# Halal Assurance System Scheme

## Revision Summary

| Revision Summary | | | |
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| Rev | Date | Revised by | Brief |
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## 1.0 Purpose:

This strategy is designed to implement a program ensuring Halal compliance across establishments. It involves setting up a system that assures the integrity of Halal production processes in all companies associated with the Halal Services Asia.

## 2.0 Scope

- ❖ This system applies to all companies affiliated with the Halal Services Asia
- ❖ This procedure applies to the main company.

## 3.0 References and Related Documents

**ISO/IEC 17000**: Vocabulary and general principles
**ISO/IEC 17021-1**: Conformity Assessment-Requirements for bodies providing audit and certification of management systems-Part 1
**ISO/IEC 17065**: Requirements for bodies certifying products, processes and services
**GSO 2055-2:2021:** Part-2 General Requirements for Halal Certification Bodies
**UAE.S 2055-2:2016**: General Requirements for Halal Certification Bodies
**OIC/SMIIC 2:2019**: Requirements for Bodies providing Halal Certification
**HAS 23000:2**: Requirements for Halal Certification Bodies
**BCG Halal 1:2007**: Brunei Darussalam Guidelines for Halal Certification
**MS 1500:2019**: General Requirements for Halal Foods
**ISO 9001:2015:** Requirements of Quality Management Systems
**HQMSM 01** : Halal quality management system Manual
**GSO 993:2015** Animal Slaughtering Requirements According to Islamic Rules
**GSO 2055-1:2015** HALAL FOOD - Part 1: General Requirements
**GSO 2538:2021** The maximum limits for residues of ethyl alcohol (ethanol) in food
**GSO 2055-4:2021** Halal Products- Part 4: Requirements for Halal Cosmetics and Personal care

## 4.0 Workplace Health and Safety

Employee safety from infectious diseases

## 5.0 Responsibilities

- ❖ It is the responsibility of the technical manager to ensure the appropriate implementation of this procedure. All departments have direct responsibility for the management of records relating to their activities in coordination with the client.

## 6.0 Definitions

**Halal**
Permissible/allowed in accordance with the Islamic Law.
**Haram**
Forbidden in accordance with the Islamic Law.
**General Haram Terms**
i.
Pork and its by-products: All parts of the pig, including pork meat, ham, bacon, lard, and certain types of gelatin, among others, are haram.
ii.
**Alcohol and intoxicants:** All types of alcoholic beverages, including beer, wine, whiskey, vodka, and any foods or drinks containing alcohol, are haram. Drugs that are used for recreational purposes and cause harm are also haram.
iii.
**Carnivorous animals and birds of prey:** Animals with fangs, such as lions, dogs, wolves, and cats, and birds with sharp claws, such as eagles and hawks, are considered haram.
iv.
**Dead animals and blood:** Animals that have not been slaughtered according to Islamic law, have died of natural causes, or were killed by other animals are haram. Blood is also considered haram.
v.
**Animals slaughtered in the name of anything other than God**: If an animal is slaughtered in the name of anything or anyone other than God (Allah SWT), it is considered haram.
**General Impurities, also known as Najis**
i.
**Pork and its by-products:** This includes all parts of the pig, as well as any food products made from pig-derived ingredients (like certain types of gelatins or lard).
ii.
**Dead animals**: Animals that have died without being properly slaughtered according to Islamic law (Dhabihah) are considered impure. This also includes animals that died of natural causes or were killed by other animals.
iii.
**Blood:** Consuming blood is considered impure. This includes any food products that contain blood.
iv.
**Carnivorous animals and birds of prey:** Animals that have fangs and birds that have talons are generally considered impure and are not to be eaten.
v.
**Alcohol and intoxicants:** Any substance that causes intoxication is considered impure, and this includes alcohol. Even foods that contain small amounts of alcohol (such as certain flavor extracts) can be considered impure.
vi.
**Animals not sacrificed in the name of God:** Animals must be slaughtered while invoking the name of God (Allah SWT). If the name of anything or anyone other than God is invoked at the time of slaughter, the animal is considered impure, but not deemed as Haram when meats other than pork are present within the production facility.
vii.
**Idolatry:** Anything that is directly associated with idolatry is considered impure.
**Risks**
This term refers to anything that might jeopardize the halal status of a product or service. It includes harmful products, services, machines, suppliers, processes, or activities that could cause a halal product or service to be considered haram or non-halal. This could be due to contamination or any other factor that makes the product or service unacceptable according to Halal standards.
**Halal Control Points**
These are checkpoints where additional control can be applied to ensure halal compliance. This might involve checking the ingredients used, the cleanliness of the equipment, the method of production, and so on.
**Halal Critical Control Points**
These are steps in the production or handling process where visual control is essential to prevent or eliminate any risk that could compromise the halal status of the product or service. This might involve inspecting the product or the process to ensure there's no contamination or other issues that could make the product haram.
**Equipment and Utensils**
This term refers to all the tools and items used in the manufacturing process that come into contact with the end product or any of its raw materials. This includes machinery, production lines, clothing, pipelines, crates, and so on. These items

must be properly cleaned and maintained to avoid any contamination that might compromise the halal status of the product.

**Product / Service**

i. An item composed of multiple or singular ingredients.
ii. A manufacturing process or a central kitchen.
iii. A slaughtering plant.
iv. Logistics and storage facilities.
v. Trading and labeling activities

**Private Label**

This refers to products that are manufactured by a third party (also known as a toll manufacturer), but are owned or copyrighted by a company that does not have its own manufacturing site. The company that owns the brand and copyright sells the product under its own label.

**Halal Training**

This is an educational program provided by the Halal Training Academy. The sessions are designed to educate a company on how to set up the Halal Assurance System Scheme (HASS). The goal is to ensure that the company understands and can effectively implement the standards and controls needed to maintain Halal status for its products or services.

**Halal Certificates [multiple definitions could apply]**

i. A certificate of conformity issued by a competent and accredited third party.
ii. A statement of conformity.
iii. Licensing the rights to make use of the Halal mark/logo.
iv. A certificate of conformity for a single batch of products.

**Third-Party Halal Certificates**

These are Halal certificates that are issued by organizations other than the Halal Services Asia. These certificates serve as proof that a product or service meets the necessary Halal standards, as determined by the issuing organization.

**Halal Certification Bodies**

These are entities that have been accredited or recognized with the authority to issue Halal certificates to manufacturing sites. They assess whether a product or service complies with Halal standards and, if it does, provide a certificate to attest to its halal status.

**Halal Accreditation Bodies**

These are the authorities that have the power to accredit Halal Certification Bodies. In other words, they are the entities that verify and endorse the legitimacy and competence of Halal Certification Bodies, ensuring that these bodies are capable of reliably determining whether a product or service is Halal.

**Halal Mark or Logo**

This is an approved mark or logo from the Halal Services Asia (or other recognized entity) that is granted to a product, service, or system that has been successfully certified as halal. The presence of this mark or logo on a product's packaging indicates to consumers that the product is halal.

**Fatwa**

A legal ruling on a point of the Islamic Law provided by a qualified Islamic jurist.

## 7.0 Criteria

7.**1 Criteria 1: Fundamental Prerequisites**

7.1.1 Formulation and Preservation of a Halal Manual

a) The establishment and upkeep of a Halal Assurance System (HASS) manual is mandatory. This manual can exist either as an independent document or be amalgamated into current quality systems. It should be easily accessible and may be in physical, digital, or virtual form. The HASS manual ought to be a continuously managed document under the supervision of a qualified department.

b) Standard Operating Procedures (SOPs) are required for all Halal production processes and activities that are deemed risky or critical. These SOPs can either be a distinct document or incorporated into existing SOPs.

The SOPs must encompass the following aspects:
i. Identification of potential hazards
ii. Determination of critical control points
iii. Establishment of allowable limits for certain items, when relevant
iv. Strategies for corrective and preventive measures
v. Implementation of control methods
vi. Development of supplier questionnaires
vii. Execution of risk assessments

**7.1.2 Development of a Halal Policy**
a) The organization must draft a written Halal policy, which can either stand as an independent document or be integrated into the company's existing policies. This policy should clearly state the company's dedication to consistently upholding a Halal-compliant production environment.
b) Such a policy needs to be officially formulated and endorsed by the company's leadership.
c) A standard Halal Policy may cover the following aspects:
i. Adherence to Halal Standards [inclusive of possessing a current standard copy]
ii. Commitment to Obtaining and Maintaining Halal Certification
iii. Execution of a Halal Manual
iv. Employee Training and Educational Programs
v. Conducting Internal Audits and Periodic Reviews
vi. Management of Suppliers in Compliance with Halal Requirements
vii. Ongoing Improvement Initiatives

**7.1.3 Establishment of a Halal Management Team**
a) The formation of a Halal Management Team (HMT) is mandatory, consisting of at least two personnel who hold sufficient managerial or production authority within the organization.
b) The Halal manual should document the members of the HMT, detailing their specific roles, responsibilities, titles, and duties within the company.
c) The primary functions of the HMT include:
i. Development and maintenance of the Halal Assurance Program (HASS)
ii. Coordination and implementation of the HASS
iii. Managing communication between the company and Halal Services Asia staff
iv. Regular evaluation and necessary revision of the HASS
v. Understanding and applying the Halal Services Asia' Schemes, form templates, and procedural guidelines
d) The HMT can also comprise a member who serves as an external expert or consultant, while another member must be a permanent employee of the company.

**7.1.4 Training Mandates**
a) The company must engage in a training session to gain a comprehensive understanding of the aspects of this scheme.
b) Training is mandatory for departments involved in Critical activities, as defined in the HSA Risk Classification Table [refer to Appendix 5.1].
c) Departments classified as Critical, but not operating as Animal Slaughtering Plants, must undergo training once every one year. In contrast, Slaughtering Plants are required to participate in annual Halal training.
d) Only those employees who have attended a training session are eligible for appointment to the Halal Management Team in a certified company.
e) Upon successful completion of the training, participants who meet the course requirements will receive a training certificate. This certificate, valid for either three years or one year based on the sector, authorizes them as members of the Halal Management Team.
f) At least two individuals with sufficient authority in the company are required to attend the training session.
g) The training sessions should be conducted by a qualified entity. Currently, the Halal Business Academy is authorized to provide training in line with this Scheme. Additional details are available at www. Halal Services Asia.com.

**7.1.5 Changes Management Protocol**
a) The organization must implement control measures in response to any of the following changes during the certification cycle, which include, but are not limited to:
i. Changes in company ownership
ii. Changes in the executive leadership team
iii. Variations in product formula or ingredients

iv. Introduction of new machinery or tools that might carry a risk of contamination
v. Revisions in the composition of the Halal Management Team
vi. Alterations in supplier relationships that could introduce risks
vii. Relocation of storage facilities that may be deemed risky
viii. Any other modifications perceived or identified as potential risks.

**7.2 Criteria: Management of Documents and Procedures**
**7.2.1 Essential Supporting Documents**

a) Prior to the authorization of any product or material, it is essential that Halal Services Asia personnel validate the adequacy of all related documents.
b) For detailed information on the required supporting documents for various materials or products, Halal Services Asia 's Work Instruction SOP14-W13 Raw Materials Approval Process [refer to Appendices].
c) Halal certificates are considered valid supporting documents, provided they meet the criteria outlined in Halal Services Asia's Work Instruction SOP14-W05 - Criteria for Accepting Third-Party Halal Certification Bodies [refer to Appendices]. These certificates are the exclusive documents that comprehensively cover products or materials categorized as Critical.
d) Retention of all supporting documents is mandatory throughout the certification cycle.
e) Each piece of supporting documentation must be directly linked to the specific product or ingredient undergoing Halal certification assessment. Moreover, supporting documents should be available for all other materials in the manufacturing site that come into direct contact with items intended for Halal certification.
f) Exceptions and waivers apply to materials listed on the Halal Positive Lists, as per Halal Services Asia's Work Instruction SOP14-W18 Halal Positive List General Materials [refer to Appendices].

**7.2.2 Management of Halal Certificates**
a) Depending on their risk classification as detailed in the HSA Risk Classification Table [refer to Appendix 5.1], Halal Certificates can function either as supporting or essential documents.
b) All third-party Halal Certificates should be maintained as records for the entirety of the certification period.
c) For critical products and all meat types [including derivatives], it is mandatory that any third-party Halal Certificates remain valid and not expire throughout the certification cycle.
d) Third-party Halal Certificates must precisely enumerate the products or items in an attached list, ensuring alignment with the material or product seeking approval.
e) An internal mechanism should be established to track the expiration dates of Halal Certificates.
f) The validation of third-party Halal certificates is under the jurisdiction of Halal Services Asia . Consult Work Instruction SOP14-W05 - Criteria for Accepting Third-Party Halal Certification Bodies for specific acceptance criteria.
g) Third-party Halal Certificates may be either accepted or rejected during the certification process. In cases of rejection, a member of the Halal Services Asia team will engage with the applicant to decide the next steps.
h) It is important to acknowledge the diversity of Halal certificates. For further information on various types of certifications, refer to Section 2 of the HSA Certification Scheme.
**7.2.3 Internal Audits**
a) Annually, the Halal Management Team is obliged to undertake an internal audit as a means of self-assessment on behalf of the company.
b) The internal audit is intended to gauge the efficacy of HASS's execution.
c) The internal audit process ought to stimulate advancements within the HASS.
d) The Halal Management Team is tasked with documenting the outcomes of the internal audit.
e) Any identified non-conformances, along with any corresponding preventive actions, must be documented and maintained as records.

**7.2.4 Risk Management**
a) The Halal Management Team must ascertain the existence of a mechanism, technique, matrix, and/or a standard operating procedure to ensure potential risks or critical activities can be identified and mitigated as a preventive measure.
b) Potential risks or critical activities that could be recognized during a risk analysis might include, but are not limited to:
i. Transitions within the organization (refer to 4.1.5)
ii. Influx of materials
iii. Purchasing of products or ingredients

iv. Storage and handling procedures
v. Outsourced manufacturing activities
vi. Repacking processes
vii. Supplier-related risks
viii. Equipment and utensils
ix. Calibration of crucial devices

**7.2.5 Purchasing Procedures**

a) The organization must establish a defined purchasing procedure for its products and/or ingredients.
b) The purchasing procedure should guarantee the adequacy of supporting documents needed from third parties (such as suppliers or traders), if any.
c) The purchasing procedure should ensure the accessibility of purchased Halal products or ingredients upon request at any given time.
d) If deemed necessary by Halal Services Asia or the Halal Management Team, Halal control points should be identified within the purchasing procedure.

**7.2.6 Procedures for Recall and Traceability**

a) The organization must establish a procedure for recalling Halal products.
b) The development of a traceability procedure for Halal products is a requirement for the organization.
c) The organization must possess the theoretical capability to trace all its Halal products back to their origins.
d) The organization is obligated to manage the traceability of all its products, including both raw materials and finished products.
e) The organization should demonstrate the capacity to conduct a simulated recall (mock recall) in the event that a Halal product must be removed from the market due to a critical issue.
f) During the annual audit, the organization must exhibit complete traceability; the auditor will select a sample Halal certified product to trace back to its source.
g) The company must ensure traceability back to the original source for all meat types and animal-derived products.

**7.3 Criteria: Production and Process Oversight**
**7.3.1 Critical Control Points**

a) Points of control pertaining to Halal activities should be identifiable to preclude or nullify risks.
b) Halal control points may be identified or incorporated during various processes.
c) The Halal Management Team is responsible for identifying and enumerating the Halal control points within the procedures or forms.
d) The Halal Management Team should review the effectiveness of the Halal control points.
e) It is the responsibility of the Halal Management Team to pinpoint all critical control points.
f) When constructing a Halal manual, all critical control points linked to Halal production or process activities must be considered.

**7.3.2 Management of Suppliers**

a) The company should establish a supplier assessment process to evaluate the potential risks associated with each supplier related to its Halal activities.
b) The company should maintain a traceability system that allows all materials received from suppliers to be tracked back to their source, ensuring the integrity of the Halal supply chain.
c) Procedures should be established to manage situations where a supplier is found to be non-compliant with Halal requirements; in the event a supplier does not possess a Halal Certificate for incoming goods deemed as a potential risk, companies should require suppliers to complete a Halal Declaration Form, providing detailed information about their Halal practices and measures taken to ensure the Halal integrity of supplied materials. This document is known as Form SOP14-F09 Material-Product Declaration.
d) All suppliers shall be required to provide a valid and proper formats of Halal certificates, issued by a recognized Halal certification body, when supplying Critical or High-Risk materials as described within the HSA Risk Classification Table, or as specified in Work Instruction SOP14-W13 Raw Materials Approval Process.
e) In cases where a supplier provides a self-written Halal Declaration or Statement, rather than one issued by a competent Halal Certification Body, the company must first submit this document to Halal Services Asia for approval. Only upon receiving this approval can the supplier's Halal Declaration be considered valid.
f) Once all necessary information, documents and certifications have been obtained and verified, a supplier can be approved for the provision of Halal-compliant materials. The status of suppliers should be reviewed periodically to ensure ongoing compliance.

### 7.3.3 Halal Products and Services

a) Any product, material, process, or service, whether existing or upcoming, undergoing Halal certification through Halal Services Asia will meet the relevant requirements prior to being approved.
b) For all items under Halal certification through Halal Services Asia, freedom from [cross]contamination and impurities must be assured at every stage of the supply chain.
c) Items being considered for Halal certification by Halal Services Asia need to be appropriate in terms of visual appearance, labeling, nomenclature, and taste.
d) For critical items or meat-based products seeking Halal certification, where applicable, clear Halal labelling or marking is necessary for easy differentiation from non-Halal products.
e) Traceability to the source(s) of origin must be guaranteed for all products targeted for Halal certification by Halal Services Asia if deemed as a critical component.
f) Detailed information on the ingredients and supporting documents of all products intended for Halal certification must be organized in a matrix, as per Halal Services Asia Form SOP14-F07 Raw materials and products matrix and Work Instruction SOP14-W13 Raw Materials Approval Process.
g) Permissible limits must be adhered to for any potentially harmful component in all products intended for Halal certification by Halal Services Asia, as per relevant standards or guidelines.

### 7.3.4 Equipment and Utensils

a) Equipment and utensils involved in the production of Halal products must remain uncontaminated by forbidden items.
b) Equipment and utensils dedicated to Halal product production must not be utilized for the processing of forbidden items; please refer to Work Instruction SOP14-W09- Ritual Cleaning work instruction for Equipment [see Appendices] for conversions of lines [Ritual Cleaning].
c) Prevention of cross-contamination between Halal products and impurities must be always ensured.
d) If both Halal and Haram products are produced within the same manufacturing premises, physical segregation of equipment, lines, storage, trays, and utensils is required.

### 7.3.5 Transportation, Tanks, and Storage

a) Any form of direct or cross-contamination between forbidden substances or products and Halal products must be avoided during all phases of transportation (inclusive of incoming and outgoing).
b) Any form of direct or cross-contamination between forbidden substances or products and Halal products must be avoided during all phases of storage (whether on-site or off-site).
c) Where applicable, any form of direct or cross-contamination between forbidden substances or products and Halal products must be avoided when making use of food [industry] tank storage (whether on-site or off-site).
d) Where applicable, any form of direct or cross-contamination between forbidden substances or products and Halal products must be avoided when using transportation which carries tankers [mostly for food-grade liquids or liquid items].
e) During storage periods (whether on-site or off-site), there must be no contamination between forbidden substances, products or ingredients and Halal items.
f) All Halal products in storage, where applicable, should be distinctly labelled or marked to minimize any risks of confusion or mismanagement; this is determined by the risk class of the storage.
g) If critical activities are occurring, a Halal certification might be necessary or requested when outsourcing any of the above-mentioned aspects.

### 7.3.6 Cleaning Procedures

a) cleaning items utilized for the sanitation of Halal product production lines must be validated as Halal suitable.
b) The company must have a cleaning procedure or process for its manufacturing environment.
c) Cleaning activities may necessitate the identification of Halal control points, if required.
d) The company is responsible for validating the effectiveness of the cleaning process.
e) All cleaning supplies or aids used must be cataloged in a matrix detailing all pertinent information, referencing Halal Services Asia ‘s Form SOP14-F07 Raw materials and products matrix.

**7.3.7 Packaging and Labelling**

a) Packaging employed for Halal products must be deemed as Halal suitable by the Halal Management Team and Halal Services Asia.
b) Packaging materials used for Halal products or materials must be maintained as part of the supporting documentation.
c) All labels attached to Halal products must be considered suitable for Halal product identification.
d) All Halal products should adhere to the labelling requirements of the destination country of export or as mentioned within the applicable Halal standard.
e) All imagery and text depicted on Halal product labels must be deemed appropriate or within the limits as described within the applicable Halal standard.

**7.4 Criteria: External Operations Management**
**7.4.1 Private Label Holders / Toll Manufacturers**

a) We refer to the Halal Service Provider Scheme [HASS] for Private Label Holders.
b) All private label holders must disclose the manufacturing location(s).
c) Halal certification can only be granted to a private label holder if the manufacturing site that produces the Halal product undergoes an inspection by Halal Services Asia or is Halal certified by a competent Halal certification body.
d) A private label holder can only be Halal certified for the products or brands it legally owns.
e) A private label holder is only allowed to apply the Halal mark on products or brands under its legal ownership.
f) Private label holders must maintain a legally binding service or outsourcing agreement with their manufacturer.
g) Companies producing private labels for third parties or outsourcing processes can only be Halal certified for the products or brands they legally own.
h) Companies producing private labels for third parties can acquire Halal certification as a manufacturing site or a processing site.
i) Companies involved in repackaging for third parties can only receive Halal certification for the products or brands they legally own.
j) Manufacturing or repackaging companies working for private label holders cannot receive blanket Halal certification for all products while labeling products for third parties.

**7.4.2 Outsourcing of Packaging**

a) If a company outsources its packaging activities to third parties, it must ensure that the external packaging facility does not contaminate Halal products with any forbidden materials.
b) In instances where the external packaging facility handles both forbidden and Halal products within the same premises, additional information may be required to ensure adherence to the above criteria.
c) Where applicable, all documentation and evidence demonstrating the integrity of the Halal status during the packaging process must be readily available upon request by Halal Services Asia.

**7.4.3 Lab Testing**

a) If a company conducts laboratory testing of its products, it must ensure that the testing procedures do not contaminate Halal products with any forbidden materials.
b) In situations where the laboratory handles both forbidden and Halal products, extra precautions should be taken to avoid any cross-contamination.
c) It is the company's responsibility to ensure that the Halal status of the products is not compromised during laboratory testing.
d) All documentation and evidence that validates the maintenance of the Halal status during laboratory testing must be available upon request by Halal Services Asia.
e) In cases where an in-house laboratory is used, and it is not ISO 17025 accredited, samples should be periodically taken for testing by an approved laboratory [see Criteria 5].

**7.4.4 Marketing and Sales**

a) Companies should ensure that their marketing strategies and tactics do not compromise the integrity or authenticity of their Halal products in any manner.
b) The certified company must ensure that its sales strategies, whether executed directly or through third-party vendors, do not misrepresent its Halal products or falsely imply a broader Halal certification than what has been granted

### 7.5 Criteria 5: Safeguarding Management

#### 7.5.1 Collecting Samples

a) For products or materials which are listed as Critical or High-risk, sample collection will be required by Halal Services Asia during the annual audit. These samples will then be dispatched to an approved laboratory for further determination of animal species or alcohol content.
b) Halal Services Asia maintains a list of approved laboratories within a specified Work Instruction.
c) The Halal certified entity will bear all expenses associated with sample testing.
d) The Halal Services Asia auditor will determine which samples are taken for testing.
e) Comprehensive records for each specimen tested by the laboratory must be maintained.
f) In-house laboratories accredited by an ILAC approved body and holding an ISO 17025 accreditation may be exempted from the above requirement if the requirements can be fulfilled. Otherwise, periodic sample testing by an approved external laboratory is mandatory.

#### 7.5.2 Food Safety Certification

a) If considered a food or beverage manufacturer, it is mandatory for the company to have an operational and efficient Food Safety Management System (FSMS) certification in place, in addition to the Halal Assurance System.
b) This clause is only relevant to companies that are classified as food and beverage manufacturers.
c) The grade received from the FSMS certification body must be disclosed to the Halal Services Asia auditor.
d) All certificate issuing FSMS authorities must be part of the International Accreditation Forum (IAF).

#### 7.5.3 Certification Standards for Non-Food Grade Products

a) Companies engaged in manufacturing non-food-grade products are required to possess a robust and operational certification in Good Manufacturing Practices (GMP) or an equivalent recognized certification.
b) This requirement is explicitly directed towards non-food-grade products.
c) The grades or evaluations conferred by the GMP certification authority or other relevant certification bodies must be presented to the Halal Services Asia auditor.
d) All certifications, whether GMP or otherwise, must be issued by authorities that are acknowledged by appropriate national or international regulatory organizations.

## 8.0 Appendices

**8.1 Halal Services Asia Risk Classification Table.**
**[Document External Resources Payment Protocol]**

| Complexity Class | Description of Examples |
|---|---|
| **Critical** | **Animal Derivatives:**<br>Examples include Meats, Gelatine, Collagen, Tallow, Rennet, Fats, Enzymes, Glycerine, Stock, Powders, Keratin, Vitamins, and other components derived from Skin, Horns, and Hair, among others falling under the 'Animal Derived' category.<br>**Insect Derivatives:**<br>These include Shellac, Carmine, Protein Bars, Flour, Pasta, Drinks, Spreads, and Candies that are insect-based, as well as other products falling under the 'Insect Derived' classification.<br>**Alcohol-Based Products for Consumption:**<br>Such products could be Flavors, Aromas, Fermented Foods, Vinegars, Kombucha, Non-Alcoholic Beers, Spirits, Wines, Kimchi, Soy Sauce, certain types of Baked Goods, Desserts, Pastas, Sauces, and Beverages, along with other items classified under 'Alcohol-Based Products'.<br>**Others:**<br>This includes any material, supplement, medicine, or product containing any Critical component, thus defaulting to the Critical classification. It also comprises Products containing Blood, Genetically Modified Organisms, Bio cultures, and Plasma. |
| **High Risk** | **Dairy Products:**<br>This category encompasses Cheeses, Flavored Yoghurts, Dairy-Based Desserts, Flavoured UHT Milks, and Flavored Whey Products.<br>**[Dietary] Supplements:**<br>This covers all types of Supplements that contain any Critical component.<br>**Baking and Confectioneries:**<br>This segment includes Candies, Chocolate-Based Snacks and Bars, Biscuits, Premixes for Cakes and Puddings, and Fondants.<br>**Others:**<br>This broad category includes Sauces and Condiments, Edible Oils, Beverages, Processed Fish-Based Products, Soups, Ready-Meals, Vinegars, Vegetarian and Vegan Products, Dried Spices, Cosmetics, Pharmaceutics, Processing Aids, and Food Additives. |
| **Low to Medium Risk** | This category encompasses dairy products, fresh fish and egg-based items, bee- derived products, fresh spices, fresh and preserved fruits and vegetables, natural oils, plant and flower-based items, mineral water, mineral-based products, and grain and pulse commodities. |

| Complexity Class | Examples of Risks |
|---|---|
| **Critical** | **Animal Derivatives:**<br>Utilization of animal-based ingredients like gelatin, tallow, or rennet, which may not be Halal-compliant, especially if derived from non-Halal slaughtered animals or from forbidden species like pigs.<br>Use of animal fats in cooking or frying processes, which may come from non-Halal slaughtered animals, risking cross-contamination with Halal products.<br>**Insect Derivatives:**<br>Use of ingredients such as carmine or shellac, which are derived from insects and might not align with Halal practices, especially if the insect is considered Haram or if the extraction method compromises Islamic ethical guidelines.<br>Products containing honey or propolis that may be processed or blended with non- Halal ingredients, thus compromising their Halal integrity.<br>**Alcohol-Based Products for Consumption:**<br>Incorporation of alcohol in flavors, fermented foods, or vinegars, which can render the product non-Halal, as any presence of alcohol is generally not permissible in Halal products.<br>Products like cakes or confectioneries infused with alcoholic beverages, which are strictly prohibited in Halal-certified products.<br>**Others:**<br>The inclusion of blood, genetically modified organisms that contravene Halal principles, biocultures, or plasma, which could potentially conflict with Halal compliance due to their nature or source of origin.<br>Use of enzymes or biocultures from genetically modified microorganisms that have been manipulated using non-Halal components, creating ethical concerns under Halal standards. |
| **High Risk** | **Dairy Products:**<br>Cheese and flavored dairy products might use enzymes derived from animal sources or non-Halal starter cultures, thus compromising their Halal status.<br>Dairy-based drinks or yogurts that may incorporate flavorings or colorings derived from alcohol or animal-based sources.<br>**[Dietary] Supplements:**<br>Nutritional powders or drinks that may include ingredients like amino acids or fatty acids derived from non-Halal sources.<br>Supplements containing critical components like gelatin capsules derived from non- Halal sources or vitamins extracted using alcohol-based solvents.<br>**Baking and Confectioneries:**<br>Candies and baked goods might contain emulsifiers, glazing agents, or flavorings derived from animal sources (like pork-based gelatin) or alcohol-based extracts. |

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| | Use of confectionery glazes or waxes on candies and sweets that are derived from non-Halal animal sources, like certain types of beeswax or carnauba wax. |

**8.2 Certification Category Index**
**Please view the W26 Certification Category Index**

**8.3 Alcohol and its Limitations**
a) We refer to HSA Work Instruction SOP14-W06 -Permissible Ethanol Limitations: Permissible Ethanol Limitations for all general criteria, references, and limitation tables.

**8.4 Relevant HSA Schemes**
a) HSA Halal Certification Scheme
• This scheme is of importance for the preparation of the assessments at companies. It also guides the customer to understand the requirements for setting up a Halal manual.

**b) HSA Supervision Scheme**
• This scheme is of importance for the supervision activities carried out at slaughtering plants during the certification cycle.
**c) Animal Slaughtering and Awareness Scheme**
• This scheme is of importance for understanding the essential requirements to sacrifice animals, animal welfare, and awareness on permissible animals to be handled.
**d) HSA Service Provider Scheme**
• This scheme is of importance for companies providing additional services for the manufacturing industry, such as packaging, logistics, and storage.

**8.5 Relevant HSA Work Instructions**

**8.6 Relevant HSA Forms**

**8.7 Guidance and Contact Information**

a) At Halal Services Asia, we acknowledge that the transition to this Scheme could represent a significant shift from existing practices. To support companies through this change, we offer comprehensive training that outlines the Scheme's requirements. Furthermore, we are committed to providing ongoing guidance in the form of work instructions and procedures to facilitate the Scheme's implementation. These resources can be accessed via our official website [www. Halal Services Asia.com], our E-Portal, or by request through WhatsApp or email for our existing customers.
b) Should you require assistance, wish to make inquiries or lodge complaints, or if you have any questions regarding our Scheme, please feel free to contact us. You can reach us via WhatsApp or phone at +852 9206 0195 by email at info@halalservicesasia.com.

**8.8 Example of a Halal Manual**

a) During the training sessions we will provide detailed explanations, both theoretical and visual, about the minimum requirements for constructing a Halal manual.

**8.9 Halal Services Asia**

Animal and Insect Classification Table [SOP14-W03 - Animal and Insect Classification Table]

| Species | Non-Halal |
|---|---|
| Animals | The animals that may not be slaughtered according to Islamic Rules, the slaughtered animals of polytheists, irreligious, seculars, atheists, Magis, apostates and other disbelievers other than Christians and Jews, dead animals, suffocated animals, fatally beaten animals (*Mawqouza*), falling animals (*Motaradiah*), butted animals (*Nateehah*), animals eaten by beast of prey and animals on whose slaughtering the name of Allah is not mentioned, the animals slaughtered on idols, the animals slaughtered not in approach of Allah, or the animals contaminated with prohibited animals of harm, if eaten. |
| | Pigs, domestic donkeys, mules, elephants, monkeys, dogs, foxes, cats and the like. |
| | Predators such as fanged beasts of prey and the like such as lions, cheetahs, bears, except for hyenas. |
| | Birds of prey with sharp claws used for attacking and the like such as eagles, falcons, hawks, sparrows, peregrines, kites and owls. |
| | Rodents, reptiles, pests and the like such as mice, rats, centipedes, serpents, snakes, monitors, lizards, geckos, chameleons, hedgehogs, martins, bats, squirrels, polecats, moles and Coleoptera (except for dabb lizards and jerboas) |
| | Scorpions and all types of insects, worms and animals prohibited to be killed by Islamic Rules and the like such as ants, bees, woodpeckers and hoopoes, except for locusts and unavoidable bee parts falling in honey. |
| | Odious creatures and the like such as shells, larva and other similar animals. |
| | Animals fed with unclean items, unless they are confined and fed with permissible feeding according to Islamic Rules for at least three days. |
| Aquatic | Toxicant or harmful species, unless toxicant or harmful substances are removed during preparation. |
| Plantation: | Plants, their products and their toxicant, harmful or narcotic derivatives, unless toxicant or harmful substances are removed during preparation. |
| Beverages: | Intoxicating beverages or those containing alcohols, narcotic, calming, toxicant or harmful substances. |
| GMF: | All foods produced by genetic modification from a prohibited species or more than one species, one of them is prohibited. |
| Blood and Blood Derivatives from a Human or Animal Origin: | Blood and all its derivatives are prohibited and all body liquids from a human or animal origin such as vomiting and urine. |

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| Food Additives: | All toxicant, harmful or calming food additives, products and their products and derivatives or derived from non-Halal materials. |
| Enzymes: | All enzymes derived from non-Halal sources. |
| Microorganisms: | All microorganisms such as germs, fungi, toxicant and harmful yeast produced on non-Halal environments or using non-Halal ingredients. |

## 9.0 Checklist

| Step | Description |
|---|---|
| **Application Form** | Please make sure to have the Application Form (latest version applies) filled in; if you have an existing application form, you may continue unless otherwise specified by the **HSA** auditor.<br>Note: if the **HSA** form is translated to a language other than English, please ensure that the same form number and revision (version) applies. |
| **Contracts** | Please make sure to have your contractual arrangements in place (latest versions apply); if you have an existing contract, you may continue unless otherwise specified by the **HSA** auditor.<br><br>Note: if the **HSA** form is translated to a language other than English, please ensure that the same form number and revision (version) applies. |
| **Pre-Assessments** | Please make sure that the following documents will be controlled during Stage 1 or Stage 2 (see **HSA** Certification Scheme for more information):<br>• Raw Material Master Table (SOP14-F07 Raw materials and products matrix).<br>• Supporting documents as described in Work Instruction SOP14-W13.<br>• A filled in Checklist.<br>• Halal Manual (if available)<br>• Porcine-Free Facility Declaration (where applicable)<br>• Lab test results for items classified as Critical (where applicable)<br>• Halal training records (where applicable)<br>• Documentation and Halal certificates (if any) from suppliers |
| **Optional Documents** | • Previous Non-Conformance Report follow-up.<br>• Implementation of the Corrective Actions taken based on the previous audit<br>• Pre-Audit report (if any)<br>• Previous Audit Plans<br>• **HSA** Halal Declaration Forms (where applicable)<br>• Halal Statements from suppliers |

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| **Other Documents and where to Download** | • Copy of the Reference Halal Standard<br>• **HSA** Halal Certification Scheme<br>• **HSA** Halal Assurance Program Scheme<br>• Relevant **HSA** Work Instructions<br>• Halal Positive Lists<br><br>You may also download the relevant documents through |