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|  | <b>HALAL INDIA PRIVATE LIMITED,<br/>CHENNAI</b> |                                 | <b>QUALITY<br/>PROCEDURE</b> |
| DOC. HIPL-CD-PR-7.11-01                                                           | ISSUE 01                                        | REVISION 02<br>DATE: 15/05/2026 | 01 AUGUST 2021               |

## **PROCEDURE FOR TERMINATION, REDUCTION, SUSPENSION OR WITHDRAWAL OF CERTIFICATION**

### **1. PURPOSE**

To ensure an organized certification process termination, reduction, suspension or withdrawal of certification.

### **2. SCOPE**

This covers termination, reduction, suspension or withdrawal of certification.

### **3. RESPONSIBILITY**

**3.1 CEO** - He is responsible for defining policies and operational modalities for termination, reduction, suspension or withdrawal of certification.

**3.2 Head of Operation and MR** is responsible for implementation of this procedure.

### **4. DEFINITION**

The types of action described in clauses are defined below:

**4.1 Termination:** Deed whereby HIPL terminates or cancels the right to use the Halal certificate, license and HIPL Standard Marks when the licensee

- a. Goes out of business.
- b. Permanently stopped producing the Halal certified product
- c. Cannot ensure compliance to a new requirement brought about by change in the certification scheme or applicable product standard
- d. Requested for the cancellation.

**4.2 Reduction:** Deed whereby HIPL reduces the scope of Halal certification such that non-conforming product(s) are excluded

**4.3 Suspension:** Deed whereby HIPL suspends the license to use Halal certificate and HIPL Standard Mark for one or more products, after verifying a technical or administrative breach of contract, failure to meet the terms of an issued warning, or nonconformance found during surveillance such as:

- a. Defects in certified products caused by a temporary problem in the production process.
- b. Improper use of HIPL Standard Mark on certified products that cannot be solved by remedial measures on the part of manufacturer or trader the suspension usually applies for a maximum of 6 months and gives the licensee the opportunity to take action in order to avoid Halal certification withdrawal by HIPL.

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**4.4 Withdrawal:** Deed whereby HIPL withdraws the licensee's right to use certificate, license and HIPL Standard Mark for one or more products (or for one or several company plants or units), consequent to a serious technical or administrative breach of contract, failure to meet the terms of an issued warning, or following a further breach of contract when certification is already under suspension. The following are also grounds for withdrawal of certification:

- a. Product defect found during surveillance is not corrected within the agreed period
- b. The HIPL Standard Mark is being used for non-certified products
- c. Failure to settle financial obligation to HIPL
- d. Inadequate corrective actions taken to rectify the reasons for suspensions

## 5. PROCEDURE

**5.1** HIPL-CD considers and decides on reduction, suspension and/or withdrawal of certification upon substantiating nonconformity with any certification/scheme requirements.

**5.2** Review and decisions to continue, reduce the scope, suspend or withdraw certification based on substantiated nonconformities with product requirements that arise outside surveillance activities shall be made in accordance with clauses 9.6.5 of ISO/IEC 17021-1:2015 and clause 7.11 of ISO/IEC 17065:2012 on the basis of all information available regarding the substantiated nonconformity.

**5.3** The personnel making these reviews and decisions shall neither be assigned nor performed any evaluation tasks related to substantiating the nonconformity.

**5.4** If certification is terminated (by request of the client), suspended or withdrawn, HIPL-CD shall take actions specified by the certification scheme and shall make all needed modifications to formal certification documents, public information, authorizations for use of marks, etc. to ensure it provides no indication that the product continues to be certified.

**5.5** If a scope of certification is reduced HIPL-CD shall take actions specified by the certification scheme and shall make all needed modifications to formal certification documents, public information, authorizations for use of marks, etc. to ensure the reduced scope of certification is clearly communicated to the client and clearly described in certification documentation and public information.

**5.6** If certification is suspended, HIPL-CD assigns a renewal team to formulate and communicate a plan to the client:

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

These persons shall be competent in their knowledge and understanding of all aspects of the handling of suspended certifications.

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**5.7** Any evaluations, reviews or decisions needed to resolve the suspension or that is required by the certification scheme shall be completed in accordance with specified procedures.

**5.8** If certification is reinstated after suspension HIPL-CD shall make all needed modifications to formal certification documents, public information, authorizations for use of marks, etc. to ensure all appropriate indications exist that the product continues to be certified.

**5.9** If a decision to reduce the scope of certification is made as a condition of reinstatement, HIPL-CD shall make all needed modifications to formal certification documents, public information, authorizations for use of marks, etc. to ensure the reduced scope of certification is clearly communicated to the client and clearly described in certification documentation and public information.

## **6. ACTION TAKE BY HIPL**

**6.1** In a case of minor breaches (e.g. minor sanitary issues, absence of needed documents) found during the surveillance audits the Client shall be presented with an official warning and given certain amount of time to eliminate the breach. If the breaches are not eliminated, the Halal Certificate is withdrawn and the Client is forbidden to use the HIPL Standard Mark on any of its products.

**6.2** In a case of a very serious breach found during the inspection (e.g. cross contamination with pork, alcohol) the Halal Certificate is withdrawn immediately and the Client is immediately forbidden to use the HIPL Standard Mark on any of its products.

**6.3** In a case of any changes to the production process and/or ingredients, raw materials or products directly or indirectly involved in the production of the certified product, the Client must inform HIPL about the change without delay, explaining the reasons for the change. The auditors of HIPL must review all the changes throughout and if there are any breaches of the halal requirements – immediately inform the HIPL- HIAE Committed, Top Management of the HIPL and Halal Certification Committee, who shall make the decision on the further validity of the Halal Certificate and fines.

**6.4** In a case of minor breaches, the Client shall be forbidden to use the HIPL Standard Mark on all products until it makes necessary amendments to the production process according to the halal requirements

**6.5** In the case of serious breaches, the Client shall be forbidden to use the HIPL Standard Mark on all products and the validity of the Halal Certificate shall be terminated immediately.

**6.6** In a case of the occurrence of any reputational, environmental or HR issues at the Clients organisation, Halal Certification Committee of the relevant WHT subsidiary shall make a decision on the validity of the issued Halal Certificate and further certification of the Client.

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**6.7** In a case of suspension or revocation of the Halal Certificate, the Client is obliged to return the original copy of the issued Halal Certificate (including all Annexes to the Certificate) to HIPL by registered mail within 10 (ten) business days.

**6.8** In the event of a Halal certificate being suspended or made inactive, the Renewal Team shall send an official Suspension/Inactive Status Letter to the client via email and update the certification status as "Suspended" or "Inactive" accordingly

A copy of the notification and the official letter shall be forwarded to the DCO. The DCO shall then notify the Backend Team to update the website directory within 72 hours by replacing the active certificate link with the official Suspension or Inactive Status Letter.

## 5. REFERENCES

HIPL-CD -PR7.4-01 Procedure for Processing of Application for Certification

HIPL-CD -PR8.7-01 Procedure for Corrective and Preventive Action

HIPL-CD -PR7.6-01 Procedure for Grant of Certification

## AMENDMENT SHEET

| SL. No | Changes Incorporated    | Page | Revision Status | Date       | Remarks if any                                                                                                                         |
|--------|-------------------------|------|-----------------|------------|----------------------------------------------------------------------------------------------------------------------------------------|
| 1      | Amendment in clause 5.6 | 02   | 01              | 06.05.2025 |                                                                                                                                        |
| 2      | Amendment in clause 6.8 | 04   | 02              | 15.05.2026 | Define the step-by-step process and required actions to be taken when a client's certification status changes to Suspended or Inactive |

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