HALAL INTEGRITY PROTECTION GUIDELINES

The information provided herein is intended to help prepare businesses for the document submission portion of the halal certification process. Submitted documentation will be reviewed by an expert halal review agent.
IMPORTANT ACRONYMS

- **HARM**: Halal Area Risk Management - Any location within the HPF identified by a Halal Watch World auditor as an area requiring mitigation. These areas are considered as locations that have a high potential for cross contamination, or are likely to denigrate the integrity of the status of the Halal product.

- **HC**: Halal Consumer – Any person or entity that your HP’s are sold to.

- **HCP**: Halal Certified Product - Any product deemed as Halal by a Halal certification body.

- **HED**: Halal Enforcement Director - Individual, or team that establishes the HIP.

- **HIP**: Halal Integrity Protection - The program employed for the management of the HPF.

- **HP**: Halal Product – All products in consideration for halal certification

- **HPF**: Halal Product Facility - Any establishment, facility or business that serves stores, processes or produces halal products

- **HPH**: Halal Product Handler – Any individual who makes physical contact with the halal product within the facility

- **HiRF**: High Risk Facility - Facility processes both halal and haram products using indifferent tools, machinery, or utensils.

- **LoRF**: Low Risk Facility - Facility does not process any haram products on or inside of the premises.

- **MeRF**: Medium Risk Facility - Facility processes both halal and haram products using segregated tools, machinery, or utensils.

- **RM**: Raw Material – Any ingredient used to create your HP. *This includes all packaging materials as well*

- **RMM**: Raw Material Manufacturer – Any company that produces any RM associated with the HP.

- **RMS**: Raw Material Supplier – Any company that sells any RM’s to you. The RMS may very well be the same as the RMM

- **CoA**: Certificate of Analysis – a document issued by Quality Assurance that confirms that a regulated product meets its product specification.
PRIMARY DOCUMENTATION

As a part of your halal integrity protection submission, you are required to document, implement, and adhere to the following measures as a part of your HIP requirements:

1. **Elect a Halal Enforcement Director**

   The halal enforcement director is appointed as a responsible individual from the submitting organization. Their **full name, phone number, and email address** must be provided. If the HED is a team of individuals, provide the team name, contact number, and email address. This individual, or team, will be responsible for ensuring that the halal system is functional and monitored.

2. **Define Your Halal Product Facility**

   Provide the name, location and type of all of your halal production facilities. There are 6 HPF types:

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<td>a)</td>
<td>MR</td>
<td>The Halal Manufacturer</td>
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<td>b)</td>
<td>RS</td>
<td>The Halal Restaurant</td>
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<td>c)</td>
<td>SH</td>
<td>The Halal Slaughter House</td>
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<td>d)</td>
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<td>The Halal Kitchen</td>
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<td>e)</td>
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<td>The Halal Distributor</td>
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<td>f)</td>
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3. **Halal Consumers**

   Document and provide the entities that your halal products are sold to. Your halal consumers may be businesses, government agencies, consumers, or otherwise.
FACILITY DOCUMENTATION

1. **Legal Business Documents**

   Provide documentation verifying that your company is legally permitted to do business in your locale.

2. **Traceability Plan**

   Provide a traceability plan document that details the overall production process of your halal system. Your plan must include the following:

   a) Explain the means by which continuity is maintained within the halal product facility, such as the use of demarcation markers, colors, signage, designated locations, and/or computer systems utilized in your traceability plan.

   b) Preventative measures aiding against mislabeling, or mix-up of halal products.

   c) Logging/documenting incoming and outgoing HP’s. Logs should include product identifiers, supplier/raw material manufacturer, date received, unit amount, production date, and lot number.

3. **Flowchart of Processing**

   Provide a graphical representation of halal production showing how your HP’s move throughout your facility.

4. **Sanitation Standard Operating Procedure**

   Provide a document that details your method of sanitation pertaining to the following:

   a) **Personnel (The HPH)** - Any individual who makes physical contact with the halal product within the halal facility

   b) **Equipment (The HPE)** – Includes appliances, tools, machinery, apparatuses, and surfaces in contact with all halal products.

   c) **Products (The HP)** – Sanitation measures must also be provided detailing how contamination is prevented for the halal product itself within the HPF.

   *NOT REQUIRED IF PRODUCT IS NEVER OPENED WITHIN THE FACILITY*
5. **Recall Plan**

Provide a written actionable recourse plan, which protects your halal consumers from products that have been contaminated (whether actual or potential) with non-halal substances. The recall plan acts as the safety net for the HC and the HPF.

6. **Pest Control**

Provide pest control documentation which demonstrates that:

   a) A pest control program is in place
   b) The pest control program is current with results passing within the last 3 months.

If pest control is being performed internally, as opposed to a third-party company, please also provide a pest control SOP.

**PRODUCT DOCUMENTATION**

1. **Finished Product Information**

Provide documented information pertaining to all products to be considered for halal status. You must document and provide the following:

   - Product name
   - Corresponding product specification sheet, or an official document listing all of the ingredients associated with each product (e.g. finished product labels may be submitted, so long as the product, and its ingredients are visible)
   - Any correlating internal ID numbers, or SKU’s for each finished product if one exists.

   *For restaurants/catering kitchens, you must submit your restaurant menu as well*

2. **Raw Material Information**

Provide documented information pertaining to all raw materials related to the halal products in consideration. All of the following items are considered to be raw materials:

   - Any Ingredients used to produce the halal product.
   - Packaging material that comes into contact with the halal product.
   - Cleaning agents used to sanitize production tools, utensils, or surfaces that are in contact with the halal product.
   - Feed for livestock, or any living creatures related to the halal product.
Provided information for each RM must include the following:

- Each RM’s correlating raw material manufacturer. (RMM’s are the producers of the ingredients that make up the halal product. This company may not be the same as the company supplying the product itself to your facility.)

3. **Proof Of Purchase (External traceability):**

Proof of purchase documentation must be established for **all** Raw Materials (RM’s) used in the processing or production of the finished halal products. Admissible documentation for consideration must state that the product is being produced by the manufacturer by name and sold to the HPF in consideration for halal certification by name. If the RMM sells product to a distributor who sells to other suppliers, then traceability must be established interlinking each entity to one another completely.

Examples of may take the any of the following forms:

a) Receipts  
b) Bill of lading  
c) Invoice  
d) Valid suppliers’ certificate of Analysis with both company names listed.

4. **Halal Certificates/Disclosure Statements:**

**All** Raw Material Manufacturers (RMM’s) must be halal certified, or provide a halal disclosure statement (See Appendix A). The Halal disclosure statements is a written testimony that the RM’s do not contain, nor do they ever come into contact with contaminants (See template for the full list of contaminants).

*NOT REQUIRED FOR NON-PROCESSED RAW MATERIALS WITH ONLY ONE INGREDIENT, SUCH AS LETTUCE, TOMATOES, ONIONS, ETC…*

5. **Water Report**

Submit a water report from your water supplier.

* NOT REQUIRED IF WATER NOT USED IN THE PRODUCTION OF HALAL PRODUCTS*

6. **Testing Procedures & Results**

**High risk facilities** must provide additional documented procedures that detail the method of testing validation for residual alcohols, and/or ATP swab testing for residual proteins. Testing results **MUST BE LOGGED** and saved for a period of at least 2 years.
APPENDIX A: SAMPLE HALAL DISCLOSURE STATEMENT

Halal Disclosure Statement

Facility Name: ____________________________
Facility Location: ____________________________

This is to confirm that the above facility produces the following products (List Products Sold to Client in consideration):
_____________________________________________________________________________________________
_____________________________________________________________________________________________

My facility (☐ does | ☐ does not) produce, or utilize, at said location any of the following derivatives which are prohibited from being combined in any way with Halal products (select all that apply):

1. ☐ Human derived ingredients
2. ☐ Pork
3. ☐ Donkey (excluding the Onager)
4. ☐ Animals with fangs or talons (Carnivorous) (Excluding Hyena and Fox according to school of thought)
5. ☐ Animals not slaughtered according to Islamic ritual rites
6. ☐ Carrion
7. ☐ All forms of filth (Najis) i.e. Urine, Excrement, Blood, Pus, Vomit, etc
8. ☐ Insects (other than locusts)
9. ☐ Animals fed with more than 50% of any of the above without being fed on a pure diet for a stipulated number of days
10. ☐ Any intoxicants
11. ☐ Anything toxic or harmful to the body (such as cigarettes)
12. ☐ Anything processed, made, produced, manufactured, and/or stored using utensils, equipment, and/or machinery in contact with any of the above that have not been cleansed according to standards which remove contaminants.

A. The listed products produced at this facility (☐ do | ☐ do not) come into contact with any of the above ingredients.
B. The listed products produced at this facility (☐ are | ☐ are not) processed using dedicated tools, machinery, belt systems, tables or other apparatuses.
C. Tools and machinery at this facility (☐ are | ☐ are not) sanitized in a way that remove any residue from prior usage.

Sincerely,
_____________________________________
Company Representative (print)
_____________________________________
Company Name
_____________________________________
Email Address
_____________________________________
Phone Number