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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 Halal management system .

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 Halal management system

- a) Halal Policy
- b) Halal Procedures
- c) Supplier evaluation with requirements Halal
- 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) 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)

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 already 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) Halal Product Assurance Administration ;
- c) Use Halal materials and implement the Halal Production Process in accordance with the requirements;
- d) Halal policy is understood and implemented by all personnel within the organization;
- e) Halal policy to all stakeholders ; and
- f) Halal policy consistently.

4.2 Halal Committee

Top 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 an agenda to discuss Halal issues , generating auditable records.

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) Halal Production Process ;
- b) Determine corrective and preventive actions;
- c) Halal Management System .
- d) 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) Halal Production Process ;
- i) 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.

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

- a) Halal Product Assurance System as described in the Halal Manual ;
- b) 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) 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

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

Halal Management System , which include:

- a) materials ;
- b) additives ;
- c) Technology Supporting;
- 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) 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.

Halal precepts , 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

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
- 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) 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. The 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. 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 follows:

Supplier and purchasing evaluation

The company must establish criteria for evaluating suppliers and maintain records to ensure that all ingredients, additives and food processing/production inputs are free from anything that is contrary to Halal and are free from Najis that are prohibited by Islamic Law.

Specifications for raw materials to be purchased must take into account the inherent variability of these products and the requirements for specific controls to ensure that Halal foods are free from anything that is harmful to human health, including toxic substances and pollutants/contaminants from various sources.

Note: The certification body must be informed in the event of a change of suppliers.

Raw material storage

The following points should be considered and met:

- Storage conditions must be appropriate for each raw material and packaging material.
- Raw materials and packaging materials must be stored and handled in a manner appropriate to their characteristics.
- Containers of raw materials and packaging materials should be closed and stored away from the floor.
- When raw materials and packaging materials are repackaged , they must carry the same origin labeling.
- When raw materials and packaging materials are quarantined or rejected, they must be stored at their respective physical locations or using any other system that provides the same level of assurance.
- Measures should be established to ensure inventory turnover. Except in special circumstances, inventory rotation should ensure that the oldest released inventory is used first.
- There must be clear and effective separation between non- Halal and Halal products at all stages of the supply chain to avoid cross-contamination.

Production

At the production stage, general food hygiene requirements and principles must be complied with. All utensils and equipment used for the preparation of Halal food must be clean and must not be made from or contain non- Halal material .

When converting a production line that has been used for the production of non- Halal food , it must be cleaned in accordance with general cleaning standards, completely removing traces of non- Halal products. The act of interspersing a line between non- Halal production and Halal production must not be repeated continuously.

When cleaning and maintaining machines and utensils that come into contact with Halal food, liquid detergents, greases, oils or fats that contain non- Halal components must not be used .

Packaging and labeling

Packaging materials and containers must be free from any non- Halal materials that are considered hazardous to human health. They must not come into contact with equipment that has been contaminated with non- Halal

materials during preparation, storage or transportation. They must be physically separated from any other non-Halal materials .

Products must be packaged in hygienic, suitable, hermetically sealed and moisture-proof containers.

Storage of finished products

Halal products must be stored at appropriate temperatures and must be separated, categorized and labeled as Halal to prevent them from being mixed with non- Halal products . Likewise, appropriate means of transportation must be used to prevent mixing with other products.

Expedition

- Measures must be taken to ensure the shipment of the defined finished product and there must be records to ensure the traceability of the products.
- Instructions for transportation and storage temperature should be described and precautions should be taken to maintain the quality of the finished product, where appropriate.

Product release must be carried out by authorized personnel responsible for quality.

Laboratory analysis

For processed foods, some of the analyses that can be checked and requested during the audit are:

- Maximum residue limits of ethyl alcohol (ethanol) in food
- Pork meat detection;
- Pig fat detection;
- Determination of contaminating metallic elements;
- Compliance with microbiological limits;
- Detection of hormones and antibiotics/residues of veterinary drugs;
- Detection of foreign matter, starch, fiber and protein content;
- Dye detection;
- Maximum residue limits of ethyl alcohol (ethanol) in food

The determination of specific proportions of ethyl alcohol in food is not related to the safety or quality of the product, but to the requirements of Halal in Islamic law.

The ethyl alcohol content resulting from the natural fermentation of the naturally occurring ingredients in the product shall not exceed those specified in Table (1) where the contents of the list must be approved for the acceptance or rejection of food products and the addition of alcohol and alcoholic products and ethanol (ethyl) during manufacturing.

In some cases, additives used in ethanol may be used as an irreplaceable solvent in manufacturing, but the amount of ethyl alcohol in the final product must not exceed the limits specified in Table 1.

Table 1 : Maximum permissible limits for the effects of ethyl alcohol (ethanol) on the final food product

No.	Type of food	Permitted percentage of ethyl alcohol (ethanol)
1.	Grape vinegar	1% (v/v)
2.	All types of vinegar except grape vinegar	0.5% (v/v)
3.	Pickles of all kinds	0.5% (v/v or v/p)
4.	Juices, including nectars and cocktails, of all types and forms	0.2% (v/v)
5.	Fruit juice of all types and shapes	0.1% (v/v)
6.	Soft drinks and energy drinks	0.05% (v/v)
7.	Sauces and ketchup (all types), ready-to-eat foods, foods prepared from vegetables and fruits.	0.3% (v/p)
8.	Ready-to-drink flavored water	0.1% (v/v)
9.	Dairy products of all types and forms	0.2% (v/v or v/w)
10.	Processed foods made from meat, grains, legumes, fats and oils, egg products, seafood, or spices	0.05% (v/v or v/w)
11.	Raw materials such as protein concentrates, sugars, yeasts, essential oils, raw cocoa and other similar raw materials	0.5% (v/p)
12.	Sweets, candies and chocolates	0.05% (v/p)
13.	Other foods not mentioned above in the table	0.2% (v/p or v/p)

The calculation of the content is: v/v: volume/volume; v/p: volume/weight.

6.10 Halal Critical Points

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

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

We divide the points into:

- Halal Control Point ;
- Halal Critical Control Point ;

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:

- Supplier evaluation
- Receipt
- Metal detector
- Alcohol content

- 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.

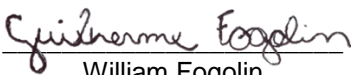
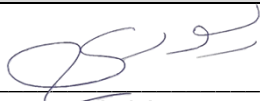
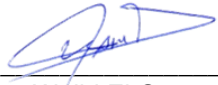

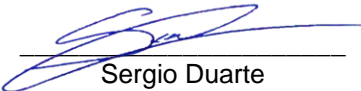
7. Normative references

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
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