

REQUIREMENTS OF HALAL CERTIFICATION

Policies and Procedures

HAS 23000:2



Halal Certification of MUI :

A process through a certain procedure that involve both producer and LPPOM MUI to prove that the implementation of Halal Assurance System has met the policy, criteria and procedure of LPPOM MUI, so the product(s) produced can be declared as halal product(s) in a halal certificate.



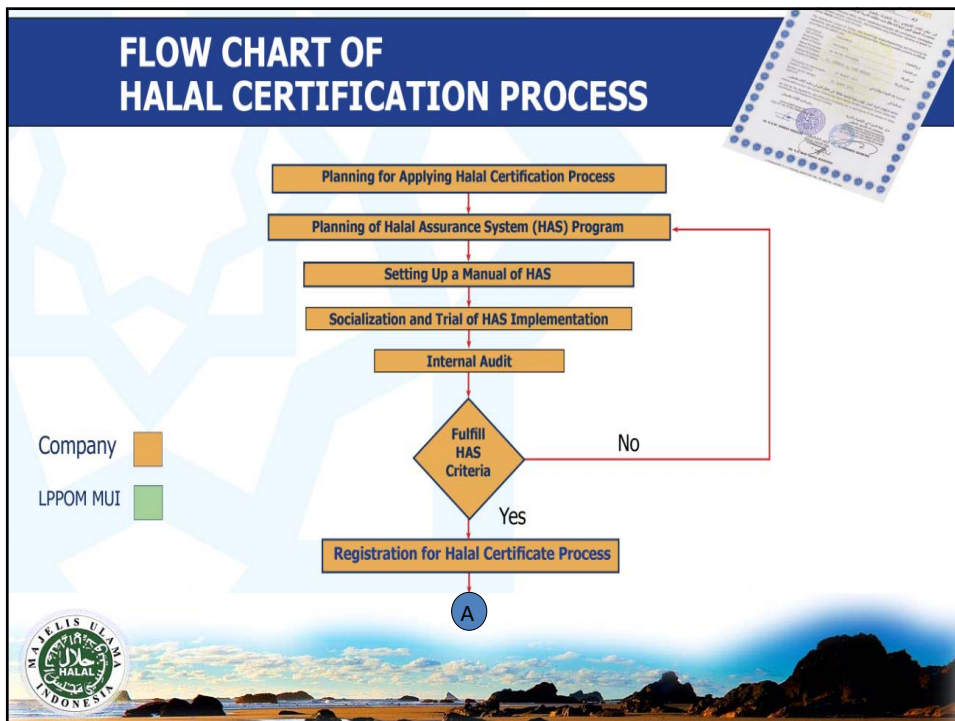
Lembaga Pengkajian Pangan, Obat-obatan dan Kosmetika
Majelis Ulama Indonesia

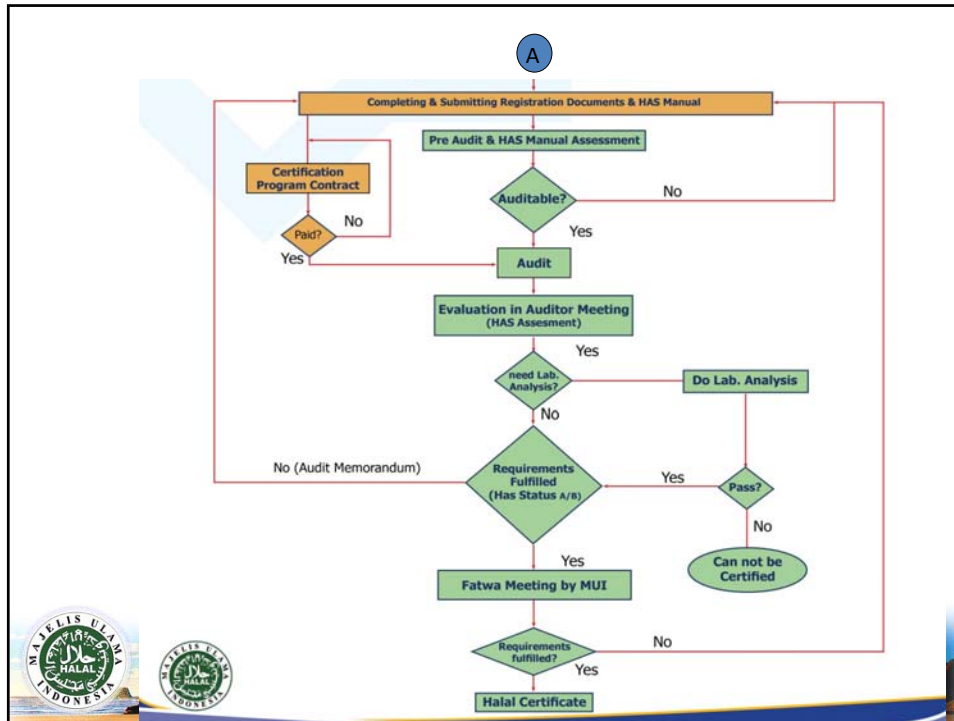
Important Steps of Halal Certification

I. Preparation of Halal Certification by Company to fulfill HAS Criteria

II. Halal Certification Process by LPPOM MUI :

- Registration
- Pre Audit Assessment
- On Site Audit
- Post Audit Evaluation
- Halal Certificate Issuance
- Development of New Product/production Facility
- Halal Certificate Renewal
- Post certification monitoring





I. Policies and Procedures of Halal Certification

1. General Policies
2. Registration
3. Certification Fee
4. Verification of Document Completeness
5. Audit Implementation
6. Post Audit Evaluation
7. Laboratory Analysis
8. Halal Certificate Issuance
9. Development of Products/Facilities
10. Renewal of Halal Certificate



1. LPPOM MUI Logo

II. Other Regulations

1. Amendment of Certification Data
2. Issuance of Notification Letter of On Going Certification Process
3. Issuance of Notification Letter of Halal Approval
4. Grace Period of Halal Certification Process
5. Revision of Halal Certificate
6. Legalization of Halal Certificate
7. Upgrading of Halal Certificate
8. Post Certification Guarantee
9. Unscheduled Inspection



I. Policies and Procedures

1. General Policies

- Halal certification can be requested for all products including food, beverage, medicine, and cosmetic in the forms of raw material, intermediate product, final product, and its supporting product.
- Halal certification process requested by companies including processing industry, slaughterhouse, restaurant, catering service, and distributor.
- Halal certification process shall follow the policies and procedures LPPOM MUI



I. Policies and Procedures

General Policies (Cont'd)

- Every company requesting for halal certification shall develop and implement HAS with minimum HAS status B.
- HAS implementation shall be made in a written form as HAS Manual.
- Companies which do not produce any products such as distributors, warehouses, retailers, transporters are allowed to request for HAS certification to obtain a HAS status/certificate.



General Policies (Cont'd)

I. Policies and Procedures

- Registration is done on the basis of product groups.
- All production facilities (including additional plants, intermediate stores, toll manufacturing, etc.) shall be registered.
- Certification can be requested for parts or the whole products produced by the company.
- ✓ In case of retailed product with certain brand to be certified, all products of the same brand marketed in Indonesia shall be registered.
- ✓ For restaurants and catering services, certification request shall cover all menus and products sold in the restaurant.



2. Registration

- Registration shall be done by on line system through Cerol SS23000
- For companies located in China, registration is done at the representative office of LPPOM MUI in China email: china_halalregistration@halalmui.org



3. Certification Contract Fee

- Covers expenses of audit, halal certificate, status of HAS implementation/HAS certificate, laboratory analysis (for certain products), and publication of *Jurnal Halal* magazine.
- Must be paid before audit.



4. Verification of Document Completeness

- Each registration document is verified by Auditing and HAS Division.
- Audit can be conducted when registration document is complete.
- If the document is incomplete, the Auditing Division will send a pre-audit memorandum to be completed by the company.



5. Audit

- Audit is conducted by at least two auditors and provided with official letter of assignment.
- The production process shall be in progress.
- Audit is conducted in all facilities related to the products being certified.
- Further audit can be done if there is something found in the previous audit to be clarified or if the time for the previous audit is not adequate.
- In case of development or renewal in which an onsite audit is not necessary, an on desk audit will be done.



I. Policies and Procedures

9. Development of Products/Facilities

- LPPOM MUI may issue additional Halal Certificate Appendices for the development of products or facilities/outlets.
- The development of products/facilities shall be registered.
- Necessity of an audit is based on HAS status of the company.

10. Renewal of Halal Certificate

- Company which is going to renew its halal certificate shall do a re-registration before the validity of the certificate expires.
- The request for renewal will be treated according to the regulations of HAS status.



11. LPPOM MUI Logo

- Companies shall make LPPOM MUI logo printed on their product packaging.
- The inclusion of halal logo in retail product shall comply with the regulations of the BPOM (NADFC) RI.



II. Other Regulations

1. Amendment of Certification Data
2. Issuance of Notification Letter of On Going Certification Process
3. Issuance of Notification Letter of Halal Approval
4. Grace Period of Halal Certification Process
5. Revision of Halal Certificate
6. Legalization of Halal Certificate
7. Upgrading of Halal Certificate
8. Post Certification Guarantee
9. Unscheduled Inspection



II. Other Regulations

1. Amendment of Certification Data

If there is an amendment of data (materials, products, facilities, or formulas, and an addition or reduction of data that are already put in the registration form), the company shall make an official written report to LPPOM MUI to be processed further.



II. Other Regulations

2. Issuance of Notification Letter of On Going Certification Process

- Notification Letter is based on a request from a company.
- For new and development registration, Notification Letter can be issued after the audit process is done.
- For renewal registration, Notification Letter can be issued after registration for renewal is received by LPPOM MUI at the latest two months before the validity of halal certificate is expired and after the certification contract fee is paid.
- Notification Letter is valid for three months and can only be renewed once.



II. Other Regulations

3. Issuance of Notification Letter of Halal Approval

- Notification Letter of Halal Approval based on a request from a company after the product of the company is stated as halal in the MUI Fatwa Commission Meeting.
- This notification is valid for one month and can not be extended.



II. Other Regulations

4. Grace Period of Halal Certification Process

- The certification process is considered terminated If within 3 months the company does not give any response to the ongoing certification process.
- If within six months since the date the audit is done, there is no progress in the completion of halal certification process, the company is considered unable to meet the criteria of halal. The certification process can be continued by submitting new registration.



II. Other Regulations

5. Revision of Halal Certificate

- Revision of halal certificate is done based on:
 - A request from company
 - Its appropriateness with the registration form and audit results
 - Results of auditor meeting.
- Revision of halal certificate does not omit a possibility for an audit to be redone before the revision proposal is fulfilled.



II. Other Regulations

6. Legalization of Halal Certificate

- Companies can propose to legalization a valid MUI Halal Certificate for certain purposes, like for customs clearance for imported products.

7. Upgrading of Halal Certificate

- For local companies which originally have halal certificate from Provincial MUI and later improve their marketing scale to the national or export level, National LPPOM MUI can upgrade their current provincial level halal certificate.



II. Other Regulations

8. Post Certification Guarantee

- Companies shall submit periodical report of HAS implementation once every six months since the Halal Certificate is issued.
- When the company is going to use new materials, it shall ask approval of the use of those materials from LPPOM MUI.
- New materials can only be used after the approval from LPPOM MUI is obtained.
- All approved materials should be reevaluated at the time of certificate renewal process.



9. Unscheduled Inspection

LPPOM MUI can conduct an unscheduled inspection for :

- Companies holding HAS certificate
- Companies with products of very high risk category
- Companies with products of risk or low risk category → based on reports from auditors or information from consumer or when suspected no longer meet the HAS criteria.



Thank You

