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## 1. Definitions

For the purposes of this document, the following terms and definitions apply.

**Corrective action** : action to eliminate the cause of a nonconformity and to prevent recurrence.

**Audit**: Systematic, independent and documented process of obtaining objective evidence and evaluating it objectively to determine the extent to which audit criteria are met.

**Certification audit**: Audit carried out by an audit organization independent of the client and certification stakeholders, for the purpose of certifying the client's management system.

NOTE: Certification audits include initial, maintenance, and recertification audits , and may also include special audits.

**Monitoring audit**: Monitoring activity that aims to obtain evidence that the non-conformities presented in the action plan have been corrected and implemented satisfactorily and that Halal procedures and requirements have been maintained. A monitoring audit can be on-site or compliance/documentation.

**Halal Technical Auditor** : Muslim professional technically competent in Halal audit procedures and requirements in a given technological process or scope, formally designated by the Halal Certification Body .

**Halal Conformity Certificate** : **It is a document that certifies that the identified products, services or systems are in compliance with** Halal requirements , in accordance with Islamic rules.

**Halal Certification** : **All** Halal certification activities carried out by certification bodies for Halal products/services .

**Certified Customer**: Individual or legal entity whose Halal product/Product Guarantee System has been certified in accordance with Halal requirements .

**Correction**: Action to eliminate a detected non-conformity.

**Audit findings**: Results of the assessment of collected audit evidence compared to audit criteria.

**NOTE** : Audit findings indicate compliance or non-compliance.

**Audit criteria**: Set of requirements used as a benchmark against which objective evidence is compared.

**NOTE** : Requirements may include policies, procedures, work instructions, legal requirements, contractual obligations, etc.

**Halal audit team** : One or more Muslim professionals who carry out an audit, with the support of an expert in Islamic Halal requirements .

**Halal Islamic Requirements Expert** : Muslim who has a deep and comprehensive knowledge of Halal requirements in Islamic law, and his competence and scientific knowledge are proven through academic certificates, studies, research and training courses in this field.

**Specialist**: Person who provides specific knowledge or experience to the audit team

**Halal** : It is a term of Arabic origin, which means lawful, permitted or permissible. In Islamic legislation, Halal is the term used to refer to everything that God allows for Muslims.

**Haram** : It is the opposite of Halal , that is, illicit, prohibited.

**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 demonstrate its origin in order to remove the Mashbooh status .

**Najassah** : Means impurity, dirt. Something contaminated by a Haram product or material .

**Observer: A person formally appointed by the** 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.

**Action plan:** Record of non-compliance documented by the lead auditor, which must be addressed or corrected to the satisfaction of the requestor/client. Every action plan must be finalized before a recommendation for the issuance of the Certificate of Compliance can be made.

**Products:** Goods and/or services related to food, beverages, medicines, cosmetics, chemicals, biological products, genetically modified products, as well as goods that are worn, used or utilized by the public.

**Halal Product** : Halal product is understood to be one permitted by Islamic Law, and which meets the following requirements:

- a) Does not consist of and/or contain any components that are considered unlawful under Islamic Law;
- b) It is prepared, processed, transported or stored using equipment or means that are free from anything that is considered illegal under Islamic Law; It is
- c) During its preparation, processing, packaging, transport or storage, it did not have direct contact with products that do not meet the requirements (a) and (b) mentioned above.

**Halal Seal** : Seal issued by CDIAL Halal and authorized for use by the customer, in order to indicate its certified status.

**Halal Symbol : Symbol for** Halal standard information (example use of the word in Western and Arabic script Halal ).

## 2. Introduction

This scheme aims to present the general Halal certification processes , describing the actions to carry out the audit: granting, maintaining, extending or reducing the scope, suspending, canceling or refusing certification, defining criteria for handling complaints and appeals, in addition to to define criteria for using the CDIAL Halal logo .

### 3. Certification

Certification is a process in which an independent entity (CDIAL Halal ) assesses the customer's ability to effectively comply with Halal regulations for 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:

## ETAPAS DA CERTIFICAÇÃO



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/addition with CDIAL Halal .

#### 3.1 Categories

The categories for Halal certification are available in the document “TAB 001 Certification Category by Accreditor”

#### 3.2 Audit cycle

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

Phase	Activity
Certification	Certification request.
	Request review and documentation compliance
	Initial audit
	Laboratory analysis*
	Certification decision



## Halal Certification Scheme – CDIAL Halal

ECH 001  
REV 00  
07/22/2024

	Certificate issuance Halal Shipping Certificate *
Maintenance 1 and 2	Analysis of documentation compliance in case of changes Maintenance audit Laboratory analysis* Confirmation of maintenance of certification. Halal Shipping Certificate *
Recertification	Reassessment Request Request review and documentation compliance Revalidation audit Laboratory analysis* Certification decision Certificate issuance Halal Shipping Certificate *

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

### 3.3 Impartiality

Impartiality refers to not privileging anyone or 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 risks to impartiality cannot be eliminated or minimized to acceptable levels, its Impartiality is maintained and guaranteed through the Impartiality Policy.

### 3.4 Impartiality Policy

In order to maintain the integrity and value of the CDIAL Halal Certification Authority LTDA Programs, the Management of CDIAL Halal is committed to strict implementation of policies, in particular, the Management places emphasis on independence, impartiality, competence, confidentiality and professional ethics.

The Management is committed to:

- a) Safeguard professional ethics.
- b) Provide impartiality in operations through the implementation of an Impartiality Committee for CDIAL Halal , composed of external members from authorities or customers.
- c) Protect the confidentiality of all information obtained in the course of its certification, validation and verification activities, at all levels of the organization, except when otherwise required by law.
- d) Safeguard the organization against financial pressures and/or other pressures that may influence decisions.

- e) Ensure through appropriate procedures and ongoing training programs that all certification, validation and verification activities are conducted by competent personnel.
- f) Maintain the certification, validation and verification scheme in accordance with the requirements of each relevant accreditation scheme.

Furthermore, management explicitly agrees to:

- g) Maintain strict independence of all parties involved in the certification, validation and verification processes, for example: testing laboratories, inspection and audit bodies, standardization and accreditation bodies.
- h) Ensure non-discrimination.
- i) Safeguard unconditional access to services within the field of CDIAL Halal operations .
- j) Ensure that the criteria against which certification, validation and verification activities are evaluated are in accordance with internationally recognized standards or other normative documents.
- k) Assume full responsibility for decisions related to the issuance, maintenance, extension, suspension and withdrawal of certification; validation and verification.
- l) Adopt actions to identify, control, reduce or terminate activities that present threats to impartiality.
- m) Take action to respond to any risks to its impartiality, arising from the actions of other people, bodies or organizations, of which it becomes aware.

### **3.5 Confidentiality**

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

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

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

### **3.6 Non-discriminatory conditions policy**

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

- a) Respect the premises of the Islamic religion.
- b) The policies and procedures under which the certification body operates, and the administration thereof, are non-discriminatory. Procedures are not used to prevent or inhibit access by applicants, other than as provided for in this Standard.

- c) CDIAL Halal has its services accessible to all applicants whose activities fall within the scope of its operations.
- d) Access to the certification process is not conditioned on the size of the client or membership in any association or group, nor can it be conditioned on the number of certifications already issued.
- e) 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 information relating to customers.
- f) CDIAL Halal restricts its requirements, evaluation, analysis and decision-making to issues specifically related to the scope of certification.

#### **4. Certification processes**

##### **4.1 Certification request**

Halal certification is filling out the Request Form with the company's data. This form is important for CDIAL Halal to get 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 Contract to begin 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 begin the audit process.

The calculation of audit time is carried out at the certification request stage, where the client's registration information is evaluated. From 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;

##### **4.2 Audits**

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

After carrying out the Phase 2 audit, 3 situations may occur:

- a) Approval with Zero Nonconformities
- b) Recommendation of approval with Action Plan
- c) Follow up

##### **4.3 Phase 1 Audit**

Halal is analyzed after signing the certification contract.

These documents must be updated with CDIAL Halal before scheduling the Phase 2 audit if 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, additional documents may be requested during Phase 2.

#### **4.4 Phase 2 Audit**

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

- a) Opening meeting;
- b) Monitoring the production process;
- c) Document review;
- d) Detailed examination of the management system;
- e) Sample collection (if necessary);
- f) Final evaluation;
- g) 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 it regarding compliance with 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 and can:

- a) Take photographs for proof purposes, take samples of products, raw materials, ingredients or other products with Halal status to send for laboratory analysis.
- b) Carry out a verification audit after implementing the Corrective Action Plan, if deemed necessary.

For the audit to be conducted in the best possible way, the client must:

- a) Halal certification .

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

#### **4.5 Sampling**

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

Laboratory analysis – May be requested to prove points observed by the auditor, such as for food: Alcoholic residual; Pig DNA.

Sample collection can be carried out during the factory audit, or at another time scheduled for this purpose.

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

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



#### **4.6 Audit Nonconformities**

Non-conformities correspond to failure to meet a requirement, whether normative or requirements prescribed by the Customer's own management system.

Deviations found during the audit follow a gradation of severity and potential for compromising requirements, whether normative or requirements prescribed by the client's own management system. They can be classified as recommendation, observation and non-conformity (critical, major and minor).

**Critical Nonconformity:** Direct interference with the integrity of the Halal product , which disqualifies the product as Halal . Or repetition of a major non-conformity identified in the last audit.

**Major Nonconformity:** Interference with the Halal product , which does not de-characterize the product as Halal , but may lead to a change in the product's status. Or repetition of a minor non-conformity identified in the last audit. When a regulatory requirement is not fully met.

**Minor non-compliance:** Indirect interference with 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 highlighted in the last audit.

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

**Recommendation:** it is an improvement indicated by the audit team, which may or may not be accepted by the client.

**Note:** The audit team can identify opportunities for improvement, but cannot recommend specific solutions.

#### **4.7 Audit report**

At the end of the audit, the audit report is prepared together with the action plan containing non-conformities and observations, these must be sent to the client within 15 working days after the audit.

The client must submit the root cause analysis, correction and corrective actions, via email within 15 business days of receiving the audit report.

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

#### **4.8 Direct Approval Recommendation with Zero NC**

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

#### **4.9 Recommendation of approval with Action Plan**

The company must submit the action plan within 15 days with the non-conformities highlighted and the measures that will be taken and the deadlines. The action plan will be verified by the decision-making committee. After approval of the action plan, the Halal certificate will be released and issued.

#### **4.10 Follow up**

The company must complete the action plan and carry out 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 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, meaning the company is considered unfit for Halal certification .

### **5. Certification granted**

The decision on granting certification is given by the decision-making committee composed of 1 technical auditor and 2 religious experts not involved in the client's audit process.

The decision of the decision-making committee will be based on the results of the following items:

- Carrying out the phase 1 audit
- Carrying out phase 2 audit
- Conducting document analysis
- Completion of the internal analysis process of the Audit Report and Action Plan.

#### **5.1 Certificate issuance**

Halal Conformity Certificate is valid for 3 (three) years subject to maintenance audits (1st and 2nd maintenance), similar to the 2nd phase audit. The 3 (three) year certification cycle begins with the decision to certify or recertify

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

Note: After obtaining the certificate of conformity, in some cases it is also necessary to issue a Halal shipping certificate , the description of this process is included in the Customer Manual – Issuance of Halal Shipping Certificate .

#### **5.2 Halal Shipping Certificate**

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

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

- Fresh meats;
- Breaded and/or seasoned cuts of meat;
- Meat sausages;
- Skins and trimmings;
- Gelatin and collagen;
- Tripe;
- Heparin;
- Flour of animal origin.

Each time this certificate is issued, it is necessary to prove the Halal traceability of the production. To do this, the following documents must be sent in advance:



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

### **5.3 Certification maintenance**

Maintaining 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.

### **5.4 Recertification**

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

### **5.5 Special audits**

Special audits are audits carried out extraordinarily for the following reasons:

Scope expansion: When the client wishes to increase its certification scope, it must notify CDIAL Halal so that it can analyze the request and determine 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 follow-up on suspended clients.

## **6. Certified customer responsibility**

The certified customer must ensure that it continues to comply, at all times, with the certification requirements and the Certification Terms and Conditions as agreed by the customer in the contract.

Halal product assurance system criteria as described in Annex A.

The customer must allow CDIAL HALAL's duly authorized representative(s) to have access during working hours, without prior notification, to the customer's premises where the certified product is manufactured, with the objective of evaluating materials, production processes, finished products, records, etc.

The customer must inform CDIAL HALAL, in writing, of any change in management, transfer of facilities and changes to the product, the production process, the management team, or the technical team and/or the system that may affect compliance with the certification requirements.

In the event of a change of premises, the certification will be considered valid only after satisfactory completion of the audit at the new location.

## **7. Suspension and cancellation of certification**

## 7.1 Suspension

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

CDIAL Halal reserves the right to suspend the customer's certification, at any time, for justified 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 signed with CDIAL Halal .

**Note:** CDIAL Halal does everything possible to allow the Customer to regularize their 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 when one of the following situations is identified:

- When it is a non-conformity 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 analyzes) when applicable, within the deadlines set out in the audit program.
- When the customer misuses the Conformity Marks on applicable products.
- When proving that the customer has operated in any way that could bring CDIAL Halal into disrepute

In both cases, whether for financial or technical reasons, when a certification is suspended, CDIAL Halal will notify the Customer by phone 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 once again, this period so that the Customer can complete the necessary actions to regularize the situation.

Once the second extension period 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 to ensure that indication is provided that the product remains certified.

## 7.2 Cancellation

Certificate cancellation may occur due to:

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

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

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

## **8. Brand CDIAL HALAL**

### **8.1 Halal Seal Use**

After issuing the Certificate of Conformity, the Halal Seal and CDIAL Halal Logo can be used by the customer on their digital platforms, or 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 via email [sgq@cdialhalal.com.br](mailto:sgq@cdialhalal.com.br) , in which the Brandbook for the use of the logo, seal 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 will be sent in EPS extension.

The Customer must provide CDIAL Halal with 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, declaration, document, record, advertising or communication material, or any part thereof, which contains the CDIAL Halal logo or reference to certification, is used in a misleading manner.

Logos must not be used except in correlation 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 certification.

For Gulf markets, the use of the CDIAL Halal logo/seal as well as the Universal Halal logo/seal is permitted; If the customer chooses to use it, it must be sent to CDIAL Halal for prior approval. However, for the United Arab Emirates, Iran and Egypt, the customer must contact the authorities to understand the guidelines, as CDIAL Halal is not recognized in these countries.

The use of this seal/logo is only permitted on products that are within the scope of the Halal certificate , customers who choose not to renew the certification or who are not approved will not be able to use the seal/logo.

### **8.2 Logo monitoring**

Auditors are responsible for ensuring that customers are properly applying the logos and certificate of conformity, 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 from the customer, considering the audit cycle must be carried out once every 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 Logo Usage Manual.

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

### **8.3 Actions and appeals – Logo Use**

Halal logos, certificates and brands are identified, CDIAL Halal may:

- Request immediate corrective action.



- Suspend certification.
- Take legal action against the company.

**9. Appeals and complaints**

Appeals and complaints can be made through the communication channels described below:

- Email: [cdialhalal@cdialhalal.com.br](mailto:cdialhalal@cdialhalal.com.br),
- Contact available on our website – [www.cdialhalal.com.br](http://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.

**10. References**

To ensure the product's suitability for Halal requirements , audits are based on Halal regulations , specific to Muslim countries, and also product-specific standards, in order to guarantee their quality and safety. The certification scheme describes all Halal certification guidelines and all requirements that must be met by those interested in Halal certification .

This certification scheme includes some regulatory requirements:

ABNT NBR ISO IEC 17065:2013 Conformity Assessment – Requirements for certification bodies for products, processes and services

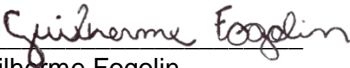
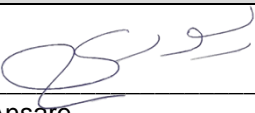
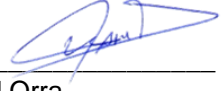

ABNT NBR ISO IEC 17021:2016 Conformity Assessment – Requirements for bodies that provide auditing and certification of management systems

Halal Certification Bodies

SMIIC 2:2019 – Conformity Assessment - Requirements for Bodies Providing Halal Certification

Foreign Halal Certification Bodies

Regulation No. 3 of 2023 BPJPH - Guidelines for Accreditation and/or Conformity Assessment of Foreign Halal Certification Bodies

elaboration	Revision	Approval
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**Halal Certification Scheme –  
CDIAL Halal**

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A handwritten signature in blue ink, appearing to read "Sergio Duarte", written over a horizontal line.

Sergio Duarte  
**Technical Auditor**