

**GOVERNMENT REGULATORY AGENCY
MONGOLIAN AGENCY FOR STANDARD AND METROLOGY**

QUALITY MANAGEMENT SYSTEM

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THE PROCEDURE OF HALAL CERTIFICATION

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1. ЕРӨНХИЙ ЗҮЙЛ

1.1 When implementing Halal certification in accordance with the requirements of GSO 2055-2; ISO/TS 22003; OIC/SMIIC 2; ISO/IEC 17065; ISO IEC 17021-1 and other standards and documents, this procedure shall be applied.

1.2 This procedure shall be followed by the Product and System Certification Department and the Standard and Metrology Department of Bayan-Ulgii province of the Mongolian Agency for Standard and Metrology (hereinafter referred to as the Certification Body).

1.3. It provides a united system of management and control of halal product certification in accordance with Islamic rules and halal requirements.

2. NORMATIVE REFERENCE

The following laws, standards, and other relevant documents are referenced in this procedure. If a referenced document is dated, only that edition shall be used. If no date is specified, the most recent edition of the referenced document and its amendment shall be used. Hereto:

2.1 The Law on “Standardization, technical regulation and accreditation of conformity assessment”

2.2 GSO 2055-1: General Requirements for Halal Food

2.3 GSO 993 Animal Slaughtering Requirements According to Islamic Rules.

2.4 GSO 2055-2 Conformity assessment – requirements for Bodies providing Halal Certification

2.5 OIC/SMICC 1 General guidelines on Halal food

2.6 OIC/SMIIC 2:2019 Conformity assessment — Requirements for halal certification bodies certifying products, processes, and services”.

2.7 ISO 19011 “Management system audit guidelines”.

2.8 ISO IEC 17000 Final evaluation - Vocabulary and general principles.

2.9 ISO/TS 22000 Management system of food safety

2.10 ISO/IEC 17065 General requirements for bodies certifying products, processes, and services.

2.11 ISO/IEC 17021-1 Conformity assessment – the requirements for the bodies providing management system audit and certification

3. TERMS AND DEFINITIONS

This document uses the terms and definitions specified in the standard of ISO/IEC 17021, ISO 22000, ISO IEC TS 22003, ISO 19011, ISO/IEC 17065, OIC/SMIIC 2; and GSO 2055-2. In addition, the following definitions are applied additionally. Hereto:

3.1 Analysis of threats and critical point control

A system for establishing, evaluating, and monitoring serious threats to food safety.

3.2 Food safety

It means that food does not threaten customers when it is prepared and used in accordance with the requirements.

3.3 Food insecurity

A chemical, physical, or biological substance or state of food in food that may cause adverse health effects.

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3.4 Competence

Knowledge and skills are used to achieve the desired results

3.5 Audit criteria: A set of requirements such as policies and procedures to be used as a reference to compare audit documents.

3.6 Audit documents: The records, notices, or other information on the actual situation related to audit criteria and are appropriate for surveillance audit.

3.7 Audit results: Assessment result of the documents collected by comparing with audit criteria

3.8 Audit conclusion: The final result of the audit after discussing the purpose and result of the audit.

3.9 Scope of audit: Scope and boundary of audit.

3.10 Audit plan: A description of the actions and activities for conducting the audit.

3.11 Surveillance Audit: An audit conducted periodically during the validity period of the certificate to determine whether the management system continues to meet the applicable requirements.

3.15 Halal Food: Food, including beverages, permitted for consumption in accordance with Islamic Law and meeting the requirements set forth in this Procedure.

3.16 Halal Authority (Islamic Organization): The organization that supervises the matters related to halal on the basis of Islamic values and principles of the standards in regards to the Organization of Islamic Cooperation for Gulf countries/ to the Institute of Standards and Metrology of Islamic Countries and dedicated its members.

3.17 Technical Auditor: A person officially appointed by a Halal certification body with the technical capacity to audit on the appropriate processing technology or industry for halal procedures and requirements.

3.18 Expert in charge of Islamic matters: A Muslim person who has full and comprehensive knowledge of Islamic rules on halal and non-halal matters, whose professional capacity has been approved and certified by a relevant authority (halal authority) and appointed by a halal certification body.

3.19 Halal mark: An approved mark authorized to be used by a Halal certification body for awarding a Halal certificate on a product/service/process and/or management system.

3.20 Applicant : An individual or an enterprise applying for certification .

3.21 Non-conformity : A situation where the requirements were not met.

4. HALAL FOOD

4.1 Halal food shall be food and raw materials (permitted animal and meat) that do not consist of or contain anything that is considered haram according to Sharia law.

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4.2 Food that has not been produced, prepared, processed, transported or stored using any equipment/facilities contaminated with haram substances in accordance with Sharia law.

4.3 does not contain Najis substances in accordance with Sharia law

4.4 Food products are safe, non-toxic and do not harm human health

4.5 Not prepared, processed or manufactured using equipment contaminated with Najis materials according to Sharia law.

4.6 According to Sharia law, there is no food that contains human body parts or anything derived from it.

4.7 In terms of food safety, it shall be haram if the food contains harmful things. (If the filter used for filtering water is made of pig skin, it is considered haram)

5. HALAL ANIMALS

5.1 Domestic animals such as cattle, sheep, goats, camels, chickens, geese, ducks and turkeys

5.2 non-carnivorous wild animals such as deer, antelope, ibex, and wild cattle.

5.3 non-carnivorous birds (pigeons, sparrows, quails)

6. NON-HALAL ANIMALS

6.1 species of pigs and dogs

6.2 Animals that are not slaughtered in the name of Allah

6.3 Animals that are not slaughtered in accordance with Islamic rules

6.4 Animals that died on their own

6.5 Animals with long pointed teeth and tusks used for self-defense (bears, elephants, monkeys, lions, tigers, etc.)

6.6 birds of prey – hawks, eagles, vultures, etc

6.7 If sheep and goats eat garbage, it is not halal. But after giving clean food for 3 days and cleaning, you can get lost. At this point, it is considered halal.

7. NON-HALAL MATERIALS

7.1 All types of blood and blood products are not halal

7.2 Any liquid or substance excreted by humans or animals such as urine, placenta, feces, vomit, pus, sperm, or ovum is not halal.

7.3 Any part of a person is not suitable for use.

8. THE RULES OF HALAL SLAUGHTERING

8.1 to be halal animals

8.2 Feed shall be halal

8.3 to have a veterinary health certificate

8.4 The animals to be slaughtered must be healthy, halal and halal-fed

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8.5 The slaughterman must be an adult, a Muslim, and have knowledge of the rules and regulations related to slaughtering.

8.6 Have a halal slaughter certificate issued by the authorized authority

8.7 to have a stainless steel knife made of pure steel with a sharp edge

8.8 A slaughterman has a sound mind and is able to verbalize his faith and beliefs.

9. SLAUGHTERHOUSE

9.1 It shall meet the prerequisite requirements of CAC RCP 1 or ISO 22000, which are only intended for halal slaughtering.

9.2 Slaughterhouse must meet the requirements of the Law on Food Safety, Law on Animal Health, and technical regulations of Mongolia.

9.3 In the animal entry area, there should be an automatic rotating chain system for the animals going up.

9.4 A chain rotating system that enables order in the process of automatic, moving, or manual slaughterings.

9.5 to have a hot water system with antiseptic liquid and spout for washing, sanitizing, and disinfecting /knives, loops, etc/ and a hand sink with a faucet that works for feet, knees, and photo seller

9.6 not contaminating other tools with blood from hands.

10. THE RULES AND PROCEDURES OF SLAUGHTERING

10.1 Pre-slaughter health inspection must be performed by a veterinarian according to the standards and methods of the authorized organization

10.2 Pointing to the Qibla (direction of Mecca), not allowed to leave it in one position for a long time

10.3 To be slaughtered animals should be separated from being slaughtered animals by a curtain, preventing them from seeing one another

10.4 The slaughterman shall say the word "BISMILLAH", which means in the name of ALLAH.

10.5 An authorized veterinarian shall inspect carcasses

10.6 Slaughtering shall be done once per each animal.

10.7 The carcass is washed and removed from external mechanical contamination, and the carcass is marked with edible ink, or the carcass can be tagged with a tag that meets the requirements for traceability.

10.7 Bleeding time shall be enough time for bleeding and complete death of the animal.

10.8 The meat will be sampled and not sent to the factory until the results of the sample are received.

10.9 If an animal dies while being slaughtered in an automatic way, it shall be considered as haram. Therefore, it should be cleared.

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10.10 Sanitation, hygiene, critical control points, hazard analysis, critical point controls, and overall hazard checks should be conducted.

10.11 The slaughtering field must meet the requirements of hygienity before slaughtering.

11. CERTIFICATION

11.1 Halal certification must meet the requirements of GSO 2055-1; GSO 2055-2; ISO/IEC 17065 ISO 19011; ISO /TS 22003.

11.2 The audit team determines the scope of halal certification of the applicant's food safety management system depending on the audit results.

11.3 The scope of the halal certification shall be established by the applicant organization, and activities, processes, products, or services that may affect the food safety of the final product shall not be excluded from the scope of certification.

11.4 The audit of the applicant's halal system will be conducted by an audit team appointed by the director, and the audit team may include an Islamic auditor and technical auditor. And technical experts can be included if it is considered to be necessary.

11.5 The audit team consists of at least 2 people, one of whom is an Islamic auditor and the other is a technical auditor. The auditor's education, knowledge, training, and work experience should be considered when appointing the audit team.

11.6 The Halal Certification Council consists of 3 members who are 100% Islamic. The certificate will be issued by 100% decision of the council

11.7 The map/scheme of the food safety management system verification process is shown in Appendix 1.

11.8 The application form for halal certification is presented in Appendix 2.

11.9 The applicant must have implemented the halal standard system for at least 9 months, and the results of the implementation of the system have been evaluated and a management decision has been made to certify the system.

11.10 Documents documenting the halal standard implemented by the applicant shall meet the requirements set by the certification body.

11.11 The period of correction of non-conformities detected by the audit shall be determined depending on the impact of the non-conformity on the requirements of halal standards, and the period of correction of non-conformities shall not exceed 3 months. If the discrepancy is not corrected in time, the audit will be repeated.

12. RIGHTS AND OBLIGATIONS OF PARTICIPATING ENTITIES IN CERTIFICATION

12.1 Certification body:

12.1.1 The scope of halal standards implemented by the applicant may be reduced depending on the accurate and effective implementation of the system and the results of the audit.

12.1.2 Conducting a surveillance audit of the halal standards system in accordance with the contract with the certified organization;

12.1.3 If the certified organization fails to fulfill the certification requirements, the certificate shall be suspended or canceled;

12.1.4 Obtaining necessary documents and information from the applicant;

12.1.5 Notifying the constituent of the audit team and receiving feedback in response.

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12.1.6 The certification body shall require the placement of the halal mark/logo issued by the certification organization on each product, as well as on the outer box of the product, using the approved mark.

12.1.7 An unannounced audit will be conducted in the certified organization.

12.2 *Audit client/applicant organization:*

12.2.1 Submit a request for halal certification to the certification body in accordance with "Annex 2";

12.2.2 The holder of the Halal certificate shall sign a certificate-holder agreement with the certification body;

12.2.3 Submitting suggestions and complaints about certification and audit results to the certification body;

12.2.4 Submitting a proposal to the certification body not to perform by the audit Islamic auditors, technical auditors, and technical experts, who are part of the audit team;

12.2.5 Correcting the detected non-conformities within the specified period ;

12.2.6 Ensuring and supervising the implementation of Islamic rules, values and ethics;

12.2.7 Using the halal certificates and marks issued by the certification body on certified products, using the marks on products that have been accurately certified without misleading the consumer.

13. AUDIT OBJECT

The auditor will conduct a HALAL certification audit at the following facilities. It includes:

- Scope of application of the management system;
- Slaughter house, working environment and infrastructure for production of halal food;
- the documents of Halal standard requirements;
- Control points and critical control points;
- HACCP plan, prerequisites, and hazard analysis;
- Compliance with Islamic rules and regulations and halal requirements. (GSO 993; GSO 2055-1 and other).
- conducting audits at each location (on-site) for the organization with multi-locations.

14. EVIDENCE DOCUMENTS PROVING THE IMPLEMENTATION OF HALAL STANDARDS

14.1 Manuals, documents and references documenting the implementation of Halal standards

14.2 A document established by the certification body to meet certification requirements and require compliance.

14.3 Documents prepared according to CAC RCP 1

14.4 other necessary documents

15. CERTIFICATION PROCESS

The verification process of the Halal standard consists of the following processes:

Pre-certification procedures.

Certification Audit.

- Initial audit (stage 1 and 2) ,
- Conducting audit;
- Making and verifying the decision to issue or reject the HALAL certificate, and application of the mark;
- Conclusion of certification agreement;

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- Certified enterprises and organizations will be registered and related information will be reported on the website www.masm.gov.mn.
- Surveillance audits to be conducted during the validity period of the certificate,
- After the certification cycle, re-certification is performed upon request before the certificate expires.

15.1 PROCEDURES OF PRE-CERTIFICATION

15.1.1 Apply for certification

- The request/applicant for certification by the HCMC shall submit the application specified in (Appendix 2) to the certification body along with an accurate and completely completed application and documents determined by the certification body. You can also submit your request through the website www.masm.gov.mn. The application and necessary materials are posted on the website www.masm.gov.mn.
- The application and necessary materials are posted on the website www.masm.gov.mn.
- If necessary, the certification body may request from the requester/applicant organization the HALAL standard process line, hazard analysis, critical point control study, number of shift workers, halal food, and other relevant evidence information.

15.2 Application Review

- The certification body will receive the applicant's application and analyze it according to the application and related documents (**Appendix 3**).
- The results of the analysis of the application and related documents will be reviewed by the senior specialist in charge of the issue, and if the implementation of the system meets the requirements at the level of documentation, the audit will be conducted on-site.
- After receiving the request/application, the certification body shall review and study the submitted application, related documents, and materials within the timeframe specified in the law on "Resolving Appeals and Complaints from *Citizens submitted to Government Organizations and Officials*". If the documents are incomplete, do not meet the requirements, or cannot be reviewed, the applicant will be informed about this through the documented explanation, and if necessary, the results of the document review will be officially submitted. The process of document review shall be notified to the applicant regularly in order to enable transparency and the communication protocol shall be recorded in accordance with **Appendix 5**.
- An audit team will be appointed on the basis of the application and document review result and the team will consist of the members selected from the registered auditors (technical experts if necessary).
- Depending on the complexity and scope of the applicant's activities, products, services, processes, and sectors, an additional time may be set for the document review.
- The time for the on-site audit is mutually agreed upon with the client, and the certification body will complete the following preparations. It includes:
 - a / developing of the audit program; **according to Appendix 4** .
 - b/ determining the audit period; *In accordance with the procedure for determining the duration of the audit and the sampling of multiple locations.*
 - c/ developing sampling methods and programs.
 - d/ setting the purpose, scope and criteria of the audit; following the checklist prepared according to the relevant standards.
 - e/ developing the audit plan; **according to Appendix 5**.
 - f/ receiving and reporting audit team members's proposals; **according to Appendix 6**.

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g/ choosing and appointing an auditor; **Competency matrix of the auditors who take part in the halal certification process – Appendix 19.**

The following issues were considered when appointing the number and composition of the audit team members. It includes:

- Audit scope, criteria, and duration;
- Ability to collaborate effectively with members of the audit team ;
- Certification requirements (legislative, regulatory, contractual requirements);
- Understanding of language and socio-culture.
- Product process, complexity, and arrangements;
- Critical control points, risks, and hazards.
- Calling upon the holy rites of the Muslim religion and preventing any immoral action
- Background of the person who is a believer and has been trained in a set of Islamic principles
- The result, report, and the number of non-conformities of the Stage 1 audit on the compliance of halal food requirements

In the selection and appointment of the auditor, the competency, specified in the "*Management System Auditor's Rules*", sufficient results in the monitoring evaluation, and effective participation in the audit activity are considered. The composition of the audit team will consist of a team leader and members, and if necessary, technical experts and translators will be involved. For Halal certification, there should be a team of Islamic auditors and experts who are committed to the Islamic faith and respect religious practices. The audit team leader, in consultation with other team members, assigns each team member an audit function or work location and object. When making this allocation, the auditors' abilities and qualifications, as well as the risks arising from the audit results, are taken into account. It should also consider the responsibilities of auditors, trainee auditors, and technical experts. During the audit, work assignments may be modified to meet audit objectives. Persons (guide, translator, observer) who do not work as auditors will not be considered when calculating the timeframe.

- h / preparing audit documents.
- i/ Announcing the audit plan;
- k/ Conducting the audit (stages 1 and 2).

15.3 CONDUCTING AUDIT

15.3.1 INITIAL CERTIFICATION AUDIT

The initial audit of halal certification is conducted in 2 phases.

STAGE 1 AUDIT

The objective of the Stage 1 audit is to plan the Stage 2 audit on the basis of monitoring the audit readiness of the organization by reviewing the documentation, definition, and analysis of Halal standards, HACCP or Halal control plan, prerequisite programs, policies, and objectives. For halal certification, Stage 1 shall be performed at the applicant's workplace. The process of Stage 1 shall be informed to the applicant.

In order to plan Stage 2, a Stage 1 audit shall be conducted at the applicant's workplace and the audit will determine the following.

The following activities will be performed during the 1st stage audit:

- To audit the documentation of the client's halal standards system ;

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- Assess the client's location and specific conditions and determine readiness for the Stage 2 audit ;
- Confirming the scope of the customer's halal standard implementation;
- Reviewing the customer's status and understanding related to the standard, especially the performance of the implemented management system or the main areas, processes, objectives, and operations;
- Collecting the related information on the client's location(s), relevant regulatory issues and compliance;
- Assessing whether internal audits and management reviews are planned and executed, and evaluating whether the level of implementation of the management system is sufficient to ensure that the client is ready for the Stage 2 audit;
- Assessing whether the prerequisites of the organization are established (including laws, rules, regulations, user and certification scheme requirements) or not ;
- identifying and assessing threats to food safety;
- Checking whether the assurance measures and improvement programs are complying with Halal standards;
- Requirements and provisions for the various types of structures of halal food.

15.3.2 The findings of the Stage 1 audit will be documented and reported to the client, and the applicant will be informed of the possibility that the results of the Stage 1 audit may lead to the delay or cancellation of the Stage 2 audit.

15.3.3 It is estimated that the gap between the first stage and the second stage audit is not more than 6 months. If a longer period between audits is required, the first stage audit will be repeated.

15.3.4 The report on the 1st stage audit will be made according to "**Annex - 7**".

15.3.5 The 1st stage audit will be performed according to the guidelines and no audit plan will be developed specifically for the 1st stage audit.

15.3.6 An official audit team will not be appointed to perform the 1st stage audit, and the auditor who received the applicant's request will conduct the audit.

15.4 STAGE 2 AUDIT

15.4.1 The purpose of the 2nd stage audit is to assess the client's implementation and effectiveness of the halal standards. and the audit will be conducted at the client's workplace. In the 2nd stage audit, the relevant information and evidence shall be evaluated and documented in accordance with the requirements specified in the standard.

15.4.2 Activities to be carried out during the stage 2 audit:

- Opening meeting; according to (**Appendix 8**).
- Establishing communication during the audit ;
- If the head of the audit team is unable to continue the audit, it should be notified to the client.
- During the audit, collecting and documenting information related to the purpose, framework, and criteria of the audit, as evidence;
- Determining and recording audit results (non-conformities) (**appendix-9**);
- Concluding the audit; (**appendix-10**)
- Organizing a closing meeting. It shall be documented in accordance with (**appendix-11**).

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(Note: it shall consider and adhere to the requirements of relevant clauses of GSO 2055-2)

15.4.3 Communication during the audit

The audit team should share information about the audit and evaluate the progress of the audit. The audit team leader will redistribute work among the members of the audit team and regularly inform the client about the audit process and the issues identified. If the collected documents during the audit pose an immediate or serious risk to the client (for example, safe operation), the client will be notified without delay and, if possible, to the certification body in order to determine the measures to be taken. The client is notified of evidence that the audit objectives are not being met.

15.4.4 The reports and conclusion of initial certification

Analyzing the data and audit evidence collected during the 2nd stage audit, the audit team will issue an initial audit opinion on the assessment that the food safety management system fully meets the requirements of the standard in accordance with "**Annex 10**".

15.4.5 Determining, recording, and correcting audit results (detected non-conformities)

If non-conformities are detected by the audit results, the non-conformities shall be recorded in accordance with "**Annex - 9**", and the client and the certification body shall agree on the period of correction of the non-conformities and record it in the audit report, and the client shall take corrective measures within the specified period, and the report of the correction shall be accompanied by the evidence shall be officially submitted to the certification body.

15.4.6 After the report on the impacts of corrective actions on the non-conformity that is stated in the report is submitted to the certification body, it is required to review the report on the corrective actions of non-conformity and if necessary, an on-site inspection shall be conducted and the non-conformity shall be closed.

15.4.7 The period for correction of non-conformities shall be determined not exceeding 3 months.

15.4.8 15.4.8 The technical expert shall not be allowed to speak at the closing meeting, shall provide the audit report to the audit team and shall not identify non conformity.

15.5 Decision on certification (granting certification, application of marks)

15.5.1 Decision-making functions such as granting or rejecting certification, expanding or reducing the scope, and canceling or restoring it shall be performed by the decision-making board of halal certification.

15.5.2 The head of the audit team prepares the audit report and conclusion according to (appendix-12), and presents it to the Certification Board, and inquires relevant decisions.

15.5.3 The audit team shall prepare the following materials and documents when making a certification decision. It includes:

- audit report
- non-conformity and its correction ;
- report on the analysis of applications and documents;
- documents proving the results of the audit;
- Conclusions, recommendations, and other documents on granting or denying certification.
- the documents proving the implementation of halal standards

15.5.4 Based on the decision, the certificate will be issued and the contract will be signed. The contract shall include the rights and responsibilities of the certificate holder and the certification organization, the scope, and term of the certificate, the conditions for suspending or revoking the right to hold the certificate, performing re-certification, and applying halal marks.

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15.5.5 The audit team/auditor shall maintain the records specified in Appendix 02-12 and hand them over to the officer in charge along with the materials used as a basis for the audit opinion.

15.6 Keeping Certification

The certification body maintains the certification based on the client's continued compliance with the requirements of the halal standard.

It maintains the client's confirmation based on the positive opinion of the audit team that provides the following without further independent analysis. It includes :

- a) Any non-conformity or other situation may lead to the suspension or revocation of certification, so have a system to require the audit team leader to appoint an employee with appropriate skills other than the one who performed the audit to conduct an analysis and report to the certification body in order to determine whether the certification body can maintain the certification;
- b) In order to prove whether the certification activities are effective, the verification activities, including the monitoring of the auditors' reports, will be performed by the qualified staff of the certification organization.

15.7 Surveillance audit

15.7.1 The certification body conducts a surveillance audit on whether the certified organization continues to meet the requirements of the halal standard or not, in accordance with the agreement between the two organizations.

15.7.2 Surveillance audit includes the following activities. It includes:

- Internal audit and management analysis ;
- Effectiveness of the actions taken on the non-conformities revealed by the previous audit ;
- Threat analysis and critical point control plan updates ;
- Use of certification marks and/or other citations ;
- Supervision of critical control points and control points;
- Establishing and maintaining a tracking system ;
- Control of hazards that may affect product safety, control of hazard effects ;
- Non-conformities and customer complaints detected at the sales and customer stage.
- Compliance to the Halal food requirements, as well as Islamic law and ethics.

15.7.3 According to the results of a surveillance audit, the certification body shall suspend or revoke the certificate in the following cases. It includes:

- Does not meet the requirements of normative documents ;
- Critical point control system, halal requirements are violated or not fulfilled ;

15.7.4 The period of suspension of the certificate is up to 6 months.

15.7.5 A surveillance audit shall be conducted at least once a year and the report and conclusions shall be documented in accordance with "**Annex 13**".

15.8 Re-certification

15.8.1 Re-certification shall be carried out at the request of the applicant during the validity period of the certificate.

Re-certification will be conducted in the following 2 cases. This includes:

- The certificate holder's contract has expired;

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- If the sector, scope, property owner, technique and technology of the certificate holder are changed, or if it is determined that the halal standard system of the certificate holder no longer meets the requirements set by the certification body, the audit will be performed with the full elements of the relevant requirements of the standard.

15.8.2 Stage 1 and Stage 2 audits will be performed during the re-certification audit.

15.8.3 The repeat audit is conducted in the same way as the initial audit, and the records related to the audit are registered and documented (Appendix 14).

15.9 Extension of scope

15.9.1 The certification body shall conduct an audit to extend the scope of certification on the applicant's halal standards system.

15.9.2 The audit for extending the certification scope can be conducted in combination with a surveillance audit.

16 Special audit

Unannounced audits at the client's premises shall be carried out in the following cases. It includes:

- conducting market surveillance research ;
- usage, application, and control of HACCP, ISO 22000, and HALAL marks;
- assessing whether the standards implemented by the client continuously meet the requirements;
- assessing the formation of preparedness and retaliatory measures for any changes

Certification bodies will not notify certified clients of unannounced audits and will not require any proposals from them regarding the members of the audit team.

17. Monitoring survey:

17.1 For halal certification, monitoring surveys will be conducted at intervals deemed necessary to ensure that halal products/services continue to meet certification requirements. During the audit of a halal product/service premises, samples may be taken for survey purposes if non-conformities that directly affect the safety of halal products/services are found.

18. Suspension, cancellation or reduction of scope of Halal certification

All requirements defined in clause 7.11 of ISO/IEC 17065:2012 and clause 9.6.5 of ISO 17021 shall apply.

19. Appeals and complaints

Appeals and complaints related to halal certification will be received by the halal certification body and relevant information will be provided to interested parties. The appeals and complaints shall be resolved in accordance with the law on "Resolving appeals and complaints submitted by citizens to governmental organizations and civil servants". The persons and committees shall be assigned by the authority's decision on a case-by-case basis and related actions shall be taken in accordance with the requirements specified in 9.7 of the GSO 2055-1. The committee members are not involved in any phase of halal certification and are independent.

The halal certification body evaluates complaints received from users related to halal products/services and conducts necessary inspections, and if the complaint is proven as a result of the evaluation, the certificate holder will take measures to compensate for the damages in accordance with the relevant provisions of the contract.

20. Sampling

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- If necessary, the audit team will take samples from the factory environment and products.
- By proving that the halal certificate/mark of the product meets the requirements of the standard
- The sample will be analyzed by an accredited laboratory according to the ISO 17025 standard
- Maintain the sampling form specified in Annex No

21. Registration of applicants and halal-certified products and customers

The halal certificate and the registration of the applicant will be registered electronically according to the "Document Control Procedure" and will be reported to the interested parties, if necessary.

22. Inspection and analysis

22.1 The inspection and analysis of halal products/services shall be determined in accordance with the requirements of halal products/services and the provisions of national and/or international laws.

22.2 The laboratories providing inspections and/or analysis shall be accredited in accordance with ISO/IEC 17025 or approved by an authorized halal organization.

22.3 In case of not having an external organization for analysis, the certification body shall ensure that the analysis laboratory of the supplier has constant inspections and those are sufficient to provide the trust that was found in the current records.

22. Documentation and storage of documents

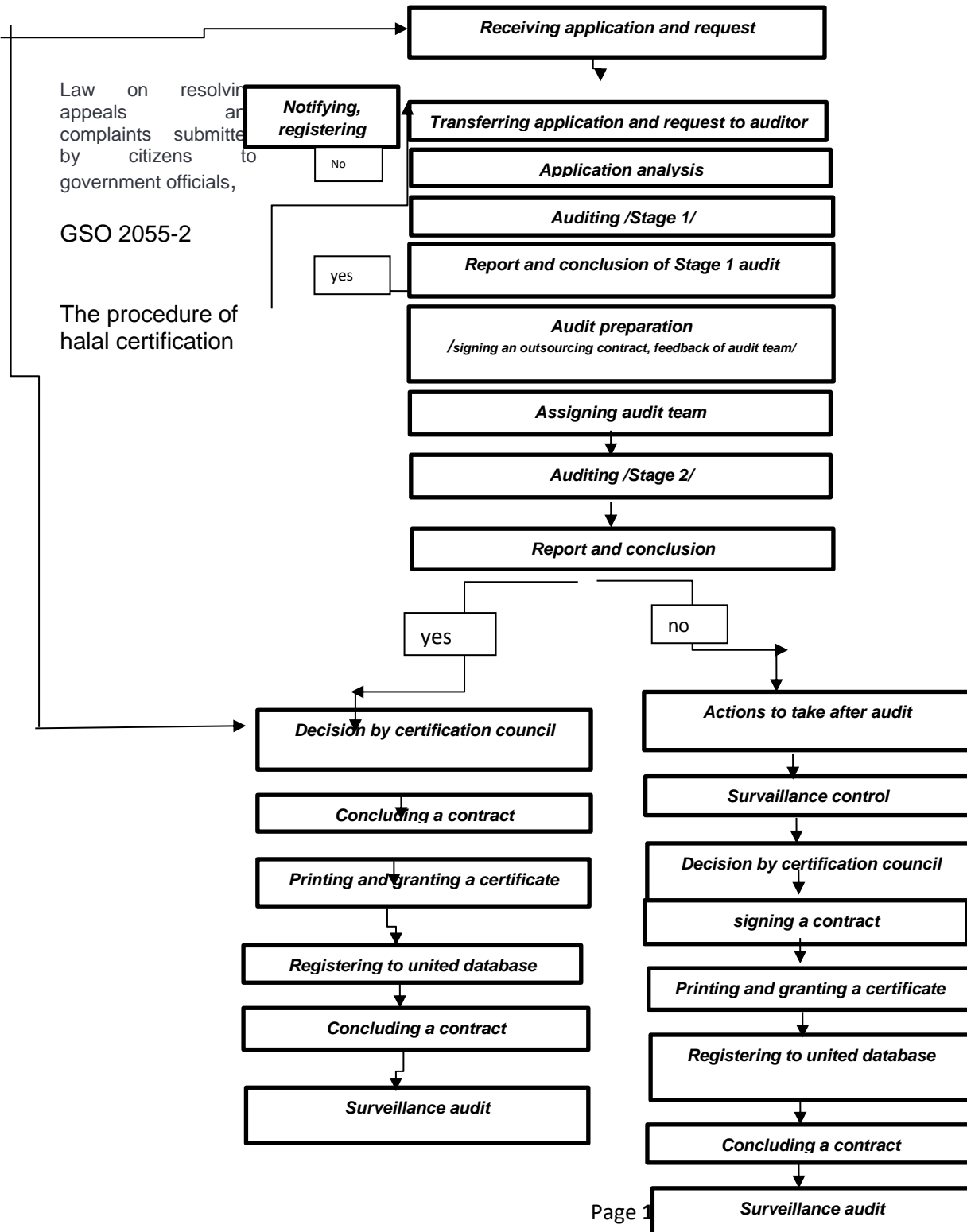
The certification body shall maintain the documents and evidence used in connection with the audit of all stages of the client's certification, and the certification body shall keep the documents and materials of the client's audit at its office during the validity period of the certificate. And the documents shall be handed over to the Archive and kept for up to 3 years in accordance with the procedure of archive of MASM.

..... 0 0 0

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Appendix - 1
MASM-07-CB-14 (01) Form 01

HALAL CERTIFICATION PROCESS MAPPING



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Appendix -2
MASM-07-CB-14 (01) Form 02



APPLICATION FOR HALAL CERTIFICATION

1. Information about the applicant's eligibility

Whether you are a citizen or a legal entity registered in Mongolia Yes No

Whether taxes, fees and charges have been paid according to the laws of Mongolia Yes No

Errors in operation during the last 3 years Yes No
whether the court or competent authority has determined that it was issued

Solvency Yes No

Whether employees are Muslim Yes No
/ fill only for halal certification/

The information and supporting documents provided by me/us according to this form are accurate;

I (we) will follow the certification rules, policies, regulations and standards;

I (we) agree that Mongolian Agency for Standard and Metrology can seek clarification on the documents attached to the application form and on our activities from a testing laboratory, manufacturers and the Ministry of Food, Agriculture and Light Industry.

2. Certification request information

----- e
(About conducting a certification)

... .. year month day number

In our ----- According to - -
(scope of production) criteria (relevant standards)

developed and implemented ----- act Please verify and issue
certificates for operations and products.

Production and products subject to certification

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Organization or industry name	Scope of certification

If it is a legal entity, a representative of the legal entity:

Manager

The concerned employee

Signature	Surname
The date	Position

3. General information of the applicant

Name of applicant

(Write the name of the enterprise or organization registered in the State Register).

A copy of the state registration certificate is attached.

Address of workplace

Province/city	Zip code
District/ Team, committee	Telephone: Fax:
Street and door number	Web page: Email:

Contact information

Position	Surname, Name	Telephone	Email
Executive Director			
Settlement and accounting officer			
Quality officer			

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4. Required Documents _

1. Official letter;
2. Company introduction (the structure and arrangements of the organization, personnel information (slaughterman with Islamic belief, etc) and operation of the organization);
3. Accredited laboratory test results (products, packaging, employee and environmental hygiene test results);
4. Inspection report during receiving animals
5. Halal production scheme (external, internal);
6. Photographs of cattle slaughtering, processing, storing and distributing;
7. A copy of the training certificate on Halal training;
8. Hazard analysis, critical point control definition document ;
9. Production technology process scheme of the factory;
10. Hazard analysis and critical point control plan;
11. Number of employees (the number and information of Islamic employees should be determined)
12. Sanitation and hygiene programs and plans
13. Internal audit and management analysis report ;
- 14 Certification application fee .

(note: If necessary, additional information will be provided by the applicant).

Application made:

Seal, symbol

Chairman

(signature, surname)

General Accountant

(signature, surname)

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Appendix - 4
MASM-07-CB-14 (01) Form 04

AUDIT PROGRAM

<i>Applicant Name:</i> <i>Objectives of the program:</i> Definition of the audit activities for one full cycle of certification.		Time	Information about changes to the program
Date of receipt of application and documents			
Document review			
Initial certification	Stage 1		
	Stage 2		
Surveillance audit/certification	first surveillance audit		
	2nd surveillance Audit		
Re-certification			

The program was developed by:

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*Appendix -5
MASM-07-CB-14 (01) Form 05*

AUDIT PLAN

Examining organization:		
Audit location		
Purpose of the audit:		
Type of audit:		
Audit period:		
Scope of Certification:		
Audit direction:		
Audit Criteria Document:		
About visiting a temporary location if necessary:		
Assessment schedule	Opening/closing meeting	Audit team communication time
Before noon:	<i>Opening meeting:</i>	<i>Day 1 :</i>
Afternoon:	<i>Closing meeting:</i>	<i>Day 2 :</i>

Auditor	Audit activities (requirements and indications of HALAL elements)	
	Day 1 of the audit	Day 2 of the audit
Audit team	Preparation of audit reports, consolidation of opinions and conclusions.	

Audit plan developed /...../

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*Appendix - 6
MASM-07-CB-14 (01) Form 06*

Audit team member information and feedback page for clients

..... in
of the SRC It is planned to appoint a working group with the following composition to conduct an audit of the food safety management system /initial, repeat, verification/ in your organization. It includes:

d/d	Role in Audit	Name	Position	Customer feedback	
				Approved/disapproved	reason for disapproval
1	Audit team leader				
2	Member of the audit team				
3	Technical expert /only if necessary/				
4	Observer /only if necessary/				

Please be informed that if the member of the audit team works under a contract with your organization, has provided advice on audit-related matters, is a representative of a competing organization, or is a member of a previously conducted evaluation team, there is a reasonable reason to refuse to include that member of the nominated audit team.

Please submit the answer before 20...

HEAD OF CERTIFICATION DEPARTMENT /.....

Representing of thr organization: /...../ /...../ /...../

Name /signature/ /position/
date

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*Appendix -7
MASM-07-CB-14 (01) Form 07*

**INITIAL CERTIFICATION AUDIT REPORT
(Stage 1 audit)**

Organization name:

Location:

Report number:

Purpose of the audit:

Work to be implemented in the future (when evaluated at the stage 2)

Opinions and conclusions

Reported by: /...../

date

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*Appendix - 8
MASM-07-CB-14 (01) Form 08*

ANNOUNCEMENT OF THE OPENING MEETING

Organization:

Date:

a/ Audit team: A supervisor:

Members:

of the examining organization :

Name	Position
1.	
2.	

Conference information :

The audit team leader will clarify the following issues with the organization's management. It includes:

A. Communication channel.

B. Confirm whether privacy concerns exist and how to address them.

Yes no

C. Ensuring and protecting the security of the audit team during the audit.

G. Whether to hire a guide Yes No

D. Whether conditions were presented that could cause the audit to be premature.

Yes no

E. About which official should report the relevant information during the audit

1. Brief information and introduction of the client:

Minutes of the meeting were taken by: /...../

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Date:

Appendix - 9
MASM-07-CB-14 (01) Form 09

NON-CONFORMITY RECORD

Organization: Non-conformity record number:

Location: Assessing auditor:

Date of assessment:

<p>Detailed meaning of non-conformity:</p> <p>This non-conformity has been read and understood by the representative of the organization.</p> <p>Signature of the representative of the organization: Date:.....</p> <p>Signature of Assessor: Date</p>	<p>Whether the non-conformity is large or small</p>
--	---

Suggested corrective action /response to certification body within days/

Date of implementation:

Signature of the representative of the organization: Date

Corrective action response reviewed and evaluated /signature/:

Date:

About the closure of non-conformance records by the certification body

Note :

The non-conformity record is closed by /signature/

Date:

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*Appendix -10
MASM-07-CB-14 (01) Form 10*

THE INITIAL CERTIFICATION REPORT AND CONCLUSION

Certification Office No. MSC 01

Summary Number: Total.page Page

Criterion documents /documents/:

audit :

Supplier name and address:

Scope of certification (highlighted scope):

This conclusion is based on sampling method.

The fact that there are no non-conformity does not rule out their existence.

REPORT

1. No non-conformity is detected. <input type="checkbox"/>	
2. Out of total <input type="checkbox"/> non-conformities:	Major non-conformities:
	small non-conformities:
3 . Confirmation of manual:	
4 Non-conformance record /NCR/ is attached. Number:	
5. Total number of employees /within the mentioned scope/:	
The next stage of work will not be carried out until all non-conformance corrective action results are received.	
this conclusion, the proposal and report for certification will be discussed by the certification council and a decision will be made.	
Audit Team Leader: Date:	
The information in the conclusion is read and understood:	

Representative of the organization: Date:

Audit team findings:	
<input type="checkbox"/> issuance of certificates	
<input type="checkbox"/> issuance of certificate after clearing of non-conformities	
Signature: Date:.....	

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Appendix -11
MASM-07-CB-14 (01) Form 11

THE MINUTES OF CLOSING MEETING

Organization:

Date:

a/ Audit team: leader:

Members:

Representative of the applicant organization :

Name	Position
1.	
2.	

About the audit results:

Observations:

Opportunities for improvement in the system provided by the audit team:

Conclusion:

Minutes of the meeting were taken by:

Date:

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Appendix – 12
MASM-07-CB-14 (01) Form 12

AUDIT REPORT FOR HALAL STANDARD

Certification body			
Name of the entity or organization			
Address: /postal, e-mail/			
Захирлын овог нэрDirector's full name:			
Telephone/fax:			
Halal audit team leader's name:			
Telephone:			
e-mail address:			
State registration certificate of the entity:			
License granted by a professional authorised organization (if necessary)			
The type of audit:			
Date of audit conducted: /No. of the order for working group/			
Members of working group:			
Scope:			
Number of personnel: /within the scope/			
Purpose of the audit:			
Requirements and criteria of halal audit:			
The documents of QMS:			
Whether non-conformity is detected or not, if yes, the status of inspection and surveillance:			
The audit team of assessment and conclusion:	Leader:		
	Members:		

1. Introduction of applicant organization's activities
2. On the implementation of halal standards

Clause	HALAL – GSO 993; GSO 1	Result	
		T	Y
1.	The requirements of halal standard	+	
1.1			

Non-conformity detected by the audit:

Corrective actions for non-conformity:

The audit team provided the opportunity for improvement in system as follows.

The conclusion and recommendation by audit team:

Report written by:

Reviewed by:

Date

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*Appendix -14
MASM-07-CB-14 (01) Form 14*

RE-CERTIFICATION AUDIT REPORT AND CONCLUSION

Certification Department of MASM No. MSC 01

Conclusion Number: Total.page Page

Criterion documents /documents/:

Re-audit:

Supplier name and address:

Scope of certification (recommended scope):

This conclusion is based on sampling operation.

The fact that there are no discrepancies does not rule out their existence.

<p>1. Conclusions on specific changes in the system since the last audit:</p> <p>2. Approval of the quality manual:</p> <p>3. No non-conformity is detected. <input type="checkbox"/></p> <p>4. Out of total <input type="checkbox"/> non-conformities: Major non-conformities:</p> <p style="padding-left: 150px;">Small non-conformities:</p> <p>5. Total number of employees/within the mentioned range/</p> <p>The next stage of work will not be carried out until all non-conformance corrective action results are received.</p> <p>this conclusion, the proposal and report of the audit team to continue holding the certificate will be discussed in the certification board and a decision will be made.</p> <p>Audit Team Leader: Date:</p> <p>Having read and understood the information contained in this report:</p> <p>Representative of the organization: Date:</p> <p>Audit team findings:</p> <p><input type="checkbox"/> continue to hold the certificate</p> <p><input type="checkbox"/> suspension</p> <p><input type="checkbox"/> repeat surveillance audit</p>

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Appendix 1 5
MASM-07-CB-14 (01) Form 15

A record of communication and exchange of information with the client

D/D	date	Client name	Email address and phone number	Name of responsible officer	Communicative form	Solving the problem

Customer relations,
contact: /..... /

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Appendix 16
MASM-07-CB-14 (01) Form 16

INSPECTION CHECK SHEET

Name of certification body:

Name of applicant organization:

Date of assessment:

Scope of Certification :

Auditor:

.....

The auditor will prepare and use the checklist for the assessment from time to time according to the requested standard

Halal standards system HACCP HALAL – GSO 993; GSO 2055-1; CAC RCP 1	Organizational documents and documentation	Implementation and results in operations
The requirements of halal standard		
4.1 General requirements <i>The organization shall establish the scope of halal standard.</i>		

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Appendix 17
MASM-07-CB-14 (01) Form 17

QUESTIONNAIRE FOR HALAL SLAUGHTERING AND INSPECTION EXPERTS

First name:	
Surname:	
Birth date:	
Birth place:	
Gender:	Male Female
Address:	Married Divorced Unmarried
How long have you been living there?	
Educational background:	
Do you have a degree diploma? If yes, when?	
Religion:	Islamic Other
Religion branch:	Sunni Shia Other
Do you pray in a timely manner?	Yes No
Do you celebrate Ramadan?	Yes No
Do you use only permitted food (Halal)?	Yes No
Which mosque do you go to?	
Who is the Imam there?	

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Appendix -19
MASM-07-CB-14 (01) Form 19

COMPETENCY MATRIX OF THE PERSONNEL INVOLVED IN HALAL CERTIFICATION

No	Name and position	General requirements of halal certification	Education and profession	Special training	Training of audit	Work experiences	Auditng experiences	Capabilit y	Responsibility /status in audit team
1.	AUDITOR/EXPERT IN CHARGE OF ISLAMIC AFFAIRS								
1.1									
1.2									
2.	TECHNICAL AUDITOR								
2.1									
3.	TECHNICAL EXPERT								

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Appendix -20
MASM-07-CB-14 (01) Form 20

ASSESSMENT FORM FOR EVALUATING THE COMPETENCY OF THE PERSONNELS INVOLVED IN HALAL CERTIFICATION

A. Competency criteria

Employee's full name	Indicators and criteria	Important requirements	Fulfillments of the requirements
	The status of auditor/expert		
	Worked years		
	education		
	profession		
	Auditor's training		
	Work experience		
	Auditing experience		
	Capability		

6. Knowledge and skills

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Appendix -21
MASM-07-CB-14 (01) Form 21

MONITORING FORM FOR AUDITOR/EXPERT'S PERFORMANCE OF HALAL CERTIFICATION

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*Appendix -22
MASM-07-CB-14 (01) Form 22*

COMPETENCY RECORD OF THE COUNCIL MEMBERS IN CHARGE OF HALAL CERTIFICATION DECISION-MAKING

No	Full name and position	Education	Work experience	Training	Practical knowledge	Knowledge on Islamic affairs