



## **PROCEDURE FOR GRANT OF CERTIFICATION**

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### **1. PURPOSE**

This procedure is for ensuring uniformity in the grant of halal certificate under the HIPL Halal Product Certification.

### **2. SCOPE**

This procedure is applicable for the grant of halal certificate under the HIPL Halal Product Certification.

### **3. RESPONSIBILITIES**

**3.1** CEO/ Certification Manager on behalf of Certification Committee is responsible for grant of halal certificate.

**3.2** Head Operation/ DCO - Responsible for ensuring procedural and regulatory compliance and recommending to competent authority for grant of halal certificate, ensuring timely preparation and dispatch of halal certificate.

### **4. PROCEDURE**

#### **4.1 Review**

**4.1.1** The HIPL-CD shall assign one person to review all information and results related to the initial product evaluation and the on-site inspection to ensure that they provide the necessary evidence that the product and the system for managing product quality fulfill the specified requirements.

**4.1.2** The review shall be carried out by person(s) who have not been involved in the determination activities. The Reviewer shall have a level of knowledge and experience sufficient to evaluate the information obtained from the evaluation process.

**4.1.3** If the information and results associated to the selection and determination activities is sufficient, a recommendation for certification is made by the Reviewer and is presented to the Certification Committee for certification decision.

#### **4.2 Certification decision**

**4.2.1** Certification decision shall be the sole responsibility of the HIPL-CD and shall retain authority for its decisions relating to certification.

**4.2.2** HIPL-CDC shall constitute of technical reviewer, Halal Expert and Head certification, The Chairperson of the certification committee is a head certification of HIPL-CD. The Decisions on Halal certification shall be taken unanimously by the Certification





Committee (See HIPL-CD-GL7.6-01) considering the review report and information related to the evaluation, its review, shariah point of view and any other relevant information.

**4.2.3** The certification decision is carried out by Certification Committee which has not been involved in the evaluation process. If any member of the Certification Committee is involved in the evaluation process shall abstain from the meeting considering conflict of interest.

#### **4.3 Grant of certification**

**4.3.1** HIPL-CD ensures completion of the following actions for grant of license:

- a) The factory evaluation (stage-2) have been found to be satisfactory;
- b) The corrective action on nonconformities raised have been taken and verified either by site visit or other appropriate forms of verification;
- c) Actions pointed out during factory evaluation have been taken as verified by visits to the unit or through submission of necessary evidence by the firm;
- d) The test report(s) of the sample(s) drawn by the technical auditor during the factory evaluation and follow-up visits, if any is found to be satisfactory; If samples of more than one variety were drawn for testing, the grant of license shall be recommended restricting to the variety/group/sizes(s)/type(s) found satisfactory in testing;
- e) The testing charges as well as charges for all visits to the factory before the grant of halal certificate have been paid;
- f) The applicant has got all the testing facilities or has made arrangements for carrying out all the tests as per the Standard's to the satisfaction of the HIPL-CD;
- g) The applicant has declared the brand names/trade marks which would carry the Standard Mark and has declared their manufacturing machinery and testing equipment;
- h) The applicant has given an undertaking to intimate HIPL-CD, whenever any machinery or equipment declared is taken out of the premises of the firm due to any reason;
- i) Necessary approval has been obtained from statutory authorities under product specific guidelines, if required.





# HALAL INDIA PRIVATE LIMITED, CHENNAI

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**4.3.2** The case may then be submitted for further processing. The relevant papers such as, factory evaluation report and subsequent audit reports, if any, rate of marking fee, test reports, brand declaration, and relevant correspondence should be attached with the Form and submitted to CC the designated license granting authority.

**4.3.3** After the license is granted HIPL-CD will intimate the firm of the grant of license enclosing the Design of the Standard Mark, Instructions regarding responsibilities of licensees and instructions regarding advertisements and request the licensee to submit the following:

- a) payment of marking fee (HIPL standard mark & *i-CAS* – Halal mark)
- b) Payment of certification fee,
- c) Label for standard mark for approval duplicate.

**4.3.4** After receiving the above, the license document is sent to the licensee signed by CEO.

**4.3.5** In case HIPL-CD declines to grant certification, it shall notify the client of decision not to grant certification identifying the reasons for the decision.

## 5. REFERENCES

HIPL-CD -GL7.6-01 Guideline for Operation of Certification Committee (CC)

HIPL-CD -PR4.1-02 Procedure for use of Licence, Certificate and Marks of Conformity

HIPL-CD-PR7.4-01-FM-10 Form for Review and Recommendation for Grant of License

HIPL-CD-PR7.4-01-FM-11 Format for the Certification Decision