



**SICHMA**

**HALAL CERTIFICATION SCHEME**

**For PERISHABLE ANIMAL PRODUCTS**

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# 1. Introduction

The Holy Book of Islam, the Quran, decrees that Muslims may only eat meat from permitted animals and only if those animals have been slaughtered in accordance with detailed ritual procedure as prescribed by the Shariah. It also requires that meat must be handled with care to protect its integrity thus this Scheme was design to meet this need.

The Scheme Owner, Supreme Islamic Council of Halal Meat in Australia Inc (‘SICHMA’) has established this SICHMA Halal Certification Scheme for Perishable Animal Products document to provide applicants with an understanding of its Certification Requirements and to allow for transparency of its expectations and the process that it follows.

Established in 1992, SICHMA is the premier halal certification body in Australia, with acceptance by all of Australia’s Muslim trading nations including Indonesia, Malaysia, Singapore, Saudi Arabia, United Arab Emirates and other Middle East countries. Empowered by the privilege of this authority SICHMA has become one of the principal providers of Halal Certification to Australia companies, in particular those processing and exporting meat to all Muslim countries.

This document contain the rules for the establishment and operation of SICHMA’s Halal Certification Scheme for Perishable Animal Products, and outlines the requirements that need to be fulfilled and the process to be followed to obtain certification. This include the Halal slaughter requirements and appropriate segregation of Halal product from non-Halal product and the organisation’s compliance with the relevant standards for production of Halal meat under Islamic Shariah.

This Scheme document should be read in conjunction with the associated SICHMA Certification Agreement. Applicant/s accept that SICHMA provides certification services to them only under the terms and conditions of this Scheme and the Certification Agreement Contract.

The Scheme covers Halal certification for supply, manufacture, production and related products that fulfil the requirements of relevant standards. In addition activities such as slaughter, boning, offal processing, further processing, storage and where applicable transport is also incorporated

as part of the SICHMA's Halal certification. Should the organisation also engage in further processing of Halal meat products all ingredients used in the manufacture of such products will be subject to compliance with the Scheme.

The Scheme is designed and operated in accordance with recognised international standards and include the requirements for impartiality, competence, management and an effective halal process.

The Scheme is based on contemporary international guidance for such schemes as elaborated in the following standards:

ISO/IEC 17065, Conformity assessment – Guidance on a third party certification systems for products,

GSO 2055-1:2015 Halal products – Part one: General Requirements for Halal Food,

GSO 2055-2:2014 Halal products – Part two: General Requirements for Halal Certification Bodies; and

GSO 993 Animal Slaughtering Requirements According to Islamic Law, where applicable.

After an assessment and audit by an impartial Audit Team, the applicant who has demonstrated and fulfilled the Certification Requirements will be issued a Certificate of Conformity and within this period, periodic surveillance of ongoing fulfilment of Certification Requirements will be undertaken.

## 2. Definitions

Appeal	the process whereby an Applicant can apply to SICHMA to reconsider or review a certification decision
Applicant	the business or organisation that has applied for certification under the Scheme
Application Form	the request form submitted by an Applicant to SICHMA for assessment for the purpose of Certification
Audit Report	information compiled by the Audit Team Leader following an assessment of the Applicant's fulfilment of the Certification Requirements
Audit Team	a team of two or more Auditors that are appointed to carry out the Audit
Certificate of Conformity	halal certificate issued by SICHMA demonstrating compliance with the Scheme
Certification Decision	a decision made by SICHMA regarding the granting of a Certificate of Conformity
Certification Expiry Date	the date being 3 years from the initial grant of Certification, unless revoked earlier
Certification Requirements	compliance with the Scheme Standards, this Scheme document and all other Scheme requirements
Certification	certification under the Scheme in accordance with the Certification Requirements
Conflict of Interest	where a person or organisation has one or more interests that may prevent that person or organisation acting in an impartial manner
Lapse of Certification	Certified Business or Organisation's Certificate status will be considered to have lapsed if the application for renewal of Certification is not received prior to the Certification Expiry Date
Scheme	SICHMA Halal Certification Scheme for Perishable Animal Products
Scheme Owner	Supreme Islamic Council of Halal Meat in Australia Inc, ABN 46 493 434 287
SICHMA	Supreme Islamic Council of Halal Meat in Australia Inc, ABN 46 493 434 287

## 3.The Scheme

This Scheme is called the **SICHMA Halal Certification Scheme for Perishable Animal Products**. The Scheme Owner has established the Scheme to provide applicants with an understanding of the scheme, and with transparency regarding the Certification Requirements.

SICHMA is accredited to certify applicants for the following standard and product category:

- Standard: GSO 2055.2:2014 Halal Products – Part two : *Guidelines for Halal Foods Certification Bodies*.
- Product Category: Category “C” as per Annex A Table A.1 of GSO 2055.2:2014 being *Processing 1 (Perishable Animal Products)*. Perishable animal products are all activities immediately after farming, for example animal slaughtering, poultry, eggs, dairy and fish products.

### 3.1 Purpose

The purpose of the Scheme is to allow businesses or organisations to demonstrate to an independent third party that they fulfil the Halal requirements of the scheme, and are committed to maintaining a high quality of product.

A Halal Certificate is issued upon fulfilment of the Certification Requirements and which indicates the product being certified, and which provides authorisation to the applicant to use the Scheme’s Mark or Logo.

### 3.2 Objective

The objectives of the Scheme and its associated Marks or Logo are:

- to enable Certified facilities and/or certified products to be clearly identified as halal and that it has demonstrated fulfilment of the religious requirements of the Shariah.
- to allow importers, purchasers and individual consumers the level of confidence that the product or goods have been independently assessed as halal and thereby fit for consumption by Muslims.

### 3.3 Scope

The Scheme is compiled using the results of audits and inspections conducted and aimed at ensuring compliance to the following standards:

- GSO 2055.1:2015 Halal Products – Part one : General requirements for Halal Food
- GSO 2055.1:2015 Halal Products – Part two : Guidelines for Halal Foods Certification Bodies
- GSO 993 Animal Slaughtering Requirements According to Islamic Law, where applicable

SICHMA recognizes that each halal accreditation country has their own standards, rules and policies. whilst SICHMA respect this, we have an **overarching** policy in relation to all slaughterhouses;

- Sichma will NOT accept or certify **any** poultry slaughter plant, value added and further that uses a gas stunning method. SICHMA may accept poultry that has been stunned using and electric bath stunning method after an initial audit.
- SICHMA will not accept or certify bovine that is stunned using a penetrative captive bolt pistol. We will however accept stunning through a device with a non-penetrating round head, in a way that does not kill animal before its slaughter, provided that the following conditions are adhered to;

- A side from having a minimum of 2 halal slaughtermen, the abattoir must also employ a full-time dedicated halal head checker to check each skull and ensure that there is no crack or hole in the skull and verify that the animal was alive to its slaughter.
- Halal supervisor must also be employed to oversee the overall halal slaughtering process.

### 3.4 General Principles

#### 3.4.1 Confidentiality

All information obtained from the application will remain confidential.

SICHMA has policies and procedures in place regarding its management of confidential information. SICHMA ensure that its employees and contractors maintain the confidentiality of information acquired as a result of their agreement with the client.

The client shall maintain confidentiality regarding all commercial terms and conditions with SICHMA for certification services.

Information about a particular client or individual shall not be disclosed to any third party without the written consent of the client or individual concerned.

#### 3.4.2 Non-discriminatory

The Scheme is accessible to all applicants whose activities fall within its scope of operation. All applications will be treated fairly and without prejudice or discrimination of any applicant, due to its size, type of business, financial position or political background.

SICHMA can decline to accept an application or maintain a contract for certification from a client when fundamental or demonstrated reasons exist, such as the client participating in illegal activities, having a history of repeated non-compliances with certification/product requirements, or similar client-related issues.

### 3.5 The Application

In order to obtain and retain certification all applicants and clients must abide by the rules of the Scheme and the Certification Agreement.

The client shall ensure that the responsibility for the certification application is clearly defined by appointing an authorised representative who will be the main contact with SICHMA and ensure that the Scheme provisions are observed.

All information deemed necessary by SICHMA in order to complete the assessment should be made available by the applicant through the completion of their application form and that all Annexures shall be duly completed as these form an important part of the certification system.

On receipt, all applications are checked for eligibility and completeness. A quotation is prepared which includes the scope verification and all of the fees for review and reporting.

SICHMA shall be responsible for all certification activities, from the initial document review, audit/evaluation of the client's Management System through periodic surveillance audits and re-assessment audits/evaluations.

### 3.6 Responsibilities

The responsibilities of SICHMA and the Client under this Scheme is summarised in **Attachment A**.





## 4. The Certification Audit

On contacting SICHMA and agreeing to the fee quotation for the required services, the Certification Agreement will be finalised and the Client will then be advised of the proposed audit date and the requirements for the certification audit.

### 4.1 Audit Process

All initial certification audits are carried out in at least two stages. The first stage consists of a preliminary review of the client's organisation and Management System. Part of the first stage of the audit will be conducted at the client premises to provide the necessary understanding of the management system's structure and development in relation to the nature and complexity of the organisation's operations.

During a site visit, the Auditor will commence the visit by conducting an Entry Meeting, which will involve Senior Management and anybody else Management would like to be present at the Entry Meeting. The Entry Meeting will cover such aspects as, who attended the meeting, what the audit process involves and arrange personnel the Auditor needs to interview during the visit.

Following the Entry Meeting the Auditor will conduct a review of the Management System documentation, if not already done. SICHMA shall require each client to make available, when requested, the records of all complaints and corrective action taken in accordance with the requirements of the system standards or other normative documents.

The objectives of stage 1 are to:

- confirm that the Management System has been designed to conform with all the requirements of the Scheme and related standards, including a review of management system documentation;
- confirm that the Management System is designed to achieve the Scheme requirements;
- evaluate the capability of the management system to identify and manage compliance with regulatory and contractual requirements;
- obtain pertinent information to provide for stage 2 audit effectiveness and planning. This will include an evaluation of the client's location and site specific conditions, a collection of information related to the processes and operations within the scope of the management system, and an identification of key performance or significant aspects and objectives.
- evaluate the state of readiness of the management system for the stage 2 audit, including an evaluation of internal audit and management review planning and performance and a determination of the overall level of implementation of the management system;
- review the audit resources planned for the stage 2 audit and agree with the client on the details of the stage 2 audit;
- provide feedback to the organisation to facilitate continual improvement.

The objectives of the stage 2 audit are to:

- confirm that the organisation's Management System and associated activities conform to the requirements of the applicable standard and other requirements to which the business subscribes.
- confirm that the organisation has effectively implemented the planned management system, including performance monitoring and measuring against stated objectives, identification and

compliance to applicable regulatory requirements, operational controls of processes, internal audits and management review.

- confirm that the management system is capable of achieving the organisation's policy commitments and management responsibility for the policies.
- provide feedback to the client to facilitate continual improvement

#### **4.2 Audit Findings and Non-conformities**

When the initial audit/evaluation has been completed, SICHMA will inform the applicant of its result. If Certification Requirements are fulfilled, the Scheme documents gathered will be handed to the SICHMA Certification Committee for review and approval.

If throughout the audit the Auditor finds an error or unsatisfactory requirements exist, the client will be informed of those aspects in which the application is deemed non-compliant. The following may be raised by the auditors:

##### **4.2.1 Major Non-Conformity (Major)**

The absence of, or the failure to implement and maintain, one or more management system elements, or a situation which, on the basis of the available evidence:

- would raise significant doubt as to the capability of the system to achieve the policy and objectives of the organisation and satisfy legal and regulatory requirements,
- would raise significant doubt as to the quality of what the organisation is supplying

Major Non-Conformities meet the definition of “nonconformity” as defined in the

GSO.2055.1:2015 Halal Products – Part one : General requirements for Halal Food and  
GSO.2055.2:2015 Halal Products – Part two : Guidelines for Halal Foods Certification Bodies

As the nature of the Major Non-Conformity may affect the halal integrity of a product, the response time to address the Major Non-Conformity is as follows:

- where the Major Non-Conformity affects the halal integrity of the product, the client will address the Major Non-Conformity with immediate effect in consultation with SICHMA. SICHMA may elect to withdraw the client's Halal certification where such a Major Non-Conformity is not immediately addressed.
- where the Major Non-Conformity does not affect the halal integrity of the product, the client is required to address and closeout the issue raised in a period not exceeding one month and to advise SICHMA of the proposed action/s to be taken within 7 days.

##### **4.2.2 Minor Non-Conformity (Minor)**

A finding (indicative of a weakness in the system) of a process, records or in the management of a particular activity, or a situation which, if left without corrective action or attention by the organisation, would raise significant doubt as to the future capability of the Management System to achieve the policy and objectives of the organisation and the quality of what the organisation is supplying.

Note: A number of Minor Non-Conformities raised against the same provision of the assessment standard or the organisation's Management System can effectively demonstrate a breakdown of the system and can therefore result in a Major Non-Conformity.

Minor Non-Conformities do not meet the definition of “nonconformity” as defined in standards: GSO.2055.1:2015 Halal Products – Part one : General requirements for Halal Food; and GSO.2055.2:2015 Halal Products – Part two : Guidelines for Halal Foods Certification Bodies

When the client can demonstrate that effective corrective action has been taken to meet all the requirements within a specified time limit, the application and its supporting corrective documents will be compiled by the auditors and will be reviewed by SICHMA’s Certification Committee to determine the suitability of awarding certification.

#### **4.3 Surveillance, Short Notice and Surprise Audits**

A Surveillance Audit is the ongoing periodic review of an organisation’s quality management system. This audit takes place in-between certification and re-certification audit while Surprise Audits are unannounced audits.

Surveillance and surprise visit frequency will be stipulated as either once or twice each year, but additional visits may be conducted at the discretion of this Scheme.

It may be necessary for SICHMA to conduct audits of certificated clients at short notice to investigate complaints, or in response to changes, or as a follow-up on suspended clients. Under such circumstance SICHMA shall exercise additional care in the assignment of the audit team.

#### **4.4 Evidence Collection and Laboratory Testing**

A member of SICHMA’s audit team may collect/request relevant samples, photographs or other materials for the purpose of investigation.

Laboratory testing may also be used to identify if any cross-contamination exists, and to confirm that any other agents/ingredients used are halal. The client has an option to use SICHMA’s preferred laboratory or alternatively select a laboratory of their choice which has been approved in writing by SICHMA.

## 5. Certification

Once the Certification Committee has reviewed the results of the audit, and confirmed that Non-Conformances, if any, have been addressed, a Certificate of Conformity will be awarded by SICHMA and the authority to use its Marks/ Logo granted. SICHMA will inform the applicant upon approval of its application.

The certificate will remain the property of SICHMA and shall always be returned upon request. Rules of use of Marks and Logo are detailed per section 8 of this document.

### 5.1 Statement on Conformity and Validity Period

Successful applicants who have achieved compliance with the requirements of this scheme shall be granted a certificate with the following declaration:

“The Supreme Islamic Council of Halal Meat in Australia... certify that [ Name of Client at address ] operates in compliance with the following standards for Halal Products:

- GSO 2055.1.2015 Halal Products Part one: General Requirements for Halal Food
- GSO 993:2015 Animal Slaughtering Requirements According to Islamic Rules.

This certificate covers *[type of animal covered eg beef]*.”

This Certificate shall be valid for 3 years from the date the certificate has been first issued and requires compliance by the client to meet continuing Certification Requirements and the outcome of surveillance audits and/or surprise visits.

### 5.2 Extending Certification

Any client wishing to extend the scope of its certification to cover additional products, processes, services or sites shall apply to SICHMA in writing by completing an application form and identifying the audit type or change required. SICHMA shall review the nature of extension and decide on the necessary audits/evaluations to be performed.

### 5.3 Public Documents

#### 5.3.1 Publication by Certificate Holders

A client has the right to publish that the certified product/s are Halal Certified, and apply a Halal certification mark/logo to the successfully approved halal product/s for which the certificate applies.

The client shall not make any claim that may be regarded as misleading, and care must be exercised in its publications and advertising so that no confusion arises regarding product certification, especially where certified and non-certified business scopes and product exist.

#### 5.3.2 Publication by SICHMA

The client's non-confidential information relating to certified Halal products will be published in SICHMA's website as this is a condition under its accreditation. The information provided will be as follows:

- Name of the client
- Certification scope and product category
- Validity of the certification

- Standard on which certification is based.
- Any other information if and when required.

#### **5.4 Suspension/ Termination of Certification**

The certificate applicable to a specific business scope covering product, process, service, site or organisation may be suspended if the certified client, for a limited period (in most cases the suspension would not exceed 6 months) exhibits the following cases: -

- Improper/Misleading use of the certificate, symbol or logo not remedied to the satisfaction of SICHMA.
- Client makes a voluntary formal request to withdraw certification.
- Regular surveillance or recertification audit shows non-compliance with the requirements which is of such a nature that does not require immediate withdrawal.
- Major non-conformance(s) or effective corrective action not implemented within a specified time period.
- Contravention of the Certification Requirements
- Client fails to meet financial obligations to SICHMA.
- Infringement by the client of any contractual conditions between the client and SICHMA.
- Client is unable or unwilling to ensure conformance to revisions of halal certification requirements once advised by SICHMA
- Existence of a serious complaint, or a large number of second- or third-party complaints, which indicate that SICHMA's halal certification requirements are not being maintained.
- Client does not allow routine surveillance to be conducted at the required frequency

During suspension, the client shall not identify its product, process or service as certified by SICHMA .

SICHMA shall make the certificate suspension public through its website.

The Operation Manager will confirm the official suspension of the certificate to the client. At the same time, the Operation Manager shall indicate under which conditions the suspension will be removed.

At the end of the suspension period, an investigation will be carried out to determine whether the indicated conditions for reinstating the certificate have been fulfilled.

On fulfilment of these conditions the suspension could be lifted by notifying the client that the certification has been reinstated.

If the conditions are not fulfilled, the certificate shall be withdrawn.

All costs incurred by SICHMA, in the suspending and reinstating of certificates will be charged to the client.

#### **5.5 Withdrawal/ Cancellation of Certificate**

Cancellation of certification will be invoked where, following suspension of certification, the client fails to respond to SICHMA communications within the 14-day grace period or fails to implement corrective action within the appointed time period.

Cancellation of certification will require the client to assume the status of non-approval and return all certification documentation to SICHMA.

A certificate may be withdrawn or the scope of certification reduced in the following cases:

- if the audit shows that the non-compliance is of a serious nature.
- if the surveillance or re-audit is delayed by more than 15 months from last audit.
- if the client fails to settle the due payment of its financial obligation to SICHMA
- if the client fails to take adequate measures in case of suspension.
- if any actions are taken by the client which would bring the SICHMA scheme into disrepute.

In the above cases SICHMA has the right to withdraw the certificate by informing the client. The client has the right to appeal any decisions SICHMA has taken.

Certificates will be cancelled in the following cases: -

- If the client ceases trading for whatever reason.
- If the client does not wish to continue certification to the scheme.
- if the product, process or service is no longer offered

### **5.6 Right of Appeal**

The client has the right to appeal against any notification given regarding the suspension, reduction in scope or withdrawal of certification by SICHMA.

Notification of an client's intention to appeal must be made in writing by completing Appeals Form (40) and must be received by SICHMA within fourteen days of receipt of notification of failure to comply with the certification requirements.

The Appeal committee will convene and review the decision taken and the appellant will be informed of the decision.

## 6. Use of Halal Certificates and Halal Mark/Logo

SICHMA shall take reasonable precautions to control the use of its Halal Certificates and Halal Mark/Logo by clients.

SICHMA will take action and deal with incorrect references to certification status or misleading use of certification documents, marks or audit reports by certified clients. The action may include requests for correction and corrective action, suspension, withdrawal of certification, publication of the transgression and if necessary legal action.

**The Rules governing use of SICHMA's Halal Certificates and Halal Mark/Logo is contained in Attachment B.**

**SICHMA Certification Logo**



## 7. Other Certification Matters

### 7.1 Fees and Charges

SICHMA shall be entitled to charge fees at a level to be determined from time to time having regard to its operating costs relating to the services, administration and long term development of the services.

Commercial arrangements are detailed in quotation or other agreements between SICHMA and the clients.

SICHMA is also entitled to full re-imbursement of all out-of-pocket expenses and government charge incurred in the provision of certification services under this Scheme.

### 7.2 Alterations/ Changes Notice

It is the certified client's responsibility to inform SICHMA of any changes that may affect the capability of the management system to continue to fulfil the requirements of the standard used for certification.

The client should inform SICHMA without delay of any changes relating to:

- the legal, commercial, organisational status or ownership,
- organisation and management (e.g. key managerial, decision-making or technical staff),
- modifications to the product, product ingredients or the production method,
- changes to contact address and production sites,
- major changes to the quality/halal management system.

SICHMA reserves the right to make minor changes and corrections to the Scheme rules and regulations without prior notification. Clients will be given prior notice of any changes that may affect their duties and responsibilities.

### 7.3 Recommendations and Suggestions

All certificated clients are entitled to provide comments and recommendation relating to the potential areas for improvement of the rules and regulations.

### 7.4 Complaints

Should the client have cause to complain regarding the conduct of SICHMA's staff, the complaint should be made in writing by completing a SICHMA complaints form. The Operation Manager will send an acknowledgement to the receipt of complaints and will endeavour to respond within 10 working days when possible.

Complaints received by SICHMA from any interested party regarding the activities of a certificated client shall be referred to that client at an appropriate time. The complaint shall be investigated by the client with a response provided to SICHMA regarding the validity or otherwise of the complaint, and further actions if any, to be taken by the client.

The alleged complaint is logged and evaluated to establish its validity, with any requisite corrective and preventive action instigated where necessary.



All complaints will be treated confidential. SICHTMA shall determine, together with the client and complainant, whether and, if so to what extent, the subject of the complaint and its resolution shall be made.

#### **7.5 Competence criteria of personnel**

The personnel conducting the audit will be competent and have the necessary skill as set out in GSO 2055.1:2015 Halal Products – Part two : Guidelines for Halal Foods Certification Bodies.

## Attachment A: Client and SICHTMA responsibilities

The Client requests halal product certification under this Scheme and agrees to comply with all its obligations under the Scheme.

### Client Obligations

The Client shall undertake to pay all fees to Supreme Islamic Council of Halal Meat in Australia (SICHTMA), the Certification Body. The amount of this fees is stated in the quotation accepted by the Client which is based on SICHTMA's price list and will remain fixed for a period of thirty-six (36) months from the date of this agreement. All fees quoted are exclusive of GST, necessary travel and accommodation, and other out of pocket expenses.

1. The Client agrees to all the provisions of this Scheme, all its attachments and all the requirements relating to halal certification activities laid down by SICHTMA. This includes all aspects of the Certification Agreement and all its schedules.
2. The Client shall prepare halal procedure and protocols as part of its Management System taking into consideration the requirements of the following standards
  - GSO 2055.1:2015 Halal Products – Part one : General requirements for Halal Food
  - GSO 993 Animal Slaughtering Requirements According to Islamic Law

and it will include the following:

- Nomination of designated responsible company official/s responsible for the halal aspects of its Management System.
  - Identify the animal species for which halal is sought e.g. cattle, sheep etc.
  - Identify the scope of the halal production process e.g. Slaughter, boning, offal processing, further processing, storage and where applicable , transportation.
  - In case of further processing halal meat products all ingredients used must comply with halal requirements and evidence of this must be documented.
  - A procedure for identification and segregation of halal from non-halal. It should document the defacing the halal mark where integrity of halal product is lost.
3. The Client shall supply SICHTMA with all the necessary valid information about their facilities and relevant Management System documentation applicable policies, documented procedures, and work instructions including records of external complaints and remedial actions taken), as well as internal audits' and management reviews records before the audit (certification, surveillance and recertification audits).
  4. The Client must have effectively documented and implemented the management system supplied and it complies with the standard as specified in Certification Agreement.
  5. The Client shall only employ and use SICHTMA accredited slaughtermen to perform the halal slaughtering activities.
  6. The Client shall ensure that all halal slaughtering activities are performed under the supervision of a SICHTMA halal supervisor.

7. During the audit (certification, surveillance audit, recertification) the Client shall provide all required and necessary information for the conduct of the audit and allow the auditor(s) access to all applicable organisational units, and area of the business.
8. The Client shall allow access to all processes and locations, records and personnel for the purposes of the certification, surveillance and recertification audits, and the settlement of complaints.
9. The Client shall carry out internal audits followed by management reviews of the client's halal quality management system at least once in a year, and shall include halal aspects of its business.
10. The Client has the obligation to allow, if needed, the presence of observers (e.g. accreditation auditors, trainee auditors).
11. The Client shall appoint a responsible company official/s to be responsible for ensuring that the halal requirements of its Management System are observed.
12. After the issue of the Certificate, the Client must inform SICHMA of any significant changes relevant to the Management System (e.g. changes in the ownership, in the facilities, in the scope of the Halal certification etc) as well as any changes in the structure of the company that affect the Management System.
13. The Client must inform SICHMA of any significant non-conformances of which they are aware, through internal audit or other means. The Client is responsible for the adoption of sound quality policies to maintain the reliability of their management system especially as regard to halal requirements. It should be understood that SICHMA is not in any way certifying the effectiveness of the quality of any product or service. The Client cannot use the halal Certification as "proof" that it offers quality products or services.
14. The Client shall adapt to the SICHMA requirements, when referring to the organisation's Certification in the media, like the internet, promotional brochures, advertisements on products or other documents. The client shall not make any misleading statement regarding the Certification or use any certification document or any part of it in a misleading way.
15. The Client is not allowed to use SICHMA's Halal Logo in a confusing way, misleading the public about the scope of the Certification.
16. In case of suspension or withdrawal of the Certification, the Client shall stop all advertising that contain references to its Certification. Similarly clients shall also modify the advertising in case of a reduction of the scope of the Certification.
17. The Client shall maintain the confidentiality of all of SICHMA documents that comes into their possession during the course of certification activities.
18. The Client shall provide a prayer facility and related amenities on-site for the Muslim personnel.

### **SICHMA's Obligation**

1. SICHMA will treat any information about the organisation, made available by the Client, strictly confidential. SICHMA will not disclose to any third party without prior written consent of the Client, any information which comes into its possession or of its employees in the course of providing the service, unless this is prescribed by law, regulation, notice, or relevant accreditation authorities. The Client may release SICHMA from these obligations in writing.
2. SICHMA shall conduct the Certification, according to the Certification Process laid down in Schedule 4 of the Agreement and grant the Certificate of Conformity to clients who meets

the relevant Standard. SICHMA is also obliged to conduct all the necessary audits for the maintenance of the validity of the Certificate.

3. In cases where the Client does not meet the Certification Requirement, the Client is given additional time to withdraw the non-conformities that have been found and apply relevant corrective actions. SICHMA may conduct an additional audit in order to verify the application of the corrective actions. The responsible auditor or a representative shall decide on the extent of the necessary corrective actions. If the Client fails to use the additional time for the application of the corrective actions or if the non-conformities found are not possible to withdraw, the audit, and, consequently, the Certification are considered to have an unfavourable result.
4. Once certified, SICHMA shall advise its clients of any changes to its certification requirements that may take place and verify that each Certified client complies with the new requirements.
5. SICHMA shall include the Client's organisation in the list of certified companies with reference to the activities for which it is certified.
6. SICHMA shall exercise control over the inappropriate or misleading use of Certification documents, marks/seal or audit reports. The result of this action may lead to the need for corrective action/s by the Client. It may also lead to suspension, withdrawal of the Certification, or legal recourse.
7. SICHMA has an appeals process as well as a complaints process available to client to deal with any grievances or concerns regarding the outcome of the certification activities.

## **Attachment B: Rules governing use of Halal Certificate and Halal Mark/Logo (SICHMA Logo)**

SICHMA issues marks corresponding to the relevant standard for which approval has been given, by way of a current Certificate of Registration. The certification mark (SICHMA Shield) used must correspond to the SICHMA Scheme against which the company has been audited and achieved registration.

To ensure that the correct markings are used the following rules shall be observed by all companies who receive halal certification through SICHMA:

1. The marks shall be displayed only in the appropriate form, size and colour detailed in this document.
2. The organisation's certificate number is printed under the mark.
3. When the mark is printed on an unfolded portion of A4 size stationery, it shall be displayed in a size no larger than 30 mm high. On larger portions of unfolded stationery the size may be proportionately increased.
4. Accreditation marks shall normally have a minimum height (excluding the certificate number) of 20 mm. Any enlargement or reduction shall retain the same proportions as those of the masters. The accreditation mark and the certificate number shall be considered as a single entity for purposes of enlargement or reduction.
5. In exceptional circumstances, which are usually dictated by reason of space limitation or cost, the marks may be reproduced at a reduced height, provided that irrespective of the height of reproduction, the mark must be legible, with no infilling.
6. Embossed, relief, or die-stamped versions may be used. The marks may be reproduced as water marks.
7. Electronic reproduction of the marks is permitted (including Internet web sites) provided that the requirements are met and
  - the organisation's certificate number is printed under the mark
  - the mark is reproduced so that infilling does not occur
  - degradation and/or distortion of the mark graphic is avoided
  - computer files of the marks shall be prepared from mark masters. Redrawn approximations may not be used.
8. Reversed-image versions of the accreditation marks are available, and artwork masters are available on request. The organisations' certificate number shall be printed centrally underneath the accreditation mark. All other conditions for use of accreditation marks apply to these versions.
9. Accreditation marks / logo shall not be used in any way that might mislead the reader about the status of a certified organisation, activities outside the scope and imply that product, process

or service is certified. Holders of Certificate shall not make, use or permit any misleading statement and certification document.

10. Holders of certificates issued by SICHMA may use the appropriate mark in the manner prescribed, on stationery and publicity material or other items relevant to their certificate.

11. Holders of certificates should not use its certification in such a manner that would bring the certification body and / or system into disrepute and lose public trust.

12. Holders of certificates should not photocopy SICHMA certificate for any other use or for other premises.

13. The term 'publicity material' shall not include notices, labels, documents or written announcements affixed to or otherwise appearing on goods or products, unless the goods or products have been manufactured under an accredited product conformity scheme. This restriction shall also apply to primary (e.g. blister packs) packaging, promotional products and test certificates / certificate of analysis.

14. Upon termination (by client request), suspension or withdrawal of its certification, the use of SICHMA shield or logo shall be discontinued from all advertising matter, stationery etc that contains a reference to certification. The use of logo on all stationery / advertising material shall be amended if the scope of certification is reduced.

15. Upon reduction in scope, advertising material shall be amended.

#### OTHER RESTRICTIONS ON THE USE OF THE MARKS

1. The certification marks shall not be displayed on vehicles, except in publicity material containing an accreditation mark as part of a larger advertisement, provided the mark is used in the publicity material in accordance with the conditions detailed elsewhere in this information sheet.

2. The certification marks shall not be displayed on buildings and flags.

3. Certification marks may be displayed on internal walls and doors, and on exhibition stands.

4. Certification marks shall not be used in such a way as to suggest that SICHMA approved, any product or any service supplied by a licensee of a mark, or in any other misleading manner.

5. Certification marks shall not be used in such a way as to imply that SICHMA accepts responsibility for activities carried out under the scope of certification.

6. All quotations for work that contain a certification mark shall clearly indicate those activities that are not SICHMA certified.

7. Any use of a certification mark that might contravene the conditions laid down in this document shall be referred to SICHMA.

8. Certification bodies shall ensure that they audit the use of halal certificates and halal marks/logos by their certificate holders. Conditions for the use of the marks by such certificate holders are given in these rules.
9. Reproduction of the marks shall be based on master versions supplied at the time of certification, to which certificate holders must add their certificate number.
10. Do not use its certification in such a manner that would bring the certification into disrepute and lose public trust.

SICHMA will take action and deal with incorrect references to certification status or misleading use of certification documents, marks or audit reports. The action may include requests for correction and corrective action, suspension, withdrawal of certification, publication of the transgression and if necessary legal action.