

	HALAL INDIA PRIVATE LIMITED, CHENNAI			QUALITY PROCEDURE
DOC. HIPL-CD-PR-7.6-01	ISSUE 01	REVISION 04 Date: 19/05/2026	01 AUGUST 2021	

PROCEDURE FOR GRANT OF CERTIFICATION

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 on behalf of Certification Committee is responsible for signing of halal certificate, certification decision is not influenced by CEO.

3.2 Head Certification/DCO - Responsible for ensuring procedural and regulatory compliance and ensuring timely preparation and dispatch of halal certificate.

3.3 Head HIAE – He will be acting as chairman of the certification committee and recommending & take decision in HIPL for grant of halal certificate.

4. PROCEDURE

4.1 Review

4.1.1 The HIPL-CD shall assign a qualified individual to review all information and results related to the initial product evaluation and on-site inspection. This ensures there is sufficient evidence that the product and the halal assurance system fulfill all specified requirements specified in the relevant schemes and standards (e.g., GSO, UAE.S GSO, MS, SJPH, and i-CAS Halal).

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, HIPL does not outsource the certification evaluation process.

4.1.3 If the information and results associated with the selection and determination activities are found to be sufficient, the reviewer shall make a recommendation for certification. This recommendation is then presented to the Certification Committee for the final decision.

4.1.4 The reviewer must verify the continued compatibility between the Halal product and the defined audit scope.

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4.1.5 The results of all evaluation activities, as listed below, shall be documented prior to review. This documentation provides a professional opinion on whether product requirements have been fulfilled:

- a) Preliminary inspection report;
- b) Facility/Factory technical audit report;
- c) Reports of samples tested in an independent laboratory, when required.

4.1.6 The reviewer shall ensure the information provided by the audit team is sufficient with respect to the certification requirements and the defined scope of certification.

4.1.7 The reviewing officer shall submit a review report, including recommendations, to be considered by the Certification Decision Committee / Mark Committee (See HIPL-CD - PR7.6-01).

4.1.8 The reviewer shall ensure that the Root Cause Analysis (RCA) and Corrective and Preventive Actions (CAPA) provided by the client are reviewed by the concerned auditor. Furthermore, the verification of audit reports, product sample test reports, and related data shall be conducted by a Post-Audit Technical Reviewer

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 Experts and Head of IAEC, The Head of IAEC is a chairperson of the certification committee and the Decisions on Halal certification shall be taken unanimously by the Certification Committee 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;

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- 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;
- d) The testing charges as well as charges for all visits to the factory before the grant of halal certificate have been paid;
- e) 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;
- f) The applicant has declared the brand names/trade marks which would carry the Standard Mark and has declared their manufacturing machinery and testing equipment;
- g) 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;
- h) Necessary approval has been obtained from statutory authorities under product specific guidelines, if required.
- i) Verify the continued compatibility between the Halal product and the defined audit scope

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 HIPL-CD shall ensure that Certification Agreement has been entered into between HIPL-CD and the applicant.

4.3.4 Before 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 mar)
- b) Payment of certification fee,
- c) Label for standard mark for approval duplicate.

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

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4.3.6 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.

4.4 Selecting members of the Certification Decision Committee.

4.4.1 The HIPL-CD ensures that personnel involve in the Certification Decision Committee is competent for the functions they perform; Shariah Expert is appointed by the Head of IAEC and technical expert is appointed by the Technical Manager.

4.4.2 The Criteria for the shariah expert and technical expert should be compliance the requirement defines in the procedure (HIPL –CD-PR-6.1-0)

4.4.3 HIPL-CD will maintain the list of competent members of Certification Decision Committee.

4.5 Certification design

4.5.1 HIPL-CD has a dedicated backend team involved in certificate design once final approval is received from the CDC.

4.5.2 The Document Control Officer provides the following details to the backend team for certificate design: company name, registered address, plant address, scope, standard/scheme, certification cycle dates and approved Product list.

4.5.3 Based on this information, the backend team designs a specimen certificate copy containing these details.

4.5.4 The backend team shares the specimen copy with the concerned file manager or directly with the client for formal acceptance or to request necessary corrections.

4.5.5 Once final confirmation is received from the client, a QR code is generated and embedded into the original certificate. The team then verifies the QR code to ensure its accuracy and functionality.

4.5.6 The File Manager performs a final verification by reconfirming the QR code before sharing the original certificate with the client.

4.5.7 For the surveillance and recertification processes, once approval is granted by the CDC, the Backend Team updates the surveillance date on the existing certificate. For recertification clients, a new certificate is issued.

4.5.8 The Document Control Officer (DCO) provides the necessary certification details to the Backend Team as outlined in clause (4.5.2). This includes the surveillance date, recertification cycle dates, and an updated product list (reflecting any modifications, such as product additions or deletions).

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4.5.9 Based on this information, the Backend Team updates the surveillance date, appends the CEO's signature, and prepares a specimen copy of the surveillance certificate.

4.5.10 Upon receiving final confirmation from the client, a QR code is generated and embedded into the original certificate. Simultaneously, the Backend Team uploads the revised surveillance/recertification certificate and its annexes to the Client Directory and updates the certificate status in the online verification database.

4.5.11 The Backend Team verifies the QR code, Client Directory, and online database to ensure data accuracy and functionality before forwarding the file to the Renewal Team/File Manager.

4.5.12 The Renewal Team/File Manager performs a final verification of the QR code and database records before issuing the original certificate to the client.

4.5.13 If a certificate is suspended or marked inactive because a client failed to complete surveillance by the due date, the File Manager/Renewal Team forwards the suspension details to the DCO. The DCO verifies the information, updates the Client Directory, drafts the suspension/invalidation notice letter, and routes it back to the File Manager/Renewal Team and the Backend Team.

4.5.14 The Backend Team uploads the suspension/invalidation notice letter to the Client Directory and updates the online verification database.

4.5.15 Upon notification from the DCO that the CDC has revoked the suspension, the Backend Team removes the suspension letter from the Client Directory, uploads the revised certificate, and updates the status in the online client database.

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 Product Certification Marks decision form
 HIPL-CD-PR7.4-01-FM-11 Format for the Certification Decision



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AMENDMENT SHEET

SL. No	Changes Incorporated	Page	Revision Status	Date	Remarks if any
1.	Final decision taken by Head HIAE (HIPL mufti)	01	01	20/04/2023	Updated the responsibility Head HIAE in 3.3 clause
2.	CEO will be only signing authority for the halal certificate, certification decision is not influenced by CEO	01	01	20/04/2023	Updated the responsibility CEO in 3.1 clause
3.	Amendment in clause 4.4	03	02	15/09/2025	Updated the Selecting members of the Certification Decision Committee
4.	Incorporated in clause 4.1.1 to 4.1.3	01	03	10/04/2026	Post Audit evaluator requirements
5.	Amendment in clause 4.1.4 to 4.1.8	02	03	10/04/2026	Post Audit evaluator requirements
6.	Amendment in clause 4.5	04	03	10/04/2026	Certification design and final approval process
7.	Amendment in clause 4.5.7 to 4.5.15	04-05	04	19/05/2026	Surveillance and Recertification certificate design process Client directory and Online verification database updating process after Surveillance or Recertification

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