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**MANAGEMENT MANUAL - General Requirements for Halal Certification Bodies e
NBR ISO 17065**



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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.

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.

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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



Management Policy – CDIAL HALAL

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, Technical Auditor

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.

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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.

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

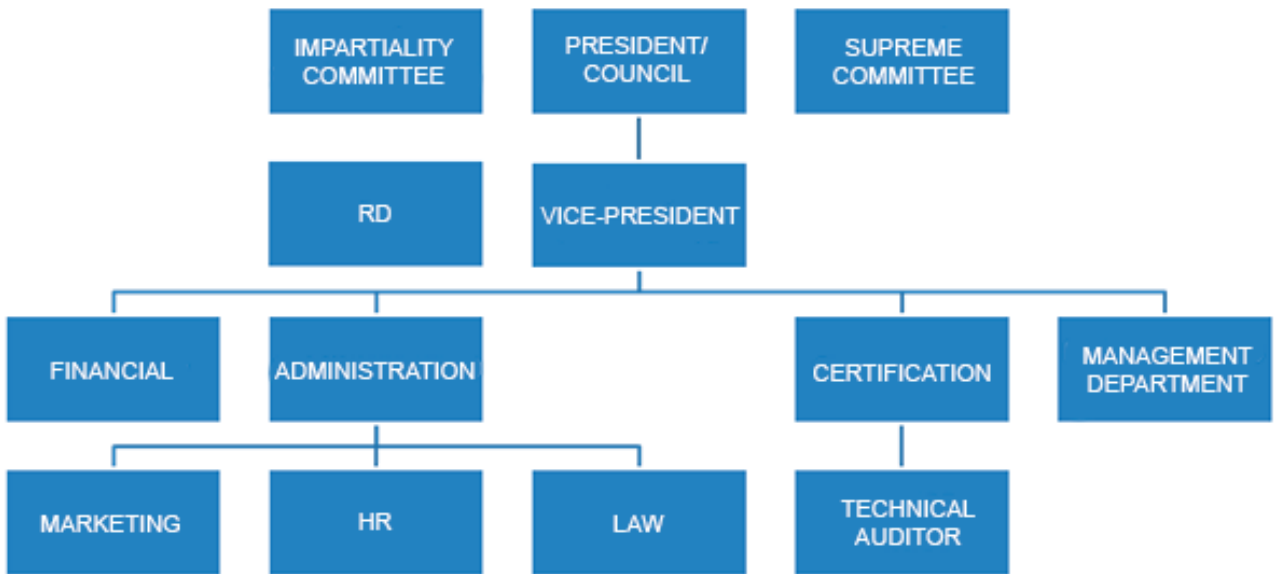
6.1 – Range

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


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7 –Organizational Structure

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



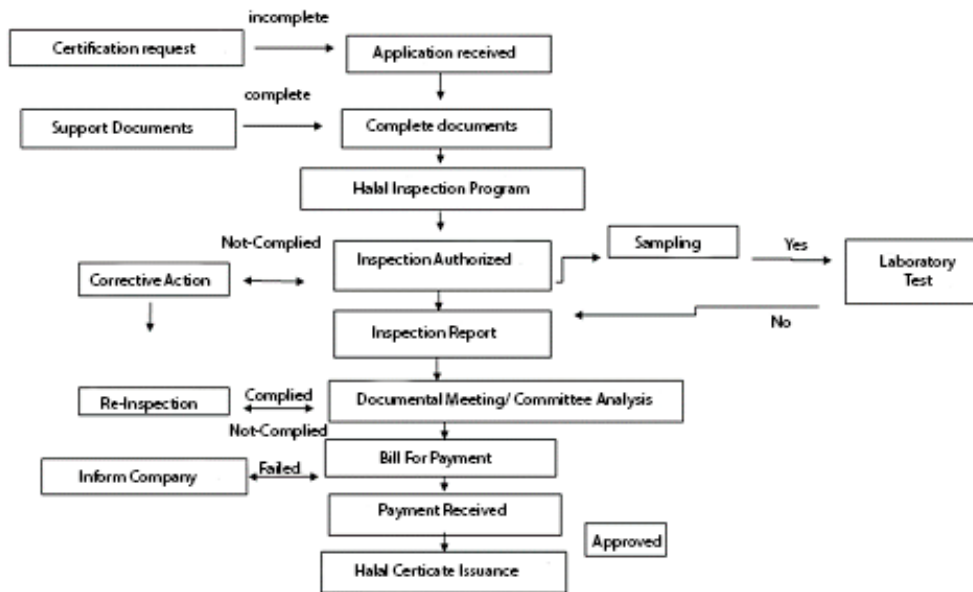
Regarding the tasks performed by each position and their respective prerequisites, these are defined in job descriptions in the human resources sector.

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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 - Description of Activities

9.1 - Basic Principles (Item 4.1 UAE.S 2055-2: 2016)

The principles given in Attachment A of ISO / IEC 17065: 2012 are the basis for the subsequent specific and descriptive performance of the requirements of this standard. These principles are applied as guidelines for the activities of CDIAL HALAL, such as:

- Impartiality, through its impartiality committee, where the risks are verified, validated and approved by the Committee in question;
- Competence of CDIAL HALAL partners, proven through job descriptions and their requirements;
- Confidentiality and transparency;
- Access to information regarding certification activities;
- Ability to respond to complaints and appeals;
- Responsibility of the Clients to fulfill the requirements for CDIAL Halal to obtain the objective evidences necessary to grant the certification.

9.2 - Liability and integrity (Item 4.2 UAE.S 2055-2: 2016)

The Halal certification body (CCH) and its workers respect the principles of the Islamic Halal Rules.

9.3 - General and Legal and Islamic Liability (Items 5.1 and 5.1.1 UAE.S 2055-2: 2016)

All requirements of Clause 4.1 of ISO / IEC 17065: 2012 apply.

All requirements set forth in Clause 4.1.1 of ISO / IEC 17065: 2012.

"The certification body must be a legal entity, or a defined part of a legal entity, in such a way that the legal entity can be legally responsible for all its certification activities.

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NOTE A government certification body is considered a legal entity based on its governmental status. "

CDIAL Halal is a legal entity with in-depth knowledge on Provision of Halal products / services to Muslims and acts appropriately to ensure that Islamic responsibilities are fulfilled in all activities, legally responsible for all of their certification activities.

9.4 - Halal Certification Agreement (Item 5.1.2 UAE.S 2055-2: 2016)

All the requirements indicated in Clause 4.1.2 of ISO / IEC 17065: 2012, which are - Certification Agreement

CDIAL Halal has legally binding contracts for the provision of certification activities to its clients. The certification agreements take into account the responsibilities of CDIAL and its customers. The contracts meet the requirements proposed in 4.1.2.2 of ISO / IEC 17065: 2012.

"4.1.2 Certification Agreement


4.1.2.1 The certification body must have a contract with legal value for the provision of certification activities to its clients. Certification contracts consider the responsibilities of the certification body and its clients.

4.1.2.2 The certification / registration body shall ensure that the certification contract requires the customer to comply with at least the following:

a) the customer always meets the certification requirements, including the implementation of appropriate changes when communicated by the certification body;

b) if the certification applies to ongoing production, the certified product continues to meet the requirements of the product;

c) the client takes all necessary measures to:

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1) *the performance of the evaluation and supervision (if required), including provision for examination of documentation and records, and access to relevant equipment, location (s), area (s), personnel, and subcontractors;*

2) *investigation of complaints;*

3) *the participation of observers, if applicable;*

d) *the client makes complaints about the certification consistent with the range of certification;*

e) *the client does not use product certification in order to make the certification body discredited and does not make any declaration on the certification of the product that the certification body may consider to be misleading or unauthorized;*

f) *upon suspension, cancellation or termination of certification, the client interrupts the use of any publicity material that contains any reference to it and takes the actions required by the certification scheme (for example, the return of the certification documents) and takes any Other necessary measure;*

g) *if the client provides copies of the certification documents to others, the documents must be reproduced in their entire contents, or as specified in the certification scheme;*

h) *when referring to the certification of products in media such as documents, leaflets or advertising, the customer is in compliance with the requirements of the certification body or as specified by the certification scheme;*

i) *the customer is in compliance with any of the requirements that may be prescribed in the certification scheme in relation to the use of conformity marks, and information related to the product;*

NOTE See also ABNT NBR ISO / IEC 17030, ABNT ISO / IEC Guide 23 and ISO Guide 27.

j) *the client keeps a record of all claims made to it regarding compliance with the certification requirements and makes these records available to the certification body upon request, and (1) takes appropriate action with respect to such claims and any deficiencies found In*

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products that affect compliance with certification requirements; 2) documents the actions taken;

NOTE The verification of item j) by the certification body can be specified in the certification scheme.

K) the client notifies the certification body without delay of changes that may affect its ability to meet certification requirements.

NOTE Examples of changes may include the following:


- legal, commercial, organizational situation or change of ownership;*
- organization and management (e.g., strategic management, decision-making or technical staff),*
- changes in the product or method of production,*
- contact address and locations of production,*
- important changes to the quality management system.*

9.5 - Responsibility for Halal Certification decisions (Item 5.1.3 UAE.S 2055-2: 2016)

All requirements set forth in Clause 5.1.3 of ISO / IEC 17021: 2015 and Clause 4.1.3 of ISO / IEC 17065: 2012 are respected, where:

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

CDIAL Halal exercises control over the ownership, use and display of licenses, certificates, conformity marks, according to the Trademark and License Usage Procedure.

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9.6 – Impartiality Management (Item 5.2.1 UAE.S 2055-2:2016)

All requirements indicated in Clause 4.2 of ISO / IEC 17065: 2012 are applied, as follows:


- CDIAL Halal is responsible for the impartiality of its certification activities and should not allow commercial, financial or other pressures to compromise impartiality;
- CDIAL Halal identifies risks to its impartiality on a continuous basis. This should include the risks that arise from their activities, from their relationships;
- When a fairness risk is identified, CDIAL Halal demonstrates how it eliminates and minimizes this risk;
- An impartial committee is formed by interested parties in the activities of CDIAL HALAL as a government representative, representative of clients, representative of company employees and a representative of the management of the company.

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

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.

CDIAL Halal can not:

- a. Be the designer, implementer, provider or maintainer of the certified service;
- b. Offer or provide advice to its clients;
- c. Offer or provide management system or internal audit advice to its clients.

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9.7 - Responsibility and financing (Item 5.3 UAE.S 2055-2:2016)

All the requirements indicated in Clause 4.3 of ISO / IEC 17065: 2012, which are:

- Liability insurance on the activities of the Organization;
- Financial Reserves that cover any inherent problems of its operation in its Clients;
- Fixed investments to cover any inherent needs of its operation in its Customers.

9.8 - Operations (Item 5.4 UAE.S 2055-2:2016)

9.8.1 - CDIAL Halal performs all necessary measures to assess compliance with relevant Halal product standards in accordance with the requirements of Product Certification Scheme. CDIAL Halal specifies standards and any other requirements, such as sampling, testing and inspection in accordance with the applicable Halal certification system.

9.8.2 - During Halal certification operations, the Halal certification body shall ensure that the suitability and competence of the auditors performing the test are met. Item checked in your Job Descriptions and appropriate records.


9.9 – STRUCTURAL REQUIREMENTS (Item 6 UAE.S 2055-2:2016)

9.9.1 Organizational structure and top management

All requirements of Clause 5.1 of ISO / IEC 17065: 2012, where Certification activities are structured and managed in such a way that impartiality is protected, apply.

The Organizational Structure of the CDIAL Halal is defined, communicated and the assignments of each position is defined in its Job Descriptions, among them the person responsible for:

- Development of policies related to the functioning of the certification body;
- Supervision of the implementation of policies and procedures;

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- Supervision of the finances of the certification body;
- Development of certification activities;
- Development of certification requirements;
- Evaluation;
- Review;
- Decisions on certifications;
- Delegation of authority to committees or staff as required;
- Contractual provisions;
- Provision of adequate resources to certify activities.

CDIAL Halal has the ability to respond to complaints and appeals;

CDIAL Halal has formal rules for handling and operating the commissions and committees involved in the Certification process. These rules are set out in the minutes of formation of the committee and they are free from any commercial, financial and other pressures that may influence decisions.

9.10 – Impartiality safeguard committee (Item 6.2 - UAE.S 2055-2:2016)

All requirements set forth in Clause 5.2 of ISO / IEC 17065: 2012 are applied.

CDIAL has a Impartiality Committee, formally documented to ensure a balanced representation of parties that are significantly interested and have access to all the information necessary to fulfill its functions. The Minutes of Formation of the Impartiality Committee and minutes of meetings specify their functions.

The Committee includes at least one expert on Islamic issues and Halal specialist.

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9.11 – Halal Committee on Islamic Issues (Item 6.3 - UAE.S 2055-2:2016)

To ensure the ideal implementation of the basic principles of Islamic Halal rule, the Religious Committee is formed, including at least three specialists in Islamic issues, legitimized.

Its tasks include counseling and guidance and decisions regarding matters related to sharia, the committee meets periodically to review and evaluate the certificates issued and to ensure commitment to Halal requirements in Islamic sharia and to take decisions unanimously, Cases of non-accomplishments with any of the decisions taken by the committee, shall report to a committee for the impartiality safeguard.

9.12 – APPEAL REQUIREMENTS (Item 7 UAE.S 2055-2:2016)

9.12.1 – Board of Directors and Personnel Competencies


All requirements of Clause 6.1 of ISO / IEC 17065: 2012 apply.

CDIAL Halal employs or has access to a sufficient number of personnel to cover its operations related to certification schemes and applicable standards and other normative documents.

The partners maintain confidentiality about all the information obtained or generated during the performance of the certification activities and they sign the CDIAL Halal term of Confidentiality.

CDIAL Halal has established, implemented and maintains a procedure for the management of the competencies of the personnel involved in the certification process (Job Descriptions and Training Procedure). The procedure, among other actions, determines:

- a. The criteria for the competence of the personnel for each function in the Certification process;
- b. Identifying training needs and providing, if necessary, training programs for personnel to perform their activities;

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- c. Demonstrate that personnel have the necessary skills for the duties and responsibilities they assume;
- d. Formally authorize personnel for functions involved in certification;
- e. Monitoring of personnel performance.

CDIAL Halal contracts with those involved in the Certification Process, by which they undertake to comply with the rules defined by CDIAL Halal, including confidentiality, commercial independence and any other interests, including to declare any prior association with:

1. a supplier or creator of products, or
2. Service provider or developer, or
3. An operator or process developer

CDIAL Halal uses this information as input to identify the risks to impartiality raised by the activities of those personnel or by the organizations that employ them.


In addition, CDIAL Halal has processes in place to ensure that the personnel involved have relevant Knowledge for the Halal categories in which they operate.

9.13 – Personnel involved in Halal certification activities (Item 7.2 UAE.S 2055-2:2016)

9.13.1 General Requirements

All requirements presented in clause 6.2 of ISO / IEC 17065: 2012 and the following are applied:

- Employees comply with the requirements of ISO 17020;
- CDIAL Halal ensures that personnel involved in Technical Audit and the decision to grant a certificate are required to be Muslim Specialists (non-Muslim specialists in specific areas and auditors of quality management systems can be used as support without having autonomy in the decision end).

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In order to ensure that control and certification procedures are performed effectively, the minimum personnel competence criteria are defined by CDIAL Halal. These criteria include Halal Standards and Documents formation, as well as Quality Management System, Product Certification, Compliance and Safety Management System.

CDIAL Halal personnel may be individual auditors working for the certification body on a contractual basis, or from other external sources (where they must have at least the same competence as internal personnel). CDIAL Halal is able to manage, control the work of the personnel and is responsible for the efficiency of its performance, keeping records.

In the case of subcontractors, the contractors follow all norms and regulations imposed by CDIAL Halal.

CDIAL Halal monitors the competence of personnel, whether they are key employees, hired or from external agencies.

CDIAL Halal requires its personnel to:

- Comply with the rules defined by the Halal certification body, including those related to Confidentiality and independence of commercial interests and others.
- Declare any previous and / or current activities with associations belonging to them that were working, such as designers, producers, suppliers of Halal products, or Halal certificate providers.

CDIAL Halal:

- a. Assumes responsibility for all the activities of the Partners;
- b. Ensures that the body of service providers, and the personnel employed, are not involved, either directly or through any other employer, in such a way that the credibility of the results could be compromised;
- c. Documents policies, procedures and records for the qualification, evaluation and monitoring of all bodies that provide services used for certification;

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- d. Maintains a list of approved outsourced service providers;
- e. Implements corrective actions for any violation of the contract of which it has knowledge;
- f. Informs the client before outsourcing of activities, in order to provide the customer with an opportunity to oppose.

CDIAL Halal maintains records of relevant qualifications, training and experience of each Personnel member involved in the Halal certification process.

9.14 – Personnel who analyses education contracts (Item 7.2.2 UAE.S 2055-2:2016)

CDIAL Halal ensures that the personnel reviewing the contracts have at least High School education.


CDIAL Halal ensures that the personnel who review the Contracts have the following trainings:

- a) Relevant Halal standards and related documents required for Halal certification.
- b) Quality management system and product conformity.
- c) Relevant product safety management (e.g., ISO 22000).
- d) Audit processes based on the guidance given in ISO 19011.

Competences

CDIAL Halal ensures that the personnel reviewing the Contracts are able to apply knowledge and skills in the following areas:

- a) Classification of candidates in categories of food chains and other sectors;
- b) Evaluation of the applicant's products and / or services, processes and practices;
- c) Implementation of the skills and requirements of Halal certification auditors;
- d) Determination of audit time and duration requirements;

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e) Halal certification body policies and procedures related to the revision of the contract.

9.15 – Supreme Committee – Responsible for granting certificates

(Item 7.2.3 - UAE.S 2055-2:2016)

General requirements

CDIAL Halal shall ensure that the personnel deciding on the granting of the certification are trained in Halal certification procedures and have experience in audits, as required for auditors of this particular category.


Training in ISO 19011.

The team deciding on the certification can not be less than 3, at least 2. A specialist in Islamic matters. Decisions are taken by unanimity, not by majority vote.

Skills

CDIAL Halal ensures that the certification team has the ability to apply knowledge and skills in the following areas:

- A) Standards requirements for Halal products;
- B) Islamic rule requirements related to Halal certification;
- C) Current principles and understanding of the relevant management systems;
- D) Hazard identification and assessment for Halal requirements;
- E) Corrections and corrective actions to be taken with regard to Halal issues;
- F) Relevant laws and regulations for Halal product (s);
- G) Products, processes and practices;
- H) Relevant legislation and regulations;

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I) Evaluate and review the audit report for accuracy and completeness;

J) Evaluate and review the effectiveness of corrective actions;

K) The certification process;

L) Good understanding of the fundamental rules and conditions related to Halal,

Particularly, the slaughter of animals according to Islamic rules and relevant Halal Standards.

CDIAL Halal maintains Minutes of the formation of the Supreme Committee with its attributions and responsibilities.

9.16 – Technical Auditors – General Requirements (Item 7.2.4 - UAE.S 2055-2:2016)

Halal certification technical auditors have relevant knowledge on Halal Certification rules and have training in Halal certification.

They have training on Technical Standards, regulations and technical specifications of specific standards.

Education

CDIAL Halal ensures that technical auditors have Knowledge equivalent to Higher Education in activities related to Food Certification.

Special Trainings

CDIAL Halal ensures that technical auditors have training in


A) Relevant management principles;

B) Regulation of the relevant sectors;

C) Halal Standards and Approved Technical Standards.

Training should be recognized by the relevant Halal authority as appropriate and relevant.

Audit Training

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CDIAL Halal ensures that technical auditors have complete Training in:

- A) Auditing techniques based on ISO 19011,
- B) Standards applicable to the product safety management system (e.g., ISO 22000),
- C) Halal certification based on Halal standard of CDIAL Halal.

Work experiences

CDIAL Halal ensures that technical auditors have a minimum of five (5) Years of work experience, including at least two (2) years of work experience in quality assurance. The technical auditor must have at least two (2) years of work experience in the product safety functions during production or manufacturing, retail, inspection or execution, or the equivalent.

Audit experience


CDIAL Halal ensures that, for the last three (3) years, auditors have performed at least twelve (12) certification audit days (as product / service) in at least four (4) facilities under the leadership of a qualified auditor.

Competences

The competence of technical auditors should be recorded.

The Halal certification body ensures that technical auditors demonstrate the ability to apply knowledge and skills in the following areas:

- A) Audit principles, procedures and techniques to enable the auditor to apply appropriate techniques to different audits and to ensure that audits are conducted in a systematic way
 - Apply audit principles, procedures and techniques;
 - Effectively plan and organize work;
 - Perform the audit within the agreed schedule;

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- Prioritize and focus on important issues;
- Collect information through interviews, listening, observation and review of documents;
- Keep records and data;
- Understand the adequacy and consequences of using audit techniques;
- Verify the accuracy of the information collected;
- Confirm adequacy and adequacy of audit evidence for conclusions;
- Evaluate factors that may affect the reliability of audit results and conclusions;
- Use working documents to record audit activities;
- Prepare audit reports;
- Maintain confidentiality and security of information; and
- Communicate effectively through personal language skills or interpreter.

B) Certification of product / service and / or management system and other Halal standard reference: to allow the auditor to understand the scope of the audit and apply the criteria.

C) Organizational situations: to enable the technical auditor to understand the operating systems.

D) Applicable legislation, regulations and other legal and Halal requirements relevant to the discipline.

CDIAL Halal ensures that technical auditors demonstrate their ability to apply terminology, knowledge and skills in specific sectors.

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9.17 – Technical Specialists (Item 7.2.5 - UAE.S 2055-2:2016)

Education

CDIAL Halal ensures that technical specialists have Knowledge equivalent to Higher Education in activities related to Food Certification.

Professional experience

CDIAL Halal ensures that technical specialists have at least four (4) years of professional experience in their technical area.

Competences

CDIAL Halal ensures that technical specialists demonstrate their competence in their technical area.

9.18 - Specialists in Islamic Affairs Halal Education (Item 7.2.6 - UAE.S 2055-2: 2016)


CDIAL Halal ensures that specialists in Islamic affairs have knowledge equivalent to, at least, a diploma or bachelor degree in the same field, and knowledge of the procedures that are audited.

Professional experience

It ensures that Islamic experts have at least four (4) years of professional experience in Halal certification activities.

Competences

CDIAL Halal ensures that experts in Islamic issues demonstrate the ability to provide knowledge on Islamic rules related to the Halal certification area.

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9.19 - Selection of the audit team (Item 7.2.7 - UAE.S 2055-2: 2016)

CDIAL Halal ensures that the Halal certification audit team has expertise in the specific industry required by the audit.

The audit team is composed of at least two partner. One of them must be a technician and the other a specialist in Islamic Halal affairs.

For the use of individual external technical auditors and external technical specilists / Halal - Specialists in Islamic subjects - All requirements of Clause 7.3 of ISO / IEC 17021: 2015 apply.

"The certification / registration body shall require external auditors and technical specialists to have a written agreement in which they undertake to comply with the applicable policies and procedures as defined by the certification / registration body. The agreement shall address issues relating to the confidentiality and independence of commercial and other interests and shall require external auditors and technical experts to notify the certification body of any association present or past with any organization which they may be designated to audit."


9.20 - Personnel records (Item 7.4 - UAE.S 2055-2: 2016)

All requirements of Clause 7.4 of ISO / IEC 17021: 2015 apply.

"The certification body shall maintain up-to-date personnel records, including relevant qualifications, training, experience, affiliations, professional status and competence, and any relevant consulting services that have been provided. These records include board of directors and administrative personnel in addition to those performing certification activities."

9.21 - Outsourcing (Item 7.5 - UAE.S 2055-2: 2016)

When the Halal certification body decides to outsource work related to Halal Certification (e.g., auditing, testing or inspection) to a body or person, contracts covering the provisions, including confidentiality and conflicts of interest, are maintained.

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The Halal certification body shall:

- A) assume full responsibility for the outsourced work and maintain its responsibility;
- B) ensure that the outsourced body or person is competent and complies with the requirements;
- C) Obtain the consent of the applicant regarding outsourcing.

9.22 - Information requirements (Item 8 - UAE.S 2055-2: 2016)

All requirements of Clause 8 of ISO / IEC 17021: 2015 apply.

The certification documents identify in detail the type of activity or product certified, referring to the range.

"The certification body shall maintain and make available to the public, or provide on request, information describing its audit and certification processes for the granting, maintenance, extension, renewal, reduction, suspension or cancellation of certification, and certification activities , types of management systems and geographic areas in which it operates.

The information provided by the certification body to any client or to the market, including advertisements, must be accurate and should not be misleading.

The certification / registration body shall make the information on certifications granted, suspended or canceled available to the public. "

9.23 - Information accessible to the public (Item 8.1 - UAE.S 2055-2: 2016)

All requirements indicated in Clause 4.6 of ISO / IEC 17065: 2012, below, apply.

CDIAL Halal maintains and disclose, upon request, the following:

- a. Information on (or reference to) the certification scheme (s), including procedures, rules and procedures for granting, maintaining, increasing or reducing, for suspending, withdrawing or refusing certification;

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- b. A description of the means by which CDIAL Halal obtains financial support information on the fees charged to Customers;
- c. A description of the rights and duties of applicants and customers, including, restrictions or limitations on the use of the name and certification mark of CDIAL Halal and on the ways of referring to the certification granted;
- d. Information on complaint and appeals handling procedures.


9.24 - Halal Certificate Template (Item 8.2 - UAE.S 2055-2: 2016)

CDIAL Halal provides the customer with formal certification documentation that clearly identifies the following:

- a. The name and address of the Halal CDIAL;
- b. The date of the certification concession (the date should not precede the date on which the certification decision was concluded);
- c. The name and address of the customer;
- d. The range of certification;
- e. The term or expiration date of the certification, if the certification expires after a set period;
- f. Any other information required by the certification scheme.

9.25 - Directory of certified customers and their certified products (Item 8.3 - UAE.S 2055-2: 2016)

CDIAL Halal maintains directory with Certified Customers and Certified Products / Categories.

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9.26 - Reference to Halal certification and use of Halal trademarks / licenses (Item 8.4 - UAE.S 2055-2: 2016)

CDIAL Halal maintains, and provides to its clients, a Procedure for the use of Trademarks and Logos, with all requirements.

9.27 - Confidentiality (Item 8.5 - UAE.S 2055-2: 2016)

All requirements of Clause 8.5 of ISO / IEC 17021: 2015 apply.


"The certification body shall, by means of legal and effective agreements, have a policy and mechanisms to safeguard the confidentiality of information obtained or generated during certification activities at all levels of its structure, including committees and external bodies or People acting on its behalf.

The certification body shall inform the client about the information which it intends to place in the public domain in advance. All other information, except those made available to the public by the client, must be considered confidential.

Except as required by this Standard, information about a particular client or individual should not be disclosed to third parties without the written consent of the client or person involved. Where the certification body is required by law to disclose confidential information to third parties, the client or person concerned shall, unless regulated by law, be notified in advance of the information provided.

Client's information from sources other than the client itself (e.g., claimant, regulators) should be treated as confidential, consistent with the certification body's policy.

Personnel, including any members of committees, suppliers, personnel of external bodies or external persons acting on behalf of the certification body, shall keep confidential all information obtained or generated during the activities of the certification / registration body. The certification / registration body shall have available and use equipment and facilities to ensure the safe handling of confidential information (e.g., documents, records).

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Where confidential information is disclosed to other bodies (e.g., accreditation body, peer evaluation scheme agreement group), the certification body shall inform its client of such action.

9.28 – PROCESS REQUIREMENTS (Item 9 - UAE.S 2055-2:2016)

The Halal certification body precisely defines the range of certification in terms of Halal Categories of products / services.

CDIAL Halal has a process to select the Audit periodicity, according to the Halal Certification Manual.

The audit program includes an initial two-stage audit, a surveillance audit in the first and second years and a recertification audit in the third year prior to the expiration of certification. The three-year certification cycle begins with the certification or recertification decision.


The determination of the audit program and of any subsequent changes shall consider the size of the client organization, the range and complexity of its management system, products and processes, as well as the demonstrated effectiveness, the level of management system and the results of any prior audits.

The Halal certificate is valid for three years and will be suspended or canceled at any time the certified organization is found to be contrary to the approved Halal standard.

The Halal certification body has documented procedures to determine the time for each audit, for each client, the Halal certification body will determine the time required to plan and perform a complete and effective audit of the product / service.

In determining the audit time, the Halal certification body should consider Attachment B of the General Requirements for Halal Certification Bodies Part II and the following aspects:

- a) Requirements of approved Halal standards;
- B) Size and complexity of the organization;

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- C) Technological and regulatory context;
- D) Outsourced activities included in the range of production or process;
- E) Results of any previous audit;
- F) Number of locations or establishment of several locations.

Each location of a multi-site property needs to be evaluated and certified separately.

All requirements in clause 9.1.6 to 9.1.9 of ISO / IEC 17021: 2015 standard and clause 7.2 to 7.4 of ISO / IEC 17065: 2012 shall apply. These requirements are specified in the Certification manual.

The Halal certification body must provide a written report for each audit. The report should be based on the relevant guidance provided in ISO 19011. The audit team can identify opportunities for improvement, but should not recommend specific solutions perceived as consulting. The ownership of the audit report must be maintained by the Halal certification.


If the product / service is in the food chain operations, the report should include references to issues relevant to SGSA (Food Health Management System).

All requirements listed in section 9.1.11 9.1.15 to ISO / IEC 17021: 2015 standard and Clause 7.5 and 7.6 of ISO / IEC 17065: 2012 shall apply. These requirements are specified in Halal Certification Manual.

9.29 - Initial auditing and Halal certification - Application (Item 9.2 - UAE.S 2055-2: 2016)

- a) All requirements presented in Clause 9.1.1 of ISO / IEC 17021: 2015 shall apply.

"The audit program shall include an initial two-stage audit, supervisory audits in the first and second years, and a recertification audit in the third year before certification expires. The three-year certification cycle starts with the certification or recertification decision.

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The determination of the audit program and any subsequent adjustments shall consider the size of the client organization, the range and complexity of its management system, products and processes, as well as the demonstrated level of effectiveness of the management system and the results of any prior audits.

When a certification body takes into account certification or other audits already granted to the client, it must collect sufficient and verifiable information to justify and record any adjustments in the audit program. "

b) The Halal certification body shall require the applicant for the Halal certificate to provide detailed information on its legal status / entity, raw materials, operations, product issues related to safety management system, i.e., HACCP studies, the number of shifts and the number of the employees in each shift, etc.

All requirements set forth in Clause 9.1.2 of ISO / IEC 17021: 2015 shall apply.

"The certification body shall ensure the establishment of a plan for each audit that serves as a basis for agreement on the performance and scheduling of audit activities. This audit plan shall be based on documented requirements of the certification body, prepared in accordance with the relevant guideline provided in ABNT NBR ISO 19011. "


9.30 –Initial Halal certification audit (Item 9.2.3 - UAE.S 2055-2:2016)

The initial certification audit of the Halal product / service / management system shall be conducted in two phases:

Phase 1 audit phase 1

All requirements listed in section 9.3.1 of ISO / IEC 17021: 2015 standard and followed by:

When outsourced control measures are applied, audit stage 1 shall review the documentation included in the Halal requirements and / or the product safety and food safety management system to determine if the combination of control measures is appropriate for the organization, and in accordance with Halal standards requirements.


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When collecting information on national or international compliance, regulatory aspects, relevant authorizations must be present.

The objectives of Inspection Stage 1 are to provide an illustration for the audit planning stage, gaining an understanding of the product safety management system in the context of food safety hazard identification, analysis, organization HACCP plan and PPR, and Objectives, and, in particular, the organization's readiness to audit, reviewing to what extent:

- a) The organization has identified that they are appropriate for the business (e.g., regulatory and legal requirements);
- b) The product safety management system includes appropriate processes and methods for identifying and assessing the organization's security risks, and subsequent selection and categorization of control measures (combinations);
- c) the safety legislation is in force for the relevant sector(s) of the organization;
- d) The product safety management system is designed to achieve the safety of the organization;
- e) The implementation program of the product safety management system justifies the audit (phase 2);
- f) validation, verification programs and improvement of compliance with the requirements of the product safety management system standard;
- g) The management of original product safety and system arrangements are in place to communicate internally and with relevant suppliers, customers and stakeholders; and
- h) All additional documentation that requires revision and / or knowledge that needs to be obtained in advance.

For Halal certification, an audit phase may be carried out at CDIAL Halal facilities or at the premises of the applicant organization in accordance with the complexity of the production or service in order to achieve the above objectives.

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a) In the case of categories A, B, G, H, I, J and K (see Attachment A), it is not necessary that audit stage 1 to be on-site. However, it is at the discretion of the audit team to decide to conduct an on-site audit. In categories C, D, E, F, L, M and N (see Attachment A) it is mandatory that the stage 1 audit is done on site.

b) If an audit phase has not been carried out on site, the duration of the audit phase may not exceed 20% of the total audit time. Where it covers an on-site work, the duration of the audit phase 1 can not exceed 30% of the total audit duration (see Attachment B).

All requirements presented in Clause 9.2.3.1.2 of ISO / IEC 17021: 2015 shall apply.

The applicant shall be informed that the results of audit stage 1 may lead to the postponement or cancellation of audit stage 2.

Any part of the product safety management system that is audited during Phase 1. The audit is determined to be fully implemented, effective and compliant with requirements, where they can but need not be re-examined during Audit Stage 2. However, the Halal certification body shall ensure that the already audited parts of the product safety management system need to continue to comply with the certification requirements. In this case, Phase 2 of the audit report shall include these results and shall clearly indicate that the compliance was determined during Phase 1 of the audit.

All requirements in clause 9.3.1.2 of ISO / IEC 17021: 2015 shall apply.

The interval between audit phase 1 and audit phase 2 is reasonably expected to be no more than six months. Phase 1 of the audit should be repeated if a longer interval is required.

Audit Phase 2

All requirements presented in clause 9.3.1.3 of ISO / IEC 17021: 2015 shall apply.

"The purpose of the phase 2 audit is to evaluate the implementation, including effectiveness, of the client management system.

The phase 2 audit shall occur in the client's facilities and shall include at least the following:

a) information and evidence on compliance with all requirements of the applicable management system standard or other normative document;

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- b) monitoring, measurement, reporting and performance analysis regarding key performance objectives and targets (consistent with expectations in the applicable management system standard or other normative document);*
- c) client's management system and its performance regarding legal compliance;*
- d) operational control of client processes;*
- e) internal auditing and management review;*
- f) board of directors responsibility for the client's policies;*
- g) links between regulatory requirements, policy, performance objectives and targets (consistent with expectations in the applicable management system standard or other normative document), any applicable legal requirements, responsibilities, personnel competencies, operations, procedures, development data and inner audit findings and conclusions. "*

Audit conclusions on initial Halal certification

All requirements in clause 9.3.1.4 of ISO / IEC 17021: 2015 shall apply.

"The audit team shall review all information and evidence collected during audit phase 1 and 2 to analyze findings and agree with audit conclusions."

Information for initial Halal certification

All requirements in clause 8.2 of ISO / IEC 17021: 2015 shall apply.

"The certification body shall provide certification documents for the certified client through any means of their choice.

The date of effectiveness mentioned in a certification document must not be prior to the date of the certification decision.

The certification document(s) shall identify the following:

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- a) the name and geographical location of each client whose management system is certified (or the geographical location of its head office and any locations included in the scope of a multi-site certification);*
- b) the dates of granting, extension or renewal of certification;*
- c) the date on which the certification expires or the expected date for renewal of certification consistent with the certification renewal cycle;*
- d) a unique identification code;*
- e) the standard and / or other normative document including the issuance and / or revision number used for the audit of the certified customer;*
- f) the range of product certification (including service), process etc., as applicable for each location;*
- g) the name, address and certification mark of the certification body. Other marks (e.g., accreditation symbols) may be used as long as they are not misleading or unambiguous;*
- h) any other information required by the standard and / or other normative document used for certification;*
- i) in the case of issue of any revised documents. "*

Sampling

Where necessary, the audit team shall take samples in sufficient quantities of production / service facilities to perform the required inspections and tests.

If Halal product certification is based on batch testing / inspection of the Halal product, it shall conform to a statistically defined sampling scheme proven with techniques with established confidence levels. When specifying any requirements for sampling, the Halal certification body shall establish documented procedures for selecting and controlling samples to ensure traceability, and that they are representative of Halal production.

Samples taken by the audit team shall be submitted for analysis to a laboratory accredited in accordance with ISO / IEC 17025 by a competent Halal authority in the country.

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Inspections and tests

Inspections and testing on the Halal product / service shall be determined in accordance with Halal product / service requirements and at national and / or regional level, or international legal provisions.

Laboratories conducting inspections and / or testing shall be accredited in accordance with ISO / IEC 17025 by a competent Halal authority in the country.

Where independent testing facilities are not available, the Halal certification body shall ensure that the specified controls are in place at the supplier's testing facilities and are managed in a manner that provides confidence in the results obtained and that records are available to warrant the confidence.

9.31 - Verification activities (Item 9.3 - UAE.S 2055-2: 2016)


All requirements listed in section 9.6.2 of ISO / IEC 17021: 2015 standard and clause 7.9 and 7.10 of ISO / IEC 17065: 2012 apply:

"The certification body shall suspend certification in cases where, for example:

- the client's certified management system has persistently or seriously failed to meet certification requirements, including requirements for the effectiveness of the management system;*
- the certified customer does not allow supervisory or recertification audits to be performed on the required frequencies; or*
- the certified client voluntarily requested it."*

"If supervision is required by the certification scheme, the certification body shall initiate supervision of the product(s) covered by the certification decision in accordance with the certification scheme.

Where supervision uses evaluation, assessment analysis or certification decision, requirements 7.4, 7.5 or 7.6, respectively, shall be met.

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Where continuous use of a certification mark is authorized for the use in a product (or its packaging or accompanying information) (for a process or service) of a type that has been certified, supervision shall be established and shall include periodic supervision of selected products to ensure the continued validity of the demonstration of the products' compliance with the requirements.

Where continuous use of a certification mark is authorized for a process or service, supervision shall be established and shall include periodic supervision activities to ensure the continued validity of demonstration of compliance with process or service requirements.
"


Halal certification body shall perform the verification at certain time intervals, in accordance with ISO / IEC 17021 standard, clause 9.3.2.2, that it deems necessary in order to ensure that the Client has continued the compliance with Halal products / service certification requirements, paying due attention to the requirements of the Halal product / service standard for which the certification was performed and taking into account the nature of the Halal product / service in question, certification requirements, any non-conformities detected in Halal Service or production, Halal service facilities or any claims received regarding the certification of Halal products / services. This periodicity shall be established by contract.

9.32 - Recertification (Item 9.4 - UAE.S 2055-2: 2016)

All requirements indicated in Clause 9.6.3 of ISO / IEC 17021: 2015 apply:

Clients holding a Halal certificate (certified organization) shall submit a recertification or renewal application to CDIAL Halal six (6) months prior to the date of expiration of the current Halal certificate.

Clients holding Halal certificates who failed to renew their certificates will not be allowed to use the Halal brand on the premises or on the manufactured products.

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9.33 - Special audits (Item 9.5 - UAE.S 2055-2: 2016)

All requirements set forth in Clause 9.6.4 of ISO / IEC 17021: 2015 shall apply.

"Failure to resolve the problems that caused the suspension, within the deadline set by the certification body, shall result in the cancellation or reduction of the range of certification."

9.34 - Suspension, withdrawal or reduction of the range of Halal certification (Item 9.6 - UAE.S 2055-2: 2016)

All requirements listed in section 9.6.5 of ISO / IEC 17021: 2015 standard and clause 7.11 of ISO / IEC 17065: 2012 shall apply.

"The certification body shall reduce the range of certification of the customer to exclude those parts that do not meet the requirements when the customer has persistently or seriously failed to meet the certification requirements for those parts of the scope of the certification. Any such reduction shall be in accordance with the requirements of the standard used for certification. "

9.35 - Appeals (Item 9.7 - UAE.S 2055-2: 2016)

All requirements set forth in Clause 9.7 and 9.8 of ISO / IEC 17021: 2015, Clause 7.13 of ISO / IEC 17065: 2012 and is applicable:

Applications in case of any appeals or complaints regarding certification Halal services shall be made to Halal certification body. An appeal and complaints committee shall be established and responsible for resolving such cases and informing the related parties accordingly.

The members of this committee will be separated from any stage of Halal Certification certification related to the subject matter or appeal.

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This committee will consist of a minimum of three (3) people, at least one of whom must be a Halal specialist in Islamic affairs.

Complaints by consumers regarding a certified Halal product / service shall be evaluated by Halal certification body, which will be responsible for conducting the Investigations.

9.36 – Client Registers (Item 9.8 - UAE.S 2055-2:2016)

All requirements set out in section 9.9 of ISO / IEC 17021: 2015 clause 7.8 of ISO / IEC 17065: 2012.


"The certification body shall maintain audit records and other certification activities for all clients, including all organizations that submitted applications, and all organizations audited, certified, or suspended or canceled.

Certified client records shall include:

- a) information on request and initial, supervisory and recertification audit reports;*
- b) certification contract;*
- c) justification of the methodology used for sampling;*
- d) justification for determining the auditor's time;*
- e) verification of corrections and corrective actions;*
- f) records of complaints and appeals, and any subsequent corrections or corrective actions;*
- g) deliberations and decisions of committees, if applicable;*
- h) documentation of certification decisions;*
- i) certification documents, including the scope of certification with respect to the product, process or service, as applicable;*
- j) related records necessary to establish the credibility of the certification, such as evidence of the competence of auditors and technical specialists.*

The certification / registration body shall keep records of applicants and customers safe in order to ensure that the information is kept confidential. Records shall be transported, transmitted or transferred in a way that ensures that confidentiality is maintained.

The certification body shall have a documented policy and documented procedures for record retention. Records shall be retained for the duration of the current cycle and for another full certification cycle."

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"List of certified products

The certification / registration body shall keep information on certified products containing at least the following:

- a) identification of the product;*
- b) the standard(s) and other normative documents for which the conformity has been certified;*
- c) client identification.*

The parts of this information that need to be published or made available when requested in a list (through publications, electronic or other means) are stipulated by the respective scheme. At the least, the certification / registration body shall provide information, when requested, on the validity of a particular certification. "


9.37 - Management System Requirements (Item 10 - UAE.S 2055-2: 2016)

All requirements stated in Clause 10.3.2 to 10.3.4 of ISO / IEC 17021: 2015 shall apply.

CDIAL Halal addresses the following:

- general management system document (manuals, policies, definition of Responsibilities);
- documents control;
- register keeping;
- management review;
- internal audit;
- corrective actions;
- preventive actions.

Document Control - Document Control Procedure is established for:

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- a. Approve documents for adequacy prior to issuance;
- b. Review and update (if necessary), and re-approve documents;
- c. Ensure that changes and current revision are identified;
- d. Ensure that relevant versions of applicable documents are available at the places of use;
- e. Ensure that the documents remain legible and easily identifiable;
- f. Ensuring that documents of external origin are identified and their controlled distribution;
- g. Avoid unintentional use of obsolete documents and apply appropriate identification.

Register Control

CDIAL establishes Procedure for Register Control and controls the identification, storage, protection, recovery, retention and disposal.

Board of Directors Critical Analysis

Top Management reviews the Quality System every six months, ensuring its continued relevance, adequacy and effectiveness.


This critical analysis includes the evaluation of opportunities for improvement and the need for changes in the Quality Management System.

All critical review decisions are recorded in Minutes of Meeting.

Critical Analysis Entries

Critical analyzes are based on definitive evidence from the following sources:

- a) Internal and external audits;

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- b) Customer feedback;
- c) Process and product results;
- d) Corrective and Preventive Actions;
- e) Actions from previous critical analyzes;
- f) Changes that affect the Quality Management System;
- g) Recommendations for improvements.

Critical Analysis Outputs

Outputs from critical analyzes include decisions and actions relating to:

- a) Improving the effectiveness of the Quality Management System and its processes;
- b) Product improvement;
- c) Resource needs.

Internal Audits: Internal Audits are performed periodically, in order to determine if the Quality Management System:

- a) complies with the planned provisions, with the requirements of the standard and with the requirements of the CDIAL Halal Quality Management System;
- b) is effectively maintained and implemented.

The Audits are planned taking into account the importance and complexity of the areas and processes in Audit.

A documented procedure defines:

- Audit criteria;

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- Range;
- Frequency;
- Methods;
- Selection of auditors, predicting their independence from audited areas;
- Responsibilities and requirements for planning and executing audits, for reporting the results and recording.


The actions generated are implemented and re-audits are performed to verify the actions performed. Records are kept.

9.38 - Corrective Action

CDIAL Halal performs corrective actions to eliminate the causes of nonconformities, in order to avoid repetition.

Corrective actions are taken in accordance with the effects of nonconformities. The rules are defined in a documented procedure that establishes requirements for:

- a) Critical analysis of nonconformities, including client complaints;
- b) Determination of the causes of nonconformities;
- c) Assessment of the need for actions to ensure that nonconformities will not occur again;
- d) Determination and implementation of necessary actions;
- e) Records of the results of actions taken;
- f) Critical analysis of corrective actions performed.


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9.39 - Preventive Action

CDIAL Halal performs preventive actions to eliminate the causes of potential nonconformities, in order to avoid their repetition.

Preventive actions are taken according to potential problems. The rules are defined in a documented procedure that establishes requirements for:

- a) Definition of potential nonconformities and their causes;
- b) Assessment of the need for action to avoid the occurrence of nonconformities;
- c) Definition and implementation of necessary actions;
- d) Registers of results of actions performed;
- e) Critical analysis of preventive actions carried out.

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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