



DEPARTMENT OF ISLAMIC DEVELOPMENT MALAYSIA (JAKIM)



PROCEDURES FOR APPOINTMENT OF FOREIGN HALAL CERTIFICATION BODIES

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1. INTRODUCTION

Department of Islamic Development Malaysia (JAKIM) is the agency responsible for the Islamic affairs including halal certification in Malaysia. Therefore, JAKIM plays very important role to protect Muslim consumers in Malaysia and it is always been JAKIM's responsibility to assure them to seek for halal products as urged by shariah. For the purpose of halal certification, JAKIM has to ensure that all ingredients and raw materials used in the products are halal. JAKIM has to ascertain the halal status of the product at every stage and at every process involved by carrying out an official site inspection on the plants purposely to examine on how the halal status of the raw material is maintained and monitored at all times. Based on these reason, nevertheless, JAKIM requires a reputable and credible foreign halal certification bodies as JAKIM representatives to monitor/verify the halal status of these raw materials and products with responsibility and integrity.

2. This procedure shall be applied for :

- 2.1 The Foreign Halal Certification Bodies (FHCB) applying for Department of Islamic Development Malaysia (JAKIM)'s appointment;
- 2.2 The Foreign Halal Certification Bodies (FHCB) appointed by the country's government; and
- 2.3 The Foreign Halal Certification Bodies (FHCB) which have been appointed and recognised by Department of Islamic Development Malaysia (JAKIM).

3. PROCESS OF APPOINTMENT:

The flowchart of the process is in Annex 1 of this document.

3.1 Application and Document Evaluation

The certification body shall apply directly to JAKIM using the form **JAKIM/(S)/(22.00)/72/1** and enclosed with the following documents:

- i. profile of the FHCB, including corporate entity, name, address, legal status, staffs including numbers of muslim workers, shariah and technical expertise;
- ii. a copy of registration document with the authority;
- iii. information of its regional / branch offices, if any;
- iv. type of services and social activities of the halal certification body;
- v. a clearly defined, requested and scope of certification;
- vi. record of past and current activities on halal certification and monitoring services to the certified abattoirs and processing plants;
- vii. list and qualification of Muslim professional workers;
- viii. sample of halal certificate or logo or consignment letter used by the FHCB;
- ix. halal certification and monitoring procedures; and
- x. any application which against/incompliance with this procedure shall not be processed and the FHCB shall be informed.
- xi. application shall be processed and evaluated after submission of the documents before the audit;
- xii. the list of applicants shall be notified before JAKIM's committee; and
- xiii. incomplete application shall not be processed.

3.2 Evaluation Visit

Evaluation Visit will be made on the FHCB based on the application received to evaluate the ability and competency of the FHCB in the halal certification. The results of the evaluation will determine the type of training that may follow by the FHCB.

3.3 Training

The FHCB may apply for the training to comply with the Malaysian's standard and halal certification process. After the training, the FHCB is encouraged to implement all the knowledge in order to improve the halal certification system in their organisation.

3.4 Compliance Audit

- i. JAKIM shall notify the FHCB about the proposed audit date;
- ii. minimum of two (2) auditors from JAKIM shall carry out the audit;
- iii. the onsite audit shall be conducted to the operating office of the FHCB and visit to the certified abattoirs and food processing plant (if any);
- iv. the auditors shall made the assessment on the audit conducted by FHCB to any of certified abattoirs and food processing plants;
- v. the auditors shall access to any documents and records of the organisation;
- vi. the audit shall subject to the approval from Malaysia Prime Minister's Department;
- vii. JAKIM's auditors shall prepare the report of the audit and presented before JAKIM's Committee within one month;
- viii. JAKIM shall notify the approval or non-conformance to the FHCB officially within one month; and
- ix. The FHCB may re-apply for JAKIM's appointment after six months started on the date of the notification letter and the HCB shall follow the process in 3.1 and 3.2 of the document.

3.5 Appointment and Recognition

- i. the validity of the appointment is 2 years;
- ii. the FHCB shall submit annual report to JAKIM;
- iii. JAKIM shall carry out the review audit after the expiration of the appointment period; and

- iv. the appointed FHCB shall be listed on JAKIM's website as the Recognised Foreign Halal Certification Body.

4. REVIEW AUDIT

Review Audit shall be carried out after the expiration of the two years period and the FHCB shall be notified.

5. FAILURE TO SUBMIT ANNUAL REPORT

Following are the process:

- i. the Recognised FHCB shall face the action of withdrawal due to the failure to submit annual report;
- ii. JAKIM shall give a reminder to the Recognised FHCB to submit the report within 2 weeks;
- iii. if the Recognised FHCB failed to submit, JAKIM shall give a notice of withdrawal within 2 weeks and the recognised HCB shall be delisted and removed from the website.

6. REQUIREMENTS FOR THE FOREIGN HALAL CERTIFICATION BODIES

6.1 The FHCB shall comply with the following requirements before applying for JAKIM's recognition:

6.1.1 Legal responsibility

The FHCB:

- i. organization shall owned by Muslim;
- ii. shall be a recognised and registered legal body in the country of origin;
- iii. shall have their own logos/marks to identify the FHCB's organisation;
- iv. for FHCB doing other certification (e.g. ISO, HACCP, GMP), the FHCB head office shall owned by Muslim and shall be registered and operated in Muslim countries; and
- v. for Muslim countries which have no FHCB, the government shall appoint a body to verify/endorse the halal certificates.

6.1.2 Structure of the organisation

The FHCB shall identify the top management having overall authority and responsibility for halal certification including of the following:

- i. policies relating to the operation of the halal certification;
- ii. delegation of authority to competent committees or individuals in halal certification as required to undertake (if any);
- iii. supervision of the implementation of the halal policies and halal procedures;
- iv. decisions on halal certification;
- v. the structure and operation of the FHCB shall give confidence in its Islamic responsibility and integrity;
- vi. the FHCB shall be organised and operates so as to safeguard Muslims to be served or from receiving non halal products or services;and
- vii. the FHCB shall ensure that the activities do not compromise with the Islamic integrity and credibility.

6.1.3 Managerial/Operational

The FHCB:

- i. shall have been implementing/operating their halal certification system for at least 6 months;
- ii. shall operate in an office (legal building);
- iii. shall operate within the country of origin;
- iv. shall have the records of the certified abattoirs or food processing plants under supervision;
- v. shall have systematic managing administration and documented Halal Policy or Programme or Procedures and Guidelines (e.g. Halal Assurance System; Halal Training Programme, Halal Traceability System, Halal Monitoring System etc;

- vi. shall agree to comply with any standards and procedures for halal certification recommended or approved by JAKIM for the imported products.

6.1.4 Personnel

The FHCB personnel:

- i. shall practice Islamic values;
- ii. shall have a sufficient number of competent Muslim personnel. For shariah auditors and expertises, shall have Islamic background, and education on halal.
- iii. shall have permanent board of shariah;
- iv. shall have adequate number of auditors according to the following ratio :
 - > 10 plants : 3 auditors (2 syariah + 1 technical); and
 - < 10 plants : 2 auditors (1 syariah + 1 technical)
- v. shall not appoint external or third party/organisation for auditing, supervisory and monitoring activities; and
- vi. shall inform JAKIM if the FHCB appointed auditors other than the FHCB's permanent staffs.

6.1.5 Monitoring / Supervision

The FHCB shall maintain up-to-date records on monitoring and supervisory on the abattoirs/processing plants/premises.

6.1.6 Social Commitment/Contribution

The FHCB shall have commitment and contribution for Muslim communities in their countries as a part of responsibility and ***dakwah*** ie contribution for the mosques, schools and other Islamic development.

7. Specific Conditions For Meat And Animal Based Products

- 7.1 All meat and animal based products to be exported to Malaysia must be halal;
- 7.2 Department of Veterinary Services Malaysia (DVS) is the competent authority relating export/import meat and meat based products;
- 7.3 For the purpose of the importation approval, Department of Veterinary Services Malaysia (DVS) and JAKIM will conduct an inspection/audit to the abattoirs and processing plants. DVS will inspect in terms of animal health and food safety whilst JAKIM will inspect in terms of halal aspect.
- 7.4 Upon approval of both departments, the abattoirs and processing plants will be listed in the Malaysian approved plants list.
- 7.5 The halal certificate issued by the recognised FHCB will only be valid upon approval from the Malaysian authority.
- 7.6 For the purpose of halal inspection, The **Malaysian Standard, Halal Food - Production, Preparation, Handling And Storage - General Guidelines (MS 1500:2009)** and **Malaysian Protocol For The Halal Meat And Poultry Productions** will be used. Therefore the plants shall comply with these standard and protocol.
- 7.7 The FHCB shall monitor and execute a supervisory role in matters of halal at the plant concerned. This supervisory role will be of mutual consent of both the plant management and the FHCB before they are considered for appointment by the Malaysian authorities.
- 7.8 The arrangement does not override authorities from Malaysia carrying out follow-up inspection visits as and when the need arises.

FLOWCHART OF THE APPOINTMENT PROCEDURE

