



# HALAL AUDITING

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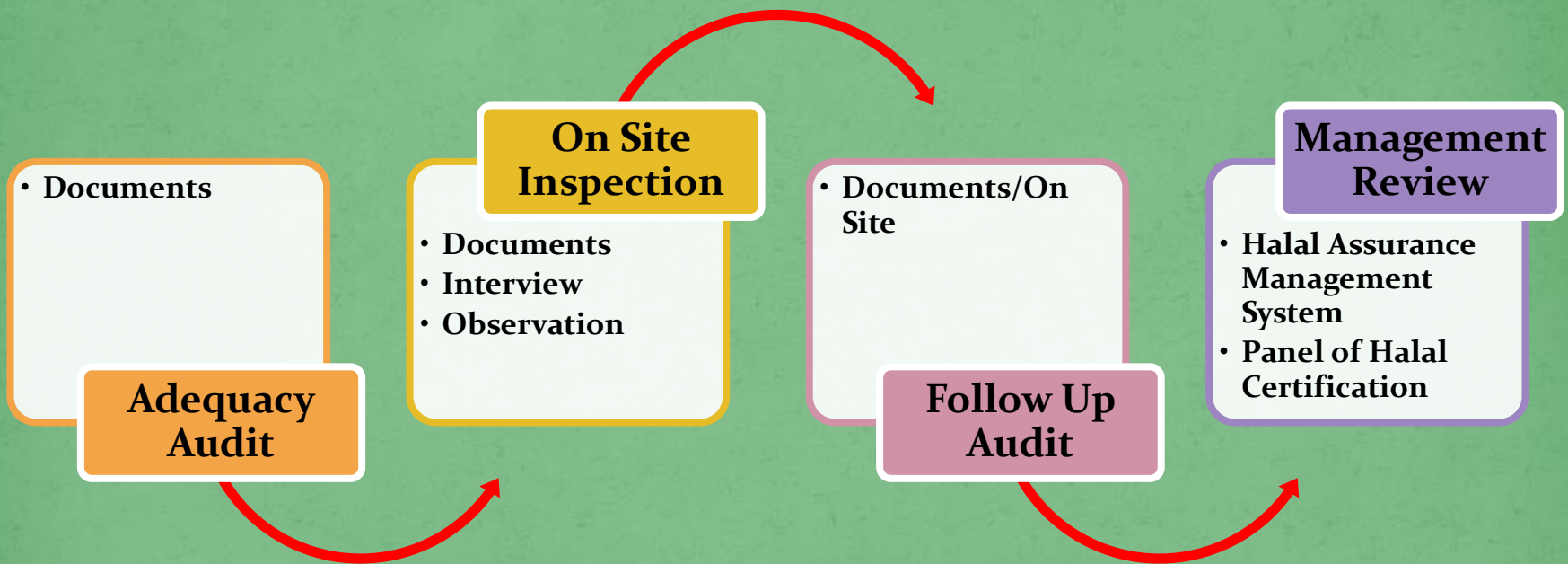
by:

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Department of Islamic Development, Malaysia

# Audit Flow Process



# Objective

- To establish conformity or non conformity with agreed requirements on product and process.
- To obtain evidence that Halal Principle have been effectively applied and maintained.
- Ensure that all aspects of Shariah & Technical complied with halal procedure
- The auditor must visit the locations where these process are actually happenings.



# ADEQUACY AUDIT

Thoroughly review the following items before processing further the application:

- i. Company's profile
- ii. Factory location
- iii. Product information
- iv. Ingredients declaration
- v. Name and address of manufacturers/suppliers of ingredients
- vi. Ingredients Halal certification and product specification



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# COMPLIANCE AUDIT/ ON SITE AUDIT

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# COMPLIANCE AUDIT

..involves evaluation on the source of ingredients, production process, controls of halal contamination in the whole supply chain, hygiene and personnel, based on the relevant standards and procedures.



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# COMPLIANCE AUDIT

- to ensure on going compliance and conformity to the Shariah Laws and reference standard (e.g. Halal Malaysia Certificate Manual Procedure).
- To ensure the INTERNAL HALAL CONTROL SYSTEM is implemented and monitored.



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# COMPLIANCE AUDIT

1) Opening meeting

2) Site audit

- Gathering factual / objective evidence that Halal activities are being practice effectively in the whole halal chain.

3) Review audit findings

4) Closing meeting



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# COMPETENCY OF AUDITORS

## Syariah Auditors

Islamic Studies  
background

Knowledgeable  
In Slaughtering  
issue

Audit  
experiences

Knowledgeable  
In Food/Cosmetics/ Pharmaceutical  
Industry, critical raw materials used in  
halal industry

Attended related training on  
halal and technical aspect



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# COMPETENCY OF AUDITORS

## Technical Auditors

Science background

Audit experiences

Knowledgeable in Food Technologies, Chemistry, Pharmaceutical, critical raw materials used in halal industry

Attended related training on shariah and technical



# AUDIT TOOLS

- Audit plan
- Audit checklist
- Non conformance report
- Sampling notice

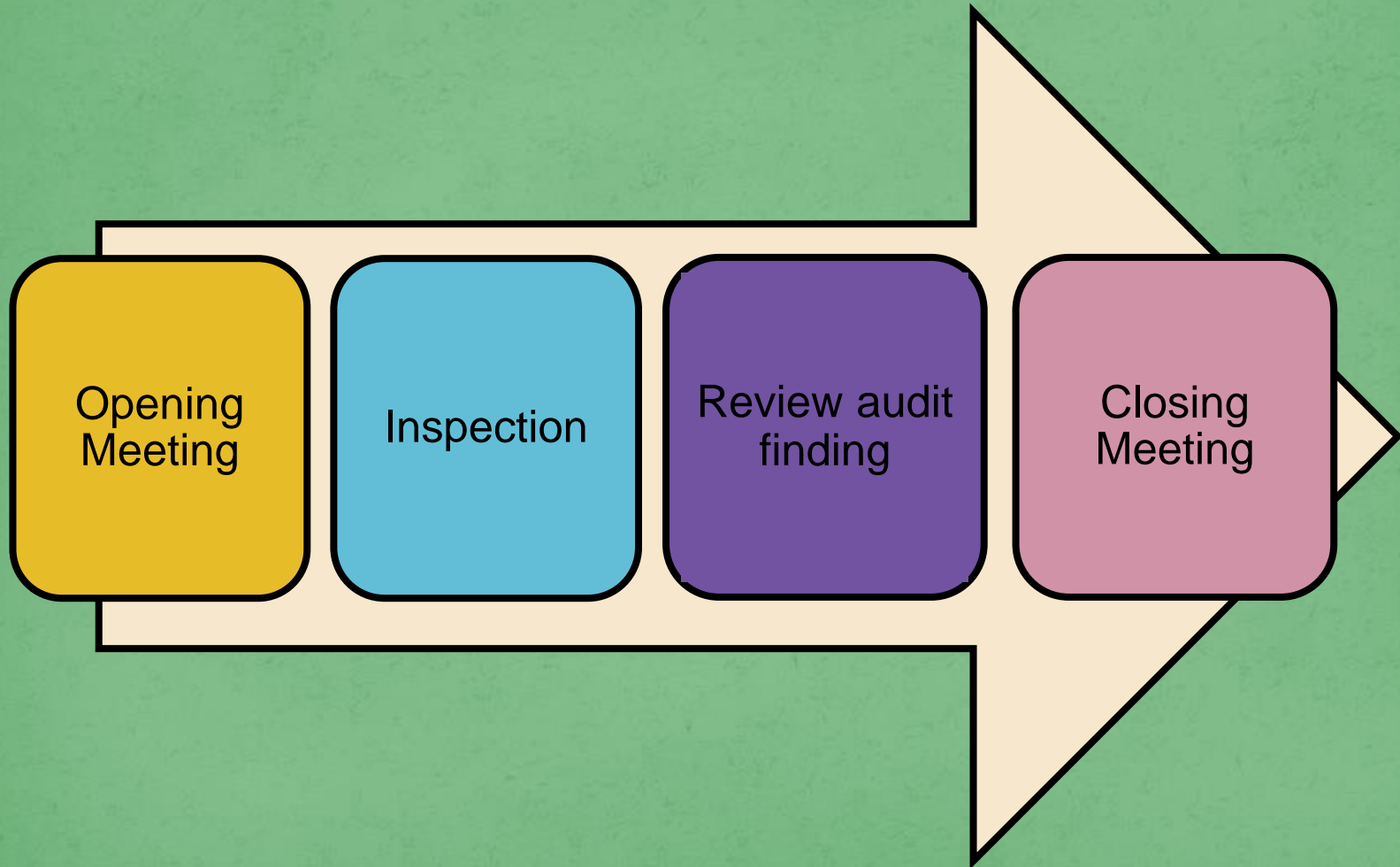




# Planning

- Select team
- Create schedule / audit program
- Check file
- Inform to auditee
- Prepare checklist
- Audit tools
- Standard and guideline

# Audit Script



# Script

## Opening Meeting

Introduce yourself and other members of the team

Inform the purpose of visit

Verify the application

Inform about the standards used during audit –Manual Procedure of Halal Certification Malaysia, MS 1500:2009, MS 2200:Part 1:2008 & National Fatwa Council decision

Inform auditee that any information obtained will be kept confidential

Inform the scope of audit to be carried out : Document Review & On site Inspection

Give opportunity to auditee introduce himself and brief on company's background

Review of Documents : Internal halal committee file, anti-typhoid injection record , food handler training record, pest control record, ingredient purchase invoices , production record, product packaging and any other relevant documents



## **On site Inspection**

Get permission from auditee to bring in camera

Inspect all the production chain – receiving raw material, processing, packing, storage, wastage management  
(Using checklist to guide inspection)

Obtain evidence if there is non compliance

Sampling if necessary

## **Review audit finding**

Ask auditee to allow auditors to be alone

Discussion on finding among auditors

Report writing

## Closing Meeting

Thank the auditee for cooperation along the audit

Emphasize again on the confidentiality of information obtained

Inform about the overall inspection report

Explain on the non conformance found and evidence obtained

Set timeframe to submit corrective action – put in the report

Ask auditee's signature as a sign of agreement on report issued

Provide auditee a copy of report

Provide an opportunity for auditee to enquire before end the meeting

Thank the auditee

Leave premise

# Audit Scope

1. Company's profile
2. Raw ingredient
3. Employee
4. Premise cleanliness
5. Processing
6. Equipment & Utensil
7. Packaging & labelling
8. Storage and handling
9. Transportation & distribution
10. Waste management



**Interview  
Document  
Observation**



# On Site Audit

- Based on application scheme :
  - Food product
  - Premises / Outlet / Hotel Kitchen
  - Consumers Good
  - Cosmetics
  - Pharmaceuticals
  - Abattoir
  - Logistic

# Company's Profile

- Halal/GMP/HACCP/ISO certificate holder
- Pest control documentation
- Traceability programme
- Halal assurance system (HAS)
- Lab test analysis report

# Ingredients

- The content of raw materials, processed materials or additives must be halal
- Every company applying for Halal certification must ensure that all raw ingredients used are Halal and suppliers or sub-contractors who supply only Halal materials or having Halal certificates are selected
- All Halal ingredients used having Halal certificate or product specifications.
- Sources of doubtful ingredients must be proven by Halal certificate issued by recognized Islamic bodies.
- Ingredients defined clearly in application form .
- Critical ingredients must be proven with invoice of purchased.



# Employee

- Training in proper food handling techniques and food safety awareness
- The workers practice the GHP (PPE-mask, glove, hairnet)
- Anti-typhoid injection for the production workers
- Suitable attire according to the *Syariah* principles

# Employee for slaughter house

- Slaughterman
- Halal checkers
- Supervisor
- Qualified by authority

# Equipment & Utensils

- Equipment and utensils used must be free from non-halal contamination
- The equipment and utensils are designed to be cleanable and properly maintained
- Food contact surfaces are corrosion free and non-toxic
- Equipment and utensils are cleaned and sanitized on schedule



# Process & Handling

- Only process halal product
- The processing area is clean and well maintained
- Physical, biological and chemical control



# Storage

- Shall be free from Non Halal product/raw material
- The surrounding of storage must be clean and free from the contamination
- Storage for wet and dry raw ingredients should be separated, well arranged and systematic

# Packaging & Labeling

- Packaging should be handled hygienically
- Packaging materials should not be made from materials categorized as *najs* by *Syariah* Law or hazardous to health
- The labeling / illustration must conform to Malaysian Law and Halal Procedure

# Distribution & Logistic

- Transportation and warehouse are assigned for Halal products only
- Suitable temperature based on the product characteristics
- Company own transport or contract.
- Hygiene and good condition.



# Premise & Building

- The plant and structure of building
- Segregation of operations (by air curtains, partitions, doors etc.)
- Walls, floors and ceiling are constructed to facilitate cleaning and repair
- Facilities for workers (changing room/*surau*/pantry/toilet etc)



## Cont..

- Adequate lighting and covered lamp
- Adequate ventilation and drainage
- The physical building is maintained to provide necessary barriers for effective protection against birds, animals and insects
- Location of the factory: free from the pollution area

# Waste Management

- Systematic waste water treatment
- The management of solid and liquid waste
- Waste management location is suitable and does not contaminate processing area .
- Waste bin must be clean and the lid is covered.
- Waste collection area is suitable

# Review audit findings

- Discuss audit findings:
  - Compliant
  - Non-Compliant
  - Observation
- Determination of Non Conformance Report (NCR)
  - Major
  - Minor



# Cont...

- Report writing
  - The final step
  - Evidence that audit has been done
  - Factual
  - Can be verified
  - Audit notice
  - Site visit notice
  - NCR statement



# Closing meeting

- Appreciation for the cooperation
- Repeat the audit objectives
- Explain how findings will be reported now and future
- Remind the auditees that audit is confidential
- Explain relevant audit sample
- Explain audit findings
- NCR reports and observations
- Timeframe for any NCR given
- Q&A session

# Sampling

- Types of sample:
  - Product packaging
  - Raw ingredient
  - Finished product
  - Others
- To validate any doubtful element
- Laboratory analysis (Department of Chemistry Malaysia)



# Example of Non-Conformance Report (NCR)





Clause 5.2.i (MPPHM) :

a. Semi-finished products were placed close to the wall.

b. Floor at processing area in dirty conditions without supervision.





# FOLLOW-UP

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# Objectives

- To ensure the evidence that the non conformances given are being satisfactory corrected.
- To ensure the evidence that Halal compliance has been maintained.
- Scope of follow up action may be any of the following:
  - Record verification
  - Document check
  - Re-audit

Satisfactory Corrective Action



Audit formally closed out



Prepare report to management

Pre- Panel of Halal Certification



Panel of Halal Certification

PASS



Issuance of Halal  
Certificate

FAILED



Notification letter





# **MANAGEMENT REVIEW**

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## **(Panel of Halal Certification )**

# PANEL OF APPROVAL

- The compliance audit report will be tabled at the **Halal Certification Panel Meeting** for approval or disapproval
- Upon approval, **halal certificate** will be issued as a consent for use of **halal mark** on the products and packaging.



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# Panel of Halal Certification

- Appointed by Advisory Panel of Halal JAKIM
- At least 7 persons
- Not directly involved in the evaluation process  
of the application



Consists of:

- Chairman – Director of Halal Hub Division
- Secretary – Senior Assistant Director of Halal Hub Division
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At least 2 shariah experts
- At least 2 technical experts
- At least 2 appointed members



- Review by management to ensure the continuing, suitability, adequacy, feed back and effectiveness of Halal compliances.
- To discuss on issues related to development, implementation, maintenance and assurance product and process comply with halal requirements.



**THANK YOU**