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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**

It is a document that attests that the products, services or systems identified are in compliance 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.

**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.

**Specialist**

Person who provides specific knowledge or expertise to the audit team

**Halal**

It is a term of Arabic origin, which means lawful, permitted or admissible. In Islamic legislation, Halal is the term used to refer to everything that God and his messenger (SAAWS) allow for the Muslim.

**Haram**

It is the opposite of Halal , that is, illicit, prohibited.

**CDIAL Halal logo**

CDIAL Halal logo made available for use by the customer if necessary.

**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**

Matters that are impure according to Shariah law and fatwa .

**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.

**Halal Seal**

Seal issued by CDIAL Halal and authorized for use by the customer, in order to indicate its status as a certificate.

**Halal Symbol**

Halal standard information (example usage of the word in Western and Arabic script Halal ).

## 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:**

MS 1500:2019 Halal Food - General requirements (third revision)

Malaysian Protocol for the Halal Meat and Poultry Productions

**These regulations can be purchased from the following websites:**

**https://mysol.jsm.gov.my/search-catalogue**

Furthermore, the requirements are also based on the Fatwas verified by an authority related to the religion of Islam and approved by the authorities to be in force in Malaysia.

## 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 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

**Category A -** Raising animals to produce meat, milk, eggs and honey. In addition to raising fish and marine products.

**Category B** – Cultivation of plants, legumes and grains.

**Category C** – Perishable animal products. Perishable plant products. Perishable products of animal and vegetable origin (mixed products), Products with a long shelf life at room temperature.

**Category D** – Production of animal feed

**Category E** - Food service

**Category F** – Wholesale and retail distribution, plus trading operations.

**Category G** - Transport and storage of products

**Category H -** Services

**Category I –** Packaging operations and manufacturing of packaging materials.

**Category J** - Equipment manufacturing

**Category K** - Manufacture of biochemical materials

### 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.<br>Request analysis and documentation compliance<br>initial audit<br>Laboratory analysis*<br>certification decision<br>Issuance of the certificate<br>Halal Shipment Certificate * |
| Maintenance 1 and 2 | Analysis of documentation compliance in case of changes<br>maintenance audit<br>Laboratory analysis*<br>Confirmation of maintenance of certification.<br>Halal Shipment Certificate * |
| Recertification | Reassessment request<br>Request analysis and documentation compliance<br>revalidation audit<br>Laboratory analysis*<br>certification decision<br>Issuance of the certificate<br>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, which is a document containing information on the scope of certification, category, objective, standards and reference documents, stage, audit date, audit team and audit schedule.

**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;

**Notes:**

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. Prerequisites _

To carry out the approval of the establishment for the Malaysian market, the registration form must be submitted, obtained from the following website:

https://www.dvs.gov.my/index.php/pages/view/1874

This document is made available to the company upon request to the Malaysian Veterinary Department (DVS), and must undergo verification and approval by the certifier, CDIAL Halal . Factories, in the homologation process, are audited directly by the Malaysian Veterinary Department, which will verify requirements of this manual.

During the entire production process, religious 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 ;
- Far from swine farms and productions;
- 100% Halal production as per Malaysian requirements;
- Building structure in good condition and with an appropriate area for Muslims to pray;
- The processing area must not have any type of worship element.

**5.2.2.2. Halal Management System (SGH)**

Halal management system must be carried out by a Muslim and is intended 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**

Halal concept must be affirmed . It must be disseminated and understood by all 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 is a procedure carried out by the company itself, and aims to evaluate the process as a whole, identifying possible points of improvement or failures in meeting the Halal requirements , and should occur at least once a year and cover all departments of the Halal company.

Internal auditors must be impartial, trained by an entity competent in technical (ISO 19011) and Islamic religious requirements.

The Halal internal audit must generate a report covering the description of everything that was audited, the conclusions and recommendations of the internal auditor. In case of non-conformities, an Action Plan must also be 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.

Halal production process must be constantly trained.

**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 and it must be ensured that they are not used in Halal production .

**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
- Products that are in packaging that does not meet Islamic requirements.
- Products that have nomenclatures that do not meet Islamic requirements.

**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.

**Najs**

Najs according to Shariah law are:

- Dogs, pigs and their descendants or derivatives;
- Halal food contaminated with non- halal material ;
- Halal foods that come into direct contact with non- halal materials ;
- Any animal fluid such as urine, blood, vomit, pus, excrement and placenta;
- Carrion or halal animals that are not slaughtered in accordance with Shariah and fatwa law , except for aquatic animals and certain insects; It is
- *Khamr* (liquor or any liquid that intoxicates and is prohibited according to Shariah law and fatwa ): food or drinks containing or mixed with *khamr* .

**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
- Halal check
- 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.

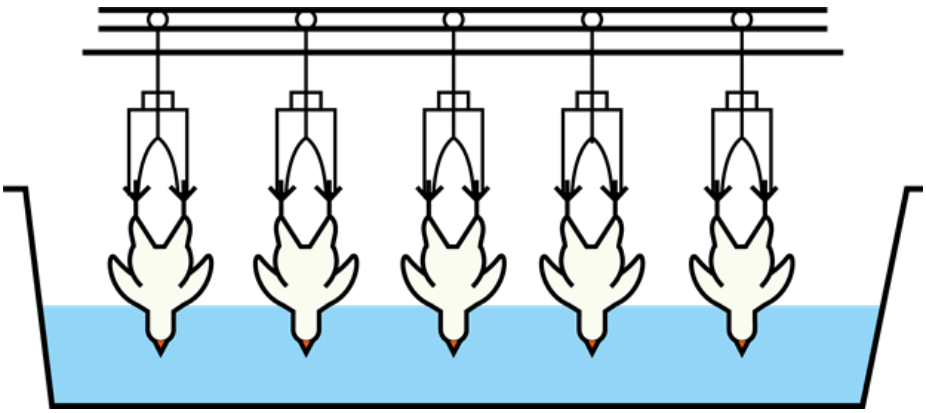
**Hangs**

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**

Electrical stunning for birds is permitted.

The time elapsed between hanging and the moment when the birds are stunned must not be longer than 60 seconds and the birds must have a pectoral support to guarantee their comfort. The bird must be submerged for stunning, so that the water covers the entire head and neck, reaching the height of the wings.



The electrical current, voltage, and duration must be validated and determined by the organization, taking into account the type, weight of the animal, in addition to other variable factors.

As an example we have the table below:

| Animal Type | Weight (Kg) | Current (Ampere) | Voltage (Volt) | Time (Seconds) |
|---|---|---|---|---|
| **Chicken** | 2.4 – 2.7 | 0.20 - 0.60 | 2.50 – 10.50 | 3.00 - 5.00 |

**Obs.** Post-shock return to consciousness tests should be performed, and the animals should return to consciousness, thus proving that death is not caused by stunning.

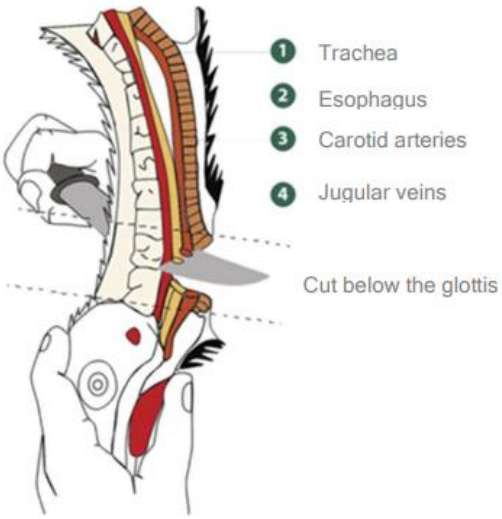
**Attention:** Verified animals killed by stunning must be registered, segregated and identified as non-Halal .

**Sticking**

Cutting must be carried out by a Muslim bleeder who is aware of all Halal slaughter requirements and is qualified to do so, linked, trained and supervised by the Halal certification body . At the time of beheading, a supervisor representing an Islamic center or institution must be present. The bleeder must have a certificate issued by a competent Islamic authority.

At the time of slaughter, it is recommended that the animal's chest is facing the Qibla (21°25'21.0"N 39°49'34.0"E).

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.

The number of bleeders must be adequate to ensure that the decapitation is performed correctly on each animal.

In general, we can calculate the required number of bleeders as follows:

- 2 bleeders for every 2,500 birds slaughtered

**Sangria**

The bleeding process for birds should last long enough for the animal to be completely bled and all other processes should begin only after bleeding is complete.

**Halal check**

To guarantee the Halal process , the company must have a Checker and a Halal supervisor . Both must be Muslims with knowledge of all Halal slaughter requirements , bound, trained and supervised by the Halal certification body .

Halal Checker must ensure that:

- Stunning did not cause the birds to die;
- Sticking and bleeding are being carried out correctly;
- The birds are dead before moving on to the next steps.

If the checker Halal identifies any failure in any of these steps, the bird must be removed from the line, segregated and removed from the Halal system , processed in another establishment or after completion of the Halal process . All non-compliant carcasses must be registered in an appropriate control worksheet.

The appropriate daily control worksheet must contain:

- Name of the establishment;
- Type of animal;
- Stunning method;
- Date;
- Total daily slaughter;
- Reason leading to non-compliance and action taken.

The appropriate annual control worksheet must contain:

- Certification body name
- Name of the establishment;
- Type of animal;
- Identification of the month relating to the number of animals slaughtered Halal , Rejected and Total.

Halal supervisor must:

- Halal management system in the establishment;
- Ensure that the bleeders and the Halal Checker are fulfilling their established functions;
- Supervise and verify the establishment's records on the verification and calibration of stunning equipment, slaughter records, records of non-compliant carcasses, freezing records, boning records and packaging and storage records.

**Note:** There must be one Halal Checker per production line or shift and there must be one supervisor per shift.

**Scalding / Plucking**

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

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

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.

Halal seal on its final packaging , the CDIAL Halal seal, date of slaughter and date of processing may be used.

Names that may lead the consumer to doubt the origin of the food should not be used, for example, bacon, ham, beer, rum, etc.

**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 only be used for 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 alcoholic residual and swine DNA.

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 in the control of the Halal product guarantee .

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 according to the regulations and this scheme.

#### 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 identified 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.

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.

Halal shipping certificate , the description of this process is included in the Customer Manual – Issuance of a Halal Shipping Certificate .

#### 6.1.1. Halal Shipping Certificate

Halal Shipment Certificate is a document that attests that the production has been validated and complies with Halal regulatory requirements , thus guaranteeing reliability to consumers, industries and accrediting bodies.

Halal Shipping Certificate for all products of animal origin, such as:

- Meats in natura;
- Breaded and/or seasoned cuts of meat;
- Meat sausages;
- Skins and trimmings;
- gelatin and collagen;
- Tripe;
- Heparin;
- Flour of animal origin.

With each issue of this certificate, it is necessary to prove the Halal traceability of the production. For this, it is necessary to submit the following documents in advance:

- DCPOA of the raw material;
- Halal slaughter report with supervisor's signature;
- Certificate of Halal Shipment of the raw material of animal origin;
- DCPOA of the final product;
- CSI and/or CSN of the final product.

### 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 a justified reason, 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. Use Halal Seal

After the issuance of the Certificate of Conformity, the Halal Seal and the CDIAL Halal Logo can be used by the customer on their digital platforms, or they can be displayed at the entrance of the certified establishment as long as authorization for use is requested. The use of the Hala Seal and the CDIAL Halal Logo must be requested by the customer through the e-mail sgq@cdialhalal.com.br , in which the Brandbook for use of the logo, seal and the Term of use of the logo that must be sent to CDIAL Halal signed by the client, after the signature the requested file will be sent in EPS extension.

The Client must send CDIAL Halal a proof of how the CDIAL Halal logo or Halal Seal will be reproduced on the certified product/packaging before its effective application.

Halal 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