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01	11/10/2023	Item 4 – Change in the certification process with the inclusion of payment of fees in the contract. Item 4.1 – Inclusion of table with subcategories. Item 5.2.2.6 – Change in laboratory analysis Item 9 – Inclusion of information regarding the appeal and complaint process

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1. DEFINITIONS

Technical auditor

Professional with competence and knowledge of the scope of the auditee performing the audit.

Halal Compliance Certificate

A document endorses that the identified products, services or systems comply with the requirements of Halal , according to Islamic rules.

Audit team

Team of auditors composed of a technical auditor and a specialist in Halal Islamic requirements , and, if necessary, a technical specialist.

Specialist

Person who provides specific knowledge or expertise to the audit team

Halal Islamic requirements

Muslim who has a deep and comprehensive understanding of the requirements of Halal in Islamic law, and his competence and scientific knowledge is proven through academic certificates, studies, research and training courses in this field.

Halal

It is a term of Arabic origin, which means lawful, permitted or admissible, Halal is a symbol of trust.

Haram

It is the opposite of Halal , that is, illicit, prohibited. Any actions that are inadmissible or harmful to health or morals.

CDIAL Halal logo

Symbol issued by CDIAL Halal and authorized for use by the customer, in order to indicate its certificate status

Halal brand

Halal standard information (eg use of the word in Western and Arabic script Halal).

Mashbooh

Doubtful or suspicious. When there is not enough information to classify a product as Halal or Haram , it is classified as Mashbooh and must be investigated to evidence its origin to remove the Mashbooh status .

Najs

It means impure, dirty. Something contaminated by a Haram product or material .

Observer

Halal certification body to observe the activity carried out by the audit team for the purpose of evaluating the services provided and performed by the audit team.

2. INTRODUCTION

This scheme aims to present the general processes of Halal certification, describing the actions for carrying out the audit: concession, maintenance, extension or reduction of scope, suspension, cancellation or refusal of certification, defining criteria for the treatment of complaints and appeals, in addition to to define criteria for using the CDIAL Halal logo .

The poultry slaughter certification process includes the qualification of the plant and its products, as requested by the company.

3. CERTIFICATION SCHEME

To ensure the suitability of the product to Halal requirements , audits are based on Halal regulations , specific to Muslim countries, and also specific product standards, in order to guarantee their quality and safety.

Halal certification guidelines and all the requirements that must be met by the person interested in Halal certification .

This certification scheme includes some requirements of the regulations:

ICO/SMIIC - 1:2019 - General requirements for Halal Food

OIC/SMIIC - 2:2019 - Conformity Assessment Requirements For Bodies Providing Halal Certification

ICO/SMIIC - 18:2021 - Halal Quality Management System Requirements

OIC/SMIIC - 51:2022 - Hygiene and Sanitation Management System

These regulations can be purchased from the following website:

https://www.smiic.org/en

Furthermore, the requirements are also based on the Fatwas of the international council : Fiqh Academy , which can be consulted on the following website:

https://iifa-aifi.org/en/statements

4. CERTIFICATION

Certification is a process in which an independent entity (CDIAL Halal) assesses the customer's ability to effectively meet the Halal regulations of the intended category. The satisfactory result of the audit process leads to the granting of certification and the right to use the Halal Conformity Mark - Halal Seal.

The certification process has the following steps:

Halal Certification is available to any company, as long as it demonstrates and guarantees that its production process is controlled and that its products are being manufactured in accordance with Halal technical regulations.

NOTE: After signing the contract, the company has a period of 6 months to carry out the audit, if it does not occur within this period, the company must sign a new contract/additive with CDIAL Halal .

4.1. Categories

Group	Category		Subcategory		Examples of activities included
Farming	A	Farming of Animals	AI	Farming of Animals for Meat/ Milk/ Eggs/ Honey	Raising animals (other than fish and seafood) used for meat production, egg production, milk production or honey production Growing, keeping, trapping and hunting (slaughtering at point of hunting) Associated farm packingb and storage
			AII	Farming of Fish and Seafood	Raising fish and seafood used for meat production Growing, trapping and fishing (slaughtering at point of capture) Associated farm packingb and storage
	B	Farming of Plants	BI	Farming of Plants (other than grains and pulses)	Growing or harvesting of plants (other than grains and pulses): horticultural products(fruits, vegetables, spices, mushrooms, etc.) and hydrophytes for food Associated farm packingb and storage
			BII	Farming of Grains and Pulses	Growing or harvesting of grains and pulses for food Associated farm packingb and storage
Food and feed processing	C	Food Manufacturing	CI	Halal slaughtering & Processing of perishable animal products	Production of animal products including fish and seafood, meat, eggs, dairy and fish products including cutting and packaging

			CII	Processing of perishable plant products	Production of plant products including fruits and fresh juices, vegetables, grains, nuts, and pulses
			CIII	Processing of perishable animal and plant products(Meat based food, mixed products)	Production of mixed animal and plant products including pizza, lasagne, sandwich, dumpling, ready to-eat meals
			CIV	Processing of ambient stable products	Production of Halal food products from any source that are stored and sold at ambient temperature, including canned foods, biscuits, snacks, oil, drinking water, beverages, pasta, flour, sugar, food-grade salt
	D	Animal Feed Production	DI	Production of Feed	Production of feed from a single or mixed food source, intended for foodproducing animals
			DII	Production of Pet Food	Production of feed from a single or mixed food source, intended for non-food producing animals
Catering	E	Catering			Preparation, storage and, where appropriate, delivery of Halal food for consumption, at the place of preparation or at a satellite unit, restaurants
Retail, transport and storage	F	Distribution	FI	Retail / Wholesale	Provision of finished food products to a customer (retail outlets, shops, wholesalers)
			FII	Food Broking / Trading	Buying and selling food products on its own account or as an agent for others Associated packaging
	G	Provision of Transport and Storage Services	GI	Provision of Transport and Storage Services for Perishable and ambient stable Food and Feed	Storage facilities and distribution vehicles for the storage and transport of perishable food and feed Associated packaging
			GII	Provision of Transport and Storage Services for Ambient Stable Food and Feed	Storage facilities and distribution vehicles for the storage and transport of ambient stable food and feed Associated packaging
Auxiliary services	H	Services	HI		Provision of services related to the safe production of food, including water supply, pest control, cleaning services, waste disposal.
			HII	Financial services	Banking, insurance, investment funds, leasing, barter etc.
			HIII	Muslim friendly tourism and travel related services	Resorts, Hotels, Tourism and travel agency services, e.g., bookings etc.
	I	Production of Food Packaging and Packaging Material			Production of food packaging material
	J	Equipment manufacturing			Production and development of food processing equipment and vending machines
Biochemical	K	Production of (Bio) Chemicals			Production of food and feed additives, vitamins, minerals, bio-cultures, flavourings, enzymes and processing aids Pesticides, drugs, fertilizers, cleaning agents
Others	L	Other materials manufacturing	LI	Cosmetics	-
			LII	Textile and textile products	

			LIII	Leather and leather products	
			LIV	NEC (Not elsewhere classified)	

4.2. Audit cycle

The CDIAL Halal certification process consists of three phases, Certification, Maintenance 1 and 2, and Recertification .

Phase	Activity
Certification	Certification request. Request analysis and documentation compliance initial audit Laboratory analysis* certification decision Issuance of the certificate Halal Shipment Certificate *
Maintenance 1 and 2	Analysis of documentation compliance in case of changes maintenance audit Laboratory analysis* Confirmation of maintenance of certification. Halal Shipment Certificate *
Recertification	Reassessment request Request analysis and documentation compliance revalidation audit Laboratory analysis* certification decision Issuance of the certificate Halal Shipment Certificate *

Note: Items with (*) are not mandatory for all cases.

4.3. Impartiality

Impartiality refers to not favoring anyone and any party.

CDIAL Halal identifies, analyses, documents and manages the possibilities of risk to impartiality that arise from the provision of the audit service, including any conflicts arising from the relationships between the parties involved in the certification process.

CDIAL Halal undertakes not to offer certification services when the risks to impartiality cannot be eliminated or minimized to acceptable levels, its Impartiality is maintained and guaranteed through the Impartiality Policy.

4.4. Impartiality Policy

With the aim of maintaining the integrity and value of the Programs of CDIAL Halal Authority for Certification LTDA, the Management of CDIAL Halal is committed to a strict implementation of policies, in particular, the Management places emphasis on independence, impartiality, competence, confidentiality and professional ethics.

Management is committed to:

- Safeguard professional ethics.
- Provide impartiality of operations through the implementation of an Impartiality Committee for CDIAL Halal , composed of external members from municipalities or clients.
- Protect the confidentiality of all information obtained in the course of its certification, validation and verification activities, at all levels of the organization, except where otherwise required by law.
- Safeguard the organization against financial and/or other pressures that could influence decisions.
- Ensure through appropriate procedures and ongoing training programs that all certification, validation and verification activities are conducted by competent personnel.
- Maintain the certification, validation and verification scheme in accordance with the requirements of each relevant accreditation scheme.

Furthermore, management explicitly agrees to:

- Maintain strict independence from all parties involved in certification, validation and verification processes, eg testing laboratories, inspection and auditing bodies, standardization and accreditation bodies.

- Ensure non-discrimination.

- Safeguard unconditional access to services within CDIAL Halal 's field of operations .
- Ensure that the criteria against which certification, validation and verification activities are evaluated are in accordance with internationally recognized standards or other normative documents.
- Assume full responsibility for decisions related to the issuance, maintenance, extension, suspension and withdrawal of certification; validation and verification.
- Take action to identify, control, reduce or terminate activities that pose threats to impartiality.
- Take action to respond to any risks to your impartiality arising from the actions of other persons, bodies or organizations of which you become aware.

4.5. Confidentiality

CDIAL Halal ensures the confidentiality of customer information through formal commitments with all parties involved in the certification process, and for this purpose, all information obtained or generated during the audit process is considered confidential, except:

- Information that Customer makes publicly available or;
- Agreed between CDIAL Halal and the Client. When there is an agreement between the parties for the disclosure of information to third parties or inclusion in public domain channels. In these cases, CDIAL Halal will inform the Client in advance about the content and extent of this information.
- When the Law or any type of contractual agreement determines that information is given to a third party, in this case the Client will be informed of the content provided, provided this is not prohibited.

Note: Information about Customers obtained from sources other than the Customer, for example, from a complainant or from regulators, is also treated as confidential.

4.6. Non-discriminatory conditions policy

The following Non-Discriminatory Conditions Policy guidelines are maintained in relation to Halal Certification activities :

- Respect the premises of the Islamic religion.
- The policies and procedures under which the certification body operates, and the administration of these, are non-discriminatory. Procedures are not used to prevent or inhibit applicants' access, beyond what is provided for in this Standard.

- CDIAL Halal has its services accessible to all applicants whose activities fall within the scope of its operations.
- Access to the certification process is not conditioned on the size of the client or affiliation to any association or group, nor can it be conditioned on the number of certifications already issued.
- CDIAL Halal refuses to accept a request or maintain a contract for certification from a customer when substantiated or demonstrated reasons exist, such as the customer participating in illegal activities, having a history of repeated non-compliance with certification/product requirements, or issues similar for customers.
- CDIAL Halal restricts its requirements, evaluation, analysis and decision to issues specifically related to the scope of certification.

5. CERTIFICATION PROCESSES

5.1. Certification request

Halal certification is to fill in the Request Form with the company's data, this form is important for CDIAL Halal to know the client and analyze whether it is possible to start the Halal certification process .

After approval of the Request Form, it is up to the commercial sector to send the Commercial Proposal with information regarding the certification process to be approved by the client and subsequently issue the Service Provision Agreement to start the certification process.

At any stage of the process, the customer can count on the quality team to clarify doubts, and after signing the contract, the request reviewer will send the necessary documents to start the audit process.

The calculation of the audit time is carried out in the certification request stage, where the client's registration information is evaluated. Based on this calculation, the time that the client's audit will last is determined, and its measurement unit is HD (Man Day). The factors that mainly influence the audit time are: The product category; Number of employees; Number of products to be certified and Number of production lines;

5.2. Audits

Documents are requested that complement the company's registration in our system and make it possible to carry out the Phase 1 audit, where the requested documents are analyzed. Thus, after approval, the company will be able to proceed to the Phase 2 Audit.

After performing the Phase 2 audit, 3 situations may occur:

- Approval with Zero Non-Conformities
- Approval Recommendation with Action Plan

- Follow up

5.2.1. Phase 1 Audit

In this phase, the analysis of all customer documentation is carried out and the necessary documents are:

- CNPJ card;
- Registration with the SIF or equivalent;
- Business license;
- Company registration data - sheet containing the company's registration data in addition to the number of employees, shifts, production capacity, factory production lines.
- Evaluation of the composition of the rations – in order to guarantee that it is not composed of illicit products.
- Technical data sheet of the final products containing their composition (a technical sheet can be sent for the product family, as long as they have the same composition).
- Production flowchart.
- List of inputs involved in the line/product to be certified, including sanitizing agents, lubricants, greases, and process aids.
- Technical sheets of all inputs listed in the previous item.
- Halal certificate for all inputs of animal origin, and Halal certificate or evaluation of suppliers with Halal requirements for all inputs from sources other than animal.
- Halal management system , containing procedures, hazard analysis and Halal critical control points , Halal Policy , Halal Internal Audit , Halal Committee – as described later.
- Programs - Animal Welfare, GMP and HACCP.
- Sketch of product packaging within the scope of certification.

These documents must be updated with CDIAL Halal before scheduling the Phase 2 audit in case there is a change in scope or updating of documents by the company.

After document analysis, CDIAL Halal determines whether the unit is prepared for the Phase 2 Audit, if so, the Audit Plan will be sent to the unit along with any additional requirements deemed necessary.

Note: If necessary during Phase 2, additional documents may be requested.

5.2.2. Phase 2 Audit

This audit must be carried out on site and covers the following activities:

- Opening meeting;
- Monitoring of the production process;
- Review of documents;
- Detailed examination of the management system;
- Sample collection (if necessary);
- Final evaluation;
- closing meeting

Grades:

1. Whenever subsequent actions are necessary, these must be informed to the customer by CDIAL Halal .
2. The customer must keep records of all complaints made to him regarding compliance with the certification requirements and make these records available to CDIAL Halal upon request.

During audit activities, the auditor has the right to access all company information, being able to:

- Taking photographs for proof purposes, taking samples of products, raw materials, ingredients or other products with Halal status to forward to laboratory analysis.
- Carry out a verification audit after the implementation of the Corrective Action Plan, if deemed necessary.

In order for the audit to be conducted in the best possible way, the client must:

- Allow the audit team to access all locations of the manufacturing process, documents, conduct interviews with employees involved, among others, in order to verify that the company complies with all the necessary requirements to obtain Halal certification .

This process must take place during the hours when Halal production is taking place.

5.2.2.1. Halal Management System (SGH)

Halal management system aims to manage the inputs used in production, production processes, products, human resources and procedures in accordance with established Halal requirements . That

is, it is like a quality management system, traditionally already applied in industries, plus the following mandatory items:

Halal Policy

Demonstrate the company's commitment to implementing the Halal concept and define the method used to disseminate the policy among its employees.

Halal Committee

Committee made up of a qualified multidisciplinary team with defined functions, responsible for creating and monitoring the company's Halal procedures. Meetings should be held as needed, with at least one annual meeting, generating auditable records.

Halal procedure

Halal production takes place , its means of controlling and guaranteeing the Halal state, specific to the Halal production process . These procedures must include all activities related to Halal production, such as: approval of suppliers, receipt of inputs, production, cleaning of facilities and machinery, handling and storage of inputs and products - intermediate and final, transport and integrated flow of people to the company's process.

Halal Internal Audit

The Halal Internal Audit has its objective, criteria, scope and periodicity defined, and must take place at least once a year.

It is carried out with prior scheduling according to the annual schedule, the internal auditors are impartial and have technical training in accordance with ISO 19011 and religious qualifications obtained from a competent entity in the Halal branch .

The Halal internal audit generates a report covering the description of everything that was audited, the conclusions and recommendations of the auditor. In case of non-conformities, an Action Plan is also generated to monitor the non-conformities dealings.

Halal Control Points and Critical Control Points (PCH and PCCH)

Process steps that directly affect the product's Halal rating . These points must be defined and monitored more frequently and more critically.

5.2.2.2. Prerequisites

During the entire production process, concepts and applications of Good Manufacturing and Handling Practices , Food Safety and Critical Control Points will be verified, such as:

- Temperature measurement;
- Metal detector test;
- Waste on floors and equipment;
- Operational procedures;
- HACCP;
- Pest control;
- Organization;
- Water potability;
- Maintenance;
- Traceability;
- Halal management system .

5.2.2.3. Requirements for inputs

The company must guarantee the Halal status of the inputs.

For inputs that are not of animal origin, the Halal certificate is recommended but not mandatory. However, these inputs must undergo a supplier assessment, carried out by the company itself, including Halal items, according to CDIAL Halal raw material validation policy - P003, proving that this input is not produced in the same place as Haram products (Non Halal), and technical sheet with complete qualitative composition in order to ensure that there are no contaminants in the products.

In the case of inputs of animal origin (with the exception: milk and eggs), they must have a valid Halal certification.

Halal precepts , these must be segregated from those that are Halal .

5.2.2.4. General processing requirements

In all stages of production, in addition to complying with good manufacturing and handling practices, it is necessary to comply with Halal requirements - not having a mix between Halal inputs and inputs with a dubious Halal classification , as described below.

Halal Product

It is the product that can be consumed by a Muslim. This means that:

- It was manufactured with Islamic values and principles, therefore, this product is considered safe, beneficial and fit for consumption;
- Does not contain anything illicit (Haram), nor has it been manufactured/processed with any illicit materials;
- Islamic concepts, principles and values were implemented throughout the production chain, from the selection of materials used, processing, handling, filling, storage, transport, exhibition and to the preparation service.

Haram products

- Alcoholic Beverages – Intoxicants and their derivatives
- Genetic modifications using any Haram species
- Blood and derivatives
- Any derivatives of Haram animals , such as enzymes or lubricants
- Any substance that is toxic or harmful to health.
- Products extracted from humans, such as L- cysteine
- Narcotic Substances
- Animals not slaughtered Halal

Forbidden Animals

Haram animals are the following animals:

- Pork and Boar;
- Puppies from Crossing a Haram species with a Halal species (Mule/Donkey);
- Insects, Larvae and Pests – with the exception of Grasshoppers;
- Reptiles – with the exception of the Lizard;
- Amphibians;
- Rodents and Mustelids;
- bats;
- Non-aquatic gastropods;

- carnivorous predators;
- Animals that have large claws or canines;
- Animals that are already dead

5.2.2.5. Process step requirements

To facilitate the description of requirements, the production process was divided into stages, as shown in the following table.

Dirty area:

- Creation
- Receipt
- Wait
- hangs
- stunning
- sticking
- Sangria
- Scalding / Plucking
- evisceration
- Inspection

Clean area:

- Cooling
- Polite
- Packaging
- freezing
- storage
- Expedition

The steps shown are illustrative of the poultry slaughter process, in order to facilitate the understanding of the scope of the requirements. If there are requirements that fit more than one stage of the production process, these must be applied in all appropriate stages.

The described requirements must be applied at all relevant stages.

Creation

In the animal rearing stage, the type of feed with which the animals are fed must be evaluated, especially in the period closest to slaughter, the last 3 days. Animal feed must not contain any items considered Haram .

Animal welfare must be guaranteed throughout the entire process.

Receipt

Transporting the animal must be done in such a way that the animals do not suffer. The chicken collection process must be carried out by a trained professional.

Wait

Rest time must be respected according to Brazilian legislation. Animals must be examined prior to slaughter by a veterinarian to verify their health and ensure that the animal is not sick. If the animal is found unfit for slaughter by the veterinarian, it must be segregated from the others and not proceed to the production line. The animal must be alive and clean before slaughter.

Hangs

Hanging must not injure the animal. The professional who performs this function must be trained to avoid torturing the animals. If any animal is found already dead, it must be discarded.

Stunning

Stunning is not recommended, however, if necessary, its use to minimize the suffering of large animals is permitted.

The use of low voltage electronarcosis can occur for large animals, as shown in the following table.

Animal Type	Current (Ampere)	Time (Seconds)
Little Sheep	0.50 - 0.90	2.00 - 3.00
goat	0.70 - 1.00	2.00 - 3.00
Big Sheep	0.70 - 1.20	2.00 - 3.00
male steers	0.50 - 1.50	3.00
steers castrated	1.50 - 2.50	2.00 - 3.00
oxen	2.00 - 3.00	2.50 - 3.50
bulls	2.50 - 3.50	3.00 - 4.00
buffaloes	2.50 - 3.50	3.00 - 4.00

Note: Electrical current and time must be determined and validated by the industry, taking into account the weight, type of animal and other variable factors.

Obs. Tests for regaining consciousness after the shock must be performed.

Sticking

Cutting must be carried out by a mentally healthy Muslim adult who is aware of all Halal slaughter requirements and is qualified to do so. The bleeder must have a certificate issued by a competent Islamic authority.

At the time of slaughter, the animal's chest must be facing Qibla (21°25'21.0"N 39°49'34.0"E). An animal must not be slaughtered in front of another and the knife cannot be sharpened in front of the animal.

Slaughter must be carried out by a clean and sharp instrument, cutting no more and no less than the trachea , esophagus, carotid and jugular veins.

There must be a place for sterilizing utensils and washing with hot water.

At the time of slaughter, the name of God must be mentioned and the animal must be treated carefully, and the movement of sawing with the knife must not be performed. Killing must be done with the right hand quickly.

Mechanical slaughter can be used as long as it meets the following conditions:

- The Bleeder/Supervisor must mention the name of God before operating the equipment.
- The Bleeder/Supervisor can only leave the slaughter site after the Machine has stopped;
- The cut must be carried out in the same way as in manual slaughter, cutting no more and no less than the pharynx, esophagus, carotid and jugular veins.
- If the animal is decapitated during mechanical slaughter, these animals must be discarded;
- There must be a place for sterilizing utensils and washing with hot water.
- If the cut is not well executed, the animal must be manually beheaded (repass).

Machinery, utensils and tools must follow Brazilian sanitary design standards.

Sangria

The Bleeding process for poultry must last long enough for the animal to be completely bled, a minimum of 180 seconds, and all other processes must begin only after bleeding has been completed.

Scalding / Plucking

This process should only be used after bleeding is complete, thus ensuring that the animal is dead.

The scalding water must not be boiling, it must be at 55ºC (±1ºC) and the animal must remain immersed for a maximum of 120s.

The tank must be emptied at least once a day, washed and disinfected.

Evisceration

At this stage, the carcass must be guaranteed to be clean inside and out. The container for discarding the waste from this stage must be covered and impermeable, thus ensuring the non-contamination of the production line. It is at this stage that the possible ”defects ” of the meat must also be observed .

Inspection

At the inspection stage, carcasses must be visually inspected. For this, the carcasses must be completely open, in order to expose their entire interior, and anomalies in the consistency, color and odor of the bird must be observed. In case of detected anomalies, the carcass must be discarded.

Cooling

After cooling, the temperature must be maintained. If cooling is done with ice, the water used to make the ice must comply with the requirements for potable water and the ice cannot be used in any other step of the production process.

Polite

When cutting/boning poultry, the temperature must be maintained at 4°C or less. Records of meat entering and leaving the cutting facility must be kept to ensure traceability.

Packaging

The packaging sector must be completely separate from production in order to avoid cross-contamination. The temperature must be controlled and not exceed 10°C.

Freezing

Halal products are well identified and segregated, in order to guarantee that they are not mixed or confused with non- Halal products .

Storage

Storage facilities for frozen and chilled meat must be adequate. The internal temperature of the carcasses must not exceed 4°C.

Expedition

Shipping docks must be covered to prevent contamination. The means of transport used must avoid contamination of Halal products with non- Halal products .

5.2.2.6. Sampling

Depending on the Category and Scope of the client, CDIAL Halal may request the collection of product samples during audit activities. This process aims to validate whether the product is indeed Halal , based on the following parameters:

- Verification and verification of the weight of the product.

- Laboratory analysis – It may be requested to prove points observed by the auditor, such as for food: Alcoholic residual; porcine DNA; Maximum limit of contaminants; Maximum limit of foreign matter; Maximum limit for residues of veterinary drugs in products of animal origin and maximum limit for pesticide residues.

Sample collection can be performed with the factory audit, or at another opportunity scheduled for this purpose.

The conditions for carrying out the collection of samples, including the definition of models/families of products to be selected, quantities, need to select counterproof and witness samples, etc., are established by CDIAL Halal based on the relevant regulations and the laws applicable in Brazil.

To ensure compliance with the laboratory analysis, it is carried out in laboratories indicated by CDIAL Halal .

5.2.2.7. Halal critical points

The definition of Halal critical points is a very important step for Halal certification , since the definition of these points will help control the guarantee of the Halal product .

The methodology used to determine these points is very similar to the HACCP Plan, which is based on the analysis of all production stages, defining, identifying, evaluating and controlling significant hazards to Halal . We divide the points into:

- Halal Control Point ;
- Halal Critical Control Point

The PCCH are the points that directly affect the Halal status of the product, and must be monitored more frequently and critically.

Some possible PCCHs are:

- Portion;
- Receipt/Waiting;
- Hangs;
- Sticking;
- Sangria;
- scalding ;
- Storage/Storage;
- Expedition.

The PCC and PCCH must be raised and defined by the company, according to a study carried out, evaluating all stages of the process in accordance with the regulations and this manual.

5.2.2.8. Audit Non-Compliances

Nonconformities correspond to non-compliance with a requirement, whether normative or requirements prescribed by the Customer's own management system.

CDIAL Halal classifies nonconformities according to the following criteria:

Critical Non-compliance: Direct interference in the integrity of the Halal product , which mischaracterizes the product as Halal . Or repetition of a major non-compliance pointed out in the last audit

Major non-compliance: Interference in the Halal product , which does not deprive the product of Halal status, but may lead to a change in the product's status. Or repetition of a minor non-compliance pointed out in the last audit. When a regulatory requirement is not fully met.

Minor non-compliance: Indirect interference in the Halal product , which does not mischaracterize the product as Halal , is generally characterized by partial non-compliance with one or more requirements specified in the management system, or repetition of an observation pointed out in the last audit

Note: It does not constitute non-compliance with requirements, but there is room for deviations to occur, which may lead to future non-compliance.

5.3. Audit report

At the end of the audit, the Audit Report is prepared together with the Action Plan containing nonconformities and observations, these must be sent to the client within 15 working days after the audit.

Customer must submit the root cause analysis, correction, and corrective actions via email within 15 business days of receipt of the Audit Report.

Note: This deadline must be disregarded if there is any interference or need described in relation to the client's communication with the certifier.

5.3.1. Direct Approval Recommendation with Zero NC

In this case, the company has its approval recommended by the audit team and will undergo analysis by the decision-making committee for approval of the Halal certification , and issuance of the Halal certificate . After approval by the committee, the Halal certificate will be released and issued

5.3.2. Approval Recommendation with Action Plan

The company must submit, within 15 days, the action plan with the non-conformities pointed out, filled with the measures to be taken and the deadlines. The action plan will undergo verification by the decision making committee. After approval of the action plan, the Halal certificate will be released and issued.

5.3.3. Follow up

The company must complete the action plan and implement the measures indicated within 3 months, and, at the end of the actions taken, schedule a new audit to verify the effectiveness of the corrections. After passing the audit of Follow up by the audit team and the decision-making committee, the Halal certificate will be released and issued.

The company's non-approval of Follow up results in the non-approval of the certification, therefore the company is considered unfit for Halal certification .

6. GRANTING OF CERTIFICATION

The decision on granting certification is given by the Decision Committee composed of 1 technical auditor and 2 religious specialists not involved in the client's audit process.

The Decision Committee's decision will be based on the results of the following items:

- Conducting the phase 2 audit
- Conducting document analysis
- Completion of the internal review process for the Audit Report and Action Plan.

6.1. Certificate issuance

After granting the certification, the Certificate of Conformity is issued and sent to the customer.

Note: In some cases it is also necessary to issue a batch certificate, the description of this process is included in the Customer Manual – Batch Certificate Issue.

6.2. Maintenance of certification

The maintenance of compliance is verified by carrying out annual audits, defined in accordance with the conditions set out in the contract. The purpose of maintenance audits is to verify the procedures validated in the certification audit.

6.3. Recertification

In the recertification of products/services, the process is conducted in the same way as the initial Certification, after carrying out the entire audit process, a new Certificate of Conformity is issued due to the expiration of the previously issued one.

6.4. special audits

Special audits are audits performed extraordinarily for the following reasons:

Scope expansion: When the client wishes to increase its scope of certification, it must notify CDIAL Halal so that it can carry out an analysis of the request and define whether it will be necessary to carry out an extraordinary audit before the maintenance audit deadline.

Special audits: It may be necessary for the certification body to carry out short notice or unannounced audits to investigate complaints, or as a follow up on suspended clients.

7. SUSPENSION AND CANCELLATION OF CERTIFICATION

7.1. Suspension

Certification suspension is defined as the temporary interruption of the client's certification.

CDIAL Halal reserves the right to suspend the client's certification, at any time, for justifiable reasons, which may be total or partial, being classified into two types:.

a) Suspension for financial reasons: This suspension may occur when the customer does not comply with the financial requirements of the Contract entered into with CDIAL Halal .

Note: CDIAL Halal does everything possible to allow the Client to settle his default situation, however if the deadlines and other agreed conditions are not respected, the certification must be suspended.

b) Suspension for technical reasons: Suspension of certification for technical reasons may occur due to the identification of one of the following situations:

- When dealing with non-compliance of the type that directly affects the safety/performance of the product and/or service.
- When the customer does not allow CDIAL Halal to carry out maintenance activities (for example, audits and laboratory analysis) when applicable, within the deadlines provided for in the audit program.
- When the customer misuses the Conformity Markings on the applicable products.
- When proving that the customer has operated in any way that may discredit CDIAL Halal .

In both cases, whether for financial or technical reasons, when a certification is suspended, CDIAL Halal notifies the Client by telephone or email, informing the reasons for the suspension and providing a deadline for rectifying the situation.

The suspension period is 90 (ninety) days. By decision of CDIAL Halal , this period may be extended for the same duration one more time, this period so that the Client can complete the necessary actions to rectify the situation.

Once the period of the second extension has expired and the situation remains pending, the certification must be cancelled.

If certification is reinstated after suspension, CDIAL Halal updates all relevant public information in order to ensure that indication is provided that the product remains certified.

7.2. Cancellation

Cancellation of the certificate can occur by:

- customer request
- Failure to resolve the problems that caused the suspension, within the period established by CDIAL Halal .

When certification is terminated/cancelled, CDIAL Halal will take specific actions such as:

- Modifications to formal certification documents.
- Update of public information about cancellation.
- Withdrawal of authorization to use the logo.
- Disclosure about cancellation on the website.
- Withdrawal of the certificate in competent bodies.

8. HALAL CDIAL BRAND

8.1. Halal Compliance Seal

Halal Conformity Mark . The use of the CDIAL Halal Seal of Conformity must be requested by the customer through the e-mail sgq@cdialhalal.com.br , in which the Brandbook for the use of the logo and the Term of use of the logo will be sent, which must be sent to CDIAL Halal signed by the customer, after signing the requested file in EPS extension will be sent.

The Client must forward to CDIAL Halal a proof of how the reproduction of the Mark or the Conformity Identification Seal will be on the certified product/packaging before its effective application.

The CDIAL logo is for the exclusive use of certified units and can only be used in:

- Halal products in primary, secondary and tertiary packaging.
- In communications (letters, emails, website links, etc.).

The customer must take due care so that no report or certificate, report, statement, document, record, advertising or communication material, or any part thereof, that contains the CDIAL Halal logo or reference to the certification, is used in a misleading manner .

The logos must not be used except in connection with those products or services described in the scope of the Certificate of Conformity related to the address and products included in the scope of the certification.

8.2. Logo monitoring

Auditors are responsible for ensuring that customers are properly applying the logos and certificate of compliance, this process is verified in maintenance audits and/or unannounced audits.

This verification can occur by checking the customer's website and requesting product packaging directly to the customer, considering the audit cycle, which must be carried out once a year.

The Certifier may suspend or eliminate the use of the seal and logo if the client does not respect the premises established in the Manual for use of the logo.

Note: The use of CDIAL Halal 's logo or visual identity must not misrepresent the organization's certification status or bring the certification process into disrepute.

8.3. Actions and appeals – Use of the Logomark

When inappropriate actions are identified regarding the use of Halal logos, certificates and brands, CDIAL Halal can :

- Request immediate corrective action.
- Suspend certification.
- Take legal action against the company.

9. APPEALS AND COMPLAINTS

Our channels for appeals and complaints are:

E-mail: cdialhalal@cdialhalal.com.br,

Contact available on our website – www.cdialhalal.com.br

Telephone – (11) 4128-2800

Upon receiving the notification, CDIAL Halal activates the Appeals and Complaints Committee, which is made up of a Technical Auditor, a Sharia Specialist and a technical specialist in the quality area. This committee aims to investigate the origin and veracity of the complaint or report made, or, as the case may be, investigate whether there was a failure on the part of the certifier in the audit process.

After carrying out the investigations, the Complaints and Appeals Committee always informs the complainant of the result of its investigation, always taking care to preserve the confidentiality and secrecy of the complainant and investigated information.