

	HALAL INDIA PRIVATE LIMITED, CHENNAI			QUALITY PROCEDURE
DOC. HIPL-CD-PR-7.2-01		ISSUE 01	REVISION 03 DATE: 10/04/2026	01 AUGUST 2021

PROCEDURE FOR RECEIPT, REVIEW AND REGISTRATION OF APPLICATION

1. PURPOSE

To receive, review and register application for halal product certification under the HIPL Halal Product Certification.

2. SCOPE

This includes all applications received under the HIPL Halal Product Certification.

3. RESPONSIBILITY

3.1 CEO is responsible for defining requirements for development of certification schemes, for application and application review for taking rational decision for grant of certification.

3.2 Head Operation & TAD Manager is responsible for receipt, review and registration of application

4. PROCEDURE

4.1 Receipt of Application

4.1.1 The prospective applicants procure application form (See HIPL-CD-PR7.2-01-FM-01) from HIPL-CD

4.1.2 It is ensured that all the necessary information provided to complete the certification process according to the relevant certification scheme. As a minimum the applicant should provide the following information:

- a) the list of products for certification, including raw material/ingredient information and vendor details, via the standardized Halal India Form A and Form B.
- b) the standard(s) for which seeking certification,
- c) name and the address of its physical location(s), significant aspects of its process and operations,
- d) the applicable legal obligations,
- e) list of test facilities used for quality control of the product to be certified
- f) information relevant for the field of certification applied for, concerning the applicant, such as its activities, human and technical resources including laboratory testing

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facilities, list of available equipments and /or inspection facilities, functions and relationship in a larger corporation, if any;

- g) information concerning all outsourced processes used by the applicant that will affect conformity to requirements,
- h) HIPL-CD can establish appropriate contractual controls over that legal entity (ies). If such contractual controls are needed they can be established prior to providing formal certification documentation.
- i) Information relevant to the brand name and brand logo of the products undergoing certification shall be provided in the brand declaration form.

4.1.3 The process of Halal Product Certification starts with the receipt of application in the prescribed application form (See Fig 01) with information covering the above aspects by the applicant organization, along with an application fee.

4.1.4 The HIPL-CD also uses a variety of media and mechanisms to collect this information at various times, including an application form. Such information gathering may be in conjunction with or separate from the completion of the legally binding Certification Agreement described in HIPL-CD -PR4.1-01.

4.1.5 If applicant operating at multiple site at different geographical area with same activities HIPL will ensure the separate evaluation, sampling and site audit of each unit shall be done.

4.1.6 If applicant applied halal certificate in different national and international standard HIPL will ensure the proper planning for audit to provide confidence in certification and standard /scheme requirements

4.2 Review of Application

4.2.1 The HIPL-CD assigns the responsibility to one of its officers to conducts a review of the information obtained with the application ensure that:

- a) The information regarding the applicant, product specifications (Form A), raw material/ingredient details, and vendors (Form B) is sufficient for conducting the certification process;
- b) the applicant has the required laboratory testing facilities and the equipments to conduct testing as per the Halal India Requirement. **(Ethanol, Porcine & GMO testing)**
- c) the differences if any in understanding between HIPL-CD and the client is resolved including agreement regarding standard;

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- d) the scope of certification sought is defined;
- e) the competent personnel to perform all evaluation activities are available;
- f) the competence and capability to undertake the certification activity such as review and decision-making process.
- g) Review the brand declaration form to ensure that the brand name and brand logo of the products undergoing certification do not contain any signs, symbols, or slogans contrary to Islamic beliefs.
- h) Evaluate the ingredients list (Form B) and classify the risk level as Extreme, High, Low or No Risk. This classification should be based on the source and nature of the ingredients, as well as specific Halal standards requirements (e.g., the BPJPH Positive List and GSO 2500), Communicate the findings to the client, ensure that all supporting documents for critical ingredients are collected, and notify the audit team of any pending documents for inclusion in the application review report.

4.2.2 When new application is received, HIPL-CD identifies product, processes and services, national standards and certification scheme/Standard, if the HIPL-CD has no prior experience. HIPL-CD starts the process of developing national standards and certification scheme for such areas.

4.2.3 HIPL-CD has a process of identifying products requiring the same type of knowledge of the requirements and having similar characteristics and technology of another product for grouping them for the development of certification scheme and human resources based on halal category.

4.2.4 HIPL-CD assesses from its pool of technical auditor (inspectors), technical experts & Shariah expert if it has available to it all the necessary competence and capability to perform the evaluation, review and certification activities in respect of the certification scheme and the scope of certification asked for and ensures that it has the competence and capability for all certification activities it undertakes and maintain a record of the justification for the decision to undertake certification.

4.2.5 When HIPL-CD lacks any competence or capability for the certification activities applied for it either declines or adds additional resource to undertake certification in such areas.

4.2.6 Rejection of Application in such scenario happen when client is not having any management system certification other than that client any non halal raw material or process or activity analyse during the review of the application process.

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4.2.7 If HIPL relies on certifications it has already granted to the client or to other clients to omit any activities, then HIPL shall reference the existing certification(s) in its records. If requested by the client, HIPL shall provide justification for omission of activities.

4.2.8 The Supporting documents for halal critical ingredients should align with the HIPL Policy on acceptance of external Halal certification (HIPL-CD-ECP5.4)

4.3 Registration of application

When application review report confirms the application fulfilling the requirements of the certification scheme, HIPL-CD shall ensure that Certification Agreement has been entered into between HIPL-CD and the applicant and provide a unique application number and its registered. The unique number will be alpha numeric such as A-YY-0001 will number for first application. An application register format of which is given in HIPL-CD-PR7.2-01-FM-03 is opened to record applications in a chronological order.

‘A’ refers Application

‘YY’ refers last two digit of the current year

‘0001’ refers serial number.

4.4 Closure of application

If application does not progress for grant of license within 6 months it should be considered for closure in accordance with HIPL-CD -GL7.2-04.

REFERENCES

ISO/IEC 17030:2021 CA-General Requirements for Third-Party Marks of Conformity
 ISO/IEC 17067:2013 Conformity Assessment-Fundamentals of Product Certification and Guidelines for Product Certification Schemes
 HIPL-CD-PR4.1-01 Procedure for Legally Enforceable Certification Agreement
 HIPL-CD-GL7.2-01 Guidance for the Filling Application Form
 HIPL-CD-GL7.2-03 Guidance for Clients Enquiring About Product Certification
 HIPL-CD-GL7.2-04 Guidelines for Closure of Applications
 HIPL-CD-PR7.2-01-FM-01 Form for Application for Licence to use the Standard Mark
 HIPL-CD-PR7.2-01-FM-03 Application Register Format
 HIPL-CD-PR7.2-01-FM-04 Review of Application Form

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AMENDMENT SHEET

SL. No	Changes Incorporated	Page	Revision Status	Date	Remarks if any
1.	Removal of Knowledge skill to minimum competency requirement	6-7	01	23.05.2023	
2	Added New Clause 4.2.7	3	02	30/08/2023	
3	Added New Clause 4.1.5	02	02	30/08/2023	
4	Added New Clause 4.1.6	02	02	30/08/2023	
5	Incorporated in Clause 4.1.2 (a)	01	03	10/04/2026	mandatory requirements to provide information on product, raw materials and vendor details in Form A & B
6	Amendment in Clause 4.1.2 - Point (i)	02	03	10/04/2026	Provide information on brand name and brand logo of the products in brand declaration
7	Incorporated in Clause 4.2.1 (a)	02	03	10/04/2026	Information in Form A & B is sufficient for conducting the certification process
8	Amendment in Clause 4.2.1 (g)	03	03	10/04/2026	Ensure brand name and logo does not contain any signs, symbols, or slogans contrary to Islamic beliefs.
9	Amendment in Clause 4.2.1 (h)	03	03	10/04/2026	Evaluate the ingredients list (Form B) and classify the risk level, share to client, ensure supporting documents is collected and notify to audit team on pending documents
10	Amendment Clause 4.2.8	04	03	10/04/2026	Supporting documents for critical RM compliance HIPL Policy (HIPL-CD-ECP5.4)

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**Fig. 01 - Operation of Product Certification System in compliance with
ISO IEC 17065:2012**

