



HALAL TRAINING PROVIDER
PROFESSIONAL CERTIFICATION IN
HALAL
EXECUTIVE

HALAL TRAINING PROVIDER PROFESSIONAL CERTIFICATION IN HALAL EXECUTIVE

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POLITEKNIK MALAYSIA

HALAL TRAINING PROVIDER PROFESSIONAL CERTIFICATION IN HALAL EXECUTIVE

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PREFACE

With all praise and thanks to Allah SWT because with His love and mercy, this Halal Executive Professional Certification Training Provider Book was successfully published.

This book is published as a reference to all writers / instructors and participants who follow the halal executive professional certification program.

The potential of the Halal Industry is seen to be increasing and is a very important and relevant industry for Malaysia and the surrounding region including ASEAN countries. This is because the Halal Industry has become a new source of rapid economic growth with an estimated market value of 2.3 trillion - dollars annually. The rapid growth of the Global Halal Industry has made Malaysia one of the internationally recognized Halal Industry leaders.

In support of the rapid development of the Global Halal Industry, 5 Politeknik Malaysia (PTSS, PMM, POLISAS, PSIS, PMKU) have been appointed by the Jabatan Kemajuan Islam Malaysia (JAKIM) as Halal Training Providers which have been registered under the Halal Professional Council Malaysia (HPB) on 15 January 2018. Therefore, with this appointment has qualified 5 Politeknik Malaysia to organize halal-related programs, especially the Halal Executive Professional Certification Program in providing skilled workers in the legal field of halal.

On behalf of the Publisher, I would like to express my deepest appreciation to the Jabatan Pengajian Politeknik dan Kolej Komuniti, writers, instructors, editors and secretariat as well as all those who are directly and indirectly involved in the effort to provide and facilitate the writing of this Halal Executive Professional Certification Training Provider Book. Hopefully this book can be put to good use by all writers / teachers, participants and readers.

Abdul Malek Bin Hassan
Director
Politeknik Tuanku Syed Sirajuddin, Perlis

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POLITEKNIK MALAYSIA
HALAL TRAINING PROVIDER INSTRUCTORS

POLITEKNIK TUANKU SYED SIRAJUDDIN, PERLIS

1. AHMAD FIRDAUS BIN MOHD HANAFIAH
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3. MOHD AZHA BIN ISMAIL
4. RABIATUL ADAWIYAH BINTI ISMAIL
5. SUHAILA BINTI ISHAK
6. ZAHARIZUAN BIN AZHAR

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4. YM TENGKU NORHIDAYATI BINTI TENGKU ZAINAL ABIDIN
5. RUBYATUN BINTI MOHAMAD JAIZ
6. FADHILI BIN MUHAMMAD
7. WAN HAMIZAH BINTI WAN YUSOF

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4. NURUL FARIHA BINTI KAMARUL RASYID
5. NURHIDAYAH BINTI RAFIE
6. MOHD YUSUF BIN YAAKOB

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4. NOOR FARIZAN BINTI BASROH
5. HASLINA BINTI AHMAD MUZAKIR
6. SHARIZAINOR SHARINA BINTI MOHAMED SHARIFF
7. ROSILAH BINTI MAN

MODULE 1

HALAL MANUFACTURING MANUAL AND RECORDS ADMINISTRATION

Writers :

**NORFARIZAN BT BASROH
HASLINA BT AHMAD MUZAKIR**

THEORY LESSON PLAN

MODULE 1

| | | |
|--|---|---------------|
| PROGRAM'S CODE & NAME | HI-000-4:2015 HALAL ADMINISTRATION | |
| LEVEL | L4 | |
| COMPETENCY UNIT NO. & TITLE | HI-000-4:2015-CO1 HALAL DOCUMENTATION AND RECORDS ADMINISTRATION | |
| WORK ACTIVITIES NO. & STATEMENT | 1. ESTABLISH HALAL ASSURANCE SYSTEM (HAS) MANUAL 2. IMPLEMENT HAS MANUAL | |
| CODE NO. | HI-000-4:2015-CO1/P(1/2)/PM | Page : 1 of 9 |

CURRICULUM of COMPETENCY UNIT (CoCU)

| | | | | | | | | |
|--|---|--|-------|--|-------------------|--|---|---|
| SECTOR | | HALAL INDUSTRY | | | | | | |
| SUB SECTOR | | MANUFACTURING & PROCESSING | | | | | | |
| JOB AREA | | HALAL COMPLIANCE (FOOD,PHARMACEUTICALS, CONSUMER GOODS, LOGISTICS, RETAILS, ABBATOIR) | | | | | | |
| NOSS TITLE | | HALAL ADMINISTRATION | | | | | | |
| COMPETENCY UNIT TITLE | | HALAL MANUAL AND RECORDS ADMINISTRATION | | | | | | |
| LEARNING OUTCOME | | The person who is competent in this competency unit shall be able to ensure halal compliance of the entire supply chain process with the requirements set by the competent halal authority. Upon completion of this competency unit, trainees will be able to:- <ul style="list-style-type: none">Establish Halal Assurance System (HAS) manualImplement HAS manual | | | | | | |
| PRE-REQUISITE (if applicable) | | There are no specific pre-requisite for this competency unit. | | | | | | |
| COMPETENCY UNIT ID | | CO1 | LEVEL | 4 | TRAINING DURATION | 60 | SKILL CREDIT | 6 |
| Work Activities | Related Knowledge | Related Skills | | Attitude/Safety/ Environmenta | | Training Hours | Delivery Mode | Assessment Criteria |
| 1. Establish Halal Assurance System (HAS) manual | i. Introduction to Halal assurance system of Malaysia Halal Certification Guidelines (HAS) ii. Elements of (HAS) <ul style="list-style-type: none">Halal policyInternal HalalCommitteeTrainingHalalAssurance System (HAS) | i. Identify HAS manual in accordance with certification scheme category ii. Understand HAS elements iii. Identify HAS manual references iv. Compile HAS elements. v. Seek verification from the task force on HAS elements. | | <u>Attitude:</u> i. Resourceful in gatherings information related to halal compliance ii. Detailed and ensure content accuracy of drafted manual | | <u>Related Knowledge</u> 16 hrs <u>Related Skill</u> 20 hrs | <u>Related Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration and Observation | i. HAS manual in accordance with certification scheme category is identified ii. HAS elements are understood iii. HAS manual references are identified. |

| Work Activities | Related Knowledge | Related Skills | Attitude/Safety/Environmenta | Training Hours | Delivery Mode | Assessment Criteria |
|-----------------|--|--|------------------------------|----------------|--------------------------------------|--|
| | <ul style="list-style-type: none"> Auditing Review of HAS Certification iii. Source HAS references <ul style="list-style-type: none"> Manual Procedure for Malaysia Certification 2014 Malaysia Standard Malaysia Food Act 1983 Fatwa iv. HAS establishment process | vi. Obtain approval from company management. vii. Perform documentation of HAS manual | | | Assignment, Project Based Case Study | iv. HAS elements are compiled v. Verification from the task force on HAS elements are sought vi. Approval from Company management is obtained vii. Documentation of HAS manual is performed |

| Work Activities | Related Knowledge | Related Skills | Attitude/Safety/Environmenta | Training Hours | Delivery Mode | Assessment Criteria |
|-------------------------|--|--|---|---|--|---|
| 2. Implement HAS manual | i. Type of notification ii. Notification format iii. Organisation structure iv. Content of the notification | i. Send notification to various departments on the availability of HAS manual Reference ii. Conduct briefing to all related parties regarding the implementation of HAS | i. Detailed and ensure content accuracy of drafted notification | <u>Related Knowledge</u> 9 hrs <u>Related Skill</u> 15 hrs | <u>Related Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration and Observation Assignment, Project Based Case Study | i. Notification to various departments on the availability of HAS manual reference is sent ii. Briefing to all related parties regarding the implementation of HAS provide |

Employability Skills

| Core Abilities | Social Skills |
|--|---|
| 04.08 Develop and negotiate staffing plans. 04.09 Prepare project/work plans. 05.03 Allocate and record usage of financial and physical resources. 05.04 Delegate responsibilities and/ or authority. | 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Learning skills 5. Leadership skills 6. Multitasking and prioritising 7. Self-discipline 8. Teamwork |

| ITEMS | RATIO (TEM : Trainees) |
|---|------------------------|
| 1. Computer with internet, Management Information System (MIS) and peripherals | 1:1 |
| 2. Office facilities (printer, fax, machine, etc.) | |
| 3. Stationeries (pen, pencil, files, etc) | 1:5 |
| 4. Sample of various company documentations and records (Standard Operating Procedure, Halal certificate, supplier certificates, audit forms, Organization Charts, etc) | 1:1 |
| | 1:1 |
| 5. List of information on regulatory/statutory/ authority bodies related to Halal | 1:1 |
| 6. Sample of Halal standard reference and related rules & regulations (Malaysian Standards for Halal, Malaysian Halal Certification Manual Procedure, Halal Assurance System Guidelines, etc) | 1:1 |
| | |
| 7. Database Management System/Information Management System | 1:1 |
| 8. Store/filing room, cabinet | 1:1 |

REFERENCES

1. Paul Temporal (2011), Islamic Branding and Marketing, Creating A Global Islamic Business, John Wiley & Sons (Asia) Pte Ltd, ISBN: 978-0-47082539-6
2. Mian N. Riaz, Muhammad Munir Chaudry (2004), Halal Food Production, CRC Press, ISBN: 9781587160295
3. Peter S. Murano (2009), Understanding of Food Science And Technology, Brooks/Cole, ISBN 9780538451086
4. Nirmal Sinha (2007), Handbook of Food Products Manufacturing, John Wiley & Sons, , ISBN: 9780470113547
5. Malaysian Halal Certification Manual Procedure - Guidelines for Halal assurance system of Malaysia Halal Certification
6. MS1500:2009 (Halal Food : Production, Preparation, Handling & Storage - General Guidelines - Sertu guidelines in islamic prespectives
7. Malaysian Food Act 1983 and Food Regulation 1985
8. MS 1514:2007 - *Kebersihan premis , peralatan , pekerja, bahan makanan dan pembungkusan*
9. GMP guidelines - Ministry of Health
10. MS1480:2009 - *Sistem Keselamatan Makanan berkaitan proses pengeluaran produk makanan selamat*
11. ISO 22000:2005 - *Sistem Pengurusan Keselamatan Makanan*
12. Trade Description Act 2011
13. Keputusan Jawatankuasa Fatwa Majlis Kebangsaan Bagi Hal Ehwal Ugama Islam atau Fatwa yang diwartakan oleh negeri.
14. *Malaysian Halal Certification Manual Procedure*
15. *E-halal system manual procedure*

MODULE 1

HALAL MANUFACTURING MANUAL AND RECORDS ADMINISTRATION

TITLE: ESTABLISHMENT OF HALAL ASSURANCE MANAGEMENT SYSTEM (HAS) MANUAL

1.0 Introduction of Halal Assurance Management System of Malaysia Halal Certification Guidelines

- 1.1 **Halal Assurance Management System of Malaysia Halal Certification (HAS)** was introduced by Department of Islamic Development Malaysia (JAKIM) on 2012. HAS is a systematic approach to ensure and preserve halal integrity of products or services. HAS is based on the concept of effective quality management system throughout the supply chain. HAS is to be as an internal mechanism in halal monitoring, controlling, improving and preventing any non-compliance in producing halal products/ services.

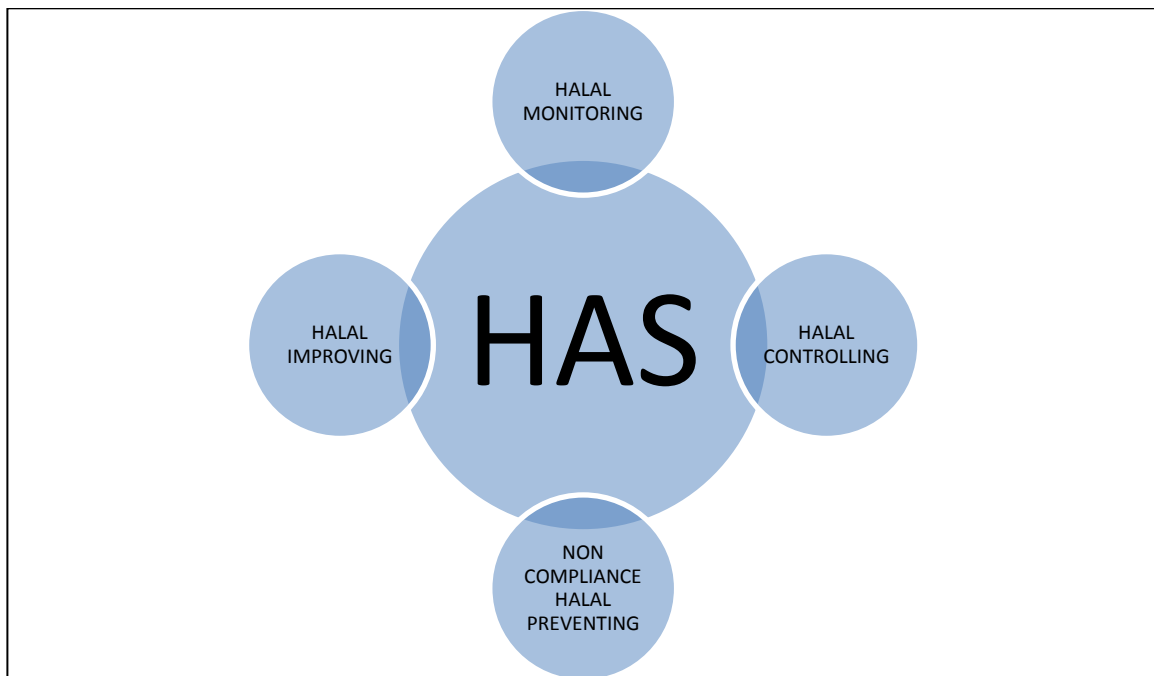


Diagram: This diagram shows the relation of HAS as the halal internal mechanism in monitoring, controlling, improving and preventing any non-compliance.

Established HAS is a specific requirement as stated in Manual Procedure of Malaysia Halal Certification (3rd Revision) 2014 for some Malaysia Halal Certification schemes and categories. All of the company who are required to develop and practise HAS need to establish their HAS Manual

| Scheme | | | Category | Reference |
|-----------------|------------------------------------|---|---------------|----------------|
| Foods | Product/ Beverage/ Additional Food | | Multinational | 6.1.2.1(iv) |
| | | | Medium | 6.1.2.2(iv) |
| | Food Premises | Chain Restaurant | | 6.2.2.2(iii) |
| | | Franchise Restaurant | | 6.2.2.3(ii)(c) |
| | | Hotel (Kitchen/ Restaurant) | | 6.2.2.4(iii) |
| | | Cafeteria Operating in Food Court (Central Management) | | 6.2.2.5(iii) |
| | | Catering/ Food Catering Services/ Convention Central Kitchen/ Central Kitchen | Large | 6.2.2.7(iii) |
| | | | Medium | |
| Pharmaceutical | | | Multinational | 6.5.2.1(iv) |
| | | | Medium | 6.5.2.2(iv) |
| Consumer Goods | Product | | Multinational | 6.3.2.1(iv) |
| | | | Medium | 6.3.2.2(iv) |
| | Cosmetic and personal care | | Multinational | 6.4.2.1(iv) |
| | | | Medium | 6.4.2.2(iii) |
| Slaughter house | | | Large | 6.6.2.1(v) |
| | | | Medium | |

| | | | |
|-----------|----------------|--|--------------|
| Logistics | Transportation | | 6.7.2(iii) |
| | Warehouse | | 6.7.3(ii)(c) |
| | Retail | | |

Table: Table shows the schemes and categories of Malaysia Halal Certification who are required to develop and implement HAS.

The main objective of implementing HAS is to ensure production of genuine halal products or services for the consumer. In achieving this objective, commitment from the top management is an absolute must. The top management's responsibilities do not only cover monitoring aspects, but also in providing sufficient manpower, premise, processing facilities, materials and training.

One of the important components in implementing HAS is manpower. HAS requires trained and competent personnel in order to establish, implement, monitor, control and verify it. These tasks are conducted by a group of personnel that portray their responsibility in managing halal.

| | Benefit |
|---------------|---|
| Consumers | <ul style="list-style-type: none"> • Informed choice in buying genuine halal products and services; • Value-for-money halal products or services that are Shari'ah compliant; • Provide with trustworthy halal products or services through the integrated, stringent and systematic application of a halal control system; and • Served with products or services that comply with the <i>halalan-toyyiban</i> concept, which focuses on both the halal and the quality of products or services offered. |
| Manufacturers | <ul style="list-style-type: none"> • Compliance to regulatory requirements for special category of products or services i.e. halal; the ability |

| | |
|--|--|
| | <p>to fulfil clients' or customers' requirement for halal products or services;</p> <ul style="list-style-type: none"> • Customers' confidence and trust for halal products and/ or services provided; • A marketing tool to attract customers and consumers towards their halal products and/ or services; • A tool that can facilitate trade within both the local and international market through recognition from implementation of a comprehensive halal assurance management system; • Ability to build strong cooperation and instil ownership towards halal products or services amongst their premise workers; and • The knowledge that enables them to eliminate and minimise the potential of halal hazards in the halal products and/ or services provided by the applicant. |
|--|--|

Table: Table shows the benefits of HAS implementation for manufacturers and the consumers.

1.2 Criteria of Halal Assurance Management System of Malaysia Halal Certification

Halal Assurance Management System of Malaysia Halal Certification (HAS) has six main criteria. These criteria are closely correlated with each other. All criteria should be developed as a whole without any exception. Those criteria are: Halal Policy; Internal Halal Committee (IHC); training; halal assurance system manual (HAS Manual); auditing; and HAS review.

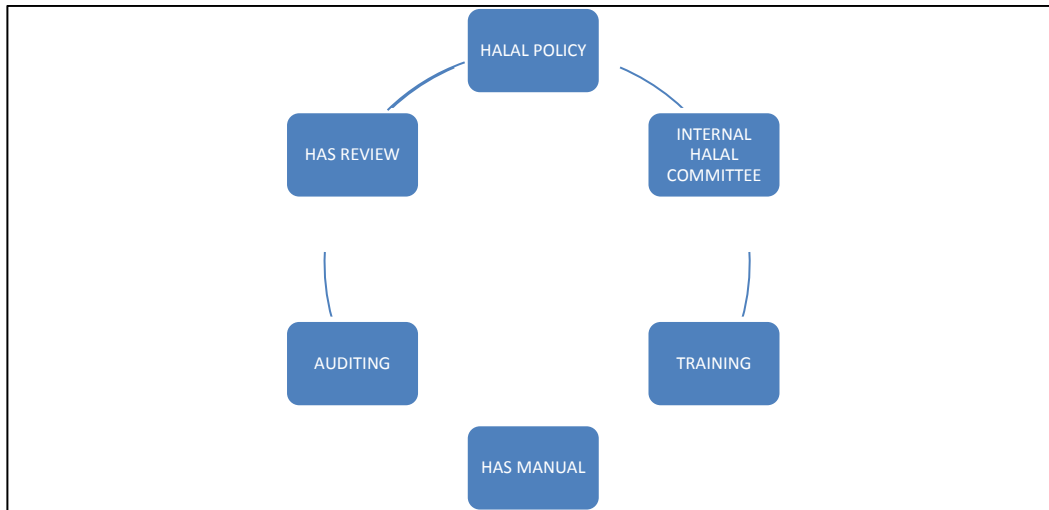


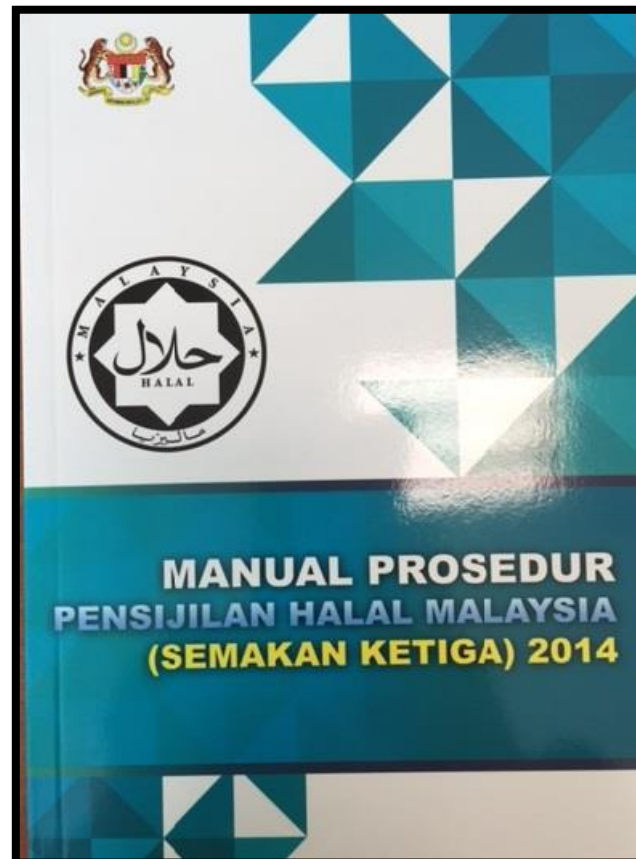
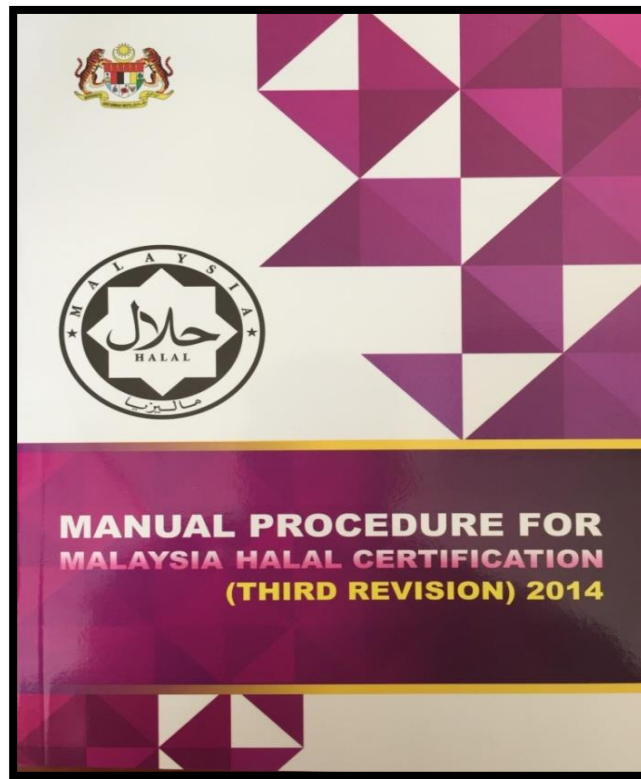
Diagram: Six criteria of Halal Assurance System of Malaysia Halal Certification

1.3 Sources of HAS references

HAS has the basic sources of references that should be consulted in developing it. Failure to do so will affect the authenticity of HAS. These sources of references are as below:

1.3.1 Manual Procedure for Malaysia Halal Certification 2014

Manual Procedure for Malaysia Halal Certification 2014 is a reference document for halal certification which is concurrently used together with the Malaysia Standards on halal. This Manual contains guidelines for JAKIM and JAIN inspection officers, with the aim to clarify requirements to be complied with, in managing the Malaysia Halal certification. This manual must be read together with standards, fatwa decisions and related regulation which are in force, in managing the Malaysia halal certification.



1.3.2 Malaysia Standard

MS 1500: 2009 Halal Food – Production, Preparation, Handling and Storage – General Guidelines provides practical guidance for the food industry on the preparation and handling of halal food (including nutrient supplements) and to serve as a basic requirement for halal food product and food trade or business in Malaysia.



MS 2200: PART 1: 2008 Islamic Consumer Goods – Part 1: Cosmetic and Personal Care – General Guidelines prescribes practical guidelines for halal cosmetic and personal care industry and trade or business in Malaysia. This MS should be used together with the Guidelines for Control of Cosmetic products in Malaysia, Guidelines on Cosmetic Good Manufacturing Practice, by National Pharmaceutical Control Bureau and MS 1500: 2009 Halal Food – Production, Preparation, Handling and Storage – General Guidelines.



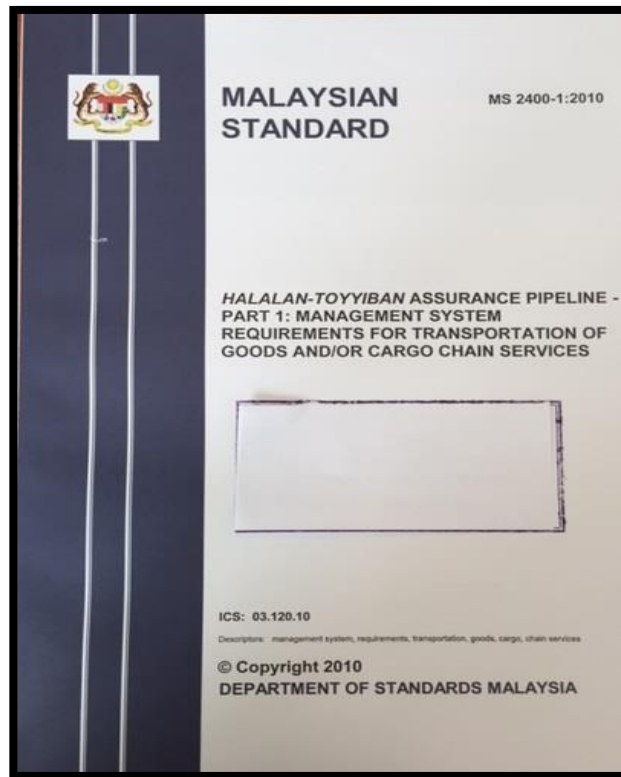
MS 2200-2: 2013 Islamic Consumer Goods – Part 2: Usage of Animal Bone, Skin and Hair – General Guidelines gives practical guidelines for the relevant industries of the usage of bone, skin and hair accordance with Shariah law. MS 1500: 2009 Halal Food – Production, Preparation, Handling and Storage – General Guidelines and Trade Descriptions (Certification and Marking of Halal) Order 2011 are indispensable normative references for the application of this standard.



MS 2424: 2012 Halal Pharmaceuticals – General Guidelines describes the general guidelines in the manufacturing and handling of halal pharmaceutical. It serves as a basic requirement for halal pharmaceuticals in Malaysia. (This MS does not necessarily contain all requirements which may be required for certification. Halal certification may be sought by arrangement with JAKIM). Pharmaceutical Inspection Cooperation Scheme (PIC/S): Guide to Good Manufacturing Practice for Medicinal Products and Pharmaceutical Inspection Cooperation Scheme (PIC/S): Guide to Good Manufacturing Practice for Medicinal Products Annexes is indispensable normative references for the application of this standard.



MS 2400-1: 2010 Halalan-Toyyiban Assurance Pipeline – Part 1: Management System Requirements for Transportation of Goods and/or Cargo Chain Services prescribes management system requirements for assurance of the *halalan-toyyiban* integrity of goods and/or cargo being handled through various mode of transportation. This MS consist of requirements which are industry specific and is intended to be applicable to such organizations, regardless of type, size and goods and/ or cargo being transported. It prescribes the framework for an organisation to establish a management system based on *halalan-toyyiban* requirements in meeting customer and applicable regulatory requirements. It is also intended for use by manufacturers, collection and distribution centres, warehouse and storage providers and retailers handling and managing *halalan-toyyiban* products goods and/ or cargo, whenever there exist interfacing activities at the receiving, loading and delivery levels. The implementation of this MS should be consistent with principles of MS 2300: 2009 Value Based Management Systems- Requirements from an Islamic Perspective, MS 1900: 2014 Shariah-based Quality Management Systems- Requirements with Guidance and MS 1500: 2009 Halal Food – Production, Preparation, Handling and Storage – General Guidelines.



MS 2400 - 2:2010 Halalan-Toyyiban Assurance Pipeline –Part 2: Management System Requirements for Warehousing and Related Activities prescribes management system requirements for assurance of the *halalan-toyyiban* integrity of products, goods and/or cargo during the warehousing and related activities through the entire process from receiving to delivery. This MS consist of requirements which are industry specific and is intended to be applicable to such organizations, regardless of type, size and products and/ or cargo being handled and managed.

It prescribes the framework for an organisation to establish a management system based on *halalan-toyyiban* requirements in meeting customer and applicable regulatory requirements. It is also intended for use by manufacturers, collection and distribution centres, warehouse and storage providers and retailers handling and managing *halalan-toyyiban* products goods and/ or cargo, whenever there exist interfacing activities at the receiving, loading and delivery

levels. The implementation of this MS should be consistent with principles of MS 2300: 2009 Value Based Management Systems- Requirements from an Islamic Perspective, MS 1900: 2014 Shariah-based Quality Management Systems- Requirements with Guidance and MS 1500: 2009 Halal Food – Production, Preparation, Handling and Storage – General Guidelines.



MS 2400 - 3: 2010 Halalan-Toyyiban Assurance Pipeline –Part 3: Management System Requirements for Retailing prescribes management system requirements for assurance of the *halalan-toyyiban* integrity of products and/or goods at the retailing stage of the *Halalan-Toyyiban* Assurance Pipeline. This MS consist of requirements which are industry specific and is intended to be applicable to such organizations, regardless of type, size and products and/ or goods being retailed. It prescribes the framework for an organisation to establish a management system based on *halalan-toyyiban* requirements in meeting customer and applicable regulatory requirements.

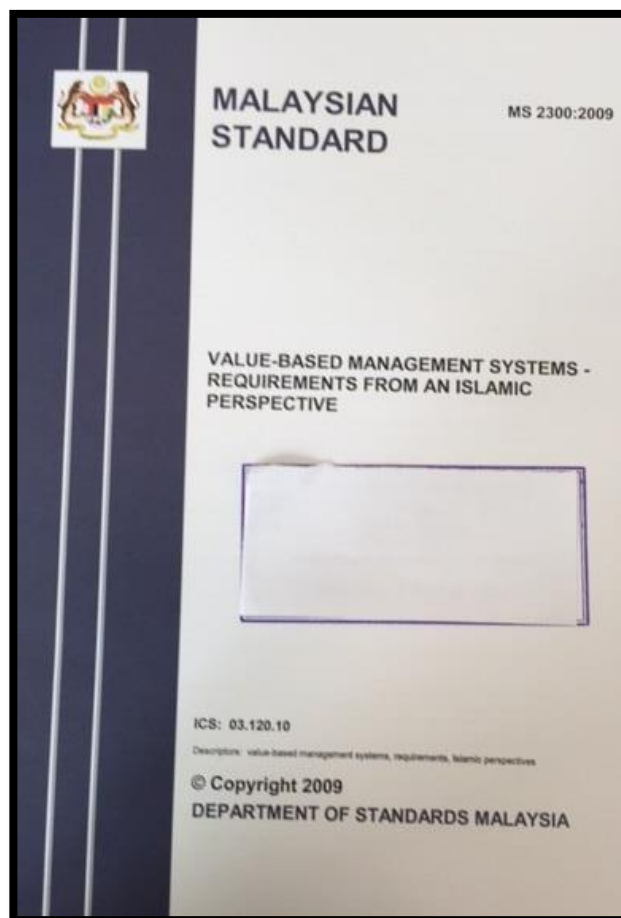


It is also intended for use by manufacturers, collection and distribution centres, warehouse and storage providers and retailers handling and managing *halalan-toyyiban* products and/ or goods, whenever there exist interfacing activities at the receiving, loading and delivery levels. The implementation of this MS should be consistent with principles of MS 2300: 2009 Value Based Management Systems- Requirements from an Islamic Perspective, MS 1900: 2014 Shariah-based Quality Management Systems- Requirements with Guidance and MS 1500: 2009 Halal Food – Production, Preparation, Handling and Storage – General Guidelines.

MS 1900: 2014 Shariah-based Quality Management Systems-Requirements with Guidance specifies requirements for a quality management system where an organization needs to demonstrate its ability to consistently provide product that meets Shariah, customer and applicable regulatory requirements; and aims to enhance customer satisfaction through the effective application of the system, including processes for continual improvement of the system and the assurance of conformity to Shariah, customer and applicable regulatory requirements.



MS 2300: 2009 Value Based Management Systems- Requirements from an Islamic Perspective consists of a guideline and certifiable requirements standard which prescribes the framework for an organisation to establish a management system based on Islamic values. The user of this MS should be able to meet these expectations and benefits: to inculcate religious requirements into the organisation's quality management practice with the emphasis on value-based management. It promotes good universal value, which can be readily acceptable to all; to enhance the level of efficiency and effectiveness. This MS requires the practice of universal good conducts at all levels of the organisation that could lead to the improvement in the level of productivity and quality of output (goods and services); and to enhance the level of compliance and confidence among all stakeholders.



1.3.3 Guidelines for Halal Assurance Management System of Malaysia Halal Certification

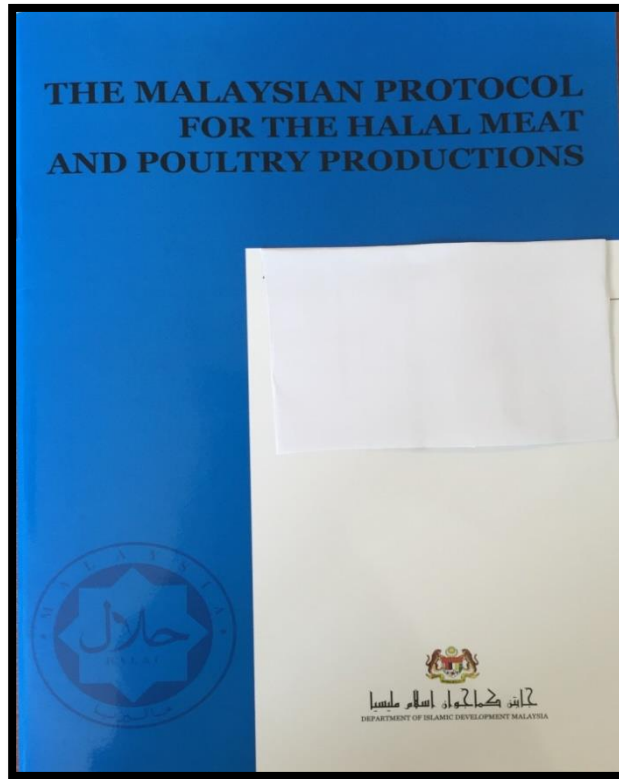
Guidelines for Halal Assurance Management System of Malaysia Halal Certification promote the adoption of systems when developing, implementing and improving the effectiveness of controlling halal purity and genuineness. This Guideline shall be used by halal certificate holder to fulfil halal standards, regulations and requirements in halal certification. This Guideline also sets out the principles of a halal assurance managements system and its application. It's provides a systematic approach to ensure and preserve halal integrity of products. This is based on the concept of effective quality management system throughout the supply chain.

This Guideline describes practical approach for organisation which have obtained or intended to obtain halal certification from JAKIM. This Guideline shall be read together with any relevant document halal standard or requirements issued by JAKIM.

1.3.4 Malaysian Protocol for the Halal Meat and Poultry Production

Malaysian Protocol for the Halal Meat and Poultry Production was developed by the Department of Islamic Development Malaysia (JAKIM) to give clear guidance in the production of halal meat and poultry. This protocol is intended to support the implementation of Malaysia's requirements for halal meat, poultry and their products. This protocol is applicable to all establishments producing halal meat, poultry and their products including those intending to export to Malaysia under the Animals Act 1953 (revised 2006). It shall be used together with Malaysia Standard MS 1500:2009 Halal Food – Production, Preparation, Handling and Storage – General Guidelines.

The scope of this protocol are to be prescribes practical guidelines for abattoir and poultry processing plant on slaughtering, stunning method, further dressing process, storage and transportation of halal meat, poultry and their products.



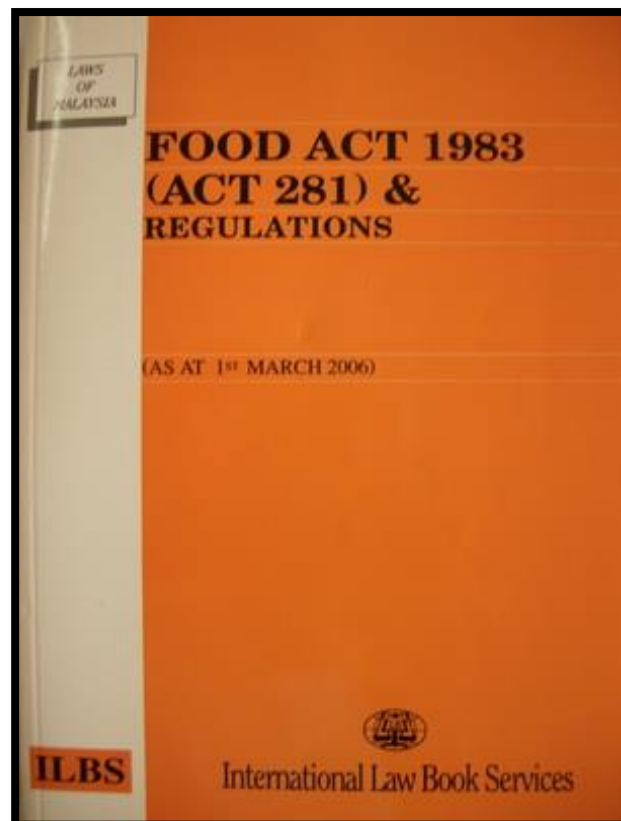
1.3.5 Guideline for Islamic Cleansing from Islamic Perspective (*Garis Panduan Sertu Menurut Perspektif Islam*)

Guideline for Islamic Cleansing from Islamic Perspective was developed by the Department of Islamic Development Malaysia (JAKIM). This Guideline shall be give clear guidance for those who involved in managing the Islamic cleansing process affected by *najis mughallazah* to make sure everything is sacred in terms of legislation.

1.3.6 Malaysia Food Act 1983

The Malaysia Food Act 1983 is the parent act. The objective of this act is to protect the public against health hazards and fraud in the preparation, sale and use of food, and for matters incidental thereto or connected therewith. This Act has thirty six sections divided into five parts. Part 1 deals with preliminary matters such as the definitions of basic concepts. Part II provides for the administration and enforcement of the Act. The protection of consumers against unsafe food in respect of composition, false labelling and misleading advertisement is provided in Part III.

Part IV on other hand deals with importation, warranties and defences. The provisions in Part IV show that Food Act 1983 controls not only the local food industry but also imported food. Lastly, all miscellaneous matters are incorporated in Part V.



1.3.7 Food Regulation 1985

Food Regulation 1985 under the purview of Ministry of health Malaysia, contain provisions to matters related to food safety and quality. Among others it provides for procedure for taking sample, use of GMO, labelling, MRLs for pesticides residue, use of veterinary drugs, food additives and nutrient supplement, food packaging, incidental constituent, food standard and particular labelling requirements for food and miscellaneous matters. The Food Regulations has 399 provisions divided into ten parts.

1.3.8 Guidelines for Control of Cosmetic products in Malaysia

Guidelines for Control of Cosmetic products in Malaysia was prepared by the Cosmetic Technical Working Group, comprising of


the National Pharmaceutical Control Bureau and representatives from the cosmetic industry. This Guideline is prepared in accordance to the ASEAN Cosmetic Directive. The primary goal of this Guideline is to implement an efficient regulatory control system without compromising consumer safety by incorporating the requirements of the ASEAN Cosmetics Directives. Ensuring safety, quality and claimed benefits of cosmetic products are the fundamental principles of cosmetics product control.

1.3.9 Guidelines on Cosmetic Good Manufacturing Practice

Cosmetic Good Manufacturing Practice has been produced to offer assistance to the cosmetic industry in compliance with the provisions of the ASEAN Cosmetic Directive. As this document is particularly intended for cosmetic products, clear delineation from drug or pharmaceutical product GMP should be kept in mind. The Good Manufacturing Practices presented here is only a general guideline for

the manufacturers to develop its own internal quality management system and procedures. The important objective must be met in any case, i.e. the final products must meet the quality standards appropriate to their intended use to assure consumer's health and benefit. The objective of the Cosmetic Good Manufacturing Practice (GMP) guidelines is to ensure that products are consistently manufactured and controlled to the specified quality. It is concerned with all aspects of production and quality control.

1.3.10 Pharmaceutical Inspection Cooperation Scheme (PIC/S): Guide to Good Manufacturing Practice for Medicinal Products and Pharmaceutical Inspection Cooperation Scheme (PIC/S): Guide to Good Manufacturing Practice for Medicinal Products Annexes

The Agency is a recognised partner of the Pharmaceutical Inspection Convention and Pharmaceutical Inspection Co-operation Scheme , jointly referred to as PIC/S.

PIC/S is two international instruments between countries and pharmaceutical inspection authorities. They aim to lead the international development, implementation and maintenance of harmonised good-manufacturing-practice (GMP) standards and quality systems of inspectorates in the field of medicines. PIC/S achieves this by: developing and promoting harmonised GMP standards and guidance documents; training national regulatory authorities, particularly inspectors; assessing and re-assessing inspectorates; and facilitating co-operation and networking for national regulatory authorities and international organisations. The Agency works with PIC/S by: training GMP inspectors; developing harmonised guidance documents; and sending a representative to PIC/S meetings. PIC/S also has a representative participating in the Agency's GMP/Good Distribution Practice Inspectors Working Group. The Agency also

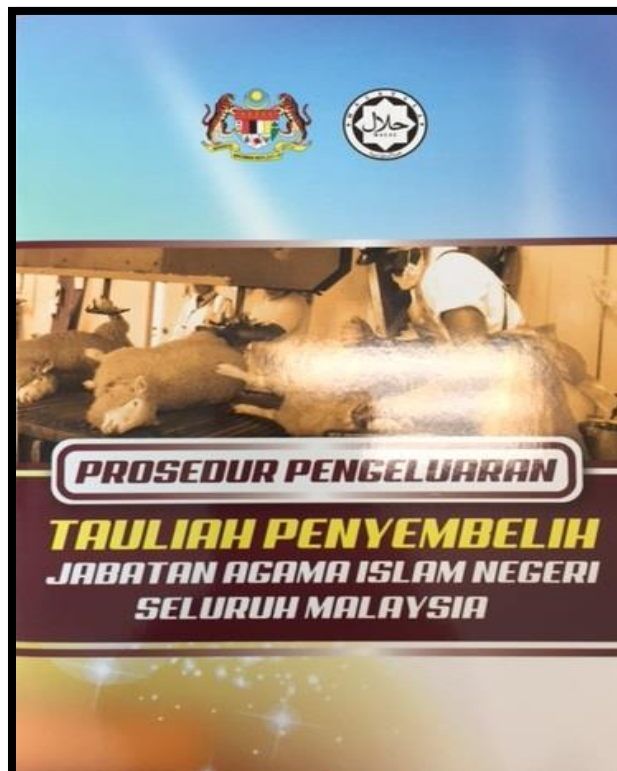
assists with assessment of the equivalence of authorities, inspection activities and the sharing of information on inspections.

1.3.11 Animals Act 1953 (revised 2006)

The Animal Act 1953 (Revised 2006) provides for animal welfare, control of animal diseases, transboundary movement of animals, power of the minister to make any laws and regulations as deemed necessary for the effective enforcement of the Act.

1.3.12 Procedure of Issuance the Islamic Slaughtering Authorization by State Islamic Religious Departments throughout Malaysia (Prosedur Pengeluaran Tauliah Penyembelih Jabatan Agama Islam Negeri Seluruh Malaysia)

Specify the requirements for relevant authority to administer the procedure for authorised slaughter man and also the terms and conditions need to be fulfilled by any interested individual before could be certified as authorised slaughter man.

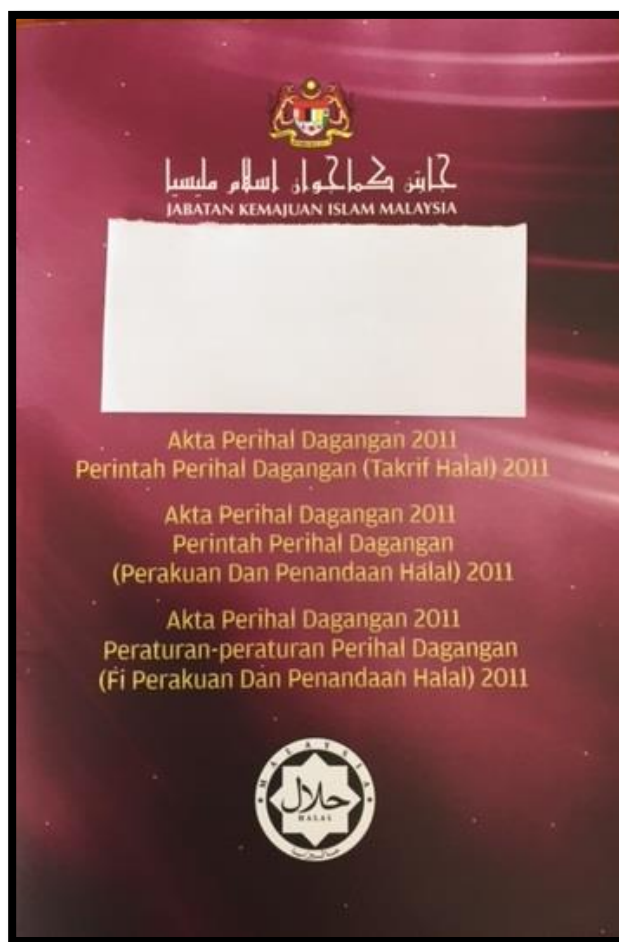


1.3.13 Trade Description Act (Revision 2011)

Trade Description Act is an Act for the purpose of promoting good trade practices by prohibiting false trade descriptions and false or misleading statements, conduct and practices in relation to the supply of goods and services and to provide for matters connected therewith or incidental there to. Trade Descriptions (Definition of Halal) Order 2011 and Trade Descriptions (Certification and Marking of Halal) Order 2011 are subsidiary legislations made under the Act. Trade Descriptions (Definition of Halal) Order 2011 stated the use of the “Halal” description or any other such descriptions is voluntary under the current legislations. However, this Order provides that when food or goods are described as halal or are described in any other expression to indicate that the food or goods can be consumed or used by a Muslim, such expression means that the food or goods: neither is nor consist of or contains any part or matter of an animal that is prohibited by *Hukum Syarak* for a

Muslim to consume or that has not been slaughtered in accordance with *Hukum Syarak*; does not contain anything which is impure according to *Hukum Syarak*; does not intoxicate according to *Hukum Syarak*; does not contain any part of a human being or its yield which are not allowed by *Hukum Syarak*; is not poisonous or hazardous to health; has not been prepared, processed or manufactured using any instrument that is contaminated with impure according to *Hukum Syarak*; and has not in the course of preparing, processing or storing been in contact with, mixed, or in close proximity to any food that fails to satisfy paragraph (a) and (b). When services in relation to the food or goods including the transporting, storing and processing raw materials, serving and retailing of such food or goods are described as halal such expression means that the services in relation to the food or goods are carried out in accordance with *Hukum Syarak*. Trade Descriptions

(Certification And Marking of Halal) Order 2011 stated the only Department of Islamic Development Malaysia (JAKIM) and the Islamic Religious Council (MAIN) in the respective States are appointed as the competent authorities to certify that any food, goods or services in relation to the food or goods is halal in accordance with the Trade Descriptions (Definition of Halal) Order 2011. All food, goods or service shall not be described as halal unless it is: certified as halal by the competent authority (JAKIM/MAIN); and marked with the logo issued by the competent authority (JAKIM/MAIN).



1.3.14 Fatwa

Fatwa is an Islamic verdict issued by the Fatwa Committee after a thorough study and discussion being conducted on any Islamic related matters. In general, it is non-binding unless already adopted and gazetted at the state level.

| Reference | Scheme | | | | | | | |
|---|--------|----------------|----------------|--------------------------|-----------------|-----------|-----------|--------|
| | Food | Pharmaceutical | Consumer goods | | Slaughter house | Logistics | | |
| | | | Product | Cosmetic & Personal care | | Transport | Warehouse | Retail |
| Manual Procedure for Malaysia Halal Certification 2014 | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| MS 1500: 2009 Halal Food – Production, Preparation, Handling and Storage – General Guidelines (Second Revision) | ✓ | | | | ✓ | | | |
| MS 2200: PART 1: 2008 Islamic Consumer Goods – Part 1: Cosmetic and Personal Care – General Guidelines | | | | ✓ | | | | |
| MS 2200-2: 2013 Islamic Consumer Goods – Part 2: Usage of Animal Bone, Skin and Hair – General Guidelines | | | ✓ | | | | | |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| MS 2424: 2012 Halal Pharmaceuticals – General Guidelines | | ✓ | | | | | | |
| MS 2400-1:2010Halalan-Toyyiban Assurance Pipeline – Part 1: Management System Requirements for Transportation of Goods and/ or Cargo Chain Services | | | | | | ✓ | | |
| MS 2400-2: 2010Halalan-ToyyibanAssurance Pipeline – Part 2: Management System Requirements for Warehousing and Related Activities | | | | | | | ✓ | |
| MS 2400-3: 2010Halalan-Toyyiban Assurance Pipeline – Part 3: Management System Requirements for Retailing | | | | | | | | ✓ |
| MS 1900: 2014 Shari’ah-based Quality Management Systems-Requirements with Guidance (First Revision) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| MS 2300: 2009 Value Based Management Systems-Requirements from an Islamic Perspective | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Guidelines for Halal Assurance Management System of Malaysia Halal Certification | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Malaysian Protocol for the Halal Meat and Poultry Production | | | | | | | | |
| Guideline for Islamic Cleansing from Islamic Perspective (<i>Garis</i> | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| <i>Panduan Sertu menurut perspektif Islam)</i> | | | | | | | | |
| Malaysia Food Act 1983 | ✓ | | | | ✓ | | | |
| Food Regulation 1985 | ✓ | | | | ✓ | | | |
| Guidelines for Control of Cosmetic products in Malaysia | | | | ✓ | | | | |
| Guidelines on Cosmetic Good Manufacturing Practice | | | | ✓ | | | | |
| Pharmaceutical Inspection Cooperation Scheme (PIC/S): Guide to Good Manufacturing Practice for Medicinal Products and Pharmaceutical Inspection Cooperation Scheme (PIC/S): Guide to Good Manufacturing Practice for Medicinal Products Annexes | | ✓ | | | | | | |
| Animals Act 1953 (reviewed 2006) | | | | | ✓ | | | |
| ProsedurPengeluaranTauliah PenyembelihJabatan Agama Islam NegeriSeluruhMalaysia | | | | | ✓ | | | |
| Trade Description Act (Revision 2011) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Fatwa | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

Table: The table shown a list of HAS sources of references, which should be referred based on Malaysia Halal Certification scheme.

1.4 Halal Assurance Management System (HAS) Establishment Process

Establishment of Halal Assurance Management System (HAS) requires a good preparation.

- Firstly, the draft manual and policy of all criteria must be prepared well and related supportive documents also need to be provided.
- Secondly, to obtain verification of the draft documents. Verification can be obtained either via the Internal Halal Committee Meeting, company human resources meeting or others. It all depends on the subject matter to be verified. For example: to be verified the candidate member of Internal Halal Committee must be verified in company human resources meeting and to be verified the Manual of Halal Assurance System need to be verified in the working Internal Halal Committee Meeting.
- Lastly, after get the verification, all of that HAS criteria need to get approval from the top management. Most of the HAS criteria need to get approval from the top management. That approval is very important to ensure the HAS can be function well.

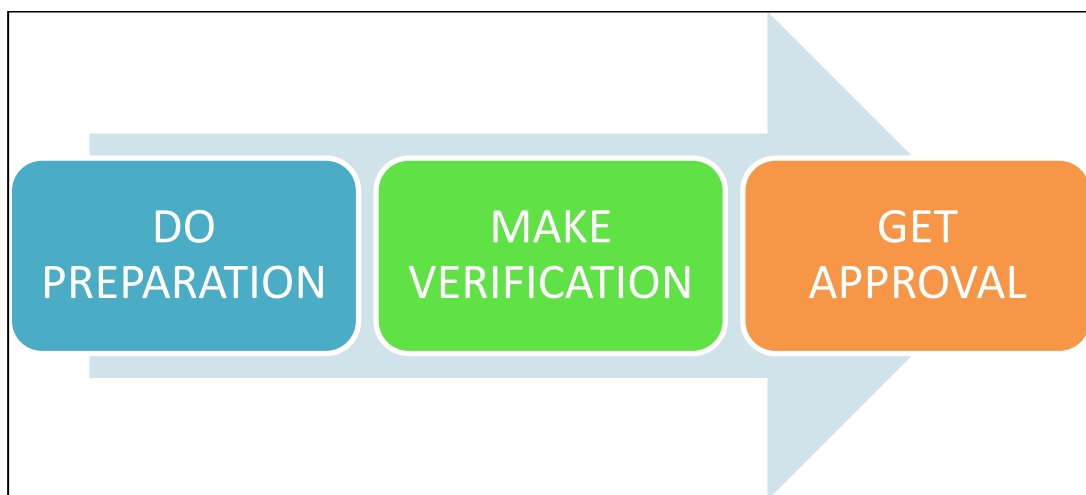


Diagram: Flow process diagram of Halal Assurance Management System (HAS) Establishment

| List of preparation need to do | Scheme | | | | | | | |
|--|--------|----------------|----------------|--------------------------|-----------------|-----------|-----------|--------|
| | Food | Pharmaceutical | Consumer goods | | Slaughter house | Logistics | | |
| | | | Product | Cosmetic & personal care | | Transport | Warehouse | Retail |
| Draft company halal policy based on the management commitment; related sources of HAS references and business nature of the company. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Draft Internal Halal Committee structure and its terms of references based on the management commitment; Guideline of Halal Assurance Management System for Malaysia Halal Certification and company rules and regulation. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Draft training written standard of procedure based on the management commitment; related JAKIM requirement; and business nature of the company. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Draft halal assurance system written standard of procedure based on the management commitment; related sources of | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

| | | | | | | | | |
|--|---|---|---|---|---|---|---|---|
| HAS references and business nature of the company. | | | | | | | | |
| Draft auditing standard of procedure based on the management commitment; related sources of HAS references and business nature of the company. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Draft written standard of procedure on HAS review based on management commitment; related sources of HAS references and operation nature of the company. | | | | | | | | |

Table: Check list of the preparation need to do on establish Halal Assurance Management System (HAS).

| List of verification need to make | Scheme | | | | | | | |
|--|--------|----------------|----------------|--------------------------|-----------------|-----------|-----------|--------|
| | Food | Pharmaceutical | Consumer goods | | Slaughter house | Logistics | | |
| | | | Product | Cosmetic & personal care | | Transport | Warehouse | Retail |
| Verify the company halal policy draft with Internal Halal Committee. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Verify Internal Halal Committee structure and its terms of | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| references with human resource department. | | | | | | | | |
| Verify training written standard of procedure draft with Internal Halal Committee/ human resources department. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Verify halal assurance system standard of procedure draft with Internal Halal Committee and related department. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Verify auditing standard of procedure draft with Internal Halal Committee. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Verify written standard of procedure on HAS review draft with Internal Halal Committee. | | | | | | | | |

Table: Check list of the of verification need to make on establish Halal Assurance Management System (HAS).

| List of approval need to get | Scheme | | | | | | | |
|--|--------|----------------|----------------|--------------------------|-----------------|-----------|-----------|--------|
| | Food | Pharmaceutical | Consumer goods | | Slaughter house | Logistics | | |
| | | | Product | Cosmetic & personal care | | Transport | Warehouse | Retail |
| Approve of company halal policy by top management. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Approve of Internal Halal Committee structure and its terms of references by top management. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Approve of training written standard of procedure by top management. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Approve of halal assurance system standard of procedure by top management. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Approve of auditing standard of procedure by top management. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Approve written standard of procedure on HAS review by top management. | | | | | | | | |

Table: Check list of approval need to get on establish Halal Assurance Management System (HAS).

1.5 Halal Policy

Halal policy is a statement that formally defines an organization's direction and commitment to produce halal, quality and safe products or services. It express in general terms, what the top management intends to do about halal products and describe the direction the organisation wish to take. It is a statement expressing the organisation's commitment to the implementation and ongoing maintenance of its halal control system. The halal policy should drive the establishment of the halal control system and should encourage personnel involved to update and improve its overall effectiveness.

1.5.1 Basic Islamic Knowledge

To develop the good halal policy, some basic knowledge regarding basic Islamic knowledge related to halal should be known. The knowledge is as follows:

i. Understanding the Shari'ah

Shari'ah can be explained as command and regulation of Allah pertaining to life and welfare of mankind for the prosperity of life in this world and in the hereafter. Shari'ah law is the communication from Allah concerning the conduct of the *mukallaf* which consist of a demand (commandments and prohibitions) and option or an enactment. It was divided into two, namely *taklifi and wad'i*.

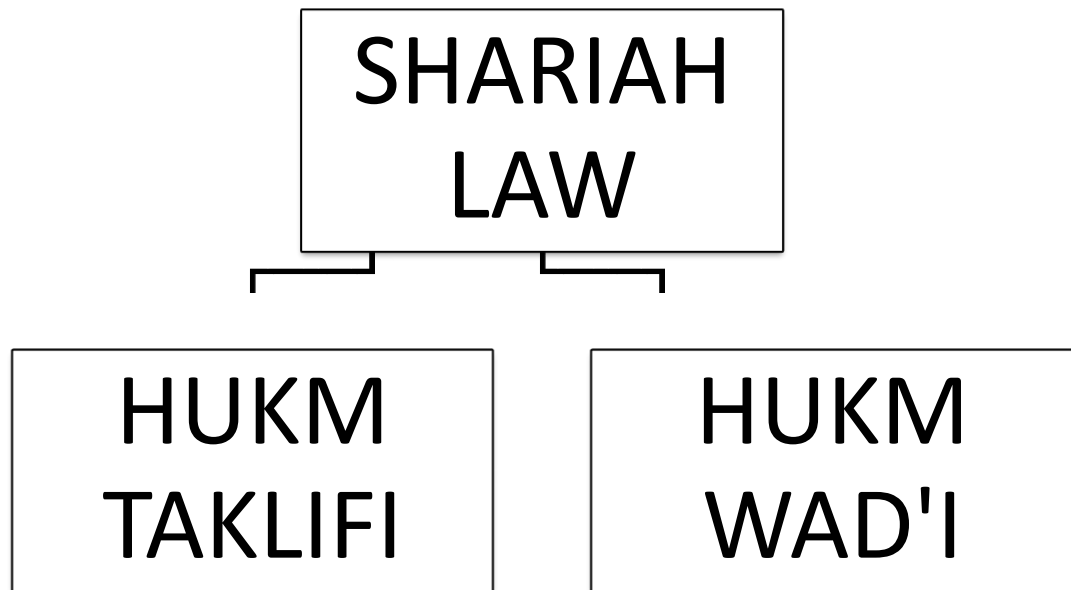


Diagram: The categories of Shariah Law

Hukm taklifi is a communication from Allah which demands the *mukallaf* to do something or forbids him from doing something, or gives him an option between the two. It is divided into five parts: obligatory (wajib); recommended (sunat); prohibited (haram); abominable (makruh) and permissible (Mubah).

Obligatory is an imperative and binding demand of Allah addressed to the mukallaf in respect of doing something. Acting upon it leads toward while omitting it leads to punishment in this world and hereafter. (i.e.: perform five times daily prayers).

Recommended (sunat) is a demand of Allah which asked the *mukallaf* to do something which is not binding. Complying with the demand earns the *mukallaf* spiritual rewards but no punishment is inflicted for failure to perform.

Prohibited (haram) is a binding demand of Allah in respect of abandoning something. Committing it is punishable and omitting it is rewarded.

Abominable (makruh) is a demand of Allah which requires the *mukallaf* to avoid something, but not in strictly prohibit terms. Doing it does not incur any punishment, while neglecting is rewarded.

Permissible (Mubah/harus) is communication from Allah concerning the conduct of the *mukallaf* which gives him the option to do or not to do something.



Diagram: The categories of *Hukm Taklifi*

Hukm wad'i is communication from Allah which enacts something into a cause (sabab), a condition (shart) or a hindrance (mani') to something else. It was divided into five parts: cause; condition; hindrance; valid and void.

Cause is an attribute which is evident and constant, and which the shari'ah has identified as the indicator of hukm in such a way that its presence necessitates the presence of the hukm and its absence means the hukm is also absent.

Condition is an evident and constant attribute whose absence necessities the absence of the hukm but whose presence does not automatically bring about the hukm.

Hindrance is an act or an attribute whose presence either nullifies the hukm or the cause of the hukm. The presence of the hindrance means the absence of the hukm.

Valid is when an act fulfils all the requirements pertaining to the essential requirements, causes, condition and hindrance.

Void is when an act does not fulfil all the requirements pertaining to the essential requirements, causes, condition and hindrance.

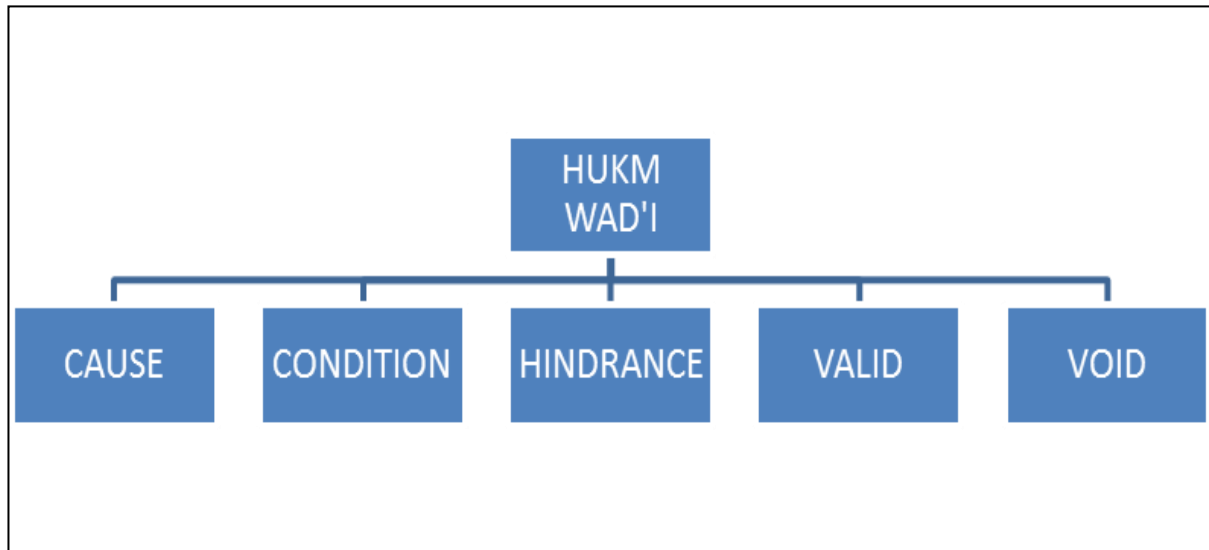


Diagram:

Diagram: The categories of *Hukm Wad'i*

ii. Understanding the Sources of Shari'ah Law

The *shariah* sources are the sources of Islamic jurisprudence. There are four sources that are agreed upon: the Quran, the *Sunnah* (traditions of the Prophet), consensus of opinion and analogy. The sources are not agreed upon are: *istihsan*, *masalih mursalah*, *uruf* and *istishab*.

iii. Understanding the Principles of Halal

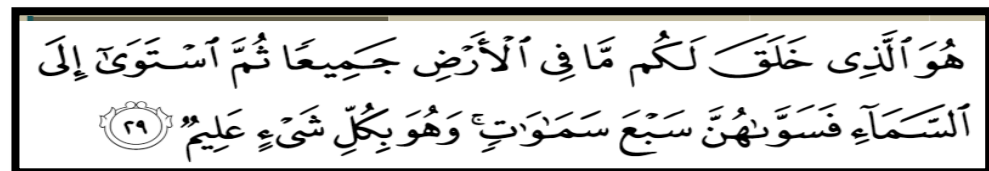
The jurist's task does not go beyond explaining what Allah duty and the Prophet Muhammad (SAW) have identified to be halal or haram. Thus, what is halal is declared through the Quran and Sunnah, and believers are asked to accept it as lawful. Likewise nobody has an authority to declared any food, drink, dress or trade and business, haram or unlawful. Allah has created everything in the universe for the benefit of

human and can be utilized by him. This fact is derived from the legal maxim method, basically all things are allowed for everyone. There are 11 principles of halal and haram.

First: The basic principle is that all things created by Allah are halal, with few exceptions that is specifically haram

The first principle, established by Islam is that the things which Allah has created and the benefits derived from them are essentially for man's use, and hence are halal. Nothing is haram except what is prohibited either by a verse of the Quran or an authentic and explicit hadith of Prophet Muhammad s.a.w. The scholars of Islam have derived this principle of the natural usability and permissibility of things from the clear verses of the Quran.

Allah said:



“It is Him (Allah) Who has created for you all that the earth contains, then He turned to the heaven with His will and fashioned it into seven heavens. And He is All-Knowing of all things”.

(al-Baqarah 2:29)

Allah said:

وَسَخَّرَ لَكُم مَّا فِي السَّمَوَاتِ وَمَا فِي الْأَرْضِ جَمِيعًا مِّنْهُ إِنَّ فِي ذَلِكَ لَآيَاتٍ
لِّقَوْمٍ يَتَفَكَّرُونَ ﴿١٣﴾

“And He has subjected to you (for your benefit and use), all that is in the heavens and on the earth as (a gift and bounty) from Him. Surely there are signs in this (proving His generosity and power) for people who think”.

(al-Jathiah 45:13)

Allah said:

أَلَمْ تَرَ أَنَّ اللَّهَ سَخَّرَ لَكُم مَّا فِي السَّمَوَاتِ وَمَا فِي الْأَرْضِ وَأَسْبَغَ عَلَيْكُمْ
نِعَمَهُ ظَاهِرَةً وَبَاطِنَةً وَمِنَ النَّاسِ مَن يُجَادِلُ فِي اللَّهِ بِغَيْرِ عِلْمٍ وَلَا
هُدًى وَلَا كِتَابٍ مُّنِيرٍ ﴿٢٠﴾

“Do you not see that Allah has subjected to you all that is in the heavens and in the earth and lavished on you both His visible and unseen favours? Yet some would argue about Allah (and His attributes) without knowledge or guidance or illuminating Scripture”

(Luqman 31:20)

In Islam the sphere of prohibited things is very small, while that of permissible things is extremely vast. There is only a small number of sound and explicit texts concerning prohibitions, while whatever is not mentioned in a Quran or hadith of Prophet Muhammad (SAW).was being lawful or prohibited falls under the general principle of the permissibility of things and within the domain of Allah's favor.

Prophet Muhammad (SAW) said:

“What Allah has made lawful in His Book (Quran) is halal and what He has forbidden is haram, and that concerning which He is silent is allowed as His favor. So accept from Allah His favor, for Allah is not forgetful of anything...”

(Reported by al-Hakim)

Prophet Muhammad (SAW)w said:

“The halal is that which Allah has made lawful in His Book and the haram is that which He has forbidden, and that concerning which He is silent He has permitted as a favor to you.”

(Reported by al-Tirmidhi and Ibn Majah)

Thus, rather than giving specific answers to what the questioner had asked, the Prophet Muhammad (SAW) referred to the general criterion for determining the halal and the haram. Accordingly, it is suffice for us to know what Allah has made haram, since what is not included in it is pure and permissible.

Prophet Muhammad (SAW) said:

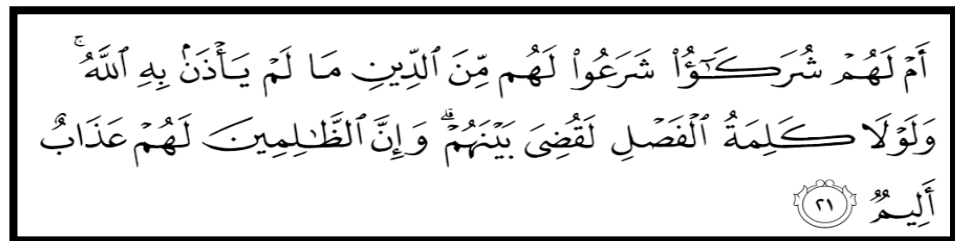
Allah has prescribed certain obligations for you, so do not neglect them; He has defined certain limits, so do not transgress them; He has prohibited certain things, so do not do them; and He has kept silent concerning other things out of mercy for you and not because of forgetfulness, so do not ask questions concerning them.

(Reported by al-Darqutni)

Second: To make halal or haram is the right of Allah alone

The second principle is that Islam has restricted the authority to legislate the haram and the halal, taking it out of the hands of human beings, regardless of their religious or worldly position, and reserving it for Allah alone. If someone does this, he has certainly exceeded his limits, usurping the sovereignty which, with respect to legislating for the people, belongs to Allah alone. Others who acquiesce with this transgression of such usurpers and act upon what they have legislated thereby elevate them to the rank of partners or associates with Allah.

Allah said:

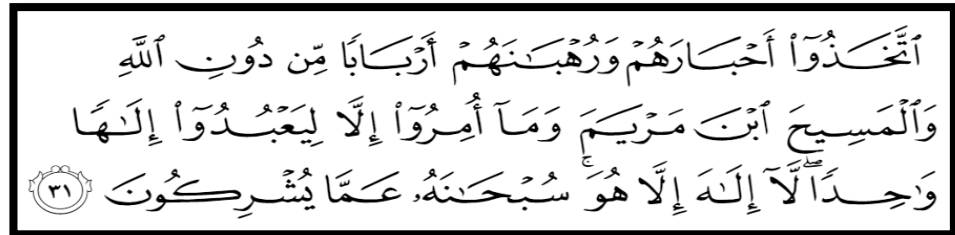


“Is it that they believe in forces supposed to have a share in God’s divinity which enjoined upon them -some parts of their religion- any laws which are not permitted by Allah? Had it not been for the word of divine decision (from Allah, to defer the punishment till an appointed term), the punishment would have been inflicted on them (who are guilty of such gross errors) there and then. And the wrongdoers will surely endure a suffering most grievous”.

(al-Syura 42:21)

The Quran took to task the People of the Book that is, Christians and Jews, for putting the power to make lawful and to prohibit things and actions into the hands of their rabbis and priests.

Allah said:



“They take their rabbis and monks as Lords besides Allah, and also al-Masih, son of Maryam, though they were ordered to worship One God only. There is no god (worthy of worship) but Him. Exalted be He above those whom they associate with Him!”.

(al-Taubah 9:31)

‘Adi bin Hatim, who had been a Christian before accepting Islam, once came to the Prophet (SAW). When he heard him reciting the above ayah he said, “O Messenger of Allah, but they do not worship them.” The Prophet (SAW) replied: “Yes, but they prohibit to the people what is halal and permit them what is haram, and the people obey them. This is indeed their worship of them.”

(Reported by al-Tirmidhi)

Christians still claim that Jesus a.s, before ascending to heaven, vested in His apostles the authority to declare things permissible or prohibited as they saw fit. It was reported in Matthew 18:18: “I tell you this: whatever you forbid on earth shall be forbidden in heaven, and whatever you allow on earth shall be allowed in heaven.”

The Qur'an also took to the task for legislating and prohibiting things without any authority from Allah.

Allah said:

قُلْ أَرَأَيْتُمْ مَا أَنْزَلَ اللَّهُ لَكُمْ مِنْ رِزْقٍ فَجَعَلْتُمْ مِنْهُ حَرَامًا
وَحَلَلًا قُلْ إِنَّ اللَّهَ أَذِنَ لَكُمْ أَمْ عَلَى اللَّهِ تَفْتَرُونَ ﴿٥٩﴾

“Say (to the people who like to invent laws): “Tell me, have you considered the things that Allah has sent down as provision for you and you made of it lawful and unlawful?” Say (again to them): “Has Allah given you His leave, or do you invent falsehoods and attribute it to Allah?”.

(Yunus 10:59)

Allah said:

وَلَا تَقُولُوا لِمَا تَصِفُ أَلْسِنَتُكُمُ الْكَذِبَ هَذَا حَلَلٌ وَهَذَا حَرَامٌ
لِنَفْتَرُوا عَلَى اللَّهِ الْكَذِبَ إِنَّ الَّذِينَ يَفْتَرُونَ عَلَى اللَّهِ الْكَذِبَ لَا يُفْلِحُونَ ﴿١١٦﴾

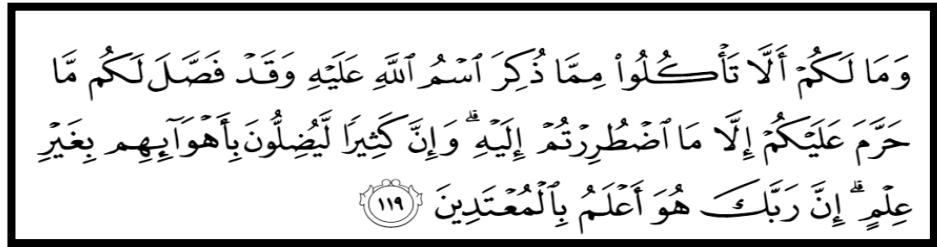
“But do not tell a lie about something which your tongues describe by saying: “This is lawful and this is forbidden”, in order to invent a falsehood against Allah; for those who invent falsehoods against Allah shall never prosper”.

(al-Nahl 16:116)

From these explicit verses of the Qur'an and from clear hadith of the Prophet (SAW), the jurists of Islam grasped with certainty that it is Allah alone Who has the right to make lawful or to prohibit a matter, either through Quran or through the hadith of Prophet Muhammad (SAW).

The jurists' task does not go beyond explaining what Allah has decreed to be halal or haram.

Allah said:



“And there is no reason for you not to eat of that (lawful cattle which has been slaughtered) on which Allah’s name has been pronounced (at the moment of slaughtering), when He has explained to you what is forbidden, except when you are under the compulsion of necessity. But, indeed, many are those who misled others because of their own fancies, without having real knowledge, but your Lord knows best those who transgress”.

(al-An’am 6:119)

It is definitely not their task to decide what is to be allowed and what is to be prohibited to human beings. Thus the great jurists, in spite of their scholarship and ability of ijtihad, shied away from pronouncing judgments concerning matters of halal and haram, passing the problem from one to the other out of fear of committing the error of declaring halal what is actually haram and vice-versa.

Third: prohibiting what is halal and permitting what is haram is similar to ascribing partner to Allah.

While Islam reprimands all those who, on their own authority, declare what is lawful and what is prohibited, it is stricter with respect to those who voice prohibitions; for the tendency to set up prohibitions results in hardship for human beings, unjustifiably narrowing what Allah has made spacious for His creatures. Moreover, this tendency is prevalent

among some of those who go to extremes in matters of religion and must be checked.

The Prophet Muhammad (SAW) fought against this pseudo-pietism and zealotry by every means, warning those who indulged in it with the words, “The zealots will perish,” repeated three times.

(Reported by Muslim, Ahmad, and Abu Daoud)

The Prophet Muhammad (SAW) characterized his message by saying, “I have been sent with what is straight and easy”.

(Reported by Ahmad)

The straightness of Prophet Muhammad (SAW) message consists of belief in tawhid and its ease in practice and legislation, in contrast to shirk and to the prohibiting of good things of this life.

The Prophet Muhammad (SAW) has mentioned all this in a hadith qudsi, reporting the Allah said:

“They prohibited to people what I had made lawful for I created people upright (hunafah). Then the evil ones came to them and led them astray from their religion then and commanded them to associate with Me that for which I had not sent down any authority.”

(Reported by Muslim)

Prohibiting something which is halal is similar to committing shirk, and this is why the Quran censures the idolaters of Arab for their polytheism, their idols, and for prohibiting to themselves, without any authority from Allah, the eating and the use of certain kinds of produce and cattle. Among these prohibited animals were those which were called bahirah,

saibah, wasilah, and ham during the pre-Islamic period of jahiliyyah. Bahirah (the slit-eared) denoted a female camel which had given birth to five calves, the last of which was a male. The ear of such a camel was slit and she was loosed to roam freely; she was not to be ridden, milked, or slaughtered, and was free to eat and drink from any place she liked without hindrance. Saibah referred to a male or female camel which was released to roam freely because of a vow, usually made following a safe return from a journey, the cure of an illness, or for some other reason. As for wasilah, if the firstborn of a female goat were a male, the polytheists would sacrifice him to their gods, while if it were a female they would keep her for themselves. In the case of twin offspring, one female and the other male, they would say, "He is her brother," and instead of sacrificing the male they would release him to roam free; he was known as wasilah. And if a male camel's second generation offspring was capable of carrying a rider, they would let the older camel go free, saying, "He saved his back," and calling him al-ham.

While there are other interpretations of these four terms, they are all of a similar nature. The Qur'an rejected these prohibitions and left no excuse for those who practiced them to follow the errors of their forefathers.

Allah said:

مَا جَعَلَ اللَّهُ مِنْ بَحِيرَةٍ وَلَا سَائِبَةٍ وَلَا وَصِيلَةٍ وَلَا حَامٍ وَلَكِنَّ الَّذِينَ كَفَرُوا يَفْتَرُونَ عَلَى اللَّهِ الْكَذِبَ وَأَكْثَرُهُمْ لَا يَعْقِلُونَ (١٠٣)

"It is absolutely not for Allah's ordaining that there is such a thing as a bahirah, or a sa'ibah, or a wasilah, or a ham. But those who disbelieve attribute their lying inventions to Allah, and most of them never use their reason".

(al-Maidah 5 :103)

Allah said:

وَإِذَا قِيلَ لَهُمْ تَعَالَوْا إِلَىٰ مَا أَنزَلَ اللَّهُ وَإِلَى الرَّسُولِ قَالُوا حَسْبُنَا مَا
وَجَدْنَا عَلَيْهِ ءَابَاءَنَا أُولَٰئِكَ كَانَ ءَابَاؤُهُمْ لَا يَعْلَمُونَ شَيْئًا وَلَا يَهْتَدُونَ



“And when it is said to them: “Come to that which Allah has revealed (the Quran), and to the Messenger (who conveyed the Quran)”, they said: “Sufficient for us is the faith that we found our forefathers believing in and doing.” What! (Do they still follow them) even though their forefathers knew nothing, and were not rightly guided?”.

(al-Maidah 5:104)

In another discussion contained in Surah al-A'raf, Allah rejects the claims of all muhrim, laying down the final criteria governing prohibitions.

Allah said:

قُلْ مَنْ حَرَّمَ زِينَةَ اللَّهِ الَّتِي أَخْرَجَ لِعِبَادِهِ، وَالطَّيِّبَاتِ مِنَ الرِّزْقِ قُلْ هِيَ
لِلَّذِينَ ءَامَنُوا فِي الْحَيَاةِ الدُّنْيَا خَالِصَةً يَوْمَ الْقِيَمَةِ ۚ كَذَٰلِكَ نُفَصِّلُ
الْآيَاتِ لِقَوْمٍ يَعْلَمُونَ



Say (O Muhammad): “Who has forbidden you the adornment of Allah or the good and pure things which Allah has bestowed upon His servants?” Say: “These (the bounties) are for the believers (and also the disbelievers) in the life of this world. (But these bounties) shall be (for the believers) alone on the Day of Resurrection.” Thus We detailed the revelations for men who (desire to) know”.

(al-A'raf 7:32)

Allah said:

قُلْ إِنَّمَا حَرَّمَ رَبِّيَ الْفَوَاحِشَ مَا ظَهَرَ مِنْهَا وَمَا بَطَنَ وَالْإِثْمَ وَالْبَغْيَ بِغَيْرِ
الْحَقِّ وَأَنْ تُشْرِكُوا بِاللَّهِ مَا لَمْ يُنَزَّلْ بِهِ سُلْطَانًا وَأَنْ تَقُولُوا عَلَى اللَّهِ مَا لَا
نَعْلَمُونَ

Say: "Indeed my Lord has forbidden all indecent acts, whether open or secret sin, and wrongful oppression. And (He has forbidden) you to ascribe partners to Allah for which no authority have been revealed, and (my Lord also forbids) you to tell of Allah what you do not know".

(al-A'raf 7:33)

A significant aspect of these discussions is that they were revealed in Mecca. The Mecca revelations invariably dealt with matters of faith, the oneness of Allah, and the Hereafter. We may therefore deduce that, in the sight of Allah, this matter of declaring things to be prohibited without any authority from Him was not a minor matter but one which pertained to the fundamentals and general principles of the faith.

In Medina certain Muslims showed a tendency toward asceticism, denying themselves some permissible pleasures. Then, in order to keep them within the limits set by Himself and bring them back to the straight path of Islam, Allah revealed the following strongly-worded verses.

Allah said:

يَا أَيُّهَا الَّذِينَ ءَامَنُوا لَا تُحَرِّمُوا طَيِّبَاتِ مَا أَحَلَّ اللَّهُ لَكُمْ وَلَا تَعْتَدُوا
إِنَّ اللَّهَ لَا يُحِبُّ الْمُعْتَدِينَ ﴿٨٧﴾

“O believers! Do not forbid the good things that Allah has made lawful to you, and do not transgress the bounds of what is right (in the matter of those which has been made lawful) for Allah does not love the transgressors”.

(al-Maidah 5: 87)

Allah said:

وَكُلُوا مِمَّا رَزَقَكُمُ اللَّهُ حَلَالًا طَيِّبًا وَاتَّقُوا اللَّهَ الَّذِي أَنْتُمْ بِهِ
مُؤْمِنُونَ ﴿٨٨﴾

“And eat of the good and lawful things which Allah has given you; and be conscious of Allah, in whom you believe”.

(al-Maidah 5: 88)

Fourth: the basic reasons for the prohibition of things are due to impurity and harmfulness

It is the right of Allah, to legalize or prohibit as He deems proper, and to place obligations and responsibilities upon them as He sees fit. As His creatures, they have neither the right to question nor to disobey Him. But Allah is not arbitrary in what He commands. Because He is merciful to His servants, He makes things halal and haram for a reason, with peoples' well-being in view. Accordingly, He has neither permitted anything except what is pure nor has He prohibited anything except what is impure.

It is true that Allah had prohibited certain good things to the Jews, but this was only as a punishment for their rebelliousness and transgression of the limits set by Allah.

Allah said:

وَعَلَى الَّذِينَ هَادُوا حَرَّمْنَا كُلَّ ذِي ظُفْرٍ وَمِنَ الْبَقَرِ
وَالْغَنَمِ حَرَّمْنَا عَلَيْهِمْ شُحُومَهُمَا إِلَّا مَا حَمَلَتْ ظُهُورُهُمَا أَوْ
الْحَوَايَا أَوْ مَا اخْتَلَطَ بِعَظْمٍ ذَلِكَ جَزَيْنَهُمْ بِبَغْيِهِمْ وَإِنَّا لَصَادِقُونَ

١٤٦

“And We forbade the Jews all animals with undivided hoofs, and fat of oxen and sheep, except what is on their backs and intestines and what is mixed up with their bones. Such is the penalty which We placed upon them for their misdeeds. Indeed We are true in what We say”.

(al-An'am 6:146)

Allah said:

فَيُظْلَمُونَ مِمَّنْ آذَيْنَا عَلَيْهِمْ طَيِّبَاتٍ أُحِلَّتْ لَهُمْ وَبِصَدِّهِمْ
عَنْ سَبِيلِ اللَّهِ كَثِيرًا

١٦٠

“Because of their iniquity, We forbade the Jews good things which were formerly allowed to them; because time after time they have debarred others from the path of Allah;”

(al-Nisa' 4: 160)

وَأَخَذَهُمُ الرَّبُّوْا وَقَدْ بُنُوا عَنْهُ وَأَكْلِهِمْ أَمْوَالِ النَّاسِ بِالْبَاطِلِ ۖ وَأَعْتَدْنَا
لِلْكَافِرِينَ مِنْهُمْ عَذَابًا أَلِيمًا ﴿١٦١﴾

“And (also because) they practice usury although they were forbidden from it, and (because) they consume the wealth of others by wrongful means (by cheating, gambling and the like). And (remember) that We have prepared a painful chastisement for those of the, who disbelieve”.

(al-Nisa' 4: 161)

When Allah sent Prophet Muhammad (SAW) with the eternal complete religion to humanity after it had developed to a state of maturity, He demonstrated His mercy by removing these prohibitions, which had been a temporary penalty for a rebellious, stiff-necked people. And the coming of the Prophet Muhammad (SAW) what would relieve them of this burden was foretold to the Jews and Christians.

Allah said:

الَّذِينَ يَتَّبِعُونَ الرَّسُولَ النَّبِيَّ الْأُمِّيَّ الَّذِي يَجِدُونَهُ مَكْنُوبًا
عِنْدَهُمْ فِي التَّوْرَةِ وَالْإِنْجِيلِ يَأْمُرُهُمْ بِالْمَعْرُوفِ وَيَنْهَاهُمْ
عَنِ الْمُنْكَرِ وَيُحِلُّ لَهُمُ الطَّيِّبَاتِ وَيُحَرِّمُ عَلَيْهِمُ الْخَبَائِثَ
وَيَضَعُ عَنْهُمْ إِصْرَهُمْ وَالْأَغْلَالَ الَّتِي كَانَتْ عَلَيْهِمْ ۚ فَاَلَّذِينَ
ءَامَنُوا بِهِ وَعَزَّرُوهُ وَنَصَرُوهُ وَاتَّبَعُوا النُّورَ الَّذِي أُنْزِلَ مَعَهُ
أُولَٰئِكَ هُمُ الْمُفْلِحُونَ ﴿١٥٧﴾

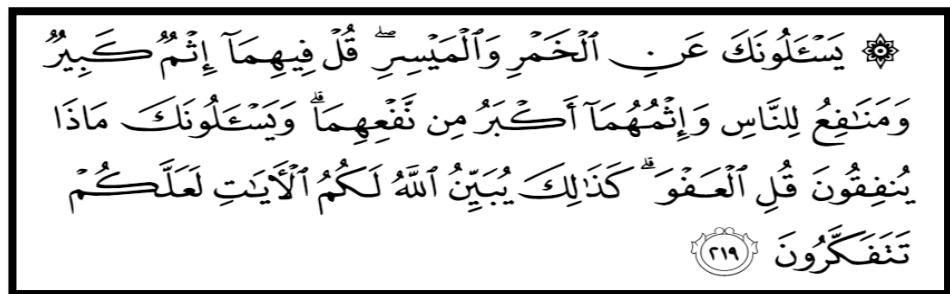
“That is, those who follow the Messenger, the Unlettered Prophet (Muhammad), whom they shall find mentioned (his name and attributes) in the Taurat and the Injil which are with them. He will enjoin righteousness upon them and forbid them to do evil. And he will make good things lawful to them and prohibit all that is foul. He will relieve them of their burden and of the shackles that weigh upon them. Those

who believe in him and honor him, those who help him and follow the light (of the Quran) that is sent down with him; they are the successful?”.

(al-A'raf 7:157)

In Islam, ways other than prohibiting the good things were prescribed by Allah for the eradication of sins: sincere repentance' which cleanses sins as water cleanses dirt; good deeds, which compensate for evil ones; spending in charity, which extinguishes fire; and trials and sufferings, which disperse sins as the winter wind disperses dry leaves. Accordingly, we know that in Islam things are prohibited only because they are impure or harmful. If something is entirely harmful it is haram, and if it is entirely beneficial it is halal; if the harm of it outweighs its benefit it is haram, while if its benefit outweighs its harm it is halal. This principle is explained in the Qur'an in relation to wine and gambling.

Allah said:



“They ask you (O Muhammad) about drinking and gambling. Say: “There is great sin in both, although they have some benefit for men, but their sin is greater than their benefit.” And they ask you about what they should spend (for charity). Say: “Spend for charity whatever you can spare (out of your expenses).” Thus Allah makes plain to you His Revelations (injunctions) so that you may reflect upon them”.

(al-Baqarah 2:219)

By the same logic, if it is asked, what is halal in Islam, the answer is, the good things. Good things are those which moderate people acknowledge being wholesome and which are approved by human beings in general without relation to the habits of a particular group.

Allah said:

يَسْأَلُونَكَ مَاذَا أُحِلَّ لَهُمْ ۖ قُلْ أُحِلَّ لَكُمْ الطَّيِّبَاتُ ۚ وَمَا عَلَّمْتُم مِّنَ الْجَوَارِحِ مُكَلِّبِينَ تُعَلِّمُونَهُنَّ مِمَّا عَلَّمَكُمُ اللَّهُ ۖ فَكُلُوا مِمَّا أَمْسَكْنَ عَلَيْكُمْ وَادْكُرُوا اسْمَ اللَّهِ عَلَيْهِ ۖ وَانْقُوا ۚ إِنَّ اللَّهَ سَرِيعُ الْحِسَابِ ﴿٤﴾

They ask you (O Muhammad): “What (food) is lawful to them?” To answer that say: “The good things are lawful to you (as food) as well as that which you have taught the animals of prey to catch, teaching them (to hunt animals) of what Allah has taught you. Eat of what they catch for you and pronounce Allah’s name upon it (when you send it off for hunting). And remain conscious of Allah (by abstaining from food forbidden by Him). Swift is Allah’s reckoning”.

(al-Maidah 5:4)

Allah said:

الْيَوْمَ أُحِلَّ لَكُمْ الطَّيِّبَاتُ ۚ وَطَعَامُ الَّذِينَ أُوتُوا الْكِتَابَ حِلٌّ لَّكُمْ وَطَعَامُكُمْ حِلٌّ لَهُمْ ۚ وَالْمُحْصَنَاتُ مِنَ الْمُؤْمِنَاتِ وَالْمُحْصَنَاتُ مِنَ الَّذِينَ أُوتُوا الْكِتَابَ مِن قَبْلِكُمْ إِذَا آتَيْتُمُوهُنَّ أَجُورَهُنَّ مُحْصِنِينَ غَيْرَ مُسَفِحِينَ وَلَا مُتَّخِذِي أَخْدَانٍ ۚ وَمَن يَكْفُرْ بِالْإِيمَانِ فَقَدْ حَبِطَ عَمَلُهُ ۖ وَهُوَ فِي الْآخِرَةِ مِنَ الْخَسِرِينَ ﴿٥﴾

“All good things have this day been made lawful to you (to eat them). And the food (slaughtered meat) of those to whom the Book was given is lawful to you, and yours (slaughtered meat) is lawful to them (thus it is not wrong for you to feed them). And (it is made lawful for you to

marry) virtuous believing women and virtuous women from among those who were given the Book before you, provided that you give them their dowries (by doing that) you live in honour with them, neither committing fornication nor taking them as mistresses. And he who denies the faith (the laws of Islam) shall gain nothing from his (good) works, and in the Hereafter he will be among the losers.

(al-Maidah 5:5)

The Muslim is not required to know exactly what is unclean or harmful in what Allah has prohibited; it may be hidden from him but be apparent to someone else, or its harm may not have been discovered during his lifetime but may be understood at a later period. What is required of a Muslim is simply to say, "We have heard and we shall obey." Do we not observe that Allah prohibited the eating of pork without the Muslims being aware of the reason for its prohibition apart from the fact that the pig is a filthy animal? Centuries passed, and then scientific research discovered the presence of parasites and deadly bacteria in its flesh. Yet even if scientific research had discovered nothing in pork, or if it had discovered much more than this, the Muslim would still continue to believe it to be unclean.

Another example of this is in the Prophet's saying:

"Avoid three abominable acts (that is, the one who does them is cursed by Allah and by the people): defecating in streams, defecating on roadways, and defecating in shaded places."

(Reported by Abu Daoud, Ibn Majah and al-Hakim)

People of earlier times merely knew that these were filthy acts, abhorrent to civilized taste and public manners. With the advancement of science, we now know that these "three abominable acts" are

hazards to public health, as they are the root cause of the spread of such dangerous diseases as anchylostoma and bilharisya.

Thus, as the light of knowledge penetrates more deeply and new discoveries are made, the beneficial aspects of the Islamic legislation relating to the lawful and the prohibited—in fact, the benefits of all its legal injunctions—become apparent to us. How could it be otherwise when they come from the Wise, All-Knowing, and Merciful God?

Allah said:



“(And their bearing) concerning (your affairs) in this world and the Hereafter. And they ask you (O Muhammad) concerning the (problems of) the orphans. Say: “Improving the condition of the orphans is best”, and if you mix their affairs with yours, (there is no harm for) they are your brothers (in religion); and Allah knows those who do mischief (against their wealth) from those who are righteous. And if Allah willed, He could overburden you with hardship (by prohibiting you from mixing with them), but Allah is Almighty, All-Wise”.

(al-Baqarah 2:220)

Fifth: What is halal is sufficient and what is haram is then superfluous;

One of the beauties of Islam is that it has prohibited only such things as are unnecessary and dispersible, while providing alternatives which are better and which give greater ease and comfort to human beings.

Allah has prohibited seeking omens by drawing lots but has provided the alternative of istikharah He has prohibited usury but has

encouraged profitable trade. He has prohibited gambling but has permitted betting on forms of competition which are useful for their (the Muslims) religious striving, such as horse or camel racing and competing in marks manship. He has prohibited (to men) the wearing of silk but has given them the choice of other materials such as wool, linen, and cotton. He has prohibited adultery, fornication, and homosexuality but has encouraged lawful marriage. He has prohibited intoxicating drinks in order that they may enjoy other delicious drinks which are wholesome for the body and mind. And He has prohibited unclean food but provides alternative wholesome food.

Thus, when we survey the Islamic injunctions in their totality, we find that if Allah limits the choice of His servants in relation to some things, He provides them with a still wider range of more wholesome alternatives in relation to other things of a similar kind. For assuredly Allah has no desire to make peoples' lives difficult, narrow, and circumscribed; on the contrary; He desires ease, goodness, guidance, and mercy for them.

Allah said:

يُرِيدُ اللَّهُ لِيُبَيِّنَ لَكُمْ وَيَهْدِيَكُمْ سُنْنَ الَّذِينَ مِنْ قَبْلِكُمْ
وَيَتُوبَ عَلَيْكُمْ وَاللَّهُ عَلِيمٌ حَكِيمٌ

“Allah wants to make this (of what is lawful and what is not concerning women) clear to you, and to guide you along the paths of those who have gone before you (Prophets and righteous men for you to follow) and to turn to you in His Mercy. And (remember) Allah is All-Knowing, All-Wise”.

(al-Nisa 4:26)

Allah said:

وَاللَّهُ يُرِيدُ أَنْ يَتُوبَ عَلَيْكُمْ وَيُرِيدُ الَّذِينَ يَتَّبِعُونَ الشَّهَوَاتِ
أَنْ تَمِيلُوا مِيلًا عَظِيمًا ﴿٢٧﴾

“And Allah wishes (to purify you of your sins) by forgiving you, but those (evildoers) who follow their lust (which is forbidden by Allah) wish you to drift away, far away, from the right path”.

(al-Nisa 4:27)

Allah said:

يُرِيدُ اللَّهُ أَنْ يُخَفِّفَ عَنْكُمْ وَخُلِقَ الْإِنْسَانُ ضَعِيفًا ﴿٢٨﴾

“Allah wants (always) to lighten your burdens (from his laws), for man was created weak”.

(al-Nisa 4:28)

Sixth: Whatever is conducive to the haram is in itself is haram;

Another Islamic principle is that if something is prohibited, anything which leads to it is likewise prohibited. By this means Islam intends to block all avenues leading to what is haram. For example, as Islam has prohibited sex outside marriage, it has also prohibited anything which leads to it or makes it attractive, such as seductive clothing, private meetings and casual mixing between men and women, the depiction of nudity, pornographic literature, obscene songs, and so on.

Accordingly, Muslim jurists have established the criterion that whatever is conducive to or leads toward the haram is itself haram. A similar principle is that the sin of the haram is not limited only to the person who engages in it but extends to others who have supported him in this, materially or morally; each is held accountable according to his share.

For example, in the case of intoxicating drinks, the Prophet Muhammad (SAW) cursed not only the one who drinks them but also the one who produces them, the one who serves them, the one to whom they are served, the one to whom the price of them is paid, etc. This point will be discussed again later. Again, in the matter of usury, the Prophet Muhammad (SAW) cursed the one who pays it, the one to whom it is paid, the one who writes the contract, and the one who acts as a witness thereto. Accordingly, we derive the rule that anything which assists in the doing of what is haram is itself haram, and anyone who helps another person to do it shares in the sin of it.

Seventh: Falsely representing haram as halal is prohibited

Just as Islam has prohibited whatever leads toward the haram, it has also prohibited resorting to technical legalities in order to do what is haram by devious means and excuses inspired by Satan. It has reprimanded the Jews for resorting to such practices.

Prophet Muhammad (SAW) said:

“Do not do what the Jews did in order to (technically) legalize Allah’s prohibitions by flimsy excuses.”

(Reported by Abdullah bin Battah)

This is a reference to the fact that Allah had prohibited the Jews to hunt on the Sabbath (Saturday). To get around this prohibition, they would dig ditches on Friday so that the fish would fall into them on Saturday, to be caught on Sunday. Those who resort to rationalizations and excuses to justify their actions consider such practices to be permissible, but the jurists of Islam consider them haram, since Allah’s purpose was to prevent them from hunting on the Sabbath, whether by direct or indirect means.

Calling a haram thing by a name other than its own or changing its form while retaining its essence is a devious tactic, since obviously a change of name or of form is of no consequence as long as the thing and its essence remain unchanged. Thus, when some people invent new terms in order to deal in usury or to consume alcohol, the sin of dealing in usury and drinking remains.

Prophet Muhammad (SAW) said:

A group of people will make peoples' intoxication halal by giving it other names.

(Reported by Ahmad)

Prophet Muhammad (SAW) said:

A time will come when people will devour usury, calling it "trade."

(Reported by al-Bukhari and Muslim)

And among the strange phenomena of our time is that people term obscene dance "art," liquor "spirits," and usury "interest."

Eighth: good intentions do not make the haram acceptable.

In all its legislations and moral injunctions, Islam lays great stress on nobility of feelings, loftiness of aims, and purity of intentions.

Prophet Muhammad (SAW) said:

"Actions will be judged by intentions, and everyone will be recompensed according to what he intended."

(Reported by al-Bukhari)

Indeed, in Islam the routine matters of life and its mundane affairs are transformed into acts of worship and devotion to Allah by good intentions. Accordingly, if one eats food with the intention of sustaining life and strengthening his body in order that he may be able to carry out his obligations to his Creator and to other human beings, his eating and drinking are considered worship and devotion to Allah. Again, if one enjoys sexual intimacy with his wife, desiring a child and seeking to keep himself and his wife chaste, it is considered an act of worship on his part, deserving of reward in the Hereafter.

Prophet Muhammad (SAW) said:

When you satisfy your desire with your wife, it is counted for you as an act deserving of reward. Those who were listening to him said: Messenger of Allah, how can it be that one of us satisfies his desire and will then be rewarded for it? The Prophet (SAW) replied: Would he not be sinful if he had satisfied it in a prohibited manner? Consequently, if he satisfies it in a permissible manner, there is a reward for him.

(Reported by al-Bukhari and Muslim)

Prophet Muhammad (SAW) said:

Anyone who desires what is permissible from the world, keeping himself away from sins, working for the sake of his family, and taking care of his neighbor, will meet his Lord with a face shining like the full moon.

(Reported by al-Tabarani)

In this manner, whenever any permissible action of the believer is accompanied by a good intention, his action becomes an act of

worship. But the case of the haram is entirely different; it remains haram no matter how good the intention, how honorable the purpose, or how lofty the aim may be. Islam can never consent to employing a haram means to achieve a praiseworthy end. Indeed, it insists that not only the aim be honorable but also that the means chosen to attain it be pure. “The end justifies the means” is not the maxim of the Shariah, nor is “Secure your right even through wrong-doing.” This can never be, for the Shariah demands that the right should be secured through just means only.

If someone accumulates wealth through usury, forgery, gambling, prohibited games, or in any other haram manner in order to build a mosque, establish a charitable foundation, or to do any other good work, the guilt of having done what is haram will not be lifted from because of the goodness of his objective; in Islam good aims and intentions have no effect in lessening the sinfulness of what is haram.

Prophet Muhammad (SAW) said:

Allah is good and does not accept anything but good, and Allah has commanded the Believers, as He commanded His messengers, saying ‘O you messengers! Eat of whatever is good and work righteousness. Indeed, I am aware of what you do.’ (The Qur’an 35:31.) He also said, ‘O you who believe! Eat of the good things which We provide for you. (2:172.) The Prophet (peace be on him) then said, A man travels far, unkempt and dust-stained (for hajj, umrah, or the like), raising his hands to the sky (and saying), ‘O Lord! O Lord!’ while eating what was haram, drinking what was haram, wearing what was haram, and nourishing himself through haram means. How then could his prayers be accepted?

(Reported by Muslim and al-Tirmidhi)

Prophet Muhammad s.a.w said:

If anyone amasses wealth through haram means and then gives charity from it, there is no regard for him and the burden of sin remains.

(Reported by Ibn Khazimah, Ibn Hibban, and al-Hakim)

Prophet Muhammad (SAW) said:

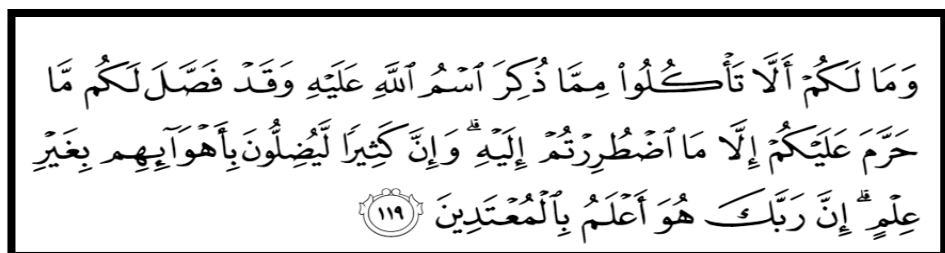
If a person earns property through haram means and then gives charity, it will not be accepted (by Allah); if he spends it there will be no blessing on it; and if he leaves it behind (at his death) it will be his provision in the Fire. Indeed, Allah Ta'ala does not obliterate one bad deed by another bad deed, but He cancels out a bad deed by a good deed. An unclean thing does not wipe away another unclean thing.

(Reported by Ahmad)

Ninth: Islam does not endorse employing haram means to achieve praiseworthy ends; doubtful things should be avoided

It is Allah's mercy to human beings that He did not leave them in ignorance concerning what is lawful and what is prohibited. Indeed, He has made explicit what is halal and explained what is haram.

Allah said:



“And there is no reason for you not to eat of that (lawful cattle which has been slaughtered) on which Allah's name has been pronounced (at

the moment of slaughtering), when He has explained to you what is forbidden, except when you are under the compulsion of necessity? But, indeed, many are those who misled others because of their own fancies, without having real knowledge, but your Lord knows best those who transgress”.

(al-An'am 6:119)

Accordingly, one may do what is lawful and must avoid what is prohibited insofar as he has the choice. However, there is a gray area between the clearly halal and the clearly haram. This is the area of what is doubtful. Some people may not be able to decide whether a particular matter is permissible or forbidden; such confusion may be due either to doubtful evidence or because of doubt concerning the applicability of the text to the particular circumstance or matter in question.

In relation to such matters, Islam considers it an act of piety for the Muslim to avoid doing what is doubtful in order to stay clear of doing something haram. This is similar to what was discussed earlier concerning the blocking of the avenues which lead to what is haram. Such a cautious approach, moreover, trains the Muslim to be farsighted in planning and increases his knowledge of affairs and people. The root of this principle is the hadith of the Prophet Muhammad (SAW).

Prophet Muhammad (SAW) said:

The halal is clear and the haram is clear. Between the two there are doubtful matters concerning which people do not know whether they are halal or haram. One who avoids them in order to safeguard his religion and his honor is safe, while if someone engages in a part of them he may be doing something haram, like one who grazes his animals near the hima (the grounds reserved for animals belonging to the King which are out of bounds for others' animals); it is thus quite

likely that some of his animals will stray into it. Truly, every king has a hima, and the hima of Allah is what He has prohibited.

(Reported by al-Bukhari' Muslim, and others)

Tenth: *Haram* Things are prohibited to Everyone Alike

In the Shariah of Islam the haram has universal applicability; here there is no such thing as that which is prohibited to a non-Arab but permitted to an Arab, nothing which is restricted to a Black but allowed to a White. For in Islam there are no privileged classes or individuals who, in the name of religion, can do whatever they please according to their whims. Muslims do not have any privilege of making something haram for others while it is lawful for themselves; this cannot be, for truly Allah is the God of all, and the Shariah of Islam is the guide for all. Whatever Allah has legislated through His Shariah is lawful for all human beings and whatever He has prohibited is prohibited to all human beings until the Day of Resurrection.

As an example, stealing is equally haram for the Muslim and the non-Muslim; the punishment for it is the same, regardless of the family or the origin of the thief.

Prophet Muhammad s.a.w said:

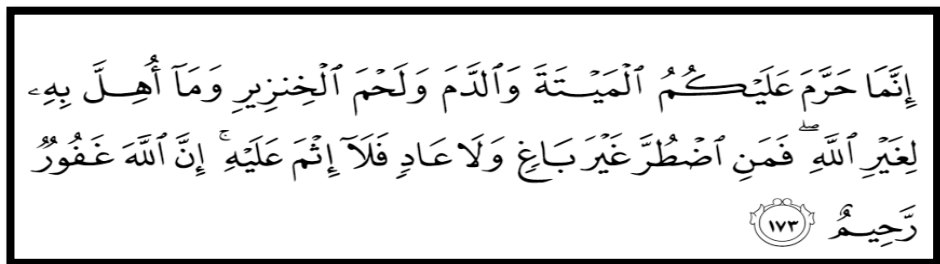
“By Allah, if Fatimah, the daughter of Muhammad, were to steal, I would have her hand cut off.”

(Compiled by al-Bukhâri.)

Eleven: necessity dictates exception.

While Islam has narrowed the range of what is prohibited, it is, at the same time, very strict in seeing that its prohibitions are observed. Accordingly, it has blocked the ways, apparent or hidden, leading to what is prohibited. Thus, what is conducive to the haram is itself haram, what assists in committing the haram is haram, any rationalization for engaging in the haram is haram, and so on. At the same time, Islam is not oblivious to the exigencies of life, to their magnitude, nor to human weakness and capacity to face them. It permits the Muslim, under the compulsion of necessity to eat a prohibited food in quantities sufficient to remove the necessity and save from death.

Allah said:



Allah has indeed made unlawful to you carrion, blood and the flesh of swine, and any flesh which is consecrated to something other than Allah. However, whoever (is compelled to eat any of these) because of absolute necessity), without willful disobedience or transgressing due limits (in the amount taken) it is no sin for him. Indeed, Allah is Most Forgiving, Most Merciful.

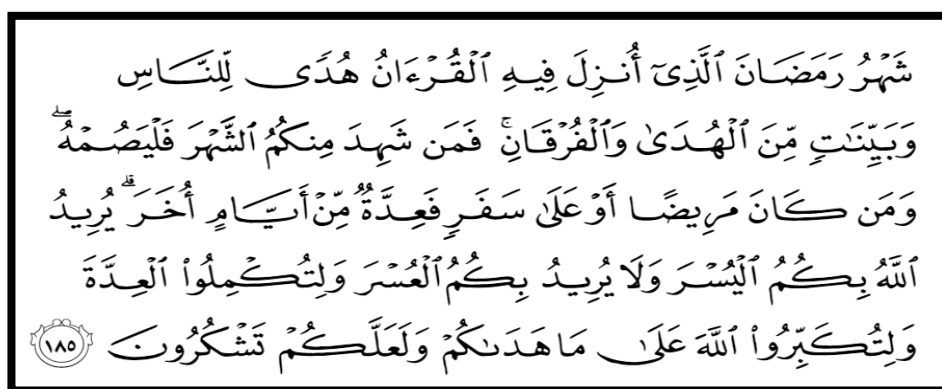
(al-Baqarah 2:173)

And this is repeated at four places in the Quran after each mention of the prohibited foods. On the basis of these and similar verse of the Quran, Islamic jurists formulated an important principle, namely, that “necessity removes restrictions.”

However, it is to be noted that the individual experiencing the necessity is permitted to eat the haram food with the stipulation that he is “neither craving it nor transgressing.” This is interpreted to mean that he should not desire to relish it nor transgress by eating more than the bare amount needed to satisfy his hunger. From this stipulation, jurists have derived another principle, that “The quantity permitted is determined by the (magnitude) of the necessity.” Here the underlying idea is that, even though compelled by necessity, a person needs not surrender to it or embrace it with eagerness; rather he must live with what is essentially halal and seek a way to return to it so that he may not become accustomed to the haram or begin enjoying it under the pretext of necessity.

In permitting the use of the haram under necessity, Islam is true to its spirit and general principles. This spirit, which we find permeating its laws, is to make life easy and less oppressive for human beings, and to lift the burdens and yokes imposed by earlier systems and religions.

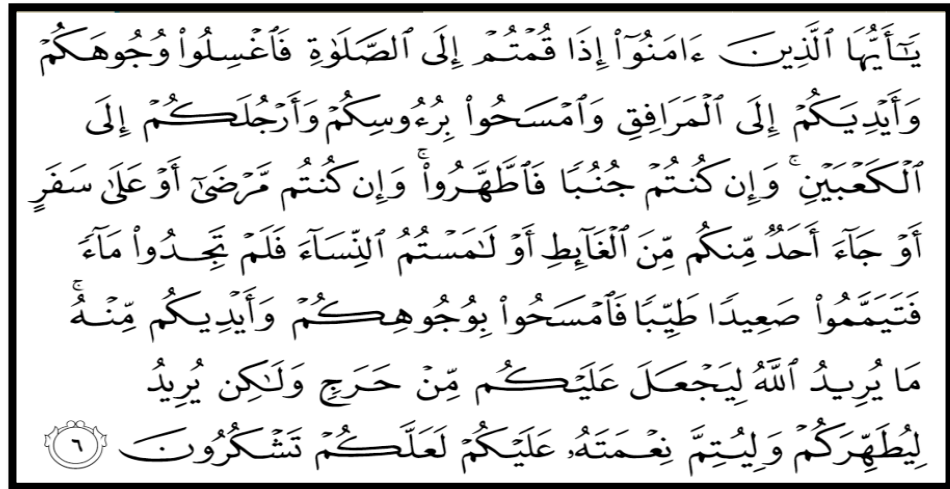
Allah said:



“(Fasting that is enjoined to you) shall be during the month of Ramadan, in which the Quran was revealed as a guidance for the whole of mankind and as self-evident proof for the true guidance, and the Criterion (a guidance to distinguish right from wrong). Therefore, those

of you who sight the moon (or know it), let him fast. And whoever is sick or on a journey (can break his fast), but shall fast the same number of days later on. (With this decree), Allah desires your wellbeing, not your discomfort. He requires you to fast the whole month (of Ramadan) so that you may magnify Allah for giving you His Guidance and that you may be thankful to Him”.

(al-Baqarah 2:185)



“O believers! When you rise to pray (while in the state of minor ritual impurity), then (perform the ritual ablutions) by washing your face, and your hands including your elbows, and wiping your heads, and washing your feet including your ankles; and if you are in a state of major ritual impurity then cleanse yourselves (by obligatory ritual bathing). But if you are sick (and cannot make use of water) or on a journey, or if one of you have just relieved yourself, or you had touched a woman, and you can find no water (for minor and major ablutions), take some clean dust and rub your face and your hands with it (the dust of the earth). Allah does not wish to put a burden on you, but He seeks to purify you and to perfect His Favour on you, that you may be grateful”.

(al-Maidah 5:6)



يُرِيدُ اللَّهُ أَنْ يُخَفِّفَ عَنْكُمْ وَخُلِقَ الْإِنْسَانُ ضَعِيفًا

“Allah wants (always) to lighten your burdens (from his laws), for man was created weak”.

(al-Nisa 4:28)

iv. Understanding the Halal Food and Halal Sources

Food can be defined as something that living creatures take into their bodies to provide them with energy and to help them to develop and to live such as rice, bread and pasta. Meanwhile product is something useful to human being produced by growing or cultivating from the ground, or made in a factory such as cocoa, timber and petroleum. Based on the Malaysia Standard, *halal* food means food permitted under the *shariah* law and fulfils the following conditions: the food or its ingredients that are not *najs* (impure) according to *shariah* law; the food does not contain any ingredients that are *najs* according to *shariah* law; the food that is safe and not harmful; the food is not prepared, or manufactured using equipment that is contaminated with things that are *najs* according to *shariah* law; the food or its ingredients do not contain any human parts or its derivatives that are not permitted by *shariah* law; during its preparation, processing, packaging, storage or transportation, the food is physically separated from any other food that does not meet the requirement as mentioned before or any other things that have been decreed as *nasj* by *shariah* law.

Food is the primary needs for human survival life. We need quality food for sustaining energy and the necessary nutrients needed for the development and growth of the body. There are various sources of food for human consumption available in variety of forms. Some food for example fruits can be taken raw and fresh but can also be cooked. The main source of food is from plants and animals. The individual choice

of food depends on various factors. For Muslim consumers however, their choice of food is bounded and guided by Allah.

There are a lot of things from the *halal* sources for human consumption such as animal (land animal and aquatic animal); plants; mushroom and micro-organisms; natural minerals and chemicals; drinks and genetically modified food (GMF).

Land animal: all land animals are *halal* except the animal not *halal* slaughtered, pigs and dogs and their descendent, animal with long pointed or tusk which are used to kill such as tigers and bears, birds with talon, pest such as rats and scorpions, and creatures that are considered repulsive such as lice and flies.

Aquatic animal: aquatic animal are those which live in water and cannot survive outside it, such as fish. All aquatic animals are *halal* except those are poisonous, intoxicating or hazardous to health. Animal that lives both on land water such as crocodiles and frogs are not *halal*.

Plants: all types of plant and plant products and their derivatives are *halal* except those that are poisonous, intoxicating or hazardous to health.

Mushroom and micro-organisms: all types of mushroom and micro-organisms (i.e.) bacteria and fungi and their by product or derivatives are *halal* except those that are poisonous, intoxicating or hazardous to health.

Natural minerals and chemicals: all natural minerals and chemical are *halal* except those that are poisonous, intoxicating or hazardous to health.

Drinks: all kinds of water and beverages are *halal* except those that are poisonous, intoxicating or hazardous to health.

Genetically Modified Food (GMF): food and drinks containing product and by-product of Genetically Modified Organism (GMOs) or ingredient made by the use of genetic material of animals that are non-*halal* by *shariah* law are not *halal*.

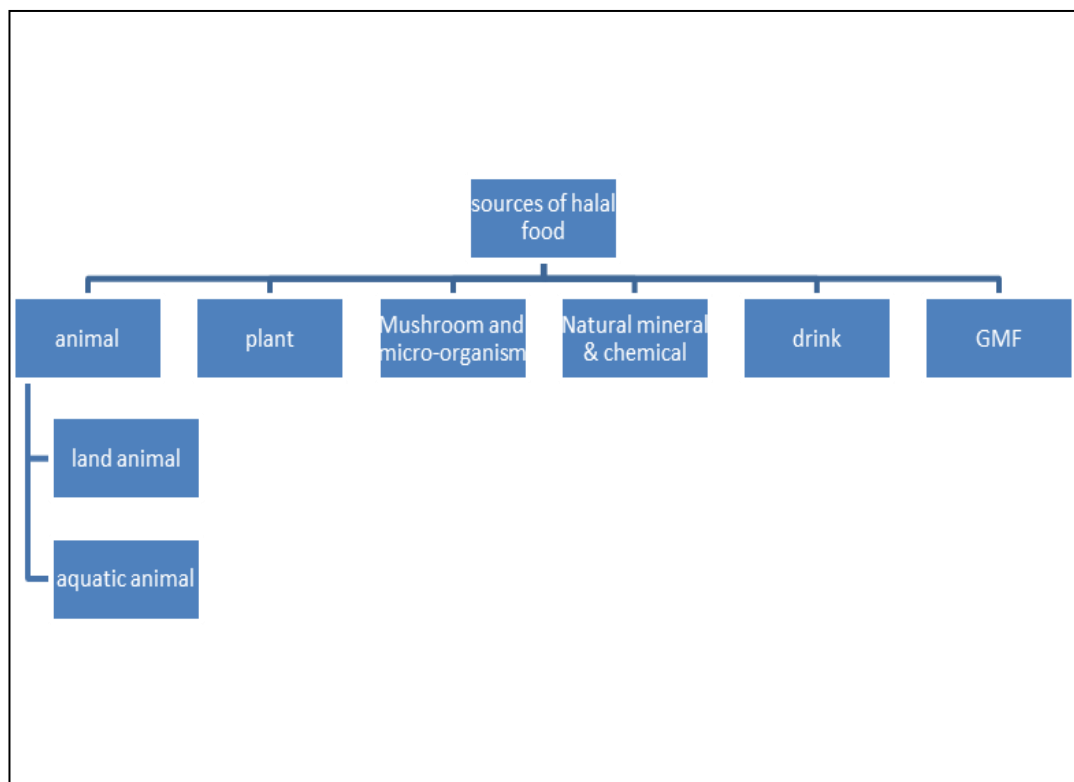


Diagram: Source of Halal Food

v. Understanding the Halal Slaughtering:

According to the Quran, it is forbidden to consume the meat of an animal if: the animal's head is smashed, leading to death; the animal is strangled (with a rope) to death; the animal is killed by beating the animal to death; and the animal is forced to fall from a height and died. All animal killed in this manner are regarded as carrions and it is strictly prohibited for Muslim to eat them.

Allah said:

“You are forbidden (to eat) that which dies of itself (flesh of unslaughtered animals), blood (which is flowing), and the flesh of swine (including all), also any flesh dedicated to any other than Allah, and those killed by strangling, and those beaten or gored to death, and those killed by a fall, and those mangled by beasts of prey, unless (you find it still alive), and slaughter it, and those sacrificed to idols; and (you are also forbidden) to seek division by arrows. That is a vicious practice. The unbelievers have this day despaired of (making you forsake) your religion (after they see the development of Islam and its ummah). So have no fear of them but fear Me. This day I have perfected your religion for you and completed My Favour to you, and I have chosen Islam to be your faith. He that is constrained by hunger (to eat of what is forbidden) not intending to commit sin (then he may eat it), for Allah is Most Forgiving, Most Merciful”.

(al-Maidah 5: 3)

Islam has taught the way on how to end the life of the animal in the proper manner and that is by slaughtering. The Islamic slaughtering of animals is a blessing to both the animal and to humans alike. In this regard, the tradition invites Muslims to show mercy when killing an animal for consumption. Slaughtering is a very sacred and crucial matter in Islam. In order for the slaughtering to be lawful, several

measures must be taken by the one performing the slaughtering. This is to ensure the highest form of benefit for both the animal and the consumer.

Islamic slaughtering is killing of an animal in accordance to the Islamic practices. It is performed either by al-Dhabi (slaughtering) or al-nahr (slaying). al-Dhabh (slaughter) is the slaughter involves cutting the throat of the halal animal, severing the trachea, oesophagus and the jugular veins and the carotid artery and is usually practiced on sheep, cattle and poultry animals. al-Nahr (slaying) is the stabbing to the throat and then cutting it up to the top of the chest. Usually, it will be practiced on camels and other animals with a long neck. Slaughtering can also be done either in the traditional manner using hand or by commercial mode by using mechanical device.

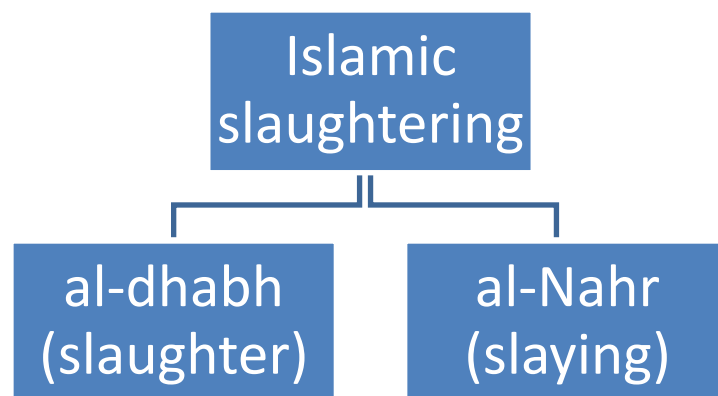


Diagram : Categories of Islamic slaugtring

There are four pillars of Islamic slaughtering: the slaughter person; the animal; the instrument; and the method of slaughtering.

The slaughter person

The person performing the act of slaughter must be a Muslim, mature age and having a sound mind, and must fully understand the fundamental conditions related to slaughtering. The person can be

either sex. If a person lacks or loses the competence through intoxication or loss of mental abilities, he or she may not perform halal slaughter. The meat of an animal killed by an idolater, a nonbeliever, or someone who has apostatized from Islam is not acceptable.

The animal

The animal must be a halal animal, and the animal must be alive or deemed to be alive at the time of slaughter.

The instrument

The knife used to perform slaughtering must be sharp, so that killing the animal is done in a perfectly swift, fast and least painful manner, and not made of bones, nails or teeth.

The Method of slaughtering

The complete method of slaughtering is cutting of the throat so as to disconnect the windpipe (trachea), gullet (oesophagus) and the two jugular veins that will cause rapid gush of blood; the slaughtering must not cut the spinal cord. If the spinal cord is cut, the nerve fibres to the heart might be damaged leading to cardiac arrest thus resulting in stagnation of blood in the blood vessel; and mentioning the name of Allah at the time of slaughter.

| PILLARS OF ISLAMIC SLAUGHTERING | | | |
|--|---|--|---|
| Slaughter Person | Animal | Instrument | Method of Slaughtering |
| Must be a Muslim; mature age and having a sound mind; and fully understand the fundamental conditions of slaughtering. | Must be a halal animal; and alive or deemed to be alive at the time of slaughter. | Must be sharp and not made from the bones, nails or teeth. | Must cutting the respiratory tract, oesophagus and both carotid and jugular vein; with sharp tool; and mentioning the name of Allah at the time of slaughter. |

The other important notes on practices the halal slaughtering are: the act of slaughtering must be done with intention and the slaughterer is well aware of his action; the purpose of slaughtering is only for Allah and not for other purposes; animals to be slaughtered must be healthy and have been approved by a competent authority; slaughtering lines, tools and utensils must be dedicated for halal slaughter only; slaughtering must be done in a single cut only. The ‘sawing action” of the slaughtering is permitted as long as the slaughtering knife or blade is not lifted off the animal during the slaughtering; the at slaughtering must begin with incision on the neck at some point just below the glottis and after the glottis for long neck animals; blood must be drained out thoroughly; and a trained Muslim inspector must be appointed and be responsible to ensure that the animals are properly slaughtered according to Shari’ah law.

The Stunning

A number of systems have been developed to facilitate the slaughter of livestock. Stunning is the one of the systems which has been introduced. The principle of used the stunning is to stun the animal so that it becomes unconscious and insensible to pain; this condition should last until the animal is dead. Varieties of stunning methods are used on livestock such as electrical stunning, percussive stunning and gas stunning.

Stunning is not recommended in Islam. If stunning has to be carried out, the permitted methods are electrical and pneumatic percussive stunning which was approval by the Malaysian Fatwa Council decree. The use of stunning equipment shall be under the supervision of a trained Muslim and periodically monitored by competent authority. The stunning shall not kill or cause permanent physical injury to the animal and stunners which are used to stun the animal under *najs mughalazah* category shall not be used to stun animals for halal slaughtering.

In order to use the electrical stunner, it shall be of the type allowed by the competent authority in charge of slaughter. The type of stunner used for slaughter of halal animals shall be 'head only stunner' type, where both electrodes are placed on the head region. Water bath stunner only is allowed to be used for the poultry. The strength of current used shall be supervised by a trained Muslim and monitored by competent authority.

| Type of stock | Weight (kg) | Current (A) | Voltage (V) | Duration (s) |
|---|-------------|-------------|-------------|--------------|
| Chicken | 2.40-2.7. | 0.20-0.60 | 2.50-10.50 | 3.00-5.00 |
| Bull | 300-400 | 2.50-3.50 | 300-310 | 3.00-5.00 |
| NOTE: electrical current, voltage and duration to be determined and validated by the organization, taking into account the type and weight of the animal and other varying factors. | | | | |

Table: Guideline parameters for electrical stunning of chicken and cull.

| Type of stock | Current (A) | Duration (s) |
|---|-------------|--------------|
| Lamb | 0.50-0.90 | 2.00-3.00 |
| Goat | 0.70-1.00 | 2.00-3.00 |
| Sheep | 0.70-1.20 | 2.00-3.00 |
| Calf | 0.50-1.50 | 3.00 |
| Steer | 1.50-2.50 | 2.00-3.00 |
| Cow | 2.00-3.00 | 2.50-3.50 |
| Buffalo | 2.50-3.50 | 3.00-4.00 |
| Ostrich | 0.75 | 10.00 |
| NOTE: electrical current, voltage and duration to be determined and validated by the organization, taking into account the type and weight of the animal and other varying factors. | | |

Table: guideline parameters for electrical stunning of other animals

Pneumatic percussive stunning is only suitable for all bovine animals. The air pressure that powers the stunner should not be more than 225 psi and should be kept to the minimum required to stun the animal. The head of the stunner shall be flat or slightly convex. There shall be a protective collar around head of the stunner so that it shouldn't protrude more than 3mm beyond it. The heads of animal to be stunned shall be held still before the stunner can be applied. The centre of the stunner shall be in contact with the animal at a point of intersection of lines drawn from the medial corners of the eyes and the base of the ears. The stunner shall be applied so that the head of the stunner is

perpendicular to the frontal bone. Last but not the least; the animal shall be stunned once.

vi. Understanding about Najs in Islam

Najs can be elaborate as something that is impure according to shariah law. It can be divided into three types: *mughallazah*; *mukhaffafah* and *mutawasitah*. *Mughallazah* is classified as severe *najs* which are dogs and pigs (khinzir) including any liquid and objects discharged from their orifices, descendants and derivatives. The method of cleansing is washing the spot that has been ascertained to be in contact with the *najs* seven times cleaning using pure water, one of which shall be of water mixed with soil. *Mukhaffafah* is classified as light *najs*. The only *najs* in this category is urine from a baby boy at the age of two years and below who has not consumed any other food except his mother's milk. The method of cleansing this *najs* is only wiping the urine till dry and splash with clean water on it a couple of times. *Mutawassitah* is considered as medium *najs* which does not fall under severe or light *najs* such as vomit, pus, blood, alcoholic drinks (khamar), carrion, liquid and objects discharged from the orifices, etc. The method of cleansing this *najs* is removing the *najs* and washes it with pure water till there is no sign on its odour and colour.

| Type of Najs | Method of cleansing |
|---------------------|---|
| <i>Mughallazah</i> | Washing the spot that has been ascertained to be in contact with the <i>najs</i> seven times cleaning using pure water, one of which shall be of water mixed with soil. |
| <i>Mukhaffafah</i> | Wiping the urine till dry and splash with clean water on it a couple of times. |
| <i>Mutawassitah</i> | Removing the <i>najs</i> and washes it with pure water till there is no sign on its odour and colour. |

The skin of non-halal animals (other than dogs and pigs) such as tiger or lion and other halal animal that are not slaughtered (which is considered as najs) can be purified and used if they are tanned (dibagh). Whereas halal food that has been contaminated or mixed with things that are non-halal for example a cake that contains wine in its ingredient could not be purified or cleansed.

vii. Understanding Malaysia Halal Certification Policy

Malaysia Halal Certification Policy is based on what is prescribed in the rules and regulations whether it be a manual of procedures, standards, acts and etc. Understanding all of that rules and regulations are very important to understand the policy of Malaysian halal certification.

| List of basic knowledge | Scheme | | | | | | | |
|---|--------|----------------|----------------|--------------------------|-----------------|-----------|-----------|--------|
| | Food | Pharmaceutical | Consumer goods | | Slaughter house | Logistics | | |
| | | | Product | Cosmetic & personal care | | Transport | Warehouse | Retail |
| Understanding the Shariah | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Understanding the Sources of Shariah Law | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Understanding the Principles of Halal: | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Understanding the Halal Food and Halal Sources: | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Understanding the Halal Slaughtering: | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Understanding the Halal Slaughtering: | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Understanding about Najs in Islam | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Understanding Malaysia Halal Certification Policy | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

Table: Check list

1.5.2 Establish Halal Policy

Besides to establish the good halal policy it shall consists of statement that portrays: the company's compliance to related Malaysian Standard for halal products or services, implementation of Manual Procedure for Malaysia Halal Certification, related acts and regulation in Malaysia for the halal products and/ or services; the stakeholders' or other party's awareness of their responsibility towards halal requirements. Stakeholders refer to client or customer, services provider and company's personnel; emphasis on the company's duty to abide by halal requirements and to exercise halal best practices at all times; the aim of the halal control system and emphasis put on ensuring its continual improvement; the scope of the halal control system by identifying the starting and end point. The halal policy should be supported with measurable objectives and when met with result in meeting the terms outlined in the company's halal policy. Elements and focus areas mentioned in consideration for establishing halal policy may be rephrased to describe the company's halal objective.

1.6 Internal Halal Committee (IHC)

1.6.1 Introduction

Internal Halal Committee (IHC) is the most important elements in establishing and implementing HAS. This committee is manpower to establish, implement, monitor and maintain the integrity of halal products or services by the company. To ensure the IHC can be functioned properly, it required to the quality of terms of reference.

1.6.2 Formation and Competency of the IHC

Based on Guideline for Halal Assurance Management System for Malaysia Halal Certification, Internal Halal Committee shall consist a minimum of four members: two of them shall be Muslim at management level (one of them shall be appoint as IHC chairperson); one person shall be responsible for purchasing/ procurement; the employee responsible for managing halal matters for the company (Halal Executive) shall be the coordinator of the IHC. (Halal Executive shall be a Malaysian Muslim and a holder of Halal Executive Certification); and for slaughter house/ abattoir, the Halal Supervisor shall be a member of the committee.

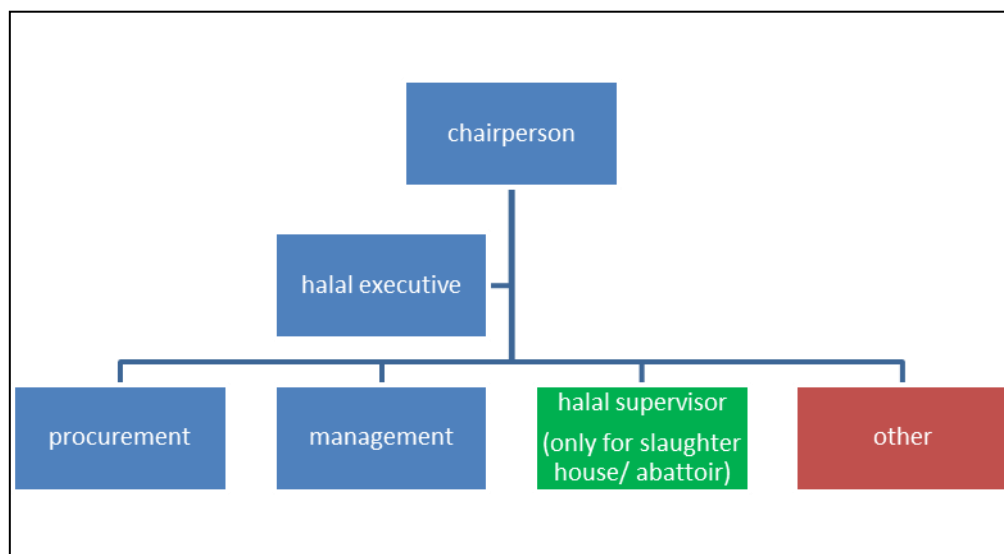


Diagram:

Besides that the IHC members must be knowledgeable and well trained in halal standard and halal certification requirements. Knowledgeable and well trained in halal standard and halal certification requirements can be obtained based on trainings attended, working experience in related industry, and previous experience in managing halal issues.

1.6.3 Role and responsibility of the IHC

IHC roles and responsibilities can be segregated to designated members based on position and processing activities in the establishment as suggested below:

i. IHC Chairperson

- Gather top management commitment towards initiative relating to HAS;
- Assist in the development and communication of halal policy;
- Ensure HAS is established, implemented and maintained in accordance with halal standards;
- Supervise/ conduct HAS verification and validation activities;
- Initiate corrective actions and controls to the process including product recalls and withdrawals until the non-conformity or the unsatisfactory condition relating to HAS requirements have been corrected; and
- Actively involved in approving or panel for approving new halal materials, suppliers, products and processes as well as personnel in charge of maintaining the implementation of HAS.

ii. IHC Coordinator (Halal Executive)

- Responsible for the establishment's halal certification i.e for new applications and renewal of halal certification;
- Responsible for the halal file;
- Responsible for controlling and updating the establishments HAS Manual;
- Organize and coordinate and/ or monitor HAS activities such as development of the establishment's halal policy and objective, halal analysis for materials and processes, halal training, HAS verification activities (halal internal audit), IHC meetings and management meetings amongst others;
- Monitor HCCP monitoring and supervise corrective action for related HCCP deviations;
- Involve in product recalls and withdrawals until the deviation or the unsatisfactory condition relating to HAS requirements have been corrected; and
- Identifying internal and external experts to assist in the development of HAS knowledge and to conduct training.

iii. IHC Coordinator (Halal Executive)

For other members of IHC, it is best their roles and responsibilities are based on the critical activities involved in producing halal products or services. Generally, the main critical activities in producing halal products or services are:

1. Selection and approval of ingredients/ material and supplier for the production of halal product and services for both current and new ingredients.
 - a. Possible departments involved in conducting this activity are Research and Development, Quality Assurance, Quality Control, Production, Purchasing, and Maintenance/ Engineering.

- b. The roles and responsibilities of IHC member in selection and approval of ingredients/ materials for the production of halal products or services are to:
 - i. Establish and implement new product development procedures based on halal materials only;
 - ii. Establish and implement procedure for selecting new halal materials and suppliers and manufacturers i.e materials and packaging materials;
 - iii. Communicate to IHC coordinator on formulating development of new halal products and materials;
 - iv. Establish and implement procedures for selecting halal materials for premise construction, premise internal fittings, chemicals for cleaning and sanitation, equipment and additives or lubricants for equipment;
 - v. Perform suppliers audit or review supply status where necessary;
 - vi. Implement the monitoring of HCCP and required corrective action (if required) for halal material selection for ingredients/material, premise construction, premise internal fittings, chemicals for cleaning and sanitation, equipment and additives for equipment; and
 - vii. Establishing current Approved Supplier List for IHC and other related department i.e. Purchasing, QA/QC, Warehousing, Production and Maintenance or Engineering.

2. Purchasing of ingredients or raw material and suppliers for the production of halal products and services.

- a. Possible department involved in conducting this activity is purchasing.
- b. The roles and responsibility of IHC member in this activity are:

- i. Provide current list of approved ingredients, materials and suppliers to the Purchasing Officer (those listed must comply to both halal and food safety requirements).
- ii. Approve purchase of ingredient(s) and/or material(s) based on the 'Approved Supplier List'
- iii. Inform supplier to include a copy of recognized halal certificate during delivery of ingredients and/or raw material, especially for imported critical ingredients and/or raw material.
- iv. Ensure suppliers adhere to supply handling practices for both halal and food safety requirements.
- v. Communicate with the IHC coordinator in selecting new raw materials and/or new suppliers for R & D of new product or enhancement of current products or cost-saving activities.

3. Receiving and storage of ingredients/materials from supplier.

- a. Possible departments involved in conducting this activity are Warehouse and QA/ QC.
- b. The roles and responsibilities of IHC members in this activity are:
 - i. Compare PO (procurement order) and DO (delivery order) or check contracts as per "Supplier Specifications' criteria.
 - ii. Ensure any materials delivered are compatible with the 'Approved Supplier List'
 - iii. Ensure delivery of ingredients/materials is accompanied with a copy of recognized halal certificate and COA (certificate of authenticity).
 - iv. Implement the monitoring of HCCP and conduct corrective action if non-conformance occurs.
 - v. Adhere to company policy on prohibition of bringing non-halal materials.
 - vi. Communicate any arising non-halal issue(s) to the IHC.

- vii. Check for any non-halal contaminations, receiving temperature, pest infestations, quality, packing conditions and truck hygiene during delivery.
 - viii. Observe unloading practices.
 - ix. Handle incoming goods as per documented procedures.
 - x. Ensure Good Storage Practices and FIFO (First-In-First-Out) rotation principles.
- 4. Inspection and release of ingredients and/or raw material to processing area.
 - a. Possible department involved in conducting this activity are:
 - i. Ensure incoming ingredients/material comply to the agreed product specification and halal requirements.
 - ii. Ensure ingredients and/or raw material are as per in the Approved Supplier and Ingredients List through analysis in company's laboratory or accredited external laboratory.
 - iii. Release of ingredients and/or raw material which comply to halal and food safety requirements.
 - iv. Establish ingredients and/or raw material identification for traceability purposes.
- 5. Usage of ingredients and/or raw material in the processing area.
 - a. Possible departments involve in conducting this activity are QA/ QC, Production and Maintenance or Engineering.
 - b. The roles and responsibilities of IHC member in this activity are:
 - i. Establish production system in compliance with Shari'ah requirements and prevent contamination from haram and najs sources.
 - ii. Establish *najs mughallazah* cleansing procedures for any deviation which involves contamination from *najs mughallazah*.
 - iii. Use only materials as listed in the Approved Supplier List.

- iv. Adhere to company policy on prohibition of bringing in non-halal materials.
- v. Communicate non-halal issues to the IHC
- vi. Follow safe food preparation and handling practices.
- vii. Check environmental hygiene and safety.
- viii. Check equipment process performance and maintenance.
- ix. Check water quality and safety.
- x. Check availability of halal ingredients and/or raw material identification and traceability.
- xi. Maintain product recipes and characteristics.
- xii. Ensure recipes are not modified without approval from the top management.
- xiii. Follow safe food handling practices.
- xiv. Ensure adherence to Good Manufacturing Practices (GMP)
- xv. Follow cleaning and sanitation standards and procedures.
- xvi. Follow handling standards of raw and processed foods.

6. Storage of finished products

- a. Possible departments involved in conducting this activity are Warehouse and QA/ QC.
- b. The roles and responsibilities of IHC members in this activity are:
 - i. Ensure finished products are not stored with non-halal materials (haram).
 - ii. Follow safe food handling practices.
 - iii. Ensure adherence to Good Manufacturing Practices (GMP).
 - iv. Follow cleansing and sanitation standards and procedures.
 - v. Follow handling standards of finished products.

- vi. Adhere to company policy on prohibition of bringing in non-halal.
- vii. Communicate any arising non-halal issue with IHC.

7. Transportation and distribution activities

- a. Possible departments involved in conducting this activity are Warehouse and QA/ QC.
- b. The roles and responsibilities of IHC members in this activity are:
 - i. Check for presence of any non-halal materials, loading temperature, pest infestation and transportation's hygiene condition.
 - ii. Ensure finished products are not placed in transport which contains non-halal materials (haram)
 - iii. Monitor loading practices.
 - iv. Follow safe food handling practices.
 - v. Ensure adherence to Good Manufacturing Practices (GMP)
 - vi. Adhere to company policy on prohibition of bringing in non-halal materials.
 - vii. Communicate any arising non-halla issue with IHC.

8. Security and Safety

- a. Possible department involved in conducting this activity is Safety and Security.
- b. The roles and responsibilities of IHC members in this activity is:
 - i. Establishing security and safety procedures, which is in compliance to Shari'ah requirements and preventing contamination from and najis sources through available entrance and exit area in the establishment, for both the establishment of internal personnel and external parties

such as visitors, suppliers, contractors, contract workers and others.

1.6.4 Terms of Reference for IHC

To ensure the IHC can be functioned properly, it required to the quality of terms of reference. Term of Reference (TOR) is defined as the purpose and structure of an organisation or a group of people who have agreed to work together to accomplish a shared goal. The TOR defines the vision and mission, goal, scope, structure including membership, and available resources and timeline of a project or programme. For HAS, IHC TOR refers to the group of selected personnel responsible in establishing, implementing, monitoring and maintaining the integrity of halal products or services by the company. It also refers to the scope of roles and responsibility for IHC.

1.6.5 Establish Company IHC Standard of Procedure

To establish the good Company IHC standard of procedure, all of the elements that mention before must be noted as important matter. IHC formation and competency; role and responsibility; and terms of reference are the elements must be stated.

1.7 Training

1.7.1 Introduction

Requirements regarding Malaysia Halal Certification are becoming more stringent by the day due to the complex nature of halal issues that arise. Some examples of halal issues that arise include the advancement of current modern processing technology in mechanical slaughtering and new stunning method using carbon dioxide. Technological advancement has also created the emergence of hazards in halal food products such as the use of blood plasma that function as a binding agent and inhibits enzyme reaction in *surimi* products.

Therefore, the manufacturer or services provider must be equipped with sufficient and reliable knowledge and skills to filter these hazards and implement effective halal control system in ensuring compliance to halal requirements and producing *halalan-toyyiban* products and services. This requires investment in terms of man power, time and money to build a capable team through sufficient and continuous training.

Besides halal and food safety issues, training is the way to improve transfer and application of knowledge to all personnel, changing behaviour, reinforce proper behaviour and creating a sustainable facility culture, which enables the personnel to consistently execute a well-designed halal control system.

Training is the acquisition of skills, concepts and attitude that results in improved performance within the job environment. The knowledge and skills are gained from subject matter expert such as consultants, government agencies, third party auditors, educational companies, universities or other allied professional and trade organisations.

In the food manufacturing and food premise, training should not only be conducted for certain groups of personnel, but instead should provide for every personnel involved in producing halal products or providing halal services. Training is particularly important for personnel in departments such as top management; supervisor and management; personnel in areas for production/ preparation, packaging and storage or warehouse; maintenance; new product development; sanitation; purchasing; sales; marketing; and transport personnel. It is best to include other shareholders in the training programme such as: manufacturer for raw materials; manufacturer for packaging materials; supplier for contract workers; and third party transporter.

Personnel to be trained may come from differing backgrounds, education level and work functions; therefore an effective training programme is one that considers the level of education and language skill of the targeted personnel population. Steps to be taken to ensure effective are: analyse training needs; determine training's objectives; develop and prepare content; content delivery; and evaluation

1.7.2 Analysis of Training Needs

Training needs analysis is the first step in creating the effective training and programme as it identifies the gap between the actual current level of job performance and the expected level of job performance. Training needs analysis identifies those who need the training and what kind of training is needed.

There are three levels of training needs analysis: organizational analysis, task analysis and individual analysis.

a. Organisational Analysis

This level of analysis looks into the effectiveness of the organisation in achieving the organizational goal in producing halal product or service in compliance to the halal standards and requirements. The analysis should identify:

- The organisational goal in implementing halal policy;
- Resources available, which refers to expertise in the organisation, physical facilities, material on hand and money; and
- Climate and support for training, which refer to the top management support, personnel willingness to participate and responsibility for outcome.

Information on the current status of the organisation's goal can be obtained from:

- Organizational goal and objectives, mission statement and strategic plan;
- Staff inventory: long- and short-term staffing needs;
- Skill inventory: current available skills in-house, long- and short-term skill requirements; and
- Changes in halal certification requirements (standards/ guidelines/ circulars) and legislation.

b. Task Analysis

Task analysis focuses on the task or job conducted to achieve the company's goal. Task analysis is to determine the current level of task or job completed compared to the target achievement for the task or job.

The analysis should identify:

- The task for the designated halal personnel i.e. Halal Executive and IHC who are involved in establishing, implementing and validating the halal control system of the company; and
- The task for other personnel who are involved in implementing and monitoring the halal control system.

Information relevant for task analysis can be obtained from:

- Job description which stated the major activities I performing the job and the condition under which these activities are performed;
- KSA Analysis is a more detailed list of specified tasks for each job including knowledge, skill, attitude and abilities required for the job;
- Performance standard of the job and the standards by which they will be judged;
- Observing sample work;
- Performed jobs;
- Job inventory questionnaire-an evaluation on the task in terms of importance and time spent performing;
- Review literature about the job;
- Ask question about the job to the current personnel responsible, the supervisor or upper management; and
- Analyse operating problems, which refers to down time, waste, repairs, quality control.

c. Individual Analysis

Individual analysis refers to the individual or designated personnel conducting the task. This analysis is to identify and to determine which or whether the personnel are suitable for the task. The analysis also involves understanding the current level of knowledge and skills available and the required knowledge enhancement needed to perform the task given.

This analysis should identify:

- The related designated halal personnel as Halal Executive, chairperson and the members for IHC,
- The current knowledge and skills possessed by designated halal personnel and what training is required to enable these jala personnel to perform their tasks; and
- The knowledge skills required for other personnel besides te designated halal personnel to enable themselves to implement and monitor halal requirements.

Information can be obtained from:

- Performance evaluation of the personnel;
- Performance problem;
- Observation on the behaviour and results of the behaviour;
- Work samples;
- Interview the manager, supervisor and personnel involved on the requirements skills; and
- Checklist of training progress chart.

1.7.3 Learning objective

Learning objectives is an outcome statement that captures specifically what knowledge, skills and attitude the personnel should exhibit following instruction after the training session. The importance of training objectives are: serves to connect the content and assessment around learning; guides selection of learning activities that will best achieves objectives; give learners a clear picture of what to expect and what is expected of them; and form the basis for evaluating the training content. Learning objective should be specific, measurable/ observable, attainable for target audience, relevant, result-oriented and targeted to the learner and to the desired level of learning. Result of the needs analysis will indicate the type of required training and depth to perform task and related personnel

suitable for the job. It also helps in identifying the number not training required. Level of training detail and depth necessary for specific jobs and tasks can be classified as expert; proficient; application; and awareness

Expert can be explained as individual who posses detailed knowledge, training, experience and understanding of the targeted area, including: Shari'ah perspective relating to halal products and services; science and technical aspects; halal application and requirements; and related regulatory requirements relating to halal products and services. Expert also can be categorized as individual demonstrates their expertise through their previous training and ability to: develop company's halal policy and objectives; establish halal control system by producing halal assurance management system manual; analyse halal contaminants for material, process, premise and equipment; evaluate embedded best halal practices in the current product/service safety system or quality system; guide, strategies and supervise the implementation of halal system for the company; develop verification and validation procedure; organise and conduct training regarding best halal practices for related personnel; and advice the company on halal control system establishment, implementation and verification. Position at this level would be employees with accountability for Shari'ah and technical leadership in areas of halal products and services, food and product safety, quality and sanitation, such as the Halal Executive and Chairperson for the IHC.

Proficient can be explained as individual who understand the key principles, and company policies in the production of halal product and service. These individuals should demonstrates the ability to: monitor and audit operation for compliance to halal certification through implementation of best halal practices and halal control system; guide and train others in halal products and services operation or activities; lead corrective action processes; develop procedures for implementing and consistent execution of expected practices in their functional area; and lead execution of verification and validation activities. The position at this

level could be the manager responsible for the whole manufacturing plant, production, supervisor and line leader. Also included are production workers who are engaged in critical work stream focused on the halal operation such as HAS, HCP monitoring, critical control point (CCP) monitoring, microbiological samples collection, ritual cleansing and all allergen sanitation. Both IHC and HACCP members would be positioned at this level.

Application can be explained as individuals who understand the general principles of halal product and services and demonstrate their knowledge and ability in focused work activities: compliance with best halal practices and procedures; awareness of company's halal policies and best halal practices; support corrective action procedures; and share knowledge with co-workers. The position at this level are typically general production workers engaged in the halal production or preparation, transportation and warehouse personnel and maintenance personnel.

Awareness training content can be explained as individuals who are not directly engaged in the halal product and services operation but may interact with operation on some periodic basis and demonstrate understanding of the company's best halal practices required. These individual should be provided with guidance to understand where and when compliance is required. Position at this level is office staff (finance, marketing and sales) and external visitors.

1.7.4 Develop and Prepare Content

Generally, training and content refers to the identified training objectives. Therefore, the basis of the training content for compliance to Malaysia Halal Certification would be the Malaysia halal standard requirements, current national fatwa, local and international regulatory and customer requirements.

The training content can be developed based on the competency level of personnel in the company. The content references are: Shari'ah requirement for halal product and services; current related fatwa; Malaysia standard relating to the product produced or services offered; Manual Procedure for Malaysia Halal Certification; Halal Control System i.e Halal Assurance Management System; Guidelines and official circular related to halal certification from JAKIM; related regulatory requirement for the product and/ services locally and international; customer requirements; halal requirements for material, process, packaging and premise; and quality base system implemented in the premise i.e. GMP, PIC/S, GDP, HACCP, ISO and many others.

1.7.5 Content Delivery

Training content compact with comprehensive information may not be useful if the target audience are not ready to accept it. The acceptability of the training content depends on the type of learner and suitability of language and vocabulary used during training.

1.7.6 Training Types

Generally there are two types of training, either public classes training or in-house training. Public classes training is training conducted by a training provider attended by learners from various backgrounds either in terms of education, language proficiency, job and type of industry. In-house training is training conducted either by the internal trainer which refers to experts in company, external trainer from training provider, subject matter experts, lecturers from universities and others. The training contents are usually tailored to suit participants' training needs and usually conducted in the manufacturing area or external premises. In-house training can be either on the job-training or off-the-job training. Trainers for in-house training using the service internal personnel like managers and supervisors need to prove they are competent trainers. This is important to ensure effective training session and that transfer of knowledge and skills

have been conducted. In-house training can be conducted in formal or informal.

Formal in-house training sessions are conducted during:

- New hire orientation
 - In-class setting and premise tour in introducing the working area.
 - In depth introduction to best halal practices and food safety procedure in the premise.
 - In audio or visual presentation.
 - Requires assessment in the form of oral or written test.
- Scheduled Annual Training and Refresher Training
 - In classroom setting and conducted yearly basis.
 - In depth training on halal certification requirements, best halal practices and halal contaminations.
 - Require assessment in the form of oral or written test.
- Train the trainer for expert competence level personnel i.e. Internal Halal Committee, Quality/Safety System Committee
 - Trainer from subject matter experts either from experienced industry players, lecturers, consultants, related government agencies and related organisations.
 - It's a knowledge exchange to other employees that shows aptitude in training peers and subordinates.
 - Typically done to provide consistency to delivery and content and to provide enough trainers for large facilities or across multiple facilities.
 - Assessment done through written test based on case study, problem solving and study theory application.
- Plant-to-Plant Training
 - Employee will travel to another plant to share key learning and practices.
 - Involves classroom method and hands-on practices.

- Training focus on new machine and equipment, new system, new technology, transfer of product.
- Assessment based on attendance and ability to effectively apply key learning and hands-on demonstration.
- Employee-to-Employee training
 - Peer mentoring system.
 - Senior and Junior mentoring system
 - Involves information exchange and expertise sharing between employees.
- Problem Solving Exercise
 - Formal session involving all level of plant employee (management, supervisor, workers) across all applicable functional areas to work together to discern root cause and corrective action to manufacturing areas with challenges.
 - Assessment – Root-cause problem solving documented through modification of work instruction and monitor for improvement.
- Cooperate sponsored or conducted
 - Annual meeting for all management levels of a multi-plant company where communicating the new procedures, technologies, changes in regulations, halal requirements and latest guidelines.
 - Assessment – attendance and dissemination and implementation of information at manufacturing facility.
- Supplier conduct training
 - Suppliers for raw material, machinery, equipment and packaging material.
 - Provide training on proper usage, handling and maintenance of material.
 - Classroom and may include hands-on training too.
- Contractor training
 - Training for all related contractors which have direct impact to halal certification requirements in producing halal product and/ or services.

- Focus on both halal and *toyyiban* requirements i.e. product/service safety system requirements.
- Plant meetings
 - Involves plant management level meeting. All personnel to offer important communications to impart knowledge, expectation or reinforce behavior or skills.
 - Assessment – attendance and improved skills or behavior through observation by learner’s superior.

Informal in-house training which can be implemented is:

- Supervisor – directed during operation:
 - Instruction from supervisor to production personnel
- Line or Team Meetings
 - Short meeting between supervisor and designated line/team
 - Discuss on the challenges/changes in direction or instruction which is related to the designated line or team
- Department Meetings
 - Conducted by own department for all related employees.
- Shift change meeting
 - Handing over information to another group of personnel after end of shift.
 - Updating on the information regarding operation conducted.
- Coaching
 - Occurs when there are arising issue or problem or preparing employee to move to a higher level of responsibility
- Job qualification
 - Jobs within the manufacturing facility which requires a qualified individual to complete the given task.
 - Assessment is required to ensure understanding of knowledge and skills.
- Corrective action
 - When deviation occurs, training may occur if the initial training was insufficient or not fully understood.

- Product reviews
 - Reviews of products produced with line personnel offer a visual method of training.
- Employee-to-employee training
 - Informal information sharing session between co-workers.

1.7.7 Evaluation

Evaluation on training is important as it is a tool used to identify if the training had been conducted and required knowledge and skills has been understood by the learner. Meanwhile verification is a process to identify the depth of knowledge and skill absorbed by the learner and his/her ability to implement it in working environment. Evaluation and verification of training are based on: establish yearly training schedule for every personnel; records of every train conducted the attendance and training content; records of the assessment on the level of understanding through; Written test i.e. true-false format and multiple choice questions, fill in the blanks and others; oral test – interview,

question and answer, true-false format using photos, graphic or process flow; hands-on demonstration by learners and observed by subject matter expert (manager, supervisor, supplier or experienced personnel for the designated task); and presentation to subject matter expert regarding findings from the case study or problem solving question.

1.7.8 Trending Result

Tracking and trending results over time allow for continuous improvement of any training process and may be employed where feasible and appropriate. Personnel who are not benefiting from the exchange of knowledge can be identified and remediated. Ensure sufficient identification had been done to those who are showing progress or insufficient progress after training had been conducted. If the reason

inappropriate type of training, weakness in delivery of training content and insufficient implementation, retraining should be conducted.

1.7.9 Establish Company Training Standard of Procedure

To establish the good Company Training standard of procedure, all of the elements that mention before must be noted as important matter. Those elements can assist to establish the standard of procedure as well as help to conduct the good way of training.

1.8 Halal Assurance System Manual

1.8.1 Introduction

HAS Manual is a main important part of HAM. To ensure the concept of *halalan toyyiban* of product and services can be achieved, IHC need to develop the HAS Manual. HAS Manual can assist as the best internal mechanism to monitor, control, improve and prevent any non-compliance in producing halal products and services.

1.8.2 Halal Assurance System Manual Objective

The objectives of HAS Manual development are to be a systematic approach for ensure and preserve halal integrity of products and services. It also supposed to be as an internal mechanism in halal monitoring, controlling, improving and preventing any non-compliance in producing halal products.

1.8.3 Principles of Halal Assurance System Manual

There are six importance principles of HAS Manual. The principles are: determination of halal critical points; development and verification of flow chart; implementation of control measures; development of corrective actions; documentation system and management of big records; and process verification.

1.8.4 Implementation of Halal Assurance System Manual

Establishing an effective HAS Manual requires the company to implement HAS Manual principles, whereby it may involve more than one step for each principles. The flow sequence for HAS Manual implementation can be segregated into related stages: describing the product and service; constructing and confirming flow diagram; halal threat identification; determining Halal Critical Control Point (HCCP); establishment of criteria limit for Halal Critical Control Point (HCCP); establishment of monitoring system; corrective actions for non-conformance; establishing verification procedure; and establishing documentation system and records.

1.8.5 Establish Company Halal Assurance System Manual Standard of Procedure

To establish the good Company HAS Manual standard of procedure, all of the elements that mention before must be noted as important matter. It will assist to prepare the good quality of HAS standard of procedure which can use as an equipment to achieve the objectives of implementing HAS.

1.9 Auditing

1.9.1 Introduction

The halal auditing is an evaluation of a person, organization system, process, product and services. It is a part of HAS verification tool to ensure the HAS is in compliance. Halal Internal Audit function is established to ensure all activities planned under the HAS are implemented and to prevent non-compliance to the Syariah. Halal Internal Audit is conducted scheduled. Internal Auditors are appointed and trained in auditing technique, procedures and HAS. Internal audit report is discussed at Internal Halal Committee Meeting.

1.9.2 Auditing objective

The objective of performing Halal Internal Audit is to ensure ongoing compliance to Shari'ah law and principles of Halal and Haram in Islam with the regards to JAKIM requirements on Malaysia Halal Certification.

1.9.3 Implementation of Audit

Halal Internal Auditor shall appoint by IHC and will be lead by a Muslim. The audit team must be competent as required by JAKIM and equipped with skills & experience to effectively perform auditing. Halal Internal Auditor should conduct an audit with the full authority of the executive management; independent of the function being audited; and objective when undertaking audits.

1.9.4 Establish Company Halal Internal Audit Standard of Procedure

To establish the good Company Internal Halal Audit standard of procedure, all of the elements that mention before must be noted as important matter. It will conduct to produce the good quality of Company Internal Halal Audit standard of procedure as mentioned in JAKIM guidelines.

2.0 Conduct Company Halal Assurance Management System (HAS) of Malaysia Halal Certification Documentation Maintenance

2.1 Documentation Maintenance Guideline in Company Halal Policy

2.1.1 Introduction

All company HAS document should be reviewed from time to time. The outcome of the review of a document will be a decision to revise, amend, reconfirm, consider available superseded or withdraw the document.

2.1.2 Document Review Policy

The Guidelines of Halal Assurance Management System for Malaysia Halal Certification stated the Company HAS document shall be reviewed periodically, at least once every year. An immediate review is necessary when occurred any of the changes in the IHC; operation monitoring schedules; and in the operations and/ or supply chain.

2.1.3 Document Review Process

Document review process will be start with the Halal Executive submit the report on document review to the IHC. IHC will discuss the report and make decision to revise, amend, reconfirm, consider available superseded or withdraw the document. Executive Halal will be updating the IHC decision on document review.

The lists of documents need to be review is as follows:

- a) Development Company Halal Policy
- b) Development Team Members' Profiles
- c) Development Halal Training Manual
- d) Development Halal Assurance System Manual
- e) HAS from other countries,
- f) Halal compliance references,
- g) Documentation and records format,
- h) Content outline,

- i) Revision number and accuracy of information,
- j) Product release,
- k) Testing and validation data and others relevant records,
- l) Halal product profile, specification, characteristic and process flow chart,
- m) Halal Critical Control Point (HCCP) activities planning procedure,
- n) Documents and records of Halal Assurance System (HAS) retention time,
- o) Validity duration
- p) Project development timeline

TITLE : HAS MANUAL IMPLEMENTATION

1.0 Introduction of Halal Assurance Management System (HAS) Manual Implementation

HAS Manual which has been completed and ready to execute, it needs to be notified to those who are involved to implement. This is to ensure HAS Manual can be performed well based on the objectives.

2.0 Type of notification

There are several methods can be used to inform relating HAS Manual. The methods should be compatible with the company's practices. The methods are as follows:

- Email
- Letter / memo
- Poster
- Brochure
- E-portal / multimedia

3.0 Notification format

Notification format is very important thing need to be follow in order to prepare the notification circular. The basic thing which need to know are as follows:

- Company logo
- Font size & type
- Paragraph spacing
- Page margin
- Language

4.0 Organisation structure

Understand the organization structure is very important to ensure the dissemination of HAS Manual circular to whom who are involve is systematically and methodically. The basic knowledge related to organization structure need to know are as follow:

- Information available on organisation chart
- Reporting structure & authority

5.0 Content of the notification

There are several things need to be considered in order to prepare the notification circular. This is to ensure that the circular can be well understood. The things are as followed:

- Compulsory informations
- Content structure
- Attachment

QUESTION :

1. What are the responsibility of Halal Executive in IHC?
2. What is HAS and it is being implemented in the organisation?
3. What are the types of notification?
4. What is the important content need to write in the notification ?

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MODULE 2

INTERNAL HALAL COMMITTEE PROGRAM ADMINISTRATION

Writers :

**NORLIDA BINTI OSMAN
ROSMERA BINTI IBRAHIM**

THEORY LESSON PLAN

MODULE 2

| | | |
|--|---|--|
| PROGRAM'S CODE & NAME | HI-000-4:2015 HALAL ADMINISTRATION | |
| LEVEL | L4 | |
| COMPETENCY UNIT NO. & TITLE | HI-000-4:2015-CO2 HALAL COMMITTEE (IHC) PROGRAM ADMINISTRATION | |
| WORK ACTIVITIES NO. & STATEMENT | 1. DEVELOP HALAL POLICY 2. FORM INTERNAL HALAL COMMITTEE (IHC) 3. MANAGE IHC MEETING 4. IMPLEMENT HALAL TRAINING PROGRAM | |
| CODE NO. | HI-000-4:2015-CO2/P(1/4)/PM | |

CURRICULUM of COMPETENCY UNIT (CoCU)

| | | | | | | | |
|--------------------------------------|---|--|--------------|--|--|---|---|
| SECTOR | | HALAL INDUSTRY | | | | | |
| SUB SECTOR | | MANUFACTURING & PROCESSING | | | | | |
| JOB AREA | | HALAL COMPLIANCE (FOOD,PHARMACEUTICALS, CONSUMER GOODS, LOGISTICS, RETAILS, ABBATOIR) | | | | | |
| NOSS TITLE | | HALAL ADMINISTRATION | | | | | |
| COMPETENCY UNIT TITLE | | INTERNAL HALAL COMMITTEE (IHC) PROGRAM ADMINISTRATION | | | | | |
| LEARNING OUTCOME | | <p>The competent personnel shall be able to establish qualified IHC team and activities of the entire internal halal process in accordance with Shari'ah compliance. Upon completion of this competency unit, trainees will be able to:-</p> <ul style="list-style-type: none"> • Develop Halal Policy • Form Internal Halal Committee (IHC) • Manage IHC Meeting • Implement Halal Training Program | | | | | |
| PRE-REQUISITE (if applicable) | | There are no specific pre-requisite for this competency unit. | | | | | |
| COMPETENCY UNIT ID | | CO2 | LEVEL | 4 | TRAINING DURATION | 60 | SKILL CREDIT |
| Work Activities | Related Knowledge | Related Skills | | Attitude/Safety/Environmenta | Training Hours | Delivery Mode | Assessment Criteria |
| 1. Develop Halal Policy | i. Guidelines for Halal Assurance Management System of Malaysia Halal ii. Certification Company's internal policy development procedure iii. Internal Halal Committee formation criteria and competencies | i. Prepare Halal Policy Draft ii. Develop proposal paper iii. Obtain approval from the management iv. Seek commitment from the management on Halal Assurance implementation | | <u>Attitude:</u> i. Resourceful in gathering information related to Internal Halal Policy ii. Careful in detailing the contents on the formation of Internal Halal | <u>Related Knowledge</u> 7 <u>Related Skill</u> 8 | <u>Related Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration and Observation | i. Understand the Malaysian Standards (MS) on halal, and Malaysia Halal Certification Procedure Manual related to halal manufacturing |

| Work Activities | Related Knowledge | Related Skills | Attitude/Safety/Environmenta | Training Hours | Delivery Mode | Assessment Criteria |
|-----------------|--|----------------|---|----------------|--------------------------------------|---|
| | <ul style="list-style-type: none"> iii. Internal Halal Committee functions and members roles and responsibilities iv. Company's Management's stance and commitment in implementing the Internal Halal Policy | | <ul style="list-style-type: none"> Committee iii. Tactful in highlighting the importance of Halal Assurance Management System | | Assignment, Project Based Case Study | <ul style="list-style-type: none"> ii. Understand the Role and responsibilities of Internal Halal Committee (IHC) as per Halal Assurance Management System (HAS) guidelines of Malaysia Halal Certification iii. Suitability of Internal Halal Committee members selected iv. Approval from management obtained v. IHC team members appointed |

| Work Activities | Related Knowledge | Related Skills | Attitude/Safety/Environmenta | Training Hours | Delivery Mode | Assessment Criteria |
|--|--|---|--|--|---|--|
| 2. Form Internal Halal Committee (IHC) | <ul style="list-style-type: none"> i. Company's internal policy on Internal Halal Committee formation ii. Guidelines for Halal Assurance Management System of Malaysia Halal Certification on Internal Halal Committee iii. Internal Halal Committee members competencies and selection criteria iv. Company's internal policy on appointment of the Internal Halal Committee members v. Internal human resources policy and guidelines on new recruitment procedures | <ul style="list-style-type: none"> i. Prepare working paper on Internal Halal Committee formation ii. Selection of Internal Halal Committee members iii. Draft the Terms of Reference of Internal Halal Committee iv. Submit the proposal for Internal Halal Committee formation for approval v. Appointment of Internal Halal Committee members vi. Prepare Appointment Letter vii. Prepare Organization Chart and Internal Halal Committee members' roles and responsibilities viii. Promote the establishment of Internal Halal Committee to personnel in the organization. ix. Draft the Internal Halal Committee program Master plan for approval | <u>Attitude:</u> <ul style="list-style-type: none"> i. Thorough and detail in planning of IHC program ii. Analytical in proposing new ideas of IHC program iii. Objective and factual in proposing the members of the Internal Halal Committee based on the given criteria and competencies iv. Tactful in disseminating of information on Internal Halal Committee formation and promoting its importance | <u>Related Knowledge</u> 7 <u>Related Skill</u> 8 | <u>Related Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration and Observation Assignment, Project Based Case Study | <ul style="list-style-type: none"> i. Company's Halal Policy reviewed ii. Type of IHC program determined according to program requirements iii. Budget allocation for IHC program proposed according to program requirement iv. IHC program preparation determined v. IHC program Master plan produced and submitted to top management/ authorised personnel for approval according to program requirements |

| Work Activities | Related Knowledge | Related Skills | Attitude/Safety/Environmenta | Training Hours | Delivery Mode | Assessment Criteria |
|-----------------------|--|--|---|---|---|--|
| 3. Manage IHC meeting | <ul style="list-style-type: none"> i. Terms of Reference of the Internal Halal Committee ii. Roles and responsibilities of Internal Halal Committee members iii. Company's guidelines on the internal meeting proceedings iv. Roles and responsibilities of the Secretary of the Internal Halal Committee v. Method of preparing the draft Action Plan and approval procedure vi. Channels of dissemination of information within the organization | <ul style="list-style-type: none"> i. Coordinate Internal Halal Committee meetings ii. Facilitate the discussion of meeting agenda iii. Prepare minutes of Internal Halal Committee meetings iv. Implement action plan and follow up | <p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Punctual and always meet deadline in administering Internal halal Committee programs and meetings ii. Tactful in Facilitating discussions and proposing new programs in Internal Halal Committee meetings iii. Effective in communicating views and ideas when interacting with relevant personnel involve in the program. | <p><u>Related Knowledge</u> 7</p> <p><u>Related Skill</u> 8</p> | <p><u>Related Knowledge</u> Lecture Question and Answer Group Discussion</p> <p><u>Related Skill</u> Demonstration and Observation Assignment, Project Based Case Study</p> | <ul style="list-style-type: none"> i. Schedule and agenda of programs implemented according approved Program Master plan ii. Minutes of Meetings approval obtained from authorised personnel iii. IHC programs are implemented according to approved program Master plan. iv. HCP findings/ results/ decision recorded according to meeting procedure. |

| Work Activities | Related Knowledge | Related Skills | Attitude/Safety/Environmenta | Training Hours | Delivery Mode | Assessment Criteria |
|-------------------------------------|--|---|---|--|---|---|
| 4. Implement Halal Training Program | i. Company's policy on staffs' capacity development and training ii. Budget allocation for Halal Training Program based on company's training blueprint iii. Guidelines for Halal Assurance Management System of Malaysia Halal Certification on Training Program iv. Guidelines for effective training program execution v. Method of training evaluation (feedback): <ul style="list-style-type: none"> Criteria Format vi. Guidelines for Internal Halal Committee documentation system: <ul style="list-style-type: none"> Reporting format Verification procedure Internal filing system | i. Plan Halal Training Program ii. Coordinate Halal Training Program iii. Evaluate Halal Training Program iv. Prepare documentation of Halal Training Program v. Table documentation for verification by Internal Halal Committee members vi. Develop filing system for Halal Training documentation | <u>Attitude:</u> i. Punctual and always meet deadline in implementing Halal Training Program. ii. Objective and self driven when implementing the Halal Training Program iii. Apply effective communication skill when interacting with relevant personnel iv. Careful in selecting the suitable participants to attend the planned program | <u>Related Knowledge</u> 7 <u>Related Skill</u> 8 | <u>Related Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration and Observation Assignment, Project Based Case Study | i. Ongoing programs implemented according to the approved training plan. ii. Feedback from participants attending the training programs obtained and reviewed iii. Analysis of Training Program Review Report discussed in the Internal Halal Committee meeting. iv. Approval obtained for further improvements or additional training needed. Improvements or additional training needed. |

| Work Activities | Related Knowledge | Related Skills | Attitude/Safety/ Environmenta | Training Hours | Delivery Mode | Assessment Criteria |
|-----------------|-------------------|----------------|----------------------------------|-------------------|------------------|--|
| | | | | | | v. Halal Training program records approved by the Internal Halal Committee. vi. Halal Training Program filed according to documentation procedure |

Employability Skills

| Core Abilities | Social Skills |
|--|---|
| 04.08 Develop and negotiate staffing plans. 04.09 Prepare project/work plans. 05.03 Allocate and record usage of financial and physical resources. 05.04 Delegate responsibilities and/ or authority. | 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Learning skills 5. Leadership skills 6. Multitasking and prioritising 7. Self-discipline 8. Teamwork |

Tools, Equipment and Materials (TEM)

| ITEMS | RATIO (TEM : Trainees) |
|--|------------------------|
| 1. Computer with internet, Management Information System (MIS) and peripherals | 1:1 |
| 2. Office facilities (printer, fax, machine, etc.) | 1:5 |
| 3. Stationeries (pen, pencil, files, etc) | 1:1 |
| 4. Sample of various company documentations and records (Standard Operating Procedure, Halal certificate, supplier certificates, audit forms, Organization Charts, etc) | 1:1 |
| 5. List of information on regulatory/statutory/ authority bodies related to Halal | 1:1 |
| 6. Sample of Halal standard reference and related rules & regulations (Malaysian Standards for Halal, Malaysian Halal Certification Manual Procedure, Halal Assurance System Guidelines, Good manufacturing practices etc) | 1:1 |
| 7. IHC organization chart | 1:1 |
| 8. Sample of Corporate Services Program (CSP) Plan | 1:1 |
| 9. Training/briefing facilities | 1:125 |

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2. Peter S. Murano (2009), Understanding of Food Science And Technology, Brooks/Cole, ISBN 9780538451086
3. Nirmal Sinha (2007), Handbook of Food Products Manufacturing, John Wiley & Sons, , ISBN: 9780470113547
4. Malaysian Halal Certification Manual Procedure - Guidelines for Halal Assurance Management System of Malaysia Halal Certification
5. MS1500:2009 (Halal Food : Production, Preparation, Handling & Storage - General Guidelines - Sertu guidelines in islamic prespectives
6. Malaysian Food Act 1983 and Food Regulation 1985
7. MS 1514:2007 - *Kebersihan premis , peralatan , pekerja, bahan makanan dan pembungkusan*
8. GMP guidelines - Ministry of Health
9. MS1480:2009 - *Sistem Keselamatan Makanan berkaitan proses pengeluaran produk makanan selamat*
10. ISO 22000:2005 - *Sistem Pengurusan Keselamatan Makanan*

MODULE 2

INTERNAL HALAL COMMITTEE PROGRAM ADMINISTRATION

TITLE: HALAL POLICY DEVELOPMENT

1. Develop Halal Policy

The initial step before the establishment of the company's Halal Assurance System (HAS), Halal Policy should be first established. Halal policy is about adopting, refining and maintaining Halal Integrity at all levels or departments within the organization. All parties should be informed about its existence, complying with the relevant rules, encouraging active participation of all employees and management to implement activities of Halal Integrity.

1.1. Prepare Halal Policy Draft

The job of the company's Halal Executive is to assist the management to draft Halal Policy for the company. Before drafting the policy, the Halal Executive has to understand the management's aspiration and commitment in implementing halal as a policy and to be practiced in the company. In order to do this a meeting with the management committee should be held. Upon consensus from the management committee, a Halal Policy draft will be submitted for approval.

1.2. Develop Proposal Paper

Upon obtaining the commitment of the management to implement Halal Policy in the company, it is time for the Halal Executive to develop a proposal paper to be submitted to the management for their approval. The proposal should clearly mention the following:

1.2.1 Terms of Reference (TOR)

Terms of Reference describe the purpose and structure of The Halal Policy to be implemented, committee, meeting, negotiation, or any similar collection of people who have agreed to work together to accomplish a shared goal.

Terms of reference show how the Halal Policy will be defined, developed, and verified. The TOR shall also provide a documented basis for making future decisions and for confirming or developing a common understanding of the scope among stakeholders. In order to meet these criteria(s), success factors/risks and constraints are fundamental. Creating detailed terms of reference is critical, as they define the:

- Vision, objectives, scope and deliverables
- Stakeholders, roles and responsibilities
- Resource, financial and quality plans
- Work breakdown structure and schedule
- **Success factors/risks and constraints**

Every new initiative is subjected to risk and failure of implementation. These however, can be mitigated by careful study of the risks and constraints and ensure steps are taken to mitigate them.

1.2.2 Proposed Sponsor Committee

In order to ensure full support from all levels of employees in the company, the proposed sponsor committee should comprise of top level management personnel.

1.3 Obtain approval from the management

Next, the Halal Executive shall present the Halal Policy proposal for the Management Committee's approval. An integral part of the Halal Policy will be the commitment of the Management Committee on Halal Assurance implementation.

1.4 Seek commitment from the Management on Halal Assurance implementation

The Management Committee of the company must first have the aspiration to implement Halal Assurance System (HAS). This is vital because without the commitment from the Management, the Halal Executive will find it difficult to ensure smooth and effective implementation of HAS.

It is therefore very important for the Halal Executive to table the Halal Policy draft to seek the management approval.

TITLE: FORMATION OF INTERNAL HALAL COMMITTEE (IHC)

1. Introduction to Company HAS Guideline

One of the important elements of the Halal Assurance System (HAS) is the formation of the Internal Halal Committee (IHC).

By definition, Internal Halal Committee (IHC) refers to;

A committee established by the organisation to be responsible for developing, monitoring and controlling the Halal Assurance System (HAS) to ensure its effectiveness¹.

The roles and responsibilities of the Internal Halal Committee (IHC) are mentioned in the Terms of Reference (TOR) of its formation. The TOR may vary from one company to another depending on nature of the businesses and types of products.

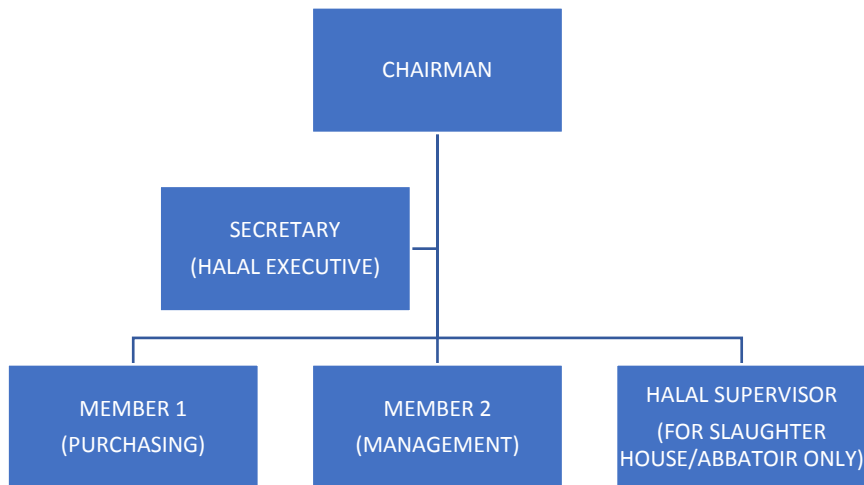
This is further being reiterated by the following;

The Chairman of the Internal Halal Committee must be a Muslim bearing a management position. The manual further explains the need for the IHC Formation in *section 5.1.4.1(a)* Multinational Category

¹ Section 2.1, Guidelines for Halal Assurance Management System, Department of Islamic Development Malaysia

2. Prepare organisation chart and members' roles and responsibilities

Figure: The Internal Halal Committee (IHC) Organisation Chart



The general roles and responsibilities of IHC is implementing HAS. This is based on the halal processing flow of products and services. The general key activities for processing of a product or providing services are as follows:

1. General responsibilities of every Internal Halal Committee member:
 - a. Establish company's halal policy and objective
 - b. Prepare and produce HAS manual
 - c. Conduct halal analysis for every ingredient/material/process involved in production of halal product and services and indirect activities such as cleaning and sanitation, pest control activities and religious rituals (if related) to identify halal critical point in the establishment
 - d. Produce approved supplier list to purchasing department
 - e. Conduct verification activities for company's HAS
 - f. Monitoring the regulatory and current information and knowledge related to material, process and arising issues

2. Incorporate knowledge into control plans. Specific role and responsibilities of each member based on position and processing activities in the company.

A. IHC Chairman

- i. To obtain top management commitment in initiative related to HAS
- ii. To assist in development and communication of halal policy
- iii. To ensure HAS is established, implemented and maintained in accordance with halal standards
- iv. To supervise and conduct HAS verification and validation activities
- v. To initiate corrective actions and controls to the process including products recall and withdrawals until the deviation of the unsatisfactory condition related to HAS requirements have been corrected
- vi. To approve new halal material and suppliers, halal products, halal processes, related personnel in maintaining HAS implementation

B. IHC Secretary

Based on the guidelines issued by JAKIM, the IHC Secretary shall be a position given to the Halal Executive based on the roles and responsibilities. Among others IHC secretary is responsible for the followings:

- I. To manage all IHC's programs besides being responsible for the company's application and renewal of Halal Certificate
- II. To coordinate halal documentation and records
- III. To control and update the HAS Manual
- IV. To organise and coordinate HAS activities such as development of company's halal policy and halal objective, halal analysis for material and process, halal training, HAS verification activities (halal internal audit), IHC meetings, management meeting
- V. To monitor Halal Critical Control Point (HCCP) monitoring and supervise corrective action for related HCCP deviation
- VI. To involve in product recall and withdrawals until the deviation or the unsatisfactory condition related to HAS requirements have been corrected
- VII. To identify internal and external expert to assist in the development of HAS knowledge and to deliver training

C. IHC Member – Product Development

(Research and Development Manager)

- i. To establish and implement new product development procedures based on halal materials only
- ii. To establish and implement procedure for selected new halal material and supplier for raw material, packaging material
- iii. To implement monitoring of Halal Critical Control Point for new ingredient, material and product
- iv. To communicate with IHC coordinator on formulating development of new halal products and new halal materials, Technical Manager, Maintenance Manager and Halal Executive
- v. To establish and implement procedure for selecting halal material for premise construction, premise internal fittings, chemical for cleaning and sanitation, equipment and additives and lubricants for equipment
- vi. To implement monitoring of HCCP and required corrective action for halal material selection for premise construction, premise internal fittings, chemical for cleaning and sanitation, equipment and additives and lubricants for equipment

D. IHC Member – Purchases

(Purchasing Manager)

- i. To provide list of approved ingredients, material, supplier to Purchasing Officer
- ii. To approve for purchases of ingredients, materials based on the approved supplier list
- iii. To ensure supply of ingredients, raw materials whether locally produced or imported only from halal source and certified
- iv. To communicate with IHC on selection of new raw material and ingredients

Implementation of Halal control system for slaughterhouse or abattoir, the management shall appoint one (1) Muslim supervisor to be a member of the IHC.

The selected and appointed Muslim personnel shall be officially appointed by the top management and the responsibility of each IHC member shall be spelled out clearly. Duties of IHC for small industry in implementation of halal control system are:

- i. Producing the company's halal policy and objective
- ii. Ensuring the management provide sufficient infrastructure i.e. praying area, cafeteria and changing room
- iii. Ensure all materials used for production of halal products either in the form of raw material, semi processes products, ingredients, utensils and equipment and machinery used in production are free from *najs* and non-halal items
- iv. Conform with Good Manufacturing Practice (GMP) and Good Hygiene Practice (GHP) guidelines
- v. Conduct periodic halal internal audit to verify conformance of the halal policy

3. Promote the establishment of IHC to personnel in the organisation

The Management Committee shall promote the establishment of the IHC to other personnel within the company. This is usually done through internal publication, circular or memos circulated. The function of IHC, roles and responsibilities should also be briefed. The Management Committee shall also ensure a certain degree of empowerment given to IHC to carry out their tasks.

4. Execute IHC Formation

The Internal Halal Committee (IHC) shall be formed after the Management Committee has given their approval to implement Halal Assurance System (HAS). Next, the Halal Executive shall prepare a working paper on the IHC formation.

4.1 Prepare Working Paper on IHC formation

In order to implement Halal Control System within the organisation which is also known as Halal Assurance Management System (HAS), the management of a company is required to appoint a special committee comprising of a group of personnel within the company, responsible to implement and monitor its effectiveness. This special committee is known as Internal Halal Committee (IHC).

4.2 Selection of IHC members

The Halal Executive shall propose the members of the IHC for the management's approval. The guidelines for the selection of the Internal Halal Committee (IHC) members can be seen in section 4 of the *Guidelines for Halal Assurance Management System of Malaysia Halal Certification issued by Halal Hub Division, JAKIM*.

The guidelines states as follows:

- The Internal Halal Committee (IHC) shall consist of at least four (4) members where:
 - a. Two (2) of them must be Muslim at management level;
 - b. One (1) person shall be responsible for purchasing/procurement;
 - c. The employee responsible for managing halal matters for the company shall be the coordinator of the IHC;
 - d. For slaughter house/abattoir, Halal Supervisor shall be a member of the committee.
 - e. Every slaughterer, checker and Halal Supervisor shall have valid slaughtering certificate from Islamic religious Council depending which state they reside in.
- The committee members must be knowledgeable and well trained in halal standards and halal certification requirements. The management shall ensure that terms of reference of the IHC are fully established
- The effectiveness of the IHC in implementing the Halal Assurance Management system shall be reviewed periodically, at least once every year. An immediate

review is necessary when controls are ineffective. A review may be necessary when any of the following occurs:

- a. Change in the IHC;
- b. Changes are made to the monitoring schedules; and
- c. Change in the operations and/or supply chain

Competency for eligibility as IHC members:

1. IHC shall be trained on requirements for Malaysia Halal Certification:
 - a. Concept of Halal and Haram in Islam for food, product or services
 - b. Implementation for Malaysia Halal Certification Manual Procedure
 - c. Related Malaysian Halal Standards (MS 1500, MS 2200, MS 2400, MS 2424)
 - d. Guidelines for Halal Assurance Management System
 - e. Act and Regulations related to production of halal products or services and usage of Halal logo and certificate.
2. Assessing the competency of IHC members through:
 - a. Written pre and post-test or interview session
 - b. Keeping abreast with the latest current issues
 - c. External party audit
 - d. Effectiveness of the HAS Manual Procedure
 - e. Assessment from the top management via the management review of Halal Assurance System Implementation.
3. The management is also required to verify the competency of IHC to ensure HAS is being implemented effectively.

4.2 Draft the Terms of Reference of IHC

Terms of reference (TOR) will define the function of IHC, its goals and objectives and principal activities. They should also provide a documented basis for making future decisions and for confirming or developing a common understanding of the scope of members of IHC. It is critical to define the following in IHC's TOR:

- What has to be achieved?
- Who will take part in it?
- How it will be achieved?
- When it will be achieved?

Since the TOR will be the guidance of the Internal Halal Committee, it has to be given serious thoughts and details of the purpose of IHC formation, roles and responsibilities of the members should be scrutinized and agreed upon first before submitting the proposal.

4.3 Submit the Proposal for IHC Formation for Approval

After deciding the Terms of Reference of IHC, the proposal shall then be submitted for the management's approval. In some organization, the Halal Executive may be required to present to the Management Committee first as part of the process to obtain approval of the Management Committee.

4.4 Appointment of IHC Members

Upon approval of the IHC members by the Management Committee, appointment of the IHC members will be made. Appointment of IHC members shall in be accordance with the company's human resources policy that is in force.

Generally, all employers in all sectors of businesses and non-business outfit must understand and comply with legislation relating to employment. It is very important to support intentions with policies and procedures. Policies and procedures communicate the values of an organization and provide everyone with a consistent process to follow.

The HR policies and practices that an organization adopt must take into account the laws and regulations around each issue. In Malaysia, the Human Resources policy must abide to Malaysia's legislation and are governed by the Ministry of Human Resources such as:

- Employment Act 1955

This Act provides the minimum terms and conditions of services for employees stated in the [First Schedule](#). This Act is applicable to West Malaysia only. Sabah and Sarawak have their own [Labour Ordinance](#).

- Employment Regulations 1957

These Regulations may be cited as the Employment Regulations 1957. Every employer shall furnish to every employee employed by him on or before the date of his commencing employment and subsequently on any change in the terms and conditions of employment

- Industrial Relations Act 1967

LAWS OF MALAYSIA Act 177, INDUSTRIAL RELATIONS ACT 1967:

An Act to promote and maintain industrial harmony and to provide for the regulation of the relations between employers and workmen and their trade unions and the prevention and settlement of any differences or disputes arising from their relationship and generally to deal with trade disputes and matters arising there from. [7 August 1967]

4.5 Prepare Appointment Letter

Appointment of IHC members must undergo the normal appointment process. The Management Committee with the advice of a Halal Executive, may first determine the attributes and competencies suitable for choosing the right candidate to become a member of the IHC. The eligibility and competencies of the selected IHC member must follow the guidelines as mentioned in section 1.2.2 Selection of IHC members mentioned earlier.

Upon satisfactory scrutiny by the Human Resources Department on the attributes and competencies of the IHC members to be appointed an appointment letter will be prepared. The company may for certain reasons appoint a new employee to fulfil this requirement if the existing employees within the company do not fulfil the requirements set. The appointment of the IHC members is based on the following guidelines.

Guidelines on the Recruitment, selection and appointment of staff:

- A. Staff are recruited and selected based on merit through fair and open processes set out in the Recruitment, Selection and Appointment Procedure and in the context of an overall workforce plan. The principles underpinning the recruitment process are fairness, credibility, equal employment opportunity, merit and optimizing the career prospects for currently employed staff.
- B. The creation of a new position must be approved by the head of finance division on the basis of an approved budget and workforce plan. The budget includes funds for the advertising of a position and its associated costs, where the position is within the division's approved workforce plan and budget.
- C. The composition of a selection committee and the delegated authorities for approval of committee membership are out in the Recruitment, Selection and Appointment Procedure. Gender parity is required on selection committees. Training is provided to staff involved in recruitment and selection processes.

- D. A contract of employment must be provided for all new staff and current staff who are offered a different position or different terms and conditions to those of their current position. The details to be included in the contract of employment are specified in the Recruitment, Selection and Appointment Procedure.

Senior staff may be employed on performance base contracts setting out key performance criteria or targets which the staff member must meet within defined timeframes or under defined circumstances.

TITLE: IHC MEETING MANAGEMENT

The general roles and responsibilities of IHC is implementing HAS. This is based on the halal processing flow of products and services. The general key activities for processing of a product or providing services are as follows:

3. General responsibilities of every Internal Halal Committee member:

- a. Establish company's halal policy and objective
- b. Prepare and produce HAS manual
- c. Conduct halal analysis for every ingredient/material/process involved in production of halal product and services and indirect activities such as cleaning and sanitation, pest control activities and religious rituals (if related) to identify halal critical point in the establishment
- d. Produce approved supplier list to purchasing department
- e. Conduct verification activities for company's HAS
- f. Monitoring the regulatory and current information and knowledge related to material, process and arising issues
- g. Incorporate knowledge into control plans

The Secretary of the IHC, who is also the Halal Executive in the company shall be responsible to coordinate all programs which involve IHC. The coordination work begins from planning of IHC Program taking into consideration all elements of HAS and activities involved to ensure effective implementation of HAS. Therefore, it is important for to carefully define what a plan is and are the important attributes of a good plan.

By definition, a **plan** is typically any diagram or list of steps with timing and resources, used to achieve an objective. It is commonly understood as a temporal set of intended actions through which one expects to achieve a goal.

Structured and formal plans, used by multiple people, are more likely to occur in projects, or in the conduct of other business. In most cases, the absence of a well-laid plan can have adverse effects: for example, a non-robust project plan can cost the organization time and money.

The most popular ways to describe plans are by their breadth, time frame, and specificity; however, these planning classifications are not independent of one another. For instance, there is a close relationship between the short- and long-term categories and the strategic and operational categories.

IHC program plans are to be written down, drawn up or otherwise stored in a form that is accessible to multiple people across time and space. This allows more reliable collaboration in the execution of the plan.

In order to plan effectively, IHC has to ensure all employees of the company is being informed promptly of IHC Program and update all employees if there are any changes or additional information regarding the IHC Program.

A good plan requires the participation of all the departments and units within the company. In such a case, IHC shall conduct regular meetings among the IHC members and other employees especially the Heads of Departments or units.

Coordinate IHC Meetings

Running an effective meeting is crucial to the function of any company or organization. It presents an opportunity to organize, share information, collaborate with diverse team members, and tackle objectives efficiently. Being prepared, taking leadership when needed, and delegating effectively are important elements of effective meetings. Additionally, when conducting meetings, be sure to leverage team energy and engagement as much as possible.

Prior to having the meeting the Secretary of IHC shall produce meeting notification memo with planned agenda to all members of IHC. Notice shall be sent out giving ample time for IHC members to plan their scheme ahead. However, for meetings that have been scheduled or for emergency meetings, the notice may be shorter or by consensus from all members of IHC.

As a guide to having a good meeting, the steps may be followed:

a. Decide who the chairperson is going to be

This role typically falls to managers; however, a great way to create leadership opportunities for up and coming team members is assigning them to the role of chairing departmental meetings. However, in the case of IHC meeting, the Chairman of IHC shall chair the meeting. Other person from the next highest ranking in the company's corporate chart shall chair on behalf of the Chairman in cases where the Chairman is not able to attend.

b. Coordinate schedules

To schedule meetings base on availability of relevant personnel and realistic limitation. For example, while everyone may be available late-afternoon on a Friday, it may not be the best time to discuss challenging issues.

- If not everyone can make the meeting, assess who the key players are for the project, ensuring the meeting matches their respective schedules.
- Delegate note-taking and ensure the meeting details are disseminated to those who could not attend.

c. Prepare An Agenda

An agenda should, at minimum, set a topic list, delegate presentation duties, and set the time devoted to each agenda item. Below are some helpful suggestions for crafting a meeting agenda:

1. Ask for suggestions. Email is a good source for this, because you can get requests in writing. Accept agenda suggestions up to two days before the meeting.
2. Summarize all agenda requests into an a table with columns for topic, speaker, and time allotted. If certain requests are afield of the general theme, contact the person and suggest the request be turned into a separate memo, or discussed at a future meeting. Be realistic. Don't try to cram 30 minutes.

3. Worth of description and discussion into 15 minutes. Instead, over schedule time for meetings and end early if necessary.
4. This doesn't have to be formal or punitive but it's helpful to suggest protocol to ensure the meeting goes smoothly and everyone gets to share their insights. This can be done at the beginning of the meeting by stating the following; "In the interest of time, hold questions and comments until after each speaker has presented. If we don't get to your comment during the allotted discussion time, email me later and we can talk."
5. As part of your agenda, include how long the meeting will last as well as indicators for how long individuals speakers will talk, and how long there will be general discussion following each agenda point.
 - This gives participants a sense of timing when they contribute and can reducing rambling or extraneous discussion points
 - A good rule of thumb is to budget at least 10 minutes after each talking point for discussion
6. The day before the meeting, circulate the meeting agenda. This ensures everyone has a copy, and is prepared for what to expect from the meeting itself. This also gives them the opportunity to approach you if there is incorrect information in the agenda.
7. If this is a new or infrequent meeting, send out a reminder one hour before the meeting to remind everyone to attend.

Facilitate the discussion of meeting agenda

The Secretary of IHC plays an important role in facilitating the focus of discussions among IHC members. Among the main agenda that will be tabled in the IHC meeting are issues relating to Halal Assurance System in the company. The issues may include the following:

1. Halal Policy
2. Internal Halal Committee
3. Halal Assurance
4. Training programs
5. Halal audit
6. Halal application of certification

The Secretary shall collect information regarding any the above issues for discussion from the various units or departments for elaboration in the meeting. The information collected will be circulated in a printed document to each IHC member.

Resolutions or decisions arrived after discussion in the meeting shall be recorded in full detail for further actions by the parties concern.

Prepare Minutes of IHC Meeting

Minutes, also known as protocols or, informally, notes are the instant written record of a meeting. They typically describe the events of the meeting, starting with a list of attendees, a statement of the issues considered by the participants or members, and related responses or decisions for the issues.

Minutes of IHC Meeting shall be created during the meeting by the Secretary or the Halal Executive and then prepare the minutes and issue them to the members, or a group's appointed or informally assigned secretary may take notes, with minutes prepared later. For most organizations, it is important for the minutes to be precise and only include a summary of the decisions. The minutes of IHC Meetings, must be kept on file and are important legal documents.

Figure: Format of Minutes Taking

| IHC MEETING No. xx |
|--|
| Purpose of the Meeting with time and date |
| Attendance: <ol style="list-style-type: none">1. Chairman2. Secretary3. Member 14. Member 25. Member 3 Absence with apology(if any): Agenda 1: <ul style="list-style-type: none">• Background• Discussion• Conclusion/Resolution/Recommendation/Decision Action by (responsible person): Agenda 2: <ul style="list-style-type: none">• Background• Discussion• Conclusion/Resolution/Recommendation/Decision Action by (responsible person): Other matters: Closing time: |

Implement Action Plan and Follow up

Decisions and resolutions arrived at based on the discussions in the IHC Meeting have to be put to action by the party/person responsible as immediate as possible. For a new project that has been decided, an action plan has be drawn up and implemented. For an issue that has been discussed before, the person responsible shall do the follow up. The Secretary of IHC will coordinate to ensure that the decision in being implemented or followed up.

All matters discussed has to be resolved or if not bring about some progress before the next IHC Meeting being held.

TITLE: IMPLEMENTATION OF HALAL TRAINING PROGRAM

Halal training program for management and employees of the company is viewed as a very important element of the Halal Assurance System (HAS). Since halal integrity and food safety have been the pressing issues of late, Halal Knowledge Base and Capacity Development have become a very important component of the Halal Supply Chain ecosystem. In this regard, halal training program is very crucial and IHC is given the responsibility to ensure this.

The training program shall be continuous learning based on the following levels:

- a. Awareness/Basic Level
- b. Intermediate Level and
- c. Expert Level

The importance of training is mentioned in the Guidelines for Halal Assurance Management System of Malaysia Halal Certification issued by Halal Hub Division of JAKIM;

Clause 5. Training Program

The management shall provide adequate and continuous training for management members and relevant employees on the Malaysian halal standards and certification requirements. Periodic assessments shall be conducted to ensure relevant employees have been trained to have sufficient knowledge to effectively deliver their roles and responsibilities.

Plan Halal Training Program

IHC is responsible to plan for all halal training required by the staff of the company. The training program is usually planned at the beginning of the calendar year to determine the training calendar for the whole year. The process to determine the types of training and its frequency can be done by performing the following:

i. Training Needs Analysis

This is a process where an analysis is carried out among the employees involved. The analysis can be done firstly, by referring to the HAS policy of the company and performance of the employees involved directly and indirectly in production and management of HAS.

By analysing the training needs against the performance of the employees, a gap² will be identified. In order to close the gap, training is therefore provided.

ii. Training Road Map

The Training Roadmap on education and training addresses the human resource challenge and constitute an integral part of the IHC planning function. It puts forward recommendations for key training activities to advance the provision of adequate human capital to perform the HAS Policy.

iii. Training Calendar

From the Training Road Map, IHC will be able to plan and chart the Training Calendar.

IHC members have to decide the allocation involving:

- Personnel involve
- Types of training required
- The time and venue of the training
- Logistics
- Budget

² Gap: Denotes the differences in the level of knowledge required against performance of work by the employees

Coordinate Halal Training Program

- i. The first step in the coordination process, IHC has to communicate the Training Plan that has been decided to the Heads of Department or Units involved in the Training Plan for their own internal planning and execution.
 - a. Based on the Training Calendar that has produced, the Secretary of IHC, who is also the Halal Executive shall chart his own plan to coordinate the execution of training programs. The training programs may be internal training or external training.
 - b. For internal training, the Halal Executive will be given the task to conduct. All preparations for the execution of the training involving personnel, materials and tools will be become part of the training execution plan.

Evaluate Halal Training Program

Evaluation is done to determine two (2) outcomes:

- i. Adequacy of the training conducted,
The purpose of the Training Needs Analysis is to determine the gap between what is expected of an employee against the knowledge that he possess. However, there are times when the training provided is not able to fulfil the knowledge gap.

By performing evaluation, the trainer will be able to ascertain whether the training conducted were adequate and able to close the knowledge gap.

ii. Effectiveness of training delivery

The other important element in evaluation of a training program conducted is to determine the effectiveness of the training delivery. Here, the trainer will seek feedback from the audience by them filling up a standard form. Example of the feedback form is shown in *Figure 2. Training Evaluation Form*.

To judge or calculate the quality, importance, amount, or value of something: It's impossible to evaluate these results without knowing more about the research methods employed³.

When you evaluate something, you're making a judgment, one that most likely results from some degree of analysis.

All IHC Programs has to be evaluated in order to ascertain its effectiveness. Evaluation process will involve gathering of information or records of a particular program or activity. A method has to be employed for this purpose. For example, a feedback form of a training program conducted will be circulated to all participants for their feedback. Usually, the forms will have rating in value between **1 to 5** or the level of agreement from **Strongly Agree and Strongly Disagree**. An example of the evaluation form is shown below.

³ Cambridge Dictionary Online, Cambridge University Press 2015

Figure: Training Evaluation Form

| Training Evaluation Form for participants in Iowa ESL Regional Trainings | | | | | |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Date: _____ | | | | | |
| Title and location of training: _____ | | | | | |
| Trainer: _____ | | | | | |
| Instructions: Please indicate your level of agreement with the statements listed below in #1-11. | | | | | |
| | Strongly Agree | Agree | Neutral | Disagree | Strongly Disagree |
| 1. The objectives of the training were clearly defined. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 2. Participation and interaction were encouraged. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 3. The topics covered were relevant to me. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 4. The content was organized and easy to follow. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5. The materials distributed were helpful. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 6. This training experience will be useful in my work. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 7. The trainer was knowledgeable about the training topics. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 8. The trainer was well prepared. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 9. The training objectives were met. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 10. The time allotted for the training was sufficient. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 11. The meeting room and facilities were adequate and comfortable. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| (More questions on back →) | | | | | |
| 1 | | | | | |

From the feedback of the audience, the trainer will be able to determine whether the contents delivered in the manner the audiences are able to **absorb and comprehend the contents delivered**.

Prepare Documentation of Halal Training Program

***Documentation** is a set of documents provided on paper, or online, or on digital or analog media, such as audio tape or CDs. Examples are user guides, white papers, on-line help, and quick-reference guides. It is becoming less common to see paper (hard-copy) documentation.*

The basic purpose of performing documentation is to have evidence to support the execution of an activity or status of implementation of a planned program. Documents produced will be kept in a proper manner (archive) and kept for a certain period of time. Some documents like a company's policy and other standard documents will not have an expiry date. However, a periodic review on such documents is necessary in order to ensure validity of the documents. Any change has to be updated and recorded properly.

Some examples of a document:

- HAS Policy
- Halal Certification Documents
- Employee Personnel Documents
- Halal Training Program

Table Documentation for Verification by IHC Members

All documentation of has to be verified first before they are kept for safekeeping and archiving. The Secretary of IHC has to produce the document to be tabled in the IHC Meeting and verified by the IHC Members.

Develop Filing System

All matters pertaining to the Training Program has to be compiled and archived for future reference. The Halal Executive has to develop a system to ensure the documents are easily assessed. As a normal practice, all documents will have a unique reference number. The file or folder will be indexed accordingly. This forms part of the basic requirement of a filing system.

A filing system is the central record-keeping system for an organization. It helps the keeper to be organized, systematic, efficient and transparent. It also helps all personnel in the company to be able to access information easily.

Based on the policy of the company, documents are kept for a certain period of time before they are being disposed.

QUESTION:

1. What are the steps in coordinating IHC meeting?
2. What are the usual agendas of IHC meeting?
3. Explain what is Training Needs Analysis?
4. What is the basic purpose of performing documentation?
5. Identify the IHC members and explain each of the member's role
6. Who should promote the establishment of IHC to personnel in the organisation?
7. Explain the steps in developing Halal Policy
8. What is term of reference?

REFERENCE :

1. Akta perihal dagangan 2011
2. Malaysia halalcertification procedure manual 3rd revision 2014
3. Ms 1500:2009 Halal Food - Production, Preparation, Handling and Storage – General Guidelines
4. Ms 2200:2008 barangan gunaan islam Bhg 1 – kosmetik dan dandanan diri – garis panduan umum
5. Ms 2200-2:2012 barangan gunaan islam Bhg 2 – penggunaan tulang, kulit dan bulu haiwan – garis panduan umum
6. Ms 2400:2010 halalan toyyiban assurance pipeline
Part 1 – management system requirements for transportation of goods and/or cargo chain services
Part 2 – Management system requirements for warehousing and related activities
Part 3 – Management system requirements for retailing
7. MS 2424:2010 Halal Pharceutical – General Guidelines
Guidelines for Halal Assurance Management System of Malaysia Halal Certification issued by Halal Hub Division, JAKIM.

MODULE 3

HALAL ASSURANCE SYSTEM (HAS)

Writers :

**MOHD AZHA BIN ISMAIL
SUHAILA BINTI ISHAK**

THEORY LESSON PLAN

MODULE 3

| | | |
|--|---|--|
| PROGRAM'S CODE & NAME | HI-000-4:2015 HALAL ADMINISTRATION | |
| LEVEL | L4 | |
| COMPETENCY UNIT NO. & TITLE | HI-000-4:2015-CO2 HALAL COMMITTEE (IHC) PROGRAM ADMINISTRATION | |
| WORK ACTIVITIES NO. & STATEMENT | 5. DEVELOP HALAL POLICY 6. FORM INTERNAL HALAL COMMITTEE (IHC) 7. MANAGE IHC MEETING 8. IMPLEMENT HALAL TRAINING PROGRAM | |
| CODE NO. | HI-000-4:2015-CO2/P(1/4)/PM | |

CURRICULUM of COMPETENCY UNIT (CoCU)

| | | | | | | | | |
|--|---|--|-------|---|-------------------|--|---|--|
| SECTOR | | HALAL INDUSTRY | | | | | | |
| SUB SECTOR | | MANUFACTURING & PROCESSING | | | | | | |
| JOB AREA | | HALAL COMPLIANCE (FOOD,PHARMACEUTICALS, CONSUMER GOODS, LOGISTICS, RETAILS, ABBATOIR) | | | | | | |
| NOSS TITLE | | HALAL ADMINISTRATION | | | | | | |
| COMPETENCY UNIT TITLE | | HALAL ASSURANCE SYSTEM (HAS) | | | | | | |
| LEARNING OUTCOME | | The competent personnel shall be able to ensure the product or service provided is fit for purpose, consistent and meets both external and internal requirements. This includes legal compliance and customer expectations. Upon completion of this competency unit, trainees will be able to:- • Describe the products and / or services manufacturing process • Facilitate endorsement of flow diagram by IHC • Establish Halal Critical Control Point (HCCP) • Establish verification procedure • Management of product recall and complaints • Establishing Traceability system • Obtain approval of verification procedure | | | | | | |
| PRE-REQUISITE (if applicable) | | NIL | | | | | | |
| COMPETENCY UNIT ID | | CO2 | LEVEL | 4 | TRAINING DURATION | 60 | SKILL CREDIT | 6 |
| Work Activities | Related Knowledge | Related Skills | | Attitude/Safety/ Environmenta | | Training Hours | Delivery Mode | Assessment Criteria |
| 1. Describe the products and / or services manufacturing process | i. Introduction of describing the product and service. ii. Components of product/ services description. iii. Complete list of | i. Gather and compile product and / or service information ii. Identify and list down the following: | | Attitude: i. High responsibility and accountability to comply with | | Related Knowledge 5 Related Skill 4 | Related Knowledge Lecture Question and Answer Group | i. Product and / or service information is gathered and compiled |

| Work Activities | Related Knowledge | Related Skills | Attitude/Safety/Environmenta | Training Hours | Delivery Mode | Assessment Criteria |
|-----------------|---|---|---|----------------|--|--|
| | materials associated with halal products / services | <ul style="list-style-type: none"> • Product or service name • Brand name and / or common name • Technical characteristics • Process involved • Storage and / or temporary holding area • Packaging material, design and packing site • Shelf life for Halal product • Point of sale • Traceability cod <p>iii. Develop a complete list of materials associated with halal products/ services.</p> | <p>Shari'ah Guideline</p> <p>ii. Be objective and self driven when perform /support given responsibilities.</p> <p>iii. Apply effective Communication skills when liaising with any relevant personnel.</p> <p>iv. Firm in making judgement and decision.</p> | | <p>Discussion</p> <p><u>Related Skill</u></p> <p>Demonstration and Observation</p> | <p>ii. Critical components of products / services are identified and listed down.</p> <p>iii. Complete list of materials associated with Halal products / services is developed.</p> |

| Work Activities | Related Knowledge | Related Skills | Attitude/Safety/Environmenta | Training Hours | Delivery Mode | Assessment Criteria |
|--|---|---|---|--|---|---|
| 2. Facilitate endorsement of flow diagram by IHC | i. Introduction of constructing and confirming flow diagram. ii. process flow diagram iii. plant schematic diagram iv. verify process flow diagram and plant schematic diagram | i. Develop flow diagram ii. Identify each step from receiving to finish product iii. Construct flow diagram iv. Confirm flow diagram | <u>Attitude:</u> i. High responsibility and accountability to comply with Shari'ah guideline. ii. Objective and based on factual when evaluating feedback regarding HAS quality documentations iii. Firm and consistent in decision making | <u>Related Knowledge</u> 5 <u>Related Skill</u> 4 | <u>Related Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration and Observation Assignment, Project Based Case Study | i. Flow diagram is developed. ii. Each step from receiving to finish product is identified. iii. Flow diagram is constructed iv. Flow diagram is confirmed |

| Work Activities | Related Knowledge | Related Skills | Attitude/Safety/Environmenta | Training Hours | Delivery Mode | Assessment Criteria |
|--|--|---|--|--|---|---|
| 3. Establish Halal Critical Control Point (HCCP) | i. Halal threats/contamination ii. Identify halal threats/contamination iii. Material identification for contaminants iv. Process identification for contaminants v. Establishment of criteria limit for HCCP vi. Establishment of monitoring system vii. Corrective actions for non conformance | i. Identify type of potential contamination ii. Trace potential of contamination iii. Determine Halal Critical Control Point (HCCP) iv. Determine criteria limit v. Monitor HCCP vi. Implement corrective action for non conformance | <u>Attitude:</u> i. High responsibility and accountability to comply with Shari'ah guideline ii. Objective and based on factual when verifying proposed activities iii. Accurate, factual and precise in reporting any job status | <u>Related Knowledge</u> 4 <u>Related Skill</u> 5 | <u>Related Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration and Observation Assignment, Project Based Case Study | i. Type of potential contamination is identified ii. Potential of contamination is traced iii. Halal Critical Control point (HCCP) is determined iv. Criteria limit is determined v. HCCP is monitored vi. Corrective actions for nonconformance are implemented |

| Work Activities | Related Knowledge | Related Skills | Attitude/Safety/Environmenta | Training Hours | Delivery Mode | Assessment Criteria |
|-------------------------------------|---|---|---|--|--|---|
| 4. Establish verification procedure | i. Introduction ii. Requirement of verification iii. Activities relating to verification iv. Internal verification process v. Verification process validates. | i. Confirm HAS Manual <ul style="list-style-type: none"> Product and / or service manufacturing process Flow diagram HCCP ii. Implement HAS iii. Evaluate HAS Operation <ul style="list-style-type: none"> Audit Mock system iv. Perform corrective action for improvement | <u>Attitude:</u> i. High responsibility and accountability to comply with Shari'ah guideline ii. Thorough,objective and based on factual when justify proposed activities iii. Firm and consistent in decision making iv. Detailed and precise when drafting report | <u>Related Knowledge</u> 4 <u>Related Skill</u> 5 | <u>Related Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration and Observation Assignment, Project Based Case Study | i. HAS manual is confirmed ii. HAS is implemented iii. HAS operation is evaluated iv. Corrective action for improvement is performed |

| Work Activities | Related Knowledge | Related Skills | Attitude/Safety/Environmenta | Training Hours | Delivery Mode | Assessment Criteria |
|-------------------------------------|---|---|--|--|--|---|
| 5. Establishing Traceability system | i. Purpose of establishing the traceability system ii. Benefits of establishing the traceability system iii. Traceability chain iv. Procedure to conduct traceability system | i. Develop traceability system ii. Implement traceability system | <u>Attitude:</u> i. High responsibility and accountability to comply with Shari'ah guideline ii. Thorough,objective and based on factual when justify proposed activities iii. Firm and consistent in decision making. iv. Detailed and precise when drafting report | <u>Related Knowledge</u> 4 <u>Related Skill</u> 5 | <u>Related Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration and Observation Assignment, Project Based Case Study | i. Traceability system is developed ii. Traceability system is implemented |

| Work Activities | Related Knowledge | Related Skills | Attitude/Safety/ Environmenta | Training Hours | Delivery Mode | Assessment Criteria |
|--|---|---|--|--|---|--|
| 6. Management of product recall and complaints | i. Classification of complaint ii. Handling customer complaint iii. Handling non conformance products iv. Disposition of non conforming products | i. Verify type of complaint ii. Attend customer complaint iii. Perform on Conformance products solution | <u>Attitude:</u> i. High responsibility and accountability to comply with Shari'ah guideline ii. Thorough,objective and based on factual when justify proposed activities iii. Firm and consistent in decision making. iv. Detailed and precise when drafting report | <u>Related Knowledge</u> 4 <u>Related Skill</u> 4 | <u>Related Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration and Observation Assignment, Project Based Case Study | i. Type of complaint is verified ii. Customer complaint is attended iii. NonConformance products solution is performed |

| Work Activities | Related Knowledge | Related Skills | Attitude/Safety/Environmenta | Training Hours | Delivery Mode | Assessment Criteria |
|--|--|---|---|--|---|---|
| 7. Obtain approval of verification procedure | i. HAS approval process guideline. ii. Document system and management records guideline | i. Propose HAS in IHC meeting ii. Obtain HAS approval iii. Perform HAS document system and management records guideline | <u>Attitude:</u> i. High responsibility and accountability to comply with Shari'ah guideline ii. Pro active and committed when implement risk and crisis management program as per plan iii. Objective and based on factual when prepare risk performance status iv. Apply effective communication skills when perform any presentation v. Detailed and precise when drafting report | <u>Related Knowledge</u> 4 <u>Related Skill</u> 4 | <u>Related Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration and Observation Assignment, Project Based Case Study | i. HAS is proposed in IHC meeting ii. HAS approval is obtained iii. HAS document system and management records is performed |

Employability Skills

| Core Abilities | Social Skills |
|--|---|
| 04.08 Develop and negotiate staffing plans. 04.09 Prepare project/work plans. 05.03 Allocate and record usage of financial and physical resources. 05.04 Delegate responsibilities and/ or authority. | 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork 7. Learning skills 8. Leadership skills |

Tools, Equipment and Materials (TEM)

| ITEMS | RATIO (TEM : Trainees) |
|--|------------------------|
| 1. Computer with internet, Management Information System (MIS) and peripherals | 1:1 |
| 2. Office facilities (printer, fax, machine, etc.) | 1:5 |
| 3. Stationeries (pen, pencil, files, etc) | 1:1 |
| 4. Sample of various company documentations and records (Standard Operating Procedure, Halal certificate, supplier certificates, audit forms, Organization Charts, etc) | 1:1 |
| 5. List of information on regulatory/statutory/ authority bodies related to Halal | 1:1 |
| 6. Sample of Halal standard reference and related rules & regulations (Malaysian Standards for Halal, Malaysian Halal Certification Manual Procedure, Halal Assurance System Guidelines, Good manufacturing practices etc) | 1:1 |
| 7. IHC organization chart | 1:1 |
| 8. Sample of contaminated/non conformance products | 1:1 |

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1. Paul Temporal (2011), Islamic Branding and Marketing, Creating A Global Islamic Business, John Wiley & Sons (Asia) Pte Ltd, ISBN: 978-0-47082539-6
2. Mian N. Riaz, Muhammad Munir Chaudry (2004), Halal Food Production, CRC Press, ISBN: 9781587160295
3. Peter S. Murano (2009), Understanding of Food Science And Technology, Brooks/Cole, ISBN 9780538451086
4. Nirmal Sinha (2007), Handbook of Food Products Manufacturing, John Wiley & Sons, , ISBN: 9780470113547
5. Malaysian Halal Certification Manual Procedure - Guidelines for Halal Assurance Management System of Malaysia Halal Certification
6. MS1500:2009 (Halal Food : Production, Preparation, Handling & Storage - General Guidelines - Sertu guidelines in islamic prespectives
7. Malaysian Food Act 1983 and Food Regulation 1985
8. MS 1514:2007 - *Kebersihan premis , peralatan , pekerja, bahan makanan dan pembungkusan*
9. GMP guidelines - Ministry of Health
10. MS1480:2009 - *Sistem Keselamatan Makanan berkaitan proses pengeluaran produk makanan selamat*
11. ISO 22000:2005 - *Sistem Pengurusan Keselamatan Makanan*
12. Trade Description Act 2011
13. *Keputusan Jawatankuasa Fatwa Majlis Kebangsaan Bagi Hal Ehwal Ugama Islam atau Fatwa yang diwartakan oleh negeri.*
14. *Malaysian Halal Certification Manual Procedure*
15. *E-halal system manual procedure*

MODULE 3

HALAL QUALITY ASSUARANCE

Halal Assurance System (HAS) is a tool of halal manufacturing quality assurance which can assist to ensure and preserve halal integrity of the halal industry manufacturing activities. HAS intends to be covered from the beginning to the end of the processes. It shall specify the processes and location of processes/ activities. HAS has six importance principles, which are **determination of Halal Critical Control Points (HCCP); development and verification of flow chart; implementation of control measures; development of corrective actions; documentation system and management of big records; and process verification.**

In order to develop HAS, a multi-disciplinary HAS committee shall be set up: to develop; maintain; and review. IHC can be performed the functions of this committee. If necessary to set up the other committee, Halal Executive needs to be leading that committee and reports the activities to IHC. The responsibilities of the committee are: to ensure that the HAS is established, implemented and maintained; organize and coordinate the HAS activities; perform verification and validation activities on the HAS; initiate corrective actions and controls to the processes including product recall and withdrawals until the deviation or the unsatisfactory condition related to HAS requirements have been corrected; initiate preventive action to prevent recurrence that will affect the *halalan toyyiban* status; report on the suitability and effectiveness of the HAS for management review.

3.0 Establishment of Halal Assurance System (HAS)

Halal hub division of the Department of Islamic Development Malaysia (JAKIM), in their certification process, requires applicants to set up a Halal assurance system. However, only certain categories of business are required to set up HAS. **TABLE 3.0 and 3.1** below, illustrate the requirement for HAS system prerequisite by JAKIM as stated in the Halal Certification Manual Procedure (3rd Revision 2014) and The Guidelines for Halal Assurance Management System 2011. These are the minimum requirements mandated by JAKIM.

TABLE 3.0: Business that has been required by JAKIM to set Halal Assurance System (HAS) in their operation.

CATEGORIES OF INDUSTRIES - PRODUCTS/ LOGISTIC AND MANUFACTURING SERVICES

| NO | TYPE OF INDUSTRY | CRITERIA | TERM OF REFERENCES | REQUIREMENT OF HAS |
|----|------------------|--|---|--------------------|
| 1 | MULTINATIONAL | Annual sales turnover exceeds RM50 million | Halal Certification Manual Procedure (3th revision 2014) The Guidelines for Halal Assurance Management System 2011 | Required |
| 2 | MEDIUM SIZE | Annual sales turnover between RM15 million and RM50 million | | |
| 3 | SMALL SIZE | Annual sales turnover between RM 300,000,00 and RM15 million | None | Not required |
| 4 | MICRO | Annual sales turnover less than RM 300,000, 00 | | |

FOOD PREMISE SCHEME (CATERING/ FOOD CATERING SERVICE/ CONVENTIONAL CENTRAL KITCHEN/ CENTRAL KITCHEN)

| NO | CATEGORIES | CRITERIA | TERM OF REFERENCES | REQUIREMENT OF HAS |
|----|------------|---|--|--------------------|
| 1 | BIG | Annual sales turnover exceeds RM5 million | Halal Certification Manual Procedure (3th revision 2014) The Guidelines for Halal Assurance | Required |
| 2 | MEDIUM | Annual sales turnover from RM | | |

| | | | | |
|---|-------|---|------------------------|--------------|
| | | 500, 000,00 and RM 5 million | Management System 2011 | |
| 3 | SMALL | Annual sales turnover less than RM 500, 000, 00 | None | Not required |

SLAUGHTERHOUSE SCHEME

| PREMISE SIZE | NO. OF CHICKEN (AND/OR TYPE OF BIRD) / DAY | NO. OF SHEEP (AND/OR TYPE OF ANIMAL) /DAY | NO. OF COW (AND/OR TYPE OF ANIMAL) /DAY | TERM OF REFERENCES | REQUIREMENT OF HAS |
|--------------|--|---|---|---|--------------------|
| LARGE | > 10, 000 birds | > 700 heads | > 100 heads | Halal Certification Manual Procedure (3th revision 2014) | Required |
| MEDIUM | 3 000 – 10 000 birds | 500 – 700 heads | 50 – 100 heads | The Guidelines for Halal Assurance Management System 2011 | |
| SMALL | 1 – 2 999 birds | 1 – 499 heads | 1 – 49 heads | None | Not required |

Source : [12]

Halal assurance system (HAS) were only required for a certain type of business ownership, particularly for the multinational and medium size industry for food manufacturing. Furthermore, Malaysia halal certification scheme is divided into 7 which consist of Food product/ beverages/ food supplement, food premise/ hotel, consumers goods, cosmetic and personal care, slaughterhouse, pharmaceutical and logistic. As for all seven (7) certification schemes mention before were required to adopt HAS as part of the Halal certification program. Those certification schemes are illustrated in **TABLE 3.1**.

TABLE 3.1: Certification scheme that has been required by JAKIM to set Halal Assurance System (HAS) in their operation.

CERTIFICATION SCHEME: FOOD PRODUCTS/ BEVERAGES/ FOOD SUPPLEMENT

| NO | CATEGORIES | TERM OF REFERENCES | REQUIREMENT OF HAS |
|----|---------------|--|--------------------|
| 1 | MULTINATIONAL | Halal Certification Manual Procedure (3th revision 2014) The Guidelines for Halal Assurance Management System 2011 | Required |
| 2 | MEDIUM SIZE | | |
| 3 | SMALL SIZE | None | Not required |
| 4 | MICRO | | |

CERTIFICATION SCHEME: FOOD PREMISES

| NO | CATEGORIES | TERM OF REFERENCES | REQUIREMENT OF HAS |
|----|--|--|--------------------|
| 1 | Chain Restaurant | Halal Certification Manual Procedure (3th revision 2014) The Guidelines for Halal Assurance Management System 2011 | Required |
| 2 | Franchise Restaurant | | |
| 3 | Hotel (Kitchen/restaurant) | | |
| 4 | Catering in Food court (Centralized Management) | | |
| 5 | Catering/ Foodservice/ Convention center | | |

| | | | |
|----|---|------|--------------|
| | kitchen/ centralized kitchen (Medium and Large scale) | | |
| 6 | Kioks | None | Not required |
| 7 | Mobile outlet (with centralized management/ kitchen) | | |
| 8 | Bakery shop/ cake/ pastry | | |
| 9 | Restaurant, canteen/ cafe | | |
| 10 | Catering / Foodservice/ Convention center kitchen/ centralized kitchen (small industry) | | |

CERTIFICATION SCHEME: OTHER SCHEMES

| NO | SCHEMES | TERM OF REFERENCES | REQUIREMENT OF HAS |
|----|---|---|--------------------|
| 1 | Cosmetic and Personal Care | Halal Certification Manual Procedure (3th revision 2014) The Guidelines for Halal Assurance Management System 2011 | Required |
| 2 | Pharmaceuticals | Halal Certification Manual Procedure (3th revision 2014) The Guidelines for Halal Assurance Management System 2011 | Required |
| 3 | Slaughterhouse (Medium and large scale) | Halal Certification Manual Procedure (3th revision 2014) | Required |

| | | | |
|---|-----------|---|----------|
| | | The Guidelines for Halal Assurance Management System 2011 | |
| 4 | Logistics | Halal Certification Manual Procedure (3th revision 2014) The Guidelines for Halal Assurance Management System 2011 | Required |

Source : [10], [11]

| SCHEME | REQUIREMENT IN MANUAL PROCEDURE FOR MALAYSIA HALAL CERTIFICATION |
|---|---|
| Original equipment manufacturing (OEM) | The owner of the Product/ Brand/ Manufacturing Right shall: <ul style="list-style-type: none"> a- Ensure the products are manufactured in factories with a valid halal certificate and b- Apply halal certification for all factories which are producing the same products |
| | The manufacturer shall be: <ul style="list-style-type: none"> a- Holder of Malaysia Halal Certificate and b- Ensure that the owner of the product/ brand/ manufacturing rights apply for halal certification |

Source : [10], [11]

This ruling was made compulsory after the revision of JAKIM Halal Manual procedure in 2014.

3.1 Steps of Establishing HAS

Halal assurance system requires and applies several steps in its implementation process. There are **EIGHT STEPS** in establishing HAS. The steps are as stated in the **Table 3.3** below:

| No. | Step |
|-----|---|
| 1 | Describe the product and/ or services manufacturing process |
| 2 | Confirm flow diagram and plant schematic diagram |
| 3 | Establish <i>Halal</i> Critical Control Point (HCCP) |
| 4 | Establish verification procedures |
| 5 | Establish documentation system and records |
| 6 | Establish product recall and complaints management |
| 7 | Establishing traceability system |
| 8 | Obtain approval of verification procedure |

TABLE 3.2: Steps of establishing HAS

3.1.1 Describing the Product and/ or Services Manufacturing Process

Products or service description applies to documents that specify – ideally in a complete, precise and variable manner – the requirements, design, behaviour, or other characteristic of a component or system, and often, the procedures for determining whether this provision have been satisfied. Product or services specification is a document that explicitly states essential technical attributes for a product and procedures to determine that the product's performance meet its requirements or attributes.

The first step to describe the products and services is gather and compile the details of every product being produced by the premise or services offered by the premise. This product or services based on their type (e.g.: food, pharmaceutical, consumer good, slaughterhouse or abattoir and logistic).

3.1.1.1 Components of Products/ Services Description

In order to prepare, it need consisting of the following components:

- i. Product or service name
 - a. Identify and list generic or common name of products or services.
 - b. Identify and list the brand name and/or common name of the individual products
- ii. Technical Characteristics
 - a. For products, these represent the criteria on halal, chemical, biological and physical.
 - b. For services, these represent the criteria of the service – nature of services included or offered for example 'Chill temperature storage with sufficient control of humidity, pest and other contaminant to the stored products.
- iii. Process types
 - a. Identify and list related process involved in producing halal products or providing halal services.
 - For halal products starts from the selection of ingredients and/ or materials and manufacturer for the products to the distribution of finished product.
 - For halal services, it starts from the point of defining the services offered to the customers to completion of the services.
- iv. Storage and/ or temporary holding area for halal product
 - a. Identify and list the type of storage, the required condition of the storage, its control measures and the kind of material being stored.
- v. Packaging material, design and packaging size for halal product
 - a. State the type of packaging material used, from food contact packaging material to carton boxes.
 - b. The artwork for each packaging used is based on the available packaging size (if applicable).
 - c. Packaging size available for the products.

- vi. Shelf life for halal products
 - a. Indicate the appropriate shelf life for the halal product and its storage nature during distribution. Ensure appropriate action is taken to guarantee and demonstrate that the safety and quality of the products is retained throughout the maximum period specified.
- vii. Where the halal product will be sold
 - a. Identify the point of sale, for example retail outlets, hospitals, pharmacist, and general stores.
- viii. Traceability code
 - a. Identify the products or services by referring to the code used for tracking on the materials, process, and finished products/ services.

After that, ensure and confirm the criteria of the product and/ or services are in compliance with relevant safety and quality requirements. Prepared list need to be verified by the related department controlling the production or service provider.

3.1.1.2 Complete List of Materials Associated with Halal Products/ Services

After completing gather and compile every product being produced by the premise or services being offered by the premise, it need to develop a complete list of materials associated with halal products and/ or services.

Materials for halal products or services are materials that have direct and indirect associations with the production of halal product or providing halal services. Determining permissible material to use in the premise to be halal certified or has been halal certified is one of the major critical elements in halal analysis.

Therefore, it is essential to include every possible material available. The material categorizations are as listed below:

- i. For halal products and services
 - a. Focus on the main ingredient, material, and additives. This includes raw materials, ingredients, active ingredients, formulated materials, processed materials, as well as other finished products being used as part of the halal product in production.
 - b. Processing aids used in manufacturing halal product; with or without direct contact with the halal end product.
 - c. Care should be taken to ensure every material is listed for every product produced or services provided.
- ii. Supporting materials either with direct or indirect contact to the production of halal product or when providing halal services
 - a. Utensils, devices, equipment and machinery used (directly or indirectly) in producing halal product or providing halal services. Does not only focus on the production area but also include other areas and processes like warehousing, maintenance activity for the equipment
 - b. and premise, calibration, waste/ sewage area, waste water treatment plant, boiler, and cleaning and sanitation
 - c. Materials used to enhance the performance of utensils, devices, equipment and machinery e.g. lubricant, grease, water and air.
 - d. Materials and reagents used in the laboratory for chemical, physical, biological and halal analysis or testing.
 - e. Cleaning and sanitation materials such as detergents, cleaning chemicals, sanitizing agents, and others.
- iii. Listing of both categories of materials whether for Halal products / services or supporting materials shall include:
 - a. Ingredient and material breakdown (for related materials)
 - b. Origin of materials
 - c. Name of recognized and valid halal certification body
 - d. Name of manufacturer and its full address

3.1.2 Facilitation on Endorsement of Flow Diagram by IHC

The whole supply chain and production flow shall be translated into a flow diagram. Each step in the flowchart should be benchmarked with the actual process so that none will be left out. The flow diagram will be used as a tool by the IHC to determine any plausible risk of haram contamination.

3.1.2.1 Introduction of Constructing and Confirming Flow Diagram

Flow diagram is schematic representation of a process which provides a step-by-step solution to a problem or halal threats. Developing flow diagram for halal products or services should cover both diagram on process and plant layout or schematic plan of the premise.

Process flow diagram should identify every step; from receiving to finished product or from the point service is provided to the end; whereby, all these activities involved are under the control of the company and premise. The process flow diagram should cover from the beginning right up to the end, and should also include the steps before and after processing occurs in the premise.

3.1.2.2 Process Flow Diagram

A process flow diagram should be clear, accurate and sufficiently detailed. Process flow diagram should include:

- Sequence and interaction of every step in the operation from selection of raw material and supplier to the first level customer.
- Introduction of materials (i.e. raw material, ingredient, formulated ingredient, material, active material or ingredients and additives) and intermediate product into the process flow.
- Introduction of product for reworking.

3.1.2.3 *Plant Schematic Diagram*

The plant layout or plant schematic diagram provides information on potential area for cross-contamination due to non-halal, biological, chemical and physical elements in both the working on and ancillary premises.

Possible cross-contamination of the areas can be clearly, accurately and sufficiently identified from the plant schematic diagrams, which show information on:

- Process – flow of material and packaging material from receiving to storage of finished products.
- Employee – employee traffic pattern for the entire premise for both movement in processing area and other associate areas, for instant washroom, locker, canteen and praying area.
- Waste – flow of waste and inedible products, which could cause cross-contamination.
- Hygiene and sanitation – location of hand and/ or boot washing as sanitizing installation.
- Zoning – segregation of areas based on non-risk area and risk control area.
- Equipment and machinery – layout and characteristics of equipment and machinery, including technical parameters of operation such as temperature, time and delays.
- Pest control – location for traps and baits; and areas for designated type pest control services.

3.1.2.4 *Verify Process Flow Diagram and Plant Schematic Diagram*

Both process flow diagram and plant schematic needs to be verified with the current actual situation in the premise. Both diagrams are verified by walking through the premise during operation hours to ensure every step, people, products, waste, zoning, equipment and pest control are included and documented. Note any possible areas for cross contamination during the verification process, and amend any missing or differing information detected. This should be done by IHC members (HAS Committee) together with the personnel responsible for the related areas. The verified flow diagram and plant schematic should be endorsed by the IHC and related departments of the establishment.

3.1.3 Establishment of Halal Critical Control Point (HCCP)

Halal threats/ contamination for halal products or services can be identified by using any suitable method to confirm the halal status is genuine and can be proven with reliable and valid documentation. *Halalan Toyyiban* Risk Management Plan is a way. Based on that Plan, halal threat can be identified by using *halalan toyyiban* potential contaminants and/ or precursor.

Identification of *halalan toyyiban* potential contaminants and/ or precursor is as follows:

- To identify halal threats associated with all stages of production from raw material and ingredient, processing, storage and distribution to the point of consumption for the said halal product.
- To evaluate significant halal threats which are likely to cause the product to be non-halal or unsafe i.e. may cause injury or illness if not effectively controlled.

Analysis of *halalan toyyiban* contaminants is the process of collecting and evaluating information of non-halal contaminants and conditions leading to their presence to decide which are significant for *halalan toyyiban* assurance and should be addressed in the HAS plan.

Significant halal threat (contamination) is a halal threat that is of such a nature that its elimination, control or reduction to a significant level is essential in the production of halal and *thoyyib* products or services.

Analysis of *halalan toyyiban* contaminants must be done on existing product or process type and for each new product, and must be reviewed if any changes are made in raw materials, products formulation, preparation, processing, packaging, and distribution or intended use.

3.1.3.1 *Identification of the Halal Threat/ Contamination.*

Identification of contaminants (halal threats) shall be divided into two (2) categories referring to material and processes. Identification of halal threats shall be based on:

- Information collected for material (refer to list of materials) and processes (refer to list of processes in product description, process flow diagram and schematic plan diagram).
- Employee knowledge and experience on practical aspect of the premise operation.
- Documented production issues reflected on report for production rework, returns, and product complaints and recalls.
- External information referring to reference texts, publications relating to halal products or services, national fatwas, halal issues from the Halal Hub webpage or other reliable media and government guidelines.

3.1.3.2 *Material Identification for Contaminants*

Material identification for contaminants (halal threats) shall be based on traceability of the material. Here the focus is on identification of possible halal threats in the **main material/ingredient, additive(s), processing aid** and **processing technologies** involved in producing the material/ ingredient.

Steps for identification of material or ingredient for halal products or services:

- Identify the origin of each material listed. For formulated material or ingredient, list it based on the material or ingredient breakdown or listing, and identify the origin for each material or ingredient.
- Using one material each time, use the appropriate decision tree for material (plant product, animal, microbial and / or other material). Follow through the questions of Halal Ingredients and Raw Material.
- The decision tree will assist in identification of the ingredient/ material usage, to determine whether it is a critical point, or non-critical point, or haram.
 - Critical point- the ingredient / material requires recognize halal certificate as proof of its halal status.

- Non-critical point – the ingredient/ material requires products specification as proof of its halal state.
- Haram- use of the ingredient/ material is not permitted suitable replacement is recommended.
- The IHC need to decide which necessary related documents are required to proof the halal status of the ingredient/ material. Related documents refers to either one or combination of these documents:
 - Malaysia Halal Certification or certification by certificate body recognized by JAKIM;
 - Product specification from original manufacturer detailing ingredient breakdown;
 - Process flow diagram from original manufacturer detailing information of the process and ingredient/ material used; and/or
 - Material Safety Data Sheet (MSDS) from the original manufacturer detailing breakdown of the ingredient/ material.

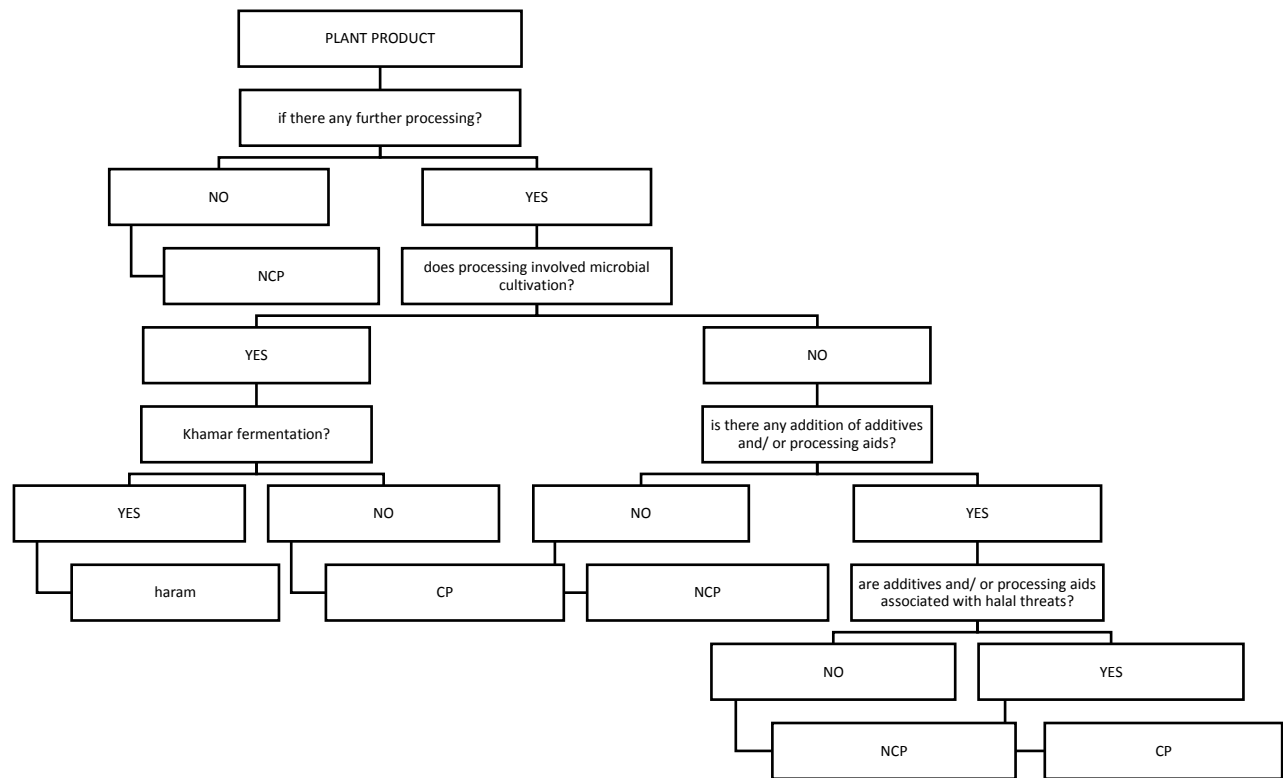


DIAGRAM 3.0: Decision tree for haram critical points identification which used for Identification of Critical Points of Plant Products

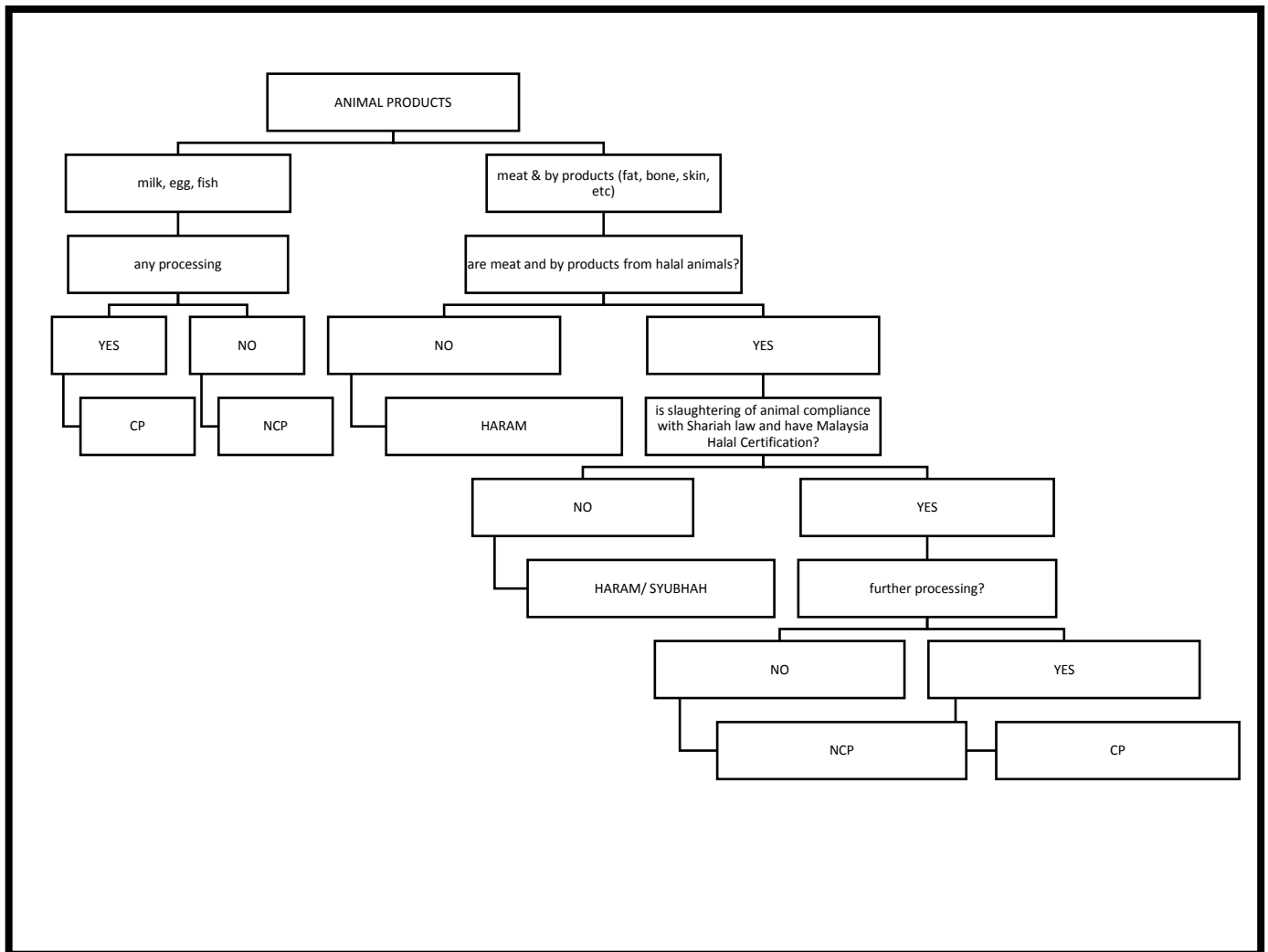


DIAGRAM 3.1: Decision tree for haram critical points identification which used for Identification of Critical Point of Animal Products

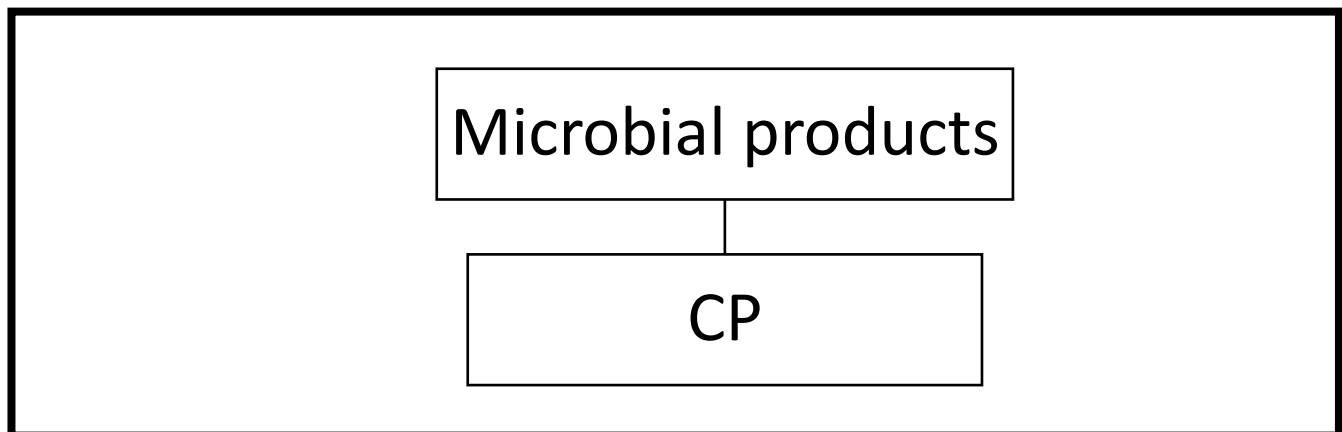


DIAGRAM 3.3: Decision tree for haram critical points identification which used for Identification of Critical Points of Microbial Products

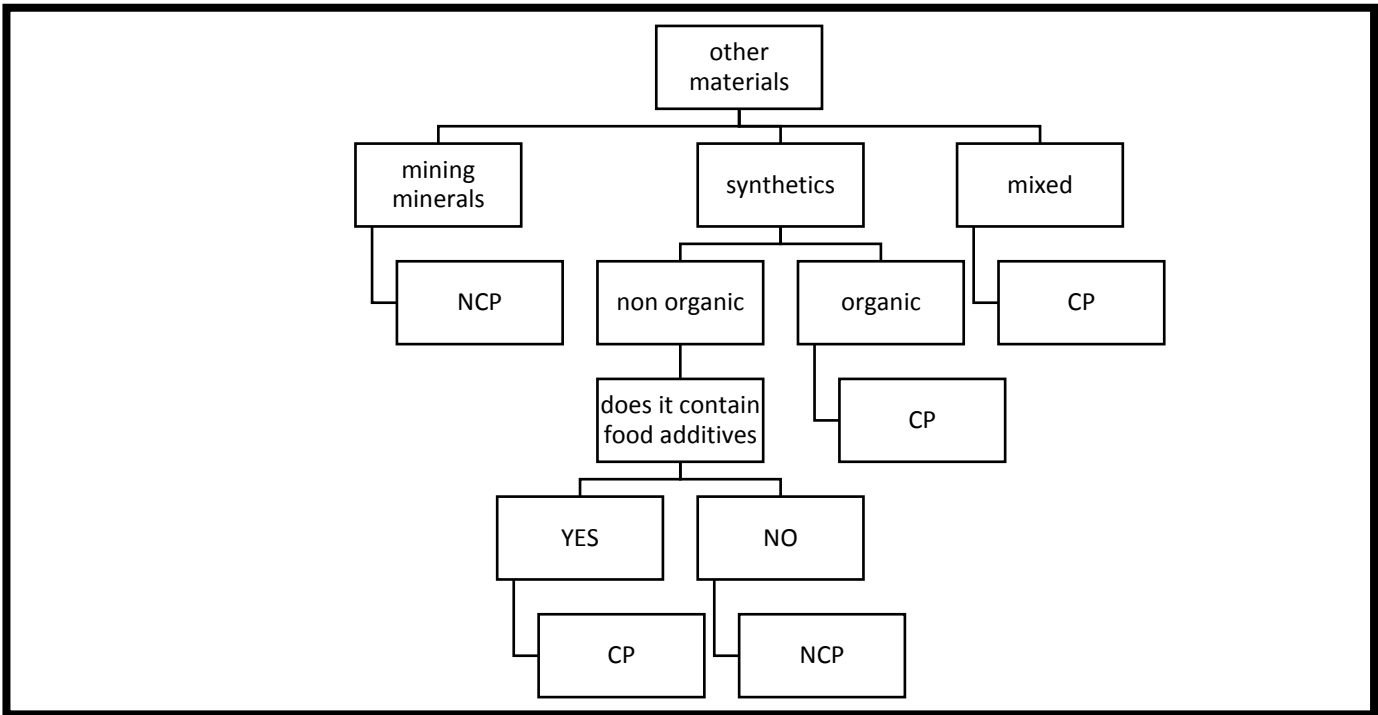


DIAGRAM 3.4: Decision tree for haram critical points identification which used for Identification of Critical Points of Other Materials

3.1.3.3 Process(s) Identification for Contaminants

Identification for contaminants (halal hazards) in process shall be based on the *Halalan Toyayiban* Risk Management Plan. The halal threats are evaluated based on the likelihood and severity/ impact of occurrence of the potential halal threats and/ or precursor. The halal analysis shall be recorded.

| 1 | 2 | 3 | 4 | | | 5 | 6 |
|---------------|---------------------------------------|--|---|------------------|--------------|------------------|---------------------------------------|
| Process steps | List potential contaminant/ precursor | Rationale for inclusion or exclusion as a potential contaminant/ precursor | Evaluation of the likelihood and severity/ impact of potential contaminant/ precursor | | | Control measures | Is this process step a HCCP (Yes/ No) |
| | | | Likelihood | Severity/ impact | Risk ranking | | |
| | | | | | | | |

TABLE 3.3: Example of Reference tables for determination of likelihood, severity and risk ranking

| Likelihood | Description |
|------------|--|
| Likely | The possibility of <i>halalantoyyiban</i> status affected expected to occur in most circumstances. Common or repeated occurrence has happened before several times. |
| Moderate | The possibility of <i>halalantoyyiban</i> status affected might occur sometimes. Known to occur, happened before. |
| Unlikely | The possibility of <i>halalantoyyiban</i> status affected could occur in exceptional circumstances. Practically impossible. |

TABLE 3.4: Example of Halal Critical Control Point (HCCP) likelihood ranking

| Halal Severity Impact | Description |
|-----------------------|--|
| Critical | <p>The potential contaminant (non-halal materials or detrimental substances) affects the totality of the halal status of the products/ goods / services and the halal status of the products/ goods / services could not be salvaged.</p> <p>Release of the goods and/ or cargo will result in loss of trust from customers, public and authorities.</p> <p>May cause great impact for future business transactions.</p> |
| Moderate | <p>The potential contaminant (non-halal materials or detrimental Substances) affects the halal status of the goods and/or cargo but the halal status of the goods and/or cargo still could be salvaged.</p> <p>May result in delay of delivery or shipment and potential loss of future contracts, possible loss of public trust.</p> |
| Insignificant | No impact on the halal status of the goods and/or cargo. |

TABLE 3.5: Example of Halal Critical Control Point (HCCP) Severity/ Impact ranking (“*Halalan*”)

| <i>Toyyiban</i> Severity Impact | Description |
|---------------------------------|--|
| Critical | <p>The results of activity(s) or halal substance(s) not intended as part of the goods and/or cargo that affects the <i>toyyiban</i> status and intended use of the goods and/or cargo.</p> <p>Release of the goods and/or cargo will result in loss of trust from customers, public and authorities.</p> <p>May cause great impact for future business transactions.</p> |
| Moderate | The results of activity(s) or halal substance(s) not intended as part of the goods and/or cargo that affects the <i>toyyiban</i> status of |

| | |
|---------------|---|
| | the goods and/or cargo but did not affect the intended use of goods and/or cargo. However, this may result in delay of delivery or shipment and potential loss of future contracts, possible loss of public trust. |
| Insignificant | No impact on <i>toyyiban</i> status of the goods and/or cargo. |

TABLE 3.6: Example of Halal Critical Control Point (HCCP) Severity/ Impact ranking (“*Toyyiban*”)

| Likelihood | Severity/ Impact | | | | | |
|------------|------------------|---|-------------|---|-------------|---|
| | Insignificant | | Moderate | | Critical | |
| Likely | Moderate | 4 | Significant | 7 | High | 9 |
| Moderate | Low | 2 | Moderate | 5 | Significant | 8 |
| Unlikely | Low | 1 | Low | 3 | Moderate | 6 |

TABLE 3.7: Example of Halal Critical Control Point (HCCP) Risk Matrix

| Ranking levels | likelihood | Impact | Code | Risk decision with regards to <i>halal</i> / <i>toyyiban</i> control measures |
|----------------|------------|----------|-------------|---|
| 9 | Likely | Critical | High | The organisation needs to review the incidence in a detailed manner to find the root cause of the problem. All precautionary measures shall be taken to resolve the problem identified. Monitoring and verification activities towards control measures shall be conducted in accordance to the scheduled plans. All staff shall be briefed to keep informed on the matter. |
| 8 | Moderate | Critical | Significant | The organisation shall take all precautionary measures to resolve the problem identified. Monitoring and verification activities towards control measures shall be conducted |
| 7 | Likely | Moderate | | |

| | | | | |
|---|----------|---------------|----------|---|
| 6 | Unlikely | Critical | Moderate | The organisation shall monitor and verify control measures in accordance to the schedule plans. |
| 5 | Moderate | Moderate | | |
| 4 | Likely | Insignificant | | |
| 3 | Unlikely | Moderate | Low | The organisation maintains the implementation of control measures in accordance to scheduled plans. |
| 2 | Moderate | Insignificant | | |
| 1 | Unlikely | Insignificant | | |

TABLE 3.8: Example of Halal Critical Control Point (HCCP) decision rules for risk ranking

| HCCP No. | Process step | Monitoring | | | | Corrective action | Verification (What, Hoe, Frequency, Who) | Records |
|--------------------|--------------|------------|-----|-----------|-----|--------------------|--|---------|
| | | What | How | Frequency | Who | | | |
| | | | | | | | | |
| Prepared by: _____ | | | | | | Approved by: _____ | | |
| Name : | | | | | | Name : | | |
| Position : | | | | | | Position : | | |
| Date : | | | | | | Date : | | |

TABLE 3.9: Example of Halal Critical Control Point (HCCP) Risk Management Plan Summary

3.1.3.4 *Establishment of Criteria Limit for Halalan Toyyiban Critical Control Point (HCCP)*

Critical limit refers to the maximum or minimum value to which a halalan-toyyiban threats must be controlled at HalalanToyyiban Critical Control Point (HCCP) to prevent, eliminate or reduce the occurrence of the identified halalan-toyyiban threats to an acceptable level. In simpler explanation:

- Critical limit is criteria which separates acceptability and unacceptability.
- Critical limit is the tolerance range for the identified HCCP
- If critical limits are exceeded, halal integrity of the product or service is violated may deem the product non-halal.
- Applied limit is based on science, measurable and easy to monitor.
- The limits and values must meet halal standards requirements, fatwas issued by the national fatwa council, legislations relating to the product, published data, actual experience or collected data from planned experiments conducted in-house or supplier data and expert advice.
- The limits and values must be validated.
- Monitoring and action must be established for non-conformities.

Halalan Toyyiban Critical Control Points (HCCP) are points of control determined though out the whole halal supply chain, which if identified, controlled and monitored can eliminate the possibility of halalan and toyyiban threats. The identified significant Halalan and toyyiban threats may give rise to one or more HCCP.

Factors that may affect HCCP in the halal supply chain if and when there are changes in the plant layout, formulation, process flow, equipment, ingredient selection and prerequisite programmed.

3.1.3.5 *Establishment of Monitoring System for Halalan Toyyiban Critical Control Point (HCCP)*

In order to ensure HCCP are within the set limit, a monitoring programmed shall be established. A monitoring system for HCCP is important because:

- It can be used to track system operation, process and trend.
- It is able to provide immediate feedback so that action can be taken efficiently.
- It allows corrective action to be taken to bring the process back under control before process non-conformance occurs.
- If control limit exceeded, action can be taken to identify the lot and also to isolate the lot.
- It produces accurate record for use in verification.

A monitoring programmed focuses on the **4W 1H** strategies which is '**what**', '**how**', '**when**', '**who**' and '**where**'. **TABLE 3.10** below illustrate the technique of brainstorming strategies to develop the Halalan Toyibban Critical Control Points (HCCP).

| | |
|---|---|
| <p>What and where will be monitored? (some in the of from measurement, inspection or testing)</p> | <ul style="list-style-type: none"> ✓ The team need to determine the parameters to be monitored, other specific information, and data analysis required to adequately measure the compliance with critical limit. ✓ The team also needs to identify the location or point the monitoring should be placed. ✓ Example: ✓ Purchase of every ingredient which has been identified as critical and semi critical shall be from approved halal supplier, and must include documents to verify the halal status of the ingredient. Material in question. |
| <p>How to monitor? (by measurement through analysis, inspection on availability of halal verification document)</p> | <ul style="list-style-type: none"> ✓ The team needs to decide what method to use for monitoring. ✓ This method must be able assessable base on reliability. ✓ Determine what record to use for data recording to prove compliance to defined requirements. |
| <p>When and what frequency to monitor?</p> | <ul style="list-style-type: none"> ✓ The team need determine if monitoring should be done continuously, non-continuously or intermittently. ✓ Sufficient monitoring frequency indicates that potential hazard is under control. The number of monitoring frequency decided must be assessed. |
| <p>Who will monitor?</p> | <ul style="list-style-type: none"> ✓ Clearly identify the person responsible who will be directly involved in the process. ✓ The appointed person must possess required skill and knowledge. ✓ The appointed person must understand the purpose and importance of monitoring. |

- ✓ The appointed person must be responsible to sign and date records.
- ✓ The appointed person must be one who has been trained, is unbiased and diligent in performing the task.
- ✓ The appointed person shall be provided with sufficient tools.
- ✓ The appointed person shall immediately record data.
- ✓ The appointed person shall still record data even when critical limit is not met, and able to take corrective action when non-conformities occur.

TABLE 3.10 below illustrate the technique of brainstorming strategies to develop the Halalan Toyibban Critical Control Points (HCCP)

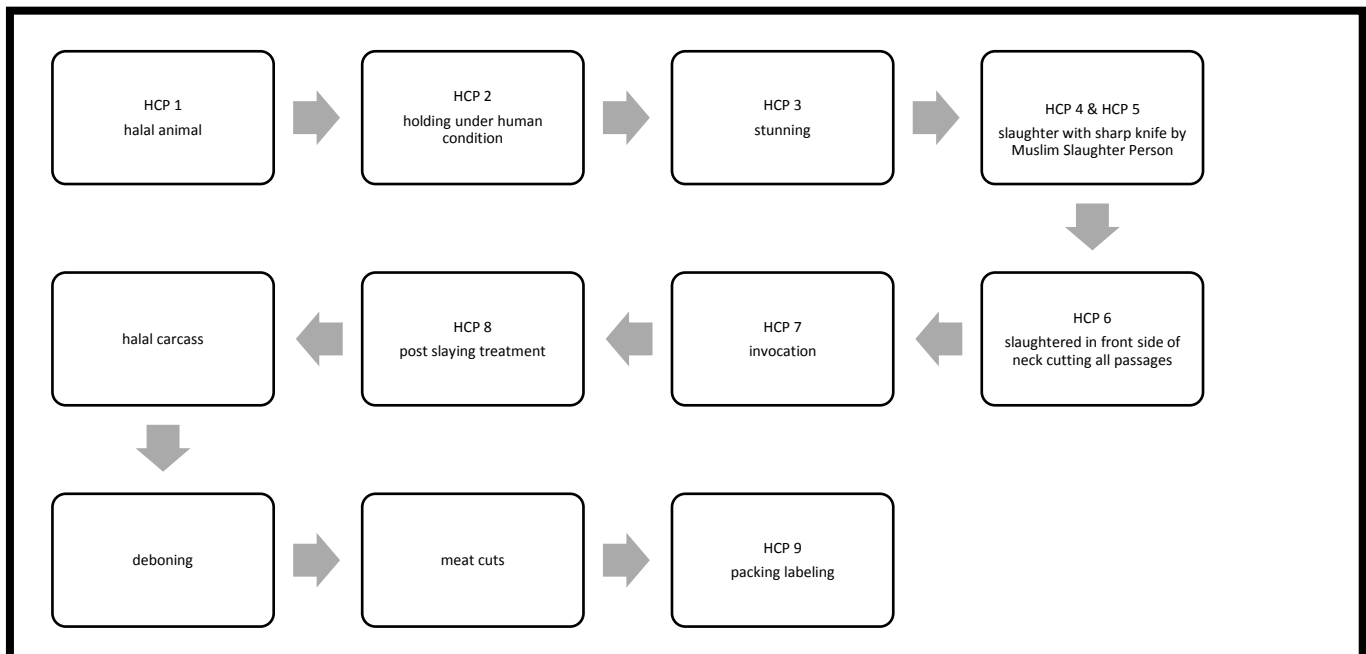


DIAGRAM 3.5: Example of HCP for Meat and Poultry Processing

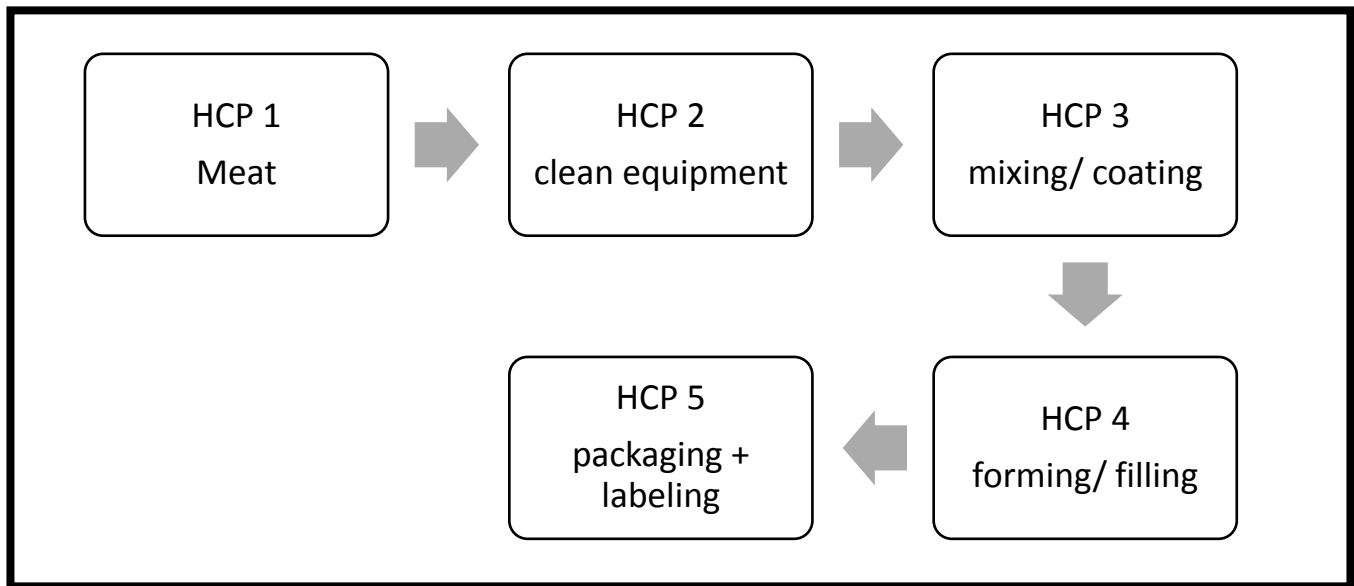


DIAGRAM 3.6: Example of HCP for Further Process Meat Product

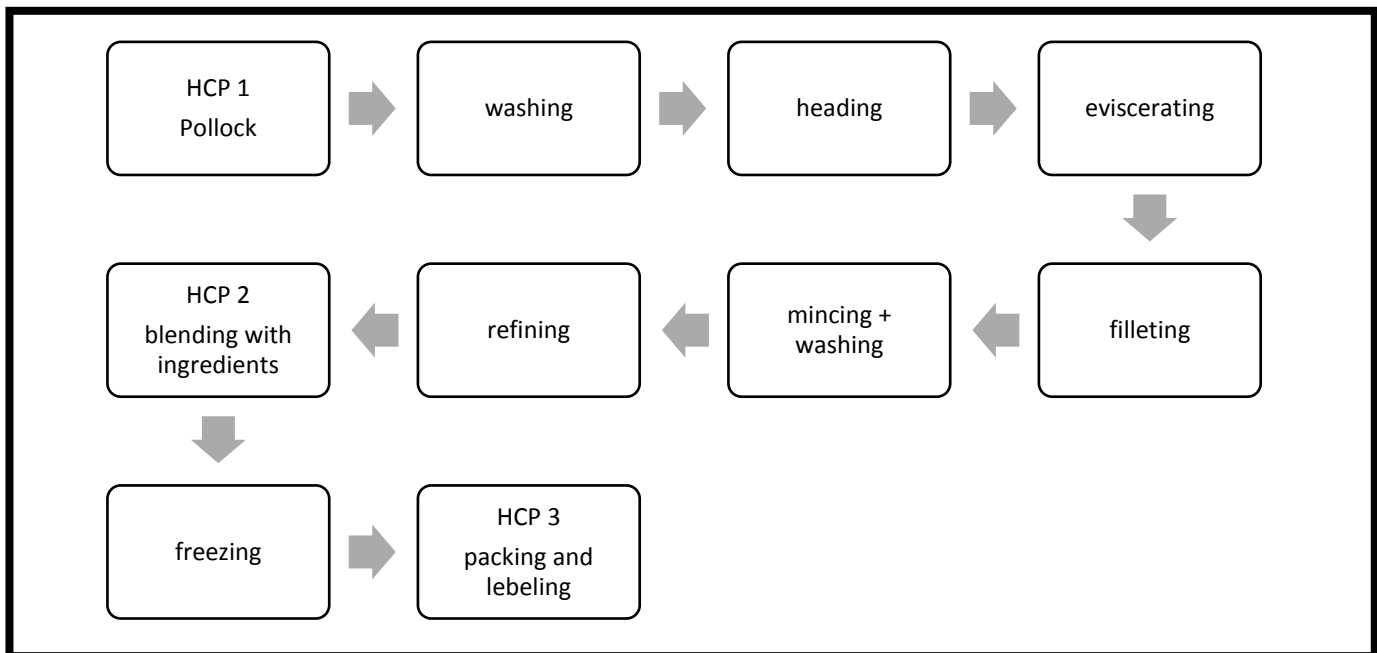


DIAGRAM 3.7: Example of HCP for Imitation Sea Food Product Productions (Surimi)

3.1.3.6 *Corrective Action for Halalan Toyyiban Critical Control Point (HCCP)*

The next steps in HAS implementation are to create Corrective action. Corrective action must be taken before and after the halal risk, manifest itself into full-blown incidents. Action must be taken immediately to uphold the halal integrity system. Corrective action is the continuity of the control measure instated in the HAS system. Corrective actions are divided into two situations when:

- HCP has been determined and the **incidents yet to happen**. Corrective actions are implemented to **avoid the occurrences of the incidents**.
- HCP has been determined and the **incident has happened**. Corrective actions are implemented to **negate the outcome of the non-conformances**.

Corrective action is action taken to rectify and correct the deviation (lost of control) which occurs at HCCP. Every corrective action shall be recorded. These corrective actions can be integrated together with control measures as shown in **FIGURE 4.16**

The aims the corrective are:

- To readjust process to bring non-conformity back to normal state
- To prevent Halalan Toyyiban hazards product from reaching end users or consumers.
- To prevent reoccurrence of the event
- Corrective action activities as follows:
 - Use monitoring result to adjust process to maintain control
 - Deal with products of non- conformance
 - Identify and correct cause of non-conformance
 - Maintain and verify records of corrective actions taken
- Preventive actions are actions taken to eliminate the cause of potential non-conformities (reoccurrence of deviation in implementing and monitoring HCCP), which is appropriate to probable impact. Preventive actions are as follows:
 - Identifies potential non-conformance(s) and their causes
 - Evaluate need for action

- Determine and implement action
- Record results and action taken
- Review effectiveness of preventive action

It is very important to have a person responsible for adjusting the process or informing the appropriate person (IHC) when non-conformance occur at HCCP. This person should be a person with knowledge regarding HCCP, and must be given the authority to make an immediate decision so that control of the line operation is maintained. Failure at a HCCP may cause products to become non-halal and may also cause injury.

IHC shall ensure that proper corrective action is taken and documented, ready to be presented and audited by certification bodies in needed. Products that are manufactured prior and during the ratification process must be separated. The appropriate procedure must be created to prevent any similar incidents from happening. The incidents must be recorded.

The documentation shall include:

- i. Review of non-conformities
- ii. Investigation reports that indicate whether the incidents happens due to human error, controllable or uncontrollable.
- iii. The cause of non-conformity
- iv. Preemptive measure is taken to avoid similar incidents from happening again
- v. Record the results of corrective action
- vi. Assessment of the effectiveness of the corrective action taken

3.1.4 Establishment of Verification Procedure

Verification is the use of methods or procedure in addition to those used in monitoring to determine if the HAS is in compliance or if the system needs modification and revalidation.

Verification of HAS is divided into **2 Categories**:

- i. Verification of HAS activities to ensure all activities are done correctly.
- ii. Verification of the HAS system to ensure the system is complete and effective to meet the objective of HAS.

A process Validation is carried out to ensure that the criteria developed at HCP are effective and to comply with Shariah requirements. The validation process is applied at all HCP.

Verification is required to:

- Meet the purpose the HAS plan, which is to prevent *halalantoyyiban* hazards.
- Check the implementation and effectiveness of HAS.
- Provide assurance that the HAS plan is:
 - Base on *Shari'ah* and scientific principles
 - Adequate to control *halalantoyyiban* hazards associated with the product and process.
 - Being followed

Verification is done on:

- Verification of *halalantoyyiban* hazards and preventive or control measures;
- Halal critical limits, which are sufficient to guaranty Halal integrity
- Monitoring procedures to confirm effectiveness
- Corrective actions to ensure they are appropriate

Revalidation and reassessment of HCP must be carried out when:

- Major changes happen that may affect the HAS system or when new study
- A New experiment method found that can improve the validation process
- New fatwa, or guidelines issued by the authority
- Changes in the process flow or new products
- The verification process shall be done to check whether the HCP are implemented

Tools that can use in order to check compliances are a checklist, cross check with other departmental functions and previous audit reports.

3.1.4.2 Activities relating to verification

The activities relating to verification are:

- Management Review
- Review of HAS Plan
- Spot check/audit
- Laboratory testing
- Review of records
- Calibration of equipment

3.1.4.3 Internal verification process

An internal verification process includes:

- New halal non-compliance issues pertaining to material or recognize Islamic Bodies
- Changes in process and equipment
- Premise relocation.

3.1.4.4 Verification process validates

Verification process validates the following:

- Technical data e.g. material production process taken from reliable journals and scientific literature
- History and trends of result and records relating to halal monitoring;
- End-product testing
- Complaints from customers

3.1.5 Establishment of Traceability System

Traceability mechanism is established to trace default products so that action can be taken to identify and recall all suspected products. Traceability is the ability to track any food through all stages of production, processing and distribution (including importation and at retail).

Traceability should mean that movements can be traced one step backward and one step forward at any point in the supply chain. Traceability enables corrective actions (such as a product recall) to be implemented quickly and effectively when something goes wrong. When a potential food safety problem is identified, whether by a food business or a government agency, an effective traceability system can help isolate and prevent contaminated products from reaching consumers.

Traceability allows food businesses to target the product(s) affected by a food safety and halal problem, minimizing disruption to trade and any potential public health risks as well as haram risk. It is used to trace non-conformity products.

An effective traceability system relies on being able to track product one step forward and one step back at any point in the supply chain. The system a food business has in place includes any procedures for identifying producers, suppliers, customers and products and the records kept including:

- name and address (and other contact details) of suppliers and a description of products or inputs supplied
- name and addresses (and other contact details) of customers and a description of the product supplied to them
- date of transaction or delivery
- batch or lot identification (or other markings)
- volume or quantity of product supplied or received
- Any other relevant production records.

3.1.5.1 Purpose of establishing the traceability system

The purpose of the traceability provisions is to assist in targeted and accurate withdrawals and to give information to control officials in the event of food safety problems, thereby avoiding the potential for wider disruption.

Traceability and food industry can never be separated. Traceability promotes transparency along the supply chain which reduces the potential of product recalls as well as liability claims toward the manufacturers. Traceability is also a communication and tracking mechanism to ensure information is accessible along the supply chain especially when dealing with halal certified products.

The traceability system being implemented in the food industry ranges from a basic manual documentation system which stall all the relevant information along the supply chain to a more complicated system using information technology software and tools

Maintaining halal traceability is a challenge faced by most of food manufacturer or foodservices operator who do not have any food safety systems in place. Some of the ingredient known as naturally produced might not have proper identification of halal status and it will create the room for argument in case any issues crop up.

3.1.5.2 Benefits of Traceability System

By implementing a Halal traceability system, it will benefit both the producer or foodservice operator and the consumer. The use of traceability system in the company will help reduce cost by reducing time spent if and when a problem occurs as time spent to trace and track the cause of the problem would be greatly reduced. It will also help save the producer's cost, time and energy to withdraw products that have been sent to market. From the customer

Perspective, the company has taken responsibility to ensure product manufactured meets Halal requirements and to take immediate action once any materials or

practices that are non-conforming are identified. Consumers these days are more educated and are more concerned about Halal integrity of the products they buy, hence producers and service providers must take all the necessary precautions in order to safeguard their consumers' needs.

3.1.5.3 Traceability Chain

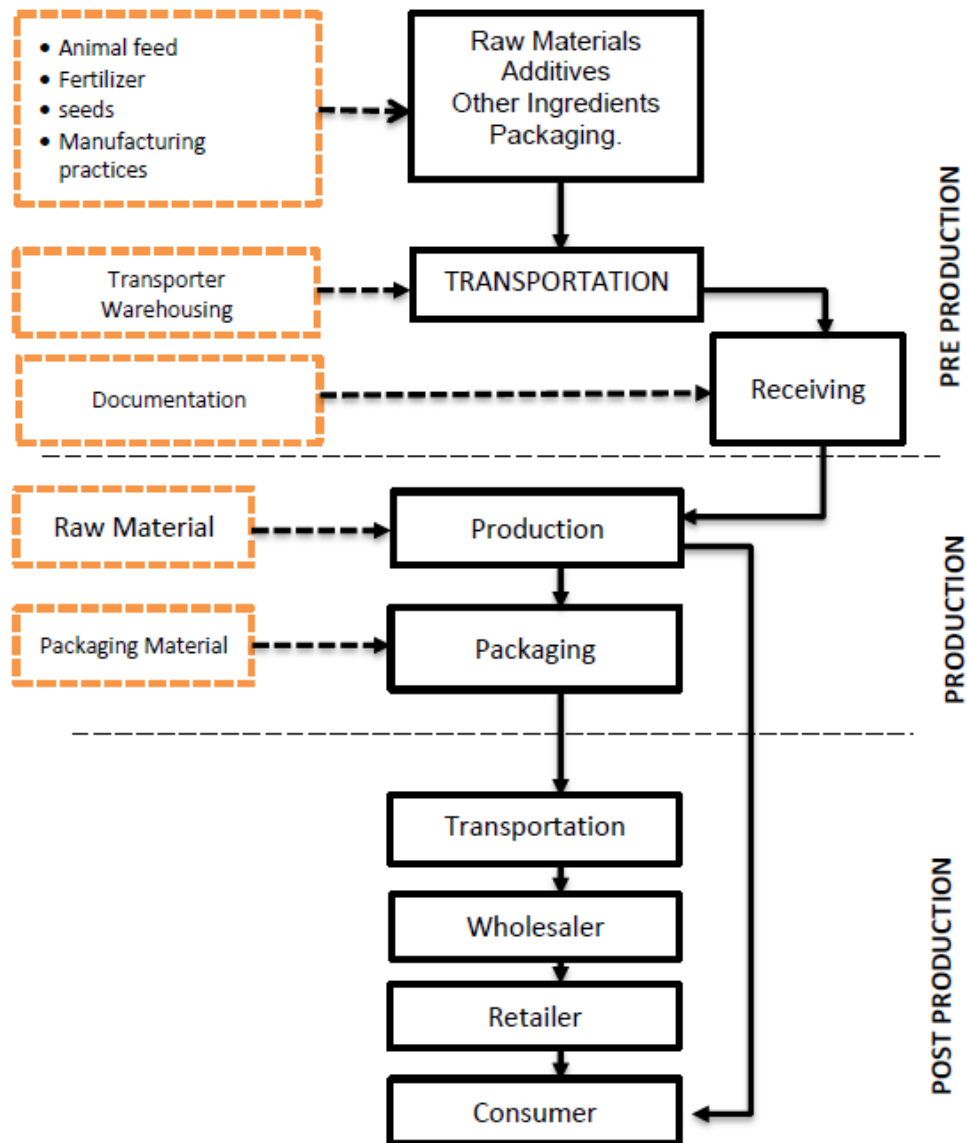
Any traceability system normally involves several departments. The product itself went through several departments before reaching its final product stage, such as purchasing, warehousing, production, quality assurance, and transportation departments. Each department play important role to ensure Halal traceability system is in place and effective.

Halal traceability can be integrated with any existing systems that have traceability system in place. This will help reduce the variety, increase effectiveness, save cost and materials of implementation.

An effective traceability system in Halal food industry and supply chain needs to be reviewed periodically to ensure relevance to current situation. Traceability enables industry to trace and track important information at all stages of production and enable reduced product recalls and the number of non-compliance cases discovered by the authorities or internal monitoring team that could result in a negative impact to the growth of the industry.

Implementation of Halal traceability shall be in conjunction with other procedures such as withdrawal and recall procedures.

3.1.5.4 Procedure to conduct traceability system



Source: [13]

FIGURE 3.0: Illustrates the traceability programs for a company start from the source of the material. The traceability program is divide into 3 separate area and time-link; Pre-production, production, and post-production.

Each time-link process needs to be monitored and recorded. Material received at the premises must be able to be tracked back to its origin. Tracing tools such as a barcode, delivery order, and invoice must be checked and rechecked with the prevalent specification set by the companies. If the supplier using third party logistic services, the delivery order should also include the vehicle information as well as the time stamp and dates. Most of the logistics company have an integrated tracking system that tracks the shipment whereabouts as well as the time they start shipping out the material.

At the production level, the chain of custody for a specific halal risk material must be established. This to ensure that only halal certified raw material goes into the production line. In working instruction and standard operating procedure (SOP), each section and production processes have their person in charge (PIC). The responsibilities fell into these PIC, therefore making it possible to trace of the item on every step of the production cycles. Packaging for the product must also make traceability compliance by putting barcodes, manufacturer identification, lot and batch number and expiry dates.

During post-production, every step of the transaction must be recorded from the moments the products leaves the factory gates or production area. It involves some logistic tracking capabilities, but most important is that the product can be traced throughout the supply chain, if in the worst case scenarios, the product needed to be recalled.

PRE PRODUCTION

Incoming/ Receiving

- i. The storekeeper shall receive raw materials from the vendor at the manufacturing establishment.
- iii. The storekeeper and purchaser shall confirm the quantity and correct items received against the document (delivery order or purchase order) as per the inspection plan and will acknowledge the receipt of goods in good condition by signing on the document.
- iv. Should there be any discrepancies, the storekeeper will either hold or send the material back to the vendor and issue a “Good Return Notes”.
- v. All in-coming inspection results shall be recorded in Incoming Raw Material/ Purchase Material Check list for the following criteria:
 - a. Temperature (frozen and chilled materials only)
 - b. Appearance (packaging material; wording; colour; arrangement)
 - c. Weight
 - d. Expiry date (raw materials only)
 - e. Batch number
 - f. Characteristics
 - g. Valid halal logo (recognized by JAKIM)
 - h. Clean and not contaminated with unlawful substances as prescribed by *Shariah* law
- vi. The storekeeper will then arrange the materials in the store. Their original packaging materials will identify the materials in the store.
- vii. The quantity of materials received will be updated to the individual stock card.
- viii. Where appropriate, the material shall be kept in their original packaging box/ bag and stored at their respective locations by the storekeeper.

| | |
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| | <p>ix. If there is any discrepancy, the storekeeper shall submit their feedback to QA who will then liaise with the vendor for the next course of action. Meanwhile, the rejected material shall be put on hold.</p> |
| PRODUCTION | |
| In-process control/ Production | <p>i. Each production lot is accompanied by a lot traveller</p> <p>ii. The raw material used for each lot can be traced on the delivery order number under “Raw Material Traceability” section of the Lot Traveller</p> <p>iii. Upon receipt of materials from the store, the production personnel shall proceed with the processing of product.</p> <p>iv. The lot traveller (under in process traceability section) shall be filled up by the responsible supervisors.</p> <p>v. All documentation will be done by the production executive.</p> <p>vi. At every process, the processed material and those awaiting for processing should be clearly segregated and identified as “Done” or “Not Done” respectively. Where the status “Done” or “Not Done” is obvious, identification is not required.</p> <p>vii. The person responsible for each process should complete all his work in a daily basis so as to avoid wastage.</p> <p>viii. At every process, rejects should be clearly segregated from parts.</p> <p>ix. Reworked goods are to be traced back to the original batch and indicated in the Lot Traveller.</p> <p>x. Rework can only be done after confirmation that this does not affect the safety, regulatory or legal status of the finished product such as ingredient declaration, allergy information or identity preservation, and nutritional labelling as required by regulations.</p> <p>xi. Non conforming products shall be segregated in the container identified as “Rejects”.</p> |

| | |
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| | <ul style="list-style-type: none"> xii. Upon completion of every process, the rejected materials will be collected and the operators concerned shall record the quantity of rejects in the Lot Traveller. xiii. The operator concerned shall then dispose of the rejected materials. |
| Packing | <ul style="list-style-type: none"> i. The product will be packed according the procedure. ii. The batch number and expiry date will be indicated on the product packaging material for traceability purposes. |
| POST PRODUCTION | |
| Warehouse/ Retailer/ Wholesaler | <ul style="list-style-type: none"> i. The finished goods shall be properly identified and segregated according to product types in the cold room. ii. Finished products without any identification codes are not allowed to be released for sale and distribution. iii. New finished goods will be placed behind/ beneath older stock in cold storage. It will be based on First-In-First-Out (FIFO) basis. iv. Periodic stock reconciliation should be performed comparing that actual and recorded stock. All significant stock discrepancies should be subjected to investigation as a check against inadvertent mix-ups and wrong issues. |
| Transportation/ Delivery | <ul style="list-style-type: none"> i. The marketing department will issue a delivery order to the storekeeper who will issue out the products from the storage according to the delivery order. After issuance of the products, the store shall update the stock card for traceability purposes. |

3.1.6 Establishment of Recall Products Management Procedure

The Halal markets are expanding very rapidly and halal issues are serious matter to Muslim consumers in choosing the right eating establishment. Halal food means food and beverages and/ or their ingredients that are permitted under the Shari'ah law and fulfil the certain condition as stated in (MS 1500)

Complaints associated with halal food can occur when there are any criteria of the product or services provided did not follow the halal requirements and deviate any law and consumer right.

3.1.6.1 Classification of Complaint

When complain is received, the key personnel (QA/QC/Halal Executive) shall investigate the complaint according to several classification. Some halal-related complaints can become serious depending on the nature of the product and the main root cause.

There are many types of customer complaints apart of complaining about damaged and unsatisfactory goods. Consumer complains might be about:

- Halal issue- contains or contaminated with Haram substances
- Packaging problem
- No expiry date
- Delay in providing the goods
- Poor taste, appearance, and texture
- Unwanted materials found with product

3.1.6.2 Procedure of handling complaints on ‘toyibban’ and technical perspective

Complaint is part of the process of internal improvement. When a complaint is received, the person in charge shall follow procedure to handle the situation. The right approach to handling customer complaint is not only to calm the customer but also to provide good image to the company.

The concept of *halalan toyyiban* is a combination of merely means allowed and permissible for consumption with relation to Shari’ah law as long as they are safe and not harmful. The Arabic word “*toyyiban*” can be described as good, hygienic and safe for consumption.

Improper control of Halal food production especially when incidents occur can change the Halal status of a product to Haram. Production under extreme condition, for instance during water shortage, blackout, fire or natural disaster may lead to the product being produces in low quality and unsafe conditions. It is part of the Halal system to ensure element of ‘*toyyiban*’ remain under control to ensure the final products meets Halal specification, is of high quality and safely produced.

There are several incidents that may occur anytime during production hour. Because of this, companies shall have proper incident management procedure that can be implemented should the need arise.

3.1.6.3 Procedure of handling Non-Conformance Products

The organization shall ensure that product which does not conform to product requirements is identified and controlled to prevent its unintended use or delivery. A documented procedure shall be

established to define the controls and related responsibilities and authorities for dealing with non-conforming product.

Where applicable, the organization shall deal with non-conforming product by one or more of the following ways:

- Take necessary action to eliminate the detected non-conformity
- By authorizing its use, release or acceptance under concession by a relevant authority and , where applicable , by the customer
- Take action to precludes its original intended use or application
- Take action to appropriate the effects, or potential effects, of the non-conformity when non-conforming product is detected after delivery or use has started.
- Any non-conforming incoming material shall be immediately identified and segregated. The discrepancy shall be clearly documented and the cause investigated.
- When non-conforming products are corrected it shall be subject to re-verification to demonstrate conformity to the requirements.
- Records of the nature of non-conformities and any subsequent actions taken, including concessions obtained, shall be maintained.
- In-process products and finished products not meeting specifications shall be clearly labelled and held in separate quarantine area until the discrepancy has been investigated and resolved. The results are documented in the Batch Records and other relevant forms or reports.

3.1.6.4 Disposition of Non-Conforming Products

Disposition of Non-Conforming materials and products shall be documented, and include the justification for the use or rework of any non-conforming products after cause of non-conformance is determined and the authorization for use is approved.

The decision to use, rework or reject a non-conforming material and product is made by the QA manager. Standards operating procedure for rework, retesting and re-evaluation of the non-conforming products has been established to ensure that the product meets its current approved specifications.

The disposition can be as follows:

- Reworked to meet specified requirements
- Accepted with or without reprocessing by concession; or rejected or scrapped.

When non-conforming product is corrected, it shall be subject to re-verification to demonstrate conformity to the requirements. Record of the nature of non-conformities and any subsequent actions taken, including concessions obtained, shall be maintained.

3.1.7 Approval of Verification Procedure

Getting approval from the top management is the final step in the preparation of HAS. After the completed whole draft of HAS been prepared and verified by the IHC, it need to be approved by the top management. That approval is very important to ensure the HAS can be function well.

IHC must apply the approval either through the mail or others medium. The obtained approval should be recorded. Halal executives need to ensure it is conducted with great success. Lastly, HAS must be implemented.

3.1.7.1 *Documentation System and Management Records*

IHC shall, in their best efforts to create and maintained a properly documented record for the halal assurance system. A proper filing system, with dedicated storing space, must be created to keep all the record. This will be used as evidence when the needs arise.

This record will show how effective the system being managed as well as its implementation system. The record shall be kept at a minimum of one year. However, it is advisable that the record is kept indefinitely and properly archived. Each record and documents must be duly signed by the process owner together with dates.

HAS is written in the form of Halal Manual, separately from another quality system manual(s) such as Hazard Analysis Critical Control Point (HACCP), ISO, etc. HAS Manual has to describe the function of each division in company with the person in charge and its distribution. For some function such as training, socialization, SOP, work instruction, form etc., and its implementation may be integrated with another quality system(s).

Efficient and accurate documentation system and management of record is essential in ensuring the effective implementation of HAS. This is because documentation and records can be used as:

- Reference to trace the production history of a finished product or service
- Tools to alert the personnel in the processing area to the potential problems before it surpasses the critical limit
- Evidence that proper procedures are being followed

The type of documentation and records required for HAS are:

| | |
|---|--|
| Supporting document for developing HAS manual | <p>a. Information and data used in establishing HCCP and its critical limits</p> <ul style="list-style-type: none"> • Summary of halal threats analysis, including the rationale for the determining the halal threats and control measures. • Data used to establish control measure to prevent product from becoming haram. • Data used to establish the adequacy of critical limits in ensuring the halal status of the products or services. <p>b. The written HAS plan and system which support its implementation</p> <ul style="list-style-type: none"> • Description of the food, its process and equipment involved in producing it. • Verified the flow diagram • HAS plan summary table |
| Record generated by the HAS system | <p>a. Monitoring records for all HCCP</p> <p>b. Deviation and corrective action records</p> <p>c. Verification or validation records.</p> |
| Documentation of methods and procedures used | <p>a. Description of monitoring system for HCCP identified</p> <p>b. Description of record keeping procedures.</p> <p>c. Description of verification and validation procedures.</p> |

| | |
|---|-------------------------------------|
| Other related documentation and records | Management Review and IHC Meetings. |
|---|-------------------------------------|

Standardized documents and records form must be established and utilized. Procedures need to be in place to ensure that:

- i. Documents are adequate for use.
- ii. Relevant documents are available at point of use.
- iii. Documents are legible and readily identifiable.
- iv. Complete documents are filed appropriately.
- v. Document are reviewed and updated necessarily.
- vi. Obsolete documents are not used.

Records generated by HAS plan which is being used to monitor implementation of HAS should be reviewed on a routine basis. Personnel responsible to review this record shall be trained must be responsible individual. At the competition of the review and reconciliation of any deficiencies, this person will initiate the HAS records.

The review is required to ensure completeness of halal threat control, meeting the critical limits and taking proper corrective action.

MODULE 4

HALAL CERTIFICATION PROCESS ADMINISTRATION

Writers :

**IRWAN HAFIZ BIN MARBAIE
NURUL FARIHA BINTI KAMARUL RASHID**

THEORY LESSON PLAN

MODULE 3

| | | |
|--|--|--|
| PROGRAM'S CODE & NAME | HI-000-4:2015 HALAL ADMINISTRATION | |
| LEVEL | L4 | |
| COMPETENCY UNIT NO. & TITLE | HI-000-4:2015-CO2 HALAL COMMITTEE (IHC) PROGRAM ADMINISTRATION | |
| WORK ACTIVITIES NO. & STATEMENT | 9. DEVELOP HALAL POLICY 10. FORM INTERNAL HALAL COMMITTEE (IHC) 11. MANAGE IHC MEETING 12. IMPLEMENT HALAL TRAINING PROGRAM | |
| CODE NO. | HI-000-4:2015-CO2/P(1/4)/PM | |

CURRICULUM of COMPETENCY UNIT (CoCU)

| | | | | | | | | |
|--|---|---|--|-------------------------------|--|---|---|---------------------|
| SECTOR | | HALAL INDUSTRY | | | | | | |
| SUB SECTOR | | MANUFACTURING & PROCESSING | | | | | | |
| JOB AREA | | HALAL COMPLIANCE (FOOD,PHARMACEUTICALS, CONSUMER GOODS, LOGISTICS, RETAILS, ABBATOIR) | | | | | | |
| NOSS TITLE | | HALAL ADMINISTRATION | | | | | | |
| COMPETENCY UNIT TITLE | | HALAL ASSURANCE SYSTEM (HAS) | | | | | | |
| LEARNING OUTCOME | | The competent personnel shall be able to acquire and maintain, seamlessly, halal certification of a company and consequently boost the company's image to the public. Upon completion of this competency unit, trainee should be able to:- <ul style="list-style-type: none">• Prepare documents for application of Malaysia Halal certification• Submit Halal application online• Facilitate on-site audit based on audit scope• Prepare feedback on audit findings / NCR• Accept application result• Maintain Halal post compliance | | | | | | |
| PRE-REQUISITE (if applicable) | | There are no specific pre-requisite for this competency unit. | | | | | | |
| COMPETENCY UNIT ID | | CO4 | LEVEL | 4 | TRAINING DURATION | 60 | SKILL CREDIT | 6 |
| Work Activities | Related Knowledge | Related Skills | | Attitude/Safety/ Environmenta | | Training Hours | Delivery Mode | Assessment Criteria |
| 1. Prepare documents for application of Malaysia Halal certification | i. Malaysia Halal certification procedure ii. Documents required for certification procedure | i. Gather details required for the application of Halal Certification ii. Compile documents according to checklist | Attitude: i. Resourceful in gatherings information related to Halal | | Related Knowledge 5 Related Skill 6 | Related Knowledge Lecture Question and Answer Group | i. Details required for the application of Halal Certification are gathered | |

| Work Activities | Related Knowledge | Related Skills | Attitude/Safety/Environmenta | Training Hours | Delivery Mode | Assessment Criteria |
|-----------------|-------------------|-------------------------------|---|----------------|---|---|
| | | iii. Obtain approval from IHC | ii. Compliance Detail and accurate in gathering of information | | Discussion <u>Related Skill</u> Demonstration and Observation | ii. Documents according to checklist are compiled iii. Approval from IHC is obtained |

| Work Activities | Related Knowledge | Related Skills | Attitude/Safety/Environmenta | Training Hours | Delivery Mode | Assessment Criteria |
|------------------------------------|---|--|---|--|---|---|
| 2. Submit Halal application online | i. Halal application procedure ii. On-line application system • My-eHalal iii. Application fee | i. Submit application online at https://apps.halal.gov.my/myehala/pemohon/index.php ii. Submit hardcopy of supporting documents to JAKIM iii. Follow-up on the status of documents submitted iv. Submit payment for certification process | <u>Attitude:</u> i. Resourceful in gatherings information related to Halal compliance ii. Detailed and ensure accuracy of information | <u>Related Knowledge</u> 5 <u>Related Skill</u> 5 | <u>Related Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration and Observation Assignment, Project Based Case Study | i. Online application online at https://apps.halal.gov.my/myehala/pemohon/index.php is submitted ii. Hardcopy of supporting documents to JAKIM is submitted iii. Status of documents submitted is followed-up iv. Payment for certification process is submitted |

| Work Activities | Related Knowledge | Related Skills | Attitude/Safety/Environmenta | Training Hours | Delivery Mode | Assessment Criteria |
|---|---|---|---|--|---|---|
| 3. Facilitate onsite Audit based on audit scope | i. Information required for audit ii. Type of audit iii. Definition of auditor iv. Audit preparation v. Audit documentation vi. Consideration during on-site audit vii. Type of noncompliance viii. Verification of panel report | i. Prepare documents required as per audit scope ii. Present application details that has been submitted iii. Facilitate on site visit to all processing section available in the plant iv. Accept an audit report if found NCR / audit findings v. Record audit NCR / audit findings | <u>Attitude:</u> i. Resourceful in gatherings information related to Halal compliance ii. Detailed and accurate in gathering of information | <u>Related Knowledge</u> 5 <u>Related Skill</u> 5 | <u>Related Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration and Observation Assignment, Project Based Case Study | i. Documents required as per audit scope is prepared ii. Application details that has been submitted is presented iii. On site visit to all processing section available in the plant is facilitated iv. An audit report if found NCR / audit findings is accepted v. Audit NCR / audit findings are recorded |

| Work Activities | Related Knowledge | Related Skills | Attitude/Safety/Environmenta | Training Hours | Delivery Mode | Assessment Criteria |
|---|--|--|--|--|---|---|
| 4. Prepare feedback on audit findings / NCR | i. Generation of audit findings ii. Audit findings followup actions | i. Identify NCR and audit findings ii. Elevate appropriate corrective actions to relevant personnel in charge iii. Submit feedback report to JAKIM | <u>Attitude:</u> i. Resourceful in gatherings information related to Halal compliance ii. Detailed and accurate in gathering information of drafted document | <u>Related Knowledge</u> 4 <u>Related Skill</u> 5 | <u>Related Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration and Observation Assignment, Project Based Case Study | i. NCR and audit findings are identified ii. Appropriate corrective actions to relevant personnel in charge are elevated iii. Feedback report to JAKIM is submitted |

| Work Activities | Related Knowledge | Related Skills | Attitude/Safety/Environmenta | Training Hours | Delivery Mode | Assessment Criteria |
|------------------------------|--|---|---|--|---|--|
| 5. Accept application result | i. Revision follow up with auditor ii. Verification of Malaysia Halal Certification Panel Report iii. Malaysia Halal Certification Panel iv. Malaysia Halal Certificate and Logo v. Responsibility of Malaysian Halal Certificate holder | i. Follow-up on online confirmation status ii. Collect JAKIM Halal Certificate | <u>Attitude:</u> i. Resourceful in gatherings information related to Halal compliance ii. Detailed and ensure accuracy of information | <u>Related Knowledge</u> 4 <u>Related Skill</u> 4 | <u>Related Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration and Observation Assignment, Project Based Case Study | i. Online confirmation status is followed-up ii. JAKIM Halal Certificate is collected |

| Work Activities | Related Knowledge | Related Skills | Attitude/Safety/Environmenta | Training Hours | Delivery Mode | Assessment Criteria |
|-----------------------------------|---|---|---|--|---|---|
| 6. Maintain Halal post compliance | i. Requirements of Halal as Shari'ah compliance ii. Responsibility of the company in maintaining Halal Certification iii. Measures of Halal Certification monitoring and enforcement iv. Identification of Halal Program | i. Update list of inspection scope ii. Perform necessary action to ensure no violation occurs: <ul style="list-style-type: none"> • Minor • Major • Serious | <u>Attitude:</u> i. Resourceful in gatherings information related to Halal compliance ii. Detailed and ensure accuracy of information | <u>Related Knowledge</u> 5 <u>Related Skill</u> 5 | <u>Related Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration and Observation Assignment, Project Based Case Study | i. List of inspection scope is updated ii. Necessary action to ensure no violation occurs is performed |

Employability Skills

| Core Abilities | Social Skills |
|--|---|
| 04.08 Develop and negotiate staffing plans. 04.09 Prepare project/work plans. 05.03 Allocate and record usage of financial and physical resources. 05.04 Delegate responsibilities and/ or authority. | 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork Learning skills 7. Leadership skills |

Tools, Equipment and Materials (TEM)

| ITEMS | RATIO (TEM : Trainees) |
|--|------------------------|
| 1. Computer with internet, Management Information System (MIS) and peripherals | 1:1 |
| 2. Office facilities (printer, fax, machine, etc.) | 1:5 |
| 3. Stationeries (pen, pencil, files, etc) | 1:1 |
| 4. Sample of various company documentations and records (Standard Operating Procedure, Halal certificate, supplier certificates, audit forms, Organization Charts, etc) | 1:1 |
| 5. List of information on regulatory/statutory/ authority bodies related to Halal | 1:1 |
| 6. Sample of Halal standard reference and related rules & regulations (Malaysian Standards for Halal, Malaysian Halal Certification Manual Procedure, Halal Assurance System Guidelines, Good manufacturing practices etc) | 1:1 |
| 7. IHC organization chart | 1:1 |

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9. GMP guidelines - Ministry of Health
10. MS1480:2009 - *Sistem Keselamatan Makanan berkaitan proses pengeluaran produk makanan selamat*
11. ISO 22000:2005 - *Sistem Pengurusan Keselamatan Makanan*
12. Trade Description Act 2011
13. *Keputusan Jawatankuasa Fatwa Majlis Kebangsaan Bagi Hal Ehwal Ugama Islam atau Fatwa yang diwartakan oleh negeri.*
14. *Malaysian Halal Certification Manual Procedure*
15. *E-halal system manual procedure*

MODULE 4

HALAL CERTIFICATION PROCESS ADMINISTRATION

TITLE: PREPARATION OF DOCUMENTS FOR APPLICATION OF MALAYSIA HALAL CERTIFICATION

The main task of Halal Executive of a company is ensuring legitimacy in dealing with applications for halal certification, i.e. ensuring the company always abides by the rules of halal certification. Among the things that should be noted are Malaysia's halal certification procedure, and Malaysia's halal certification Guidelines, inspection procedures, procedures for monitoring and enforcement procedures.

1. Malaysia Halal Certification Procedure

1.1. Halal Management in Malaysia

Halal certification management is coordinated by the Malaysian Halal Certification Halal Hub Division, Department of Islamic Development Malaysia (JAKIM). The standardization of halal certification in Malaysia began in 2001 with the standardization of halal logo. In the process of halal certification, evaluation performed on all products and consumables, food premises and slaughterhouses supplying food and consumables for Muslims. The Department of Islamic Development Malaysia (JAKIM) and Majlis Agama Islam Negeri (MAIN) are the competent authorities in the management of halal certification in Malaysia (Trade Description Act (APD 2011)).

Halal Hub Division, established in the course of JAKIM's halal certification Malaysia. It was founded with the name Studies Division of the Food and Consumer Goods in November 2002 and began operating as a Halal certification bodies on 16 January 2003 with the aim of coordinating, producing and monitoring the Halal Certification in Malaysia. It as a major agency management Malaysia's halal certification in developing and evaluating standards of halal standards and certification schemes that adhere to sharia aspects as well as complying with ISO / IEC 17065.

Halal Hub Division is also responsible for ensuring that all products that are certified kosher or halal, which uses the expression, is pure and clean according to Islamic rulings. The Division also acts as the coordinator of the JAIN, related agencies and industry associations to get any feedback and suggestions as well as a coordinator on issues relating to halal certificate holders.

To strengthen corporate governance in Malaysia's halal certification, standardization between JAKIM halal management and State Religious Department (JAIN) has been implemented since 2013. This initiative has successfully standardized the use of certificates, logo, standards and procedures. It also includes the expansion of the use of the system MYeHALAL halal management system certification comprehensive on-line throughout Malaysia. Elements of the system Malaysia Halal Certification include: -

- i. Halal Certification Procedure
- ii. Inspection and evaluation of the production process
- iii. The test sample for a particular product refers to the certification procedure
- iv. Evaluation report
- v. Deciding / confirmation Halal Certification
- vi. Monitoring and enforcement

1.2. Malaysia Halal Certification

Halal certification operates on the basis of Shari'ah legislation / Fatwa, National Council for Islamic Religious Affairs Malaysia which can be accessed through the portal e-fatwa.islam.gov.my, Halal Standard (MS 1500: 2009) and Malaysia Halal Certification Procedures Manual and regulations related -Regulations used in the management of Malaysia's halal certification.

The scheme is voluntary, the applicant participating in the scheme is subject to the terms and conditions set by the department. Terms and Conditions Malaysian Halal Certification can be found on Malaysia Halal Certification Procedures Manual. Halal Certification Malaysia offers two categories of applications that halal certification and abroad. There are seven schemes for domestic application.

JAKIM has ensured the parties involved in the Malaysia Halal certification is independent and immune from the pressures of commercial , financial and other pressures that may influence the decision as was declared in the Letter of Undertaking Secrecy at three stages of the production process certificate as follows:-

- Strategy and policy

Strategy and certification policies created and decided by the Council Advisory Committee on Halal Certification Malaysia. Members of the Advisory Council made up of representatives of stakeholders in the Halal certification. Committee members are free from commercial pressures, financial and other pressures that could affect the results.

- Results of certification

JAKIM certification ensures that the decisions made by the Panel of Halal. Members of the Halal Certification Panel consists of those who are not involved in assessment tasks

- Evaluation

Assessments made by the officer who was not involved in decision making. They also have confirmed that there is no conflict of interest with the applicant. Officials who make an assessment have been confirmed not to have any interest to the applicant and are not involved in the negotiations

- i. Certification Scheme

Malaysia Halal Certification Scheme is divided into:

- a. Food product / beverages / food supplement
- b. Food premise / hotel
- c. Consumer goods
- d. Cosmetic and personal care
- e. Slaughterhouse
- f. Pharmaceutical
- g. Logistic

Malaysia Halal Certification Scheme is subjected to the award of Malaysia Halal Certificate and logo alone

ii. Who may apply for Halal Certificate

- a. Producer / manufacturer of the product (manufacturer / producer);
- b. Distributor / vendor (distributor / trader);
- c. sub-contract manufacturers (sub-contract manufacturer);
- d. Repackaging (repacking);
- e. Food premises (food premise); and
- f. The slaughterhouse (abattoir / slaughter house).

iii. Conditions for Halal Certification Malaysia

To obtain the Malaysian Halal Certification, the applicant shall comply with all requirements in the terms and conditions of the Malaysia Halal Certification. Needs assessment and decision on halal certification is limited to matters relating to the scope of the resolution was specified only. JAKIM will ensure that the certificate holder complies with the legal requirements and regulations. The applicant or employer should:

- a. Register with the Companies Commission of Malaysia (SSM)/Cooperative Commission of Malaysia / other government agencies
- b. Hold a business license from the Local Authorities (PBT)/ testimonial from government agency
- c. In full operation before an application is made
- d. Produce and/ or handle only halal products and in compliance with the specified halal standard
- e. Ensure sources for ingredients are halal and choose suppliers who supply halal materials or have obtained recognized halal certificate
- f. Apply for all types of products/ menu which are produced by the factory/ premise
- g. Applications for repackaging must be accompanied with recognized halal certificate for the said products

h. Applications which are not eligible are as follows:

- Non halal products
- Any application with no standard reference/ guideline
- Companies that produce and distribute halal and non-halal products
- Usage of similar branding for halal and non-halal products
- Product/ food premise which gives negative implication towards religion and social (example: karaoke centre, entertainment centre, drug, cigarette, hair dye, nail polish and others)
- Natural products which does not involve any processing such as fresh fish, fresh vegetables, fresh egg and the like
- Fertilizer and animal feed
- Crockery
- Paper
- Products which use the name or synonymous names with non-halal products or confusing terms such as ham, *bak kut teh*, bacon, beer, rum, hotdog, charsiew and the like
- Local and imported finished products which are relabeled without undergoing any processes in Malaysia
- Kitchen/ food premise/ food catering services which prepare haram cuisine as decreed in Shariah law
- Products which are in the early stages of research and development (R&D)
- Products that can lead to deviation of *aqidah* (belief), superstition and deception; and
- Hotel with kitchen that prepares pork based menu

- i. Not with standing paragraph viii (a), products which do not have referenced standard/ guideline which fulfils the following criteria may be considered:
- having direct contact with food
 - There is uncertainty on the sources of manufacturing materials/ ingredients may be from halal or non-halal sources
 - use as processing aids in food manufacturing
 - does not raise confusion if it is certified, for example: water filter, detergent, surface sanitizer, lubricant (food grade), bleaching, earth, alum, and gas

1.3. General requirements for certification

- JAKIM has identified the terms of the award, use, extension and withdrawal of halal certification by halal certification procedures in the Manual Procedure for Halal Certification Malaysia. Applicants must:
- Comply with the conditions laid down in the halal certification
- Ready to make an assessment, including permission for inspection of documents, examining the whole area of the premises, records, personnel, equipment and handling customer complaints
- Do not abuse the halal certification for any purpose that can affect the image JAKIM
- Do not make any statements related to the halal certification can be considered as wrong and misleading
- Using a halal certificate for halal-certified products according to the standards that have been identified
- Comply with the conditions set by JAKIM when advertising
- If a suspended or revoked certificate, the applicant shall stop all forms of advertising which refer to halal certification and return all certification documents
- Ensure that halal certification is not used in a misleading form and purpose

- i. Requirements of raw materials / ingredient / processing aid
 - a. Ensure raw material/ ingredient sources are halal and safe;
 - b. Raw material/ ingredient which are sourced from animal shall have a valid halal certificate;
 - c. Sources of imported animal-based raw materials shall come from approved plants by JAKIM and Department of Veterinary Services (DVS);
 - d. Raw material without halal certification shall be accompanied with complete specification (indicating material composition, flow chart and its raw material sources);
 - e. Raw materials, processing aid and product/ menu shall be listed in detail in the application form; and
 - f. Non-halal raw material/ ingredient is not allowed to be stored in the premise
- ii. Processing
 - a. Products applied should be produced consistently with updated production record;
 - b. During preparation, handling, processing, packaging, storage or transfer of products, they shall be in compliance to requirements by the Shariah law and remain clean as well as comply to Good Manufacturing Practices (GMP) / Good Hygienic Practices (GHP);
 - c. No mixing between raw materials/ products with non-halal materials/ sources or those with uncertain halal status;
 - d. Transportation used shall be for halal products only; and
 - e. Use of appliances/ brushes from animal hair is not allowed.
- iii. Packaging and labeling
 - a. Every packaging label should be printed prominently, clearly and indelible;
 - b. The packaging label shall contain information according to the rules, act and related standards; amongst which are:
 - Name of product;

- Malaysia Halal Logo with the Malaysia Standard (MS) number and the file reference number (the last 10 digits)



Example: Logo for Food product category

Source: <http://www.islam.gov>

- Net content shall be stated in metric measurement (SI unit)
 - Name and address of the manufacturer, importer and/ or distributor and its trade mark;
 - List of ingredients;
 - Coding number to show the date and/ or production batch number and expiry date; and
 - Country of origin
- Labelling and advertising shall not contravene the principles of Shariah law and shall not highlight indecency which contradicts the Shariah law;
 - The Malaysia Halal Logo cannot be used on promotional products in conjunction with non-Islamic religious festivals or together with non- Islamic religious emblem;
 - Name of product does not use the word 'Halal' and names with elements of religion and god; and
 - The packaging material shall not be made from materials which are classified as *najs* (filth)

iv. Factory

- The factory compound shall be fenced or having a control mechanism to prevent pets or wild animals from entering or remain in the factory area;
- Equipment used shall be free from *najs* (filth) any hazardous materials and does not result in side effects to the products produced;
- The arrangement of equipment and goods in the factory shall be neat, tidy and safe during working operations in producing the product;

- d. Workers are not allowed to live in the factory compound. If it is necessary, living quarters for the workers shall be:
 - In separate building; or
 - If it is in the same building, there shall be separate entrance to the processing area;
 - No direct passage way from the workers' living quarters to the processing area; and
 - There is a mechanism for controlling the movement in and out of workers
 - e. Non-halal food/ beverages are not allowed to be brought into the factory compound;
 - f. The factory shall have an effective control system from contamination of animal rearing centers, sewerage plant and premises that process non-halal materials; and;
 - g. Liquor and materials sourced from liquor is strictly prohibited to be in the factory compound
- v. Food premise
- a. Equipment used shall be free from *najs* (filth), does not contain any hazardous materials and results in side effects to the products produced;
 - b. Appliances/ brushes from animal hair are not allowed;
 - c. The arrangement of equipments and goods in the factory shall be neat, tidy and safe;
 - d. Workers are not allowed to live in the premise compound. If it is necessary, living quarters for the workers shall be:
 - e. Having separate entrance to the premise compound;
 - f. No direct passage way from the worker's living quarters to the premise compound; and
 - g. There is a control mechanism on the movement in and out of workers.
 - h. Non-halal food/ beverages are not allowed to be brought into the premise compound;
 - i. The premise shall have an effective control system from premises that process/ prepare non-halal materials;

- j. All outlets for chain restaurants/ franchise/ food court shall apply for halal certification; and
- k. Liquor and materials sourced from liquor is strictly prohibited to be in the halal kitchen and hotel including the storage area
- vi. Worker
 - a. Workers shall practice code of ethics and Good Hygienic Practices (GHP) as stated in the Food Hygiene Regulations 2009 and other related regulations; and
 - b. Workers shall wear proper and suitable attire
- vii. Sanitation system
 - a. Environment:

The environment shall be clean and its cleaning schedule shall be properly regulated and free from pollution
 - b. Equipment:
 - Equipment used must be clean and sanitary;
 - Equipment, machine appliances and processing aids which have been used or in contact with *najs mughallazah* shall be religiously cleansed (*sertu*); and
 - Appliances/ brushes from animal hair are not allowed
 - c. Pest control:

Applicants shall have records of regular pest control system conducted by the company itself or contracted externally
- viii. Halal record

Applicants shall provide a proper file to keep related documents which can be referred to when inspection is conducted
- ix. Workers basic amenities and welfare

The management shall provide basic amenities and ensure the worker's welfare is taken care of, including:

 - Suitable praying area for Muslim workers;
 - Permission to perform daily *fardhu* (obligatory) and Friday prayers;
 - Changing room; and
 - Pantry

a. Training

The management shall ensure that all workers attended halal related training

b. Supervision and coaching

The management shall ensure the supervision and monitoring of Halal Assurance System is well recorded with reference to the HAS 2011

c. Tool and elements of worship

Tool and elements of worship are not allowed in the processing area, starting from the reception area for raw materials until the finished products, storage area and serving place

d. Original Equipment Manufacturing (OEM)

Application for original contract manufacturing (OEM) shall comply with the following conditions:

The Owner of the Product/ Brand/ Manufacturing Rights shall:

- Ensure the products are manufactured in factories with a valid halal certificate; and
- Apply halal certification for all factories which are producing the same products

The manufacturer shall be

- Holder of Malaysia Halal Certificate; and
- Ensure that the owner of the product/ brand/ manufacturing rights apply for halal certification

1.4. Specific requirements for certification according to Certification Scheme

i. Food Products / Beverages / Food Supplement

a. Basic Reference

Certification shall comply with:

- MS1500: 2009 Halal Food – Production, Preparation, Handling and Storage – General Guidelines (Second Revision);
- Food Act 1983 (Act 281), Food Regulations 1985 and Food Hygiene Regulations 2009;
- decisions of the National Fatwa Council for Islamic Affairs or Fatwa decreed by the states; and
- other related guidelines and regulations

b. Management responsibilities

- Multinational category

Applicants shall:

- ✓ establish the Internal Halal Committee;
- ✓ appoint the Halal Executive;
- ✓ appoint minimum of two Muslim workers; and
 - shall be permanent posts, Malaysia citizen, and work fulltime in the food handling / processing section; and
 - this requirement shall apply to all shifts in the operation section of the factory
- ✓ establish the Halal Assurance System with reference to the latest revision of HAS Guideline

- Medium industry category

Applicants shall:

- ✓ establish the Internal Halal Committee;
- ✓ appoint the Halal Executive;
- ✓ appoint minimum of two Muslim workers; and
 - shall be permanent posts, Malaysia citizen, and work fulltime in the food handling / processing section; and
 - this requirement shall apply to all shifts in the operation section of the factory
- ✓ establish the Halal Assurance System (HAS) with reference to the latest revision of HAS Guideline

- Small industry category

Applicants shall:

- ✓ appoint a Muslim supervisor; a permanent post, Malaysia citizen, and works along the supply chain of the food handling / processing
- ✓ appoint a minimum of one (1) Muslim worker; a permanent post and works full time in the food handling / food processing

- Micro industry category

- ✓ appoint a minimum of one (1) Muslim worker; a permanent post and works full time in the food handling / food processing

ii. Food Premise

a. Basic Reference

Certification shall comply with:

- MS1500: 2009 Halal Food – Production, Preparation, Handling and Storage – General Guidelines (Second Revision);
- Food Act 1983 (Act 281), Food Regulations 1985 and Food Hygiene Regulations 2009; and
- Decisions of the National Fatwa Council for Islamic Affairs or Fatwa decreed by the states.
- other related guidelines and regulations

b. Management responsibilities according to sub categories

- Restaurant / canteen / cafeteria

Applicant shall:

- ✓ appoint one (1) Muslim supervisor:
 - Shall be a permanent post, Malaysian citizen, and works full time in the kitchen / processing section
- ✓ Appoint a minimum of one (1) Muslim worker:
 - Shall be a permanent / contract post; and work fulltime in the kitchen / processing section; and
 - This requirement shall apply to all shifts in the operation section of the premise

- Chain restaurant

Applicant shall:

- ✓ establish the Internal Halal Committee (IHC):
 - refer to HAS latest guideline
 - Membership includes a representative from the central kitchen and / or the central purchasing
- ✓ appoint a minimum of two (2) Muslim workers at every premise; and;
 - Shall be a permanent / contract post; and work fulltime in the kitchen / processing section; and
 - This requirement shall apply to all shifts in the operation section of the premise
- ✓ Establish Halal Assurance System with reference to the latest HAS guideline

- Franchise restaurant

- ✓ The Franchisor/ Master Franchisee/ shall ensure all franchises/ outlets apply for halal certification
- ✓ The Franchisor/ Master Franchisee shall:
 - establish the Internal Halal Committee (IHC); refer to the latest HAS guideline, and membership includes the officer responsible to supervise the franchisee

- appoint Halal Executive
 - establish the Halal Assurance System with reference to the latest HAS guideline
- ✓ The franchisee shall:
- for franchisee having three (3) and more outlets, shall appoint Halal Executive
 - appoint a Muslim worker at every premise; shall be permanent / contract post and works fulltime in the kitchen / processing section, and this requirement shall apply to every shift in the operation section of the premise
- Hotel (kitchen / restaurant)
Applicant shall:
 - ✓ Establish Internal Halal Committee
 - refer to the latest HAS guideline
 - membership includes the Chief Chef
 - ✓ Appoint a minimum of two (2) Muslim workers in every kitchen / restaurant
 - Shall be permanent / contract post and work fulltime in the kitchen / food handling section
 - This requirement shall apply to every shift in the operation section of the kitchen
 - ✓ Establish Halal Assurance System with reference to the latest HAS guideline
 - ✓ Ensure that all kitchens supplying food and beverages to the restaurant/ coffee house and function room apply for Malaysia Halal Certification
 - ✓ Ensure that the open kitchen applies for Malaysia Halal Certification together with the restaurants
 - Cafeteria operating in food court (central management)
 - ✓ Application shall be made by the management
 - ✓ The applicant shall:

- Establish Internal Halal Committee with reference to the latest revision of HAS guideline, and membership includes one representative from the tenant of the food court / cafeteria
 - Appoint a minimum of one (1) Muslim worker at every premise; shall be permanent post and works fulltime in the kitchen / food handling section, and this requirement shall apply to every shift in the operation section of the premise
 - Establish Halal Assurance System with reference to the latest HAS guideline
- Kiosk
 - ✓ Applicant shall appoint a minimum of one (1) Muslim worker, permanent / contract post and works full time in the kiosk / kitchen / food handling section
 - ✓ This requirement shall apply to every shift in the operation of the kiosk
- Catering / food catering services / convention central kitchen / central kitchen

For small category application, shall:

 - ✓ appoint one (1) Muslim supervisor
 - shall be permanent/ contract post, Malaysian citizen, and works fulltime in the kitchen/ food handling section
 - ✓ appoint a minimum of one (1) Muslim worker
 - shall be permanent/ contract post and works fulltime in the kitchen/ food handling section
 - this requirement shall apply to every shift in the operation section of the premise

For application from medium and big category, applicant shall:

 - ✓ establish the Internal Halal Committee
 - With reference to the latest revision of HAS guideline
 - Membership includes the Chief Chef

- ✓ Appoint minimum of two Muslim workers at every kitchen
 - shall be permanent/ contract posts and work fulltime in the kitchen
 - this requirement shall apply to every shift in the operation section of the kitchen
 - ✓ establish the Halal Assurance System with reference to the latest HAS guideline
- Mobile premise (only with management / central kitchen)

Applicant shall:

 - ✓ Appoint one (1) Muslim supervisor:
 - Shall be permanent / contract post, Malaysian citizen, and work fulltime in the management section
 - ✓ Appoint a minimum one (1) Muslim worker:
 - Shall be permanent/ contract post, and works fulltime in the kitchen/ food handling section
 - This requirement shall apply to every shift in the operation section of the premise
- Bakery / cake pastry shop

Applicant shall:

 - ✓ Appoint one (1) Muslim supervisor:
 - Shall be permanent / contract post, Malaysian citizen, and work fulltime in the management section
 - ✓ Appoint a minimum one (1) Muslim worker:
 - Shall be permanent/ contract post, and works fulltime in the kitchen/ food handling section
 - This requirement shall apply to every shift in the operation section of the premise

iii. Consumer goods

a. Basic reference

Certification shall comply with:

- MS2200:2012 *Barang Gunaan Islam – Bahagian 2: Penggunaan Tulang, Kulit dan Bulu Haiwan – Garis Panduan Umum*
- decisions of the National Fatwa Council for Islamic Affairs or Fatwa decreed by the states
- other related guidelines and regulations

b. Management responsibility

- Multinational category

The applicant shall:

- ✓ Establish Internal Halal Committee with reference to the latest HAS guideline
- ✓ Appoint Halal Executive
- ✓ Appoint a minimum two (2) Muslim workers
 - Shall be permanent posts, Malaysian citizen, competent on Halal Management System and work fulltime in the food handling/product processing/ goods section
- ✓ Establish Halal Assurance System with reference to the latest HAS guideline

- Medium industry category

The applicant shall:

- ✓ establish Internal Halal Committee with reference to the latest HAS guideline
- ✓ appoint Halal Executive
- ✓ appoint a minimum two (2) Muslim workers
 - Shall be permanent posts, Malaysian citizen, competent on Halal Management System and work fulltime in the food handling/product processing/ goods section
- ✓ establish Halal Assurance System with reference to the latest HAS guideline

- Small industry category

The applicant shall:

- ✓ appoint one (1) Muslim supervisor; shall be a permanent post, Malaysian citizen, and work along the supply chain of the handling / processing section
- ✓ appoint a minimum of one (1) Muslim worker; shall be permanent post and work full time in handling / processing of goods section

- Micro industry category

The applicant shall:

- ✓ appoint a minimum of one (1) Muslim worker; shall be permanent post and work full time in the handling / processing of goods section

iv. Cosmetic and personal care

a. Basic reference

Certification shall comply with:

- MS2200: 2008 Consumer Good – Section 1: Cosmetic and Personal Care – General Guidelines;
- Guidelines for Control of Cosmetic Products in Malaysia, National Pharmaceutical Control Bureau;
- Guidelines on Cosmetic Good Manufacturing Practice, National Pharmaceutical Control Bureau; and
- Decisions of the National Fatwa Council for Islamic Affairs or Fatwa decreed by the states; and
- Other related guidelines and regulations

b. Management responsibility

- Multinational category

The applicant shall:

- ✓ Establish Internal Halal Committee with reference to the latest HAS guideline
- ✓ Appoint Halal Executive
- ✓ Appoint a minimum two (2) Muslim workers

- Shall be permanent posts, Malaysian citizen, competent on Halal Management System and work fulltime in the handling / processing of goods section
- ✓ Establish Halal Assurance System with reference to the latest HAS guideline
- Medium industry category
 - ✓ Establish Internal Halal Committee with reference to the latest HAS guideline
 - ✓ Appoint Halal Executive
 - ✓ Appoint a minimum two (2) Muslim workers
 - Shall be permanent posts, Malaysian citizen, competent on Halal Management System and work fulltime in the handling / processing of goods section
 - ✓ Establish Halal Assurance System with reference to the latest HAS guideline
- Small industry category

The applicant shall:

 - ✓ appoint one (1) Muslim supervisor; shall be a permanent post, Malaysian citizen, competent on halal management system and work fulltime in the handling / processing of goods section
 - ✓ appoint a minimum of one (1) Muslim worker; shall be permanent post and work full time in handling / processing of goods section
- Micro industry category

Applicant shall:

 - ✓ appoint a minimum of one (1) Muslim worker; shall be permanent post and work fulltime in the handling / processing of goods section
- c. Product requirement

Applicant shall ensure that the product has been registered and has received the approval letter of registered products from the National Pharmaceutical Control Bureau (NPCB).

v. Pharmaceuticals

a. Basic reference

Certification shall comply with:

- MS2424: 2012 Halal Pharmaceuticals – General Guidelines;
- Pharmaceutical Inspection Co-operation Scheme (PICs);
- decisions of the National Fatwa Council for Islamic Affairs or Fatwa decreed by the states; and
- other acts, regulations, standards and related guidelines

b. Management responsibility

- Multinational category

Applicant shall:

- ✓ establish Internal Halal Committee with reference to the latest HAS guideline
- ✓ appoint Halal Executive
- ✓ appoint a minimum two (2) *Muslim* workers
 - Shall be permanent posts, Malaysian citizen, competent on Halal Management System and work fulltime in the handling / processing of goods section
- ✓ establish Halal Assurance System with reference to the latest HAS guideline

- Medium industry category

- ✓ establish Internal Halal Committee with reference to the latest HAS guideline
- ✓ appoint Halal Executive
- ✓ appoint a minimum two (2) Muslim workers
 - Shall be permanent posts, Malaysian citizen, competent on Halal Management System and work fulltime in the handling / processing of goods section
- ✓ establish Halal Assurance System with reference to the latest HAS guideline

- Small industry category

- ✓ appoint one (1) *Muslim* supervisor; shall be permanent post, Malaysian citizen, and work fulltime in the handling / processing section

- ✓ appoint a minimum of one (1) *Muslim* worker; shall be permanent post, and work fulltime in the handling / processing section
- Micro industry category
Applicant shall:
 - ✓ Appoint a minimum of one (1) *Muslim* worker; shall be permanent post, and work fulltime in the handling / processing section

c. Product requirement

Applicant shall ensure that the product has been registered and has received the approval letter of registered products from the National Pharmaceutical Control Bureau (NPCB).

vi. Slaughterhouse

a. Basic reference

Certification shall comply with:

- MS1500: 2009 Halal Food – Production, Preparation, Handling and Storage – General Guidelines (Second Revision);
- Malaysia Protocol for Halal Meat and Poultry Productions;
- Food Act 1983 (Act 281), Food Regulation 1985 and Food Hygiene Regulations 2009;
- Animal Rules 1962, Animal Act 1953 (2006 Revision), Abattoir Act (Privatization) 1993 or Slaughterhouse Ordinance, 2004 (Sabah) or Veterinary Public Health Ordinance, 1999 (Sarawak);
- Local Government Act 1976 (Act 171);
- Local Council By-laws (PBT);
- decisions of the National Fatwa Council for Islamic Affairs or Fatwa decreed by the states; and
- other related guidelines and regulations

b. Management responsibility

- Multinational and medium category

Applicant shall:

- ✓ establish Internal Halal Committee:
 - With reference to the latest to the latest HAS guideline
 - Membership includes the halal checker / certified slaughter man
- ✓ appoint Halal Executive / Muslim Halal Supervisor
- ✓ appoint a minimum of one (1) Muslim halal checker:
 - Shall have slaughtering certificate/ card from MAIN/ JAIN and work fulltime throughout the slaughtering time, and attended courses related to Halal slaughter
- ✓ appoint a minimum of two (2) *Muslim* slaughter man. Total number of slaughter man shall be proportional with the number of slaughter
 - Shall have slaughtering certificate/ card from MAIN/ JAIN and work fulltime throughout the slaughtering time, and attended courses related to Halal slaughter
- ✓ establish Halal Assurance System with reference to the latest HAS guideline

- Small category

Applicant shall:

- ✓ appoint minimum of two (2) *Muslim* slaughter man. Total number of slaughter man shall be proportional with the number of slaughter
- ✓ shall have slaughtering certificate/ card from MAIN/ JAIN and work fulltime throughout the slaughtering time, and attended courses related to Halal slaughter
- ✓ appoint minimum of one Muslim halal checker (except for slaughter less than 500 birds per day)

c. Other requirements

- Slaughterhouse
 - ✓ clean and comply with hygienic criteria by the competent authority
 - ✓ separated from residential home/ workers' quarters
- Animal
 - ✓ halal animals
 - ✓ alive or deemed to be alive (*hayat al-mustaqirrah*) when slaughter is done
 - ✓ healthy and approved by the respective competent authority
- Slaughter man
 - ✓ a Muslim who is mentally sound, *baligh* and practice Islamic teachings
 - ✓ having the understanding and knowledge on regulations and requirements of halal slaughter
 - ✓ hold valid halal slaughter certificate/ card from MAIN/ JAIN
 - ✓ changing of slaughter men shall be done after the slaughter has reached a maximum of 3,000 birds and a maximum of 25 ruminants
- Slaughtering tool
 - ✓ slaughtering lines, tools and utensils shall be dedicated for halal slaughter only
 - ✓ slaughtering knife or blade shall be sharp and free from *najs* (filth), blood and other impurities
 - ✓ slaughtering knives shall be sufficient and are not made from bones, nails and teeth
 - ✓ slaughtering knives or blades used shall be cleansed by using flowing water
 - ✓ use of electrical stunning is subject to MS1500: 2009 and decisions of the National Fatwa Council for Islamic Affairs or Fatwa decreed by the states
- Halal checker
 - ✓ a practicing Muslim who is mentally sound, *baligh* and practice Islamic teachings
 - ✓ has a valid halal slaughter certificate/ card from MAIN/ JAIN

- ✓ has understanding and knowledge on rules and conditions related to the halal slaughter
- ✓ works throughout the slaughter time
- ✓ has attended courses related to halal slaughter
- ✓ examines the slaughtered animals:
 - the animal to be slaughtered shall be alive or deemed to be alive (*hayat al-mustaqirrah*) at the time of slaughter
 - the trachea (*halkum*) is severed
 - the oesophagus (*mari'*) is severed
 - the carotid arteries and jugular veins (*wadajain*) are severed; and complete death before further processing activities

d. Handling

- Newly slaughtered animals using conventional method shall be properly handled;
- Improper slaughtered animals according to Shariah law shall be separated and labelled as non-halal;
- Slaughtering shall be done only once;
- The “sawing action” during the act of slaughtering is permitted as long as the slaughtering knife is not lifted off the animal during the slaughter;
- Slaughtered animals are not dumped or piled to avoid the animal from being suffocated to death;
- The act of slaughter shall begin with an incision on the neck at some point just below the glottis (Adam’s apple) and after the glottis for long necked animals;
- No processing is being done after the slaughter unless the animal is confirmed dead; and
- Waste disposal shall be handled according to related laws

e. Record

- Having Veterinary Inspection Certificate/ Testimonial from the Department of Veterinary Services/ Veterinary Enforcement Officer
- Shall have relevant records of slaughtering operation
- Monitoring record on use of stunning (Halal Executive shall always take samples for verification of voltage rate).

vii. Logistics

a. Basic reference

Certification shall comply with:

- MS2400-1: 2010 *Halalan–Toyyiban* Assurance Pipeline – Part 1: Management System Requirements for Transportation of Goods and/ or Cargo Chain Services;
- MS2400-2:2010 *Halalan–Toyyiban* Assurance Pipeline – Part 2: Management System Requirements for Warehousing and Related Activities; and
- Decisions of the National Fatwa Council for Islamic Affairs or Fatwa decreed by the states

b. Management responsibility

Applicants shall:

- Establish the Internal Halal Committee with reference to the latest HAS guideline
- Appoint minimum of two Muslim workers:
 - ✓ shall be permanent posts, Malaysian citizen, competent in halal management system and work fulltime in the handling/ coordinating of logistic operation.
- Establish the Halal Assurance Management System with reference to the latest HAS guideline

c. Conditions according to logistic category

- Warehousing
 - ✓ the warehouse to be halal certified shall store only halal products/ goods;
 - ✓ operates halal documentation system which is continuously updated;
 - ✓ halal good/ product shall be segregated according to appropriate category such as dried product shall be separated from the wet product;
 - ✓ have a well regulated storage temperature, suitable for storing the halal goods/ products;
 - ✓ applicant shall ensure the pest control is conducted systematically;

- ✓ the warehouse compound shall have a control mechanism to prevent animals and unauthorized personnel from entering or being present in the premise of the warehouse;
 - ✓ halal detection system shall function effectively;
 - ✓ tool and elements of religious worship are strictly prohibited in the warehouse compound;
 - ✓ *Sertu* (ritual cleansing) process shall be conducted if the warehouse is contaminated with materials categorized as *najs mughallazah*; and
 - ✓ the environment surrounding the warehouse shall be cleaned in accordance with regular sanitation schedule
- Transportation
 - ✓ all goods transported shall be only halal good/ products;
 - ✓ applicant shall have effective halal detection system including the latest record on movement;
 - ✓ applicant shall establish the Halal Assurance System including specific rules for workers and implement the GHP;
 - ✓ transportation/ container which is doubtful about its halal status is mandatory to undergo *sertu* (ritually cleansed) before halal goods are stored in it;
 - ✓ have good control on storage temperature suitable for transporting halal good/ product; and
 - ✓ halal good/ product shall be segregated according to appropriate category such as dried product shall be separated from the wet product

QUESTION:

1. What are the category (s) of Halal certification scheme
2. What are the conditions to apply for Malaysia Halal Certification

REFERENCE :

1. Mian N. Riaz, Muhammad Munir Chaudry (2004), Halal Food Production, CRC Press, ISBN: 9781587160295
2. Peter S. Murano (2009), Understanding of Food Science And Technology, Brooks/Cole, ISBN 9780538451086
3. Nirmal Sinha (2007), Handbook of Food Products Manufacturing, John Wiley & Sons, , ISBN: 9780470113547
4. Malaysian Halal Certification Manual Procedure - Guidelines for Halal Assurance Management System of Malaysia Halal Certification
5. MS1500:2009 (Halal Food : Production, Preparation, Handling & Storage - General Guidelines - Sertu guidelines in islamic prespectives
6. Malaysian Food Act 1983 and Food Regulation 1985
7. MS 1514:2007 - Kebersihan premis , peralatan , pekerja, bahan makanan dan pembungkusan
8. GMP guidelines - Ministry of Health
9. MS1480:2009 - Sistem Keselamatan Makanan berkaitan proses pengeluaran produk makanan selamat

TITLE: ONLINE SUBMISSION OF HALAL APPLICATION

1. APPLICATION PROCESS

To get the Malaysian Halal Certification, the applicant shall comply with all requirements in the terms and conditions of the Malaysia Halal Certification. Needs assessment and decision on halal certification is limited to matters relating to the scope of the resolution was specified only. JAKIM will ensure that the certificate holder complies with the legal requirements and regulations.

Applicants must complete the application form and supporting documents prior to submitting an application. As stated previously, the applicant can apply for halal certification is categorized as follows:

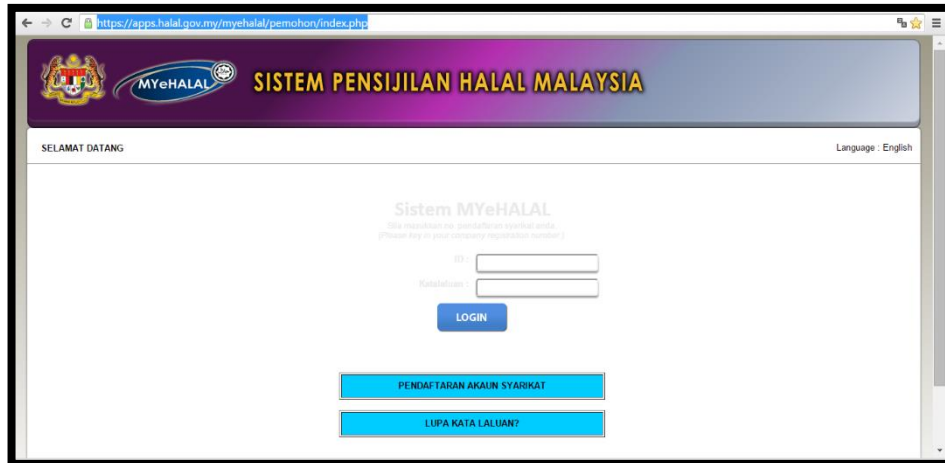
- i. Producer / manufacturer of the product (manufacturer / producer);
- ii. Distributor / vendor (distributor / trader);
- iii. Sub-contract manufacturers (sub-contract manufacturer);
- iv. Repackaging (repacking);
- v. Food premises (food premise); and
- vi. The slaughterhouse (abattoir / slaughter house)

1.1 APPLICATION PROCEDURES ACCORDING TO SCHEME

Prior to application for Malaysian Halal Certification, companies must meet specific criteria or conditions of Malaysian halal certification. The specific needs of the Malaysian Halal Certification scheme must be complied prior to submitting the application online.

All applications for halal certificate shall be submitted online via MYeHALAL at www.halal.gov.my. All applications can be made online in the system JAKIM's MYeHALAL portal and send supporting documents as described in the application documents checklist

Diagram 1: MYeHALAL online system



The application form is divided into four (4) types; -

- i. Product / Consumer Goods
- ii. food premises
- iii. slaughterhouse
- iv. logistic

Supporting documents shall be submitted to JAKIM/ JAIN after the application form has been submitted online. Applications not accompanied by supporting documents will be automatically rejected by the system MYeHALAL. After making the online application, applicants should submit supporting documents within five (5) days from the date of submission online. Each application received confirm recorded by the official receiver stating the following information:

- i. The date of receipt of the application
- ii. Name and address of the company
- iii. The officer will be referred

Applications that do not meet the requirements will be rejected and the applicant will be informed of the reasons for rejection of the application. Applicants who are rejected are as follows:

- i. Companies that manufacture and distribute illegal products
- ii. Application for halal products is not clear
- iii. Pharmaceutical drugs (prescription doctor)

- iv. Tint
- v. Finished products manufactured abroad
- vi. Fertilizer and animal feed
- vii. Tableware and food containers / beverages
- viii. Products are synonymous with non-halal products such as bak kut teh, bacon and ham

For renewal purposes, application shall be submitted at least three months before the expiry date of the certificate

Incomplete application will be automatically rejected by MYeHALAL

Completed application will receive a letter requesting payment for certification fee;
Application for chain restaurants/franchise will be managed by JAKIM

Qualified applications according to scheme are:

- i. Food Product/ Beverages/ Food Supplement
 - a. Manufacturer / producer
 - b. Contract manufacturing (Original Equipment Manufacturer)
 - c. Repacker
 - d. Central kitchen
- ii. Food premise
 - a. Restaurant/ Canteen
 - b. Food Court/ Cafeteria
 - c. Bakery, Cake and Pastry Shop
 - d. Fast Food Restaurant
 - e. Hotel Kitchen
 - f. Hotel restaurant/ Coffee house
 - g. Kiosk
 - h. Food catering services/ Catering
 - i. Mobile premise (only with management/ central kitchen)

- iii. Consumer good
 - a. Producer/ Manufacturer of products
 - b. Contract manufacturing (OEM)
 - c. Repacker
- iv. Cosmetic and personal care
 - a. Producer/ Manufacturer of products
 - b. Contract manufacturing (OEM)
 - c. Repacker
- v. Pharmaceuticals
 - a. Producer/ Manufacturer of products
 - b. Contract manufacturing (OEM)
 - c. Repacker
- vi. Slaughterhouse
 - a. Bird slaughterhouse
 - b. Ruminant slaughterhouse
- vii. Logistics
 - a. Warehousing services company
 - b. Transportation services company

After a successful application submitted to Jakim / JAIN, the application will go through document assessment process by the reviewer. Once the assessment is complete document reviewed and evaluated, then the fee will be determined. Determination of fees charged to the proper and complete application only.

All the application for eligibility / incomplete or improper can be checked through the system MYeHALAL.

2. FEE

Fee is valid for two years except for slaughterhouse i.e. for the duration of one year only

The fee is fixed according to Malaysia Halal Certification scheme, industrial categories and subject to changes

Payment of fee shall be in the form of postal order or money order or bank draft or online payment payable to JAKIM/ MAIN/ JAIN

Fee paid is not refundable

2.1 The table below describes the fees for the category of:

- i. Food product / beverages / food supplement
- ii. Consumer goods
- iii. Cosmetic and personal care
- iv. Pharmaceuticals
- v. Logistics

| JENIS INDUSTRI | NILAI JUALAN TAHUNAN | FI TAHUNAN |
|----------------------------------|-------------------------|------------|
| Industri Kecil | < RM500,000.00 | RM 100.00 |
| Industri kecil & Sederhana (IKS) | > RM500,000.00 | RM 400.00 |
| Industri Multinasional | > RM25 Juta | RM700.00 |

Source: Manual Procedure for Malaysia Halal Certification Scheme, JAKIM

2.2 The fees for abattoir

| TYPE OF INDUSTRY | SLAUGHTERING OF THE DAY | ANNUAL FEE |
|------------------|-------------------------------|------------|
| Premis Kecil | Ayam 1 - 2,999 ekor | RM 100.00 |
| | Kambing/Biri-biri 1- 499 ekor | |
| | Lembu/Kerbau 1- 49 ekor | |
| Premis Sederhana | Ayam 3,000 - 10,000 ekor | RM 400.00 |

| | | | |
|--------------|-------------------|----------------|-----------|
| Premis Besar | Kambing/Biri-biri | 500 – 700 ekor | RM 700.00 |
| | Lembu/Kerbau | 50 – 100 ekor | |
| | Ayam | > 10,000 ekor | |
| | Kambing/Biri-biri | > 700 ekor | |
| | Lembu/Kerbau | > 100 ekor | |

Source: Manual Procedure for Malaysia Halal Certification Scheme, JAKIM

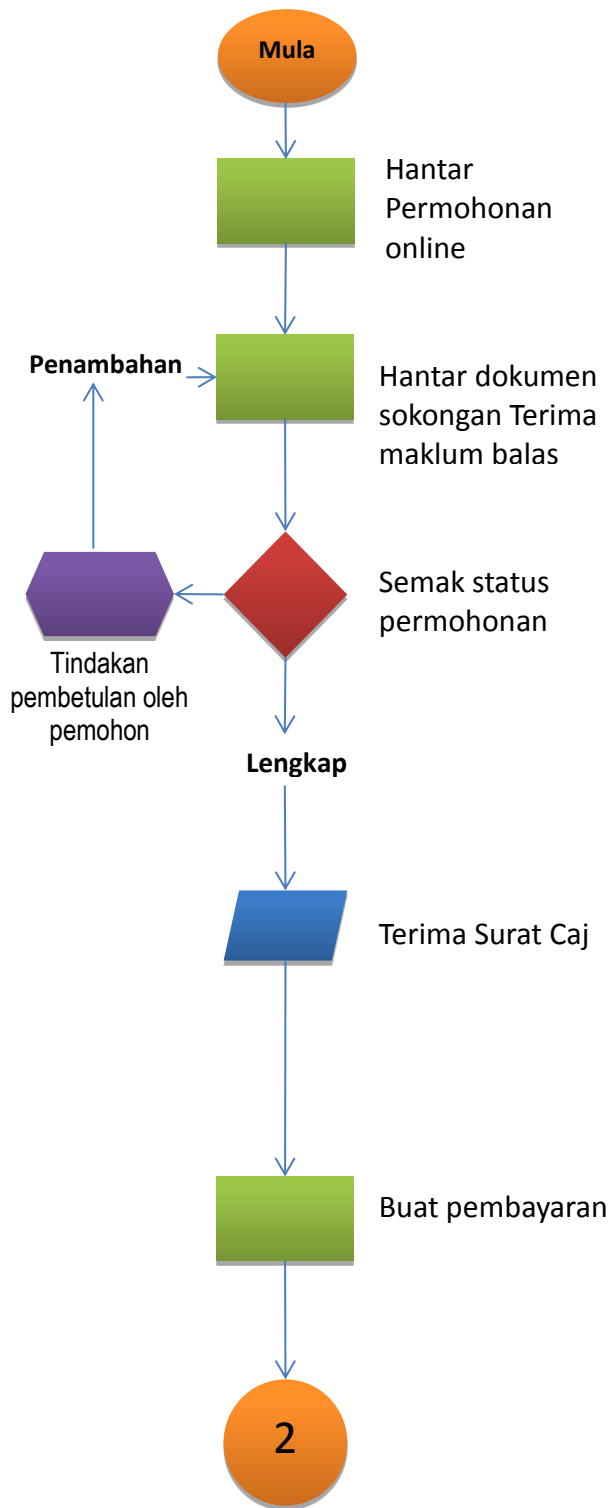
2.3 The fees for Category of Food Premises & Food Services

| TYPE OF INDUSTRY | ANNUAL FEE |
|--|---------------------|
| Premises / Restaurant / Kitchen / Hotel / Catering | RM 100.00 /Premises |

Letters of endorsement charges will be issued to the applicant. However, for companies that do not make payment within the prescribed period, the application will not be processed. While the application was made payments, and the payment receipt will be sent to the applicant.

Once the payment is completed, the next viable companies or premises to be audited for field inspection. Applicants should prepare to receive the visit of inspectors. In a letter of fees, applicants are reminded to prepare for an audit.

3. MALAYSIAN HALAL CERTIFICATION APPLICATION PROCESS



Source: Manual Procedure for Malaysia Halal Certification Scheme, JAKIM

QUESTION:

1. Explain reasons for application to be rejected?
2. Describe the fees for each certification scheme

REFERENCE :

1. Mian N. Riaz, Muhammad Munir Chaudry (2004), Halal Food Production, CRC Press, ISBN: 9781587160295
2. Peter S. Murano (2009), Understanding of Food Science And Technology, Brooks/Cole, ISBN 9780538451086
3. Nirmal Sinha (2007), Handbook of Food Products Manufacturing, John Wiley & Sons, , ISBN: 9780470113547
4. Malaysian Halal Certification Manual Procedure - Guidelines for Halal Assurance Management System of Malaysia Halal Certification

TITLE: ONSITE AUDIT FACILITATION BASED ON AUDIT SCOPE

1. Introduction

Audit will be carried out after all the required application procedures are fulfilled; JAKIM's relevant personnel will organize the audit plan and schedule inspections of the premises. Auditor assigned to one of the premises will receive information regarding the audit field, including:

- 1.1 Standard Halal related
- 1.2 Manual Procedure For Halal Certification Malaysia
- 1.3 Terms and conditions of Halal Certification
- 1.4 Audit Note
- 1.5 The audit report forms
- 1.6 Form nonconformities
- 1.7 Application documents
- 1.8 Monitoring report

2. Types of audit

The audit is divided into five (5) categories:

- 2.1 Auditing for new applications
- 2.2 The audit for the renewal of certificates that involves changing the ingredients and suppliers, or changes to the address of the premises
- 2.3 Auditing for additional application product / premises
- 2.4 Audit follow-up:
 - i. For a company that has made a corrective action based on the non-conformance reports involving physical correction if necessary
 - ii. Based on the decisions and directions Halal Certification Panel
 - iii. Audit follow-up for each application only once
 - iv. Audit follow-up can be made by the same or another auditor as appropriate.
 - v. Non-conformance involving matters under audit are not required to be make a follow up:
 - a. There is a pigsty or a sewage plant near the plant / premises within 5km (subject to the discretion of the Panel Halal)
 - b. Using ingredients or equipment that is based on sources that are not kosher.

- c. Using materials contaminated with *najs mughallazah*
- d. Keeping animals of category *mughallazah* unclean premises in the area

3. Auditor

3.1 The auditor shall not be those who are not in the Halal Certification Panel

3.2 Auditing shall be carried out by a minimum of two (2) Officers who are competent in:

- i. Islamic education
- ii. Technical matters

3.3 The appointed auditor will make an audit plan before the audit is carried out.

4. Preparation before audited

4.1 Applicants should open application files containing application documents. The auditor will contact the applicant regarding the expected date of the audit.

4.2 Auditor will conduct opening meetings with the applicant (Executive halal / kosher supervisor Muslim / representative / Halal Internal Audit Committee)

5. Audit documentation

Auditor in charge will verify the information stated in the application form is accurate and what is on the premises by application category. Validation documentation on the premises is to involve the following:

5.1 Product

- i. Ensure that applicants have a special file Halal Certification Malaysia to store related documents and can be consulted when inspection is carried out on the premises
- ii. Confirm the name and number of products to be certified halal
- iii. Verify compliance with the product labelling halal certification procedures and relevant legislation
- iv. Sources of raw materials, copies of halal certificate from accredited certification body, a record of purchase (invoice), the information provider, record consumption and product specifications for raw materials
- v. Halal Control System records and activities of the Committee on Internal Halal

- vi. Supporting documents such as GMP, HACCP, and others
- vii. Plant layout (Layout Plan)
- viii. Product processing flow chart
- ix. GMP record (if any) involve the following:
 - a. Machinery and equipment (design and maintenance)
 - b. Control process (sample and test the production environment, label and date of manufacture or expiry, employee hygiene, control formula and repair)
 - c. Hygiene and sanitation
 - d. Hygiene workers and food handlers
 - e. Pest control
 - f. The withdrawal of the product
 - g. Record of immunization against typhoid
- x. Customer complaints (if any)
- xi. The authorities audit report (if any)
- xii. Records transportation management (consumption, hygiene and other related documents)

5.2 Food premises

- i. Ensure that applicants have a special file Halal Certification Malaysia to store related documents and can be consulted when inspection is carried out on the premises.
- ii. Confirm the name and number to be certified kosher menu
- iii. Sources of raw materials, copies of halal certificate from accredited certification body, a record of purchase (invoice), the information provider, record consumption and product specifications for raw materials
- iv. The kitchen: ensures alcohol and the like is not used and kept in the kitchen kosher
- v. Food premise: make sure there are no consumption and sale of alcohol and the like
- vi. Halal Control System records and activities of the Committee on Internal Halal
- vii. Supporting documents such as GMP, HACCP, and others involved should be
- viii. Plant layout (Layout Plan)
- ix. The authorities audit report (if any)

- x. Records transportation management (consumption, hygiene and other related documents)
- xi. GMP record (if any) involve the following:
 - a. Equipment (mixed with a non-kosher)
 - b. Each food handler shall obtain immunization against typhoid
 - c. All food handlers must attend training food handlers.
 - d. Control process (sample and test the production environment, label and date of manufacture or expiry, employee hygiene, control formula and repair)
 - e. Hygiene and sanitation
 - f. Hygiene workers and food handlers
 - g. Pest control
 - h. Facilities (buildings, sanitation facilities, water sources)
- xii. Customer complaints (if any)
- xiii. Mixing equipments with non-kosher kitchen

5.3 Slaughterhouse

- i. Ensure that applicants have a special file Halal Certification Malaysia to store related documents and can be consulted when inspection is carried out on the premises
- ii. Verify every slaughter man on duty shall have the certificate of accreditation slaughtering valid from MAIN / JAIN
- iii. Interviewing slaughter man / inspectors / supervisors Halal to ensure the level of understanding about the process of slaughter according to Islamic law
- iv. Got a record for the slaughter, anti-mortem and post-mortem
- v. Have a letter or certificate of Veterinary Health Mark (VHM) of the Department of Veterinary Services
- vi. Supporting documents such as HACCP, GMP, etc.
- vii. The layout of the slaughterhouse
- viii. Product processing flow chart / slaughterhouse
- ix. GMP record (if any) involves the following:
 - a. Machinery and equipment (design and maintenance

- b. Process control (sampling and testing Certification of Analysis (COA), the production environment, and the date code label, sanitation workers, control formula and repair)
- c. Hygiene and sanitation
- d. Employee Hygiene (washing hands, health workers, hand hygiene, employee attitude while handling slaughter / product)
- e. Pest Control
- f. Product recall

6. On-site audit

The auditors will create on site audit by the categories of the application. As such, applicant should take note of:

6.1 Product / Consumer goods

- i. Clean the entire premises (stores raw materials, processing and production areas, storage of finished products and environmentally-friendly.).
- ii. Storage of raw materials in the appropriate place (no mixing between lawful and unlawful raw materials, temperature-controlled, cross-contamination, containers, etc.).
- iii. Ensure no mixing products with *najis*.
- iv. Tools worship is not allowed in the following places:
 - a. processing area
 - b. stores
 - c. kitchen
 - d. or any area that may lead to contamination of finished and semi-finished products
- v. Canteen for employees only provide halal food
- vi. Employees are not allowed to bring food / drinks are not halal into the premises

6.2 Food premises

- i. The overall cleanliness of premises (stores raw materials, processing and production areas, storage of finished products and Environmentally)

- ii. Storage of raw materials in the appropriate place. (no mixing between lawful and unlawful raw materials, temperature control, cross-contamination, storage containers and other.
- iii. Ensure no mixing of halal products with non-halal products
- iv. A way of preparing food / drink must comply with the rules laid down to avoid contamination.
- v. Have at least two permanent employees who are Muslims, citizens in other parts of the kitchen, handling and preparation of food at one time. to the kitchen, he must have at least two people cook Malaysian Islam at one time.
- vi. Workers do not live on the premises
- vii. Ensure cooking food / beverage not done in a private area of development processing.
- viii. Equipment and utensils used for food preparation should be sacred according to Islamic law to the kitchen / food court; there is no mixing of the equipment used, employees and stores.
- ix. GHP practice
- x. No tools or elements in the processing of worship

6.3 Slaughterhouse

- i. The overall cleanliness of the premises
- ii. Storage of finished products (sacrificial animal) in the appropriate place. (no mixing between lawful and unlawful raw materials, temperature control, cross-contamination, storage containers and other.
- iii. Ensure halal inspectors (checkers) are in place at all times conducted the slaughter process.
- iv. Ensuring done according to Islamic slaughtering methods
- v. Authorize the use of tools stunner, (must be supervised by *Muslim* workers trained and Malaysian).
- vi. Authorize the use of voltage levels corresponding to the slaughter of animals
- vii. Confirming animals to be slaughtered has *Mustaqirrah* life after stunning process.
- viii. Animals shall not apply stunning shock remains a cause of death and permanent injury.

- ix. Verify broken Adam's apple, broken veins let, two veins (*wadajain*) and many die before further processing activities.
- x. Confirming isolation and labelling of the sacrificial animal comply with Islamic law or not.
- xi. Confirming isolation and labelling of animal sacrifices still have a perfect life before the stage blenching *Mustaqirrah*.
- xii. Authorize the use of a sharp knife, sufficient and clean.
- xiii. Authorize the use of gushing water for cleaning the blade.
- xiv. Product handling and slaughter of animals must comply with the rules laid down to avoid contamination
- xv. For slaughterhouses, the management shall appoint at least one supervisor is responsible for ensuring compliance *Muslim* condition for the slaughter

7. Non conformance

Auditor will observe the level of compliance undertaken by the applicant.

7.1 Non-conformance involves the following:

- i. Islamic law
- ii. MS 1500: 2009
- iii. MPPHM
- iv. Halal Certification Scheme
- v. Tech-Food Act 1983 / regulations of the Food Act 1985.
- vi. Trade Descriptions Act 1972
- vii. Food Hygiene Regulations 2009
- viii. Other related issues

Duration of follow-up to reports of non-conformance issued will be determined by mutual agreement between the applicant and the auditor but not exceeding six months

The auditor is responsible for taking action on non-conformance of the applicant.

In the event of non-conformance action failed complied with within an agreed, the application will be recommended not successful in meeting Panel.

8. Verification of panel report

After all the above process is carried out together with the feedback of the audit is completed, the next process is pending applications for certification confirmation either succeed or fail. Notification of results will be published in the system MYeHALAL and JAKIM will contact the applicant to inform the panel. If successful, certificate will be printed and the applicants can collect the certificate themselves or the certificate can be mailed via Pos Laju (express) with the consent of the applicants.

QUESTION:

1. Explain five (5) types of audit
2. What are the matters that the auditors should take into consideration when auditing the slaughterhouse?

REFERENCE :

1. Jabatan Kemajuan Islam Malaysia (JAKIM), Manual Prosedur Pensijilan Halal Malaysia Tahun 2014(Semakan Ketiga), Jabatan Kemajuan Islam Malaysia Putrajaya.
2. <http://www.halal.gov.my> ,Guidelines released on 3 November 2015 or whichever latest revision available
3. Muhammad Hawari Hassan(2013), Kertas Kerja “Pensijilan Halal Malaysia: Prosedur Dan Isu-Isu Halal”,
4. Mian N.Riaz, Muhammad M.Chaudry, Halal Food Production, CRC Press: Florida (2003).

TITLE: PREPARATION OF FEEDBACK ON AUDIT FINDINGS / NCR

1. Generating Audit Findings

After halal auditor collects the facts and completes its investigation, it is time to determine the result of the investigation. For audits, the results are called reported audit findings.

The halal auditor summarizes the audit findings, conclusions, and recommendations necessary for the audit report discussion draft. To facilitate communication and ensure that the recommendations presented in the final report are practical, Halal Auditor discusses the rough draft with the auditee prior to issuing the final report. At this meeting, the auditee comments on the draft and the group work to reach an agreement on the audit findings. The auditor then prepares a formal draft, taking into account any revisions resulting from the exit conference and other discussions. When the changes have been reviewed by auditee, the final report is issued.

The first step is to evaluate the evidence against the audit criteria. The evidence is the factual information collected or observed during the performance of the audit. The audit criteria are the standards, procedures, regulations or objectives of the organization was audited against such as:

- a. Islamic law
- b. MS 1500: 2009
- c. MPPHM
- d. Halal Certification Scheme
- e. Tech-Food Act 1983 / Regulations of the Food Act 1985.
- f. Trade Descriptions Act 2011
- g. Food Hygiene Regulations 2009
- h. Other related laws/standards

The audit findings can indicate conformance or non-conformance with the audit criteria. Some audit program required auditors to report evidence of conformance as well as evidence of non-conformance, but most of audit reports contain only the facts that support a non-conformance.

1.1 Conformance Audit Report

Conformity to requirements should be summarized. The summary should indicate locations, function or process were audited. This already should be in the individual audit scope, but perhaps more specifics will be needed for the findings.

If included in the audit plan, evidence of conformity also must be recorded and presented as audit findings. Evidence of conformity might be necessary for high risk processes or if legal requirements are part of the audit criteria.

1.2 Non-conformance Audit Report

A non-conformance report documents the details of a non-conformance identified in a halal audit review. The objective of the report is to make an unambiguous, defensible, clear and concise definition of the problem so that corrective action can and will be initiated by auditee.

The elements of an effective statement of non-conformance are:

- i. Observation: A statement of non-compliance
- ii. Attribution: The standard, plan, procedure, work instruction, policy, organizational ethic violated by the target of the non-compliance.
- iii. Location: Where the non-compliance was identified. For example date, time, location & duration of correction action given to auditee.
- iv. Objective Evidence: Physical evidence of non-compliance. For example, the absence of a required record or incomplete information on an existing record

The subject matter of all the non-conformance reports should be verified by auditee of the organization being audited. This adds additional credibility to the report and increases the likelihood that corrective action will be taken. Each non-conformance report should therefore be endorsed by the local verifier who often doubles as the auditor's guide.

Duration of follow-up to reports of non-conformance issued will be determined by mutual agreement between the applicant / auditee and the auditor but not exceeding six months.

The auditor has the right to take further action on the applicant's non-conformity. Based on the feedback of the applicant, if the action against the non-conformity fails to comply, the auditor will recommend an application is unsuccessful at meeting Halal Certification Panel.

Figure 1: Non-Conformance Report

| <u>NOTA AUDIT</u> (Audit Kualiti Dalamana) | | | |
|--|---------|--|----------|
| Bahagian : _____ | | Mukasurat : _____ drpd _____ Tarikh Audit : _____ | |
| No. | Rujukan | <i>Diskripsi Keadaan</i> | *Catatan |
| | | | |
| Nama Juruaudit: Tandatangan : | | * Mengeluarkan LK jika ketakakuran dijumpai. | |

LAPORAN KETIDAKAKURAN

Seksyen I: Ketidakakuran

| | |
|------------------------|------------------------------------|
| 1. Cawangan : | 3. Prosedur / Standard Berkaitan : |
| 2. No. Ketidakakuran : | 4. Klausu : |
| Deskripsi : | |
| Auditor : | Tarikh : |

Seksyen II : Punca / Tindakan (Selepas penilaian semula dan diisi oleh personel / bahagian yang berkaitan)

| |
|-------------------------------------|
| Punca : |
| Tindakan Segera Yang Akan Diambil : |
| Tarikh: |

Seksyen III : Tindakan Pembetulan & Pencegahan

| | | |
|--|-----------|---------|
| Tindakan Pembetulan / Pencegahan atau cadangan : | | |
| Tarikh tindakan pembetulan disiapkan : | Auditee : | Tarikh: |

Seksyen IV : Verifikasi (Diisi oleh Personel yang Berkaitan)

| | | | |
|-----------------|-----------------------------|--|---|
| Verifikasi: | | | |
| Keputusan : | <input type="checkbox"/> OK | <input type="checkbox"/> Tidak Memuaskan | Jika tidak memuaskan, verifikasi komen kedua. |
| Disahkan Oleh : | | | |
| Tarikh: | | Oleh : | |

NOTIS TINDAKAN PEMBETULAN

=====
Kpd : _____
_____/_____/_____
(Bahagian Auditee)

Tarikh :

CC : Wakil Pengurusan _____

Ketakakuran yang dijumpai adalah seperti berikut :

Bahagian yang diaudit : _____

Semua tarikh audit : _____

Jumlah LK yang dikeluarkan : ===== (seperti di
kepilan)

Sila pastikan semua tindakan pembetulan dilaksanakan sebelum tarikh verifikasi.

Juruaudit akan mengesahkan semua tindakan pembetulan selepas tarikh verifikasi.

(Nama :)
(Ketua Juruaudit)

LAPORAN AUDIT KUALITI DALAMAN

Kepada : Tarikh :
(Pengarah Hub Halal)

sk :
:
:

Daripada :
(Wakil Pengurusan)

Audit yang akhir dilakukan pada :

| <i>Bahagian/ Cawangan</i> | Tarikh Audit | Jumlah LK diberi | Jumlah LK sejak audit pertama | LK yang ditutup | LK yang masih buka |
|--------------------------------------|-------------------------|-----------------------------|--|----------------------------|-----------------------------------|
| | | | | | |

Cadangan : _____

Tandatangan:

*LK – Laporan Ketakakuran

2. Audit Follow-Up

Halal Auditor will perform a follow-up review to verify the resolution of the report findings after the expected completion date. The auditee response letter is reviewed and the actions taken to resolve the halal audit report findings may be tested to ensure that the desired results were achieved. The review will conclude with a follow-up report which lists the actions taken by the auditee to resolve the original report findings. Unresolved findings will also appear in the follow-up report and will include a brief description of the finding, the original audit recommendation, the auditee response as well as the current condition

2.1 Responding to audit findings

Auditee is required to provide a written response to audit findings. The response represents management's plan for correcting or improving the finding situation. All responses should be address to respective auditor.

Writing an audit finding response can be relatively easy if the following guidelines are used:

- i. Begin your response with one of the statements described by auditor.
- ii. Respond directly to the finding and its recommendation(s)
- iii. Provide specific actions that management commits to take to correct the finding
- iv. Make your response clear and concise.
- v. Exclude information that is not pertinent to the finding or its corrective action plan
- vi. Identify specific positions, if applicable, responsible for implementation
- vii. Provide a specific and realistic timetable/picture/documents for implementation

Finding example:

Company ABC does not have written Halal policies and procedures.

2.2 Recommendation

The company should perform the following:

- i. Develop and document all of its significant business processes
- ii. \Make the policies and procedures available at all respective area
- iii. Ensure they are accurate, complete, and up-to-date at all times.
- iv. Revise policies and procedures for changes in business processes and policies.
This is particularly important when new systems are developed and implemented or other organizational changes occur.
- v. Communicate significant changes to all affected personnel immediately to ensure they are aware of any revisions to their daily duties and responsibilities.
- vi. In the event that there are changes in personnel (i.e. new employees are hired, promotions granted, etc.), documented policies and procedures will facilitate training and provide guidelines for the respective positions.

2.3 Management response

We agree with the auditors' comments, and the following action will be taken to improve the situation. We will have each unit supervisor to document the policies and procedures for their respective business processes by the end of the first quarter of 20XX. We will then consolidate these documents into one user manual that will be available to all staff members via our website. Revisions to the users' manual will be made as needed to ensure the manual is current at all times. The staff will be advised of all revisions.

QUESTION:

1. What are the elements of an effective statement of non-conformance report?
2. When will the Halal Auditor to verify the resolution of the report findings?

REFERENCE :

1. Jabatan Kemajuan Islam Malaysia (JAKIM), Manual Prosedur Pensijilan Halal Malaysia Tahun 2014(Semakan Ketiga), Jabatan Kemajuan Islam Malaysia Putrajaya.
2. <http://www.halal.gov.my> ,Guidelines released on 3 November 2015 or whichever latest revision available
3. Muhammad Hawari Hassan(2013), Kertas Kerja “Pensijilan Halal Malaysia: Prosedur Dan Isu-Isu Halal”,
4. Mian N.Riaz, Muhammad M.Chaudry, Halal Food Production, CRC Press: Florida (2003).

TITLE: ACCEPT APPLICATION RESULT

1. Revisions Follow Up With Auditor

- ✓ After answering all comments and submit audit finding feedback form applicants should examine each audit finding by making necessary corrections. Applicants need to follow up with the auditor(s) involved on-site whether the answers given are adequate and within the time given.
- ✓ For applications without NCR, the audit report will be issued and presented in a pre-meeting of the panel. After discussion and approval of the members of the meeting obtained, the application will be taken to be presented in The Malaysia Halal Certification Panel meeting for the approval of the panel.
- ✓ Once the responses to the correction reviewed and accepted by the auditor, a report will be issued. The report will be put before a panel of pre auditors to get other views.

2. Verification of Malaysia Halal Certification Panel Report

- ✓ After all the above process is carried out, and the feedback of the audit is completed, the next process is pending applications for certification confirmation (i.e. SUCCESSFUL/FAIL).
- ✓ Successful applications without NCR / NCR have been answered; will be presented to The Malaysia Halal Certification Panel meeting. Applications taken to The Malaysia Halal Certification Panel meeting can either be "approved" or "disapproved".
- ✓ Notification of results will be published in "MYeHALAL".
- ✓ For "successful" application, certification will be printed and the applicant can collect the certificate (if they wish) or will be sent via Pos Laju subject to the consent of the applicant.
- ✓ For "unsuccessful" applications, notification letter will be issued by the secretariat. The applicant can reapply and go through the same process as above.

3. Malaysia Halal Certification Panel

Every application for Malaysia halal certification will be assessed, evaluated and validated by the Malaysian Halal Certification Panel in the Meeting. The terms of reference for The Malaysian Halal Certification Panel are as follows:-

3.1 Appointment

- i. JAKIM Halal Advisory Panel shall appoint JAKIM Halal Certification Panel;
- ii. Majlis Agama Islam Negeri (MAIN) shall appoint the State Halal Certification Panel; and
- iii. The appointment of the Panel shall be made in writing.

3.2 Membership

- i. At least seven members are appointed;
- ii. Members of JAKIM Halal Certification Panel comprised of:
 - a. Chairman – Director of Halal Hub;
 - b. Secretary – Principal Assistant Director responsible for halal certification management;
 - c. At least two experts/ *Shari'ah* graduate;
 - d. At least one expert/ technical graduate; and
 - e. At least two appointed members.
- iii. Members of JAIN Halal Certification Panel comprised of:
 - a. Chairman – Director, State Religious Affairs Department;
 - b. Secretary – Principal Assistant Director responsible for halal certification management;
 - c. Representative from Halal Hub Division, JAKIM;
 - d. At least two experts/ *Shari'ah* graduate;
 - e. At least one expert/ technical graduate; and
 - f. One appointed member.
- iv. Appointment period is for two years;
- v. Reappointment shall be made after the expiry date;
- vi. Panellist shall sign the Confidentiality Undertaking Letter; and

- vii. Members shall be officers who are not involved directly in the evaluation process of applications.

3.3 Job Scope

The Halal Certification Panel is responsible for:

- i. Making the following decisions:
 - a. Approval;
 - b. Conditional approval;
 - c. KIV;
 - d. Failed;
 - e. Re Audit; and
 - f. Cancelled application.
- ii. Making decision on monitoring cases, either:
 - a. Revocation of Malaysia Halal Certificate;
 - b. Return of Malaysia Halal Certificate.
- iii. Decide on issues raised related to application of Malaysia Halal Certification.

3.4 Decision of the Malaysia Halal Certification Panel Meeting

- i. Panel decisions are final;
- ii. All decisions shall be recorded and filed for reference; and
- iii. All decisions shall be informed in writing to the applicants.

4. Malaysia Halal Certificate and Logo

4.1 Conditions on Use of the Certificate

- i. Use of the Malaysia Halal Certificate is subject to conditions which have been specified for the certificate;
- ii. The Malaysia halal certificate holder shall be responsible on any abuse or misuse of the certificate subject to the laws and regulations;
- iii. The Malaysia Halal Certificate can be withdrawn or terminated at any time and use of the halal logo is not allowed if the applicant is found to violate the Malaysia Halal Certification standard;

- iv. The Malaysia Halal Certificate cannot be traded, leased, exchanged, forged, abused, or amended its content in whatever form; and
- v. The original and valid Malaysia Halal Certificate shall be displayed at all times at the address stated on the certificate.

4.2 Conditions on Use of the Halal Logo

i. Product/ Slaughterhouse

- a. The Malaysia Halal Logo shall be printed/ affixed clearly on each product that has been halal certified;
- b. The Malaysia Halal Logo shall meet the specification as set;
- c. The Malaysia Halal Logo can be used for advertising and shall be placed suitably; and
- d. The company is allowed to print coloured logo suitable with the respective product packaging as long as it does not change the original specifications.

ii. Premise

- a. The Malaysia Halal Logo can be displayed at only halal certified premises;
- b. The Malaysia Halal Logo can be printed only on the halal certified menu;
- c. The Malaysia Halal Logo can be displayed at suitable location at the premise; and
- d. The Malaysia Halal Logo can be used for advertising and shall be placed suitably.

iii. Hotel

- a. The Malaysia Halal Logo can be printed on the menu at restaurants and kitchens which are halal certified;
- b. The Malaysia Halal Logo can be displayed anywhere suitable in the restaurant;
- c. If only the kitchen is halal certified, the Malaysia Halal Logo can only be displayed at the kitchen area;
- d. It is not allowed to paste the halal certificate nor the Malaysia Halal Logo at the payment counter and etc; and

- e. For hotel category, use of the Malaysia Halal Logo at restaurant, coffee house and function room is only allowed if application is made for all kitchens which supply the food and beverages to the restaurant/ coffee house and the function room.
 - vi. Logistics
 - a. The Malaysia Halal Logo shall be displayed at the premises which offer halal certified logistics services.
 - b. The Malaysia Halal Logo can be used for advertising and shall be placed suitably.
 - c. New applicants and Malaysia Halal Certificate holders are responsible on any misuse or abuse of the Malaysia halal logo subject to the law and regulations.
5. Responsibility of Malaysian Halal Certificate holder
- Each applicant must take notice and responsible and comply with the conditions in the Malaysian Halal Certification.
- i. Any changes to the name and address of the company, factory or premise, product brand, ingredient, producer and others shall be informed to the Director General, Department of Islamic Development Malaysia or the Director, State Religious Affairs Department, in writing for its further action;
 - ii. If the certificate is lost, the owner shall lodge a police report and inform the Director General, Department of Islamic Development Malaysia or the Director, State Religious Affairs Department, in writing for its further action;
 - iii. If the certificate is damaged, the owner shall return it to JAKIM/ JAIN and a new certificate will be issued after payment is made;
 - iv. The certificate shall be signed by the certificate holder and a copy of the signed certificate shall be submitted to the Director General, JAKIM;
 - v. Any Malaysia Halal Certificate holders shall ensure that the certification standards are adhered to;

- vi. Malaysia Halal Certificate holders shall have trained workers, who understand Malaysia Halal Certification Procedures and shall attend halal certification training, and the certificate shall be renewed every two years except for slaughterhouse which is one year;
- vii. Malaysia Halal Certificate holders shall abide with the Malaysia Halal Certification Procedures and related laws and understand the current halal issues; and
- viii. Companies shall perform *sertu* (ritual cleansing) on premises if:
 - a. Contamination of *najis mughallazah* occurred; and
 - b. As directed by JAKIM/ JAIN.

QUESTION:

1. Whom shall the applicant contact in order to obtain audit feedback?
2. Who approves the Halal Certificate?

REFERENCE :

1. Jabatan Kemajuan Islam Malaysia (JAKIM), Manual Prosedur Pensijilan Halal Malaysia Tahun 2014(Semakan Ketiga), Jabatan Kemajuan Islam Malaysia Putrajaya.
2. <http://www.halal.gov.my>, Guidelines, dicapai 3 November 2015.
3. Muhammad Hawari Hassan(2013), Kertas Kerja “Pensijilan Halal Malaysia: Prosedur Dan Isu-Isu Halal”,
4. Mian N.Riaz, Muhammad M.Chaudry, Halal Food Production, CRC Press: Florida (2003).

TITLE: MAINTENANCE OF HALAL POST COMPLIANCE

3. Responsibility of Halal as *Shari'ah* Compliance

Islam divides the creations into two broad categories; halal and haram. The default ruling is that all things are halal for humans to use unless specific evidence indicates the something is prohibited. This as noted in few verses of Qur'an

"It is He who created all that is in the earth for you..."

"O ye who believe! Do not forbid anything good that God has made lawful for you, and transgress not. Surely Allah loves not the transgressors"

Since most of the necessities of life in the modern world are purchased in the marketplace, and the markets are supplied with goods by industrial enterprises, it is important for Muslims to be involved in the production processes in order to ensure the products which are free of haram ingredients are available on market shelves.

The halal industry is thus crucially important to Muslims all over the world as it gives them a sense of security that the products they purchase and use are compliant with the principles of the *Shari'ah*.

The underlying principles of consumption for the Muslim is based on the concept of *halal and toyyiban*. Thus, halal is a way of life and applicable to all Muslims despite the differences in age, gender, location and time. Indeed, halal is the basic principle created by the Almighty Allah SWT for the Muslims. The *Ummah* can use the things that Allah has created and permitted, and acquire benefits from them.

Hence, companies that have received the Halal Certificate is responsible for keeping and maintaining compliance with the Malaysian Halal Certification Procedure. Integrity and transparency should always be practiced and trust to each executive is appointed to ensure that halal standards are observed. Allah says:

"O ye who believe, do not betray Allah and the Messenger (Muhammad), and (also) do not betray the mandate entrusted to me, for you know"

Surah Al-Anfaal 8: 27

At the same time to avoid any action is taken on errors and negligence of the company. The company must be aware of *Shari'ah* Law-related and also fatwa during the halal aspect. For example, in the Syariah Criminal Offences (Federal Territories) Act 1997, Section 42, Part V (Criminal) state:-

“Mana-mana orang yang mempamerkan pada atau berkenaan dengan mana-mana makanan atau minuman yang tidak halal, apa-apa tanda yang menunjukkan bahawa makanan atau minuman itu halal adalah melakukan suatu kesalahan dan apabila disabitkan boleh didenda tidak melebihi lima ribu ringgit atau dipenjara selama tempoh tidak melebihi tiga tahun atau kedua-duanya sekali.”

4. Responsibility of Company

Among the things that should be considered by holders of Halal Certification are:

2.1 Changes of notification

All the changes apply to information involving applicant certification including changes to the company and its products shall be handled in accordance with the following procedures:

i. Change of name and address without involving transfer factory

Any changes made that involve a change of name or address of the company should be notified to JAKIM in writing by returning the Halal Certificate and submit a copy of the Company Registration Certificate and Local Authority Business Certificates. JAKIM will issued a new Halal Certificate according to reported changes upon approval of Halal Certification Panel

ii. Change Management

The company/applicant must notify JAKIM in writing any changes in the company's management. JAKIM will then update the applicant's record/application.

iii. Relocation of factory (includes Sub Contract)

Relocation of plant/premise will render the Halal Certificate to be void and such certificate shall be returned to JAKIM.

A new application must be made using the new factory information. JAKIM will process the application Halal Certification.

iv. Changes of ingredients

Any changes to the ingredients shall be communicated to JAKIM to submit a list of new ingredients and manufacturer information as well as copies of the Halal Certificate of ingredients involved.

- ✓ JAKIM will assess the need for making the verification of the change. Site examinations will be conducted to ensure the validity of the changes.
- ✓ JAKIM will issue a letter to the applicant and record the notification.

v. Changes in product name / brand without changes in the ingredient

- Any changes in the product or brand names that do not involve changes in the ingredients also be notified to the JAKIM.
- JAKIM will issue a new Halal Certificate subjects to approval by Halal Certification Panel.

vi. Changes in manufacturer / supplier

- ✓ The company is responsible to notify JAKIM any changes relating to the manufacturer or supplier of ingredients. (in writing by submitting a copy of the purchase invoice date and Halal Certificate)
- ✓ JAKIM will assess the need for the verification of the changes. While monitoring officer will inspect the premises to ensure the validity of the change notified.
- ✓ However, if the examination is not necessary, JAKIM will take note of the information and up-date the company's file.

vii. Changing menu name without changes in ingredient

- ✓ The company shall inform the JAKIM (in writing by submitting a list of the ingredients used and the copy of the Halal Certificate for the relevant ingredients).
- ✓ JAKIM will issue the Halal Certificate (menu list) by such changes upon approval of Halal Certification Panel

viii. The menu

- ✓ Any introduction of new menu, the applicant must submit its application to list the new menu and ingredients.
- ✓ JAKIM will process the application Halal Certificate.

2.2 Changes in certification requirements

- ✓ JAKIM will update from time to time for any changes for Halal certification requirements through the Portal.

2.3 Cancellation of Halal Certification

- ✓ The certificate will become invalid on the reasons as set out in para i, iii and v.

5. Monitoring and enforcement measures

Inspection/ monitoring and enforcement is govern by the laws related to Malaysian Halal Certification. Among the laws involved are:

- Trade Description Act 2011
- Manual Procedure for Malaysia Halal Certification
- Food Act 1983 (Act 281), Food Regulations 1985 and Food Hygiene Regulations 2009;
- Animal Act 1953 (Revision 2006), Animal Ordinance 1953, Animal Rules 1962, Animals (Importation) Order 1962, Abattoir Act (Corporatization) 1993;
- Custom Act 1967, Custom Order (Prohibition of Import 1998);
- Local Government Bylaws 1976 (Act 171) and Local Council Bylaws (PBT);
- Act/ State Administration Enactment of Islamic Affairs; and
- Trade Mark Act 1976.

3.1 Type of inspection

i. Scheduled inspection

Scheduled inspection is a continuous and planned inspection on Malaysia Halal Certificate holders to verify its compliance to certification requirements, use of logo and halal standard.

ii. Enforcement inspection

Enforcement inspection is an inspection conducted by JAKIM/ MAIN/ JAIN together with other enforcement agencies as a result of public complaint or from schedule inspection activities;

iii. Follow-up inspection

Follow-up inspection is an inspection on any company which failed to comply with the Halal Certification Procedures based on the earlier inspections; and

iv. Inspection based on complaint

Inspection based on complaint is conducted after receiving a public complaint pertaining to abuse of halal logo/ certificate or doubts on products and consumer goods, food premises, slaughter houses, logistics or companies which has been awarded Malaysia Halal certification, use of logo or halal term.

3, 2 Category of offences and actions

The certificate holder must always be aware of the environmental conditions of the premises or company that does not violate the Halal certification procedures in accordance with the following categories of offenses: -

i. Minor Offence

Technical offence which can be given warning by the Inspection Officer for the corrective action:

- a. Premise cleanliness;
- b. Equipments' cleanliness;
- c. Workers' hygiene;
- d. Environmental cleanliness;
- e. Pest control;

- f. Other offences related to hygiene and sanitation;
- g. Food handler who does not have anti-Typhoid vaccination;
- h. Failed to produce documents requested by the inspection officer; and
- i. Changes and additions of raw material supplier which has halal certification.
Manufacturers continue production without informing in writing to JAKIM/ MAIN/ JAIN

Action:

- a. A copy of the Malaysia Halal Certification Monitoring Notice (Notis Pemantauan Pensijilan Halal Malaysia) and Non Conformance Notice (Notis Ketidakakuran Pensijilan Halal Malaysia) will be issued.
- b. Warning for immediate remedial action or within 14 days or any duration deems relevant;
- c. Inspection Officer conducts follow-up inspection after the due date (if necessary).
If the company failed to do the corrective action within the stipulated time, Notice of Malaysia Halal Certificate Suspension (Notis Penggantungan/ Penarikan Sijil Pengesahan Halal Malaysia) will be issued and the halal certificate will be suspended; and
- d. The status of the suspended halal certificate will be determined by the Halal Certification Panel

ii. Major Offence

Technical offence which can lead to suspension of the Malaysia Halal Certificate by the inspection officer and need to be presented to the Halal Certification Panel for the final decision:

- a. Changed/ additional supplier/ producer which does not obtain halal certification from JAKIM/ MAIN/ JAIN;
- b. Changed/ additional supplier/ producer which does not obtain halal certification from a recognized halal certification body overseas;
- c. Using Malaysia Halal Logo on products which are not certified;
- d. Forged halal certificate or misuse of Malaysia Halal Logo;
- e. Lend or give the original halal certificate to other company or premise;

- f. Alter the information on the Malaysia Halal Certificate;
- g. Change or add to the ingredients which have been declared in the application form without written consent from JAKIM/ MAIN/ JAIN;
- h. None/inadequate numbers of Muslim worker in the processing area/ kitchen as required in the procedure;
- i. Use and display of expired Halal certificate;
- j. Elements of religious worship are placed in the processing area/ kitchen;
- k. Does not comply to any related Malaysia halal standard; and
- l. Failed to comply with corrective action for minor offence

Action:

- a. Malaysia halal certificate shall be suspended;
- b. Malaysia Halal Certification Monitoring Notice (*Notis Pemantauan Pensijilan Halal Malaysia*), Malaysia Halal Certification Non Confirmance Notice (*Notis Ketidakakuran Pensijilan Halal Malaysia*) and Notice of Malaysia Halal Certificate Suspension (*Notis Penggantungan/ Penarikan Sijil Pengesahan Halal Malaysia*) will be issued to the company;
- c. Report on suspension will be presented to the Halal Certification Panel for final decision whether:
 - Re-inspection is required; or
 - The halal certificate will be returned; or
 - The halal certificate will be revoked.
- d. If a company failed to comply to corrective action by the Halal Certification Panel, the halal certificate will be revoked; and
- e. JAKIM/ JAIN may list down companies with suspended halal certificate in the halal portal

iii. Serious Offence

Offences which involve violation of both *Shari'ah* and Technical elements. Hence, lead to revocation of the Malaysia Halal Certificate by the inspection officer and need to be presented to the Halal Certification Panel for the final decision.

- a. *Shari'ah* offences are offences involving *Shari'ah* laws such as follows:

- Use of halal certificate issued by Islamic authority which does not recognised by JAKIM/ MAIN/ JAIN/
- Using haram material after receiving Malaysia Halal Certificate;
- Mixing/ storage of halal and haram material together;
- Storage of halal product with haram product;
- Equipments used are interchangeable between halal and haram;
- Processing of improper slaughtered or improper dead animal; and
- Use of stunner which may cause death of animal or *hayat mazboh*

b. Technical offence is an offence which does not involve Islamic laws, such as follows:

- Relocation of premise/ factory without informing JAKIM/ MAIN/ JAIN;
- Change of management and name of company without informing JAKIM/ MAIN/ JAIN;
- Unauthorized slaughter men and the halal checker;
- Stunning for animals is not in accordance with the requirement of the standard;
- The stunner is controlled by a non-Muslim worker;
- Bringing in haram material into the premise or company which holds Malaysia Halal Certificate; and
- Using prohibited material which are in forced under the Food Act and related laws

c. Action:

- The Halal certificate shall be revoked immediately;
- Notices on monitoring and revocation of halal certificate will be issued to the company;
- Report on revocation of halal certificate will be presented to the Halal Certification Panel for the final decision;
- JAKIM/ MAIN/ JAIN may list out the companies which have their certificates revoked in its halal portal; and
- In the case of any outlet having its halal certificate being revoked due to serious offence, halal certificates from all other outlets shall also be revoked

3.3 Sampling

Inspection officers shall take sample if a premise is found committed or suspected to commit any offence or abuse.

3.4 Prosecution process

- i. Any offense involving violation under any law relating to the subject of halal going through the process of prosecution process will be conducted by the Ministry of Domestic Trade, Co-operatives and Consumerism (KPDNKK) or other enforcement agencies based on the input from JAKIM/ MAIN/ JAIN about halal matters;
- ii. JAKIM/ MAIN/ JAIN will be summoned as witness in the trial process in court; and
- iii. The decision of the court may be announced by JAKIM/ MAIN/ JAIN for public information.

3.5 Complaint

- ✓ JAKIM will receive, investigate and take action on all complaints related to the subject of halal complaints either through a special form, letter, e-mail, and telephone also. Whenever complaints received shall be related to halal only such as logo forgery, doubtful halal status of ingredient or any offence categorized as minor/ major/ serious; and
- ✓ For complaints involving large and serious errors were made after an investigation found that the error actually exists, then it will be displayed in a portal or on the issuance of Halal appropriate for public viewing.

3.6 Product recall

The companies shall recall all its products from the market upon of the following:

- ✓ A contamination of haram material; and
- ✓ As directed by JAKIM/ MAIN/JAIN

4. Identification of Halal program

To ensure the company will always adhere to the certification requirements and maintain its reputation as halal-certified company, the company must always be aware of the need for staff training at all levels. This training program is to improve efficiency, awareness and ability of staff in understanding the need to maintain lawful status of the company.

Type of halal familiarization programs are:

- Refresher course
- Industrial
- Workshop
- Forum
- Seminars
- Events
- Meeting
- Halal training program
- Halal induction/ familiarization program

Employees are also required to be disclosed by Source of halal standards from time to time in the same time it will strengthen the importance of understanding sharia elements in daily life. Source of halal is defined in relation to:

- MS 1500:2009
- Malaysian Halal Certification Manual Procedure

In conclusion, any company that has received Malaysia Halal Certification should strive to maintain lawful status of the company. Companies should give a commitment to halal certification procedure to ensure compliance and transparency goes hand in hand and has always been a priority by all levels. At the same time, there must be to improve their level of compliance to shariah and to develop further goods and services for the benefit of the *ummah* and towards attaining complete halal compliance. Realizing that the halal industry has an especially important responsibility, it is equally important to ensure that halal encompasses every aspect of the halal a. it would be supremely ironic if the products of the halal industry, including the food that becomes part of Muslims bodies, are tainted by source of haram in the processes of producing and distributing those products

QUESTION:

1. What are the types of the inspection monitoring conducted in ensuring the compliance of Malaysian Halal Certification?
2. Name one law adopted in the legitimate description.

REFERENCE :

1. Jabatan Kemajuan Islam Malaysia (JAKIM), Manual Prosedur Pensijilan Halal Malaysia Tahun 2014(Semakan Ketiga), Jabatan Kemajuan Islam Malaysia Putrajaya.
2. <http://www.halal.gov.my> ,Guidelines released on 3 November 2015 or whichever latest revision available
3. Muhammad Hawari Hassan(2013), Kertas Kerja “Pensijilan Halal Malaysia: Prosedur Dan Isu-Isu Halal”,
4. Mian N.Riaz, Muhammad M.Chaudry, Halal Food Production, CRC Press: Florida (2003).
5. Kompilasi Kertas Kerja Muzakarah Ahli Penasihat Syariah Institusi Kewangan Di Malaysia, Jabatan Kemajuan Islam Malaysia(JAKIM), (2015)

MODULE 5

HALAL INTERNAL AUDIT FACILITATION

Writers :

**IRWAN HAFIZ BIN MARBAIE
NURUL FARIHA BINTI KAMARUL RASHID**

THEORY LESSON PLAN

MODULE 5

| | | |
|--|---|--|
| PROGRAM'S CODE & NAME | HI-000-4:2015 HALAL ADMINISTRATION | |
| LEVEL | L4 | |
| COMPETENCY UNIT NO. & TITLE | HI-000-4:2015-CO2 HALAL COMMITTEE (IHC) PROGRAM ADMINISTRATION | |
| WORK ACTIVITIES NO. & STATEMENT | 13. DEVELOP HALAL POLICY 14. FORM INTERNAL HALAL COMMITTEE (IHC) 15. MANAGE IHC MEETING 16. IMPLEMENT HALAL TRAINING PROGRAM | |
| CODE NO. | HI-000-4:2015-CO2/P(1/4)/PM | |

CURRICULUM of COMPETENCY UNIT (CoCU)

| | | | | | | | | |
|-------------------------------|---|---|-------|---|--|--|--|--|
| SECTOR | | HALAL INDUSTRY | | | | | | |
| SUB SECTOR | | MANUFACTURING & PROCESSING | | | | | | |
| JOB AREA | | HALAL COMPLIANCE (FOOD,PHARMACEUTICALS, CONSUMER GOODS, LOGISTICS, RETAILS, ABBATOIR) | | | | | | |
| NOSS TITLE | | HALAL ADMINISTRATION | | | | | | |
| COMPETENCY UNIT TITLE | | HALAL INTERNAL AUDIT FACILITATION | | | | | | |
| LEARNING OUTCOME | | Upon completion of this CoCU the competent personnel shall be able to facilitate audit process in accordance with Halal Assurance Management System (HAS) and Shari’ah compliance. Upon completion of this CoCU, trainees should be able to:- <ul style="list-style-type: none">• Manage audit program• Liaise with auditors and auditees | | | | | | |
| PRE-REQUISITE (if applicable) | | HALAL INTERNAL AUDIT FACILITATION | | | | | | |
| COMPETENCY UNIT ID | | CO5 | LEVEL | 4 | TRAINING DURATION | 60 | SKILL CREDIT | 6 |
| Work Activities | Related Knowledge | Related Skills | | | Attitude/Safety/ Environmenta | Training Hours | Delivery Mode | Assessment Criteria |
| 1. Manage audit program | i. HAS document related to audit ii. Audit categories <ul style="list-style-type: none">• First party – internal audit• Second party – supplier audit• Third party – external (regulatory) ii. Objectives and scope of audit <ul style="list-style-type: none">• Maintain Halal compliance | i. Determine audit category to be performed ii. Determine objective and scope of audit iii. Plan halal audit program iv. Identify audit frequency and schedule per year v. Prepare audit schedule | | | <u>Attitude:</u> i. Resourceful in gatherings information related to halal compliance ii. Detailed and ensure content accuracy of drafted audit plan | <u>Related Knowledge</u> 15 <u>Related Skill</u> 25 | <u>Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration and Observation Assignment, | i. Audit category is determined Objective and scope of audit is determined ii. Halal audit program is planned iii. Audit frequencyand schedule per year is identified |

| Work Activities | Related Knowledge | Related Skills | Attitude/Safety/ Environmenta | Training Hours | Delivery Mode | Assessment Criteria |
|-----------------|------------------------------|---|----------------------------------|-------------------|--------------------------|---|
| | iii. Halal audit master plan | vi. Determine assignment of audit team vii. Identify lead auditor and auditors to perform audit viii. Generate audit itinerary/plan | | | Project Based Case Study | iv. Audit schedule is prepare v. Assignment of audit team is determined vi. Audit itinerary / plan is generated |

| Work Activities | Related Knowledge | Related Skills | Attitude/Safety/Environmenta | Training Hours | Delivery Mode | Assessment Criteria |
|--------------------------------------|---|---|---|--|---|--|
| 2. Liaise with auditors and auditees | i. Notice/memo/letter content comprises of <ul style="list-style-type: none"> Date and time Audit team/ auditors formation Scope of audit Movement of auditors/ itinerary Other audit programs activities ii. Notice/memo/letter writing skills iii. Method of notification through : <ul style="list-style-type: none"> Softcopy (email, social media) Hardcopy (memo/ letter/ notice) iv. Halal Audit report <ul style="list-style-type: none"> Audit reporting format | i. Determine content in notice /memo/letter ii. Prepare notice/memo/ letter of audit programs iii. Employ method of notification iv. Obtain written consent of auditee / personnel / department to be audited v. Review, verify, compile halal audit report | <u>Attitude:</u> i. Clear and precise when deliver information ii. Adhere to notice/memo/ letter format | <u>Related Knowledge</u> 10 <u>Related Skill</u> 10 | <u>Knowledge</u> Lecture Question and Answer Group Discussion <u>Related Skill</u> Demonstration and Observation Assignment, Project Based Case Study | i. Content in notice/ memo / letter is determined according to program planning. ii. Notice/ memo/ letter of audit programs prepared according to program planning iii. Method of notification employed according to Standard Operating Procedure iv. Written consent of auditee / personnel / department to be audited obtained according to Halal Auditing procedure. |

Employability Skills

| Core Abilities | Social Skills |
|--|--|
| 04.08 Develop and negotiate staffing plans. 04.09 Prepare project/work plans. 05.03 Allocate and record usage of financial and physical resources. 05.04 Delegate responsibilities and/ or authority. | 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. TeamworkLearning skills 7. Leadership skills |

Tools, Equipment and Materials (TEM)

| ITEMS | RATIO (TEM : Trainees) |
|--|------------------------|
| 1. Computer with internet, Management Information System (MIS) and peripherals | 1:1 |
| 2. Office facilities (printer, fax, machine, etc.) | 1:5 |
| 3. Stationeries (pen, pencil, files, etc) | 1:1 |
| 4. Sample of various company documentations and records (Standard Operating Procedure, Halal certificate, supplier certificates, audit forms, Organization Charts, etc) | 1:1 |
| 5. List of information on regulatory/statutory/ authority bodies related to Halal | 1:1 |
| 6. Sample of Halal standard reference and related rules & regulations (Malaysian Standards for Halal, Malaysian Halal Certification Manual Procedure, Halal Assurance System Guidelines, Good manufacturing practices etc) | 1:1 |
| 7. IHC organization chart | 1:1 |
| 8. Test kit (Sampling label, whirl pack, bottle sample, security seal sample, spatula, torchlight, thermometer, disposable glove, mask and camera etc.) | 1:1 |
| 9. Sample of Halal standard reference and related rules & regulations | 1:1 |
| 10. Sample of audit report | 1:1 |
| 11. Sample of audit schedule | 1:1 |
| 12. Sample of audit notification | 1:1 |
| 13. Sample of minutes meeting | 1:1 |
| 14. Sample of halal audit checklist | 1:1 |
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MODULE 5

HALAL INTERNAL AUDIT FACILITATION

TITLE: AUDIT PROGRAM MANAGEMENT

1.0 Audit category to be performed

A compliance audit is a comprehensive review of an organization's adherence to regulatory guidelines. The product shall in other aspects comply with legislation including other relevant requirement currently in force in Malaysia. This shall be verified through audit inspection to all supply chain process.

An *audit* is an evidence gathering process. Audit evidence is used to evaluate how well audit criteria are being met. Audits must be objective, impartial, and independent, and the audit process must be both **systematic and documented**.

It is important to realise that there are many different categories of audits in common use today within the various branches of auditing; however, there are only three main categories of audit that we need to consider. There are three types of audits:

- First-party audit,
- Second-party audit, and
- Third-party audit.

First-party audits are internal audits. Second and third party audits are external audits.

1.1 First-party audit (internal audit)

First party or **Internal Audits** are those where an organization carries out audits on itself or self-assessment. It can be used as a very effective management tool, which can help organization adopt a proactive and best practice approach to Halal Assurance System. This type of audit also can be used by company to:

- To measure the strengths and weaknesses against requirements and organization own standards
- To confirm or improve the effectiveness of Halal Management Systems
- To ensure that an organization complies with the company Halal Policy (this is

called self-declaration). Of course, such declaration is credible only if first party auditors are genuinely independent and free from bias. If the company decides to use first party auditors to make self-declaration of compliance, make sure that they aren't auditing their own work.

1.2 Second-party audit (external audit)

Second party audits are commonly known as **Supplier Audits** because they are used where an organization has to assure itself of the ability of a potential or existing supplier to meet the requirements of the company's halal policy.

1.3 Third-party audit (external audit)

Third party audits also known as **external audits**. However, they're performed by independent organizations such as registrars (certification bodies) or regulators.

2.0 Objective and scope of audit

The audit objectives shall describe what is to be accomplished by the audit and shall include the following:

- Determination of the conformity of the company HAS, or parts of it, with audit criteria
- Evaluation of the ability of the HAS to ensure the company meets applicable statutory, regulatory and contractual requirements

2.1 Defining audit objectives, scope and criteria

- a. The audit team needs to be informed of the objectives, scope and criteria for the audit.
- b. These describe what this particular audit is all about; provide guidance for the audit leader and the team as to what they should be inspecting/verifying during audit.
- c. The objectives set out what the audit is trying to achieve, such as:
 - Determine eligibility for certificate award
 - Determine suitability to appear on a contract shortlist
 - Demonstrates improvements in a previously identified weak area
 - Confirm adherence to policy
 - Identify areas for potential improvement;

OR

- Combination of two or more of these
- d. The scope of audit is a statement that specifies the focus, extent and boundary of a particular audit. The scope can be specified by defining the physical location of audit, the organizational units that will be examined, the processes and activities that will be included , and the time that will be covered.
- e. The criteria for the audit represent those rules and requirements against which audited organization/auditee will be assessed. These might include:
 - Standards
 - Policies
 - Legislation procedures

As a result, the audit process will help the company to maintain the continuous and maximise the efficiency of halal compliance within the organization through Halal food supply chain process.

Figure: Example food supply chain for food product.

Source: <http://www.google.com>



2.2 The audit process will depends on the industry based on Manual Halal Certification Scheme:

- Food product / beverages / food supplement
- Food premise / hotel
- Consumer Goods
- Cosmetic and personal care
- Slaughter house/abattoir
- Pharmaceutical
- Logistics

3.0 Audit Master Plan

Establishing a regular schedule of internal audit will develop confidence in their own system based on objective evidence. The ongoing process of auditing and being audited will also increase the halal awareness among all the staff.

An Audit plan is the specific guideline to be followed when conducting an audit. It helps the auditor obtain sufficient appropriate evidence for the circumstances, helps keep audit costs at a reasonable level, and helps avoid misunderstandings with the client.

The company shall ensure that an audit plan is established for each audit that has been identified in the audit programme to provide the basis for agreement regarding the conduct and scheduling of the audit activities. The audit plan shall be based on the documented requirements of the HAS.

3.1 Identify audit frequency and schedule per year

The determination of the frequency of audits is carried out on the basis of a company Halal Audit Master Plan or it is stated in HAS document. It could be carried out on the defined completion of the projects e.g. 15%, 60% and 90% as per criteria mentioned.

3.2 Prepare audit schedule

An audit program shall be planned, taking into consideration the status of importance of the process and area to be audited, as well as the results of previous audits. In order to prepare Halal Audit plan, the below question should be consider:

- What are the objectives of the audit?
- Where will the audit be conducted? (i.e. scope)
- When will the audit(s) occur? (how long?)
- Who are the auditors?
- How will the audit be implemented?

3.3 Determine assignment of audit team

The company shall have a process for selecting the appointing the audit team, including the audit team leader, taking into account competency needed to achieve the objectives of the audit. If there is only one auditor, the auditor shall have the competence to perform the duties of an audit team leader applicable for that audit.

In deciding the size and composition of the audit team, consideration shall be given to the following:

- Audit objectives, scope, criteria and estimated time of the audit;
- Whether the audit is a combined, integrated or joint audit;
- The overall competence of the audit team needed to achieve the objectives of the audit;
- Certification requirements (including any applicable statutory, regulatory and contractual requirements);
- Language & culture

3.4 Identify lead auditor and auditor(s) to perform audit

The necessary knowledge and skills of the audit team leader and auditors may be supplemented by technical experts, translators and interpreters who shall operate under the direction of an auditor. Where translator or interpreters are used, they are to be selected such that they do not unduly influence the audit.

Note: the criteria for the selection of technical experts are determined on case-by-case basis by the needs of the audit team.

Auditors-in-training may be included in the audit team as participants, provided an auditor is appointed as an evaluator. The evaluator shall be competent to take over the duties and have final responsibility for the activities and findings of the auditors-in-training.

The audit team leader, in consultation with the audit team, shall assign to each team member responsibility for auditing specific process, functions, sites, area or activities. Such assignments shall take into account the need for competence, and the effective and efficient use of the audit team, as well as the different role and responsibilities of auditors, auditors-in-training and technical experts. Changes to the work assignment may be made as the audit progresses to ensure achievement of the audit objectives.

3.5 Generate audit itinerary / plan

The company shall have documented procedures for determining audit time, and for each client the company shall to determine the time needed to plan and accomplish a complete and effective audit of the client's management system. The audit time determined by the company and the justification for the determination shall be recorded. In determining the audit time; the company shall consider, among other things, the following aspects:

- The requirements of the relevant management system standard;
- Size & complexity;
- Technological and regulatory context;
- Any outsourcing of any activities included in the scope of the management system
- The results of any prior audits;
- Number of sites and multi-site considerations;
- The risks associated with the products, processes or activities of the company;
- When audits are combined, joint or integrated

QUESTION:

1. What is halal audit category? Please explain.
2. What are the criteria to be consider in deciding the size and composition of the audit team?

REFERENCE :

1. Malaysian Halal Certification Manual Procedure - Guidelines for Halal Assurance Management System of Malaysia Halal Certification

TITLE: AUDITORS AND AUDITEES LIASION

1.0 INTRODUCTION

An audit can and should be as painless as possible. Most people become anxious about audits because they fear the “unknown”, however, the internal audit process is not designed to be a “surprise attack”. The audit team works with the audit client during every step of the process to “help improve operations and add value to the organization”.

Part of audit scope is to liaise with auditor and/or auditee. Coordination between auditors is important because the potential to increase the efficiency and effectiveness of total audit activity for the company. Without effective coordination and reporting, work can be duplicated or key risk may be missed or misjudge.

The Halal Executive (HE) or person in charge for Halal Internal Audit shall provide notification to auditee as a guide and the smooth of audit process. This notification can be provide before audit execution whether by audit schedule, yearly notification, by IHC meeting or other.

Auditor/auditee also should obtain the audit report from auditor/auditee. The concept and the format of report must be clear and comprehensive.

2.0 PREPARATION OF AUDIT CORRESPONDENCE

Preparing the Audit Notification (AN) to auditor/auditee is one of the Halal Executive (HE) responsibilities or person in charge of Halal Assurance System (HAS). To prepare the audit notification, the person must have knowledge on HAS, the scope of audit and the format of the notification.

To prepare this notice/memo, the person must understand the content/format of this notification. The format must consist of:

- Date and time
- Audit team/ auditors formation
- Scope of audit
- Movement of auditors/ itinerary
- Other audit programs activities

2.1 Date and time

The more work that is put into the planning and preparation of an audit, the smoother the conduct of the audit will be on the day. The audit should be planned based on the state and importance of the activities.

The lead auditor is responsible to plan the schedule i.e. to make sure there are no coinciding major events in the company. The Internal Halal Committee members will assist the Lead auditor in arranging for the auditing dates and time with the auditors and auditees.

Ensure that all relevant people will be available during the audit. Once the audit schedule is ready it should be circulated to the auditees, internal halal auditors and Internal Halal Committee.

So, date and time of audit execution must clearly state on this notification. This to ensure the record of time and date of this process is documented. If anything happen during this audit process, this notification can be one of the elements of the record and traceability's.

Auditor or auditee will refer to notification date stated to determine when the audit team will inspect the premise. Then, the auditee will prepare all the necessary things before the audit process happen.

Furthermore, the management or Internal Halal Committee (IHC) also can refer to this date and time for any changes and records.

Also, the date and time has to be schedule according to company/organisation plan. The person must always acknowledge about company activities and plan. One of the issues pertaining to this is sometime when the audit team inspect the premise, and at that time there are no processes to be audit, then the audit team have to postpone or delay the audit process. Rescheduling the process sometime will affect the timeline and other programs. So, the date and time is very important element on this notification.

2.2 Audit team / auditors formation

An important part of implementing a total quality program is the audit function. Audits serve to provide managers with a formal method to obtain information on the success of quality program implementation and whether or not the program, as conceived and planned, does what it was intended to do. Audits may result in reports containing quantitative measurements on the health of a total quality program, or they may provide qualitative judgments on the appropriateness of the program in relation to HAS goals.

An audit team is made up of one or more auditors, one of whom is appointed to be the audit leader. The audit team may also include audit trainees. When necessary, audit teams are also supported by guides and technical experts. Guides and technical experts assist auditors but do not act as auditors.

Audits may be used as one source of information necessary to decide whether to terminate or continue a course of action. Audit thus are an essential element in the total quality strategy.

The designation of audit formation is based on the audit scheme (manufacturing, restaurant, logistic etc), Halal Critical Control Point (HCCP) such as production area, adequacy or documentation, management or others element such as enforcement issue.

For Halal Internal Audit (HIA), one of the important elements is designation and responsibilities of auditor. The lead auditor must be Muslim and have knowledge on halal related standard, requirements and system such as HAS, Manual Procedure of Malaysian Halal Certification, related Malaysia Standard, fatwa's and others.

Other follower auditor such as technical expert also must be appointed based on the scheme to be audited. For example, if the scheme is for food manufacturing, so the follower auditor must have a related knowledge and background such as food technologies and food science. Also, this person also must have knowledge pertaining to *Shari'ah* and the related issue.

Aspects to be considered when assembling an audit team are:

- the audit scope, that is, amount of work required to do the audit;
- the purpose of the audit: this determines the type of audit and may determine level of detail necessary;
- the organizational area to be audited: this will help decide what skill or expertise will be necessary to conduct the audit; and
- the availability of potential audit team members, which is largely a function of the audit schedule.

Further to this, the formation of audit team is very important to ensure the effectiveness of the audit process. And this element must be stated on notification to auditor/auditee. This information is comprise and not limited to:

- Auditor's name
- Auditor's designation (lead auditor, technical auditor etc)
- Auditor's responsibilities (example: scope of audit)

Roles and responsibility of audit participants:

Lead auditor

- To lead an audit team.
- As a team leader, lead auditor will organize and manage the audit process.
- Lead auditor will make final decisions regarding the outcome of the audit
- Report to management on audit findings.

Auditor

Any person who conducts an audit must do so with the full authority of the executive management. Otherwise, they may find that their authority is challenged by people who are senior to them. Internal Auditors should be independent of the function being audited, and should be objective when undertaking audits. Among others:

- To check on the current compliance status
- To Identify non-compliance
- To carry out any necessary follow up action including further audits.

Auditee

- Facilitate audit process
- Provide cooperation during the audit

2.3 Scope of audit

Audit purpose, objective and scope relates to the amount of the Halal practices that needs to be audited. Study of the scope will provide some idea of the depth of audit. The scope determines the boundaries for audit. It can be based on product line process or the procedures identified.

The scope of an audit is a statement that specifies the focus, extent, and boundary of a particular audit. The scope can be specified by defining the physical location of the audit, the organizational units that will be examined, the processes and activities that will be included, and the time period that will be covered.

Audit scope includes, where appropriate: audit objectives; nature and extent of auditing procedures performed; time period audited; and related activities not audited in order to delineate the boundaries of the audit.

The scope and objectives for every audit are determined through discussion with the department's management or IHC and a department specific risk assessment. While each audit is unique, there are some general or common objectives applied to most audits. Some of the common objectives are:

- Review activity for the most recent twelve-month period
- Review of Halal Assurance Management System
- Review discretionary, self-supporting, restricted and agency account expenditures and determine if they are valid, reasonable and in compliance with University policies and donor restrictions
- Determine if gifts are deposited into appropriate accounts, properly restricted and forwarded to the Office of Institutional Advancement
- Review sponsored project account expenditures and determine if they are compliant with University policies, grant agreements and Federal regulations, if applicable

- Assess Travel and Business Expense Reports for compliance with University policies and procedures
- Determine if revenues are reasonable and are properly controlled and appropriately recorded
- Review Procurement Card transactions for compliance with University policies and review monitoring and reconciling procedures
- Review Conflict of Interest procedures to ensure effective controls that properly monitor any disclosed outside interests

Example:

- The purpose of audit is to carry internal halal auditing audit.
- The scope of audit shall cover production of beef curry from receiving of raw materials to storage of finished goods

2.4 Movement of auditors and itinerary

Audit primarily conducted at the beginning of audit process to ensure that appropriate attention is devoted to important areas, potential problems are promptly identified, work is completed expeditiously and work is properly coordinated. "Audit planning" means developing a general strategy and a detailed approach for the expected nature, timing and extent of the audit. The auditor plans to perform the audit in an efficient and timely manner.

An Audit plan is the specific guideline to be followed when conducting an audit. It helps the auditor obtain sufficient appropriate evidence for the circumstances, helps keep audit costs at a reasonable level, and helps avoid misunderstandings with the client.

The benefit of audit plan is:

- to helps the auditor obtain sufficient appropriate evidence for the circumstances
- It helps keep audit costs at a reasonable level.
- It helps avoid misunderstandings with the client.
- It helps to know the scope of audit program by an Auditor.

One of the elements of audit plan is the movement and itinerary of audit program. Halal Executive (HE) as audit coordinator has to ensure the itinerary to be informed and notify to the audit team.

The itinerary must consist of the date and time, the duration and time frame taken between each of audit process, the department and scope to be audit and other related information.

Example:

Day 1

09.00 am: Company ABC Sdn. Bhd.

12.00 pm: Restaurant DEF

03.00 pm: Hotel XYZ

2.5 Other audit program activities

Other activities for audit plan and itinerary shall be mention on this notification. Example, the un-announced audit, the supplier audit, the documentation audit only or other type and categories of audit.

Sometime, the management or other parties will be joining together with audit team. So this should also be mention on the notification so that the audit team acknowledges the program changes. This to ensure that lead auditor will plan and guide the other parties on audit process.

3.0 NOTICE / MEMO / LETTER WRITING GUIDELINES

Audit coordinator must have a knowledge and skill on how to write the notification letter or memo. The knowledge and skill must consist of minimum and not limited to:

- Grammar, Spelling and Punctuation
- The style, purpose and strategy
- Research and resource
- Using precise and concise language

4.0 METHOD OF NOTIFICATION

The method of audit notification can be in any way that easy to communicate with audit team and participants. Review the Information Request List and determine if the items requested are available and in what form (e.g., electronic, microfilm, reports, etc.). There are many tool to send the notification and can be divided into two categories:

- Soft-copy (email, social media)
- Hardcopy (memo/ letter/ notice)

5.0 OBTAIN HALAL AUDIT REPORT

Another job scope for audit coordinator is to obtain the Halal Audit Report (HAR) and present to Internal Halal Committee (IHC). The audit coordinator of Halal Executive (HE) must have knowledge on the all related standard and requirement on halal audit scope. This to ensure the HE understands the audit report before the presentation to the IHC or management.

Audit report can be obtained from audit team after closing meeting. HE or coordinator must ensure the audit team explained all the result of audit including the non-conferment report (NCR). Failing to do that will affect the presentation to the IHC member and also the whole Halal Assurance System (HAS).

5.1 Understanding Non-Conformance

Non-conformance is an evidence of a failure or non-fulfillment of specified requirements. They are raised in the event of:

- Not meeting a specified clause/s of a standard e.g. MS1500:2004, MPPHM, HAS
- Not meeting a part of a procedure
- Not meeting other recognized specification or regulation

The main source of information for a non-conformity statement is the completed checklist.

Non-Conformances will be recorded whenever the auditor discovers that the Halal Requirements are inadequate or they are adequate but are not being followed correctly.

Minor Non-Conformance (no non-halal risk)

This occurs in the following circumstances:

- Cleanliness issues
- Hygiene issues

Major Non-Conformance

This could lead to a non-halal risk if not controlled. Any condition or situation rated major requires of a plan or program for rapid improvement. Repetitive or cumulative major ratings can lead to a seriously situation. This occurs in the following circumstances:

- Utensils used for non-halal can be ritually cleaned (sertu/samak) once only
- No segregation between halal and non-halal product in the storage area

Serious Non-Conformance

Are unacceptable or critical situations representing a non-halal risk. Any serious rating requires immediate response and corrective action. This occurs in the following circumstances:

- Ingredients containing pig derivatives
- Product containing alcoholic beverages such as wine

5.2 Presentation of Audit Findings

5.2.1 Recording/Raising of Non-Conformance Report

Any non- conformity must be formally presented to the auditee in order to initiate corrective action. The normal approach is by raising the non-conformance report (NCR) which includes the followings:

- Date of the audit
- Details of the non-conformance
 - The facts, requirement and nature of non-conformity precisely stated, may include data (if any)
 - This section of the record should carry sufficient detail about each non-conformance to answer the questions: what, where, when, why, who and how. It should also list the evidence found to substantiate the non-conformances in terms of records or documents seen, activities observed, or staff spoken to. This

section is then signed and dated by the auditor once the details of the non conformances have been discussed and agreed at the closing meeting

- Clause of the standard
- Site or departmental audited
- Auditee witnessing the non-conformance
- A corrective action plan and date of completion of the non-conformance

The results of the Halal audit must be documented in a formal manner and presented to the management at the end of the audit.

Audit report is document that gives a summarization of the audit findings. The report will also highlight the audit team's opinion, facts and views presented at the closing meeting, comments expressed by the auditee and positive aspects found during the audit.

A verbal audit report should be done at the end of the audit session (closing meeting). The audit report format should capture all the vital information and straight forward to write and easy to understand. The auditor should write the draft audit report as soon as possible after performing the audit:

A compliance audit report is produced after every compliance audit whether or not any Non conformances have been discovered. The purposes of this report are to:

- Record the key reference data relating to the halal auditing such as date, scope, area assessed, name of audit team etc.
- Summaries the main findings of the audit and refer to any non-conformances identified.
- Document suggestions for any corrective action including target dates to rectify any non-conformances found
- Record the nature and timescale of any agreed follow-up visits.
- A formal record of what areas of the organization were audited and when.
- An indication of those areas of the organization that appear to comply with the requirements of Halal.
- A suggested program of corrective action including target dates to rectify any non conformances found.

5.2.1.1 Content of Audit Report

- Introduction
 - Company name & address, dates of audit
 - Names of auditors
 - Reference documents against which the audit was conducted
 - Objectives and scope of the audit
- The name of areas, functions or departments visited and the processes audited
- Total number of major and minor non-conformances raised and number of observations recorded.
- Identifies the auditee
- Distribution list for reports
- Summary
 - An overview of the audit including comments on the significant trend or feature found during the audit.
 - It is also very important to ensure that the summary is as evaluative as possible and not merely descriptive
 - The summary should be factual and fair
- Opening meeting
 - record of attendance and if a problem became apparent how it is resolved
- Closing meeting
 - record of attendance and details of any problem arise
- Non-conformances
 - Brief description of non-conformances found

5.2.2 Result of the audit (position statement)

Summary of corrective action

- The non-conformance reference number
- Who is responsible for carrying out the corrective action?
- The agreed corrective action to be taken
- The date when the corrective action will be completed

Agreed follow-up audit:

- The agreed follow-up action in terms of its scope and timescales

5.2.3 Signatories of auditors and date

5.2.4 Audit report distribution

Once the compliance audit report and any associated non-conformances records and/or observation notes have been signed off, they should be provided to the auditee so that they can proceed with the corrective action programme.

5.2.5 Audit with non-conformances

If no Non-conformances are found during an audit then the summary of agreed corrective actions and the agreed audit follow up sections of the compliance audit report should be left blank. The audit can then be completed by the Auditor and auditee signing off the audit closed section of the compliance audit report during the closing meeting.

QUESTION:

1. What is audit notification?
2. List the notification content
3. Identify two (2) scope(s) of audit
4. What are the methods of notification? Provide example?

REFERENCE :

1. Malaysian Halal Certification Manual Procedure - Guidelines for Halal Assurance Management System of Malaysia Halal Certification

