GUIDANCE FOR APPLICANT ENQUIRING ABOUT PRODUCT CERTIFICATION

1. PURPOSE

To provide guidelines on the applicant enquiring about product certification

2. SCOPE

This covers guidance on the applicant enquiring about product certification.

3. DEFINITION

3.1 Applicant- An Organization which applies for a license/certificate under the HIPL Halal Product Certification Scheme.

4. RESPONSIBILITIES

4.1 Head CD – For providing guidance on the applicant enquiring about product certification

5. GUIDELINES

5.1 General requirements

5.1.1 The applicant should write a letter requesting for the certification of the product(s) to:

CEO
HALAL INDIA PRIVATE LIMITED
Suite No.7, 3rd floor, Hameedia Shopping Mall,
No.108,109, Triplicane High Road, Triplicane, Chennai 600005, India.

5.1.2. The applicant may downloads the Application Form and other details for Factory Assessment from our website, www.halalindia.co.in or get from Certification Division (MARKETING, TAD, AUDIT & SHARIAH)

Mention Exporting Territories:

1. JAKIM - MS (Malaysian Halal Standard)
2. MUIS (Singapore Halal Standard)
3. UAE / GSO (GSO Standard - GCC)
4. SFDA (KSA Halal Standard)
5. SMIIC (Turkey Halal Standard)

5.1.3. Applicants have to select type of industry based on their turn over.

5.1.4. All applicants are to provide a HIPL – Halal Product Certificate Scheme including a Flow Chart and records of routine work and internal and external test during the pilot phase and where these had not been recorded because production had not started, the applicant should provide plans in the forms of Quality Control (QC) sheets, etc. to record such data.

5.1.5. Applicant are also to submit two (2) photocopies of the Certificate of Registration or Certificate of Incorporation of the applicant's company.

5.1.6. The licence/certificate shall be renewed every year.

5.1.7. Licence Fee

The licence fee for each product is ----------

Number of products: ……..

Licence Fee: ……...……

5.2 Requirements for the Quality Manual/ Quality plan of a product

5.2.1The Quality Plan of a product shall be developed by the manufacturer and one (1) copies submitted together with the completed application for Product Certification. The Quality Plan shall conform to this Scheme.

5.2.2The Quality Plan should as a minimum have the following information in the order listed:

a) A Title Page bearing
   i) Company Name
   ii) Title of document- including name of product (Generic and Brand)
   iii) Effective date of document
   iv) Authorization; Name and Signature of Director of Company

b) Table of Contents

c) A Plan of the building housing factory showing the layout of:
   i) Processing equipment
   ii) Warehouse or Storage Area (for raw materials, packaging materials and finished product)
   iii) Hygienic facilities (Hand washing facilities, Staff toilet(s), changing room(s) etc)

d) An organogram showing designations and lines of communication of personnel in the establishment.

e) Descriptions and specifications data (information) on raw materials, finished product, processing, processing equipment, contact surfaces and measuring devices.

f) Process flow diagram for product indicating all control points

g) Procedures , Plans and Policies:
   i) Procedure for Assessing quality of raw materials, processing and finished product
   ii) Procdure for Cleaning Equipment, Contact surfaces, Processing area and General factory premises.
   iii) Procedure for Handling Customer Complaints
   iv) Procedure for Product Recall
   v) Staff Training Plan
   vi) Staff Health and Hygiene Plan
   vii) Pest Prevention and Control Plan
   viii) Waste Management Plan

h) Monitoring Forms (MF) for Quality Control Activities
   i) MF for the quality of raw materials, packaging materials, processing and finished product.
   ii) MF for Corrective Action
   iii) MF for Cleaning and General Housekeeping Activities
   iv) Customer Complaint Record Forms
   v) Staff Training Record Forms

6. REFERANCES

HIPL-CD-PR7.2-01 Procedure for receipt, review and registration of application
HIPL-CD-PR7.4-01 Procedure for processing of application for certification