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OROMIYA REGION ISLAMIC AFFAIRS SUPREME COUNCIL

DEPARTMENT OF HALAL CERTIFICATION BODY

HALAL CERTIFICATION SCHEME DOCUMENT

(PRODUCT/WHOLE COMPANY SCHEME DOCUMENT)

MAY, 2021

ADDIS ABABA, ETHIOPIA

OROMIYA REGION ISLAMIC AFFAIRS SUPREME COUNCIL (ORIASC)

Oromiya Region Islamic Affairs Supreme Council was established in 1997 and reestablished pursuant to the enactment of the federal law act Federal Negarete Gazette in 2020 in the Oromiya Region and is a statutory council under the Ethiopian Islamic Affairs Supreme Council and is in charge of Muslim affairs in Oromiya Regional State. Among others, ORIASC accredited by EIAC and Saudi Halal Center to issue Halal certificates and regulates the Halal export Abattoirs via its independent department of halal certification. More information on ORIASC-HCB roles and responsibilities are available at www.oriasc.et

ORIASC-HCB may issue halal certificates in relation to any product, service or activity and regulate the holders of such certificates to ensure that the requirements of the sharia are complied with in the production, processing, marketing or display of that product, the provision of that service or the carrying out of that activity.

HALAL CERTIFICATION CONDITIONS

	1. GENERAL INFORMATION	
1.1	The conditions set out in this document shall hereinafter be referred to as the “ORIASC-HCB Halal Certification Conditions.” All annexes to these ORIASC-HCB Halal Certification Conditions shall be deemed to be incorporated in and form an integral part hereof. Words or phrases in these ORIASC-HCB Halal Certification Conditions that are defined in Annex C-Glossary shall bear their defined meaning unless the context otherwise requires.	ORIASC-HCB Halal Certification Conditions
1.2	All companies/establishments applying for a Halal certification from ORIASC-HCB, may, upon fully complying to the ORIASC-HCB Halal Certification Conditions, be issued a ORIASC-HCB Halal certificate (the “Halal certificate”) and allowed the use of ORIASC-HCB Halal certification mark (the “Halal certification mark”) upon the terms and subject to conditions provided therein	General information
1.3	All applications are subject to the prevailing ORIASC-HCB Halal Certification Conditions.	Subject to Conditions
1.4	The applicant is deemed to have agreed to divulge its company’s information to and/or ORIASC-HCB-appointed agent and adhere to the ORIASC-HCB Halal Certification Conditions upon submitting an application to ORIASC-HCB.	Agreement by applicant
1.5	All applications shall be processed with strictest confidence.	Confidentiality of applications
1.6	The Product scheme shall be applicable to selected products, which are manufactured or partly processed / packed in Ethiopia.	Product Scheme eligibility
1.7	The Whole Plant scheme shall be applicable to manufacturing facility, including all products manufactured therein, in Ethiopia.	Whole Plant Scheme eligibility
1.8	The Product scheme shall NOT be applicable to: 1. Trading items manufactured outside the applicant’s premises; 2. Products that are manufactured overseas without any further processing in Ethiopia; 3. Manufacturing facility that has a valid Halal certificate under the Whole	Plant scheme, which is not due for renewal.

	Note: The applicant may, however, switch from Whole Plant to Product scheme, and vice versa, anytime during the submission of Renewal application.	
1.9	The Whole Plant scheme shall NOT be applicable to: 1. Manufacturing facility dealing with trading of items; 2. Manufacturing facility operating outside the country; 3. Brand owner of contract-manufactured products; 4. Contract manufacturer; 5. Poultry abattoir certified under Poultry scheme; 6. Manufacturing facility which provides Halal food displayed in food warmers located at external premises; 7. Manufacturing facility that has a valid Halal certificate under the Product scheme, which is not due for renewal. Note: The applicant may, however, switch from Product to Whole Plant scheme, and vice versa, anytime during the submission of Renewal application.	Whole Plant Scheme eligibility
1.10	The scope of certification shall include (without limitation): 1. Transportation, receiving, storage and handling of raw materials and processing aids. 2. Production, packing, labeling, storage and transportation of finished products 3. Washing and handling of equipment(s).	Scope of certification
2. APPLICATION REQUIREMENT		
2.1	The applicant shall read, understand and adhere to the ORIASC-HCB Halal Certification Conditions upon submission of the application.	Advice before submitting application
2.2	Any request for whatever of the ORIASC-HCB Halal Certification Conditions shall be submitted in writing using the form provided by ORIASC-HCB.	Request for waiver of Conditions
2.3	All applications for the issue of a Halal certificate by ORIASC-HCB shall be made through the ORIASC-HCB website www.oriasc.org or email, oriasc14@gmail.com	Mode of application submission

2.4	The applicant shall submit a New application if: 1. Its current location has not been previously Halal-certified by ORIASC-HCB; 2. It has expanded manufacturing operation in another location and intends to obtain Halal certification for the products manufactured in the other location; 3. Its existing Halal certificate has expired; 4. It is not able to submit a Renewal application via the web or email; 5. Its previously submitted application was rejected; 6. Its Halal certificate had been cancelled.	Submission of New application
2.5	The applicant shall submit a Change application if it is an existing Halal certificate holder and has updates to be made to the application details submitted earlier through the web (e.g. contact information, particulars of Muslim personnel, web system of product or menu items, details of raw materials, processing aids, and / or additives, etc.)	Submission of Change application
2.6	The applicant shall submit a Renewal application if it intends to renew its Halal certificate. Submission of Renewal application is only accepted by 90-30 days before expiry of the existing Halal certificate. The applicant shall, however, submit a New application if the application is made less than 30 days before the expiry of existing Halal certificate and this is subject to a NON-REFUNDABLE application fee.	Submission of Renewal application
2.7	The applicant shall pay a NON-REFUNDABLE application fee by bank deposit at ORIASC-HCB bank account or any other means made available by ORIASC-HCB within 7 days of submitting its New application. Failing this, the application shall be automatically rejected without further notice. No application fee is required for Change or Renewal application.	Payment of nonrefundable application fee
2.8	Details of all products, raw materials, additives and processing aids shall be declared through the website. These details shall include, but not limited to, the item description as well as web system of the manufacturers, suppliers and Halal certification bodies.	Information required in ORIASC-HCB Halal System

2.9	All raw materials, processing aids and additives declared shall be Halal and substantiated with either one or more of the following documents (Refer to Annex A): 1. Halal certificates or Halal certification marks from ORIASC-HCB and/or ORIASC-HCB recognized Halal certification bodies; 2. Product specifications; 3. ORIASC-HCB Halal questionnaire; 4. Laboratory analysis report according to ORIASC-HCB' requirements.	Need to be Halal and substantiated with relevant documents
2.10	All products applied for certification by ORIASC-HCB shall reflect the exact web system printed on the packaging (including brand name, product description and product code). Similar products bearing different brand web system and/or product descriptions shall be treated as separate products. Note: 1. ABC whole beef and ABC deboned are considered 2 separate products. 2. ABC mutton and ABC goat meat are considered 2 separate products. 3. Whole chicken (big) and Whole chicken (small) are considered 2 separate products if the word 'big' or 'small' is indicated on the packaging. 4. ABC Strawberry Milk (1 Liter) and ABC Strawberry Milk (100 ml) are considered 1 product. 5. Poultry cut pieces shall indicate the type of pieces e.g. Chicken wings or chicken leg or chicken drumstick etc. are considered separate product by themselves.	Consistency of information in ORIASC-HCB eHalal System
2.11	Where the same business name is used by the applicant and another entity/other entities under license/franchise from the owner of the business name, the applicant shall submit halal certification applications for all entity(ies) concurrently.	Application for all chain / franchise outlets
2.12	In addition to the Product / Whole Plant scheme, the applicant shall also apply for:	Application for multiple scheme web system

	1. The Eating Establishment scheme if the manufacturing plant and food service/retail outlets bear the same business name (Not applicable to Product Scheme); 2. Food Preparation Area-Central Kitchen scheme if the raw materials are semi processed by the applicant at a different unit/location; 3. Food Preparation Area-Catering scheme if the premises provides catering services; 4. Poultry Scheme if the abattoir slaughters Halal poultry to be sold as whole or cut pieces; 5. The Storage Facility scheme if its products/raw materials are stored offsite; 6. Short Term sub-scheme if the applicant/Halal certificate holder operates a temporary food stall at a bazaar, exposition, etc. 7. Any other relevant scheme for related activities conducted offsite or onsite as deemed necessary by ORIASC-HCB. 8. Any other relevant scheme(s) as deemed necessary by ORIASC-HCB.	
2.13	For contract manufactured products: 1. The contract manufacturer shall be Halal-certified or have applied for Halal certification; 2. Either the contract manufacturer or brand owner shall be the applicant if the product packaging bears both of their web system; 3. The brand owner shall be the applicant if the product packaging bears only the brand owner's name; 4. The brand owner and contract manufacturer shall submit application under the Product scheme. Note: 1. If the packaging reads as below, either the contract manufacturer (XYZ P) or brand owner (ABC Abattoir) shall be the applicant: 2. If the packaging reads as below, then the brand owner (ABC Abattoir) shall be the applicant:	Requirements for contract manufactured products

	Manufactured By : XYZ P/L Packed For : ABC Abattoir	
2.14	For submission of Halal application via the web, the applicant shall: 1. Register a web account using the same company name as that reflected on the product packaging; 2. Submit a single application for all products to be Halal-certified that are manufactured at the same premises; 3. Submit multiple application, under the same web, for all products to be Halal-certified that are manufactured at separate locations (i.e. If applicant operates / engages 2 or more contract manufacturers at separate venues, then 2 or more application shall be submitted under the same web account); 4. Submit multiple applications, under the same web account, for different certification scheme web system.	Accounts / applications created in ORIASC-HCB web System
2.15	The applicant shall declare any other businesses operated by the applicant or its holding company to ORIASC-HCB.	Declaration of other businesses or holding company
2.16	The applicant may be advised to change the scheme and/or subject to additional requirements as ORIASC-HCB deems fit.	Additional requirements if necessary
2.17	The applicant shall take ownership and bear responsibility for its application at all times.	Ownership and responsibility
	3. GENERAL CERTIFICATION REQUIREMENTS	
3.1	The applicant shall be licensed by the Ethiopian Ministry of Agriculture (MoA), Agri-food & Veterinary Authority (AVA) or Health Sciences Authority (HSA), whichever is applicable.	License by MoA, VA or HSA
3.2	The applicant shall clearly demarcate the scope of certification by labeling and submitting a copy of the floor plan to ORIASC-HCB and/or ORIASC-HCB-appointed agent. This shall also be kept at the premises at all times for audit purposes.	Demarcation of scope of certification
3.3	The applicant shall ensure the scope of certification is clearly segregated with proper partitions including the entrance, preparation area and/or storage area etc.	Segregation of scope of certification
3.4	Products, menu items, raw materials, additives, processing aids and packaging materials that are undeclared, doubtful, non-Halal and/or Najis according to Sharia law shall not be stored, used, sold, offered for sale and/or brought into the scope of certification.	No undeclared, doubtful and/or non-Halal items
3.5	There shall be no cross-mixing of Halal products, menu items, raw materials, processing aids, additives and packaging materials with those that are doubtful, non-Halal and/or Najis according to Sharia law.	No cross mixing
3.6	Every product, raw material, additive and processing aid stored, used, sold and which is within the scope of certification shall be properly packed, sealed and labeled with the product description, product code (if any), manufacturer's name and plant address for traceability and audit purposes. Note: It is advisable that products, raw materials, additives and processing aids that are Halal certified bear a Halal certification mark on the packaging for ease of verification.	Proper packing, sealing and labeling

3.7	A laboratory analysis report according to ORIASC-HCB' requirements may be required by ORIASC-HCB and/or ORIASC-HCB-appointed agent to confirm that the products, raw materials, additives and/or processing aids are Halal. The selection of laboratory and procedure for product sampling shall be decided by ORIASC-HCB. The applicant shall bear all costs of the laboratory testing.	Laboratory analysis
3.8	All production lines, kitchen areas, cold rooms, chillers, equipment, crockery, utensils, dishwashing facilities, etc. that are used in the handling of Halal products, raw materials, processing aids and additives that have previously come into direct contact with pork, najis, dog meat and/or their derivatives shall be declared and subjected to ritual cleansing by ORIASC-HCB and/or ORIASC-HCB-appointed agent.	Ritual cleansing
3.10	There shall be dedicated and clearly demarcated production lines, kitchen areas, storage areas, equipment, crockery, utensils and dishwashing facilities for the handling and processing of Halal products, raw materials, processing aids and additives.	Dedicated and clear demarcation during handling and processing
3.11	All Halal products, menu items, raw materials, processing aids and additives shall be physically segregated from those that are non-Halal or doubtful during transportation to the premises to which Halal certification relates.	Physical segregation during transportation
3.12	The applicant shall comply with the ORIASC-HCB Halal Quality Management System (HQMS), comprising these 10 principles:	ORIASC-HCB Halal Quality Management System (HQMS)
	1. Establish a Halal Team a. The Halal Team shall comprise the Halal Team Leader, the Muslim Representative and other members from multi-disciplinary background with relevant knowledge and expertise; b. Each Halal Team member shall be officially appointed and informed of his/her roles and responsibilities in the form of an Appointment Letter, which is signed by the Management and the Halal Team member as proofs of appointment and acceptance, respectively; c. The Halal Team Leader and Muslim Representative shall successfully complete a mandatory Halal training programme by ORIASC-HCB-appointed Training provider; The Terms of Reference of the Halal Team shall include developing a HQMS plan as well as implementing and maintaining an effective Halal system. It shall also be responsible in ensuring that the applicant's staff is aware of the ORIASC-HCB Halal Certification Conditions. Note: 1. For contract-manufactured products, the brand owner need not establish a Halal team but shall appoint a Company Representative to ensure that the products processed at the contract manufacturer's plant comply with the ORIASC-HCB Halal Certification Conditions. 2. Unless otherwise advised by ORIASC-HCB, franchise or chain outlets, food stations, shall form only one Halal Team.	HQMS1-Halal team
	2. Define the Product / Nature of Business	HQMS 2-Product/nature of

	The Halal Team shall maintain a list of all products as well as details of the raw materials, processing aids and additives stored within the scope of certification such as the web system of their manufacturers, suppliers and agencies that certify the items as Halal.	business
	3. Construct & Verify Flow Chart a. The Halal Team shall clearly identify every step involved in the relevant operations; b. The Halal Team should incorporate all these steps in a flow chart and confirm it against the actual operation by conducting on-site inspections.	HQMS 3 – Flow chart
	4. Identify Halal Threats & their Control Measures a. Using the flow chart, the Halal Team shall identify and list all possible Halal threats at every step in the relevant operations; b. The Halal Team shall also identify and list the necessary control measures to eliminate these Halal threats.	HQMS 4-Halal threats and control measures
	5. Determine Halal Critical Control Points (HCCPs), their Allowable Limits & Prescribed Practices a. The Halal team shall identify the HCCPs in operations that are vital for ensuring the Halalness of products. b. Allowable limits and prescribed practices shall be established for all HCCPs.	HQMS 5-Halal Critical Control Points
	6. Establish Monitoring System for each HCCP a. The Halal Team shall establish monitoring systems for each HCCP, including who should act, when, how and what corrective actions shall be taken should there be a deviation from the specified allowable limits and prescribed practices. b. The monitoring system shall be able to detect any sign of loss of control at the HCCP. Some HCCPs may be monitored by quantitative measurements, e.g. voltage of stunning, or observation approach, e.g. Halal certification mark on packaging of raw material. c. Staff assigned at the HCCPs, shall be given a proper briefing on the prevailing ORIASC-HCB Halal Certification Conditions for their information and strict compliance.	HQMS 6-Monitoring system
	7. Establish Corrective Actions for each HCCP a. Corrective action for each HCCP has to be developed whenever monitoring indicates that a deviation from the allowable limit and prescribed practices has occurred. b. These corrective actions shall be able to control the HCCP within its specified allowable limits and prescribed practices. c. A specific action plan shall also be developed to restore control and dispose of the affected product. Under such circumstances, it is essential that the Halal team is informed so that a clear chain of command can be issued.	HQMS 7-Corrective actions
	8. Establish Documentation & Record-keeping System The Halal team shall establish and maintain the following documentations and records for purpose of audit:	HQMS 8-Documentation and records

General – ☐ License from the Ethiopian Ministry of Agriculture(EMoA), Agri-Food and Veterinary Authority of Ethiopia (AVA) or Health Sciences Authority (HSA), whichever applicable ☐ Floor plan indicating the scope of certification. Products / Raw Materials / Processing Aids / Trading Items - ☐ Updated Master-print listing the products, raw materials, processing aids and additives stored within the scope of certification ☐ Product packaging's ☐ Copy of completed form provided by ORIASC-HCB stating the list of trading items ☐ Declared and approved valid Halal certificates, questionnaires, specifications and/or laboratory analysis report for all raw materials and processing aids ☐ 3-6 month records of purchase invoices and or delivery orders for all raw materials and processing aids. These shall be endorsed (with signature, name & date) by the Muslim Representative. Halal Team/Muslim Personnel– ☐ Terms of Reference of Halal Team ☐ Appointment letters of Halal Team members stating their roles & responsibilities counter signed by the respective Halal Team members ☐ Valid Halal training certificates for the Halal Team Leader and Muslim Representative ☐ Employment letters of at least 2 Muslim personnel Halal System - ☐ Process flow chart ☐ HQMS plan (Refer to Annex B) ☐ Records of compliance and any changes to HQMS plan ☐ Minutes of Halal Team meetings ☐ Internal audit records Others – ☐ Incident reports ☐ Any communications from ORIASC-HCB ☐ Halal periodic inspection reports, if any	
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	Note: For contract-manufactured products, the documentations and records shall be kept at the contract manufacturer's premises for audit purpose.	
	9. Verify the Halal System Verification shall include checking records and operational compliance of the following: a. Monitoring systems; b. Personnel compliance to the HCCPs operations; c. Deviations and effectiveness of corrective actions taken; d. Random sampling; e. Audit reports.	HQMS 9-Verify system
	10. Review the Halal System The Halal system shall be reviewed periodically, at least once every year. However, an immediate review of the system is necessary when any of the following occurs: a. Control measures are ineffective; b. Change in the Halal Team; c. Changes are made to the monitoring schedules; d. Change in the operations; e. Change in the allowable limits and prescribed practices within the HCCPs; f. Internal audit findings.	HQMS 10-Review system
3.13	The applicant shall engage at least 2 competent permanent Muslim personnel assigned at the HCCPs, one of whom shall be appointed as the "Muslim Representative". The Muslim Representative shall hold at least a supervisory position. Note: 1. Appointment of Halal Consultant as Muslim personnel of the applicant is subject to ORIASC-HCB' approval. 2. Halal Consultant if approved by ORIASC-HCB and employed as Muslim personnel may only be treated as the Muslim Representative of the applicant for only one location. 3. The Halal Consultant shall be employed on a permanent basis by the applicant for the duration of the validity period of the Halal certificate. The employment contract copy shall be kept in the Halal file. 4. A copy of the Halal Consultants duty roster & time sheet/card shall be maintained in the Halal file for at least 6	Muslim personnel

	months commencing from [●].	
3.14	The Muslim Representative shall, among others, be responsible for the following: 1. Advise the company/establishment on Halal food matters as well as cultural and religious sensitivities relating to them; 2. Spearhead or assist in complying with the ORIASC-HCB Halal Certification Conditions; 3. Monitor the Halal Critical Control Points; 4. Verify and endorse all incoming products, raw materials and processing aids to ensure that they are Halal and have been prior approved by ORIASC-HCB. As proof of this endorsement, the Muslim Representative shall endorse his/her signature, name and date on the invoices and delivery orders of the products, raw materials, processing aids and additives; 5. Attend to customers on Halal-related queries.	Responsibilities of Muslim representative
4.1	4. SPECIAL CERTIFICATION REQUIREMENTS Applicant under the Product scheme shall comply with the following additional requirements if it deals with the trading of items: 1. Declare list of trading items using the form provided by ORIASC-HCB; 2. Ensure that they are placed in a dedicated and clearly demarcated area outside the scope of certification; 3. Ensure that none of the trading items involve pork, alcohol and/or their derivatives.	Additional requirements for companies dealing with trading items
4.2	Applicant under the Product scheme shall comply with the following additional requirements if it is a brand-owner that has engaged a contract manufacturer to manufacture any Halal-certified product on its behalf: 1. Ensure that the contract manufacturer has a valid Halal certificate; 2. Provide a copy of the contract with the contract manufacturer. 3. Appoint a company representative to conduct regular audits at the contract manufacturer's premises and ensure that the ORIASC-HCB Halal Certification Conditions are complied with by being part of their Halal team.	Additional requirements for Brand owner with a contract manufacturer
4.3	Applicant under the Product scheme shall comply with the following additional requirements if it is a contract manufacturer producing for a Halal-certified products on behalf of the brand owner: 1. Ensure that the brand owner has a valid Halal certificate for the product they have been contracted to manufacture; 2. Provide a copy of the contract with the brand owner; 3. Maintain all relevant documents relating to Halal certification of the brand owner's products in separate file(s); 4. Ensure the brand owner's representative is fully aware of any non-conformities and/or breaches committed and/ or if any detected by ORIASC-HCB and/or ORIASC-HCB appointed agent.	Additional requirements for contract- manufacturer on behalf of Brand-owner
4.4	Applicant under the Product/Whole Plant scheme shall comply with the following additional requirements if it provides Halal food displayed in food warmers located at external premises:	Additional requirements for Product scheme

	1. Ensure that the food warmers are not used for the storage of food that are doubtful, non-Halal or other than its own; 2. Ensure that original/photocopied Halal certificate is not displayed at the stall and/or the warmer; 3. Ensure that no Halal logo is displayed on the food warmers; 4. Retrieve all food warmers on cessation of the supply of Halal food to its clients.	
4.5	Applicant under the Whole Plant scheme shall comply with the following additional requirements: 1. Using the form provided by ORIASC-HCB, list all the items they manufacture in the premises applied for Halal certification/certified; 2. Declare any external storage utilized either self-managed or using third party logistics; 3. Declare any other manufacturing and / or processing activities the company engages itself under the same name; 4. Agree to update MS, any new products as and when developed before marketing the same. 5. Agree to update MS, use of any new ingredients, raw materials or additives and or change of supplier, other Halal certifying body etc.; 6. Agree not to deal with trading items from the same location under the same company name. Note: Failure to declare new products before marketing the same is a breach of ORIASC-HCB Halal certification conditions; such activities shall default the company to Product scheme during the next renewal period in addition to other enforcement actions if deemed necessary.	Additional requirements for companies applying under Whole Plant scheme
4.6	Applicant that have a dedicated staff pantry and/or R&D laboratory within the premises applied for certification shall comply with the following additional requirements: 1. The pantry and/or laboratory shall be clearly segregated and demarcated from with proper signage; 2. The pantry and/or laboratory shall be clearly indicated in the floor plan; 3. The pantry and/or laboratory shall not be included in the scope of certification but not excluded from the scope of audit; 4. Any non-Halal or doubtful food and/or products for staff consumption and/or R&D purpose shall not be placed within the scope of certification; 5. Any storage areas, equipment, crockery, utensils, dishwashing facilities, etc. used for the handling of food consumed in the pantry or for personal consumption or for R&D purpose shall be separated from the scope of certification.	Staff pantry and R&D laboratory
4.7	Applicant that engages an external storage facility provider to store the raw materials for which the Halal certification relates to shall appoint a company representative to conduct regular audits and ensure that the ORIASC-HCB Halal Certification Conditions are complied with.	Appointment of external storage facility provider
	5.APPLICATION PROCESSING	Commencement of application

5.1	The processing of application shall commence: 1. Within 14 working days from the date of receipt of the application fee for New (normal) application; 2. Within 7 working days from the date of receipt of the application fee for New (express) application; Commencement of application processing 3. Within 14 working days from the date of application submission for Change and Renewal applications.	processing
5.2	The applicant shall give full co-operation at ALL times (Pre, During and Post Certification) by providing any information required by ORIASC-HCB and/or ORIASC-HCB-appointed agent for the purpose of Halal certification.	Full cooperation by applicant
5.3	The applicant shall, upon submission of application, access the System/web regularly for review of the application status, shortcoming notices and audit reports.	Monitoring of application
5.4	The applicant may be required to: 1. Conduct a presentation on the company's/establishment's corporate profile, including its holding company, subsidiaries, nature of business, process flow chart, layout, composition of Halal Team, Halal system, etc.; 2. Submit relevant documentation for purpose of desktop audit, prior to the site audit.	Requirement for additional information
5.5	The applicant shall prepare for a site audit by ORIASC-HCB and/or ORIASC-HCB-appointed agent upon submission of its application after the applicant has commenced operation. The site audit is conducted only upon successful outcome of the desktop audit. Repeat audits may be conducted, as and when necessary. Note: For contract-manufactured products: 1. The site audit shall be conducted at the Company's premises. 2. The Brand owner's representative shall be present during the certification audit. 3. If the Brand owner is the applicant, they shall ensure the contract manufacturer is ready for the audit.	Commencement of site audit
5.6	The applicant is strongly advised to request for the auditor's/inspector's staff ID prior to allowing any person entry into their premises.	Request for auditor's / inspector's staff ID
5.7	During the site audit, there are a number of process steps undertaken: 1. Opening meeting; 2. Documentation review; 3. Site tour; 4. Interview of Halal Team and Muslim personnel; 5. Checking of audit trails and further verification of documents; 6. Final evaluation of findings by the auditor;	Site audit process

	7. Closing meeting	
5.8	All members of the Halal Team shall be present during the site audit and ensure that all documentations required for the purpose of Halal certification are made available.	Presence of Halal Team members
5.9	The applicant shall be notified on its application status via the System or by any other modes of communications selected by ORIASC-HCB at its discretion.	Notification on application status
5.10	The applicant shall be notified of its application shortcomings via the Primary email Address that it has registered in the System.	Shortcoming notices
5.11	The applicant shall rectify and reply via System all shortcomings within the deadline stipulated by ORIASC-HCB and/or ORIASC-HCB-appointed agent. Failing this, the application shall be rejected without further notice.	Rectification of shortcomings
5.12	For all shortcoming notices generated by the Web system, the applicant shall update the system within the deadline stipulated by ORIASC-HCB and/or ORIASC-HCB-appointed agent on the rectification measures taken. Failing this, the application shall be automatically rejected without further notice.	Updating of ORIASC-HCB eHalal System on rectifications made
5.13	Should the applicant require more time to rectify the shortcomings, the request shall be made to ORIASC-HCB and/or ORIASC-HCB-appointed agent via Web system before the given deadline. ORIASC-HCB and/or ORIASC-HCB-appointed agent shall at its discretion grant or refuse such requests.	Extension of shortcoming deadline
5.14	The application shall be approved only after considering the applicant's track record and ORIASC-HCB is satisfied that the applicant is able to adhere to ORIASC-HCB Halal Certification Conditions.	Application approval
5.15	ORIASC-HCB shall, at its discretion, decide on the certification duration, type of scheme and other conditions for approval of the application.	Discretion by ORIASC-HCB
5.16	Within 14 working days from the date of notice for collection of Halal certificate and invoice issued, the applicant shall collect the Halal certificate from ORIASC-HCB office, and in exchange therefor the applicant shall pay the full NON REFUNDABLE certification fee. Failing such collection and payment, the Halal certificate shall be automatically cancelled without further notice to the applicant Note: Brand owner's company representative who has been appointed to conduct regular audits at the contract manufacturer's premises and to ensure that the ORIASC-HCB Halal Certification Conditions are complied with shall be present during the audit at the contract manufacturer's premises.	Certificate collection

5.17	The applicant shall be subjected to the full NON-REFUNDABLE certification fee should it decide to cancel the application/not collect the Halal certificate upon its approval.	Cancellation of application upon approval
5.18	Payments shall be made by bank deposit or Nets or any other mode of payment made available or agreeable by ORIASC-HCB, during / prior collection of the certificate. Cheque payment shall be crossed and made payable to the ‘Oromiya Islamic Affairs Supreme Council.	Payment upon certificate collection
5.19	Where a cheque payment is dishonored by the bank, the applicant shall make the payment by bank deposit or NETS within 5 working days from the date notice of dishonor is given to the applicant by ORIASC-HCB. Failing such payment, the Halal certificate shall be automatically cancelled without further notice to the applicant and the applicant shall return the cancelled Halal certificate to ORIASC-HCB within 7 working days from the date notice of dishonor.	Cancellation of certificate upon dishonor of cheque
5.20	The application shall be rejected under these circumstances, but not limited to: 1. Application made via other means apart from the Web system or onboard; 2. Incomplete or inaccurate submission; 3. No fee paid within the stipulated deadline; 4. Failure to respond to the application shortcomings within stipulated deadline; 5. Non-compliance with the ORIASC-HCB Halal Certification Conditions; 6. Applicant is serving a suspension period imposed by ORIASC-HCB; 7. Pending outcome of investigation for suspected breach of the Law or ORIASC-HCB Halal Certification Conditions in relation to an earlier Halal certificate issued.	Application rejection
5.21	If the application is rejected, the applicant may re-submit a fresh application, which shall be subjected to the prevailing non-refundable application fee, audit by ORIASC-HCB and/or ORIASC-HCB-appointed agent and the ORIASC-HCB Halal Certification Conditions.	Submission of fresh application after rejection
5.22	In the case of application for multiple products, franchise or chain outlets, food stations, central kitchens and their related entities or businesses, approval shall be granted concurrently. Non-compliance detected in any of the product, outlet, food station, central kitchen or their related entity or business may affect the approval of other related applications.	Implications on related applications if non-compliances detected
5.23	If the application(s) for multiple products, franchise or chain outlets, food stations, central kitchen and/or related	Re-submission of New applications

	entities or businesses are rejected, the applicant shall submit a New application for each of the rejected applications within 7 working days from the date of rejection, failing which, the certification status of its other existing Halal-certified products, outlets, food stations, central kitchen and/or related entities or businesses may be affected. All such New applications shall be subjected to the prevailing non-refundable application fee, audit by ORIASC-HCB and/or ORIASC-HCB-appointed agent and the ORIASC-HCB Halal Certification Conditions.	for related products, outlets, central kitchens or businesses that were earlier rejected
5.24	If the Halal certificate for any outlet belonging to a franchise or chain outlets, food stations, central kitchen and/or related entities or businesses is cancelled, the applicant shall submit a new application within 7 working days from the date of cancellation of the Halal certificate, failing which, the certification status of its other existing Halal certified outlets, food stations, central kitchen and/or related entities or businesses may be affected. All such New applications shall be subjected to the prevailing nonrefundable application fee, audit by ORIASC-HCB and/or ORIASC-HCB-appointed agent and the ORIASC-HCB Halal Certification Conditions.	Re-submission of New applications for related outlets, central kitchens or businesses that were earlier approved and cancelled
	6. POST CERTIFICATION	
6.1	The ORIASC-HCB Halal Certification Conditions have to be adhered to at all times.	Compliance at all times
6.2	ORIASC-HCB and/or ORIASC-HCB-appointed agent shall conduct unannounced periodic inspections as and when necessary following the award of Halal certificate.	Unannounced checks/visit
6.3	If non-compliance is detected during the periodic inspection, the certificate holder shall conduct rectification measures and any other required actions within the stipulated deadline.	Rectification of non-compliances
6.4	All application details in the Web system shall be kept up-to-date at all times. Changes to the application details including contact information, particulars of Muslim personnel, and name of products as well as details of raw materials, processing aids, additives, suppliers and /or foreign Halal certifying bodies shall be submitted via the Web system or on hand under Change application.	Updated application details at all times
6.5	Pursuant to clause 5.10, the certificate holder shall update its Primary email Address in the Web system as and when there are changes Note: Communications relating to Halal certification applications will be done only via email to the last known email address in the Web system.	Updated contact details

6.6	The certificate holder shall inform ORIASC-HCB of any change in ownership, size of premises and layout at least 30 working days before the changes are implemented.	Change of ownership, premises size and layout
6.7	In the event of a change in the address of the certificate holder: 1. The existing Halal certificate is automatically cancelled/invalid and shall be returned to ORIASC-HCB within 7 working days from the date of relocation; No Halal related claims shall be made at this new location prior to obtaining a Halal certificate; 2. For chain or franchise outlets, the certificate holder shall submit a new application within 7 working days from the opening date of a new outlet or from the date of relocation; 3. For non-chain outlets or outlets that do not bear the same business name as their other Halal-certified outlets, related entities or businesses, the certificate holder may submit a new application should it wish to obtain certification for the premises in the new location.	Change of address
6.8	No other operator or company shall be allowed usage of the certificate holder's premises without the prior written approval of ORIASC-HCB which approval may be refused absolutely or given on such terms ORIASC-HCB may at its discretion deems fit.	Usage of premises by external parties
6.9	In the event of a public feedback, whether by way of a complaint or otherwise, the certificate holder shall account to ORIASC-HCB and provide a written explanation within 5 working days of ORIASC-HCB' written request	Explanation on public feedback
6.10	ORIASC-HCB and/or ORIASC-HCB-appointed agent may collect relevant samples, photographs or other materials for purpose of investigation.	Evidence collection
6.11	The certificate holder shall be solely responsible for monitoring the expiry date of the Halal certificate and submitting a Renewal application if he wishes to renew the Halal certificate. Any Renewal application shall be submitted not earlier than 90 days and not later than 30 days before expiry of the Halal certificate	Monitoring of expiry date
6.12	ORIASC-HCB may send automated email reminders to the Primary email Address registered in the ORIASC-HCB Halal System (Web system) subject to the systems functionality. However, pursuant to Condition 6.11, ORIASC-HCB does not undertake any responsibility of ensuring that the automated email reminders to the registered Primary email Address in the Web system, reach and/or are communicated to the intended recipient	Automated reminders to registered email address
6.13	The certificate holder shall ensure that all information in the Web system are updated prior to submitting a Change or Renewal application.	Updated details for Change or Renewal applications

7. PUBLICITY		
7.1	Any packaging, publicity and advertising, menu card/board, corporate collateral (signboards, business cards, invoices, delivery orders, etc.), found online and offline, that may mislead on the Halal status of the company/establishment, products, menu items, raw materials and processing aids shall not be allowed Note: Company certified under Product scheme shall not claim that any products, entities or businesses beyond the scope of certification are Halal-certified. For example, the company shall not: a) Claim that the company is Halal-certified as Halal certification is issued on a product basis, not the whole plant; b) Display a Halal certification mark on the delivery vans as the company is not Halal-certified; c) Display a Halal certification mark on the invoices, delivery orders, website, etc., as the company is not Halal-certified. Use of the Halal certification mark shall be specific to the Halal-certified products only. Company certified under Whole Plant scheme shall not claim that any products, entities or businesses beyond the scope of certification are Halal-certified. For example, the company shall not: a) Make Halal claims on products that are manufactured at a different location other than which is Halal certified or newly developed but not yet approved by ORIASC-HCB; b) Display a Halal certification mark on the delivery vans, invoices, delivery orders, etc., if the company has multiple manufacturing facilities of which only one of the premises is Halal certified under Whole Plant scheme. c) Display a Halal certification mark on the delivery van, invoices, delivery orders, etc., if the company deals with trading items	Publicity
7.2	No Halal-related claims shall be made prior to obtaining a Halal certificate, upon expiry or cancellation of Halal certificate or during the suspension or revocation of ORIASC-HCB' approval to issue any Halal certificate or use any specified Halal certification mark.	No misleading claim

7.3	The applicant/ certificate holder shall not use any packaging, menu cards, posters, advertisements, and signboards, printed or published materials that resemble those belonging to their non Halal-certified business entities. Note: Any logo and/or signage belonging to a company's Halal-certified and non Halal-certified subsidiaries have to be easily differentiated by the public.	No usage of identical printed or published materials
7.4	The certificate holder is allowed to make copies of the Halal certificate issued to them to provide for their customer(s) upon purchase of goods.	Copying the Halal certificate
7.5	The certificate holder shall ensure the Halal certificate is not misused by their customers (e.g. copy displayed in their customers' premises).	No misuse by certificate holder's customers
7.6	ORIASC-HCB shall, at its discretion, publish a certification status listing of all certificate holders as it deems fit with such details as it deems fit.	Status listing of certificate holders
8. ORIASC-HCB HALAL CERTIFICATE / CERTIFICATION MARK		
8.1	The Halal certificate shall be issued to the applicant considering the applicant's track record and only if ORIASC-HCB is satisfied that the applicant is able to adhere to ORIASC-HCB Halal Certification Conditions, approval of the application, full payment of the certification fees in addition to any outstanding dues as advised by ORIASC-HCB and return of any expired ORIASC-HCB Halal Certificate.	Issuance of certificate
8.2	The Halal certificate issued is valid for the period stipulated therein, which is renewable and subject to the prevailing ORIASC-HCB Halal Certification Conditions.	Validity of certificate
8.3	The certificate holder shall be responsible in ensuring that the Halal certificate and Halal certification mark are not misused in any manner	Responsibility to safeguard against misuse
8.4	The Halal certificate is the property of ORIASC-HCB. The certificate holder shall be held responsible for the certificate issued to him/ her. The certificate holder shall return the Halal certificate to ORIASC-HCB immediately upon demand.	Certificate is the property of ORIASC-HCB
8.5	The Halal certificate and/or any part thereof are NOT TRANSFERABLE.	Nontransferable certificate
8.6	The Halal certificate issued shall not be displayed outside the certified premises.	No display of certificate outside premises

8.7	Photocopied and/or expired Halal certificate shall not be displayed at the Halal certified company premises and/ or their customer's premises all times.	No display of photocopied / expired certificate
8.8	Expired Halal certificate shall be returned to ORIASC-HCB <u>no later than 7 working days</u> from the date of expiry.	Return of expired original certificate
8.9	The certificate holder shall immediately lodge a police report for any loss of the Halal certificate and forward a copy of the police report to ORIASC-HCB.	Loss of certificate
8.10	In the event of a loss or damage of Halal certificate or any other reasons requiring additional certificate, the certificate holder shall submit a request for ' Certified True Copy ' of the Halal certificate using the form provided by ORIASC-HCB, subject to approval and service fee.	'Certified True Copy' of certificate
8.11	The Halal certification mark and/or any part of it is the property of ORIASC-HCB, the certificate holder shall ensure that all parties interested to use and reproduce the Halal certification mark and/or any part thereof in any kind or form shall obtain written prior approval from ORIASC-HCB before using or reproducing the same, which appeal may be rejected absolutely or given on such terms as ORIASC-HCB deems fit.	Approval before using or reproducing certificate / mark
8.12	The certificate holder shall adhere to the specifications of the Halal certification mark provided by ORIASC-HCB upon request.	Adherence to specifications of mark
8.13	The certificate holder shall not use the Halal certification mark in forms that can be easily tampered (e.g. stickers, decals).	No usage of easily-tampered mark
8.14	The certificate holder shall print directly on the product packaging the Halal certification mark (colored or black outline version) and the Web system-generated Customer Code of the manufacturer in readable format: Colored Version: Note: Under all circumstances, the customer code below the Halal certification mark shall be that of the contract manufacturer.	Halal certification mark specifications
8.15	Notwithstanding anything to the contrary herein, in the event that the certificate holder is found to: 1. Have breached any of the ORIASC-HCB Halal Certification Conditions; 2. Have made or cause to make any false or fraudulent declaration, certification or representation, either in writing or otherwise; 3. Have its operating license issued by EMoA, VA or HSA, whichever is applicable, suspended;	Suspension / revocation of certificate Sample

	4. Have ceased to carry on its business or threatens to do so; 5. Have appointed over all or any part of the assets or undertake a receiver, judicial manager or similar officer; 6. Have filed or be the subject of a petition for judicial management; 7. Have ceased to do business in the normal course for a continuous period of more than 30 days; 8. Have made any arrangement for the benefit of its creditors; 9. Have gone into liquidation or bankruptcy, save for the purposes of a genuine amalgamation or reconstruction; and/or 10. Have been convicted of any offence of such a nature that, in the opinion of ORIASC-HCB, is undesirable that the Halal Endorsement letter holder should continue to hold the Halal Endorsement letter. ORIASC-HCB reserves the right to suspend or revoke the Halal certificate with immediate effect upon written notice to the certificate holder.	
8.16	Any notice required to be given by either ORIASC-HCB or the certificate holder, in relation to a breach of the ORIASC-HCB Halal Certification Conditions or offence under the Law, shall be written and may be delivered personally (effective upon receipt); sent by inland post (effective 2 working days after posting); sent overseas by airmail (effective 5 working days after posting); or sent by facsimile transmission (effective on the date of transmission as stated on the transmission report) to the other party at the address set out below: 1. If to the certificate holder – the address and fax number submitted by the certificate holder in the application/Web system; 2. If to ORIASC-HCB-Ethiopia, Near Addis Ababa Stadium, Lion2 Building, 5th floor (Email: oriasc14@gmail.com/info@oriasc.et/fax, +251-551-49-31). In proving the delivery of any letter, it shall be sufficient to prove that such letter was properly addressed, stamped and placed in the post or delivered or left at the address indicated if delivered by hand.	Service of notice
8.17	The certificate holder shall cease to be entitled to use the Halal certificate and the Halal certification mark from the date of the suspension or revocation of the Halal certificate. Upon suspension or revocation of the Halal certificate, the certificate holder shall: 1. Forthwith deliver the Halal certificate to ORIASC-HCB; 2. Forthwith discontinue the use of the Halal certification mark; 3. Unless ORIASC-HCB otherwise directs, forthwith take such steps as are reasonable and necessary to have the Halal certificate or the Halal certification mark removed, cancelled or obliterated from every place of business, or from every product, sticker, label, packaging, brochure, advertisement online and or offline, vehicle, container or	Cessation of use of certificate / mark upon suspension / revocation

	other article, whether within the certificate holder's possession, custody or control or not, to which he has applied a representation of the Halal certificate or Halal certification mark, as the case may be; 4. If required by ORIASC-HCB, deliver to ORIASC-HCB within such time as ORIASC-HCB may specify all products, stickers, labels, packaging, brochures, advertisements and other similar articles, to which the certificate holder has applied a representation of the Halal certificate or Halal certification mark, as the case may be. Further or in the alternative, should ORIASC-HCB' investigation into the breach of the ORIASC-HCB Halal Certification Conditions be on-going and/or until the certificate holder has made suitable recompense for the breach to the satisfaction of ORIASC-HCB, the certificate holder shall not make changes to the existing Halal certificate by submitting a change or renewal application and/or apply for a new Halal certificate.	
8.18	The certificate holder shall cease to be entitled to use the Halal certificate and the Halal certification mark on expiry of the Halal certificate.	Cessation of use of certificate/mark upon expiry
9. OTHER CONDITIONS		
9.1	The applicant/ certificate holder shall at all times keep ORIASC-HCB fully indemnified against all claims, damages, expenses or costs (including those asserted by third parties) arising directly or indirectly from any breach by the certificate holder and/or applicant of any provision of the ORIASC-HCB Halal Certification Conditions or the Halal certificate or otherwise arising from or in connection with the unlawful use of the Halal certificate or Halal certification mark or other activities associated therewith by the Halal certificate holder or applicant.	ORIASC-HCB to be fully indemnified
9.2	The applicant / certificate holder shall accept ORIASC-HCB' decisions on all Halal related matters as binding. ORIASC-HCB' records of all matters relating to the certificate and application shall be binding on the Halal certificate holder or applicant.	ORIASC-HCB decisions are final
9.3	No exercise or failure to exercise or delay in exercising any right power or remedy vested in ORIASC-HCB under or pursuant to the ORIASC-HCB Halal Certification Conditions shall constitute a waiver by ORIASC-HCB of that or any other right power or remedy. The failure of ORIASC-HCB to insist upon or enforce strict performance by the certificate holder or applicant of any provision of the ORIASC-HCB Halal Certification Conditions or to exercise any right under the ORIASC-HCB Halal Certification Conditions shall not be construed as a waiver or relinquishment to any extent of ORIASC-HCB' right to assert or rely upon any such provision or right in that or any other instance; rather, the same shall be and remain in full force and effect.	Non-exercise of power shall not be construed as waiver
9.4	The applicant/ certificate holder shall provide consent to forensic audit(s) of all its business records in the event of any breaches of the terms thereof.	Consent to forensic audit

9.5	ORIASC-HCB may at any time, upon written notice to the applicant/ certificate holder, vary, remove or add to any one or more of the ORIASC-HCB Halal Certification Conditions. Such change shall take effect from the date stated in the notice, unless otherwise specified in the notice.	Amendments to ORIASC-HCB Halal Certification Conditions
9.6	ORIASC-HCB may review all applications and or approvals for Halal certificates as it deems necessary.	Review of applications
9.7	ORIASC-HCB' decisions in respect of all matters shall be binding.	ORIASC-HCB decisions are binding

ANNEX A – SUPPORTING DOCUMENTS FOR RAW MATERIALS / PROCESSING AIDS

Types of Halal Risk	Low	Medium – Low	Medium – High	High
Types of raw materials / processing aids / additives	• Plant materials • Pure seafood • Leguweb system & lentils • Rice • Ice • Spices • Synthetic Chemicals	•soy bean pdts • Olive Oil • Sesame Oil • Vegetable Oil • Synthetic vinegar • Noodles • Pasta • Food additives (excl E400s)	• enzyweb system • Cheese & byproducts • Food Additives (E400s) • Canned Foods • Confectionery & Pastry • Dairy Products • Processed seafood • Sauces & Condiments • Pure vinegars	• Meat & meatbased items • Poultry & poultry-based items • Beef extracts • Beef tallow • Chicken skin • Chicken fat • Flavourings • Gelatine
Types of Documents Required	• Product specification / label	• Product specification • Halal questionnaire (if necessary)	• Halal questionnaire • ORIASC-HCBrecognised Halal certificate* or laboratory	• ORIASC-HCBrecognised Halal certificate*

			analysis report (if necessary)	

* All applicants / certificate holders are strongly advised to check the updated list of ORIASC-HCB-recognized Halal certification bodies from the ORIASC-HCB eHalal System prior to procuring the raw material / processing aid / additive.

NOTE: The above list serves as a general guideline and not limited to and/or conclusive. ORIASC-HCB and/or ORIASC-HCB appointed agent shall at its discretion request for more information or documents on the raw materials / processing aids / additives.

ANNEX B – SAMPLE HQMS PLAN

	HCCP	Process Step	Halal Threat	Control Measure(s)	Allowable Limit / Prescribed Practice		What?	How? When? Who?		
EXAMPLE	1	Procurement of raw materials (Step 1	Procurement of non-Halal raw materials / processing aids (e.g. nonHalal chicken	□ Obtain Halal certificates for meat / poultry items □ Obtain Halal certificates, product specifications, detailed Halal questionnaire and/or laboratory analysis report for non-meat	Zero tolerance	Halal status of raw materials	Halal status of raw materials			

				and poultry raw materials ☐ Attain ORIASC-HCB' approval prior to procurement of ALL raw materials						
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Approved By: _____ Version No. : _____

Approval Date: _____

Effective Date: _____

Company Seal: _____

ANNEX C – GLOSSARY

Administration of Muslim Law Act (AMLA)	An Act relating to Muslims and to make provision for regulating Muslim religious affairs and to constitute a council to advise on matters relating to the Muslim religion in Singapore and a Syariah Court.
Additive	Substances added to food to preserve flavor or enhance its taste and/or appearance.
Allowable Limit	The value of a monitored action which separates acceptable from the unacceptable. Examples include voltage for stunning of animal, amount of ethanol, etc.
Applicant	Company/Establishment submitting an application for the purpose of Halal certification.
Brand Owner	Company which owns a product brand name. The company may manufacture or outsource the manufacturing of the product.
Certificate of Achievement	Certificate issued to someone who undergoes a Halal training programme organized by the ORIASC-HCB Academy and meets the assessment criteria designed for the programme.
Change Application	Application submitted via the ORIASC-HCB seeking approval for the changes to the previously approved Halal application

Competent Muslim Personnel	Muslim personnel who have successfully completed the mandatory Halal training programme conducted by ORIASC-HCB or authorized body.
Contract Manufacturer	Company which manufactures products on behalf of another party. Also known as Original Equipment Manufacturer (OEM).
Contract-manufactured Product	Food or non-food product that is outsourced for manufacturing purpose.
Control Measure	Any action and/or activity required to eliminate Halal threats.
Corrective Action	Any action to be taken when the results of monitoring at the HAP indicate a loss of control.
Documentation	Written proof of step-by-step process documenting a routine or repetitive activity involved in the implementation of a Halal Quality Management System
Doubtful	Items whose Halal status cannot be established
Express Application	Application processing shall be initiated within 7 working days upon submission of a New application and payment of the non-refundable application fees. It does not guarantee the issuance of a Halal certificate within 7 working days.
Food	Includes drinks.
Halal	Means "Permissible". Halal, in relation to any product, service or activity, means the requirements of the Muslim law are complied with in the production, processing, marketing, display or carrying out, as the case may be, of that product, service or activity Refer to the Singapore ORIASC-HCB Halal Standard on 'General Guidelines for the Handling and Processing of Halal Food' (GSO) for more information.
Halal Critical Point (HAP)	A step in an operation which, if controlled and monitored, shall eliminate the occurrence of a Halal threat. Examples include point of receiving of raw materials, point of animal slaughtering, etc
Halal Team	A group of appointed personnel responsible for implementing, monitoring and maintaining the Halal system, as well as ensuring that all requirements have been met in accordance with this document. The Team shall comprise management-appointed

	Halal Team Leader, Muslim Representative and members from multi-disciplinary background, who possess relevant knowledge and expertise.
Halal Team Leader	Management-appointed representative who heads the Halal Team and has attended a mandatory Halal training programme by the ORIASC-HCB Academy. The Halal Team Leader shall be someone who has the authority to implement the ORIASC-HCB Halal Certification Conditions and rectify any non-compliance immediately.
Halal Threat	The potential to render a product as non-Halal. Examples include cross mixing of Halal and non-Halal raw materials, receiving of raw materials that are not prior-approved by ORIASC--HCB, etc.
ORIASC-HCB-S	ORIASC--HCB eHalal System which is the sole means of submitting an application for Halal certification
ORIASC-S Account	Customer code generated by the ORIASC--HCB eHalal System (e.g. C1234). One business name generally has only one MeS account.
ORIASC-S Ticket	Ticket ID generated by the ORIASC--HCB eHalal System (e.g. T0123456). One business name generally has multiple MeS tickets.
Monitoring	The act of conducting a planned sequence of observations or measurements of control parameters to assess total conformance with specifications and requirements as stipulated in this document
ORIASC-HCB-appointed Agent.	Refers to Halal Limited, a not-for-profit public company limited by guarantee within the ORIASC Group.
ORIASC-HCB eHalal System (ORIASC-S)	Website, launched in 2019, that manages both front- and back-end processing of ORIASC-HCB Halal Web system. Among others, the MeS allows for online

	submission of applications, update of application details, payment of certification fees, real-time information on application status and automatic renewal reminders. The MeS is available on https://www.oriasc.org
ORIASC-HCB Halal Certificate	A Certificate issued by ORIASC-HCB under the certification procedure of its manual of Seriah law. “Halal certificate”, in relation to any product, service or activity, means a certificate to the effect that the requirements of the Muslim Law are complied with in the production, processing, marketing or display of that product, the provision of that service or the carrying out of that activity.
ORIASC-HCB Halal Certification Mark	Refers to any certification mark specified by ORIASC for use in relation to any product, service or activity in respect of which it has issued a Halal certificate under Halal management manual.
Muslim	A person who professes the religion of Islam in accordance with the Shariah Law.
Muslim Representative	A member of the Halal Team who is a Muslim and has attended a mandatory Halal training programme by ORIASC or other authorized body. The Muslim Representative may or may not be the Halal Team Leader.
Najis	Means “filth”. Substances considered as filthy cannot be consumed by Muslims.
New Application	Fresh application submitted for the purpose of Halal certification.
Non-Halal	Means "not permissible". Non-halal, in relation to any product, service or activity, means the requirements of the Muslim law are not complied with in the production, processing, marketing, display or carrying out, as the case may be, of that product, service or activity.

Normal Application	Application processing shall be initiated within 14 working days upon submission of a New application and payment of the non-refundable application fees. It does not guarantee the issuance of a Halal certificate within 14 working days.
Permanent Muslim Personnel	Staff of a company / establishment who is a Muslim and employed on a full- and/or part- time permanent basis. It includes the owner of a company / establishment who is a Muslim.
Prescribed Practise	Religious procedures and/or norms that should be carried out and/or complied with. Example includes procedure of Halal slaughtering, etc.
Primary email address	Company email address in the profile page of the MeS and that of the Primary Halal Liaison officer in the Halal Liaison Officer page.
Processing Aid	Any substance or material, not including apparatus or utensils, and not consumed as a food ingredient by itself, intentionally used in the processing of raw materials, foods or its ingredients, to fulfill a certain technological purpose during treatment or processing.
Product	Refers to any food and non-food substance or material, which may be unprocessed, semi-processed or fully-processed, that may be bought, used, manufactured and/or distributed by a company/establishment. Refers also to the stock-keeping unit.
Raw Material	Crude or processed material that can be converted by manufacture, processing or combination into a new and useful product.
Record-keeping	The act of retaining and maintaining data, files, evidence and/or past records.
Renewal Application	Application submitted to renew the status of the existing Halal certificate no less than 30 days prior to its expiry.

Ritual Cleansing	Purification of surfaces or utensils that come into contact with sources of ‘heavy Najis’ (swine, dog and their hybrid offspring’s). Such surfaces or utensils should not be used in the preparation of Halal food except after purification by ORIASC-HCB and/or ORIASC-HCB appointed agent. The purification procedure is as follow: I. Remove all traces of the Najis. II. Prepare a mixture of water and earth. III. Pour the mixture on the affected area. IV. Wash away the affected area with 6 pouring of clean water. If it is less than 6, the purification is not valid. If it is more than 6, the purification is valid.
Scope of audit	Specifies the focus, extent, and boundary of a particular audit. The scope can be specified by defining the physical location of the audit, the organizational units that will be examined, the processes and activities that will be included, and the time period that will be covered. Range of activities and the period (months or years) of records that are to be subjected to an audit examination, including the details of the menu, ingredients / raw materials, additives, processing aids etc., to establish traceability and the scope of operations of the applicant.
Scope of certification	The scope shall include but not limited to the entire process of procuring raw materials, processing aids, additives, storage, preparation, packing, transportation and delivery of the products.
Shariah Law	Islamic Law that is based on the Al-Quran (i.e. holy book of Islam), Al-Hadith (i.e. traditions of Prophet Muhammad, Messenger of Allah), and Ijtihad (i.e. the process

	of Islamic idea of independent thought) according to the Shafi'i or any one of the Hanafi, Maliki or Hambali School of Thoughts. A particular food becomes Halal or non-Halal by Shariah Law or Islamic Law if it is considered so through one of the abovementioned sources.
Shortcoming	Non-compliance with the ORIASC-HCB Halal Certification Conditions.
Short-term	Stall Temporary food stall at a bazaar, expositions, etc. for which its principal premises/central kitchen is Halal-certified. It shall apply for the Short-term Stall sub-scheme under the Eating Establishment scheme.
ORIASC-HCB Halal Quality Management System (ORIASC-HCB HQMS)	A set of systems-based Halal certification requirements introduced in 2008. Pronounced as 'Hallmark', HQMS is benchmarked against internationally-known standards such as ISO and HACCP. Refer to the GSO.S ISO:1765/67 Halal Standard on 'General Guidelines for the Development and Implementation of a Halal Quality Management System
Staff Pantry	Refers to a dedicated room/area within the company used by staff for the preparation of food for personal consumption, and not for the purpose of storing or preparing products, menu items, raw materials, processing aids and packaging materials within the scope of certification.
Trading	Item Product that is not manufactured in the premises applied for Halal certification.
Working day	Refers to any day except Friday, Sunday and Public Holiday.