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## INTRODUCTION

Pakistan National Accreditation Council (PNAC) is an autonomous body working under the Ministry of Science and Technology. The Pakistan National Accreditation Council was established through the approval of the Cabinet meeting held on 7<sup>th</sup> January 1998. PNAC has the authority to accredit conformity assessment bodies like calibration/testing & medical laboratories, certification bodies, and inspection bodies.

This document gives an overview of the accreditation conditions for the CAB's performing certification of a Halal product, service or management system of an organization as a means of providing assurance that the management system in question complies with specified standards and other normative documents and the organization has implemented a system for the management of the relevant aspects of its activities, in line with its policy & Islamic rules.

Guidelines part 1 & part 11 specify requirements for certification bodies. Observance of these requirements is intended to ensure that certification bodies operate Halal management system certification in a competent, consistent and impartial manner, thereby facilitating the recognition of such bodies and the acceptance of their certifications on a national, regional and international level. These guidelines have been designed to serve as a foundation for facilitating the recognition of Halal certification in the interests of national and international trade.

These guidelines have been drawn on PS 4992:2010, ISO/IEC Guide 65, ISO/IEC 17021:2006 and the draft of "OIC guidelines for the operation of Halal Certification Bodies" and aims at defining requirements for Halal certification bodies, rules for the execution of Halal certification activities at national and international level, and the rules and procedures for the use of certificates, logo and mark granted as a result of Halal certification.

Halal Accreditation will be declined to certification bodies, which are unable to produce documented evidence that they comply with the accreditation requirements/conditions. Moreover, the HCB is required to register as legal entity with the concerned Government authority before applying for accreditation with PNAC. The accreditation does not replace any other necessary approval required by any other authority of Government.

Further information regarding the Halal accreditation scheme may be inquired from:

**Pakistan National Accreditation Council**

1-Constitution Avenue,  
Opposite Prime Minister Office, G-5/2,  
Islamabad, Pakistan.

Tel: 051-9206044, 9214065

Fax: 051-9209510, 051-9222312

[www.pnac.org.pk](http://www.pnac.org.pk)



## **1.0 DEFINITIONS**

For the purpose of this document, the terms and definitions given in PS 4992:2010, ISO 9000:2005, ISO/IEC 17000, ISO/IEC 17021, ISO 22000 and the following apply.

### **1.1 NORMATIVE REFERENCES**

The following referenced documents are indispensable for the application of these guidelines. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

-PS: 4992-2010 “General criteria for the operation of Halal certification bodies.

-PS: 3733-2010 “Halal food management systems requirements for any organization in the food chain”.

Halal Standard/Guidelines, Standard Malaysia

OIC guidelines for bodies providing Halal Certification

-ISO/IEC 17025 “General requirements for the competence of testing and calibration laboratories”,

-ISO/IEC 17020 “General criteria for the operation of various types of bodies performing inspection”,

-ISO/IEC 17021 “Conformity assessment -- Requirements for bodies providing audit and certification of management systems”,

-ISO 9000 “Quality management systems -- Fundamentals and vocabulary”,

-ISO 19011 “Guidelines for quality and/or environmental management systems auditing”,

- ISO 22000 “Food safety management systems — Requirements for any organization in the food chain”,

- ISO/IEC 17000 “Conformity assessment — Vocabulary and general principles”,

- ISO/IEC Guide 65 “General requirements for bodies operating product certification systems”,

- ISO/TS 22003 “Food safety management systems — Requirements for bodies providing audit and certification of food safety management systems”.

### **1.2 ACCREDITATION**

Third party attestation related to a conformity assessment body (e.g. certification body) conveying formal demonstration of its competence to carry out specific conformity assessment tasks

### **1.3 ACCREDITATION BODY**



Authoritative body that performs accreditation (e.g. PNAC)

#### **1.4 ACCREDITATION CERTIFICATE (CERTIFICATE OF ACCREDITATION)**

A formal document by PNAC to be used by accredited certification bodies to indicate their accredited status.

#### **1.4 ASSESSMENT**

Process undertaken by PNAC to assess the competence of a certification body, based on particular standard(s) and/or guide(s) and/or other normative documents for a defined scope of accreditation

#### **1.5 ASSESSOR**

A person assigned by PNAC to perform, alone or as part of an assessment team, an assessment of a certification body.

#### **1.6 AUDITOR**

A person assigned by CB to perform, alone or as part of an audit team, an audit of a certification body client.

#### **1.7 HALAL CERTIFICATION**

All Halal certification activities conducted by certification bodies for Halal products/services.

#### **1.8 CONTRACT**

Contract signed between the applicant and the certification body, governing the rules for the right of use of logo granted to Halal product/service.

#### **1.9 TECHNICAL AUDITOR**

A person technically competent in auditing Halal procedures and requirements in a particular processing technology or field, formally appointed by the Certification Body.

#### **1.10 ISLAMIC AFFAIRS EXPERT/SHARIAH EXPERT/SHARIAH ADVISOR**

Person with profound and comprehensive knowledge of Islamic rules especially with the subject of Halal and non-Halal in relation to livestock, and poultry slaughtering, aquatic catching and subject of Tathir and Najis substances in processing, storage and packaging of Halal food stuff and raw materials whose competency has been approved and authorised by the relevant organization (the Halal competent authority) and appointed by the certification body.

#### **1.11 HALAL MARK/LOGO**

PNAC approved mark/logo, the right of use of which has been granted for the Halal product/service or management system in question.

#### **1.12 SUSPENSION**

Rendering the right of use of mark ineffective for a specified period by the decision of the certification body in relation to the Halal certificate previously granted.

#### **1.13 APPLICANT**

Private person or legal entity that applies for certification of Halal product/service management system.



#### **1.14 CERTIFICATE OWNER/CERTIFIED CLIENT/SUPPLIER**

Private person or legal entity that supplies Halal product/service or management system certified according to Halal requirements.

#### **1.15 SHARIAH LAW**

Shariah Law means Islamic Law based on the *Al-Quran*, *Al-Hadith* (traditions of the Messenger of Allah), *Ijma'* (consensus of Muslim scholars) and *Qiyas* (deduction or analogy).

#### **1.16 HALAL PRODUCT**

Halal product means product permitted under the Shariah Law and fulfills the following conditions that

- a) The product or ingredients/components do not contain any components or products of animals that are non-Halal for consumption or use by Muslim according to Shariah Law or products of animals which are not slaughtered according to Shariah Law.
- b) The product does not contain any ingredients /components that are considered naj's by Shariah Law and shall be of good quality, which includes aspects of safety and cleanliness.
- c) The product is not prepared, processed or manufactured using equipment that is contaminated with things that are naj's according to Shariah Law; and
- d) The product during its preparation, processing, packaging, storage or transportation remained physically separated from any other food/product that does not meet the requirements stated in items (a), (b) or (c) above or any other things that have been decreed as naj's by Shariah Law.

#### **1.17 FATWA**

Decisions made by Islamic scholar.

#### **1.18 NAJ'S**

Naj's according to Shariah Law are:

- a) Things those are not permissible in Islam such as pork and all its derivatives, blood and carrion;
- b) Halal food that is contaminated with things that are not permissible in Islam; and
- c) Halal food that comes into direct contact with things those are not permissible in Islam.

#### **1.19 ABBREVIATIONS**

|             |   |
|-------------|---|
| <b>PNAC</b> | Pakistan National Accreditation Council |
| <b>OIC</b>  | Organisation of the Islamic Conference  |
| <b>PS</b>   | Pakistan Standard                       |
| <b>CAB</b>  | Conformity Assessment bodies            |
| <b>HCB</b>  | Halal Certification Body                |



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|      |  |
|------|--|
| CB   | Certification Body                             |
| ACB  | Accredited Certification Bodies                |
| HFMS | Halal Food Management System                   |
| IAF  | International Accreditation Forum              |
| PAC  | Pacific Accreditation Cooperation              |
| ISO  | International Organization for Standardization |
| IEC  | International Electro-technical Commission     |
| DG   | Director General of PNAC                       |

## **2. COMPLIANCE WITH REQUIREMENTS**

### **2.1 ISLAMIC SENSITIVITY**

The Halal Certification Body should adhere to the basic principles of Islam or Islamic rules. ‘Adherence’ and ‘approaching the Islamic sensitivities and concerns with utmost respect’ imposes upon the party different emphasis and compulsion for compliance.

### **2.2 COMMITMENT TO ISLAMIC VALUES**

The Halal Certification Body and all of its employees shall be committed to all Islamic values especially to those related to Halal.

Accredited Halal certification bodies shall at all times comply with the requirements for accreditation. The certification bodies shall adjust to new requirements or alterations in existing requirements within the time limits determined by PNAC. All new applicants seeking PNAC’s accreditation are required to meet & comply with the requirements for Accreditation given in these documents and other referred documents. As a supplement to the requirements described in these documents, the required requirements are specified in the documents listed below:

### **2.3 GENERAL REQUIREMENTS**

**2.3.1** PS 4992:2010- General criteria for the operation of Halal certification bodies. This Pakistan Standard contains principles and requirements for the competence, consistency and impartiality of the audit and certification of Halal management systems for bodies providing Halal certifications.

**2.3.2** Fee schedule and agreement for Halal Certification Bodies forms are available as

- PNAC Doc. F-01/15 & F-01/16      Fee Schedule for HCB



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- PNAC Doc. F-01/18 Agreement between PNAC & HCB

**2.3.3** PNAC has the right to re-establish or amend the accreditation requirements of Halal certification as and when required basis.

### **3.0 APPLICATION FOR ACCREDITATION**

**3.1** Certification bodies seeking Halal Accreditation from PNAC may get the application form, F 00/00 by sending a request to the CB section PNAC or it can be directly downloaded from our website (www.pnac.org.pk). Applications in any other format will not be acceptable.

**3.2** The CB's info pack includes the latest copies of the following documents:

- a) F-01/17 Application form for CB
- b) F-01/15 Fee Schedule for CBs
- c) F-01/16 Fee Schedule for CBs (International)
- d) F-01/18 Agreement between PNAC & CB
- e) G-25/01 Accreditation conditions for Halal Certification Bodies (Part 1 & Part 11).

**3.3** Before applying for Halal accreditation, the applicant body must fulfill the following conditions:

- a. The applicant body should have operated the Halal certification process for at least one year/ and completed at least two Halal certification audits and the decision making process in order to assess the ability of the CAB i.e., how it is carrying out the certification process as per documented system.
- b. The applicant body should have carried out minimum one internal audit against the applicable criteria and one management review for the documented quality system as per PS 4992:2010.

**3.4** The completed application form for accreditation duly signed by the authorized representative/s of the organization seeking accreditation should be forwarded to PNAC along with the application fee (non refundable) as given in the fee schedule. The PNAC reserves the right to seek information on the antecedents of the owners / those managing certification activities as and when required basis. Normally the receipt of the application is acknowledged within a week.

**3.5** The application is reviewed by the CB section for completeness, clarity of accreditation requirements and the capability of the PNAC to provide the services. Any mismatch is clarified and the outcome of the review is communicated to the applicant regarding acceptance of the application for further processing, or to provide/complete any further requirements identified during the review.

**3.6** Further processing of application shall be taken up on receipt of acceptance of the fee schedule and the confirmation of the "agreement for accreditation (F-01/18)".

**3.7** If a pre-assessment visit is requested by the applicant body or, required by PNAC, PNAC will conduct pre-assessment in collaboration of HCB accordingly. Full assessment, surveillance



assessment & re-assessment fee will be charged before the visit. All Logistic arrangements including the traveling and boarding for assessment team would be the responsibility of the HCB.

## **4.0 CRITERIA FOR ACCREDITATION**

### **4.1 ADOPTION OF CRITERIA**

The PNAC shall adopt and document the accreditation criteria for Halal certification body based on national standards and guides, supported by the guidance documents released by the Organization of the Islamic Conference (OIC) for Halal conformity assessment as defined by PNAC.

### **4.2 AMENDMENT TO THE CRITERIA**

The amendment to the Criteria shall be based on the nature of change of requirements. The criteria of accreditation and the guidance documents shall be taken up for amendment based on following conditions individually or collectively deemed necessary for amendment by PNAC,

- a) Any change in the national/regional/International standards and guides.
- b) Any change in the OIC Guidance documents for implementation of Halal standards and guides and approved by PNAC.
- c) Feedback from the Peer Review assessment team that warrants amendment.
- d) Critical feedback from the implementation of the criteria.
- e) Any other reason as deemed fit by PNAC.

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### **4.3 COMMUNICATION OF CHANGES TO THE CRITERIA**

Any change in the criteria shall be notified to the accredited / applicant certification bodies by registered (AD) post / other means and a suitable time frame shall be given for implementing the modified criteria. The accredited Halal certification bodies shall communicate their acceptance in writing by registered post / other means within 30 days of the receipt of the amended criteria. If the reply will not be received within 30 days, it will be presumed that the accredited/applicant (body under process of accreditation) Halal certification body has accepted the revised accreditation criteria. The implementation of the changed criteria shall be verified during the coming assessment of the Halal certification body or, as decided by PNAC according to the intensity of changed criteria. In the event of any major change in the criteria, the PNAC reserves the right to carryout an additional assessment and the fee of such assessment visit shall be borne by Halal certification body. In the event that an accredited Halal certification body is not willing to adopt the changed criteria, the Halal certification body may opt to go out of the accreditation scheme and in this case the accreditation status shall be withdrawn with effect from the date of the implementation of revised criteria.

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## **5.0 CONDITIONS FOR ACCREDITATION**

### **5.1 GRANTING OF ACCREDITATION**

- 5.1.1 The accreditation is granted to an applicant HCB on the successful completion of full assessment and the compliance of the following conditions





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- a. The applicant HCB has the certification system (activities including contracting for certification, audit planning and conduct of audit, decision making) in operation for at least one year before the office assessment by PNAC.
- b. The applicant HCB meets the criteria of accreditation and all non-conformities found against the criteria of accreditation during assessment have been closed satisfactorily.
- c. There are no adverse reports / information / complaints against the applicant HCB to PNAC regarding the quality and effectiveness of the implementation of Halal certification system as per defined criteria of PNAC.
- d. The applicant body has paid all the outstanding dues.
- e. The Initial accreditation shall be for a period of 3 years. Subsequent renewals will be for a period of 3 years subject to satisfactory operation and reasonable number of PNAC accredited Halal certificates issued by the HCB.

**5.1.2** Any new accreditation granted by PNAC will be published in its newsletter / website for information.

## **5.2 SURVEILLANCE AND RENEWAL; UPDATING OF QUALITY MANUALS AND RELATED DOCUMENTS**

**5.2.1** The accreditation body shall design plan for reassessment and surveillance of each accredited HCB so that representative number of samples of the given accreditation scope could be assessed on a regular basis. The interval among on-site assessments, whether it is reassessment or surveillance will depend on the proven record stability of the services of the HCB.

**5.2.2** In order to verify that the requirements for accreditation are being complied, PNAC will perform regular surveillance assessments along with the witness assessments of the accredited Halal certification bodies preferably within 12 months after the first assessment or, as or when required basis.

**5.2.3** The accreditation is renewed after three years, with normally two surveillances in between the accreditation and the reassessment (i.e., reassessment will be comprehensive similar to the initial full assessment). In addition PNAC may visit for further surveillance activities as and when required.

**5.2.4** Accredited Halal certification body shall send its updated versions of relevant documents to PNAC before an ordinary surveillance or renewal assessment visit, however the following documentation shall be sent directly to the CB section of PNAC not later than 4 weeks before a surveillance or renewal assessment visit, if nothing else is agreed with PNAC.

- a. Copy of the quality manual including Appendixes,
- b. An index of other documents and forms in the quality system,
- c. Scope of accreditation
- d. Education and work experience (CV's) for new auditors.
- e. List of technical experts (internal, external)
- f. Copy of reports from internal audits and management's review performed last year,

**5.2.5** Information regarding any substantial change e.g. the change in quality system, change in management or renewal of accreditation shall be provided by the HCB to PNAC.



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**5.2.6** HCB's key personnel shall be available whole time for the assessment team during assessment. The management of the organization shall be present at the closing meeting.

**5.2.7** Requirements for new applicant body which have been mentioned in section 3 of this document shall be valid for already accredited Halal certification bodies.

### **5.3 APPLICATION FOR EXTENSION**

Accredited Halal certification bodies can apply for extension of the accreditation scope any time by sending a completely filled application form together with the necessary appendixes. If the application of extension is sent 02 months before an ordinary surveillance or renewal, the application for extension will be treated as normal during the planned visit, however in such cases complete documentation for evaluation of the application (i.e., procedures, list of auditors & technical experts, and other relevant documents) shall be provided 04 weeks before the date of planned visit to PNAC.

### **5.4 ACCESS TO PREMISES AND AVAILABILITY OF DOCUMENTS**

**5.4.1** The CB is liable to provide necessary access to its premises and all relevant documentation to PNAC as and when required.

**5.4.1.1** Necessary access means access which is necessary to be able to verify requirements in accordance to the requirements in the relevant standard and PNAC guidelines.

**5.4.1.2** Relevant documentation means documentation, which gives support in the evaluation of system according to relevant requirement of standards and PNAC's guidelines, including the documents concerning the work done by the HCB. Relevant documentation shall be made available to PNAC as and when required.

**5.4.2** At the time of assessment the HCB shall be held responsible to adjust their normal activities so that the assessment team can perform effective assessment.

**5.4.3** Normally PNAC will visit the organization according to plan allowing suitable time, however in special cases PNAC's assessment team shall be provided access to the desired area without being informed in advance as and when required.

**5.4.4** Documentation and premises of HCB shall be accessible for staff employed in PNAC as well as the assessors/ experts, who are engaged by PNAC and accepted by the HCB.

### **5.5 GENERAL INFORMATION OBLIGATION**

Accredited Halal certification bodies shall keep informed to PNAC regarding all changes which may have an effect on the organisation's ability to comply with the terms of accreditation status. The organisation shall inform immediately to PNAC if there are any changes in:

- a) Legal status, ownership, name, E-mail address, phone, fax no, etc.
- b) The organization, management and key personnel, i.e. quality manager, Lead auditors
- c) The quality system if significantly amended or changed.



## **5.6 USE OF THE PNAC LOGO, AND REFERENCE TO THE ACCREDITATION**

**5.6.1** Accredited Halal certification bodies are requested to use PNAC's logo. Use of PNAC's logo and reference to accreditation shall be in accordance with PNAC's requirements mentioned in G-02/02.

**5.6.2** The Halal certification bodies shall define rules for how to refer the accreditation status in advertising materials and in other connections.

## **5.7 ACCREDITATION FEES**

Applicant and accredited Halal certification bodies are obliged to pay fees in accordance with the defined fee document for the services performed by Pakistan National Accreditation Council.

## **5.8 SANCTION WHEN FAILING TO COMPLY WITH THE CONDITIONS OF PNAC**

**5.8.1** If an accredited Halal certification body fails to comply with the requirements for accreditation, then PNAC can take one or more than one of the following sanctions depending on the seriousness of the non-compliances:

- I. May issue instructions of corrective actions (non-compliances).
- II. May suspend the accreditation or parts of it.
- III. May withdraw the accreditation or parts of it.

**5.8.2** When it is necessary to do withdrawals, instructions of corrective actions and/or suspension shall be sent first only if it would seem appropriate. The sanctions can be described as following:

### **I) INSTRUCTIONS OF CORRECTIVE ACTIONS (NON-COMPLIANCE)**

PNAC can instruct the Halal certification body to comply the non-compliance within a specified period to maintain the accreditation status. PNAC may set out an extraordinary visit to check that the corrections are satisfactory implemented by the HCB.

### **II) SUSPENSION**

- a) A suspension is a blocking of the HCB's accredited activity because of serious deficiency in fulfilling the requirements set by PNAC.
  - i. If the non-compliance is not corrected within the specified/agreed time, or if the non-compliance is substantial, the accreditation – or part of it- can be suspended for a limited time i.e., up to 3 months, but PNAC may prolong the limit up to 6 months and after six months the suspension may lead to withdraw with a notification by PNAC.
  - ii. HCB can ask to be suspended on voluntary basis also. An argument for this voluntary suspension can be i.e., that the CB itself registers that the requirements for accreditation are not being fulfilled.



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- iii. The accreditation status can be re-established by PNAC if the required conditions are improved in a satisfactory way within the time limit. This would be decided by Director CB concerned either alone or if needed in consultation with the lead assessor/technical assessor/shariah advisor to lift suspension with/without a visit.

### **III) WITHDRAWAL OF ACCREDITATION**

- i. If the HCB is not concerned or unable to correct the non-compliances within the specified time, or the non-compliance is very serious and the HCB has no longer the required auditors, technical experts to carry out accredited scope, then the accredited scope or part of the scope will be withdrawn by PNAC. In this case the HCB's accreditation would be terminated by the withdrawal. If the accreditation is terminated as a whole, the HCB would have to return the accreditation certificate and the accreditation documents to PNAC.
- ii. If part of the accreditation is withdrawn the HCB shall hand over accreditation documents to PNAC for cancellation or alteration. The HCB shall no longer offer accredited services within the withdrawn areas of accreditation.
- iii. If the accreditation is fully or partially withdrawn, the HCB shall inform its concerned clients in writing about the consequences. A copy of this information shall be sent to PNAC.
- iv. In the case of withdrawal or suspension, paid fees will not be refunded. The HCB is liable to pay all incurred costs. During a period of suspension the HCB shall be liable to pay regular fees as normal.
- v. Before the final decision of suspension or withdraw of accreditation, a notice will be given to the HCB for the possibility of a hearing, except in case of clause 5.2 of procedure of PNAC P-12/01, where immediate suspension is needed due to unsatisfactory performance.

**5.8.3** Appeals on decisions concerning sanctions can be made.

### **5.9 TRANSFERRING OF ACCREDITATION**

**5.9.1** In cases where due to purchase, merger or change of name etc. the accredited Halal certification body wishes to transfer its accreditation status from one organization to another, then such transfer implies that an assigned accreditation would be transferred from one organization to another. Normally the same assigned accreditation number will be adopted by the concerned HCB.

**5.9.2** Conditions applied for approval of such transfer are as follows

- a) The system of performance of the accredited scope shall not be changed in principal and the changes shall not be in conflict with the accreditation conditions.



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- b) Changes shall not lead to the weakening of the quality of the work or the integrity of the organization.
- c) Changes shall have no influence on fulfilment of the requirements of accreditation.
- d) Transferring of accreditation shall not mislead the market.
- e) Organization shall oblige the responsibility towards customers and PNAC. (This implies that during the transmission process, there shall be a clearly defined legal body which would be responsible for all concerned activities among customers and PNAC).
- f) Changes made shall not be in conflict with laws of Government of Pakistan or Shariah laws.

**5.9.2** The request for transmission of accreditation shall be submitted to PNAC in writing by the accredited HCB. The application must include:

- a) Complete description of the background of the application.
- b) Clear and precise description of new legal status and its relevance.
- c) Description of possible changes in the quality system.
- d) Company-attestation.
- e) Binding statement from the new owner/management that they will fulfil the requirements for accreditation.
- f) Binding statement from the new owner/management that possible relevant responsibility shall be taken over regarding the accreditation and the relevant services to customers (e.g., abidance of offers which were already made /contracted for delivery of accredited services by the previous organization).
- g) Plan for updating of the quality manual, procedures, catalogues, and other effected documents (e.g. change of name).
- h) Information regarding updating of necessary contract of employments, agreements with subcontractors etc. when relevant.

**5.9.3** PNAC shall decide whether the conditions of transmissions should be verified at the location of the applicant body or, transmission should be accepted /declined on behalf of the review of the received documentations.

**5.9.4** If the changes found would lead to the requirement of issuance of new accreditation certificate after fulfilling the requirements and the transmission of accreditation is declined then the already accredited HCB shall be liable to return the earlier edition of these documents to PNAC.

## **5.10 NOTICE TO RELINQUISH / DISSOLVE**

**5.10.1** An accredited Halal certification body may terminate its accreditation, without any argument, on a 02 month notice period in writing to PNAC. In special cases this period might be shortened.

**5.10.2** If the organization is dissolved, it is liable to inform PNAC immediately. The accreditation shall be withdrawn immediately. The requirements, which are described in this document regarding withdrawing, will be valid. The same requirements will be valid for the scope if the HCB will reduce the accreditation size due to any reason.



## **5.11 FINANCIAL RESPONSIBILITY REGARDING ACCREDITATION**

PNAC shall not be held responsible for the Halal certification bodies' obligations towards their clients.

## **5.12 RIGHT TO APPEAL AGAINST DECISIONS MADE BY PNAC**

**5.12.1** The Halal certification body has the right to complain/ appeal against PNAC's activities e.g., conduct, work delay or misinterpretation of the requirements for accreditation etc. During the handling of appropriate appeals, the deadlines for closing of possible non-compliances will be postponed.

**5.12.2** Any appeal against the decisions of the PNAC shall be presented to PNAC by the HCB within 03 weeks of receiving the decision of PNAC in writing. PNAC shall conduct the necessary investigations and may annul or alter the decision, or reject the complaint if the terms to deal with it would not exist. If the decision is not altered, PNAC shall send all documents concerning the matter to the Appeal Committee. The Appeal committee will send its recommendation to DG for final decision.

## **6.0 ACCREDITATION SCOPES AND NORMS FOR WITNESS ASSESSMENTS**

### **6.1 SCOPE CLASSIFICATION**

Halal scope classification used by PNAC is placed at Table A.1 for its accreditation program which may serve as a starting point for determining auditor competence. However, it should be recognized that the technical areas in which a HCB operates and where competence needs to be demonstrated, the HCB is required to be more specific.

### **6.2 AUDITOR COMPETENCE**

HCBs shall define their auditor competence criteria in terms of knowledge and skills as identified in the initial competence analysis. The knowledge shall also include the awareness of applicable regulations & statutory requirements, if any. In the case of absence of basic educational qualification relevant to the technical/shariah area, the HCB is required to demonstrate how the knowledge requirements identified for the technical/shariah area have been met by the qualified auditor.

### **6.3 RESTRICTIONS IN SCOPES**

Based on the available competence and / or the recommendation of the assessment team, the accreditation committee may decide to restrict grant of accreditation to a part of the broad scope sectors described at 6.6.

### **6.4 WITNESS ASSESSMENT PLANS**

#### **6.4.1 WITNESS OF MANAGEMENT SYSTEM (S)**



**6.4.1.1** PNAC has classified Halal scope into category type/code for the purpose of witness assessment planning and will conduct at least one witness assessment for management system during initial assessment, surveillance or re-newel assessments. The accreditation body may decide not to proceed with an on-site assessment based on the nonconformities found during document and record review. In such cases, the nonconformities shall be reported in writing to the HCB.

**6.4.1.2** In case there are no certified clients for a particular scope within the category, the scope may not be accredited, however, PNAC reserve the right to review the reports of the first few clients in the scope of that category to reconsider the scope for providing accreditation. It would be the responsibility of the HCB to keep PNAC informed of the issues of certificates in such scope.

## **6.5 WITNESS ASSESSMENT PLAN FOR INITIAL/SURVEILLANCE/ RE-ASSESSMENTS**

Witnessing is a part of assessment program. The witness assessment plans would depend on various factors including the number of clients issued with PNAC accredited certificates, the number of auditors employed / empanelled by the HCB and inputs from any office assessment. PNAC may demand to witness a specific auditor/ shariah expert or any organization issued with accredited certificate.

**6.5.1** The assessment team shall conduct the assessment of the conformity assessment services of the HCB at the premises of the HCB from which one or more key activities are performed and, where relevant, shall perform witnessing at other selected locations where the HCB operates, to gather objective evidence that the HCB is competent in the applicable scope and conforms to the PNAC guidelines and relevant standard(s) and other requirements for accreditation.

**6.5.2** The assessment team shall witness the performance of a representative number of staff of the HCB to provide assurance of the competence of the HCB across the scope of accreditation by selecting the Halal certification activities from scope, Table A1 and according to this table, production based categories have been given priority for witnessing.

**6.5.3** Arrangement for witnessing HCB's auditors/shariah expert in action shall be planned by the AB, the HCB and the lead assessor during the drawing up of assessment programme. Whatever the case, the following arrangements are necessary;

- a) HCB shall seek prior agreement of any client concerned and shall explain the reason for the presence of the assessors/technical experts/shariah experts of PNAC panel as observers in the audit, and assure that the team's presence will have no bearing on the outcome of the HCB's own audit,
- b) HCB shall communicate to its client along with a list of essential information required by the assessment team of PNAC.
- c) PNAC shall require the applicant and/or accredited HCBs to have an enforceable arrangements i.e. certification contract with its client organizations to provide, on request, access to the accreditation body's assessment team to witness the HCB's audit team performing at the organization's site.



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**6.6 SCOPE OF HALAL ACCREDITATION/AUDIT TIME**

**6.6.1** The list of scope of accreditation for Halal Certification Bodies is placed at Annex A, however the HCB may apply for any other Halal activity already not mentioned in scope in collaboration with PNAC.

**6.6.2** PNAC has categorized the initial certification audit time, primary complexity classes of the nature of the processes or production of an organization that fundamentally affect the Halal certification audit time and the examples of linkage between business sectors and complexity classes detail in Annex B.



## Annex A

### Classification of Halal product/service categories

The certification body shall use Table A.1

- a) to define the scope that it undertakes,
- b) to identify if any technical qualification of its auditors is necessary for that particular category or sector, and
- c) to select a suitably qualified audit team.

The examples given in Table A.1 are not exhaustive but are only an indication of relevant topics. The scope of one specific client organization may cover more than one category.

**Table A.1 — Halal product/service categories**

| Category codes | Categories  | Examples of sectors  |
|----------------|---|--|
| <b>A</b>       | Farming 1 (Animals)   | animals; fish; egg production; milk production; beekeeping; fishing; hunting; trapping                             |
| <b>B</b>       | Farming 2 (Plants)  | fruits; vegetables; cereals; spices; horticultural products  |
| <b>C</b>       | Processing 1 (Perishable animal products)                           | including all activities after farming, e.g. slaughtering meat, poultry, eggs, dairy and fish products             |
| <b>D</b>       | Processing 2 (Perishable vegetable products)                        | fresh fruits and fresh juices; preserved fruits; fresh vegetables; preserved vegetables                            |
| <b>E</b>       | Processing 3 (Products with long shelf life at ambient temperature) | canned products; biscuits; snacks; oil; drinking water; beverages; pasta; flour; sugar; salt                       |
| <b>F</b>       | Feed production   | animal feed; fish feed   |
| <b>G</b>       | Catering  | hotels; restaurants  |
| <b>H</b>       | Distribution  | retail outlets; shops; wholesalers   |
| <b>I</b>       | Services  | water supply; cleaning; sewage; waste disposal; development of product, process and equipment; veterinary services |
| <b>J</b>       | Transport and storage   | transport and storage  |
| <b>K</b>       | Equipment manufacturing   | process equipment; vending machines  |
| <b>L</b>       | (Bio)chemical manufacturing   | additives; dietary supplements; cleaning agents; processing aids, biocultures and microorganisms                   |
| <b>M</b>       | Packaging material manufacturing                                    | packaging material   |
| <b>N</b>       | Other materials manufacturing                                       | cosmetics, textile, leather products etc.  |



**Annex B**

**(Informative)**

**Minimum audit time**

**B.1 General**

In determining the audit time needed for each site, the certification body should consider the minimum on-site duration for initial certification given in Table B.1. The minimum time includes stage 1 and stage 2 of the initial certification audit but does not include the time for preparation of the audit nor for writing the audit report .

The minimum surveillance audit time should be one-third of the initial certification audit time, with a minimum of 1.0 audit days. The minimum renewal time should be two-thirds of the initial certification audit time, with a minimum of 1.0 audit days.

The number of employees should be expressed as the number of full-time equivalent employees (FTEs). Certain categories are subject to multi-site sampling and this may be taken into account when calculating the audit time.

Other factors may necessitate increasing the minimum audit time (e.g. number of product types, number of product lines, product development, number of CCPs, number of operational PRPs, building area, infrastructure, in-house laboratory testing, need for a translator).

**B.2 Calculation of minimum initial certification audit time**

**B.2.1 Minimum audit time for single site,  $T_a$ :**

$$T_a = B + (PV + FTE) * CC$$

where

**B** is the basis on-site audit time;

**PV** is the audit days for product variety

**FTE** is the audit days per number of employees,

**CC** is the factor as multiplier for process or production complexity class

**B.2.2 Minimum audit time for each additional site,  $T_{asv}$ :**

$$T_{asv} = T_a * 50/100$$



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**Table B.1** — Minimum initial certification audit time

| <b>Category</b><br>(See Annex A) | <b>B</b><br>Basic on-site audit time (in audit days) | <b>FTE</b><br>Number of employees (in audit days)   | <b>CC</b><br>Complexity Class (factor, multiplier) | <b>PV**</b><br>Product Variety (in audit days) | <b>Tasv</b><br>For each additional site visited (in audit days) |
|----------------------------------|--|---|--|--|---|
| <b>A</b>                         | 1.0  | 1 to 19 = 0.5<br>20 to 49 = 1.0<br>50 to 79 = 1.5<br>80 to 199 = 2.0<br>200 to 499 = 2.5<br>500 to 899 = 3.0<br>900 to 1299 = 3.5<br>1300 to 1699 = 4.0<br>1700 to 2999 = 4.5<br>3000 to 5000 = 5.0<br>> 5000 = 5.5 | Low<br>CC= 1                                       |  | 50 % of minimum on-site audit time                              |
| <b>B</b>                         | 1.0  |   |  |  |   |
| <b>C</b>                         | 1.75   |   |  |  |   |
| <b>D</b>                         | 1.25   |   |  |  |   |
| <b>E</b>                         | 1.75   |   | Medium<br>CC= 1.25                                 | 1 to 3 = 0.25                                  |   |
| <b>F</b>                         | 1.75   |   |  | 4 to 6 = 0.50                                  |   |
| <b>G</b>                         | 1.25   |   |  | 7 to 10 = 0.75                                 |   |
| <b>H</b>                         | 1.25   |   | High<br>CC= 1.50                                   | 11 to 20 = 1                                   |   |
| <b>I</b>                         | 1.25   |   |  | > 20 = 2                                       |   |
| <b>J</b>                         | 1.25   |   | Very High<br>CC= 1.75                              |  |   |
| <b>K</b>                         | 1.25   |   |  |  |   |
| <b>L</b>                         | 1.75   |   |  |  |   |
| <b>M</b>                         | 1.25   |   |  |  |   |
| <b>N</b>                         | 1.75   |   |  |  |   |

\*\* **PV** is used for only products not services.

Table B1 is based on four primary complexity classes of the nature of the processes or production of an organization that fundamentally affect the Halal certification audit time, these are:

- **Very High** – very large number of detailed sub-processes with significant nature (typically manufacturing or processing type organizations with highly significant non-Halal risks. It covers those products or service sectors that potentially have very high risks in terms of Halal aspects, with a high variety of processes or sub-processes or with a very large number of raw materials or inputs);
- **High** – large number of processes with significant nature (typically manufacturing or processing type organizations with significant non-Halal risks. It covers those products and service sectors that potentially have high risks in Halal aspects, with many processes.);
- **Medium** – average number of processes with significant nature (typically manufacturing or service organizations. It covers products and services with moderate potential non-Halal risks.);
- **Low** - small number of processes with significant nature (typically organizations with little significant nature. It covers products and services with low potential non-Halal risks.);

Table B1 covers the above four complexity classes. Table B2 provides the link between the four complexity classes above and the industry sectors that would *typically* fall into that class.

The certification body should recognise that not all organizations in a specific sector will always fall in the same complexity class. The certification body should allow flexibility in its contract review procedure to ensure that the specific activities of the organization are considered in determining the



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complexity class. For example: even though many business in the chemical production sector should be classified as “high complexity”, an organization which would have only a mixing free from chemical reaction, and/or high number or risky raw materials and/or advanced processing could be classified as “medium” or even “low complexity”.

All attributes of the organization’s system, processes, and products/services should be considered and a fair adjustment made for those factors that could justify more or less audit time for an effective audit. Additive factors may be offset by subtractive factors. In all cases where adjustments are made to the time provided in the audit time table (B1) and B2, sufficient evidence and records shall be maintained to justify the variation.

**Table B.2** - Examples of linkage between business sectors and complexity classes.

| <b>Complexity Class</b> | <b>Business Sector</b>   |
|-------------------------|--|
| <b><i>Very High</i></b> | Not elsewhere classified (n.e.c.) chemicals and pharmaceuticals, processed meat products, genetically modified products, food additives, bio cultures, cosmetics, processing aids and microorganisms.  |
| <b><i>High</i></b>      | slaughtering meat and poultry; cheese products; biscuits; snacks; oil; beverages; hotels; restaurants; dietary supplements; cleaning agents; packaging material, textile   |
| <b><i>Medium</i></b>    | milk products; fish products; egg products; beekeeping; spices; horticultural products; preserved fruits; preserved vegetables; canned products; pasta; sugar; animal feed; fish feed; water supply; development of product, process and equipment; veterinary services; process equipment; vending machines, leather products |
| <b><i>Low</i></b>       | fish; egg production; milk production; fishing; hunting; trapping; fruits; vegetables; grain; fresh fruits and fresh juices; drinking water; flour; salt ; retail outlets; shops; wholesalers, transport and storage;  |