certificates and Halal Mark issued by AMO for products certified halal fulfilling the requirements stated in Halal GSO Certification Scheme which is based on halal GSO Standards.

This document will provide guidance to halal certified clients for the correct use of Halal Certificates and Halal Mark.

2. Additional References


- GSO 2055-2:2015 - Halal products - Part 2: General Requirements for Halal Certification Bodies.
- ISO/IEC 17065:2012 - Conformity assessment — Requirements for bodies certifying products, processes and services.
- ISO/IEC 17021-1:2015 - Conformity assessment — Requirements for bodies providing audit and certification of management systems — Requirements.
- ISO/IEC 17000:2004 - Conformity assessment — Vocabulary and general principles.
- ISO/IEC TR 17026:2015 - Conformity assessment— Example of a certification scheme for tangible products.
- ISO Guide-27:1983 – Guidelines for corrective action to be taken by a certification body in the event of misuse of its mark of conformity.
- ISO/IEC Guide-23:1982 – Methods of indicating conformity with standards for third-party certification systems.
- ISO/IEC 17030:2003 - Conformity assessment — General requirements for third-party marks of conformity.

3. Terms and definitions

1.1 Gulf Standardization Organization (GSO): Standardization Organization for the Cooperation Council for the Arab States of the Gulf comprising the following countries: United Arab Emirates, Kingdom of Bahrain, Kingdom of Saudi Arabia, Sultanate of Oman, State of Qatar, State of Kuwait and Republic of Yemen.


1.2 Client: The Company to whom a Halal Certificate/Halal Mark is issued.

Created by: Abdelmjeed Taha	Reviewed by : Mohamed Khalifa	Approved by: Abdullah Al Amro	Valid as of: June 2021
--------------------------------	----------------------------------	----------------------------------	------------------------

	Use of Halal Certificates and Halal Mark Procedure		A.M.O SAUDITA ISLAMICO CERTIFICADORA HALAL LTDA.
	Date: June 2021	PR-AMO-001 Revision No. 00	

- 1.3 **Halal requirements:** All the requirements set out in the Halal GSO Certification Scheme.
- 1.4 **Halal GSO Certification Scheme:** document that describe the AMO requirements, rules, procedures and management for implementing Halal product certification as per Halal GSO standards.
- 1.5 **Halal GSO Standards:** Halal Standards and Technical Regulations issued by Gulf Standardization Organization (<https://www.gso.org.sa/store/gso>).
- 1.6 **Halal Certificate:** A document issued under the procedures of AMO certification system and attesting that a product is in conformity with Halal GSO Certification Scheme requirements.
- 1.7 **Halal Mark:** A legally registered halal certification mark applied by or issued under the procedures of AMO certification system for a product which is in conformity with Halal GSO Certification Scheme requirements.
- 1.8 **Misuser:** Any person, organization or other corporate body that has misused the Halal Mark whether or not the product is eligible to bear the Halal Mark.
- 1.9 **Recall:** The action by which the misuser or the producer of a subsequently hazardous product or other party responsible for making the product available withdraws the products from users, the marketplace or distribution sites and returns them to the factory or other acceptable location for corrective action.
- 1.10 **Corrective action:** This is an action requested of the misuser or other party responsible for making the product available as considered appropriate by the certification body to eliminate the consequences of the misuse and to remove the noncompliance to the halal requirements.
- 1.11 **Communication Media:** Client's communication through all kind of media, namely print media, publishing, news media, photography, cinema, broadcasting (radio and television), advertising and social media.

Created by: Abdelmjeed Taha	Reviewed by : Mohamed Khalifa	Approved by: Abdullah Al Amro	Valid as of: June 2021
--------------------------------	----------------------------------	----------------------------------	------------------------

	Use of Halal Certificates and Halal Mark Procedure		A.M.O SAUDITA ISLAMICO CERTIFICADORA HALAL LTDA.
	Date: June 2021	PR-AMO-001 Revision No. 00	

4. Abbreviations

GSO: Gulf Standardization Organization

5. Duties and responsibilities

- Quality Unit Manager and/or General Manager is responsible for the approval and review of this procedure for the use of Halal Certificates and Halal Mark.
- Administrative Manager is responsible for Complaints and Appeals Process.
- Certification Unit Manager is responsible for the implementation of this procedure.


6. Content

This document describe the rules for the use of Halal Certificates and Halal Mark to be fulfilled by the Client.

1.1 Terms and Conditions for the use of Halal Mark


- 1.1.1 The Halal Mark is legally owned by AMO and the Client is not allowed to register or attempt to register the Halal Mark or any imitation thereof, make or assert any claim of ownership to the Halal Mark, dispute the right of AMO to authorize the use of the Halal Mark as provided herein.
- 1.1.2 The Halal Mark shall be affixed only on halal certified products.
- 1.1.3 The Halal Mark shall not be associated or combined with any other elements (such as logos, representations or graphics) in a misleading manner and / or to lead to misinterpretation.
- 1.1.4 The Client shall use the Halal Mark on its Communication Media in such a way as to create no confusion between the Halal certified Products and other products.
- 1.1.5 The Client is not allowed to use in any form the AMO Logo.
- 1.1.6 The Client is not allowed to use Halal Mark along with any slogan or claims.
- 1.1.7 The Halal Mark cannot be combined with other Halal Marks issue by other Halal Certification Bodies.

Created by: Abdelmjeed Taha	Reviewed by : Mohamed Khalifa	Approved by: Abdullah Al Amro	Valid as of: June 2021
--------------------------------	----------------------------------	----------------------------------	------------------------

	Use of Halal Certificates and Halal Mark Procedure		A.M.O SAUDITA ISLAMICO CERTIFICADORA HALAL LTDA.
	Date: June 2021	PR-AMO-001 Revision No. 00	

- 1.1.8 The Client shall not use the Halal Mark in a way to give the impression that the Client is belonging to or acting on behalf of AMO.
- 1.1.9 The Client does not use its product certification in such a manner as to bring AMO into disrepute and does not make any statement regarding its product certification that AMO may consider misleading or unauthorized.
- 1.1.10 Any Incorrect references to the Halal certification system or misuse of Halal Certificates and Halal Mark will not be tolerated by AMO and will be dealt with by suitable action as stated in the Halal Certification Scheme.
- 1.1.11 Upon suspension, withdrawal, expiration or termination of certification, the Client discontinues the use of the Halal Certificates and Halal Mark on its products and on all advertising matter that contains any reference thereto and takes action as required by AMO policy and procedure on suspension, withdrawal, or termination of certification (e.g. the return of Halal certificates).
- 1.1.12 Upon reduction of certification scope, the Client discontinues the use of the Halal Certificates and Halal Mark on products no longer Halal Certified and shall withdraw or adjust accordingly all advertising materials that contains any reference thereto and takes action as required by AMO.
- 1.1.13 The Client shall obtain the written permission from AMO for the transfer of the right to use the Halal Mark, in case of acquisition, merger or transfer of activities related to the Halal certified products.
- 1.1.14 The affixing of Halal Mark on halal certified products doesn't exonerate the Client from any liability resulting from the non-compliance of its Halal certified products.
- 1.1.15 The Halal Mark should be printed clearly on all Halal certified products and labelled on each box/package.

Created by: Abdelmjeed Taha	Reviewed by : Mohamed Khalifa	Approved by: Abdullah Al Amro	Valid as of: June 2021
--------------------------------	----------------------------------	----------------------------------	------------------------

	Use of Halal Certificates and Halal Mark Procedure		A.M.O SAUDITA ISLAMICO CERTIFICADORA HALAL LTDA.
	Date: June 2021	PR-AMO-001 Revision No. 00	

1.1.16 The Client shall send to AMO the graphical layout of all the material bearing the Halal Mark (e.g. Packaging, letterhead, advertising material, etc.) for approval before printing.

1.1.17 In case of any doubts regarding the use of the Halal Mark, the Client shall obtain written approval from AMO to avoid any misuse of the Halal Mark.

1.1.18 The Client shall not use any name / logo / brand / symbol / slogan or commercial designation or advertising contrary to Islamic values or discrediting Muslim beliefs.

1.2 Description of the Halal Mark to be used by the Client

1.2.1 The Halal Mark shall be displayed in the appropriate form only; the size and color are detailed in Annex 1.

1.2.2 The Halal Mark shall be visible, legible, permanent (indelible and/or not easy to remove).

1.2.3 The Halal Mark shall be downloaded from AMO website

1.3 Monitoring of the use of the Halal Mark

AMO will monitor the use of Halal Certificates and Halal Mark by the following means:

1.3.1 Market Surveillance

An officer from AMO will visit the most important Supermarkets in the city one time each quarter to check the use of Halal Mark.

1.3.2 Check of Client's Website

1.3.3 An officer from AMO will check the Client's website one time each quarter to check the use of Halal Certificates and Halal Mark.

1.3.4 Surveillance Audits


1.3.5 During the Surveillance Audits, the appointed Audit Team will be required to check also the use of Halal Certificates and Halal Mark.

1.3.6 Short-notice Audits

1.3.7 In case of complaints against the Client, the appointed Audit Team will conduct a Short-notice audit where the use of Halal Certificates and Halal Mark will be also checked.

1.3.8 Information from other Halal Certification Bodies

Created by: Abdelmjeed Taha	Reviewed by : Mohamed Khalifa	Approved by: Abdullah Al Amro	Valid as of: June 2021
--------------------------------	----------------------------------	----------------------------------	------------------------

	Use of Halal Certificates and Halal Mark Procedure		A.M.O SAUDITA ISLAMICO CERTIFICADORA HALAL LTDA.
	Date: June 2021	PR-AMO-001 Revision No. 00	

1.3.9 AMO will cooperate with Halal Certification Bodies in Brazil and in other countries to share information about any misuse of Halal Certificates and Halal Mark.

1.4 Acceptable use of the Halal Certificates and Halal Mark

1.4.1 If the Client provides copies of the Halal certificates to others, the documents shall be reproduced in their entirety or as specified in the halal certification scheme.

1.4.2 The Client is allowed to print the colored Halal Mark suitable to its packaging as long as it does not change the original specification(s) of the Halal Mark as stated in Annex 1.

1.5 Unacceptable use of the Halal Certificates and Halal Mark

1.5.1 The Client who failed to renew their Halal certificates will not be allowed to use the Halal Mark.

1.5.2 The Client shall not reproduce the granted Halal certificate in part and/or in a way that would hinder the legibility, nor shall tamper with the original copies or photocopies of the Halal certificate. He shall not translate the certificate and/or test reports in other languages without the control and consent of AMO.

1.6 Misuse of the Halal Certificates and Halal Mark

AMO will consider the following situations as misuse of the Halal Certificates and Halal Mark:

1.6.1 The Client register or attempt to register the Halal Mark or any imitation thereof, make or assert any claim of ownership to the Halal Mark.

1.6.2 The Client affix the Halal Mark in halal certified products in a way not in compliance with this Procedure.


1.6.3 The Client use the Halal Mark on its Communication Media in a way not in compliance with this Procedure.

1.6.4 The Client affix the Halal Mark in halal certified products while these products are not fulfilling the all the Halal GSO Certification Scheme requirements.

1.6.5 The Client affix the Halal Mark in other products not halal certified.

1.6.6 The use of Halal Mark by Companies not Client of AMO.

Created by: Abdelmjeed Taha	Reviewed by : Mohamed Khalifa	Approved by: Abdullah Al Amro	Valid as of: June 2021
--------------------------------	----------------------------------	----------------------------------	------------------------

	Use of Halal Certificates and Halal Mark Procedure		A.M.O SAUDITA ISLAMICO CERTIFICADORA HALAL LTDA.
	Date: June 2021	PR-AMO-001 Revision No. 00	

1.6.7 The use of Halal Mark by Client upon suspension, withdrawal, expiration, termination or reduction of halal certification.

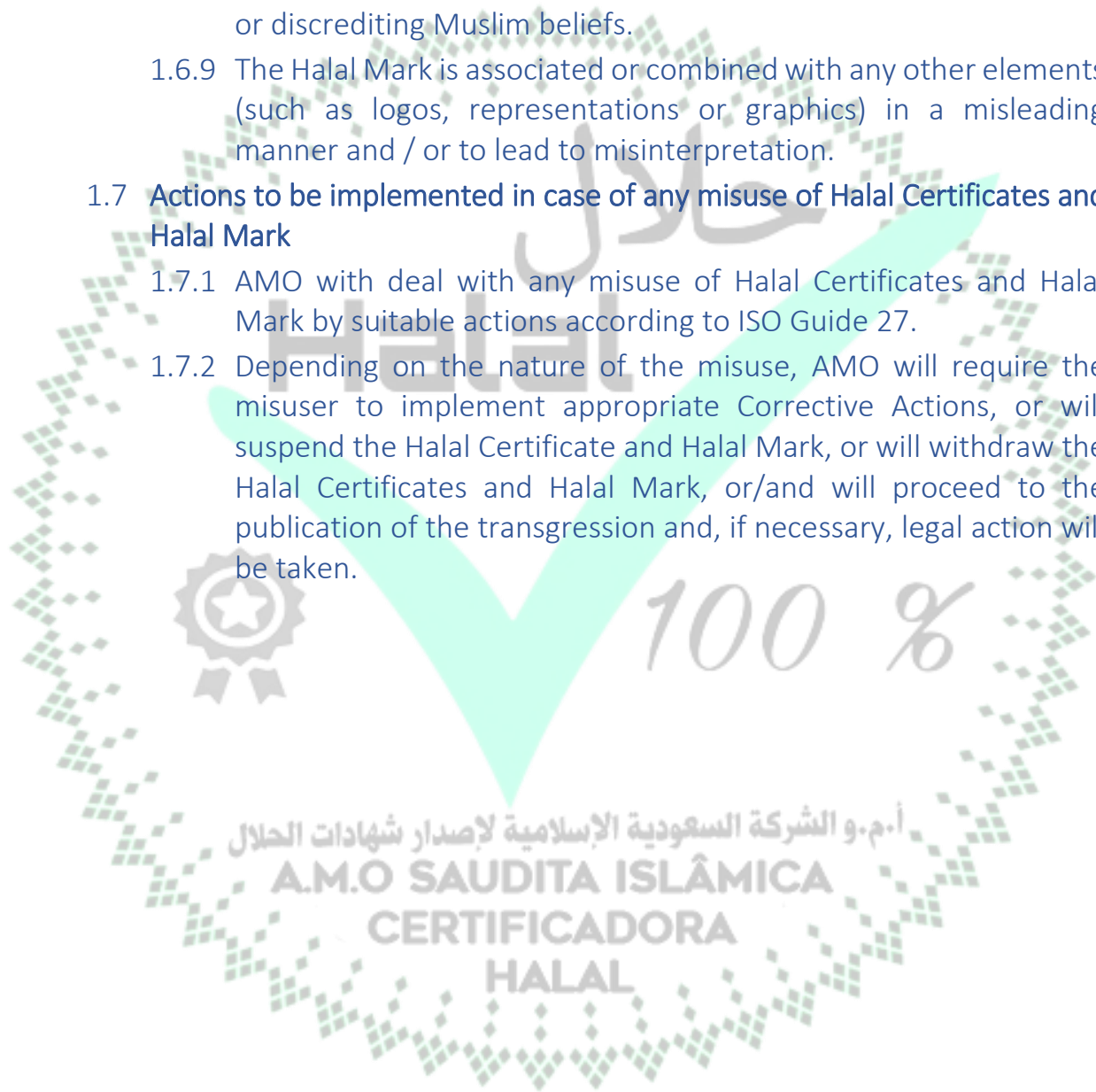
1.6.8 The Client use any name / logo / brand / symbol / slogan or commercial designation or advertising contrary to Islamic values or discrediting Muslim beliefs.

1.6.9 The Halal Mark is associated or combined with any other elements (such as logos, representations or graphics) in a misleading manner and / or to lead to misinterpretation.


1.7 Actions to be implemented in case of any misuse of Halal Certificates and Halal Mark

1.7.1 AMO with deal with any misuse of Halal Certificates and Halal Mark by suitable actions according to ISO Guide 27.

1.7.2 Depending on the nature of the misuse, AMO will require the misuser to implement appropriate Corrective Actions, or will suspend the Halal Certificate and Halal Mark, or will withdraw the Halal Certificates and Halal Mark, or/and will proceed to the publication of the transgression and, if necessary, legal action will be taken.




Created by: Abdelmjeed Taha	Reviewed by : Mohamed Khalifa	Approved by: Abdullah Al Amro	Valid as of: June 2021
--------------------------------	----------------------------------	----------------------------------	------------------------

	Use of Halal Certificates and Halal Mark Procedure		A.M.O SAUDITA ISLAMICO CERTIFICADORA HALAL LTDA.
	Date: June 2021	PR-AMO-001 Revision No. 00	

7. Appendixes



Created by: Abdelmjeed Taha	Reviewed by : Mohamed Khalifa	Approved by: Abdullah Al Amro	Valid as of: June 2021
--------------------------------	----------------------------------	----------------------------------	------------------------

	Use of Halal Certificates and Halal Mark Procedure		A.M.O SAUDITA ISLAMICO CERTIFICADORA HALAL LTDA.
	Date: June 2021	PR-AMO-001 Revision No. 00	

Annex 1 Halal Mark

1. The Halal Mark below is only by way of example, for graphics processing use the file provided by AMO:



2. Provided that the minimum dimensions are respected, the Halal Mark may be enlarged, but proportions shall be maintained.

3. The following information shall be indicated below the Halal Mark

- Halal GSO Certification Scheme
- The appropriate Halal GSO Standards (//GSO 2055-1// or //GSO 993 and GSO 2055-1//)
- The identification number attributed to the Client.
- The identification number of the Halal Certificate.

Created by: Abdelmjeed Taha	Reviewed by : Mohamed Khalifa	Approved by: Abdullah Al Amro	Valid as of: June 2021
--------------------------------	----------------------------------	----------------------------------	------------------------