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Halal Certification Scheme according to GSO Standards




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أ.م.و الشركة السعودية الإسلامية لإصدار شهادات الحلال
 أ. م. و. الشركة السعودية الإسلامية لإصدار شهادات الحلال - ذات مسؤولية محدودة (ذ.م.م)

A.M.O SAUDITA ISLAMICO CERTIFICADORA HALAL LTDA.

HALAL

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Review and Approval

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



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1. Purpose

This document describe the AMO requirements, rules, procedures and management for implementing Halal product certification as per Halal GSO standards.

This Halal Product Certification Scheme is a type 5 product certification scheme for tangible products as described in ISO/IEC 17067.

It describes all the activities included in a Halal certification process, and provide an overview of the procedure for handling halal certification for companies exporting to GSO Member States.


2. Scope of application

- Personnel of AMO and subcontractors who are involved in the process of Halal Certification according to Halal GSO Standards.
- Companies seeking halal certification as per Halal GSO Standards.

3. Additional References

- AMO Quality Manual
- AMO Processes
- AMO Procedures
- Halal Assurance System
- Fatwas issued by the International Islamic Fiqh Academy (<http://www.iifa-aifi.org>)
- ISO/IEC 17065:2012 - Conformity assessment — Requirements for bodies certifying products, processes and services
- ISO/IEC 17067: 2013 - Conformity assessment — Fundamentals of product certification and guidelines for product certification schemes
- ISO/IEC 17021-1:2015 - Conformity assessment — Requirements for bodies providing audit and certification of management systems — Requirements
- ISO/IEC 17025:2017 - General requirements for the competence of testing and calibration laboratories
- ISO/IEC 17020:2012 - Conformity assessment — Requirements for the operation of various types of bodies performing inspection
- 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 22000:2018 - Food safety management systems — Requirements for any organization in the food chain
- ISO/TS 22003:2013 - Food safety management systems — Requirements for bodies providing audit and certification of food safety management systems
- ISO 19011:2018 - Guidelines for auditing management systems


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- GSO 2055-2:2015 - Halal products - Part 2: General Requirements for Halal Certification Bodies
- GSO 2055-1:2015 – HALAL FOOD - Part 1 : General Requirements
- GSO 2538:2017 - The maximum limits for residues of ethyl alcohol (ethanol) in food
- GSO 2359:2014 - Extraction solvents and it's residue limits in the production foodstuffs and food ingredients
- GSO 9:2013 - Labeling of Prepackaged Food Stuffs
- GSO 839:1997 - Food Packages - Part 1: General Requirements
- GSO 1863:2013 - Food packages - Part 2: Plastic package – General requirements



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4. Terms and definitions

4.1 **Consultancy:** participation in:

- The designing, manufacturing, installing, maintaining or distributing of a certified product or a product to be certified, or
- The designing, implementing, operating or maintaining of a certified process or a process to be certified, or
- The designing, implementing, providing or maintaining of a certified service or a service to be certified.

4.2 **Complaint:** Expression of dissatisfaction, other than appeal, by any person or organization to a conformity assessment body or accreditation body, relating to the activities of that body, where a response is expected

4.3 **Appeal:** request by the provider of the object of conformity assessment to the conformity assessment body or accreditation body for reconsideration by that body of a decision it has made relating to that object

4.4 **Surveillance:** systematic iteration of conformity assessment activities as a basis for maintaining the validity of the statement of conformity

4.5 **Suspension:** temporary invalidation of the statement of conformity for all or part of the specified scope of attestation

4.6 **Withdrawal:** cancellation of the statement of conformity

4.7 **Conformity assessment:** demonstration that specified requirements relating to a product, process, system, person or body are fulfilled

4.8 **Conformity assessment body:** body that performs conformity assessment services

4.9 **Accreditation body:** authoritative body that performs accreditation


4.10 **Third-party conformity assessment activity:** conformity assessment activity that is performed by a person or body that is independent of the person or organization that provides the object, and of user interests in that object

4.11 **Sampling:** provision of a sample of the object of conformity assessment, according to a procedure

4.12 **Testing:** determination of one or more characteristics of an object of conformity assessment, according to a procedure


4.13 **Inspection:** examination of a product design, product, process or installation and determination of its conformity with specific requirements or, on the basis of professional judgement, with general requirements

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- 4.14 **Audit:** systematic, independent, documented process for obtaining records, statements of fact or other relevant information and assessing them objectively to determine the extent to which specified requirements are fulfilled
- 4.15 **Review:** verification of the suitability, adequacy and effective- ness of selection and determination activities, and the results of these activities, with regard to fulfilment of specified requirements by an object of conformity assessment
- 4.16 **Certification:** third-party attestation related to products, processes, systems or persons
- 4.17 **Accreditation:** third-party attestation related to a conformity assessment body conveying formal demonstration of its competence to carry out specific conformity assessment tasks
- 4.18 **Attestation:** issue of a statement, based on a decision following review, that fulfilment of specified requirements has been demonstrated
- 4.19 **Halal Competent Authority:** Authorities in GSO Member States in charge of enforcing the halal regulations, namely Emirates Authority for Standardization and Metrology (ESMA) in UAE, Saudi Food and Drug Administration (SFDA) in Kingdom of Saudi Arabia, etc.
- 4.20 **GSO Member States:** Member States of the Standardization Organization for the Cooperation Council for the Arab States of the Gulf (United Arab Emirates, Kingdom of Bahrain, Kingdom of Saudi Arabia, Sultanate of Oman, State of Qatar, State of Kuwait and Republic of Yemen).
- 4.21 **Hazard Analysis Critical Control Points (HACCP):** internationally recognized method of identifying and managing food safety related risk, namely Physical, Chemical and Biological Hazards.
- 4.22 **Competence:** ability to apply knowledge and skills to achieve intended results
- 4.23 **Non-conformity:** non-fulfilment of a requirement
- 4.24 **Applicant:** A person or a legal entity who applies for certification of Halal for a product/service.
- 4.25 **Evaluation:** combination of the selection and determination functions of conformity assessment activities

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4.26 **Selection:** involves planning and preparation activities in order to collect or produce all the information and input needed for the subsequent determination function.

4.27 **Determination:** activities that are undertaken to develop complete information regarding fulfilment of the specified requirements by the object of conformity assessment or its sample. Testing, inspection, audit, and peer assessment, are defined as types of determination activities

4.28 **Product:** result of a process

4.29 **Process:** set of interrelated or interacting activities which transforms inputs into outputs

5. Abbreviations

GSO: Gulf Standardization Organization

GAC: Gulf Accreditation Centre

ESMA: Emirates Authority for Standardization and Metrology

HAS: Halal Assurance System

HACCP: Hazard Analysis and Critical Control Point

6. Duties and responsibilities

- Quality Unit Manager and/or General Manager is responsible for the approval and review of this Halal Certification Scheme.
- Business Development and Marketing Manager is responsible for Application Review
- Administrative Manager is responsible for Complaints and Appeals Process.
- Certification Unit Manager is responsible for evaluation activities.
- Compliance Unit Manager is responsible for Review activities.
- Certification Decision Committee is responsible for certification decision.


7. Content

This Halal product certification scheme reflects type 5 product certification scheme as explained in ISO/IEC 17067. It includes the following functions, activities and elements, which are further described in this Document.

7.1 Scope of the scheme

AMO is providing halal certification for the following products according to Halal GSO Standards as stated in Section 1.2.1 of Clause 7 of this scheme, within the geographical area assigned by ESMA, namely in Brazil.

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Category codes	Categories	Products	Scheme / Standard	Comments
C	Processing 1 (Perishable animal products)	Slaughtering Animal, poultry, eggs, dairy products and fish products.	GSO 993:2015 GSO 2055-1:2015	
D	Processing 2 (Perishable vegetable products)	Fresh fruits and juice, Preserved fruits and vegetables, fresh vegetables.	GSO 2055-1:2015	
E	Processing 3 (Products with long shelf life at room temperature)	Canned products, biscuits, snacks, oil, drinking water, Drinks, pasta and flour, sugar and salt.	GSO 2055-1:2015	

7.2 Halal Certification requirements

7.2.1 Clients seeking Halal certification within the Halal GSO Schemes shall fulfil the following requirements:


7.2.1.1 For products in categories C/D/E, the requirements stated in the following standards shall be fulfilled:

- GSO 993:2015 - Animal Slaughtering requirements according to Islamic Rules;
- GSO 2055-1:2015 – HALAL FOOD - Part 1 : General Requirements;
- GSO 2538:2017 - The maximum limits for residues of ethyl alcohol (ethanol) in food;
- GSO 2359:2014 - Extraction solvents and it's residue limits in the production foodstuffs and food ingredients;
- GSO 9:2013 - Labeling of Prepackaged Food Stuffs;
- GSO 839:1997 - Food Packages - Part 1: General Requirements;
- GSO 1863:2013 - Food packages - Part 2: Plastic package – General requirements.

7.2.1.2 For products in categories C/D/E, the requirements stated in the following documents shall be fulfilled

- Halal Assurance System;
- Other requirements defined by AMO, namely signing the certification agreement, payment of necessary fees, signing a licensing agreement for the use of the halal certification mark on their products, meeting arrangements for the selection and sampling processes, testing, assessments and auditing, providing product information.

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7.2.2 When a halal issue is not handled by any Halal GSO Standards, fatwas on the same matter issued by International Islamic Fiqh Academy shall be fulfilled.

7.2.3 When there is a difference in meaning between the requirements in English and Arabic Versions of GSO Standards, the Arabic Version shall prevail.

7.3 Sampling processes in the scheme

7.3.1 When sampling is required, it shall be performed according to Clause 9.6.2 of GSO 2055-2.

7.3.2 The samples need to be representative of products to halal certified and it shall be in accordance with a defined sampling scheme utilising statistically proven techniques with stated confidence levels as stated in Clause 9.2.6.2 of GSO 2055-2. Samples taken by the audit team shall be sent for analysis to the laboratory accredited under ISO/IEC 17025.

7.4 Sequence of a certification cycle and involved activities

The Certification Cycle is for three years and include a two-stage initial audit, surveillance audit in the first and the second years, and a recertification audit in the third year prior to expiration of certification.


7.4.1 Application for certification and certification agreement

7.4.1.1 The applicant may submit an inquiry about halal certification according to Halal GSO standards to AMO (By email [REDACTED], By fax [REDACTED], By mail [REDACTED]). All enquiries will be handled by [REDACTED], within [REDACTED] days.

7.4.1.2 The applicant shall submit an application (**AMO-08**) and provide the necessary information to complete the certification process in accordance with this Halal certification scheme, namely the following:

- Relevant details of the applicant organization, including its name and the address(es) of its site(s), its processes and operations, human and technical resources, functions, relationships and any relevant legal obligations;
- Desired scope of halal certification;
- Detailed information concerning process lines concerned;
- Detailed information concerning the certifications earned by the product/activity seeking Halal certification (ISO 22000, FSSC, IFS, BRC, etc.);
- Number of HACCP studies;
- Number of shifts and number of employees per shift (including temporary employees);
- Identification of outsourced processes used by the organization that will affect conformity to requirements;

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- The standards or other requirements for which the applicant organization is seeking halal certification;
- Whether consultancy relating to the product/activity to be Halal certified has been provided and, if so, by whom.


7.4.1.3 Along with the Application Form, the below additional documents shall be provided by the Applicant/Client:

- Valid Business License;
- Documented evidences showing that the Halal Assurance System is implemented;
- Documented evidences showing that the regulatory and statutory requirements of the Authority are fulfilled, for instance HACCP, GMP, etc.;
- Test Report from an accredited Testing Laboratory as per ISO/IEC 17025 based on the applicable GSO product standards;
- Product Labels/ Artworks;
- Halal Certificates of Ingredients, Raw Materials and Packaging Materials;
- Site Diagram, Factory Layout, description of Manufacturing Process & Plant Equipment Layout showing all the identified Halal CCP;
- List of Ingredients, Raw Materials and Processing Aids, including concentrations, scientific denomination and CAS number;
- Finished Products list and specifications.

7.4.1.4 The application review will be handled by a qualified personnel fulfilling the competency requirements sated in Clause 7.2.2 of GSO 2055-2, and will be performed according to AMO's Halal Certification Procedure.


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- 7.4.1.5 The application reviewer shall conduct a review of the application and the additional documents to ensure that:
- 7.4.1.5.1 The information about the client and the product is sufficient for the conduct of the certification process;
 - 7.4.1.5.2 Any known difference in understanding between AMO and the client is resolved, including agreement regarding halal requirements;
 - 7.4.1.5.3 The scope of certification sought is defined;
 - 7.4.1.5.4 The means are available to perform all evaluation activities;
 - 7.4.1.5.5 The requested products/activities to be Halal certified are within the scope of accreditation of AMO;
 - 7.4.1.5.6 AMO has the competence and capability to perform the certification activity;
 - 7.4.1.5.7 The Audit time is calculated according to the Procedure for Audit Time Calculation (Include the reference of this document), which is based on Annex B of GSO 2055-2;
 - 7.4.1.5.8 The appointed Audit Team consists of at least one Technical Auditor and one Halal Islamic Affairs Expert fulfilling the competency requirements stated in Clause 7.2 of GSO 2055-2 and that there is no conflict of interest between the Audit Team and the client;
 - 7.4.1.5.9 The points influencing the certification activity are taken into account, for instance the site(s) of the applicant organization's operations, audit day, season, time required to complete audits language, safety conditions, threats to impartiality, etc.
 - 7.4.1.5.10 The Audit Team is accepted by the Applicant/Client;
 - 7.4.1.5.11 The Applicant/Client accepts the Audit time.
- 7.4.1.6 Following the review of the application, AMO shall decline an application for certification and no Proposal for Certification shall be prepared if:
- 7.4.1.6.1 AMO doesn't have the competence and capability to perform the certification activity;
 - 7.4.1.6.2 AMO can't proceed to the certification activity within the time line requested by the Applicant;
 - 7.4.1.6.3 The above requirements are not fulfilled;
 - 7.4.1.6.4 The required documents have not been provided by the Applicant/Client.
 - 7.4.1.6.5 The Applicant/Client didn't provide the missing documents on time.

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7.4.1.7 If the application accepted by AMO, a Proposal for Certification will be completed by the assigned Application Reviewer and approved by the Certification Manager. The proposal will include the competence needed for the audit team and the decision committee, the required audit time, the fees and person-days, the preliminary scope of certification.

7.4.1.8 AMO shall precisely define the scope of certification in terms of Halal product/service categories, e.g. primary production (raw material or intermediate product), food processing, packaging material production, etc., and sectors according to Annex A. AMO shall not exclude part of the processes, sectors, products or services from the scope of certification when those processes, sectors, products or services influence the Halal requirements of the end products.

7.4.1.9 AMO will define the preliminary scope of certification in the Proposal for Certification, and in Halal Certification Agreement.

7.4.1.10 The Applicant/Client will be required to approve the Proposal for Certification, sign the Halal Certification Agreement and pays the required fees.

7.4.1.11 When the Client would like to make any change to the existing Halal certification scope or to add a new line item, the Application Reviewer shall review the Proposal for Certification in order to adjust if needed the calculation of the audit duration. The file manager will advise the Client of any additional costs incurred by the adjustment in the audit duration.

7.4.2 Conformity Assessment Procedures

7.4.2.1 General


7.4.2.1.1 The certification process is in accordance with Clause 9 of GSO 2055-2 and detailed in the Halal Certification Procedure. This Scheme will give guidance and explanation of some important steps.

7.4.2.1.2 For Multi-site clients each site is to be halal certified separately.

7.4.2.2 Evaluation plan

The *evaluation plan* is based on the *outcome* of the application review. It will include, stage 1 audit, stage 2 audit, sampling and testing activities.

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7.4.2.3 Acceptance of conformity results generated prior to the application or provided by the client

7.4.2.3.1 AMO may consider test reports and/or Halal certificates supplied by the client according to the Halal Certification Procedure.

7.4.2.3.2 If additional testing and/or inspection is needed it will be handled according to the Halal Certification Procedure.

7.4.3 Evaluation

7.4.3.1 General

7.4.3.1.1 AMO will not start conformity assessment before an application review is dully completed and an agreement is signed by the client.

7.4.3.1.2 In general, the conformity assessment consists on the following steps:

- **Stage 1 audit**, performed *on-site* at the facility of the client for products in category (C, D, E, F, L, M and N) as required by Clause 9.2.3.1.3 of GSO 2055-2. The *Stage 1* audit will be *performed according to the Halal Certification Procedure*;
- If AMO is satisfied with the outcome of stage 1 audit, then the **Stage 2 audit** (*on-site audit*) is performed according to the Halal Certification Procedure;
- When determining the interval between stage 1 audit and stage 2 audit, AMO will take into consideration the time needed by the client to resolve areas of concern identified during stage 1. Nevertheless, the interval between Stage 1 audit and Stage 2 audit shall not exceed 6 months as required by Clause 9.2.3.1.6 of GSO 2055-2;
- Sampling, Testing and Inspection will be performed according to the Halal Certification Procedure;
- When outsourced, Sampling and Testing activities shall be carried out by ISO/IEC 17025 accredited bodies;
- When outsourced, Inspection activities shall be carried out by ISO/IEC 17020 accredited bodies.

7.4.3.2 Stage 1 Audit


7.4.3.2.1 AMO will perform a stage 1 audit according to Clause 9.2.3.1 of GSO 2055-2.

7.4.3.2.2 The Audit time will be calculated according to Procedure for Audit Time Calculation, which is based on Annex B of GSO 2055-2.

7.4.3.2.3 The purpose of the stage 1 audit is to:

- Better understand the organization and applicable statutory and regulatory requirements;
- Confirm the audit scope;

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- Review the Halal Assurance System to confirm it is designed to meet the audit criteria for the proposed scope, with specific focus on the adequacy of hazard analysis process, validation of control measures, verification arrangements, improvement programs, and consideration of documentation requirements;
- Determine the state of the readiness for the stage 2 audit;
- Develop an audit plan for the stage 2 audit;
- Plan and organize the logistics for the stage 2 audit;
- Check the last Management Review and Internal audit;
- Make a plant tour.

7.4.3.2.4 Formal audit plan according to Clause 9.2.3 of ISO/IEC 17021-1 is not mandatory.

7.4.3.2.5 AMO will communicate to the client *documented conclusions* with regard to fulfilment of the stage 1 objectives and the readiness for stage 2, including identification of any areas of concern that could be classified as a Non-conformity during stage 2.

7.4.3.2.6 The stage 1 Audit Report does not need to meet the full requirements of a report as stated in Clause 9.4.8 of GSO 2055-2.

7.4.3.2.7 The client shall be informed that the results of the stage 1 may lead to postponement or cancellation of the stage 2 audit.

7.4.3.3 Stage 2 Audit (On-site assessment)


7.4.3.3.1 After completion of stage 1 audit and if the state of readiness of the client for stage 2 audit is satisfactory, AMO will perform an on-site evaluation according to Clause 9.2.3.2 of GSO 2055-2.

7.4.3.3.2 The Audit time will be calculated according to the Procedure for Audit Time Calculation, which is based on Annex B of GSO 2055-2.

7.4.3.3.3 The Audit Team will include at least one Technical Auditor and one Halal Islamic Affairs Expert fulfilling the competency requirements stated in Clause 7.2 of GSO 2055-2.

7.4.3.3.4 During the audit the applied products for halal certification will be evaluated against the halal requirements stated in Section 1.2 of Clause 7 of this Scheme and the Management System of the Applicant will be checked to ensure its compliance with the requirements stated in the Halal Assurance System.

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7.4.3.3.5 The Audit will be handled according to ISO 19011.

7.4.4 Non-conformities

7.4.4.1 The Non-conformities will be graded based on the following criteria:

- A Critical Non-conformity is issued when the halal integrity and food safety is directly impacted during the audit or when legality and/or certification integrity are at stake.
- A Major Non-conformity shall be issued when the finding affects the capability of the Halal Assurance System to achieve intended results.
- A number of Minor Non-conformities raised for the same requirement is upgraded to a Major Non-conformity.
- A Minor Non-conformity shall be issued when the finding does not affect the capability of the Halal Assurance System to achieve intended results.
- An Observation is raised if a weakness occur which can lead to Non-conformity if not handled.
- For all raised Non-conformities the applicant shall perform root-cause analysis and suggest appropriate Corrections and Corrective Actions.
- When a Critical Non-conformity is raised during an initial halal certification audit, the certification is not granted and the audit is aborted.
- When a Critical Non-conformity is raised during a Surveillance or a Re-certification audit, the certification is immediately suspended and the required actions are taken according to the procedure for Termination, Reduction, Suspension or Withdrawal of halal certification.

7.4.4.2 Time limit for closure of Non-conformities

Type of Audit	Major Non-conformity	Minor Non-conformity	Observation
Initial	Action plan including Root-cause analysis, Correction, Corrective Actions, to be supplied within 5 working days after the last day of stage 2. All the Non-conformities shall be closed within 6 months after the last day of stage 2.	Action plan including Root-cause analysis, Correction, Corrective Actions, to be supplied within 5 working days after the last day of stage 2. All the Non-conformities shall be closed within 6 months after the last day of stage 2.	To be checked during the next audit. If not closed during the next audit it will be upgraded to Minor Non-conformity.

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Surveillance	Action plan including Root-cause analysis, Correction, Corrective Actions, to be supplied within 5 working days after the last day of stage 2. All the Non-conformities shall be closed within 1 month after the last day of stage 2.	Action plan including Root-cause analysis, Correction, Corrective Actions, to be supplied within 5 working days after the last day of stage 2. All the Non-conformities shall be closed within 1 month after the last day of stage 2.	To be checked during the next audit. If not closed during the next audit it will be upgraded to Minor Non-conformity.
Re-certification	Action plan including Root-cause analysis, Correction, Corrective Actions, to be supplied within 5 working days after the last day of stage 2. All the Non-conformities shall be closed at least 1 month before the expiry of the Halal Certificate.	Action plan including Root-cause analysis, Correction, Corrective Actions, to be supplied within 5 working days after the last day of stage 2. All the Non-conformities shall be closed at least 1 month before the expiry of the Halal Certificate.	To be checked during the next audit. If not closed during the next audit it will be upgraded to Minor Non-conformity.
Scope extension	Action plan including Root-cause analysis, Correction, Corrective Actions, to be supplied within 5 working days after the last day of stage 2. All the Non-conformities shall be closed within 1 month after the last day of stage 2.	Action plan including Root-cause analysis, Correction, Corrective Actions, to be supplied within 5 working days after the last day of stage 2. All the Non-conformities shall be closed within 1 month after the last day of stage 2.	To be checked during the next audit. If not closed during the next audit it will be upgraded to Minor Non-conformity.

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Follow-up	Action plan including Root-cause analysis, Correction, Corrective Actions, to be supplied within 5 working days after the last day of stage 2. All the Non-conformities shall be closed within 1 month after the last day of stage 2.	Action plan including Root-cause analysis, Correction, Corrective Actions, to be supplied within 5 working days after the last day of stage 2. All the Non-conformities shall be closed within 1 month after the last day of stage 2.	To be checked during the next audit. If not closed during the next audit it will be upgraded to Minor Non-conformity.
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7.4.5 Audit report

- 7.4.5.1 The Audit Team will draw up an Audit report as per Clause 6.5.1 of ISO 19011:2018.
- 7.4.5.2 The Audit Team may include in the evaluation report Opportunities for Improvement but shall not give solutions or advises to be consider as consultancy.
- 7.4.5.3 The Audit report shall be submit to the client within 5 working days for action.

7.4.6 Review

- 7.4.6.1 AMO shall assign at least one person to review all information and results related to the evaluation.
- 7.4.6.2 Technically competent person who have not been involved in the evaluation process shall carry out the review.
- 7.4.6.3 The Team Lead forwards the following pack to the Technical Reviewer:
 - Application review Output;
 - Certification Agreement;
 - Licensing Agreement for the use of Halal Certificates and Halal Mark;
 - Audit Plan;
 - Stage 1 Audit Report;
 - Stage 2 Audit Report;
 - Audit Checklists;
 - Comments on the Non-conformities and, where applicable, the Root-cause analysis, Corrections and Corrective Actions taken by the client;
 - Confirmation that the audit objectives have been achieved.

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7.4.6.4 The *Review Output* shall be *documented*.

7.4.7 Certification Decision

7.4.7.1 Certification Decisions shall be taken as required by Clause 9 of GSO 2055-2 and in accordance with the Halal Certification Procedure.

7.4.7.2 AMO shall assign a Decision Committee composed of at least one Halal Islamic Affairs Expert and two Technical Auditors fulfilling the competency requirements stated in Clause 7.2 of GSO 2055-2.

7.4.7.3 Person(s) who have not been involved in the evaluation process shall take the halal certification decision.


7.4.7.4 Certification Decision shall be taken unanimously, not by majority of votes.

7.4.7.5 The Decision Committee will take the certification decision based on the following documents:

- Application review Output;
- Certification Agreement;
- Licensing Agreement for the use of Halal Certificates and Halal Mark;
- Audit Plan;
- Stage 1 Audit Report;
- Stage 2 Audit Report;
- Audit Checklists;
- Comments on the Non-conformities and, where applicable, the Root-cause analysis, Corrections and Corrective Actions taken by the client;
- Confirmation that the audit objectives have been achieved;
- Review of the Audit Outputs including a recommendation whether or not to grant halal certification, together with any conditions or observations.

7.4.7.6 The Certification Decision Output shall be *documented*.

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7.4.8 Attestation

- 7.4.8.1 After Decision Committee decides to grant Halal certification, a Halal certificate issued including the information stated in Clause 7.7.1 of ISO/IEC 17065. The template of the Halal certificate is annexed in Appendix 1
- 7.4.8.2 The date of issue will be starting the date of the certification decision.
- 7.4.8.3 The validity of the certificate will be for three years starting the date of issue.
- 7.4.8.4 The assigned person in AMO will sign the Halal certificate.
- 7.4.8.5 The Halal Certificate will be forwarded to the client within a time frame of 5 working days
- 7.4.8.6 Copy of the Halal Certificate will be included in the client file and kept for at least 6 years.
- 7.4.8.7 The AMO website is updating to include all the required information about the granted halal certification.

7.4.9 Use of Halal certificates and Halal Mark


7.4.9.1 Halal Certificates and Halal Mark

The use of Halal Certificates and Halal Mark for Halal certified products shall be done in strict accordance with AMO Procedure for the use of Halal Certificates and Halal Mark and in accordance with the certification agreement signed between the client and AMO.

7.4.9.2 Misuse of Halal Certificates and Halal Mark

- 7.4.9.2.1 Any misuse of Halal Certificates and Halal Mark will not be tolerated by AMO and will be dealt with by suitable action as stated in AMO Procedure for the use of Halal Certificates and Halal Mark.
- 7.4.9.2.2 In general, AMO will deal gradually with any kind of misuse of Halal Certificates and Halal Mark, and the actions will include, depending on the nature and the length of the misuse, Corrective Actions, suspension of Halal certification, withdrawal of Halal certification, publication of the transgression and, if necessary, legal action.


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7.4.10 Surveillance

- 7.4.10.1 Surveillance audits shall be conducted in 12 months interval.
- 7.4.10.2 Surveillance audits shall be performed as per Clause 9.3 of GSO 2055-2 and in accordance with the Halal Certification Procedure.
- 7.4.10.3 Audit Team composed of One Technical Auditor and One Halal Islamic Affairs Expert fulfilling the competency requirements stated in Clause 7.2 of GSO 2055-2 shall perform on-site audit.
- 7.4.10.4 The Audit time will be calculated according to the Procedure for Audit Time Calculation, which is based on Annex B of GSO 2055-2.
- 7.4.10.5 The Audit will be performed according to ISO 19011.
- 7.4.10.6 The Audit Team will draw up an Audit report as per Section 1.4.5 of Clause 7 of this scheme.
- 7.4.10.7 The Audit report shall be submitted to the client within 5 working days for action.
- 7.4.10.8 Each surveillance shall cover the following topics:
- Internal audits and management review;
 - Review of actions taken on Non-conformities identified during the previous audits, namely the checking for completion and effectiveness of Corrective Actions;
 - Complaints handling;
 - Effectiveness of the management system with regard to achieving the certified client's objectives and the intended results of the respective management system (s);
 - Progress of planned activities aimed at continual improvement;
 - Continuing operational control;
 - Review of any changes;
 - Use of Halal Certificates and Halal Mark.
- 7.4.10.9 Surveillance activities cover all sites where manufacturing takes place and include one or more of the following:
- Inspection of product samples taken from the point of production;
 - Testing of product samples taken from the point of production;
 - Assessment of the production process and auditing of the management system, including examination of the client's quality records relating to the production process.

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7.4.10.10 The Review and the Certification Decision shall be completed according to Sections 1.4.6/1.4.7 of Clause 7 of this scheme.

7.4.10.11 For raised Non-conformities, the Section 1.4.4 of Clause 7 of this scheme shall apply.

7.4.11 Re-certification

7.4.11.1 The Re-certification audit shall be conducted every 3 years.

7.4.11.2 Re-certification audit shall be performed as per Clause 9.4 of GSO 2055-2 and in accordance with the Halal Certification Procedure.

7.4.11.3 Audit Team composed of One Technical Auditor and One Halal Islamic Affairs Expert fulfilling the competency requirements stated in Clause 7.2 of GSO 2055-2 shall perform on-site audit.

7.4.11.4 The Audit time will be calculated according to the Procedure for Audit Time Calculation, which is based on Annex B of GSO 2055-2.

7.4.11.5 The Audit will be performed according to ISO 19011.

7.4.11.6 The procedure to be applied is as stated in Sections 1.4.3 to 1.4.8 of Clause 7 of this scheme.

7.4.11.7 Clients shall submit a recertification application six (6) months prior to the expiry date of current Halal certificate.

7.4.11.8 Clients who failed to renew their halal certificates will not be allowed to use the Halal Mark on the manufactured products.

7.4.11.9 For raised Non-conformities, the Section 1.4.4 of Clause 7 of this scheme shall apply.

7.4.11.10 Recertification audit activities may need to have a stage 1 audit in situations where there have been significant changes to the manufacturing process, product's ingredients, management system, the client, or the context in which the management system is operating (e.g. changes to legislation).


7.4.11.11 Review of actions taken on Non-conformities identified during the previous audits shall be done, namely the checking for completion and effectiveness of Corrective Actions.

7.5 Publicity by clients

7.5.1 The client has the right to publish the fact that:

- An identified product has been halal certified;
- The client has been authorized to use a valid Halal Certificate, and apply a Halal Mark to which the licence applies.

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7.5.2 In every case, the client shall fulfil the obligations stated in the certification agreement, namely shall take sufficient care of its publications and advertising so that no confusion arises between halal certified and non-halal-certified products.

7.6 Changes affecting certification

7.6.1 Changes to product requirements

7.6.1.1 When changes occur in Halal GSO Standards stated in Section 1.2 of Clause 7 of this scheme, the client will have to conform to the new requirements within the time limits fixed by GAC.

7.6.1.2 When changes occur in the additional Halal requirements established by AMO stated in Section 1.2 of Clause 7 of this scheme, the client will have to comply with the new requirements within 1 month starting the date of notification to the client of the said changes. The notification could be done by E-mail.

7.6.2 Changes to other scheme requirements


When changes occur in the other scheme requirements, such as:

- test and examination procedures where these are not contained in the standards or other normative documents that specify the product requirements;
- criteria and procedures for assessment of production processes and audit of management systems;
- conditions for licensing of the certification mark;
- Qualification criteria and procedures for conformity assessment bodies participating in the scheme.

The client will have to comply with the new requirements within 1 month starting the date of notification to the client of the said changes. The notification could be done by E-mail.

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7.6.3 Changes by client

7.6.3.1 The client informs the certification body about any intended modification to the product, raw materials, ingredients, processing aids, packaging, production process or management system which may affect the conformity of the product. AMO determines whether the announced changes require another initial testing and assessment or other further investigations. In such cases, the client is not permitted to release products under the Halal certificate resulting from such changes until AMO has notified the client accordingly.

7.7 Termination, Reduction, Suspension or Withdrawal of halal certification

7.7.1 When a Non-conformity with halal certification requirements is substantiated, either as a result of surveillance or otherwise, AMO shall apply the procedure for Termination, Reduction, Suspension or Withdrawal of Halal certification, namely considering and deciding upon the appropriate action, as follows:


- Continuation of certification under conditions specified by the certification body (e.g. increased surveillance);
- Reduction in the scope of certification to remove nonconforming product variants;
- Suspension of the certification pending remedial action by the client;
- Withdrawal of the certification.

7.7.2 When the appropriate action includes evaluation, review and a certification decision, it shall be completed in accordance with Sections 1.4.3 to 1.4.8 of Clause 7 of this scheme.

7.7.3 If certification is suspended, AMO will assign one or more persons, competent in their knowledge and understanding of all aspects of the handling of suspended certifications, to formulate and communicate the following to the client:

- Actions needed to end suspension and restore certification for the product(s) in accordance with the certification scheme;
- Any other actions required by the certification scheme.

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7.7.4 Any evaluations, reviews or decisions needed to resolve the suspension, or that are required by the certification scheme, shall be completed in accordance with Sections 1.4.3 to 1.4.8 of Clause 7 of this scheme.

7.7.5 If certification is terminated (by request of the client), suspended or withdrawn, AMO shall make all necessary modifications to Halal certificates, public information, authorizations for use of Halal mark, etc., in order to ensure it provides no indication that the product continues to be Halal certified, namely updating accordingly its website.

7.7.6 If a scope of certification is reduced, AMO shall make all necessary modifications to Halal certificates, public information, authorizations for use of Halal mark, etc., in order to ensure the reduced scope of certification is clearly communicated to the client and clearly specified in certification documentation and public information, namely updating accordingly its website.

7.7.7 If Halal certification is reinstated after suspension, AMO shall make all necessary modifications to Halal certificates, public information, authorizations for use of Halal mark, etc., in order to ensure all appropriate indications exist that the product continues to be Halal certified, namely updating accordingly its website.


7.7.8 If a decision to reduce the scope of halal certification is made as a condition of reinstatement, AMO shall make all necessary modifications to Halal certificates, public information, authorizations for use of Halal mark, etc., in order to ensure the reduced scope of certification is clearly communicated to the client and clearly specified in certification documentation and public information, namely updating accordingly its website.

7.8 Special audits

AMO may be required to perform special audits, especially to handle scope extension requests, to investigate complaints, or in response to changes, or as follow-up on suspended clients.

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7.8.1 Extensions to scope

- 7.8.1.1 The certification body shall, in response to an application for extension to the scope of a halal certification already granted, undertake a special audit. This may be conducted in conjunction with a surveillance audit and in accordance with the Halal Certification Procedure.
- 7.8.1.2 The evaluation, review and decision needed to extend the scope of halal certification shall be completed in accordance with Sections 1.4.3 to 1.4.8 of Clause 7 of this scheme.
- 7.8.1.3 The AMO website is updated accordingly to extend the scope of halal certification of the client.
- 7.8.1.4 Short-notice audits
- 7.8.1.5 AMO may conduct audits of certified clients at short-notice to investigate complaints, or in response to changes, or as follow-up on suspended clients.
- 7.8.1.6 In such cases, AMO shall describe and make known in advance to the certified clients the conditions under which these short notice visits are to be conducted, and shall handle such audits according to the Halal Certification Procedure.

7.9 Confidentiality

AMO is responsible for ensuring that confidentiality of information is maintained by its personnel, including any committee members, personnel of external bodies, or personnel acting on the certification body's behalf concerning all information obtained or created as a result of their contacts with the client, except as required by law or otherwise agreed with the client; this applies also to information obtained at the application stage.

7.10 Product liability

In this scheme, all questions related to product liability are dealt with on the basis of the relevant legal system(s).


7.11 Complaints and appeals

The client has a right to complain to AMO about aspects of the service provided. The client may also appeal to AMO against its decisions on issuing, maintaining, extending, reducing, suspending and withdrawing certification. In all of these cases, AMO will apply the procedure related to Complaints and Appeals which is based on Clause 9.7 of GSO 2055-2 requirements.

7.12 Fees

The applicant shall pay the necessary fees in accordance with the Schedule of Fees issued by AMO.


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8. Appendixes



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Appendix 1
Halal Certificate Template



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