



HALAL CERTIFICATION MANUAL

MCH 01

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1 - INTRODUCTION

CDIAL HALAL

This Halal Certification Manual, implemented in CDIAL HALAL, reflects the assumptions used in customer certification activities.

The system complies with the standards of NBR ISO 19.011: 2012 and Halal Standards; and is intended to demonstrate its ability to meet regulatory requirements and meet customer needs.

All emphasis is given to processes of continuous improvement, that is, development of activities, in order to increase the capacity to meet customer requirements.

The CDIAL HALAL Top Management decided to implement the Management System because it understands that the adoption of this system contributes and meets the goals of customer service and improvement of overall results of the company.

The scope of this Management System includes the HALAL Certification of Units and Products, Categories C and E.

Ibrahin Khalil El Saifi

Board of Directors Representative

Ali Ahmad Saifi

Director – Vice- President

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2 – COMPANY DESCRIPTION

Mr. Ahmad Ali Saifi's Professional History in Brazil began in 1965, in the city of São Paulo - SP, where, along with friends, he was one of the creators and founders of the Young Muslim Movement.

After more than a decade of dedication and work, in 1977 Mr. Saifi assumed the leadership of the Islamic Entity – Sociedade Beneficente Muçulmana Mesquita Brasil-SP and in 1978, with the support of the Muslim Youth Movement, the Abu Baker Al Sedek Society was founded with the purpose of representing and involving the growing Islamic community in Brazil and Latin America, as well as disseminating the religion through social activities, camps, classes and international seminars that counted on the participation of members from throughout the Continent, where it offered books, pamphlets and materials of diffusion in the Portuguese, Spanish and Arabic to these communities.

In 1987, 22 years after the beginning of his professional history in Brazil, Mr. Saifi founded the Center for the Dissemination of Islam for Latin America (Centro de Divulgação do Islam para América Latina) - CDIAL, where he realized the need to expand the dissemination and spread of Islam in other Latin American countries .

Since its foundation, CDIAL has become increasingly important, mainly in its collaboration with the Islamic Assistance Board and the Islamic World League, and other international entities which were located in countries such as Egypt, Kuwait and the United Arab Emirates. In Latin America, the work of dissemination and Islamic teaching was performed by Sheikhs and teachers in more than 14 Latin countries.

The Center for the Dissemination of Islam to Latin America holds annual congresses related to the international Islamic community, participating in the founding of several Islamic societies in several worldwide countries and in Latin America.

Also in the 1980s, Mr. Ahmad Ali Saifi had a request from Kuwait to provide Services related to Muslim religious slaughter in Brazil, and together with a group of administrators, developed the Halal Slaughter Group (Grupo de Abate Halal), which operated directly in factories and slaughterhouses, thus developing a system of halal slaughter and inspection

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of Halal production. Leaving them open to visits of great Islamic personalities from the Arab world.

In 1990, there was a decision between the governments of Kuwait and Saudi Arabia, where, due to the expertise in the Services, they determined that CDIAL HALAL would be the exclusive Service Provider of Halal Certification in food for these markets, standardizing the procedures of the activity.

With a much respected family and professional background, Mr. Ahmad Ali Saifi has prepared his Children for Family Business Administration, where Mr. Ziad Ahmad Saifi is responsible for the management of the Islam Dissemination Center, now a nonprofit philanthropic establishment and Mr. Ali Ahmad Saifi manages CDIAL HALAL, where he holds the position of Executive Officer / Vice-President.

CDIAL HALAL grew focused on its business, took advantage of market opportunities to diversify and innovate and currently has approximately 500 direct employees, certifying 95 manufacturing plants in Brazil, with activities related to the slaughter of chickens, turkeys, ducks and cattle, including also Industrialized products.

Today CDIAL HALAL is a global reference in Halal Certification and maintains strategic partnerships with World Class Food Companies. A relevant part of its investments is directed to the preparation and qualification of the Employees, Quality Management, Food Safety, animal welfare, in addition to the constant increase of the productive capacity to meet the market demands.

The company's mission is: To offer the Muslim consumer halal food products, being recognized worldwide as a company in excellence in the certification of halal food and slaughter of animals according to Islamic religious requirements, always generating business and value opportunities, shared with Brazilian society.

Ali Ahmad Saifi

Director – Vice-President

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3 – Certification Manual Control

3.1 – Issuance:

The Certification Manual is issued by the Board of Directors Representative (RD).

3.2 - Approval:

The Certification Manual is approved by the Company's Director Vice-President.

3.3 - Update

The RD carries out, whenever necessary, the changes of the Manual, which reflects the changes in the Management System, facilities and other factors.

3.4 – Distribution

The Certification Manual is available in two media:

A) Electronic: in the desktop of the company's microcomputers, with free access for consultation of all employees.

B) Paper: controlled according to established procedure (Control of Documents) and made available in 1 (one) copy with the RD.

The RD is responsible for the publication (also in electronic media) and for the distribution of the new paper version, as well as the retention of the obsolete versions.

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4 – Vision, Mission, Management Politics and Commitment

The four characteristics of the CDIAL HALAL, which are recognized and followed by all employees, in order to achieve their objectives, are presented below.

4.1 - Vision:

To be chosen and recognized by its customers as the best Halal Certifier of Units and Products

4.2 - Mission:

Offer to the (Muslim) consumer Halal Food Products, being recognized worldwide as a Company in excellence in the certification of Halal Foods according to Islamic religious requirements, always generating business opportunities and value, shared with international society.

4.3 – Management Policy



CDIAL HALAL

The following guidelines are kept:

- **To respect the premises of Islamic religion.**
- **Client satisfaction** through the compliance with the hired requirements.
- Provide **well-being and physical integrity of our partners**, promoting occupational safety and health.
- Provide the partners with **adequate training and orientation** to support the Management policy and to perform their tasks in a safe way.
- **Reduce the sources of environmental pollution** generated by our activities, establishing and implementing preventive and control actions on significant environmental aspects.
- **Reduce sources of waste** of natural and energetic resources (paper, water, electricity, materials).
- **Comply with legal requirements** (laws, decrees, standards, resolutions).

- **Implement continuous improvement actions**, promoting activities that aim mainly to optimizing the processes, the operational control and personnel awareness.
- **Place necessary resources** to comply with the management policy in force.

Approved in review 00 in December 12th, 2016 by:

Ali Saifi
CDIAL HALAL Vice-President.

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4.4 – Commitments

CDIAL HALAL is responsible for complying with Islamic Legislation.

CDIAL HALAL is responsible for permanently meeting customer needs. Focusing on the development of new services. Continuously investing in the development of the people of its team of partners. Knowing all its strategic audience, seeking the best interactions with them.

CDIAL HALAL is responsible for certification decisions and maintains authority for its decisions regarding certification, including granting, maintaining, renewing, extending, reducing, suspending, and canceling the certification.

CDIAL HALAL exercises control over certification scheme on ownership, use and display of licenses, certificates, conformity marks, and any other mechanisms indicating that the product is certified.

Incorrect references to certification or improper use will be subject to appropriate action.

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5 – Board of Directors Representative, Supreme Committee, Impartiality Committee and Inner Functional Committee

5.1 – Board of Directors Representative:

The Board of Directors Representative is responsible for coordinating the work of the CDIAL HALAL employees, monitoring the activities in the factories, as well as representing the company in audits and external visits, with an appointment letter issued through an internal newsletter.

5.2 – Supreme Committee:

The Supreme Committee is responsible for the opinion on the certification of the audited Organizations, through the technical analysis of reports prepared by the audit team.

The committee is composed by three neutral, impartial, independent members who know Halal certification issues. Its composition and attributions are set forth in the Supreme Committee Installment Minutes and the activity records are in the minutes of the committee meetings.

All premises of the committee's activities are based on "NBR ISO 17065: 2013".

5.3 – Impartiality Committee:

The Impartiality Committee is a committee formatted by parties interested in the activities of CDIAL HALAL as representatives of all parties interested, a representative of the company's employees and a representative of the board of directors of the company.

The objective of the impartiality committee is to ensure that certification activities are conducted impartially, where the committee identifies, analyzes and takes actions to reduce the risks involved in the operation of the company.

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Details on the activities, composition and formation of the committee, responsibilities and activities are defined in the specific committee's Minutes of Formation and the Minutes of the Meeting of the Impartiality Committee.

All premises of the committee's activities are based on NBR ISO 17065: 2013

5.4 – Inner Functional Committee

The Inner Functional Committee is a committee that has the prerogative to critically analyze the management activities of the CDIAL HALAL.

The Committee meets at least twice a year and the input and output data from the critical review meeting are based on the Inner Functional Committee's Minutes of Formation, as well as its members and responsibilities.

The assumptions of critical review meetings are based on NBR ISO 9001: 2015.

5.5 – Technical Auditors

The technical auditor is responsible for technically auditing the production processes of Halal Plants / Units and Halal Products for the creation of reports for the issuance of Halal Certificates.

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6 – SYSTEM RANGE

6.1 – Range

The range of CDIAL HALAL management system is Halal Certification of Units and Products, Categories C and E.

6.2 - Duties of the Auditor

6.2.1 Apply appropriate to different audit methods to ensure that audits are conducted in a systematic manner. A technical auditor has the power to:

- Apply audit principles, procedures and techniques;
- Plan and organize work effectively;
- Conduct the audit within the agreed schedule;
- Prioritize and focus on issues of importance;
- Collect information through effective interviews, listening, observation and review of documents;
- Keep records and data;
- Understand the sufficiency and consequences of using audit sampling techniques;
- Verify the accuracy of the information collected;
- Confirm sufficiency and adequacy of audit evidence for conclusions;
- Evaluate the factors that may affect the reliability of audit results and Conclusions;
- Use work documents to record audit activities;
- Prepare audit reports;

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- Maintain confidentiality and security of information, and
- Communicate effectively, whether through personal language skills or through interpreter.

6.2.2 Knowledge on product / service certification and / or management system and other Islamic standard reference: to enable the understanding of the range of the audit and application of the appropriate criterion.

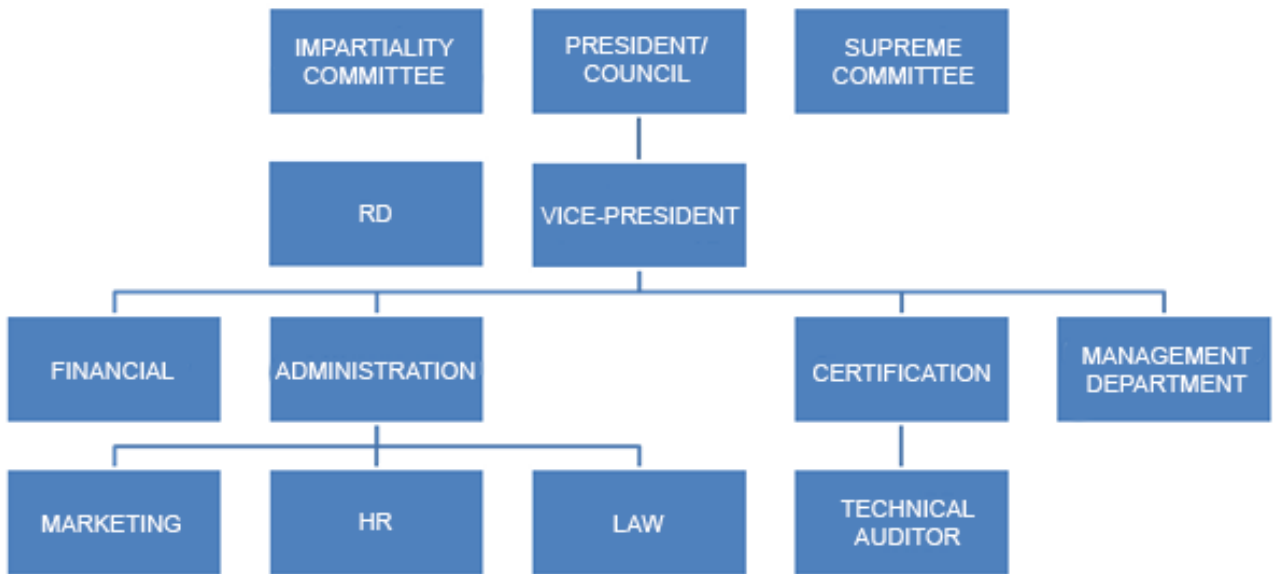
6.2.3 - Knowledge on organizational situations: in order to allow the understanding of certain operational factors.

6.2.4 - Knowledge on legislation, regulations and other legal and Islamic requirements relevant to the discipline.

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7 –Organizational Structure

The organizational structure of CDIAL HALAL is indicated on the sheet of the following organizational chart:

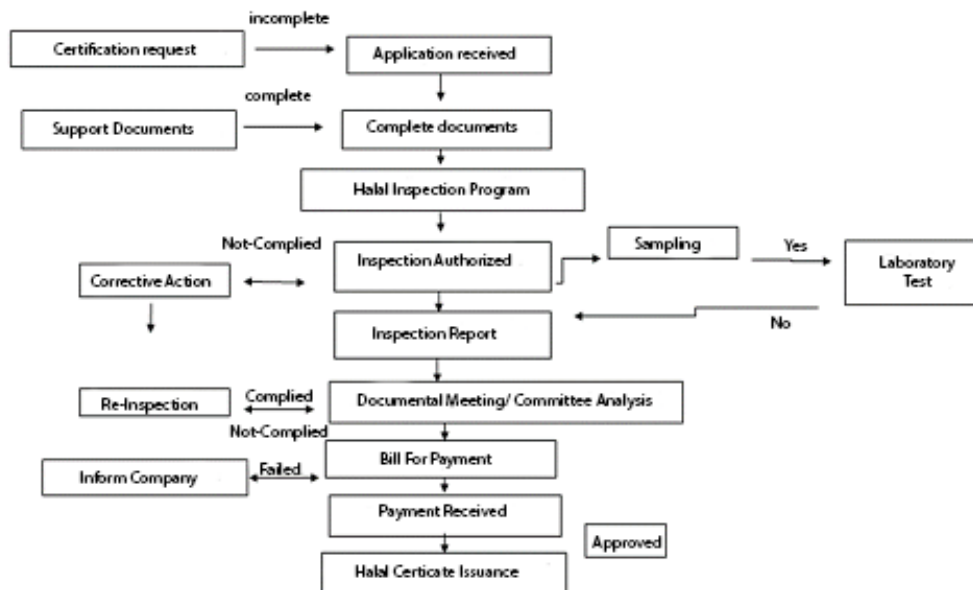


Regarding the tasks performed by each position and their respective prerequisites, these are defined in job descriptions in the human resources sector.

8 - Process Approach

8.1. - The following is the Macro Flow of the Process of CDIAL HALAL

Halal certification Procedure



For indicators, they are numerically determined as well as improvement goals. The situation is monitored periodically and its outcome is presented to people involved in the tasks.

The indicators refer to the points determined in the management policy and the processes of:

- Commercial;
- Certification;
- Management

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9 – Certification Scheme

9.1 – The following is the description of the process of certification input and output

9.2 - Critical Analysis of Contract

The number of man / days for certification, periodic and recertification audits (which occurs after the contract terminates) follows the routines below, according to Attachment B1 Halal Products - Part two: General Requirement for Halal Certification Bodies.

Attachment B1 Minimum initial certification audit time

Category See attachment A)	B Basic In place Audit Time (In audit days)	H* Additional for each HACCP study (In audit days)	FTE Number of employees (In audit days)	CC Complexity by Class (Multiplier factor)	PV ** Variety of Products (In audit days)	Tasv For each visited additional unit (In audit days)
A	1.0	0.25	1 to 19 = 0,5 20 to 49 = 1,0 50 to 79 = 1,5 80 to 199 = 2,0 200 to 499 = 2,5 500 to 899 = 3,0 900 to 1299 = 3,5 1300 to 1699 = 4,0 1700 to 2999 = 4,5 3000 to 5000 = 5,0 > = 5000 = 5,5	Low CC = 1	1 to 3 = 0,25 4 to 6 = 0,50 7 to 10 = 0,75 11 to 20 = 1 > 20 = 2	50 % of the minimum time of in loco audit
B	1.0	0.25				
C	1.75	0.50				
D	1.25	0.50				
E	1.75	0.50		Average CC = 1,25		
F	1.75	0.50				
G	1.25	0.50		High CC = 1,50		
H	1.25	0.50				
I	1.25	0.25		Very High CC = 1,75		
J	1.25	0.25				
K	1.25	0.25				
L	1.75	0.50				
M	1.25	0.25				
N	1.75	0.50				

* H is applied only for products / services in the food chain.

** PV is only used for products and services.

The categories are specified in Attachment A Halal Products - Part two: General Requirements for Halal Certification Bodies, where CDIAL HALAL uses the table to:

- Define Work Range
- Identify the necessary Technical qualification for the Auditors
- Select the Time Auditor

Attachment A - Halal product / service categories

Categories Code	Categories	Sectors Examples
A	Livestock (Animals)	Animals: fish; Egg production; Milk production; Beekeeping; fishing; hunting;
B	Agriculture (Plants)	Fruits; vegetables; cereals; Spices; horticulture
C	Processing 1 (Products of perishable animal origin)	Includes all activities after breeding slaughter animals, poultry, eggs, dairy and fish.
D	Processing 2 (Products of perishable vegetable origin)	Fresh fruits, fresh juices; Canned fruits; Fresh vegetables; Canned vegetables
E	Processing 3 (Products with long shelf life in room temperature)	Canned products; cookies; snacks; oil; potable water; beverages; pastas; flour; sugar; salt.
F	Feed production for animals	Animal feeding; Fish feed
G	Food service	Hotels, restaurants
H	Distribution	Outlets; stores; Wholesalers
I	Services	Water supply; cleaning; Sewer; Trash deposit; Development of products, processes and equipment; Veterinary services, Islamic financial services.
J	Transport and storage	Transport and storage
K	Manufacture of equipment	Industrial equipment; Vending Machines
L	Chemical and Biochemical Industry	Food additives; Dietary supplements; Cleaning agents; Technological auxiliaries, microorganisms
M	Packaging and Manufacture	Packaging and packing material

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	of packaging materials	
N	Manufacture of other materials	Cosmetics, textiles, leather products etc.

9.3 - The Customer requests the Certification for CDIAL HALAL, requesting a Certification of Unit and / or Product (To certify a product, the unit must already be HALAL certified).

9.4 - The person in charge of the commercial area of CDIAL HALAL sends a proposal request form for the client to complete.

9.5 - The Technical Department of CDIAL HALAL analyzes the request of the Client to ensure that the information is sufficient, that the range of certification is defined and that the CDIAL Halal is able to carry out the Certification in question and, based on Attachment A and Attachment B1 of Halal Products - Part two: General Requirements for Halal Certification Bodies, verifies the number of Auditors / Day required for Audits Stage 1, Stage 2 and Periodic Audits and, in accordance with Taxes and prices policy (held by CDIAL HALAL Financial Department), elaborates the Technical Commercial Proposal.

9.6 - With the Client's Acceptance, a Contract is issued between CDIAL and the Client, and Initial Audit Stage 1 and Stage Audit 2 are planned and scheduled in accordance with the availability of CDIAL Professionals to perform the Audit and Customer's availability. The content of the contract is in accordance to the Norms: UAE.S 2055-2: 2016 Halal Products - General Requirements for Halal Certification Bodies, and NBR ISO 17065: 2013.

9.7 - The Initial Audit Stage 1 and the Audit of Stage 2 Certification are formalized by issuing a confirmation letter of Audit and sending the Audit plan to the Client.

9.8 - The Audit Team performs the audit in accordance with its planning, and after the termination, it issues the Initial Audit Report Stage 1 and sends it to CDIAL HALAL, after performing the Certification Audit Stage 2, proceeds in the same way.

9.9 - Non-Compliance, Observation and Recommendation

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Any non-conformities, observations and / or recommendations evidenced during the audit process are classified as follows:

Major nonconformity - Type A (Note: to be corrected within 90 days prior to submission of the process for certification, recertification or range extension or next audit performance);

Minor Note - Type B (Note: to be corrected until the next audit is performed);

Recommendation - Type C (Note: to be monitored for its implementation at the next audit);

Recommendations for certification, recertification, or extension of certification range are not granted by the lead auditor in cases of major nonconformity occurrence (type A). In case of major nonconformity (type A), the lead auditor shall record them in the audit report and set a deadline for the Organization to take the necessary corrective action (maximum 90 days).

In case of major nonconformity (type A), it is the responsibility of the lead auditor to record the form of verification of the implementation of the corrective actions in the CDIAL HALAL form, it may be carried out through a supplementary audit in the Organization or through verification of documentary evidence presented by the Organization to CDIAL Halal. If the major nonconformity (type A) is fully closed, the lead auditor proceeds with the recommendation for certification, re-verification or range extension, and if not, the audit process is terminated.

Occurrence of major nonconformity (type A) during periodic audits will prevent the validity of the certificate from remaining valid. If the major nonconformity (type A) is fully closed, the lead auditor proceeds with the recommendation to maintain the validity of the certificate and, if not, the certificate will be suspended and / or canceled, as defined by CDIAL.

9.10 - Supreme Certification Committee

The Supreme Committee is responsible for the opinion on the certification of the audited Organizations, through the technical analysis of reports prepared by the audit team.

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The committee is composed by three neutral, impartial, independent members who know halal certification issues. Its composition and attributions are set forth in the Supreme Committee Installment Minutes and the activity records are in the minutes of committee meetings.

All premises of the committee's activities are based on NBR ISO 17065: 2013

Responsibility for the issuance and renewal of certificates, as well as suspension, cancellation and reinstatement of certificates, motivated by technical reasons, is attributed with reference to the installation of the Committee and training.

CDIAL Vice President and Auditor are responsible for the suspension, cancellation and reinstatement of certificates, due to administrative reasons.

Meetings of the Committee may only be held with the attendance of at least two-thirds of its members. The decision must be taken unanimously.

The members of the Committee are informed on the outcome of the meeting, being the documentation available for consultation until the next meeting.

At all stages of the evaluation process, members are barred from having access to any information that allows the identification of the Organization requesting certification, and the name of the Organization, disclosed only after approval of the certification. They may not participate in the discussions and decisions regarding the issuance of the certification, members directly involved in the audit activity or who have direct interests in the Organization, and the members must also sign a confidentiality and absence of conflict of interest agreement.

The meetings are scheduled in advance by CDIAL Commercial Area.

To the members who are unable to attend it, the proposed certificate issuance may be sent with its formal communication of transmission; these members may, prior to the meeting, their written comments on the matters to be discussed.

At the meetings, members designated by CDIAL Vice President may also participate, with a verification and control function of the certification activity. Auditors or specialists may

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also participate, if necessary, for the purpose of clarifying doubts of the members, arising from the audit reports.

9.11 - Certificate

Confection and Emission

Certificates have content such as range, Certificate number, Customer, SIF number, Product description, Certificate expiration date, Security seals and Signature of CDIAL HALAL Vice President or President.

They are issued by CDIAL HALAL and sent to Customers. The certificates are valid for 3 years from the date of approval by the client and semi-annual or annual monitoring audits are carried out, according to the agreement with the client.

9.12 – Appeal Committee

If the Applicant is prejudiced by any resolution, determination or action by CDIAL in any manner relating to certification and in accordance with the provisions of the Certification Rules and Conditions, the Applicant shall appeal to CDIAL HALAL and such appeals shall be forwarded by the organization and, finally, to CDIAL HALAL President, until a solution is obtained. If the remedy can not be reached, the Claimant may refer the matter to arbitration (see General Terms and Conditions under Contract).

10 – Requirements to be verified by auditors for Halal Certification

10.1 Requirements for “Tazkiyah” slaughter according to Islamic rules

The following are verified:

- The animals must not be of species prohibited according to the standard - General Requirements for Halal Food Annex 1 - Classification of non-halal animals

Attachment 1 – Non-Halal Animals Classification

Species	Non-Halal
Animals:	Animals that can not be slaughtered in accordance with the Rules Animals slaughtered by polytheists, irreligious, secular, atheists, Magis, Apostates and other unbelievers other than Christians and Jews, dead animals, suffocated animals, fatally beaten animals (Mawqouza), fall Animals (Motaradiyah), animals wounded / killed by a blow of head and horn (Nateehah), animals eaten by animals of prey and animals whose slaughter in which the name of God is not mentioned, animals slaughtered in idols, animals slaughtered in non-approximation Of God, or animals contaminated with damage from forbidden animals, if eaten.
	Pigs, domestic donkeys, mules, elephants, monkeys, dogs, foxes, cats and the like.
	Predators, such as prey beasts and the like, such as lions, cheetahs, bears, with the exception of hyenas.
	Birds of prey with sharp claws used to attack and similar, such as eagles, hawks, falcons, sparrows, peregrine, kites and owls.
	Rodents, reptiles, pests and the like, such as mice, rats, centipedes, serpents, snakes, monitors, lizards, geckos, chameleons, hedgehogs, Martins, bats, squirrels, lice, mole and Coleoptera.
	Scorpions and all kinds of insects, worms and forbidden animals from being killed by rules and similar, such as ants, bees, woodpeckers, except for locusts and parts of inevitable bee falling on honey.
	Hateful and similar creatures such as barks, larvae and other animals.
	Animals fed with unclean items unless they are confined and fed with permitted under the Islamic Rules for at least three days.
Water animals:	Toxicity or harmful species unless toxic or harmful substances are removed

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	during preparation.
Plantations:	Plants, their products and their toxic, harmful derivatives or narcotics, unless toxic substances are removed during preparation.
Beverages:	Intoxicating beverages or containing alcohols, narcotic products, tranquilizers, toxic or harmful substances.
GMF:	All food produced by genetic modification of a species or more of a species, one of them is prohibited.
Blood and derivatives from human or animal blood:	Blood and all its derivatives are prohibited and all human or animal body fluids such as vomit and urine.
Food Additive:	All poisons, harmful or calming food additives, products and/ or derivatives of non-Halal materials.
Enzymes:	All enzymes derived from non-Halal sources.
Microorganisms:	All microorganisms, such as germs, fungi, toxic substances and harmful yeasts produced in non-Halal environments or using non-Halal ingredients.,

- The auditor checks the conditions of the animals to be slaughtered from reports provided by the client and on-site verification.
- The auditor checks the source of the raw material used to feed the animals to be slaughtered.
- The religion of the bleeder, monitor, and supervisor performing poultry slaughter should be consistent with the Halal standard.
- The auditor verifies the qualifications of the person responsible for the slaughter of animals.
- The auditor verifies the asepsis and cleanliness of the apparatus, tools, production lines and auxiliary materials used in slaughtering, they must be of sharp surface and sharp blade, not contain non-halal materials (bones, nails or teeth).
- The auditor verifies that the devices, tools or production lines have been fully sanitized prior to the start of Halal production, in case of non-Halal food production,

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the client must show that complete cleaning and sanitization have been performed in order to avoid cross-contamination. This avoids the risk of production on an ongoing basis.

- The auditor verifies that the products used to sanitize the equipment and machinery do not contain any non-Halal components.
- The auditor verifies the moment of slaughter where the bleeder should mention "In the name of Allah". The animal should be directed to Qibla.
- The auditor verifies how the animal is bleeding, where it can not have its head cut or broken. Since the head should be cut by the side of the thorax, reaching only the trachea, esophagus and jugular veins.
- The auditor verifies the form of scalding and plucking performed.
- The auditor verifies compliance with the Animal Welfare Standards.
- The auditor verifies the cleanliness of the animals.
- The auditor verifies the stunning (when applicable), as shown in the table below:

**Table 1 – Guidelines for the electrical stunning
(Only in the head and with a frequency of 1500 HZ and rated voltage of 300 Volt)**

Type of Animal	Current (ampere)	Time (seconds)
Little Sheeps	0.50-0.90	2.00-3.00
Goats	0.70-1.00	2.00-3.00
Big Sheeps	0.70-1.20	2.00-3.00
Male Veals	0.50-1.50	3.00
Castrated calfs	1.50-2.50	2.00-3.00
Cows	2.00-3.00	2.500-3.500

The auditor verifies that the animals remain alive during and after the crash (when applicable) and at the slaughter.

- The auditor verifies that any animal killed before slaughter is considered non-Halal and discarded.

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- The auditor verifies that there is no stunning and unconsciousness with the use of any type of penetration (screw gun, ax, hammer or pneumatic shot)
- The auditor verifies that halal and haram animals are not slaughtered and transported in the same production unit.
- The auditor verifies that the space for slaughter and storage of Halal animals is sufficient.
- The auditor verifies that the client maintains segregated places for washing and weighing slaughtered animals, as well as sterilization of slaughtering tools.
- The auditor verifies the contents of the certificates issued concerning consignments of meat or products, where they must be issued by an accredited institution in accordance with the relevant legislation.
- The auditor verifies the material of the certificate, the stamps the type of ink and the security that it can not be adulterated with or falsified. It must also verify the identification of the final products and / or packaging of the Islamic institution or center.
- The auditor verifies the presence of the representative of the center or Islamic institution during slaughter to ensure compliance with the requirements.
- The auditor verifies the labeling of the products to be maintained with the product name, date of slaughter, date of processing and absence of references to the slaughterhouse form (mechanical or manual), ingredients, as well as statement of its sources and statement of GMOs.
- The auditor verifies that all foodstuffs, their derivatives, products, parts and extracts are subject to the Islamic rules in terms of subsidy or prohibition, according to Attachment 1 - Non-halal Animal Classification; cited in 10.1.
- The auditor verifies that the procedures at all stages of the food chain are performed in accordance with Islamic rules.

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- The auditor verifies that all food additives and raw materials used in Halal food production have no non-Halal components and are supported by legalized official documents explaining their components.
- The auditor verifies that Halal foods contain no toxic and polluting substances, as well as any impurity.
- The auditor verifies that Halal foods are completely separated from non-Halal foods throughout the food chain.
- The auditor verifies with the client possible assistance to government inspections, ensuring that the client complies with the pertinent legislation.
- The auditor verifies health issues according to "Code of Hygienic Practice for Meat - CAC / RCP 58 and GSO 1694: General principles of food hygiene".
- The auditor verifies that packaging and packaging materials are free from any non-Halal material, the manufacturing process is free from contamination of non-Halal materials and the transportation and storage are separate from non-Halal materials.

10.2 Audit Check List:

- 1) Halal physical separation;
- 2) Halal Identification;
- 3) Implementation of Good Manufacturing Practices (BPF);
- 4) Implementation of Critical Points and Hazard Analysis of Halal Control (HCP)
- 5) Process Flowchart;
- 6) Halal Product Specification;
- 7) Suppliers of Halal Products and / or Ingredients;
- 8) Halal Certification of Products and / or Ingredients;
- 9) Used Additives List;

- 10) Stocking;
- 11) Production involving substances of porcine origin;
- 12) Use of PPE's intended only for Halal production;
- 13) Hygiene after the production of non-Halal products;
- 14) Training of those in charge of the Halal sectors;
- 15) Monitoring during the Halal process;
- 16) Chemical control, procedures and storage of records for each batch;
- 17) Pest Control;
- 18) Use of Substances of Animal Origin;
- 19) Use of packaging;
- 20) Factory in full operation;
- 21) Origin of raw materials;
- 22) Outsourced storage for PM and finished product;
- 23) Traceability standard;
- 24) Halal Customers

10.3 Laboratory tests that may be requested in the case of materials of animal or alcoholic origin.

- 1) PCR analysis for animal species per batch produced;
- 2) Bovine Genetic Sex Analysis for products that in the case have in their composition cheese and whey, unless these inputs have Halal certification;
- 3) Gas Chromatography Analysis for some ingredients that use ethyl alcohol in the process;
- 4) Isoelectric Point Analysis for gelatins (Proof of porcine presence).

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10.4 Documents to be provided during the audit:

- 1) Halal product specifications;
- 2) Non-Halal Products Used;
- 3) Certificates of Halal products and ingredients;
- 4) Hygiene process;
- 5) Declarations when there is no Halal certificate of dubious raw materials informing its composition.
- 6) Halal Production Report

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11. Food safety requirements for certification

CDIAL HALAL verifies the implementation of Good Manufacturing Practices programs, which guarantee consumer protection, and that foods will be produced under appropriate conditions.

- The auditor verifies the structural conditions of the facility and equipment to ensure that they do not pose a risk of contamination to the product while being processed.
- The auditor verifies that the changing rooms and toilets are installed separately from the collecting, handling, processing and storage areas, if there is sufficient number and size and equipment to attend to the number of employees, still maintained, always organized, and under compatible hygienic conditions with food production.
- The auditor verifies that the establishment has sufficient drinking water for the development of its activities and meets the physical, chemical and microbiological standards established by the current legislation.
- The auditor verifies that integrated pest control acts to prevent the industrial site from presenting an environment favorable to the proliferation of insects and rodents and to prevent any pests from entering the industrial site.
- The auditor checks that the Operational Hygiene Procedures Program (PPHO) includes cleaning and sanitation procedures that will be performed before (pre-operational) and during (operational) operations. And if there are monitoring records and verification after completion of cleaning procedures evaluating whether they have been properly performed.
- The auditor verifies that all personnel working directly or indirectly in food production are trained and enabled in hygienic practices that prevent product contamination.

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- The auditor verifies that the uniforms and accessories used by the workers at work are light colored, changed daily, or as needed. And if there is visual distinction in uniforms for the different tasks directly or indirectly performed in food production.
- The auditor verifies if the establishment has the health control of the worker, with periodic and admission exams to enable it to the activity.
- The auditor checks the hygienic-sanitary conditions of industrial operations.
- The auditor verifies the existence and operation of a measurement and calibration plan of instruments and process control devices.
- The auditor verifies the implementation of the Hazard and Critical Control Points Analysis and (APPCC) Program. Knowing all the particularities of the Program, specific to each process, the form of monitoring, the limits and the frequency with which the control procedures are performed.
- The auditor verifies the frequency of collection and microbiological analysis of products and surface swabs after sanitization, as well as their respective results.
- The auditor verifies the conditions and procedures for humanitarian slaughter of animals.

11.1 Documents to be provided during the food safety audit:

- 1) Self-control programs implemented in the unit to control Good Manufacturing Practices.
- 2) Certificates of Calibration of the equipment used to verify the control items of the process.

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Developed by:

Approved by:

Ibrahin Khalil El Saifi

Ali Ahmad Saifi

Board of Directors Representative

Director – Vice-President

São Bernardo do Campo, April 05th, 2017

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