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INTRODUCTION

In 1998, **JUNTA ISLÁMICA OF SPAIN** (JUNTA ISLÁMICA DE ESPAÑA), creates a **department** to develop the specific tasks described in article 14th of Law 26/1992 of 10th November, approving the Cooperation Agreement between the State and the Islamic Commission of Spain.

Among the tasks of this department are the development, promotion and certification related to the halal concept.

With the purpose of regulating the Halal concept, the Instituto Halal created the **Halal Guarantee Mark of Junta Islámica**, and developed its Regulation of Us. In 2003, the Mark was registered in the National Register of Patents and Trade Marks, as a Guarantee Mark.

According to an agreement of Junta Islámica Ordinary Assembly of October 2003, **Junta Islámica granted Estándar Global de Certificación Halal the use of the Mark**, as well as the supervision of its correct use. In 2016, due to the extension of the acknowledgement of the Instituto Halal Mark as a Certification Body, the use of the mark "Instituto Halal" was also granted, and it is by this trade name that Estándar Global de Certificación Halal, S.L. is known, and as such it will be referred to hereinafter.

This Certification Manual describes the particular certification system of the Instituto Halal, according to the Halal Guarantee Mark Regulation of Use. The purpose is to guarantee that the products / services certified do adjust to the Islamic requirements as per the Qur'an, Sunnah and decisions of Islamic Judges, which means they are suitable to be consumed by Muslims. The General Regulation has a higher rank, and precedes, this Certification Manual.

This Certification Manual established general conditions and procedures to obtain, maintain, extend, renew, reduce, suspend, cancel or withdraw the Certification, as well as the regulation of use of the Guarantee Mark associated to the Certification.

REFERENCES

- GSO 2055-1:2015 Halal Products - Part One: General Requirements for Halal Food
- GSO 993:2015 Animal Slaughtering According to Islamic Rules
- UAE.GSO 2055-1:2015 Halal Products - Part One: General Requirements for Halal Food
- UAE.S 993:2022 - Animal Slaughtering According to Islamic Rules
- GSO 2055-4:2021 Halal Products- Part 4: Requirements for Halal Cosmetics and Personal care
- UAE.GSO 2055-4:2021 Halal Products- Part 4: Requirements for Halal Cosmetics and Personal care
- MS 1500:2019 - Halal Food - General Requirements (Third revision)
- SNI 99001:2016 Halal Management System
- SNI 99004:2021 General Requirements for Halal Food
- SNI 99003:2018 Halal Slaughtering on Ruminant
- SNI 99002:2016 Halal Slaughtering of Poultry
- OIC/SMIIC 1:2019 - General Requirements on Halal Food
- OIC/SMIIC 4:2018 Halal Cosmetics - General Requirements
- MS 2200: 2008 Islamic Consumer Goods - Part1: Cosmetic and Personal Care General Guidelines

CHAPTER 01.- DEFINITIONS

In addition to the definitions contained in the reference documentation, the following definitions are considered:

Petitioner company: Entity that requests certification for its or its production centers and its subsequent inscription in the INSTITUTO HALAL Register

Licensing company: Company to which INSTITUTO HALAL has granted the Certificate of Conformity.

Halal certified product: Product to which INSTITUTO HALAL has granted the Certificate of Use of the Halal Guarantee Mark of the Junta Islámica.

Halal Guarantee Mark: is the trade mark granted by **INSTITUTO HALAL DE JUNTA ISLÁMICA** to the certification body (Estandar Global de Certificación Halal, S.L.), and to the Customer, which has successfully certified its productive system or Halal service

provision in accordance with the requirements of the Islamic Label Halal Guarantee Regulation and the specifications that are applicable.

Certificate: Document specifying the scope of the certification, issued by IH (The Instituto Halal). It is made up of a general certificate and an annex of products.

Inappropriate use: of the Halal Guarantee Mark. Any use which is against this Manual or the Halal Guarantee Mark Regulation of Use. It also means imitation, forgery or manipulation of the Guarantee Mark.

Mark Regulation of Use: the specifications of the production system, as well as the means to ensure conformity with the Halal Guarantee Mark Regulation of Use.

Service: the result of the activities in the interface between the supplier and the customer, and by the supplier internal activities to meet the customers' needs.

External supervisor: a person trained and acknowledged by the Instituto Halal, able to visit the licensing company without previous warning and without charge to the supervised organisation.

CHAPTER 02. CERTIFICATE GRANTING.

2.1.- Request.

Any individual or legal entity that wishes to, may contact the INSTITUTO HALAL communicating its interest in certifying Halal products. The applicant will indicate all his data to INSTITUTO HALAL, he will correctly fill in each and every one of the documents that INSTITUTO HALAL provides him in order to correctly identify the activity, the application rules and the client's Certification needs. Once this documentation is received, INSTITUTO HALAL will provide a quote to the applicant company, who must return it duly signed and stamped as acceptance thereof.

INSTITUTO HALAL will elaborate a budget, using the information provided by the client, in this budget the reference to the rights and obligations of both INSTITUTO HALAL and the company to certify is included. If the company is satisfied with all the points, it will accept the economic and contractual conditions by signing on the last page of said budget.

INSTITUTO HALAL may decide to cancel the application if, for reasons beyond its control, the initial audit is not carried out within a year after the signature of the budget.

2.3.- Initial audit:

The initial audit comprises an initial evaluation in order to assess the readiness of the company to certify their production. This evaluation is carried out by means of a 2-stage audit.

The initial certification audit of INSTITUTO HALAL consists of an initial evaluation in order to verify the adequacy of the company to undertake the certification process. This process is carried out through a two-phase audit process.

Audit time and stage duration are calculated considering the information provided by the company, and taking into account at least the following factors:

- Company activity and scope to be certified.
- Number of HACCP studies necessary
- Product range
- Number of employees
- Process complexity
- Number and complexity of facilities to be audited.

This planning of the duration should be considered as an estimate since during the visit there may be unforeseen aspects that may give rise to the need to extend the duration of the inspection. The lack of information required in the questionnaires of the certification application, which allows prior evaluation may be justified cause to extend the audit time during the course of the same. The additional costs arising from this extension will be borne by the Petitioner

2.3.1.- INITIAL AUDIT PHASE 1.

Once the budget has been accepted by the INSTITUTO HALAL petitioner, it will request the additional information it deems necessary in order to verify the possibility of Halal certification of the petitioner company and the requested product, as well as to adequately prepare the certification audit in such a way that Allow it to perform properly. When all the documentation has been received, INSTITUTO HALAL will analyze it, study it and request, if it deems it necessary, complementary information. The result of this documentary evaluation, as well as the possible detected observations will be communicated to the petitioner company.

As a result of this documentary evaluation, the risk of the company according to its activity or requirements of other standards for which the client has decided to be certified, it may be necessary to carry out a PHASE 1 audit "in situ" in addition to the documentary evaluation with the In order to clarify those points that can not be adequately documented documentarily, the need for this PHASE 1 audit will be conveniently communicated to the client.

Note: Some standards include this "in situ" audit (Stage 1) as compulsory. In those cases in which the client has requested certification based on some of these standards, this aspect will be notified in the corresponding budget.

The objectives of the audit of PHASE 1 "in situ" are to clarify that information that could not be clarified in a document, to deepen the knowledge of the security management system of Halal products in the context of the identification of risks in food safety , analysis, HACCP plan, PRPs, policies and objectives and, in particular, the state of preparedness of the company for the audit by reviewing the following:

- The organisation meets all the legal requirements
- The initial information provided is correct.
- The scope has been correctly defined.
- The location and specific conditions of the customer are reviewed.
- The understanding of the requirements and their implementation is assessed.
- The audit team is informed on the system and operations, in order to define the associated risk.
- The company has the necessary resources for Stage 2 audit.
- The level of system implementation is assessed (there is a Halal Procedure in place, as well as its contents).
- The details for the Stage 2 audit are agreed (duration, audit team and scope).

During the visit, it will be verified if the identification of the raw materials has been carried out correctly based on their risk. To do this, the formulation data (technical sheets of the products to be certified in which the ingredients are clearly indicated) must be available to the audit team during the visit and must be subject to supervision.

In the case of the PHASE 1 "on-site" audit, and upon its completion, the chief auditor as the sole spokesperson for the audit team will meet with the company and the attendees summoned to explain how the audit was carried out and the adequacy of the audit. company to undergo the PHASE 2 audit. In the audit report, it will present the observed evidences of the fulfillment of the requirements, as well as those observations that may well result in the elimination of a risk or in an improvement of the halal production system.

The planning of the PHASE 2 audit will be carried out taking into account the information included in the questionnaires attached to the certification application, the documentary evaluation, as well as the observations detected in the PHASE 1 audit "on site" when the latter has been carried out.

INSTITUTO HALAL. agree on the PHASE 2 audit date with the requesting company and send the corresponding Audit Program indicating both the date of the audit, the estimated duration of the audit and the audit team.

2.3.2.- INITIAL AUDIT PHASE 2

In this case, the purpose of the audit will consist of the verification of the evidence of compliance with the requirements of halal production, as well as the possible detection of points of non-conformity aspects.

During the visit, the audit team will evaluate the activities of the organization to be able to make decisions about the application and effectiveness of the Halal production system. Personnel will be interviewed, including senior management and operations personnel, the necessary records will be requested to demonstrate the operations and controls in order to be sure that the system is applied and that it is understood throughout the organization.

The audit team will analyze all the information and evidence gathered during the two visits to decide if all the requirements of the RUMGHJI, the Certification Manual and those that correspond to the Halal Certification Maintenance Manual have been met and if there is any non-compliance. The team may propose opportunities for improvement based on their experience.

In the case of the Phase 2 audit, the chief auditor, as the sole spokesperson of the audit team, will meet with the company and the attendees summoned to explain how the audit was carried out and propose the certification committee to the company for certification. In the audit report, it will present the observed evidences of the fulfillment of the requirements, as well as those observations that may well result in the elimination of a risk or in an improvement of the halal production system.

The audit visits will consist of the following elements:

- Opening meeting. Evaluation of the Halal Quality Management System and the HACPP, according to the requirements in the Regulation of use of the Halal Guarantee Mark and any other applicable specifications, as well as verification of implementation.
- Inspection of facilities
- Sampling
- Wrap-up meeting.

Necessarily the inspection of the center must be carried out coinciding with the operation of the production lines assigned for the preparation of the products subject to certification. During the visit, all the requirements of the RUMGHJI, the Terms and Conditions that apply to them and their corresponding annexes will be evaluated.

In general, no more than 3 months should elapse between the completion of PHASES 1 and 2; for certification.

2.3.3.- Sampling and tests.

The content of pork and alcohol of the product will be analyzed in accredited laboratories and failing that authorized by INSTITUTO HALAL according to what is specified in the specifications that affect it depending on the activity of the company.

2.3.4.- Initial audit report (PHASE 1 “in situ” and / or PHASE 2).

The INSTITUTO HALAL auditors will complete an audit report for each of the initial audit phases that must be signed by the chief auditor and a representative of the company, from which they will leave a copy in the company. The visit report will include the following details:

- Scope of the audit.
- Observations, Non-conformities and evidence.

Whenever Non-Conformities (NCs) are detected, the company must do as indicated below.

2.3.4.1.- Major Non-Conformities (NCs).

For information purposes, major non-conformities are considered **those breaches that affect or may seriously affect, or with high probability, the halal nature of the certified product or that may give rise to doubts about the use of the certificate**. The following are some examples of non-conformities considered as major non-conformities, although during the audit others may be detected, justifying them properly, not included among them.

PLAN OF CORRECTIVE ACTIONS AND EVIDENCE OF SUBSANATION: Corrective actions and evidence of correction must be presented in the face of all the non-compliances. The Plan will include: evaluation of causes, description of immediate and / or preventive actions undertaken and implementation deadlines.

CORRECTIVE ACTION PLAN: A proposal of corrective actions to be implemented **15 days** since NC was communicated.

CORRECTION EVIDENCE: Implemented no longer than **3 months**, since action plan was accepted.

In certain cases and at the discretion of the auditor or the Certification Committee, an extraordinary audit will be required to demonstrate the effectiveness of the actions implemented (it will not be necessary whenever it is possible to verify that the non-compliance has been resolved through documentary control), in such cases the The deadlines will be as follows:

CORRECTIVE ACTION PLAN: A proposal of corrective actions to be implemented **15 days** since NC was communicated.

EXTRAORDINARY AUDIT TO CHECK CORRECTION EVIDENCE: no longer than **3 months**, since action plan was accepted

2.3.4.2.- Minor Non-Conformities (NCs).

For information purposes, minor non-conformities are considered those breaches that affect or may slightly affect or have a low probability of food safety or the halal status of the certified product.

CORRECTIVE ACTION PLAN: A proposal of corrective actions to be implemented **15 days** since NC was communicated.

CORRECTION EVIDENCE: Implemented no longer than **3 months**, since action plan was accepted. Implementation will be verified in the following audit.

Note on these periods: these periods are applicable as long as there is not a shorter period, such as the expiry of the certificate in the case of renewals.

2.4.- Evaluation and granting the Conformity Certificate

All control actions will be initially evaluated by the INSTITUTO HALAL auditors and will be presented to the Certification Committee to agree on a proposal on decision making. The granting of the Certificate of Conformity will not be proposed until the following points are met:

1. An appropriate corrective action plan has been sent to the INSTITUTO HALAL against all the detected deviations, including the identification of the cause of the non-compliance, description of the corrective action, correction period and responsible for the implementation.
2. **Remedial** evidence has been sent to all the major NCs. In cases deemed necessary, an extraordinary visit will be required to demonstrate the effectiveness of the actions implemented (it will not be necessary whenever it is possible to verify that the non-compliance has been resolved through documentary control).
3. Evidence of implementation has been sent to the lower NCs that the actions are in the process of being implemented.
4. The results of the test reports corresponding to the samples taken during the audit were satisfactory. In the case of being incorrect, a similar treatment will be carried out if it were a larger NC.

In relation to the certification and granting of the corresponding Certificate that attests it, and based on all the information evaluated, the Certification Committee will adopt one of the following agreements:

- To grant the certificate.
- To grant the certificate and to programme an extraordinary audit.
- Failure to grant the Certificate until the completion of an extraordinary audit with satisfactory results

In any case, **the certification will not be granted until the correct corrective actions and / or allegations have been sent for all detected breaches, as well as evidence that they are closed or that the corrective actions have been implemented.**

In the case of exceeding the 3-month period without the company providing evidence that the breaches are closed or that the corrective actions have been implemented, the certification process or renewal of certification will be canceled and the certification process must be reinitiated. The certificate of conformity may be issued, with the implementation of the action open to larger NCs only in very special cases, duly justified, for which the corresponding consultation will be made to the Junta Islámica of Spain.

Note: Extraordinary audits will be carried out within the term determined by the Certification Committee. Their purpose is to verify the resolution of the non-conformities detected during the initial audit. The non-performance of the extraordinary audit within the periods indicated by INSTITUTO HALAL, will result in the non-awarding of the certificate. After the completion of the extraordinary audit and, if applicable, the analysis of the corrective actions proposed by the organization, the Certification Committee will adopt a new agreement.

In cases where the decision made by the Certification Committee is favorable, the General Certificate and its corresponding annex will be issued. In the case of service companies (hospitality, catering, tourism, ...) it will not be necessary to issue an annex, unless it is considered necessary to limit the scope thereof, which decision will be taken by the Certification Committee. Together with the original certificate, the document Concession of Use Halal Product Certificate will be sent to the client, which the company must return signed.

Decisions made during the audit or as a consequence of product certification may be challenged by the concessionaires or applicants. The Client must Appeal in writing to INSTITUTO HALAL within a maximum period of 1 month from the knowledge of the facts. The appeal will be communicated to the Management of INSTITUTO HALAL, who will resolve the appeal presented within a maximum period of 30 business days. In the event that the organization disagrees with this resolution, the affected organization may, within a maximum period of 30 days from receipt of the resolution, send a reasoned appeal. It must be sent to the INSTITUTO HALAL at its registered office. The Impartiality Committee will resolve the appeal within a period of no more than 30 days. The Impartiality Committee will inform of the agreement reached to the Management who, based on said agreement, will make a decision. Once the decision has been made, it will be communicated to those affected by a Representative of the **Directorate**. The filing of the reasoned document does not interrupt the application of the adopted agreement.

CHAPTER 03.- MAINTANCE OF THE CERTIFICATE.

3.1.- Validity.

The Halal Certificate of Conformity will have a validity period of one year in the case of the MGHJI. In the case of Certifications in which the owner of the brand or the accreditation body requires a different period, the duration of the certification will be the one that they indicate. In those cases in which the period of validity is greater than one year, the monitoring of the status of the certification will be carried out through follow-up audits, among which, in no case, may more than one year pass.

3.2.- Update or Modification of the scope of the certificate issued.

During the validity of the certificate, the Licensee is obliged to notify the INSTITUTO HALAL of any modification of the production center (by change of address, extension of facilities, ...) and / or references of products or trademarks, to which it is made reference both in the General Certificate and in the Product Annex of the Certificate of Conformity issued by INSTITUTO HALAL and for which there is a License to use the Halal Guarantee Mark of the Junta Islámica.

In these cases, accordingly, the company must request:

- A modification of the scope;
- The inclusion of new trade marks or commercial references;
- The exclusion of new trade marks or commercial references;
- Whenever the facilities change location.
- The inclusion of other facilities under the scope.
- The change of authorised staff in authorised positions.

To make such request you must use the official models that INSTITUTO HALAL will make available to the client, this request must be accompanied by the documentation that the Instituto Halal deems necessary to justify the modification and that will be requested from the client as appropriate.

Based on the information provided and in cases where there are no significant differences in the preparation of the new products with the processes supervised in the last audit, the INSTITUTO HALAL Certification Committee will process the proposal to modify the scope of the certificate and it will be the subject of special control in the next routine follow-up. In cases where there are significant differences with respect to the last audit, INSTITUTO HALAL will inform the client of the

need to carry out a complementary audit to check the conformity of the modifications with respect to the application requirements and the results will be presented to the Certification Committee. proceed to its evaluation.

3.3.- Monitoring Controls

During the period of validity of the Certificate of Conformity, the INSTITUTO HALAL services will perform the monitoring and supervision controls necessary to monitor the proper use of the brand, not exceeding the period between audits in any case for more than one year.

All companies are subject to possible unannounced supervision visits or extraordinary audits, which will be promoted by the Certification Committee of the Instituto Halal, as a method of surveillance between renewal audits.

Whenever there is suspicion of any irregularity, complaint or complaint of a consumer to the Instituto Halal, these facts will determine the need to investigate their circumstances to ensure the proper use of the certification. The Instituto Halal reserves the possibility of conducting supervisions, extraordinary audits, analysis of finished product control, as well as to perform product analyzes certified by the Instituto Halal at the points of sale, if deemed necessary, in order to ensure The correct use of the Certification.

Note: Except in the cases of analysis in points of sale, the client would assume the costs of such extraordinary and / or analytical audits.

These extraordinary audits may also be carried out routinely at the proposal of the Halal Certification Committee or when there is a reiteration of non-compliance by the certified organization. These visits will be recorded by means of PR02.02-REG06 Halal inspection certificate in the case of supervisions and in the formats PR02.02-REG04 Audit Report and PR02.02-REG03 Registration of assistant signatures Halal audit, in case of Extraordinary audits

3.3.1.- Supervision by the Instituto Halal

They will consist of control visits (previously notified or not) to the certified production center and / or rendering of the service in order to demonstrate the production process of the company "in situ". Supervision is an activity whose purpose is to verify that production activities are developed according to Halal requirements.

In these supervisions, the implementation and control of the following matters will be reviewed, among others

- That the personnel responsible for the control and maintenance of the Halal Production System (Quality Response, slaughtering, internal supervisor) is available and agrees with the personnel communicated to the Instituto Halal and authorized by the.
- That the facilities are still adequate and that they fulfill the purpose of avoiding possible cross-contamination.
- That there are no substantial modifications regarding the raw materials communicated to the Instituto Halal,
- That there are no practices detected that could compromise the halal status of the product.
- In slaughter facilities, that it is properly developed, with special attention to the stunning, in those cases in which it has been authorized. The results of these supervision visits can imply an extraordinary audit.

As a result of these supervisions, it can be decided to perform an extraordinary audit.

3.3.2.- Valuation of controls and sanctions to apply.

The breaches detected during the monitoring period of the certificate will be sanctioned according to chapter XII "Sanctioning regime" of the RUMGHJI. Any breach of the following points may be grounds for temporary suspension or withdrawal of the certificate:

1. Do not send to the INSTITUTO HALAL within a period of less than one month, from the completion of the audit, a plan of corrective actions and evidence of adequate correction against all the major Non-Conformities detected in which it is included Identification of the cause of the non-compliance, description of the corrective action and correction period.
2. Sending evidence of correction to all minor NCs within 3 months.
3. Refusal to make an extraordinary visit, in cases that are necessary to demonstrate the effectiveness of the actions implemented.
4. The results of the test reports corresponding to the samples taken during the renewal audit must be satisfactory. In the case of being incorrect, a similar treatment will be carried out if it were a larger NC. The period for implementing corrective actions could be extended in extraordinary cases, when the time is needed, as long as additional measures for surveillance and control are implemented. In this cases, Junta Islámica always will be consulted.

The extension of the deadline for the correction of errors in very special cases and for which a time exceeding the indicated period is mandatory and provided that additional surveillance and / or control measures are adopted (eg: analysis plan suitable). For these cases the corresponding consultation will be made to the Junta Islámica. In case the justification is not considered valid, it may be a reason for temporary suspension or withdrawal of the certificate.

During the processing of non-compliance that may be grounds for sanction, indicated in the General Regulation of Use of the Halal Guarantee Mark of the Junta Islámica, the INSTITUTO HALAL Certification Committee may agree on the temporary precautionary suspension of the certificate, until the committee , after hearing the interested party, issue the corresponding opinion and a definitive agreement can be adopted.

In case of precautionary or temporary suspension:

1. Extraordinary controls can be carried out at any time to verify the company is not using the Halal Guarantee Mark during this period.
2. Once the corrective actions an implemented they will be verified in an extraordinary audit before the certificate is valid again.

3.4.- Renewal of the certificate.

The MGHJI certificate has an annual validity so the renewal audits must be annual. In those cases of Certifications in which the owner of the brand or the accreditation body requires a different period, the duration of the certification will be the one that these indicate and in the terms that said organisms fix.

3.4.1.- Calculating renewal / surveillance of the certificate.

The renewal audit date must always be before the expiration date of the certificate, and always ensuring that they are carried out in sufficient time to allow the treatment and / or resolution of those Non-Conformities that could be detected during the course of the audits. of renewal. For this, INSTITUTO HALAL will contact the company to inform them of the need to set a renewal audit date, in good time, in order to avoid that the validity date of their certificate is met and they do not have a new certificate, a period of your certificate will be suspended and therefore during that time your certificate will be invalid and you will not be able to issue certificates in batches. The company and INSTITUTO HALAL must agree on a renewal audit date in such a way that they allow the issuance of the certification before the certificate's validity date, in this way and by way of example:

If this were not the case, or if some of the steps of the certification process did not end on time, the certificate could not be renewed with the "expiration date", but with the new real date, which would mean a break in the cycle of certification and that therefore the product manufactured, during the time in which the certificate is expired, could not be labeled or marketed as a Halal certificate.

We clarify that, although the renewal audit date will change each year and does not fully correspond to the anniversary date, the validity of the certificate will remain the same every year.

Example of calculation of advisable dates of renewal audit:

Date of the initial audit: September 2, 2015

Date of issue of the certificate: October 28, 2015

Certificate valid until: October 27, 2016

Range of dates for the renewal audit:

From 12 weeks before the anniversary of the initial audit (July 10, 2016)

Up to 2 weeks after the anniversary of the initial audit (September 16, 2016)

New certificate valid until: October 27, 2017 (regardless of the date of the renewal audit)

3.4.2.- Renewal / Surveillance audit

Renewal /surveillance audit will have the same structure and contents as that of Stage 2 described in 2.2.2.

In the case of the renewal audit, it will not be necessary to send the corresponding documentation beforehand to the Halal Quality Management System, as long as the same version as the one supervised in the previous audit remains in force or the modifications have not been substantial. . With sufficient advance, the corresponding formats for the renewal / update of the responsible personnel will be sent to the INSTITUTO HALAL, as well as the list of ingredients and suppliers, which will be provided by the Instituto Halal in good time. In those cases that have changed some data of the company (eg: change of the characteristics of certified products, change of industrial domicile, subcontracting of processes or changes in them, raw materials, substantial change in processes and / or personnel authorized official, ...), the modification request must be sent to INSTITUTO HALAL, as well as the documentation that proves the change to allow its prior evaluation. Failure to comply with this requirement may be justified cause to extend the audit time during the course of the same. The additional costs arising from this extension will be assumed by the Petitioner. The date of the follow-up inspection will be calculated from the date of the previous visit, not exceeding one year, the renewal visit must be made with sufficient time. in advance to be able to grant a new certificate of conformity before the expiration of the previous one. In case deviations are detected, the Licensee must act as described in points 2.2.4.1 and 2.2.4.2 of this document.

The INSTITUTO HALAL auditors will complete an audit report that must be signed by the chief auditor and a representative of the company, and from which they will leave a copy in the company. The visit report will include the following details:

- Scope of the audit.
- Objective evidence
- Observations, Non-Conformities and evidence.

In the event that Non-Conformities are detected and according to their classification, the company must act in the same way as detailed in sections 2.2.4.1 in the case of Major Conformities and 2.2.4.2 in the case of minor Non-Conformities.

Follow-up extraordinary audits

The auditors and supervisors of the INSTITUTO HALAL may make extraordinary visits whenever they consider it appropriate and with the approval of the Audit and Supervision Department, or request of the owner of the brand, Junta Islámica de Spain. The processes to be inspected and the controls to be carried out during them will depend on the cause of the visit (supervisory visit, report from a third party or suspicions of incorrect practices) or due to nonconformities. These control visits will be recorded, and may lead to non-conformities that will be communicated to the Certification Committee, which will be able to decide on the measures to be taken based on the certification status.

3.4.3.- Evaluation and Renewal of the Certificate

For the assessment and renewal of the Certificate of Conformity, the procedure described in section 2.3.- *Valuation and Concession of the Certificate of Conformity* will be performed in an identical manner.

CHAPTER 04.- SUSPENSION, CANCELLATION OR WITHDRAWAL OF THE CERTIFICATE.

4.1.- Suspension

4.1.1.- Voluntary suspension

A suspension may be applied at the company's discretion. If the suspension is voluntary, the duration will be established by the company itself, with the consent of the INSTITUTO HALAL, and may not exceed 6 months. During all this time (period of suspension), the company can not make use of the logo / registered trademark, nor of the License / certificate or any other document that has any relation with INSTITUTO HALAL or Instituto Halal. If the suspension is not canceled within the following 6 months from the date of the suspension, the certification will be canceled, except for justified extension and authorized by the Certification Committee. The suspension temporarily does not exempt the company from its economic obligations.

4.1.2.- Suspension due to a sanction

The non-compliance by the certified organization of this manual, of the Regulations for the Use of the Halal Guarantee Mark of the Junta Islámica, of the specifications that affect it according to its activity, of the mandatory declarations or of the contractual conditions, may be object of temporary suspension of the certificate. In this case INSTITUTO HALAL will decide if it is necessary to perform an extraordinary audit in order to evaluate if the reason that led to the sanction has been effectively resolved.

The non-renewal of the certification on the date before the expiration of the same is also a reason for suspension. If the renewal audit has not taken place within a period of no more than 6 months, the certification of the company will be canceled, except for a justified report from the Certification Committee.

The suspension of the certificate either by the will of the company or by not renewing it on the date before the expiration of the same, does not modify the validity date thereof.

4.2.- Cancellation of the Certificate

Any company can request the withdrawal in its certification, for this it must communicate it to INSTITUTO HALAL, using the form that will be sent to you after request in the electronic mail, before the date in which you want to make the withdrawal effective.

INSTITUTO HALAL can unilaterally decide to cancel a company due to repeated non-compliance by the certified organization of this Manual, of the Regulation of Use of the Halal Guarantee Mark of the Junta Islámica, of the mandatory

declarations or maintenance requirements, set out in the document MAINTENANCE OF THE HALAL CERTIFICATION DECLARATIONS AND OBLIGATIONS, of the contractual conditions or for failure to comply with its economic obligations.

Certification is also a reason for lowering the agreed deadlines for a suspension, detailed in section 3.6.1.

The withdrawal of a company in the INSTITUTO HALAL certification does not exempt it from fulfilling its economic obligations until the expiration date of the certificate.

CHAPTER 05.- COMPULSORY INFORMATION AND DECLARATION.

Once the certification process has been completed and the Halal General Certificate has been obtained, as well as the authorization to use the Halal Guarantee Mark of the Junta Islámica, to apply it in their products and / or services, and given the particularity of this quality certification, the company will be obliged by contract, and with the signing of the document Certification Service Request, to collaborate with the INSTITUTO HALAL, for this in addition to the obligations derived from the correct use of the Halal Guarantee Mark, as well as the maintenance of the suitable practices for the achievement of halal production, and its surveillance Halal certified companies by the Instituto Halal on the basis of the RUMGHJI assume for the maintenance of the validity status of their certificate during the period of validity the following obligations of information and declaration.

5.1.1 Identification of the responsible person or representative

For the correct performance and implementation of the certification, companies are required to identify those responsible for those tasks necessary for the control of Halal production. Any variation in the composition of the responsible personnel must be communicated to the Instituto Halal, for which the company will use the **PR02.01-REG03 format. Request for modification and authorization of authorized personnel**

According to the activity of the company, you must identify those responsible for the following jobs,

For Production, transformation, trade companies;

- Quality Manager
- Production supervisors (in a sufficient number to control total production of the company)

For slaughtering facilities, besides the above:

- Slaughtermen (in a sufficient number according to the production of the company).

ENROLLMENT AND DE-REGISTRATION OF PERSONNEL PROCEDURE FOR THE IDENTIFICATION OF RESPONSIBLE PERSONNEL (RESP. QUALITY, SUPERVISORS, SALUGTHERMEN)

To communicate the designation / withdrawal by the company of the personnel assigned to each position, the communication will be made by sending an email to atencioncliente@institutohalal.com one of the following forms as appropriate.

In the case of newly certified companies:

PR02.1 REG08 Request for authorization and commitment of personnel.

In the case of already certified companies:

- a) The revised format will be sent annually before carrying out the renovation audit:

PR02.1 REG08 Request for authorization and commitment of personnel.

b) When there is a change in personnel between audits:

PR02.1 REG08 Request for authorization and commitment of personnel.

5.1.2 Declaration of production / service

For Production, transformation, trade companies;

- PR03.01 REG05. - Quarterly statement of production or services and sale

For slaughtering facilities, besides the above:

- PR03 REG01 - Weekly Halal slaughter control
- PR03.01 REG03 - Quarterly declaration of sacrifice and sale

For hospitality and catering:

- **Catering:** Halal production record (free format) indicating, as a minimum, for each service the date of service, the dishes prepared and the quantity of each of them.
- **Hospitality:** Record of Halal service (free format) indicating at least the dates in which the check-in and check-out of each service (lodging) are made.

Other: In those cases in which the scope is not between any of the above, the information to be supplied will be agreed between the Instituto Halal and the certified company.

5.2 DECLARATION PROCEDURE.

For the maintenance of certification, the company must use the following mechanisms:

5.2.2 Production and / or sales declarations

For the maintenance of the certification, the company must send to the email declarations@institutohalal.com of the Instituto Halal the mandatory declarations to which it is subject, in relation to production and sales of Halal product. The declarations will be made using the following standardized formats with the periodicity established in this document.

DECLARATION	PERIODICITY
Usually	
PR03.01 REG5 - Quarterly statement of production or services and sale	QUARTERLY
Empresas de sacrificio	
*PR03.01 REG01 - Weekly Halal slaughter control	WEEKLY
* PR03.01 REG03 - Quarterly declaration of sacrifice and sale	QUARTERLY
(*)Except in the case of poultry slaughterhouses, this document may be replaced by a similar one (eg slaughter parties signed by authorized slaughterhouse), provided that all requested information can be obtained in the official format and after approval. of the Instituto Halal.l.	
Catering and / or accommodation companies	
Record of Halal service (free format)	QUARTERLY
Otras actividades	
Información acordada en cada caso	Periodicidad a acordar

CHAPTER 06. BATCH CERTIFICATES

When a company has Halal certification recognized by the Instituto Halal for the following activities:

- Slaughterhouses.
- Quartering of Halal species.
- Products that include some ingredient or meat derivative.

THE COMPANY MUST REQUEST, in a COMPULSORY manner, to the Instituto Halal a *BATCH CERTIFICATE* for your Halal production for each batch of Halal production.

Note: In the case of commercialization of products that do not include meat ingredients or derivatives thereof, **although it is not mandatory** to request a certificate by lot, the request for it is recommended.

6.1 Procedure for the Application and Issuance of Batch Certificates

The company will apply for this certificate through the mail lotes@institutohalal.com which receives the Certification Department indicating and attaching the following documentation:

- Template provided by the Instituto Halal, in the language required by the client, PR03 04 – Batch Certificate fulfilling the following requirements
 - Indicate The language in which the batch certificate is required: English, French, Spanish and Arabic will always be included.
 - All fields are required
 - The content of the batch certificate can not be modified under any circumstance.
 - The name of the product from which the batch certificate is requested must match one of those included in the product annex of the current general certificate.
- Relevant traceability information that demonstrates the traceability of the product..
- Photo of the product ready for transportation (labeling and palletizing).
- In the commercial area of the European community: Delivery note.
- In case of export outside the European Union: Packing-list
- When it is detected that there is a risk of cross contamination in the company, it is mandatory to attach DNA Analyzes of porcine species and / or alcohol, as determined, of the product to be certified by laboratories authorized by the Instituto Halal.

Note: In case of doubt about the integrity of the halal nature of the product (mixed production companies, ingredients identified as risk, non-conformities, ...) the complementary certification department can be sued by the certification department. In order to confirm the absence of porcine DNA or alcohol in batch.

Particularly:

- **For slaughterhouses:**

- Approval of the production by the supervisor of the INSTITUTO HALAL, in order to do so, if a permanent supervisor is not available, the slaughter date must be communicated at least 3 days in advance.
- Documentation that allows to justify the conditions of slaughtering (Control of slaughtering) For slaughtering of birds it is obligatory the use of the format "Control of slaughtering " facilitated by the Instituto Halal and for the rest of species a copy of the "Romaneo" will be used, in both cases with name and signature of the slaughterer and supervisor who have controlled the production object of the application for batch Certificate and that are authorized by the religious department of Instituto Halal.
- In the case of halal slaughtered carcass, the product's technical sheet with the correct name must be attached.
- Photo of the carcass or quartering product, where the correct sealing and / or labeling with the Halal seal can be observed for each batch certificate request.
- **For processed meat or products whose composition includes ingredients of animal origin or derivatives thereof:**
 - Batch Certificate of the raw material, (of entities recognized by the Instituto Halal, in case of doubt about the recognized entities consult the Instituto Halal)
 - Laboratory sampling (absence of porcine and / or alcohol, as appropriate) of the batch of the expedition resulting from the batch certification, carried out by an approved laboratory.
 - Photo of the product labeled and palletized ready for export.
- **For products without animal or animal-based ingredients / raw materials:**
 - Batch Certificate of the raw material, (from entities recognized by the Instituto Halal, in case of doubt about the recognized entities consult the Instituto Halal)
 - Photo of labelled / packed product ready to export.

6.2 Revision of information and issued of Batch Certificate

The technical staff of the certification department will verify the following data, prior to the issuance of the certificate, checking the following points:

- That it has its current general certificate and the product object of the request is in the current product certificate annex, and must have the same name and trademark.

Note: in the event that the company is suspended due to expiration of the certificate, only batch certificates will be issued to those companies that, having carried out the renewal audit corresponding to the cycle, have been favorable to the issuance of the certificate.

- Have the label approved by the Instituto Halal.
- Be up to date with the payment of the economic commitments acquired with the Instituto Halal.
- That you do not have pending declarations to be submitted to Instituto Halal, as applicable:
 - PR03.01 REG03 Quarterly declaration of sacrifice and sale

- PR03.01 REG05, Quarterly statement of production or services and sale
- PR03.01 REG01 Weekly Halal slaughter control or authorized document that replaces it.
 - That there are no discrepancies or irregularities in the data or in the documentation provided.
 - That the traceability of the product is adequate and meets the requirements of halal production in terms of suppliers and halal nature of the products.
 - Do not have non-conformities that have suspended the issuance of certificates in batches.
 - In the case of slaughter facilities, the slaughterer who has made the sacrifice is duly identified and authorized by the Instituto Halal.

Once all the documentation provided and in possession of Instituto Halal has been reviewed, and no irregularities are found, the Certification Department will issue the certificate for the product's batch, forwarding it to the client by e-mail and preparing the shipment by courier company determined by the client.

6.3.- Batch certificate service working hours

The **schedule of attention** to the companies by the **Certification Department for the issuance of batch certificate** is

Working days: from 10:00 a.m. to 15:00 p.m. from Monday to Friday, except holidays, which will be communicated in advance by the Instituto Halal.

In this period, requests for certificates by lot received from 12:00 hours of the previous working day, until 12:00 hours of the same working day will be processed.

The issuance of certificates by lot of the applications received before 12:00 hours will be processed on the same day. As long as the requests come correctly, as well as the necessary documentation for its processing.

Sending certificates by batch by courier:

- In order to be authorized to send a batch certificate by courier, it is obligatory to have the "OK" of the same, by the company by e-mail to the mail lotes@institutohalal.com, evidencing in this way that all the information contained in the same is correct.
- The shipment will not be processed by courier by the company, until the company announces that the batch certificate is correct.

ALL THOSE REQUESTS FOR BATCH CERTIFICATES THAT ARE MADE AFTER 12:00 WILL NOT BE PROCESSED UNTIL THE NEXT LABOR DAY

6.4 Issuance Times of Batch Certificates

The INSTITUTO HALAL undertakes to comply with the maximum times for the issuance of certificates by lot indicated in the following table, provided that all the necessary data for its issuance have been provided, no defects in the application or defaults on the part of the applicant company.

	Maximum period
Batch certificates requested prior to expedition of the batch	24 Hours
Batch certificates requested after expedition of the batch	A date will be agreed based on the urgency of the certificate and the workload of the certification department

CHAPTER 07.- USE OF THE MARK. MARKING CERTIFIED PRODUCTS, VALIDATING THE CERTIFICATE

Only products controlled by Instituto Halal and marketed with a trademark for which a valid certificate has been issued can be marked with the logo of the Halal Guarantee Mark of the Junta Islámica. The license to use the brand and the identification conditions will be those established by the Instituto Halal of the Junta Islámica and will be governed by the requirements described in the reference documentation.

The marking of the products must be carried out following the requirements included in the application documentation "Guide to the use of the Halal Guarantee Mark of the Junta Islámica". In general, the badge must bear the Licensee Number, granted by the INSTITUTO HALAL, together with the name of the INSTITUTO HALAL as the trademark of the Halal Certification Global Standard certification entity and the corresponding number of the Certificate of Conformity. All the products and references that appear on the INSTITUTO HALAL certificate must have on their label the Graphic Brand during the validity of the certification.

Every item used for the labeling of a certified product must be authorized by the Instituto Halal, so the company must send a model to the email address atencioncliente@institutohalal.com for approval. The labeling proposal will be reviewed and in case of a favorable decision, the labeling authorization will be communicated to the company. In those cases in which the labeling is not considered correct, the deficiencies reported will be communicated in order for the company to correct them. Once the deficiencies have been corrected, the label model will be sent again for review.

Note: in those cases where the label to be authorized contains a language other than Spanish, French, English or Arabic, it is necessary that a sworn translation of the content of the same be provided.

Junta Islámica reserves the right to replace the Certification Mark displayed by another at any time.

The use of the Certification Mark is maintained for the period of validity of the certification which is renewed with the periodicity indicated in this document.

Junta Islámica has ceded the use of the brand to the Halal Certification Global Standard certification body, S.L. Estándar Global de Certificación Halal, S.L.

CHAPTER 08. WITHDRAWAL, SUSPENSION OR EXPIRY OF HALAL GUARANTEE MARK.

When the result of surveillance activities, or otherwise Instituto Halal confirms a non-compliance with the requirements of certification, incorrect and / or fraudulent use of the logo or for administrative reasons (lack of payment or any of the mandatory declarations), the Certification Committee, through the performance of the evaluation activities that it deems necessary, will consider the actions to be taken, being one of the following:

- Maintain certification under conditions specified by INSTITUTO HALAL (increase surveillance, conduct unannounced audits, request analytical tests, ...)
- Reduce the scope of certification to eliminate variants of nonconforming product

- Suspend the pending certification of a remedial action by the client.
- Withdraw certification
- Suspension and withdrawal of certificates for misuse or administrative reasons:

INSTITUTO HALAL will inform the certified client in writing about the withdrawal, reduction, suspension of the certification or of the specific conditions imposed, arguing that the company has incurred in any of the cases indicated above.

A Technician of the Certification Department will communicate to the client, preferably by email to the contact address that INSTITUTO HALAL has identified for the client, or any other means by which the client is usually contacted, the following:

1. The necessary actions to end the suspension and to re-establish the certification of the products in accordance with the certification scheme;
2. Any other action required by the certification scheme.

INSTITUTO HALAL will proceed to modify the certificate and the public information affected, for it, if the modification affects the scope or the data provided in the general certificate will proceed to issue a new certificate and if it affects the certified products will proceed to issue a new annex updated. The modified documents will be communicated publicly by changing the page <http://www.institutohalal.com/clientes-certificados/es>

The client has the possibility to voluntarily end the validity of his certificate. In order to communicate and proceed to the voluntary completion of the certification, the INSTITUTO HALAL will make available to the latter a format to communicate said decision, in this communication the client commits to:

1. Return the original Product Certificate to the INSTITUTO HALAL, if it is in force.
2. Withdraw from the commercial, technical and promotional documentation, any reference to the Certification of the MGHJI. INSTITUTO HALAL will confirm receipt of said statement.

INSTITUTO HALAL will confirm by the means that it considers convenient the reception of the request of low to the interested parties, modifying the information available in <http://www.institutohalal.com/clientes-certificados/es>

EXPIRATION: When the period of validity of the MGHJI of Certified Product expires, the licensing company must stop using it. This aspect should not be taken into account in the case of achieving the renewal of the concession. The concessionaire company must leave the MGHJI exhibition of the Certified Product. Likewise, the Company must withdraw from the market or any other type of commercial exhibition the products identified with the MGHJI.

CHAPTER 09.- LABORATORIES

The analyzes will be made in laboratories authorized by el Instituto Halal. The contradictory analyzes will be made, prior notification to INSTITUTO HALAL, in a laboratory authorized by the Instituto Halal. In the case of direct tests, the choice of laboratory will be between those authorized by the Instituto Halal or one accredited by ENAC for the necessary tests.

9.1 – Analysis methods.

9.1.1 – Porcine / Other animal species – DNA detection

The method of analysis for the detection of porcine DNA and other animal species in halal products is the Real Time Polymerase Chain Reaction (PCR). This type of analysis is applied by the majority of halal certification entities at the

international level and enjoys a high reputation and acceptance as a criterion in the processes for the assessment of halal compliance of agri-food products.

In any case, the maximum limit of detection is the absence of swine, and the technique used must have a limit of detection of:

$LD \leq 0,0005 \%$

9.1.2 – Presence of alcohol

Recommended methods are Gas Chromatography and Alcohol Grade Distillation

In any case, the maximum limit of detection allowed by the Halal Institute is 0.03 percent alcohol expressed in volume or 375 mg / l expressed in weight / volume

LD ≤	0.03 % (v/v)
	375 mg/l

9.2. - Homologation of Laboratories

The analysis of the products subject to Halal certification constitutes a fundamental process in the evaluation activity, without which, the certification system would lose consistency and objectivity. In this way, the HALAL INSTITUTE takes the necessary measures to guarantee that this process is carried out with the quality guarantees necessary for the Conformity Assessment, for this established as requirements for the homologation

The laboratory must have the facilities, technical and human resources, working methods and adequate procedures for the control of the reliability of the results, for which it must meet at least one of the following requirements:

- Accreditation by the UNE EN ISO 17025 standard in the necessary tests and methods with the limits of detection indicated in section 4.4
- ISO 9001 quality management system certified by accredited entity for the analysis and detection limits indicated in section 4.4
- Participate annually, with satisfactory results, in an intercomparison of results test between the applicant laboratory and a laboratory approved by the Halal Institute.

The control of the authorization of the laboratories will be carried out annually checking that the conditions have not changed.

CHAPTER 09.- ECONOMIC CONDITIONS

INSTITUTO HALAL will establish and communicate to the companies that request the certification the economic conditions corresponding to the activities related to the concession, monitoring and renewal of the certificate.

CHAPTER 10.- CLAIMS / COMPLAINTS

INSTITUTO HALAL has an internal procedure for the treatment and resolution of any claim, for which there is a claim form, "PR06.01 Treatment of claims, complaints or appeals", available to customers in which the cause should be detailed of the claim and those facts justify the claim. Once received by INSTITUTO HALAL, a record number is assigned, the claim will be studied by the Conformity Assessment Department who, in case it recommends that the complaint should not go ahead, will write to the complainant and to the person against whom the complaint is made. directs the claim, in these

terms within 7 days. If, on the contrary, it is decided that the complaint must be taken into account, the causes will be analyzed according to what is detailed in the internal procedure "PR06.01 Treatment of complaints and claims", the results of the analysis will be communicated to the claimant within a more than 30 days, the decision will be unappealable.

In the event that the client, beneficiary or other parties consider that they have placed discriminatory conditions before it; or what INSTITUTO HALAL. has been partial during the provision of the certification service; or that the results of the conformity assessment are unfavorable by omission, by mistake or in a fortuitous manner, at the time when this happens and when the decision on the certification is received, up to 10 working days after the date of receipt of the respective communication, has the deadline to make effective the appeal to which it is entitled, for it will proceed to send to the customer service department of INSTITUTO HALAL a request without a defined format in which to make an exposition of the events that have led to the appeal and providing the documents and / or evidence it deems necessary. Any letter of appeal or dispute must be presented before the HALAL INSTITUTE Manager Quality, either directly by the affected party or through the INSTITUTO HALAL staff. The INSTITUTO HALAL Manager Quality will have the obligation to register the appeal or dispute and subsequently channel the appeal.