



**Halal products – Part two: General Requirements for Halal Certification Bodies**

Clause Requirement
<p><b>5 General Requirements</b>  <b>5.1 General</b>  <i>Do all the requirements given in Clause 4.1 of ISO/IEC 17065:2012 apply?</i></p>
<p>Describe the CB's established policies and procedures briefly along with document references:  <i>(To be filled up by the CB)</i></p>
<p>Findings/Comments: <i>(To be filled-up by the AB)</i></p>
<p><b>5.1.1 Legal and Islamic responsibility</b>  <i>Do all the requirements given in Clause 4.1.1 of ISO/IEC 17065:2012 apply?</i>  <i>Is the halal certification body a Muslim entity with profound understanding of the proper supply of halal products/services to Muslims and take appropriate steps that ensure Islamic responsibilities are fulfilled in all the activities?</i>  <i>Does the halal certification body have the responsibility for complying with all halal Islamic requirements?</i></p>
<p>Describe the CB's established policies and procedures briefly, along with document references:  <i>(To be filled up by the CB)</i></p>
<p>Findings/Comments: <i>(To be filled-up by the AB)</i></p>
<p><b>5.1.2 Halal certification agreement</b>  <i>Do all the requirements given in Clause 4.1.2 of ISO/IEC 17065:2012 apply?</i></p>
<p>Describe the CB's established policies and procedures briefly, along with document references:  <i>(To be filled up by the CB)</i></p>
<p>Findings/Comments: <i>(To be filled-up by the AB)</i></p>
<p><b>5.1.3 Responsibility for Halal certification decisions</b>  <i>Do all the requirements given in Clause 5.1.3 of ISO/IEC 17021:2015 and Clause 4.1.3 of ISO/IEC 17065:2012 apply?</i></p>
<p>Describe the CB's established policies and procedures briefly along with document references:  <i>(To be filled up by the CB)</i></p>
<p>Findings/Comments: <i>(To be filled-up by the AB)</i></p>
<p><b>5.2 Management of impartiality</b>  <i>Do all the requirements given in Clause 4.2 of ISO/IEC 17065:2012 apply?</i></p>
<p>Describe the CB's established policies and procedures briefly along with document references:  <i>(To be filled up by the CB)</i></p>



<b>Clause Requirement</b>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>5.2.1 Do Halal Certification Body and any part of the same legal entity not offer or provide Halal consultancy, quality system consultancy nor any management system consultancy?</b>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>5.3 Liability and financing</b> <i>Do all the requirements given in Clause 4.3 of ISO/IEC 17065:2012 apply?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>5.4 Operations</b> <b>5.4.1 Does the Halal certification body perform all steps that are necessary to evaluate conformance with the relevant Halal product standards according to the requirements of specific Halal product certification system?</b> <i>Does the Halal certification body specify the relevant standards or parts thereof and any other requirements such as sampling, testing and inspection requirements which form the basis for the applicable Halal certification system?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>5.4.2 While conducting the halal certificate operations, does the halal certification body ensure that the suitability and competence of body(ies) and person(s) carrying out testing, inspection, and halal certification fulfil the requirements, whichever applicable, stated in ISO/IEC 17025, ISO/IEC 17020, ISO/IEC 17021 and/or ISO/TS 22003?</b>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>



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Findings/Comments: *(To be filled-up by the AB)*

**6 Structural requirements**

**6.1 Organizational structure and Senior management**

*Do all requirements given in Clause 5.1 of ISO/IEC 17065:2012 apply?*



<b>Clause Requirement</b>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>6.2 Committee for safeguarding impartiality</b> <i>Do all the requirements given in Clause 5.2 of ISO/IEC 17065:2012 apply?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>6.2.1 Does the Committee include at least one Halal Islamic affairs? Does the Committee actively review work performance of Halal Certification body in accordance with the requirements of Halal in Islamic law; check integrity of issuance of Halal Certification and determine the procedures, systems, methods of work and Halal body policies?</b>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>6.2.2 Halal Islamic affairs expert Committee</b> <i>To ensure the optimally implementation of the basic principles of Halal Islamic rules, does the committee include at least three Halal Islamic affairs expert? Is it legitimacy formed to provide advice and guidance and decisions concerning sharia issues? Does the Committee meet periodically to review and evaluate the certificates that have been issued and ensure commitment to Halal requirements in Islamic sharia and take decisions unanimously and inform a Committee for safeguarding impartiality in the case of non-agreements with any of the decisions done by committee?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>7 RESOURCE REQUIREMENTS</b>
<b>7.1 Competence of management and personnel</b> <i>Do all the requirements given in Clause 6.1 of ISO/IEC 17065:2012 apply?</i> <i>Does the Halal certification body have processes to ensure that personnel have appropriate knowledge relevant to the categories (see Annex A) in which it operates?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>



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Findings/Comments: *(To be filled-up by the AB)*



<b>Clause Requirement</b>
<p><b>7.2 Personnel involve in the Halal certification activities</b></p> <p><b>7.2.1 General requirements</b></p> <p><b>7.2.1.1 Do all the requirements given in Clause 6.2 of ISO 17065:2012 apply?</b></p>
<p>Describe the CB's established policies and procedures briefly along with document references: (To be filled up by the CB)</p>
<p>Findings/Comments: (To be filled-up by the AB)</p>
<p><b>7.2.1.2 Does the Halal certification body ensure that the personnel involved in technical auditing, halal audit requirements, and decision to grant a certificate are Muslim technical specialists (non-Muslim technical experts in specific field and quality management system auditors can be used)? Is it preferred that all staff involved in certification activities are Muslims?</b></p>
<p>Describe the CB's established policies and procedures briefly along with document references: (To be filled up by the CB)</p>
<p>Findings/Comments: (To be filled-up by the AB)</p>
<p><b>7.2.1.3 Is the minimum criteria for the competence of personnel defined by the Halal certification body in order to ensure that the audit and certification procedures are carried out effectively? Do these criteria include training on Halal standards and related documents application as well as quality management system, product certification conformity and safety management system?</b></p>
<p>Describe the CB's established policies and procedures briefly along with document references: (To be filled up by the CB)</p>
<p>Findings/Comments: (To be filled-up by the AB)</p>
<p><b>7.2.1.4 Are the personnel of the Halal certification body individual auditors who work for the halal certification body on a contract basis, or form other external sources? Is the Halal certification body in a position to manage, monitor personnel work and be responsible for the efficiency of their performance by maintaining comprehensive records to monitor personnel competence, whether they are essential employees, employed on contract basis or coming from external bodies?</b></p>
<p>Describe the CB's established policies and procedures briefly along with document references: (To be filled up by the CB)</p>
<p>Findings/Comments: (To be filled-up by the AB)</p>



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**7.2.1.5** Does the Halal certification body require its personnel involved in the Halal certification to sign a contract or other documents in which they commit themselves to:

- a) Comply with the rules defined by the Halal certification body, including those related to confidentiality and independence from commercial and other interest(s);
- b) Declare any previous and/or present activities with associations whether belonging to them or



Clause Requirement
<i>they were working for them as designers, producers, suppliers of Halal products or Halal certificate providers which they are to be assigned?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>7.2.1.6 Are records on the relevant qualifications, training and experience of each member of the personnel involved in the Halal certification process maintained by the Halal Certification Body?</b>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>7.2.2 Personnel that Review Contracts</b>
<b>7.2.2.1 Education</b>
<i>Does Halal certification body ensure that the personnel carrying out contract review shall have the knowledge corresponding to secondary education?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>7.2.2.2 Safety and/or Halal related training</b>
<i>Does Halal Certification Body ensure that the personnel carrying contract review shall have successfully completed training(s) in:</i>
<ul style="list-style-type: none"> <li>a) <i>Relevant Halal standard and related documents required for Halal certification;</i></li> <li>b) <i>Quality management system and product conformity;</i></li> <li>c) <i>Relevant product safety Management (e.g. ISO 22000;)</i></li> <li>d) <i>Training in audit processes based on the guidance given in ISO 19011?</i></li> </ul>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>





### **7.2.2.3 Competencies**

*Does Halal certification body ensure that the personnel carrying out contract review have demonstrated ability to apply knowledge and skills in the following areas:*

- a) Classification of applicants in food chain categories and other sectors;*
- b) Assessment of applicant's products and/or services, processes and practices;*
- c) Deployment of Halal certification auditor competences and requirements;*
- d) Determination of audit time (see Annex B) and duration requirements;*
- e) Halal certification body's policies and procedures related to contract review?*



<b>Clause Requirement</b>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<p><b>7.2.3 Personnel granting Halal certificates</b></p> <p><b>7.2.3.1 General Requirements</b></p> <p><i>Does Halal certification body ensure that the personnel who make the decision on granting certification are educated and trained on Halal certification procedures, and have relevant experience in audits as required for an auditor of the given category (see Annex A) according to ISO 19011?</i></p> <p><i>Does the team taking the certification decision not less than three, at least two of which are Islamic Affairs expert? Are decisions taken unanimously, not by majority of votes?</i></p>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<p><b>7.2.3.2 Competencies</b></p> <p><i>Does the Halal certification body ensure that the team granting certification has demonstrated ability to apply knowledge and skills in the following areas:</i></p> <ul style="list-style-type: none"> <li><i>a) Standards' requirements for Halal products;</i></li> <li><i>b) Islamic rules related to Halal certification;</i></li> <li><i>c) Current principles and understanding of relevant management systems;</i></li> <li><i>d) Identification and assessment of risks for Halal requirements;</i></li> <li><i>e) Corrections and corrective actions to be taken with regards to Halal matters;</i></li> <li><i>f) Laws and regulations relevant to the Halal product/services;</i></li> <li><i>g) Products, processes and practices;</i></li> <li><i>h) Relevant legislation and regulations;</i></li> <li><i>i) Evaluating and reviewing audit report for accuracy and completeness;</i></li> <li><i>j) Evaluating and reviewing effectiveness of corrective actions;</i></li> <li><i>k) The certification process;</i></li> <li><i>l) Good understanding of the fundamental rules and conditions related to Halal, particularly animal slaughtering according to Islamic rules and the requirements of relevant Halal standards?</i></li> </ul>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>



**7.2.4 Technical auditors**

**7.2.4.1 General requirements**

*Do Halal certification technical auditors have relevant knowledge of Islamic rules with regard to Halal certification?*

*Have they received training on the Halal certificate related Technical Standards?*

*Have they studied other relevant regulations and Technical Standards?*



<b>Clause Requirement</b>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>7.2.4.2 Education</b> <i>Does Halal certification body ensure that the technical auditors have the adequate knowledge, corresponding to post-secondary education or higher that includes courses in the relevant related industry categories (in Table A1, see Annex A) in which they conduct Halal certification audits?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>7.2.4.3 Special trainings</b> <b>7.2.4.3.1</b> <i>Does Halal certification body ensure that the technical auditors have successfully completed training in:</i> a) <i>Relevant management principles;</i> b) <i>Regulations on relevant sectors;</i> c) <i>Approved Halal standards and technical regulation?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>7.2.4.3.2</b> <i>Is the training course recognized by the Halal competent authority as being appropriate and relevant?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>7.2.4.4 Audit Training</b> <i>Does Halal certification body ensure that the technical auditors have successfully completed training in:</i> a) <i>Audit techniques based on ISO 19011;</i> b) <i>Relevant product safety management system standards (e.g. ISO 22000);</i> c) <i>Halal certification based on approved Halal standard?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>



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Findings/Comments: *(To be filled-up by the AB)*



<b>Clause Requirement</b>
<p><b>7.2.4.5 Work Experience</b>  <i>Does Halal certification body ensure that the technical auditor has a minimum of five (5) years of full time work experience in the related industry, including at least two (2) years of work experience in quality assurance?</i>  <i>Does the technical auditor have at least two (2) years of work experience in product safety functions during production or manufacturing, retailing, inspection or enforcement, or the equivalent?</i></p>
<p>Describe the CB's established policies and procedures briefly along with document references:  <i>(To be filled up by the CB)</i></p>
<p>Findings/Comments: <i>(To be filled-up by the AB)</i></p>
<p><b>7.2.4.6 Audit Experience</b>  <i>Does Halal certification body ensure that within the last three (3) years the technical auditor has performed at least twelve (12) certification audit days (like product/service) in at least four (4) organizations under the leadership of a qualified auditor?</i>  <i>Note: Audit days include audit days dealing with ISO 9001 in the industry or other product safety management system audits.</i></p>
<p>Describe the CB's established policies and procedures briefly along with document references:  <i>(To be filled up by the CB)</i></p>
<p>Findings/Comments: <i>(To be filled-up by the AB)</i></p>
<p><b>7.2.4.7 Competencies</b>  <b>7.2.4.7.1</b> <i>Are the competencies of technical auditors recorded (see Clause 7.4.5 c of ISO 19011) for each category and sector (see Annex A)?</i>  <i>Does Halal Certification Body provide evidence of the successful evaluation?</i></p>
<p>Describe the CB's established policies and procedures briefly along with document references:  <i>(To be filled up by the CB)</i></p>
<p>Findings/Comments: <i>(To be filled-up by the AB)</i></p>



**7.2.4.7.2** Does Halal certification body ensure that the technical auditors demonstrate the ability to apply knowledge and skills in the following areas?

a) *Audit principles, procedures and techniques: to enable the auditor to apply those appropriate to different audits and to ensure that audits are conducted in a consistent and systematic manner.*

*Does the technical auditor able to:*

- *apply audit principles, procedures and techniques;*
- *plan and organize the work effectively;*
- *conduct the audit within the agreed time schedule;*
- *prioritize and focus on matters of significance;*
- *collect information through effective interviewing, listening, observing and reviewing documents;*
- *keep records and data;*



<b>Clause Requirement</b>
<ul style="list-style-type: none"> <li>• <i>understand the appropriateness and consequences of using sampling techniques for auditing;</i></li> <li>• <i>verify the accuracy of collected information;</i></li> <li>• <i>confirm the sufficiency and appropriateness of audit evidence to support audit findings and conclusions;</i></li> <li>• <i>assess those factors that can affect the reliability of the audit findings and conclusions;</i></li> <li>• <i>use work documents to record audit activities;</i></li> <li>• <i>prepare audit reports;</i></li> <li>• <i>maintain the confidentiality and security of information and;</i></li> <li>• <i>communicate effectively, either through personal linguistic skills or through an interpreter</i></li> </ul> <p><i>b) Product/ service certification and/or management system and other reference Halal standard: to enable the auditor to comprehend the scope of the audit and apply audit criteria.</i></p> <p><i>c) Organizational situations: to enable the technical auditor to comprehend the organization's operational context</i></p> <p><i>d) Applicable laws, regulations and other legal and Halal requirements relevant to the discipline?</i></p>
<p style="color: blue;">Describe the CB's established policies and procedures briefly along with document references: (To be filled up by the CB)</p>
<p>Findings/Comments: (To be filled-up by the AB)</p>
<p><b>7.2.4.7.3</b> Does Halal certification body ensure that the technical auditors demonstrate their ability to apply terminology, knowledge and skills in sector specific and the following areas:</p> <p>a) Products, processes and practices of the specific sector(s) (see Annex A);</p> <p>b) Relevant management system requirements, if applicable;</p> <p>c) Relevant product/service standards;</p> <p>d) Relevant Halal requirements?</p>
<p style="color: blue;">Describe the CB's established policies and procedures briefly along with document references: (To be filled up by the CB)</p>
<p>Findings/Comments: (To be filled-up by the AB)</p>
<p><b>7.2.5 Technical Experts</b></p> <p><b>7.2.5.1 Education</b></p> <p>Do the requirements of Clause 7.2.4.2 apply?</p>
<p style="color: blue;">Describe the CB's established policies and procedures briefly along with document references: (To be filled up by the CB)</p>
<p>Findings/Comments: (To be filled-up by the AB)</p>
<p><b>7.2.5.2 Work Experience</b></p> <p>Does Halal Certification body ensure that the technical experts have at least four (4) years of work experience in their technical area?</p>





<b>Clause Requirement</b>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>7.2.5.3 Competencies</b> <i>Does Halal Certification ensure that the technical experts demonstrate their ability to provide expertise in their technical area?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>7.2.6 Halal Islamic Affairs Experts</b> <b>7.2.6.1 Education</b> <i>Does Halal Certification Body ensure that the Halal Islamic Affairs Experts have the knowledge corresponding to at least equivalent to a diploma or Bachelor, in the same field and knowledge of the procedures that are audited?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>7.2.6.2 Work Experience</b> <i>Does Halal certification body ensure that the Islamic affairs experts have at least four (4) years of work experience in the Halal certification activities?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>7.2.6.3 Competencies</b> <i>Does Halal certification body ensure that Islamic Affairs Experts demonstrate their ability to provide expertise in the Islamic rules related to Halal certification area?</i>
Describe the CB's established policies and procedures briefly, along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>



**7.2.7 Selection of the audit team**

**7.2.7.1** *Does Halal certification body ensure that the Halal certification audit team have competencies in the specific sector required by the audit (see Annex A)?*



<b>Clause Requirement</b>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>7.2.7.2</b> Does the audit team consist of at least two (2) personnel? Is one of them technical auditor and the other one a Halal Islamic Affairs Expert?
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>7.3 Use of individual external technical auditors and external technical experts/Halal Islamic affairs expert.</b> Do all the requirements given in Clause 7.3 of ISO/IEC 17021:2015 apply? Do requirements for individual technical experts also apply for Halal Islamic affairs experts?
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>7.4 Personnel records</b> Do all requirements given in Clause 7.4 of ISO 17021:2015 apply?
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>7.5 Outsourcing</b> Do all requirements given in Clause 7.5 of ISO/IEC 17021:2015 apply?
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>7.5.1</b> When a Halal certification body decides to outsource the work related to Halal Certification (e.g. audit, testing or inspection) to an external body or person, is a properly documented agreement covering the arrangements including confidentiality and conflict of interest drawn up?



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Describe the CB's established policies and procedures briefly along with document references:  
(To be filled up by the CB)



<b>Clause Requirement</b>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<p><b>7.5.2 Does the Halal Certification Body:</b></p> <p>a) <i>Take full responsibility for such outsourced work and maintain its responsibility for granting, maintaining, extending, suspending or withdrawal of Halal Certification;</i></p> <p>b) <i>Ensure that the outsourced body or person is competent and complies with the applicable provisions of this standard and other related documents relevant to testing, inspection or other technical activities, and is not involved either directly or through the person’s employer with the design or production of the Halal product/service in such a way that impartiality would be compromised; and</i></p> <p>c) <i>Obtain the applicant’s consent on outsourcing?</i></p>
Describe the CB’s established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<p><b>8 INFORMATION REQUIREMENTS</b></p> <p><i>Do all the requirements given in Clause 8 of ISO/IEC 17021:2015 apply?</i></p> <p><i>Do certification documents identify in details the type of certified activity or product, referring to scope (see Annex A)?</i></p>
Describe the CB’s established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<p><b>8.1 Publicly accessible information</b></p> <p><i>Do all requirements given in Clause 4.6 of ISO 17065:2012 apply?</i></p>
Describe the CB’s established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<p><b>8.2 Halal certificate Template</b></p> <p><i>Do all requirements given in Clause 7.7 of ISOIEC 17065:2012 apply?</i></p>
Describe the CB’s established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>



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**8.3 Directory of certified clients and their certified products**

*Do all requirements given in Clause 8.3 of ISO/IEC 17021:2015 and Clause 8.7 of ISO/IEC 17065:2012 apply?*



<b>Clause Requirement</b>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>8.4 Reference to Halal certification and use of Halal marks/licenses</b> <i>Do all the requirements given in Clause 4.1.3 of ISO/IEC 17021:2015 apply?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>8.4.1 Does the Halal certification body exercise proper control over ownership, use and display of licenses, Halal certificates and Halal marks of conformity?</b>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>8.4.2 Is the guidance on the use of Halal certificates and Halal marks permitted by the Halal certification body obtained from related standard?</b>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>8.4.3 Are incorrect references to the Halal certification system or misleading use of licences, Halal certificates or marks, found in advertisements, catalogues, etc., dealt with by suitable action?</b>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>8.4.4 Are Halal certificate owners who failed to renew their Halal certificates not allowed to use the Halal mark at the premises or on the manufactured Halal products/services or inside the grocery shop or supermarkets corridors?</b>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>



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Findings/Comments: <i>(To be filled-up by the AB)</i>





<b>Clause Requirement</b>
<b>8.4.5</b> <i>Does the Halal mark meet the required specifications as per the approved standard?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>8.4.6</b> <i>Is the Halal mark printed clearly on all certified Halal products and labelled on each box/package?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>8.4.7</b> <i>Are companies allowed to print the colored mark suitable to its packaging as long as it does not change the original specification(s) of the mark?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>8.4.8</b> <i>Is the Halal mark/certificate exhibited only at the entrance of the certified establishment?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>8.4.9</b> <i>Does the certificate holder not reproduce the granted Halal certificate in part and/or in a way that would hinder the legibility, nor tamper with the original copies or photocopies of the Halal certificate?</i> <i>Does he not translate the certificate and/or test reports in other languages without the control and consent of the Halal certification body?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>8.5 Confidentiality</b> <i>Do all the requirements given in Clause 8.5 of ISO/IEC 17021:2015 apply?</i>



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Describe the CB's established policies and procedures briefly along with document references:  
(To be filled up by the CB)



<b>Clause Requirement</b>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>8.6 Information exchange between a Halal certification body and its clients</b> <i>Do all the requirements given in Clause 8.6 of ISO/IEC 17021:2015 apply?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>9 PROCESS REQUIREMENTS</b>
<b>9.1 General requirements</b>
<b>9.1.1</b> <i>Does the Halal certification body precisely define the scope of certification in terms of Halal product/service categories (e.g. primary (raw material or intermediate product) production, food processing, packaging material production etc.), and sectors according to Annex A? Does the Halal certification body not exclude part of the processes, sectors, products or services from the scope of certification when those processes, sectors, products or services influence the Halal requirements of the end products?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>9.1.2</b> <i>Does the Halal certification body have a process for selecting the audit day, time and season so that the audit team has the opportunity for auditing the organization operating on a representative number of product lines, categories and sectors covered by the scope? If the subject of the certification is Halal product certification, does the Halal certification body review the results of all laboratory analyses with regard to the Halal status of the product that is produced or offered?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>



**9.1.3** *Does the audit program include a two-stage initial audit, surveillance audit in the first and the second years, and a recertification audit in the third year prior to expiration of certification? Does the three years certification cycle begins with the certification or recertification decision? Does the determination of the audit program and any subsequent amendments consider the size of the organization of the client, the scope and complexity of its management system, products and processes as well as the demonstrated effectiveness of level of management system and the results of any previous audits? When a halal certification body is taking account of certification or other audits already granted to the client, does it collect sufficient, verifiable information to justify, and record any adjustments to the audit program?*



<b>Clause Requirement</b>
<p><i>Is the halal certificate valid for three years and will be suspended or cancelled at any time when the certified organization is found to contravene the approved halal standard and related requirements?</i></p>
<p>Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i></p>
<p>Findings/Comments: <i>(To be filled-up by the AB)</i></p>
<p><b>9.1.4</b> <i>Do all the requirements given in Clause 9.1.2 to 9.1.3 of ISO/IEC 17021:2015 apply?</i></p>
<p>Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i></p>
<p>Findings/Comments: <i>(To be filled-up by the AB)</i></p>
<p><b>9.1.5</b> <i>Does the Halal certification body have documented procedures for determining audit time? For each client, does the Halal certification body determine the time needed to plan and accomplish complete and effective audit of the client's product/service and/or FSMS? Is the audit time determined by the Halal certification body, and the justification for the determination, recorded? In determining the audit time, does the Halal certification body consider Annex B and the following aspects:</i></p> <ul style="list-style-type: none"> <li><i>a) requirements of the approved Halal standard;</i></li> <li><i>b) size and complexity of the organization;</i></li> <li><i>c) technological and regulatory context;</i></li> <li><i>d) outsourced activities included in the scope of the production or process;</i></li> <li><i>e) results of any prior previous audit(s);</i></li> <li><i>f) number of sites or establishments with multiple sites?</i></li> </ul>
<p>Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i></p>
<p>Findings/Comments: <i>(To be filled-up by the AB)</i></p>
<p><b>9.1.6</b> <i>Does each site of a multi-site establishment needs to be assessed and certified separately?</i></p>
<p>Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i></p>
<p>Findings/Comments: <i>(To be filled-up by the AB)</i></p>
<p><b>9.1.7</b> <i>Do all requirements given in Clause 9.1.6 to 9.1.9 of ISO/IEC 17021:2015 and Clause 7.2 to 7.4 of ISO/IEC 17065:2012 apply?</i></p>



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Describe the CB's established policies and procedures briefly along with document references:  
(To be filled up by the CB)



<b>Clause Requirement</b>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<p><b>9.1.8</b> Does the Halal certification body provide a written report for each audit?            Is the report based on relevant guidance provided in ISO 19011?            Does the audit team identify opportunities for improvement but not recommend specific solutions perceived as consultancy?            Is ownership of the audit report maintained by the Halal certification body?            If the product/service is in the food-chain operations, does the report include references to issues relevant to the FSMS?</p>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<p><b>9.1.9.</b> Do all the requirements given in Clause 9.1.11 to 9.1.15 of ISO/IEC 17021:2015 and Clause 7.5 and 7.6 of ISO/IEC 17065:2012 apply?</p>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<p><b>9.2 Initial audit and Halal certification</b>  <b>9.2.1 Application</b>            a) Do all the requirements given in Clause 9.1.1 of ISO/IEC 17021:2015 apply?            b) Does the Halal certification body require the applicant for the Halal certificate to provide detailed  <i>information concerning its legal status/entity, raw materials, operations, product safety management system related issues i.e. HACCP studies, the number of shifts and number of employee in each shift etc.?</i></p>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<p><b>9.2.2 Application review</b>            Do all the requirements given in Clause 9.1.2 of ISO/IEC 17021:2015 apply?            Note: In case of non-conformities found during the audit, the producer/service owner shall make a declaration, before renewal of application, that he has completely remove all the non-conformities detected in the audit. In case of an unsuccessful certification process, the new application shall only be accepted if the client makes such a declaration. If the first application for certification is unsuccessful and the client wishes to approach another certification body, then the applicant shall make available detailed information regarding its first application for certification.</p>



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Describe the CB's established policies and procedures briefly along with document references:  
(To be filled up by the CB)





<b>Clause Requirement</b>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<p><b>9.2.3 Initial Halal certification audit</b>  <i>Is the initial certification audit of Halal product/service/management system conducted in two stages: stage 1 and stage 2?</i></p>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<p><b>9.2.3.1 Stage 1 audit</b>  <b>9.2.3.1.1</b> <i>Do all the requirements given in Clause 9.3.1 of ISO/IEC 17021:2015 apply? When outsourced control measures applied, does stage 1 audit review the documentation included in Halal requirements and/or the product safety management system to determine if the combination of control measures is suitable for the organization, and conform to requirements of Halal standards? When collecting the information regarding the compliance to national or international regulatory aspects, are relevant authorizations present?</i></p>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<p><b>9.2.3.1.2</b> <i>Are the objectives of stage 1 audit provide an illustration for planning stage 2 audit by gaining an understanding of the product safety management system in the context of the organization's food safety hazard identification, analysis, HACCP plan and PRPs, policy and objectives, and, in particular, the organization's state of preparedness for audit by reviewing the extent to which:</i></p> <ul style="list-style-type: none"> <li><i>a) the organization has identified PRPs that are appropriate to the business (e.g. regulatory and statutory requirements),</i></li> <li><i>b) the product safety management system includes adequate processes and methods for the identification and assessment of the organization's safety hazards, and subsequent selection and categorization of control measures (combinations),</i></li> <li><i>c) safety legislation is in place for the relevant sector(s) of the organization,</i></li> <li><i>d) the product safety management system is designed to achieve the organization's safety policy,</i></li> <li><i>e) the product safety management system implementation program justifies for the audit (stage 2),</i></li> <li><i>f) the validation, verification and improvement programs conform to the requirements of the product safety management system standard,</i></li> <li><i>g) the product safety management system documents and arrangements are in place to communicate internally and with relevant suppliers, customers and interested parties, and</i></li> <li><i>h) any additional documentation that require revision and/or knowledge that need to be obtained in advance?</i></li> </ul>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>



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<b>Clause Requirement</b>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<p><b>9.2.3.1.3</b> For Halal certification, is stage 1 audit carried out at the premises of Halal certification body or at the applicant’s organization premises according to complexity of production or service in order to achieve the objectives stated above.</p> <p>a) In the case of categories A, B, G, H, I, J and K (see Annex A), it is not necessary that stage 1 audit to be on-site. However, it is the discretion of the audit team to decide to carry out an on-site audit. In categories C, D, E, F, L, M and N (see Annex A) it is obligatory that stage 1 audit is done on-site.</p> <p>b) Where stage 1 audit has not been performed on-site, the duration of stage 1 audit may not exceed 20% of the total audit time (see Annex B). Where it covers an on-site work, duration of the stage 1 audit may not exceed 30% of the total audit duration (see Annex B)?</p>
Describe briefly the CB’s established policies and procedures: <i>(To be filled-up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<p><b>9.2.3.1.4</b> Do all requirements given in Clause 9.2.3.1.2 of ISO/IEC 17021:2015 apply? Is the applicant informed that the results of stage 1 audit may lead to postponement or cancellation of stage 2 audit?</p>
Describe briefly the CB’s established policies and procedures: <i>(To be filled-up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<p><b>9.2.3.1.5</b> Are any part of the product safety management system that is audited during stage 1 audit and determined to be fully implemented, effective and in conformity with requirements, not need to be re-audited during stage 2 audit?            Does the Halal certification body ensure that the already audited parts of the product safety management system continue to conform to the certification requirements?            Does stage 2 audit report include these findings and clearly state that conformity has been established during stage 1 audit?</p>
Describe briefly the CB’s established policies and procedures: <i>(To be filled-up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<p><b>9.2.3.1.6</b> Do all requirements given in Clause 9.3.1.2 of ISO/IEC 17021:2015 apply? Is the interval between stage 1 and stage 2 audits is reasonably expected to be not longer than 6 months?            Is Stage 1 audit repeated if a longer interval is needed?</p>
Describe briefly the CB’s established policies and procedures: <i>(To be filled-up by the CB)</i>



<b>Clause Requirement</b>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>9.2.3.2 Stage 2 audit</b> <i>Do all the requirements given in Clause 9.3.1.3 of ISO/IEC 17021:2015 apply?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>9.2.4 Initial Halal certification audit conclusions</b> <i>Do all requirements given in Clause 9.3.1.4 of ISO/IEC 1721:2015 apply?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>9.2.5 Information for granting initial Halal certification</b> <i>Do all requirements given in Clause 8.2 of ISO/IEC 17021:2015 apply?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>9.2.6 Sampling</b> <b>9.2.6.1</b> <i>When necessary, does the audit team take samples in sufficient quantities from production/ service premises for the performance of the required inspections and tests?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>9.2.6.2</b> <i>If certification of Halal products is based on testing/inspection of batches of the Halal product, is it in accordance with a defined sampling scheme utilising statistically proven techniques with stated confidence levels? In specifying any requirements for sampling, does the Halal certification body establish documented procedures for the selection and control of samples to ensure traceability, and that they are representative of Halal production?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>



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<b>Clause Requirement</b>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>9.2.6.3</b> <i>Are the samples taken by the audit team sent for analysis to the laboratory accredited under ISO/IEC 17025 or recognized upon the approval of Halal competent authority?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>9.2.7 Inspections and tests</b>
<b>9.2.7.1</b> <i>Are the inspections and tests on the Halal product/service determined in accordance with the requirements of the Halal product/service and the national and/or regional or international legal provisions?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>9.2.7.2</b> <i>Are the laboratories that undertake inspections and/or analyses accredited under ISO/IEC 17025 or shall be recognized upon the approval of Halal competent authority?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>9.2.7.3</b> <i>When independent testing facilities are not available, does the Halal certification body ensure that the specified controls are in place at the supplier's testing facilities, and are managed in a manner which provides confidence in the results obtained and that records are available to justify the confidence?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>9.3 Surveillance activities</b>
<i>Do all requirements given in Clause 9.6.2 of ISO/IEC 17021:2015 and Clause 7.9 and 7.10 of ISO/IEC 17065:2012 apply?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>



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<b>Clause Requirement</b>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>9.3.1</b> <i>Does the Halal certification body conduct surveillance at certain time intervals according to ISO/IEC 17021, (9.3.2.2) as it deems necessary in order to ensure continued compliance of Halal product/service with the requirements of the certification, giving due regard to the requirements of the Halal product/service standard to which the certification has been conducted and taking account of the nature of Halal product/service in question, requirements of the certification, any nonconformities detected in the Halal product/service or Halal production/service premises or any complaints received with regard to certified Halal product/service?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>9.3.2</b> <i>When Halal production/service premises are audited and if nonconformities that directly affect Halal product/service safety are detected, are the samples taken for surveillance purposes?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>9.3.3</b> <i>In all cases, are the procedures with regard to reports issued as a result of surveillance determined by decision maker(s)?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>9.4 Recertification</b> <i>Do all requirements given in Clause 9.6.3 of ISO/IEC 17021:2015 apply?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>9.4.1</b> <i>Do Halal certificate owners (certified organization) submit a recertification or renewal application six (6) months prior to the expiry date of current Halal certificate?</i>





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Describe briefly the CB's established policies and procedures: *(To be filled-up by the CB)*



<b>Clause Requirement</b>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>9.4.2 Does the Halal certificate owners who failed to renew their certificates not allowed to use the Halal mark at the premises or on the manufactured products?</b>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>9.5 Special audits</b> <i>Do all requirements given in Clause 9.6.4 of ISO/IEC 17021:2015 apply?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>9.6 Suspending, withdrawing or reducing the scope of Halal certification</b> <i>Do all requirement given in Clause 9.6.5 of ISO/IEC 17021:2015 and Clause 7.11 of ISO/IEC 17065:2012 apply?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>9.7 Appeals and complaints</b> <i>Do all requirements given in Clause 9.7 and 9.8 of ISO/IEC 17021:2015, Clause 7.13 of ISO/IEC 17065:2015 apply?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>
Findings/Comments: <i>(To be filled-up by the AB)</i>
<b>9.7.1 Are applications in the case of any appeals or complaints regarding Halal certification services made to the Halal certification body?</b> <i>Is the committee for appeals and complaints established and responsible for resolving such cases and inform the related parties accordingly?</i>
Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i>



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Findings/Comments: *(To be filled-up by the AB)*



<b>Clause Requirement</b>
<p><b>9.7.2</b> <i>Are the members of this committee separated from any phase of the Halal certification related to the subject complaint or appeal?</i></p>
<p>Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i></p>
<p>Findings/Comments: <i>(To be filled-up by the AB)</i></p>
<p><b>9.7.3</b> <i>Does the committee consist of a minimum of three (3) persons, at least one of whom is a Halal Islamic affairs expert?</i></p>
<p>Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i></p>
<p>Findings/Comments: <i>(To be filled-up by the AB)</i></p>
<p><b>9.7.4</b> <i>Are the complaints by consumers regarding a certified Halal product/service evaluated by the Halal certification body, which is responsible for making the necessary investigations? As a result of such evaluations, is the complaint found to be justified then the certificate holder required to compensate for the damage(s) caused under the relevant provisions of the contract?</i></p>
<p>Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i></p>
<p>Findings/Comments: <i>(To be filled-up by the AB)</i></p>
<p><b>9.8 Records of applicants and clients</b> <i>Do all requirements given in Clause 9.9 of ISO/IEC 17021:2015 and Clause 7.8 of ISO/IEC 17065:2012 apply?</i></p>
<p>Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i></p>
<p>Findings/Comments: <i>(To be filled-up by the AB)</i></p>
<p><b>10. MANAGEMENT SYSTEM REQUIREMENTS FOR CERTIFICATION BODIES</b> <i>Do all requirements given in Clause 10.3.2 to 10.3.4 of ISO/IEC 17021:2015 apply?</i></p>
<p>Describe the CB's established policies and procedures briefly along with document references: <i>(To be filled up by the CB)</i></p>
<p>Findings/Comments: <i>(To be filled-up by the AB)</i></p>