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1. Definitions

Technological adjuvants: these are substances or materials, excluding equipment or utensils, that are not consumed, by themselves, as ingredients and that are intentionally used in processing

Halal : Lawful action or product permitted in Islam

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

Materials : general term used to indicate raw materials, packaging materials, ingredients, additives, technological adjuvants, cleaning materials and lubricants

Najs : means impurity, dirt. Something contaminated by a Haram product or material

Halal critical control point : Stage at which an essential control must be applied to prevent or eliminate a hazard to the Halal status of the product.

Halal control point : Step or procedure in Halal production at which control can be applied and, as a result, the risk of contamination of the Halal product can be avoided or eliminated.

Halal Supervisor: A Muslim person who is responsible for the Halal product process

2. Introduction

This scheme aims to implement Halal requirements in (scheme type) organizations and implement the Halal management system.

The Halal Management System (HMS) is designed, implemented and maintained with the aim of regulating materials, production processes, products, resources and procedures in order to maintain the continuity of the Halal production process. The implementation of the Halal Management System criteria is a mandatory requirement in the Halal certification process.

3. Requested documents

To begin the audit process, the organization must send the following documents to the certification body, as per the list below:

3.1 Folder 1 – Legal Documents

- a) CNPJ card;
- b) Registration with SIF or equivalent;
- c) Fire Department Inspection Report (AVCB)
- d) Operating license;
- e) Descriptive report of the facilities;
- f) Company registration data – form containing the company's registration data in addition to the number of employees, shifts, production capacity, and factory production lines.
- g) Environmental license
- h) Evidence of disposal of waste of environmental interest
- i) Evidence from the internal accident prevention committee - CIPA (When applicable)
- j) Technical Responsibility Note (ART)
- k) License for products controlled by the army (When applicable)

3.2 Folder 2 – Materials

- a) “FORM 090 - Raw material and input spreadsheet for Halal products - Traceability and validation of origin” duly completed.
- b) Halal certificate for all inputs of animal origin, and Halal certificate or proof of origin (Technical sheet, MSDS, SDS, Product descriptive report, Composition declaration) for all inputs of origins other than animal, contained in the form above.
- c) Technical file of the final products included in the certification scope, containing their composition.
- d) Composition of feed – to ensure that it is not made up of illicit products.

3.3 Folder 3 – Halal management system

- a) Halal Policy
- b) Halal Procedures
- c) Evaluation of suppliers with Halal requirements
- d) Hazard analysis and Halal critical control points (HCP and PCCH),
- e) Halal internal audit,
- f) Halal Committee

3.4 Folder 4 – Quality Assurance

- a) Programs - Animal Welfare, GMP and HACCP.
- b) Standard Operating Procedure (SOP) or Pre-Operational Requirements Programs (PPRO)
- c) Sketch of packaging (primary, secondary, tertiary...) and labels of products within the scope of certification.

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 organization.

After the 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 certification scope, category, objective, standards and reference documents, stage, date of the audit, audit team and the audit schedule.

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

4. Halal Management System (HMS)

The Halal management system **must** be implemented prior to the initial certification audit and maintained, with the aim of managing the inputs used in production, production processes, products, human resources and procedures in accordance with the established Halal requirements. In other words, it is like a quality management system, traditionally applied in industries, with the addition of the following mandatory items:

4.1 Halal Policy

Halal policy is a documented statement of the organization’s commitment to implement Halal throughout the organization, use Halal materials, process and produce Halal products in accordance with Halal certification

requirements on an ongoing and consistent basis. The organization's Halal policy includes the commitment to take the following actions:

- a) Provide human resources and facilities to assist in the implementation of the Halal Production Process;
- b) Comply with the requirements relating to the Halal Product Assurance Administration;
- c) Use Halal materials and implement the Halal Production Process in accordance with the requirements;
- d) Ensure that the established Halal policy is understood and implemented by all personnel within the organization;
- e) Communicate the Halal policy to all stakeholders ; and
- f) Implement Halal policy consistently.

4.2 Halal Committee

Senior management must appoint an internal Halal committee consisting of a multidisciplinary team (including representatives from management, quality assurance/quality control, production, R&D, purchasing, inventory/storage) with defined functions and skills, responsible for creating and monitoring the company's Halal procedures. Meetings must be held as needed, with at least two meetings per year, and there must be an agenda to discuss Halal, generating auditable records.

The organization must ensure the availability of resources necessary for the development, implementation and continuous improvement of the Halal Product Assurance System;

Committee members must be trained by a competent body in Islamic religious requirements.

Duties and responsibilities of the Halal Committee:

- a) Monitor the organization's Halal Production Process;
- b) Determine corrective and preventive actions;
- c) Implement the Halal Management System.
- d) Establish a Halal Production Process plan;
- e) Implement risk management control of the Halal Production Process (PCH and PCCH);
- f) Propose replacement of materials;
- g) Propose the interruption of production or establish measures to ensure that products that do not meet the provisions of the Halal Production Process are not destined for the Halal market;
- h) Hold meetings on the implementation and monitoring of the Halal Production Process;
- i) Show the evidence and provide correct information during the Halal Auditor inspection process.

4.3 Halal Training

The organization must carry out training and/or capacity building in the field of Halal Assurance. The training must be carried out according to the needs of the organization, as per the following actions:

- a) Train personnel involved in the Halal Production Process as required.
- b) Maintain training records (Training material, attendance list, certificate and other possible evidence).
- c) Evaluation of Halal training should be carried out to measure its level of understanding and effectiveness.

4.4 Halal Procedure

Documents that describe how Halal production occurs, its means of control and guarantee of Halal status, 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, sanitation of facilities and machinery, handling and storage of inputs and products – intermediate and final, transportation and flow of people integrated into the company's process.

The Halal procedure is created by Organizations when implementing the Halal Management System.

- a) The organization shall have documented information on the implementation of the Halal Product Assurance System as described in the Halal Manual;
- b) The organization shall maintain records of evidence of the implementation of the requirements of the Halal Product Assurance System; and
- c) The organization must prepare a Halal manual that is in accordance with the industrial scale, organizational structure, scope, production process stages, risk level, etc., in accordance with the guidelines and provisions of CDIAL Halal.

4.5 Halal Internal Audit

Internal auditors must be impartial, trained by a competent entity in technical (ISO 19011) and Halal requirements.

- a) The organization must conduct internal audits at least once a year to monitor the implementation of the Halal Management System or when there are changes that may affect the Halal status of the product, such as changes in management, policy, formulation, material and process;
- b) The organization must have procedures for internal audits;
- c) The organization shall maintain evidence of the implementation of internal audits; and
- d) The organization must present the results of internal audits to the Halal Certification Body during audits scheduled in the cycle.
- e) The organization must inform the list of ingredients and Halal Production Process every 6 (six) months to the Organizing Body for Halal Product Guarantee.

The Halal internal audit must generate a report and checklist containing a description of everything that was audited, as well as the internal auditor's conclusions and recommendations. In the event of non-conformities, an Action Plan must also be generated to monitor the handling of non-conformities.

4.6 Halal Supervisor

The Halal Supervisor must be present at all Halal productions, validating that the specific requirements are being respected at all stages of production. The Supervisor must be a Muslim, competent in Halal requirements and a representative of an Islamic center or institution. The Supervisor must be part of the Halal Committee and actively participate in the meetings.

4.7 Halal Control Points and Critical Control Points (HCP and HCP)

Process steps that directly affect the Halal classification of the product. These points must be defined and monitored more frequently and critically.

5. Material requirements

Materials are items to make or produce a product as required in the Halal Management System, which include:

- a) raw materials;
- b) additives;
- c) Technology Supporting Agents;
- d) packaging, lubricants, greases, disinfectants that come into direct contact with materials or products;
- e) Technology adjuvants intended for cleaning that come into direct contact with production facilities intended for the production of products; and
- f) means of validating the results of cleaning facilities that come into direct contact with materials or products.

These materials originating from animals, plants, microorganisms, materials produced through chemical processes, biological processes or genetic engineering processes can be classified into two categories:

- a) Materials with mandatory Halal certification; and
- b) Recommended Halal certified materials.

The organization 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, considering Halal items, according to the CDIAL Halal raw material validation policy – P003, proving that this input is not produced in the same place as Haram (Non-Halal) products, and a technical file 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 of milk and eggs), these must have valid Halal certification.

If there are inputs that do not meet Halal requirements, these must be segregated from those that are Halal and it must be ensured that they are not used in Halal production.

Note: Only certificates recognized by Halal authorities are accepted.

6. General processing requirements

Product hygiene, sanitation and safety are prerequisites in Halal processing. Products must be prepared, processed, packed, transported and stored in accordance with relevant hygiene and sanitation standards or regulations.

At all stages of production, in addition to complying with good manufacturing and handling practices, it is necessary to comply with Halal requirements – there must be no mixing of Halal inputs and inputs with a questionable Halal classification, as described below.

6.1 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 suitable for consumption;
- It does not contain anything unlawful (Haram), nor has it been manufactured/processed with any unlawful materials;

- Islamic concepts, principles and values were implemented throughout the production chain, from the selection of materials used, processing, handling, packaging, storage, transportation, display and even the preparation service.

6.2 Haram Products

- Alcoholic Beverages – Inebriants and their derivatives
- Genetic modifications using any Haram species
- Blood and derivatives
- Any Haram animal derivatives such as enzymes or lubricants
- Any substances that are toxic or harmful to health.
- Products extracted from humans, such as L-cysteine
- Narcotic Substances
- Animals not slaughtered in a Halal manner
- Products that are in packaging that does not meet Islamic requirements.
- Products that have names that do not meet Islamic requirements.

6.3 Prohibited Animals

- Pig and Wild Boar;
- Puppies from the crossbreeding of 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;

6.4 Najs

Najs according to Shariah law are:

- Dogs, pigs and their descendants or derivatives;
- Halal food contaminated with non-halal materials;
- 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 law and fatwa, except for aquatic animals and certain insects; and
- Khamr (liquor or any liquid that intoxicates and is prohibited according to Shariah law and fatwa): food or drinks that contain or are mixed with khamr.

6.5 Halal product processing location, area and equipment

- a) The organization must segregate the locations, areas and equipment for processing Halal products from the locations, areas and equipment for processing non-Halal products.
- b) The organization must maintain the cleanliness and hygiene of the production process, ensuring that it is free from impurities and non-halal materials.
- c) The organization must segregate the following areas of processing Halal and non-halal products:
 - I. Material storage;
 - II. Weighing of material;
 - III. Mixing ingredients;
 - IV. Product molding;
 - V. Product processing;
 - VI. And/or other processes that affect product processing.
- d) The organization shall segregate Halal and non-Halal product processing equipment as follows:
 - I. Not using processing equipment interchangeably with equipment used in the processing of non-halal products;
 - II. Have separate storage areas for Halal and non-Halal equipment.

6.6 Halal product storage location and equipment

- a) The organization must segregate storage areas for Halal and non-halal products as follows:
 - I. Material receiving area;
 - II. Post-processing product receiving area; and
 - III. Storage facilities for materials and products.
- b) The organization must segregate storage equipment for Halal and non-halal products in accordance with the following provisions:
 - I. Not using storage equipment interchangeably with equipment used for storing non-halal products;
 - II. Featuring separate storage areas for Halal and non-halal instruments.

6.7 Halal product packaging site and equipment

- a) The organization shall ensure that:
 - I. The packaging material is free from any non-Halal material.
 - II. Packaging material is not prepared or manufactured by equipment that is contaminated with non-Halal material during preparation, storage or transportation.
 - III. Packaging material is physically segregated in its storage from any other non-Halal materials.
 - IV. The packaging material does not contain any material that is considered harmful to human health.

6.8 Halal product distribution location and equipment

- a) The organization must segregate the distribution areas of Halal and non-halal products as follows:
 - I. Ensuring the means of transportation from storage areas to product distribution equipment; and
 - II. Means of transport for product distribution.
- b) The organization must segregate the equipment used to distribute Halal and non-halal products as follows:

- I. Not using distribution equipment interchangeably with that used in the distribution of non-halal products;
- II. Segregating cleaning instruments from Halal and non-halal distribution equipment;
- III. Segregating maintenance instruments for Halal and non-halal distribution equipment; and
- IV. Segregating storage areas for Halal and non-Halal distribution equipment.

6.9 Requirements by process steps

To facilitate the description of requirements, the production process was divided into stages, as per the following table:

Dirty area:

- Creation
- Reception/Corrals
- Wait
- Driving and washing animals
- Stunning
- Beheading
- Bleeding
- Skinning and Head Removal
- Evisceration
- Carcass division
- Inspection
- Final toilet

Clean area:

- Refrigeration
- Cutting/boning
- Packaging
- Storage
- Expedition

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

The requirements described must be applied at all relevant stages.

Creation

During 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. The animals' feed must not contain any items considered Haram.

Animal welfare must be guaranteed throughout the entire process.

Reception/Corrals

The animals must be transported in a way that does not cause them to suffer. Cattle must be transported in trucks to slaughterhouses or cold storage facilities. Upon arrival, they must be unloaded into the receiving pens using suitable ramps, preferably at the same height as the trucks. The animals must be inspected, separated into batches according to their origin, and remain in the pens, resting and fasting, so that they can recover from the stress of the journey and reduce the animal's stomach and intestinal contents. The unloading process must be carried out by a qualified professional.

Wait

Resting time must be respected in accordance with Brazilian legislation. Animals must be examined by a veterinarian before slaughter to check their health and ensure that the animal is not sick. If the veterinarian determines that the animal is unfit for slaughter, it must be separated from the others and not proceed to the production line. The animal must be alive and clean before slaughter.

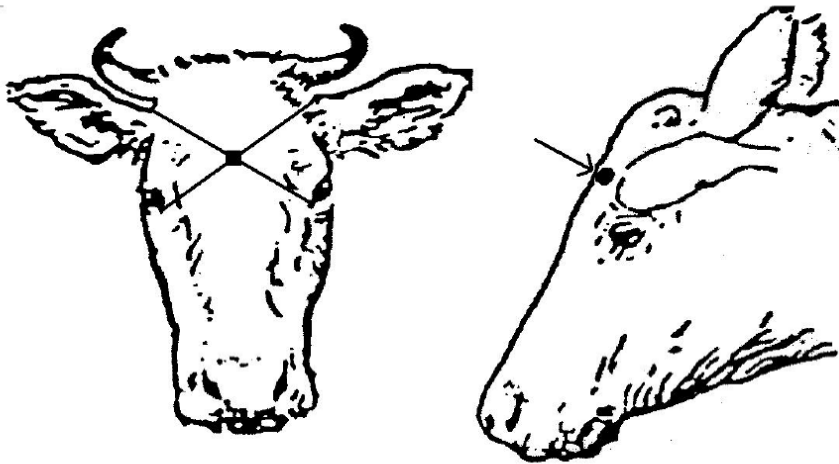
Driving and washing animals

After the resting period, the animals must be removed by trained professionals who use flags, body language and whistles to ensure the animals' well-being and reduce stress. They must be taken to a fenced passage, a corridor divided by stages between gates, which allows them to be taken towards the slaughterhouse while maintaining the separation by batches. This passage must become narrower, so that, at the entrance to the slaughterhouse, the animals walk in a single file (known as a "syringe"). During the journey, the animals can be washed with jets and/or "sprays" of chlorinated water. These jets, with regulated pressure, can be installed directed from top to bottom (like showers over the animals), to the sides of the animals and from bottom to top, which allows for better washing of manure and other dirt before slaughter.

Stunning

Stunning is permitted, and if used it must comply with certain requirements:

- Stunning must be reversible and cannot kill or cause permanent damage to animals;
- The person responsible for the stunning operation must be trained and preferably a Muslim;
- The Halal Checker must verify that the stunning operation is being carried out properly, using approved methods;
- The slaughterer must check the animal's vitality before slaughtering it.
- If animals are identified as dead due to the stunning procedure, the slaughterer must identify this animal and remove it from the Halal process.
- A non-penetrating pneumatic pistol must be used to perform stunning, positioned as shown in the image below:



The heads of animals that have been stunned must be checked for release by the Halal head Checker and must not have visible damage, breaks, punctures, displacement of bones or exposure of the brain.

Beheading

The slaughter should preferably be carried out by a Muslim bleeder. If this is not possible, the slaughterer may be Jewish or Christian, provided that he or she is familiar with all Halal slaughter requirements and is qualified to do so. At the time of slaughter, a supervisor representing an Islamic center or institution must be present. The slaughterer must hold a certificate issued by a competent Islamic authority.

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

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

There must be a place to sterilize utensils and wash them with hot water.

At the time of slaughter, the name of God must be mentioned and the animal must be treated carefully, and the knife must not be sawed. Slaughter must be done quickly with the right hand.

Machinery, utensils and tools must follow sanitary design standards.

Bleeding

The blood volume of cattle is estimated at 6.4 to 8.2 liters/100 kg of live weight. The amount of blood obtained by bleeding with the animal lying down is approximately 3.96 liters/100 kg of live weight and with the use of the overhead rail it is 4.42 liters/100 kg of live weight.

The bleeding process should last long enough for the animal to be completely bled, and all other processes should only begin after bleeding has finished. The estimated time is 180 seconds.

Skinning and head removal

This step involves removing the cowhide and can be carried out manually, semi-automatically or automatically.

First, the front legs are cut off before the leather is removed, to use the hoofs. As a rule, the back legs are only removed after the udder and genitals have been removed. The anus and bladder are tied to prevent contamination of the carcass by any excrement.

The leather is cut with knives at specific points to facilitate its removal, which is then done with equipment that uses two chains attached to the leather and a roller (motorized horizontal cylinder), which pulls these chains and removes the leather from the animals.

The leather can also be removed manually, using only knives. Care must be taken to ensure that the carcass is not contaminated by hair or any fecal residue that may still be present on the leather.

The head is removed and washed, paying special attention to cleaning its cavities (mouth, nostrils, pharynx and larynx).

Halal Check

To ensure the Halal process, the company must have a Head Halal Checker, Checker and a Halal Supervisor. Both must be Muslims with knowledge of all Halal slaughter requirements, linked, trained and supervised by the Halal certification body.

The Halal Head Checker must:

- Assess damage to the skull, identify/label and record non-conforming carcass corresponding to the skull, if any alteration is identified.
- Make decisions regarding the Halal status of the carcass by analyzing the level of damage to the skull.
- Consult your Supervisor if you have questions about skull damage.

The Halal Checker must ensure that:

- Stunning did not lead to the death of the animals;
- The throat-cutting and bleeding are being carried out correctly;
- The animals are dead before they move on to the next stages.

If the Halal checker identifies any failure in any of these steps, the animal must be removed from the line, segregated and removed from the Halal system, processed in another establishment or after the Halal process has been completed. All non-compliant carcasses must be recorded on an appropriate control sheet.

The appropriate daily control sheet should contain:

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

The appropriate annual control spreadsheet must contain:

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

The Halal Supervisor must:

- Be responsible for the effectiveness and implementation of the Halal management system in the establishment;
- Ensure that the bleeders and the Halal Checker are fulfilling their established functions;
- Supervise and verify establishment records on verification and calibration of stunning equipment, slaughter records, records of non-conforming carcasses, freezing records, deboning 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.

Evisceration

This involves removing the internal organs from the carcass, separating the white viscera (gastrointestinal tract) from the red viscera (heart, lungs, etc.). This must be done carefully to avoid rupture of the organs and contamination of the carcass.

The container for disposing of waste from this stage must be covered and waterproof, thus ensuring that the production line is not contaminated. It is at this stage that any possible “defects” in the meat must also be observed.

Carcass division

Once the viscera have been removed, the carcasses are sawn lengthwise in half, following the spinal cord. Between each animal, the saws are sprayed with water to clean the fragments of meat and bones generated.

Inspection

During the inspection stage, the carcasses must be visually inspected. To do this, the carcasses must be completely open, exposing their entire interior, and any anomalies in consistency, color and odor must be observed. If any anomalies are detected, the carcass must be discarded.

Final Toilet

Then, the half carcasses go through a cleaning process, in which small trimmings of fat with some meat and others are removed with knives.

Refrigeration

After cleaning, the half carcasses are stamped with food-grade ink, weighed, washed with pressurized water to remove bone particles and cooled to reduce the internal temperature to less than 7°C. They are cooled in cold rooms with temperatures between 0 and 4°C. The normal cooling time for beef carcasses is between 24 and 48 hours.

Cuts/Boning

When cutting/deboning, the temperature must be maintained at 4°C or less. Records must be kept of the meat entering and leaving the cutting facilities in order to ensure traceability.

Packaging

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

Each slaughtered, refrigerated or frozen animal must have a Halal seal on its final packaging, which may include the CDIAL Halal seal, slaughter date and processing date.

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

Freezing

In the stages of the process that follow packaging, it is very important that Halal products are well identified and segregated, in order to ensure 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 prevent contamination of Halal products with non-Halal products.

6.10 Halal Critical Points

Defining Halal critical points is a very important step for Halal certification, since defining these points will help in controlling 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:

- PCH – Halal Control Point;
- PCCH – Halal Critical Control Point;

PCCHs 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;
- Receiving/Waiting;
- Stunning
- Beheading;
- Bleeding;
- Inspection;
- 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 scheme.

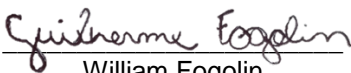
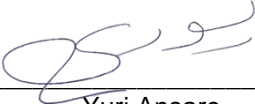



7. Normative references

This certification scheme includes some of the regulatory requirements:

- 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 website: <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.

Preparation	Revision	Approval
 William Fogolin Quality Analyst	 Yuri Ansare Technical Supervisor	 Walid El Orra Administrative Director
 Munir Chahine Technical Auditor		
 Sergio Duarte Technical Auditor		