



HALAL CERTIFICATION REQUIREMENTS FOR PROCESSING INDUSTRY

HAS 23000-1



2021

**The Assessment Institute for Foods, Drugs and Cosmetics
The Indonesian Council of Ulama
LPPOM MUI**

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THE ASSESSMENT INSTITUTE OF FOODS, DRUGS, AND COSMETICS

INDONESIAN COUNCIL OF ULAMA

(LPPOM - MUI)

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Publisher :

LPPOM MUI (The Assessment Institute for Foods, Drugs, and Cosmetics, the Indonesian Council of Ulama)

Website: www.halalmui.org

Global Halal Centre Building

Jl. Pemuda No.5, RT.06/RW.03, Sempur, Kecamatan Bogor Tengah, Kota Bogor, Jawa Barat 16162

ISBN 978-623-94768-7-8 (EPUB)

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PREFACE

Assalamu'alaikum Warahmatullahi Wabarakatuh,

The MUI halal certification process has developed from time to time. These developments occurred due to the development of the MUI halal fatwa, science and technology, industrial demands, and also the findings during the audit. It becomes background for LPPOM MUI to revise the HAS 23000 book which was published nine years ago.

Some of the updates that can be found in this HAS 23000 book series are :

1. The MUI halal certification requirements (HAS 23000) are written more specifically by product group. This grouping is based on the similarity of the requirements, so the HAS 23000 series is divided into processing industry, meat processing industry, restaurant and foodservice, pharmaceutical industry, retailer, logistics industry, cosmetic, slaughterhouse, and consumer goods.
2. Revision of the halal management team competency criteria and the training criteria.
3. The scope of material criteria is expanded by adding requirements for primary packaging (packaging that is in direct contact with the product), lubricants, grease and sanitizers that are in direct contact with the product, and media for cleaning validation.
4. Revision of product criteria that can be repackaged or re-labeled.
5. The criteria for facilities that are required to be halal dedicated are written in detail so that it is easier to understand.
6. Adjustment of several requirements according to the updates fatwa from the MUI Fatwa Commission. Some of the requirement adjustment is written in the criteria and some other is included in the appendix.
7. Writing adjustment for procedure of critical activities criteria in accordance with the HAS 23000 series.
8. Revision of internal audit frequency.
9. Additional policy for surveillance.
10. Revision of auditor assignment, issuance of notification letter policy, and certification process termination policy.
11. Additional requirements for food safety programs and relevant regulations included in the policy, arise from the accreditation of LPPOM MUI as a Halal Certification Agency by the National Accreditation Committee (KAN).
12. Improvement of Halal Assurance System (HAS) implementation appraisal.

We would like to thank the team, especially Dr. Muslich as a team leader who has finished writing this update HAS 23000 book series. We also express our gratitude and appreciation to all parties

from industries, government institutions, associations, and auditors who have provided constructive inputs to improve HAS 23000. Hopefully, all the hard work is considered a good deed in the sight of Allah SWT.

We recognize that this HAS 23000 book series is not perfect. We will welcome suggestions for improvement from all users of this book.

Wassalaamu'alaikum Warrahmatullahi Wabarakatuh

Jakarta, September 2021

Ir. Muti Arintawati, M.Si

Executive Director of LPPOM MUI

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I. Scope

These requirements include criteria for the Halal Assurance System (HAS), policies, and procedures for certification for the general processing industry, for which the requirements are not specifically written. Examples of industries whose requirements are specifically written are the pharmaceutical, cosmetic and consumer goods industries.

II. Related Document

- A. The Decree of MUI Fatwa Commission Meeting Year of 1980 on Food and Beverage Mixed with Haram/Najis Materials.
- B. The Decree of MUI Fatwa Commission Meeting; November 12th 1984, on Fatwa of Frog Consumption and Cultivation
- C. The Decree of MUI Fatwa Commission Meeting No. 139 the Year of 2000 on Crickets Consumption and Cultivation
- D. The Decree of MUI Fatwa Commission Meeting; June 15th 2002 on Crabs
- E. The Decree of MUI Fatwa Commission Meeting; March 12th 1983, on Rabbit Meat Consumption
- F. MUI Fatwa No. 12 of 2009 on The General Provisions of Halal Slaughter Certification Standards.
- G. MUI Fatwa No. 01 of 2010 on the Use of Microbes and Microbial Products in Food Products.
- H. MUI Fatwa No. 02 of 2010 on Recycled Water.
- I. MUI Fatwa No. 07 of 2010 on Luwak Coffee.
- J. MUI Fatwa No. 10 of 2011 on Methods for Purification of Yeast Extracts sourced from Beer Waste (Brewer Yeast).
- K. MUI Fatwa No. 33 of 2011 on the Law on Food and Beverage Dyes from Chocineal Insects.
- L. MUI Fatwa No. 9 of 2011 on the Production Equipment Purification Method Contaminated with Medium Najis (Mutawassithah) with non-Water.
- M. MUI Fatwa No. 43 of 2012 on the Misuse of Formalin and Other Hazardous Materials in Fish Handling and Processing.
- N. MUI Fatwa No. 52 of 2012 on the Law on Cattle given Feed from Najis Material.
- O. MUI Fatwa No. 02 of 2012 on Swallow's Nest.
- P. MUI Fatwa No. 25 of 2012 on the Snails Consumption Law.
- Q. MUI Fatwa No. 47 of 2012 on the Use of Feather, Hair, and Horns from Halal Animals that are not Slaughtered by Halal Method for Food, Medicine and Cosmetics.
- R. MUI Fatwa No. 35 of 2013 on the Genetic Engineering and Its Products.
- S. MUI Fatwa No. 27 of 2013 on Shellac as Food Ingredients, Medicines and Cosmetics.

- T. MUI Fatwa No. 33 of 2011 on the Law on Food and Beverage Colorants from Cochineal Insects.
- U. MUI Fatwa No. 10 of 2018 on Food/Beverage Products containing ethanol/alcohol.
- V. MUI Fatwa No. 42 of 2018 on the Kangaroo Meat Consumption Law.
- W. Fatwa No. 24 of 2019 No. 48 of 2019 on the Chipmunk and Squirrel Consumption Law.
- X. Fatwa No. 51 of 2019 on the Asiatic Softshell Turtle Consumption Law.
- Y. Fatwa No. 44 of 2020 on the Use of Product Names, Shapes, and Packaging that cannot be Halal Certified.
- Z. Fatwa No. 19 of 2021 on Honey Extraction.
- AA. The Decision of the 4th Fatwa Commission Assembly on Formalin and Hazardous Chemicals for Food.

III. Terms and Definitions

- A. Halal is a term to state something is permitted according to Islamic Law.
- B. Haram is a term to state something is not permitted according to Islamic Law.
- C. Najis is filth that restricts someone from any act of worship towards Allah SWT.
- D. Halal Assurance System (HAS) is an integrated management system that is prepared, implemented, and maintained to regulate materials, production processes, products, human resources, and procedures to preserve the continuity of the halal production process by the requirements of the MUI halal certification.
- E. Halal certification is a process to obtain the Halal Certificate through several steps to prove that the HAS implementation in the company meets the requirements of MUI.
- F. MUI Halal Decree is a written fatwa issued by the MUI through the decision of the Fatwa Commission Meeting, which declares the product's halal status based on the audit process conducted by LPPOM MUI.
- G. Fatwa is a provision of Islamic law issued by the Fatwa Commission regarding the legal status of a particular issue. In the halal certification process, the output of the fatwa is the halal or haram status of the product based on the audit process carried out by LPPOM MUI.
- H. Fatwa Commission is one of the MUI commissions whose task is to produce Islamic legal provisions regarding the legal status of a particular case.
- I. Company is a business unit that produces products and services related to the product supply chain from upstream to downstream. The form of the company can be in the form of: (1) small, medium, and large companies, (ii) micro/household/small businesses, and (iii) cooperatives.

- J. Toll manufacturing is a process in which a company is responsible for processing raw materials or semi-finished products into finished products based on the product owner's specifications.
- K. CEROL system is an application for online halal certification services through LPPOM MUI that companies can use to register for halal certification, monitor the progress of the certification process, and provide information to LPPOM MUI regarding changes that occur during the validity period of the Halal Decree.
- L. Brand is a name, symbol, sign, design, or a combination of them to be used as the identity of a product.
- M. Criteria are sentences explaining the company's requirements to implement the HAS to produce halal products consistently.
- N. Policies are basic principles formulated and enforced by LPPOM MUI to direct companies in managing halal products to obtain MUI Halal Decree and Halal Certificate.
- O. Procedures are a series of steps that the company must follow to obtain a MUI Halal Decree and Halal Certificate.

IV. Halal Certification Requirements for Processing Industry

A. Halal Assurance System Criteria

1. Halal Policy

The halal policy is a written commitment to producing halal products consistently.

- a) The top management must establish a halal policy.
 - i. The top management is the highest level of management that has responsibility for all activities in the company.
 - ii. Halal policy can be written separately or combined with policies required by other systems such as quality or food safety policies.
- b) Halal policy must be disseminated to the management, halal management team, employees, and suppliers.
 - i. Dissemination aims to make the management, halal management team, and suppliers understand the halal policy.
 - ii. The supplier is the party who supplies the material with the scope as stated in the material criteria.
 - iii. The company may determine how to disseminate the policy. For example, dissemination can be done through internal training, posters, banners, booklet printing, or email distribution.
- c) Evidence of halal policy dissemination must be maintained.

2. Halal Management Team

The halal management team is a group of people responsible for planning, implementing, evaluating, and improving the halal assurance system in the company.

- a) The top management must establish a halal management team accompanied by written evidence.
 - i. A decision letter, appointment letter, or any other way applicable in the company to appoint the team may be recognized as written evidence.
 - ii. The halal management team can be at the corporate/holding level or the factory in accordance with the company's business processes.
 - iii. The halal management team can be separated or combined with other systems implemented by the company.
 - iv. The halal management team structure may consist of a lead/coordinator and several members. Technical manager, such as QA (Quality Assurance) manager, a QC (Quality Control) manager, production manager, or R&D (Research and Development) manager, are allowed to be appointed as lead/coordinator of the halal management team. Members of the halal management team are in charge of activities related to halal product assurance, such as conducting training, implementing internal audits, production planning, an inspection of incoming materials, production, storage of materials and products, as well as product transportation.
- b) The halal management team must be permanent employees of the company.
- c) The responsibilities of the halal management team must be clearly defined.

Examples of the responsibilities of the halal management team are: conducting internal training and evaluating the results, ensuring all materials used for halal production are equipped with sufficient supporting documents and have been approved for use by LPPOM MUI, conducting internal audits, and ensuring production facilities fulfill the facility criteria.
- d) The halal management team must have the competencies in planning, implementing, evaluating, and improving the Halal Assurance System in accordance with the halal certification requirements HAS 23000-1. The competencies of the halal management team member can be proven by the certificate of training, or Halal Supervisor certificate of competency issued by Professional Certification Body that has obtained a license from the National Professional Certification Board (BNSP).
- e) The top management must provide the resources required by the halal management team.

3. Training

Training is an activity to develop knowledge, skills, and attitudes to achieve the aspired level of competence.

- a) The company must have a written procedure for the implementation of the training.
 - i. A written procedure is a standardized procedure for carrying out an activity. Written procedures can be in SOPs (Standard Operating Procedures), work instructions, or other forms of work guidelines. These written procedures can be combined with the training procedures for other systems.
 - ii. The training materials can be partial or complete HAS 23000-1 halal certification requirements, depending on the training needs. Every company that applies for certification can download the HAS 23000-1 halal certification requirements document from the CEROL online system.
- b) Training must be provided by personnel who have competence in planning, implementing, evaluating, and improving the halal assurance system in accordance with the HAS 23000-1 halal certification requirements. Personnel who provide training can be sourced externally or from the internal company.
- c) Training is carried out for all personnel involved in critical activities, including for new employees.
- d) Training must to be conducted at least once a year. The training schedule can be made separately or combined with other training schedules.
- e) The results of the training must be evaluated to ensure the competence of the trainees. Written tests, oral tests, or any other forms of training evaluation applicable by the company are adequate.
- f) Evidence of the training implementation must be maintained.

4. Material

The scope of materials required include: (a) raw materials (b) additives, (c) processing aid, (d) primary packaging, lubricants, grease, sanitizers which in direct contact with the product, (e) cleaning/washing aid, which in direct contact with the production facilities to produce the halal products, and (f) cleaning media validation for facilities which in direct contact with materials or products. Raw materials and additives are materials used in the manufacturing process and become part of the product's composition (ingredients). Processing aids are materials used to assist the production process but not become the product's composition (ingredients). Materials are categorized as critical and non-critical materials. The list of non-critical materials is presented in the positive list, accessible from the website www.halalmui.org.

- a) Critical materials must be supported by sufficient halal supporting documents.
- i. Material supporting documents are only required for critical materials. Materials in the positive list do not require any supporting documents.
 - ii. Supporting documents can be in the form of halal certificates, or other documents than halal certificates, such as product specifications, production flow diagrams, statements, and questionnaires.
 - iii. Halal certificates deemed sufficient if the halal certificate issued by MUI or other foreign certification bodies listed on the website www.halalmui.org. Suppose the certification body is delisted/suspended from the list. In that case, the certificate is considered sufficient as long as the certificate was issued before the delisted/suspension date.
 - iv. Supporting documents that are not in the form of halal certificates must be issued by the material producer/manufacturer. The adequacy of this document is assessed based on the halal requirements of all sub-materials and the production facilities used to produce the material. This document must contain the sources of all critical materials used to determine their halal status.
 - v. In general, critical ingredients with the following characteristics must be accompanied by a halal certificate: (i) Meat and animal-derived products such as sausage, beef powder, chicken extract, bone/skin gelatin and enzymes, (ii) Flavor, fragrance, and vitamin premix, (iii) Materials with complex traceability, such as whey protein concentrate and lactose,
NOTE: Exceptions are for simple flavors produced by producers certified by an MUI-recognized body. A simple flavor is (i) flavor made with no compounding process, in which the main materials/ingredients (the source of the sensory profile) and the additives are halal-traceable; (ii) natural flavor from vegetable ingredients such as a mixture of essential oils.
 - vi. Materials not mentioned in point v., which involve many sub-materials in the production, do not have to be supported by a halal certificate if all the sub-materials used can be identified and ensured that they come from halal sources. Sub-materials and their sources are obtained from specifications, flow charts, written statements, or questionnaires.
- b) The company must have a mechanism to ensure the validity of material supporting documents.
- i. This mechanism can be checked periodically for the validity period of the halal certificate and request the latest halal certificate if the validity period has expired. Halal certificates for expired materials can still be considered sufficient if produced during the certificate's validity period.

- ii. For materials with MUI Halal Decree, if the materials are produced after the expiration period, they can still be used if equipped with a valid Notification Letter for Certificate Renewal Process (SKPP).
 - iii. For material supporting documents other than the halal certificate, the company can:
 - a. request a statement from the material manufacturers to update the document if there is a change, or
 - b. include the terms as part of the sales and the material purchase contract, or
 - c. ensure these requirements through supplier audits periodically, or
 - d. confirm with suppliers regarding changes to material supporting documents periodically.
- c) The following haram materials are not allowed in the halal production:
- i. Animal ingredients
 - a. Land animals with the following criteria:
 - 1) classified as heavy najis (najis mughallazhah), such as pigs and dogs;
 - 2) beasts (sharp-toothed) such as tiger, bear, squirrel, lion, monkey, weasel, cat, wolf, crocodile, and bat;
 - 3) beasts (sharp-nailed) such as eagles, vultures, and owls;
 - 4) animals that are prohibited from being killed in Islam, such as woodpeckers, hud-hud birds (*Upupa epops*), frogs, bees, and honey ants;
 - 5) animals ordered to be killed in Islam, such as snakes, lizards, mice, and scorpions.
 - b. Animals that are dangerous if consumed unless the danger has been eliminated.
 - c. Amphibious animals that survive and reproduce on land and in the air (*barmawi*), such as frogs, salamanders, and hellbenders.
 - d. Animals categorized as *hasyarat* in Islamic laws with the following criteria:
 - 1) Disgusting animals, such as larvae, snails, mice;
 - 2) Insects, except grasshoppers and cochineals;
 - 3) Creeping animals, such as lizards, snakes, and monitor lizards.
 - e. Animal carrion* with the following criteria:
 - 1) Animals that died without slaughtering process;
 - 2) Animals that are not slaughtered according to Islamic law.
 - 3) Animals slaughtered in the name other than Allah;
 - 4) Animals that died by being beaten (*Mawquzah*);
 - 5) Animals that died from falling (*Mutaraddiyah*);

- 6) Animals that suffocate or died from being crushed (*Nathihah*);
- 7) Animals that died by the attack from another animal/beast, except the trained dog for hunting, and the hunter recites *Basmalah* before releasing the dog.

NOTE * The animals in the subject are:

- 1) Livestock animals, for example, cows, camels, goats, buffalo, horses, chickens, ducks, pigeons;
 - 2) Other halal animals based on the fatwas from the Indonesian Council of Ulama (MUI) include kangaroos, rabbits, squirrels, and the asiatic softshell turtle.
- f. *Jallalah*, the animals that eat feces until it changes the aroma and the taste of the meat, except if the aroma and the taste of the meat have returned to normal.
- ii. Animals protected by law according to MUI Fatwa No. 4 Year 2014
 - iii. Certain plant-based materials with the following criteria:
 - a. Toxic;
 - b. Intoxicate;
 - c. Harm to human health.
 - iv. Certain solid objects (*Jamadat*) with the following criteria:
 - a. Najis or containing najis, such as human and animal excrements;
 - b. Toxic;
 - c. Intoxicating;
 - d. Harm to human health.
 - v. Liquid objects (*Ma'iat*) with the following criteria:
 - a. Najis or containing najis, such as blood, pus, vomit, human and animal urine;
 - b. Toxic;
 - c. Intoxicating, such as alcoholic beverages (*khamr*);
 - d. Ethanol sourced from the alcoholic beverages (*khamr*) industry;
 - e. Liquids originating from by-products of the alcoholic beverages (*khamr*) industry obtained only by physical separation;
 - f. Harm to human health.
 - vi. Human body parts
 - vii. Others:
 - a. Microbes grown on media sourced from pigs.
 - b. Microbes grown on the media containing najis other than pigs, without separation process between the microbes with the media containing

najis/no *tathhir syar'i* cleaning method (a cleaning method compliance based on the Islamic law to clean the heavy najis) performed.

- c. Microbes as the result of genetic engineering using genes from humans or haram animals.
- d. Microbial products produced with the involvement of haram microbes and/or grown on media sourced from pigs.
- e. Microbial products produced on the media containing najis other than pigs, without separation process between the microbes with the media containing najis/no *tathhir syar'i* cleaning method (a cleaning method compliance based on the Islamic law to clean the heavy najis) performed.

NOTE * *Thathhir syar'i* cleaning method on the production of microbes or microbial products in the subjects are:

- 1) addition of large quantities of water (more than 270 liters) at the preparation of microbial growth media for production on the largest scale/stage or;
- 2) addition of large quantities of water (more than 270 liters) at the last stage before harvesting the product or;
- 3) cleaning process of microbes or microbial products with water in between the harvesting process to packaging.

- f. Milk from haram animals.
- g. Eggs from haram animals.
- h. Genetic Modified Organism (GMO) products utilize genes derived from haram animals or the human body.

- d) Haram materials listed in point C) are not allowed to be used in halal production. Products containing these haram ingredients are also not allowed to be used in halal production. However, haram materials other than those classified as heavy najis (najis mughallazhah) can be used as growth media in the production of microbial products as long as the *tathhir syar'i* cleaning method has been conducted on the growth media preparation step or there is a cleaning process of the microbial products with water until it eliminates the color and odor of haram materials.
- e) Animal materials and their derivative products must be sourced from halal animals. All sea animals are halal. Examples of halal land animals are cows, buffalo, chickens, rabbits, and kangaroos. Halal land animals utilized for meat or their derivative products must be slaughtered following Islamic law.
- f) Ethanol made from the alcoholic beverage (*khamr*) industry is not allowed in halal production. Ethanol from sources other than the alcoholic beverage (*khamr*)

industry, such as fermented cassava, corn, or molasses, is allowed in halal production. Ethanol can be used as a solvent, material for sanitation, or other uses.

- g) Liquid products derived from by-products of the alcoholic beverage (*khamr*) industry obtained only by physical separation are not allowed to be used. However, if this product is reacted with other material or a biotransformation process is carried out to produce a new product, this new product is allowed to use.
- h) Solid products originating from the by-products of the alcoholic beverage industry, such as brewer yeast, can be used after the cleaning process with water until it eliminates the color and odor of the alcoholic beverage.
- i) Materials are not allowed to be mixed with najis or haram materials.
- j) Materials must be produced from a production facility free from pork-derived materials.
- k) Materials that are microbial products must meet the following requirements: (i) the growth media must not use pork-derived materials, (ii) if there is no separation process of the product from the media, the materials used for microbial growth media must be pure and halal, (iii) if there is a separation of the product from the media, then the requirements follow the criteria for material point d, and (iv) if recombinant microbes are used, the pig or human genes are not allowed to be used.
- l) Materials must meet safety and health aspects according to applicable regulations.

5. Production Facility

Production facilities include buildings, rooms, main machinery and equipment, and auxiliary equipment used to produce products.

Based on their use, production facilities are categorized into halal dedicated facilities and sharing facilities. The halal dedicated facility is a facility that is only used for halal production. Sharing facility is a facility that is used alternately to produce halal products and to produce non-certified products.

Production facilities can be exposed to three types of najis: light najis, medium najis, and heavy najis. Contamination of light najis occurred if the production facilities are in contact with the urine of a male baby who has not consumed anything other than breastmilk. Contamination of heavy najis occurred if the production facilities are in direct contact with pork-derived materials or products. Other than those mentioned above as light and heavy najis, the rest of the impurities are categorized as medium najis, such as blood, carrion, or alcoholic beverages (*khamr*).

Pork-free facilities are (i) Facilities that have never been in direct contact with pork-derived materials or products (never exposed to heavy najis), (ii) If the facility had direct

contact with pork-derived materials or products, then it has been washed 7 (seven) times with water and one of them with soil, soap, detergent or chemicals that can remove the odor and color of the najis. After this cleaning process, the facility is not allowed to be in direct contact with pork-derived materials or products.

- a) All facilities that produce products registered and marketed in Indonesia or other countries that require halal must be registered (listed in the certification application). These facilities include facilities owned or leased from other parties. Suppose the registered product is a retail product; in that case, the factories must register all factories that produce products with the same brand/brand marketed in Indonesia or in other countries that require halal. If the registered product is a non-retail product, the facilities that must be registered are all facilities that produce products marketed in Indonesia or other countries that require halal.
- b) Chiller/refrigerator and freezer used to store materials from slaughtered animal and their processed products must be halal dedicated.
- c) Facilities other than those mentioned in point b) above may be sharing facilities. If a sharing facility is used, all facilities in direct contact with materials or products must be pork-free. The pork-free requirement at the sharing facility can be met by requiring all materials to be accompanied by a halal certificate, except for non-critical materials or a statement from the producer that there is no use of pork-derived materials in the production process. Questionnaires or checklists filled by the producer are among the acceptable document.
- d) Facilities in direct contact with materials or products used for production must be free from light and medium najis. If the facilities are contaminated with light and medium najis, the cleaning must be carried out first with water or non-water (by using dextrin, maltodextrin, wet cloth, or pressurized air). Non-water cleaning method is allowed if cleaning with water may cause damage to facilities, products, or other technical difficulties. The non-water cleaning method is only allowed if the facilities are made of materials that do not absorb najis (inert materials). Examples of facilities in direct contact with materials or products are material weighing containers, intermediate product containers, mixing tanks, and material or product sampling equipment.
- e) Facilities that are not in direct contact with materials or products can be used together for halal or non-certified materials/products with the condition not to cross-contaminate the halal materials/products. Examples of facilities that do not have direct contact with materials or products are warehouses. Material or product

warehouses can store halal or non-certified materials/products with the condition not to cross-contaminate the halal materials/products.

- f) Cleaning equipment and cleaning facilities for halal production are only allowed to wash equipment used in halal dedicated facilities or sharing facilities that meet the criteria. Cleaning facilities are not allowed interchangeably with equipment that comes in contact with materials pork-derived materials.
- g) Sampling equipment and sample containers must comply with the pork-free requirement.
- h) Sampling equipment and sampling containers cannot be cleaned in the shared cleaning facility (used interchangeably) with the equipment in direct contact with pork-derived materials.
- i) Autoclave, if for some reason is used to sterilize the sampling equipment or sample containers, cannot be shared (used interchangeably) with the equipment in direct contact with pork-derived materials.
- j) Processing aid/auxiliary equipment such as brushes used in production and have the potential to come into direct contact with the product cannot be sourced from najis material.
- k) If there are specific requirements from the export destination country regarding production facilities, the criteria may follow the export destination country scheme.

6. Product

Products registered can be retail products, non-retail, final products or intermediate products.

- a) The name/symbol of a product that can be halal-certified must meet the following requirements:
 - i. do not use the name of alcoholic beverages;
 - ii. do not use the names of pigs and dogs and their derivatives;
 - iii. do not describe kufr and disobedience;
 - iv. do not conflict with Islamic creed;
 - v. do not related to religious worship and other beliefs.
- b) The sensory characteristics/profile of the product must not have a tendency to smell or taste that leads to haram products. Flavours/odors that are not allowed are:
 - i. products that lead to the taste/aroma of processed pork;
 - ii. products that lead to the taste/aroma of alcoholic beverages (*khamr*).
- c) The shape of products that can be halal-certified must meet the following requirements:
 - i. do not use pig or dog shape;

- ii. do not use other shapes of haram animals other than pigs and dogs that are exactly the same as the original animals, both in shape and colour;
 - iii. do not use product shapes that depict erotic or pornographic properties.
- d) Product packaging must meet the following requirements:
- i. do not use packaging with pictures of dogs or pigs as the primary focus;
 - ii. do not use packaging with erotic or pornographic images;
 - iii. do not use packaging with erotic or pornographic shapes (packaging shape).
- NOTE:** The product's outer packaging is allowed to contain the words Happy Valentine or other religious celebrations with a note that it is not allowed to put the halal logo on the packaging. Packaging images that are erotic or pornographic to explain the use of the product are allowed, such as images on sanitary napkin products.
- e) Especially for retail products, if a product with a specific brand is registered, then all variants or other products with the same brand marketed in Indonesia or other countries that require halal must be halal-certified.
- i. New products with the same brand/brand as certified products must be certified halal before marketed.
 - ii. In the case of non-retail or intermediate products, certification applications can be made for some or all of the products.
- f) Repacked or re-labelled products may apply the halal certification process as long as the original products have MUI Halal Decree, or the product meets the following requirements:
- i. the product is a material in the positive list,
 - ii. the product is produced using non-critical materials in the positive list, then processed using one critical processing aid and supported with sufficient halal material supporting document.
 - iii. the product has a halal certificate from other foreign bodies listed on the website www.halalmui.org, which in the process uses two critical materials (other than materials that must be supported by a halal certificate, such as animal-derived materials, flavours, fragrance, whey, and premix vitamins).
 - iv. specifically for products manufactured in Indonesia, which in the process uses two critical materials (other than materials that must be supported by a halal certificate, such as animal-derived materials, flavours, fragrance, whey, and premix vitamins) in which the critical materials are supported with Halal certificate.

- g) Especially for beverage products, the ethanol content in the product must be less than 0.5%. For other products, the ethanol content in the product is not limited as long as it does not endanger health.

7. Written Procedure for Critical Activities

Critical activities are activities that can affect the halal status of the product. In general, critical activities include the use of new materials for certified products, incoming material checking, production, production facilities cleaning, development and launching of new products, storage of materials and products, and transportation of materials and products. The scope of critical activities varies according to the company's business processes.

Written procedures can be in the form of SOPs (Standard Operating Procedures), work instructions or other forms of work guidelines. This written procedure can be combined with other system procedures implemented by the company.

7.1 Use of New Materials for Halal-Certified Products

- a) The company must have a written procedure for the use of new materials for products that have been halal-certified. New materials can be grouped into two: (i) different materials (from the existing materials), (ii) the same materials (from the existing materials) but from different producers/manufacturers and/or the address of producers/manufacturers (i.e., country of origin).
- b) Written procedures must ensure that any usage of new materials for halal-certified products must obtain written approval from LPPOM MUI. Written approval for the use of new materials is given in three forms:
 - i. Positive list. Any non-critical ingredients listed in the positive list can be directly used for halal-certified products.
 - ii. For materials that are listed in the LPPOM MUI database, which can be accessed on the website www.halalmui.org, Halal Journal or through the MUI Halal application, then the material has been approved. It can be directly used for halal-certified products.
 - iii. If the new material is not included in the positive list or is not listed in the LPPOM MUI database, a written approval request must be submitted through the CEROL online system in the Inquiry Material Approval menu. Companies may use this category of materials after they have obtained a written approval letter.

- c) The use of materials for trial production, development of new products or products that are not halal-certified using sharing facilities must ensure that the materials are free from pork-derived ingredients. This requirement can be met by ensuring that the material is supported with a halal certificate, the material is included in the positive list, or the material is supported by a pork-free or animal-free statement from the producer/manufacturer.
- d) The implementation evidence of this procedure must be maintained.

7.2 Incoming Material Checking

- a) The company must have a written procedure for incoming material checking.
- b) Written procedures must ensure the conformity of the material name, material code (if any), producers/manufacturers name, producers/manufacturers address, and producer code (if any) written on the label/packaging with the information written on its supporting documents. In this checking, the halal logo must be ensured on the label/packaging if the material is supported with a halal certificate that requires a halal logo.
 - i. Several overseas certification bodies require a halal logo on the label of the halal-certified product. These requirements can be seen on the certificate issued. If the material is supported with this type of halal certificate, then the inspection of the incoming material must include the checking of the halal logo.
 - ii. Non-critical materials may not be checked.
- c) For materials with a halal certificate per shipment, the procedure must ensure that the lot number and production date are the same between the label and the halal certificate. Especially for meat with a per shipment halal certificate, the checking includes the slaughtering date, packing date, and slaughterhouse number (abattoir number/establishment of origin).
- d) If the material is repackaged or re-labelled by the supplier, it must ensure the conformity material name, material code (if any), producers/manufacturers name, producers/manufacturers address, and the presence of a halal logo if required. Verification can be done by conducting periodic supplier audits or requesting evidence of original packaging or certain documents for each shipment.
- e) The implementation evidence of this procedure must be maintained.

7.3 Production

- a) The company must have written procedures for all stages of production.

- b) Written procedures must ensure halal production only uses materials approved by LPPOM MUI and conducted in production facilities that meet the facility criteria. Materials that LPPOM MUI has approved consist of 2 categories, namely: (i) Materials that have been used for certified products (materials in the list of ingredients in the CEROL online system), (ii) New materials that have been approved by LPPOM MUI such as listed in point (b) of the written procedure of the use of new materials for halal-certified products. (7.1)
- c) If the product has a formula, then the standard formula (the reference in the production process) must be available.
- d) The implementation evidence of this procedure must be maintained.

7.4 Cleaning of Production Facilities

- a) The company must have a written procedure for cleaning production facilities.
- b) Written procedures must ensure that cleaning production facilities that are in direct contact with materials or products can remove najis. The adequacy of cleaning is measured by the elimination of the colour and odour of the najis.
- c) The implementation evidence of this procedure must be maintained.

7.5 New Product Launching

- a) For retail products, the company must have a written procedure to launch the new products.
- b) Written procedures must ensure that new products with the same brand as the halal-certified brand are marketed in Indonesia or other countries requiring halal.
- c) The implementation evidence of this procedure must be maintained.

7.6 Handling and Storage of Materials and Products

- a) The company must have written procedures for handling and storing materials and products.
- b) Written procedures must ensure that materials and products are not contaminated with najis during handling and storage.
- c) The implementation evidence of this procedure must be maintained.

7.7 Transportation of Materials and Products

- a) The company must have a written procedure for transporting materials and products.

- b) Written procedures must ensure that materials and products are not contaminated with najis during transportation.
- c) The implementation evidence of this procedure must be maintained.

8. Traceability

- a) The company must have a written procedure that ensures the traceability of the halal-certified product.
- b) Written procedures must ensure that certified products can be traced produced from the materials (including the use of new materials) and produced in the facilities that comply with the criteria.
- c) Companies that apply a material coding system must ensure that materials with the same code and used for halal production have the same halal status.
- d) The implementation evidence of this procedure must be maintained.

9. Handling of Non-Conformance Product

Non-conformance products are the products that had been halal-certified but produced by using materials or produced in facilities that are not comply with the criteria.

- a) The company must have a written procedure to handle the non-conformance product.
- b) Written procedures must ensure that non-conformance product are not sold to consumers who require halal products. If the product has already been sold, then the product must be recalled.
 - i. Non-conformance products may not be reworked, downgraded or reformulated and claimed as halal products.
 - ii. Non-conformance products may not be claimed as halal products.
 - iii. If the non-conformance products are not sold to the non-halal market, the products must be destroyed or used as material for feed.
- c) The implementation evidence of this procedure must be maintained.

10. Internal Audit

The internal audit verifies the compliance with the HAS 23000-1 criteria conducted by the company's internal auditors.

- a) The company must have a written internal audit procedure.
- b) Internal audit must be conducted at least once a year.
- c) Internal audit must be carried out by internal auditors who have competence in planning, implementing, evaluating and improving the halal assurance system

following the HAS 23000-1 halal certification requirements and their responsibilities in the internal audit.

- i. In general, the scope of internal audit is the fulfilment of criteria in implementing the halal assurance system in the company. The company can determine the scope of internal audit according to needs. Suppose the company uses a third party's production facilities (i.e., toll manufacturing, storage in external warehouses, etc.). In that case, the scope of the internal audit also includes the implementation of the halal assurance system at the mentioned facility.
 - ii. The internal audit schedule can be combined with other internal audit systems implemented by the company. Companies can develop internal audit tools (such as checklists and report forms) following the company's business processes.
- d) Internal auditors must be free of interest or be objective about the area being audited. Internal audits can be conducted by cross-audit (auditors from certain divisions/departments conduct an audit to other divisions/departments) or by a specially appointed person/team.
 - e) The internal audit results must be communicated to all stakeholders related.
 - f) If weaknesses are found (non-fulfilment of criteria) in the internal audit, the company must identify the root cause and improve. Improvements must be made with a precise time target and must resolve weaknesses and prevent the recurrence of weaknesses in the future.
 - g) The internal audit results must be submitted to LPPOM MUI in the form of periodic reports through the Regular Report menu in the CEROL online system.
 - h) The implementation evidence of this procedure must be maintained.

11. Management Review

Management review is an evaluation of the effectiveness of implementing the halal assurance system conducted by the management.

- a) The company must have a written procedure for management review.
- b) Management review must be conducted at least once a year.
 - i. The implementation of the management review can be combined with the review of other management systems implemented by the company.
 - ii. Management review materials can be sourced from the results of internal audits, external audits, or the results of previous management reviews. Management

review can also be carried out if there are changes in the company that affect the effectiveness of implementing the halal assurance system.

- c) The implementation evidence of this procedure must be maintained.

B. Policies and Procedures of Halal Certification

Halal certification is submitted to the Indonesian Council of Ulama (MUI). Two institutions handle halal certification procedures and decisions under MUI, namely LPPOM MUI and the MUI Fatwa Commission. LPPOM MUI handles document examination, audit scheduling, audit implementation, auditor meeting, issuance of audit notes, submission of audit results at MUI Fatwa Commission meetings, MUI fatwa Commission decisions related to halal product status based on audit results and the issuance of MUI Halal Decree.

In general, the MUI halal certification procedure is presented in Figure 1.

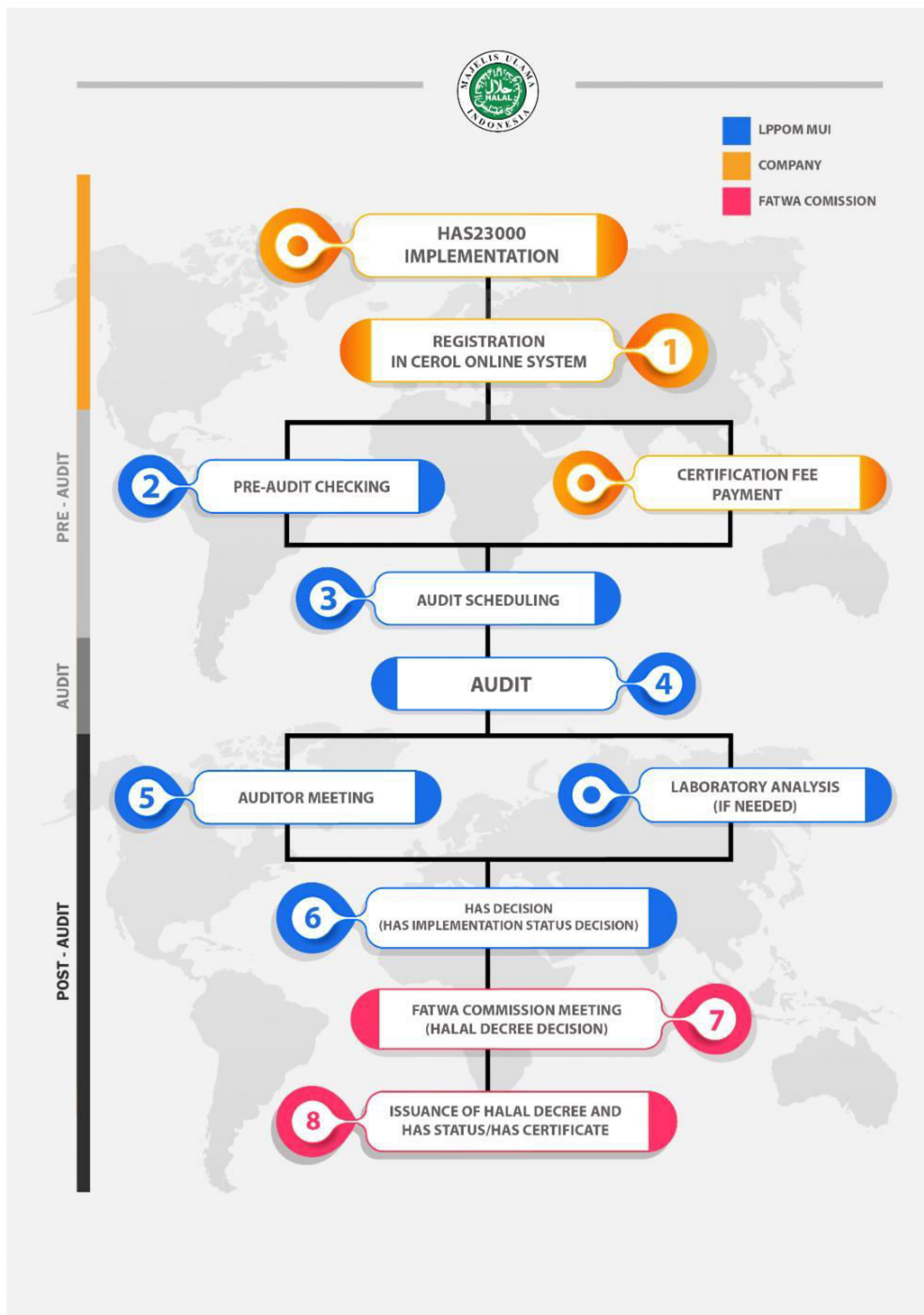


Figure 1. Halal Certification Procedure

1. Registration

1.1 Policies

a) Registration Requirements

- i. Companies that intend to apply for halal certification must implement the halal assurance system (HAS). HAS criteria are presented in the criteria section.
- ii. The company must prepare the HAS Manual, which contains technical guidelines for implementing HAS in the company or how to fulfil the 11 HAS criteria in the company.
- iii. The HAS manual and several HAS implementation evidence (i.e., halal policy dissemination, internal training, and internal audit) must be uploaded to the CEROL SS 23000 online system.
- iv. The conditions for product registration are as follows:
 - 1) For retail products, the product must be written in detail for all product names and variants in accordance with the distribution permit.
 - 2) For non-retail products, product writing can be: (i) written in detail for all product names/codes/variants, or (ii) written as one general product name, only if: (i) Cost contract with a contract system, and (ii) All products in the factory must be certified.
 - 3) For flavour/seasoning/fragrance products, all fantasy names that require halal certificates must be halal-certified.

NOTE: Fantasy name is the same product name but has several different product codes.

b) Applicants

- i. Companies that can become the applicant for halal certification are manufacturers (the producers of the halal-registered products), distributors, or owners of production facilities/tolling manufacturers.
- ii. In the case that the applicant is a distributor, the company is allowed to apply for halal certification with the following conditions:
 - 1) The Halal Assurance System (HAS) Manual is made by the distributor as an applicant of halal certification, which covers the scope of activities in the manufacturers (the producers of the halal-certified product)
 - 2) Assurance from the manufacturers (the producers of the halal-certified product) to consistently implement the Halal Assurance System.
- iii. In the case that the applicant is an owner of the production facility/facilities who applies for halal certification for products owned by another party, the company can apply for halal certification with the following conditions:

- 1) There is a written agreement/appointment with the product owner that the owner of the production facility/facilities is authorized to register the products for the halal certification process,
- 2) If the product registered for the halal certification process is retail, the product owner has to write a commitment letter to halal-certified all products with the same brand marketed in Indonesia or other countries requiring halal. Several different manufacturers can produce the products within the same brand.

c) Types of Registration

Halal certification registration is submitted by the product group. The provisions for groups and types of products determined by MUI can be seen in the CEROL online system. Companies that register 1 (one) particular product group only need to make 1 (one) registration. If the company registers several different product groups, the registration must be carried out according to the number of the registered product groups.

There are 3 (three) types of registration:

i. New Registration

New registration is registration carried out by: (i) a company that has never received a Halal Decree, (ii) a company that has received a Halal Decree but has not extended it for more than 6 (six) months from the expiration of the latest Halal Decree (calculated from the expiration of the Halal Decree until the completion date of application in the CEROL online system), (iii) companies that have valid Halal Decrees and need to add products to be certified with a different group from the group of halal-certified products. For new registrations, MUI will issue a Halal Decree with a new number.

ii. Development Registration

Development registration is a registration for a company that already has a valid Halal Decree. This registration is carried out for: (i) certification of new products with the same group as the current halal-certified products, (ii) adding new facilities that will produce halal-certified products.

iii. Renewal Registration

This registration is a registration made by the company to extend the validity period of the Halal Decree. MUI issues a Halal Decree with the same number as the previous Halal Decree for this registration.

1.2 Procedure

- a) Registration to LPPOM MUI is carried out through the CEROL SS 23000 online system. Especially for companies with the origin and manufacturer locations in the People's Republic of China (Mainland China), South Korea, or Taiwan, registration is carried out through LPPOM MUI representative offices in Mainland China, South Korea, and Taiwan.
- b) The company performs sign-up in the CEROL online system (for those who do not have a CEROL online system account).
- c) The company fills in the registration data.
- d) The company uploads the following documents:
 - i. Previous Halal Decree for the same product group (specifically for development or renewal registration).
 - ii. HAS Manual (only for new registration, development with HAS B status, or renewal registration).
 - iii. Latest HAS Status/Certificate (only for development or renewal registration).
 - iv. Production process flow chart for halal-certified products (for each type of product).
 - v. Statement from the production facility owner that the facilities that are in direct contact with materials and products (including auxiliary equipment) are not shared to produce halal products with the products containing pork and its derivatives. If the facilities have been used to produce products containing pork and its derivatives, 7 (seven) times cleaning by water with 1 (one) among them by using soil, soap, detergent, or chemicals that can remove the smell and color has been conducted.
 - vi. List of addresses of all production facilities, including tolling manufacturers and warehouses for intermediate materials/products. Specifically for restaurants, the informed facilities include the head office, external kitchens, warehouses, and outlets. Especially for gelatin products, if the raw materials (skin, bone, esophagus, bone chips, and/or ossein) are not halal-certified, the addresses of all the raw materials suppliers must also be included.
 - vii. Evidence of the dissemination of halal policies.
 - viii. Evidence of HAS internal training implementation.
 - ix. Evidence of HAS internal audit implementation.
 - x. Evidence of company licenses such as Business Identification Number, Industrial Business Permit, Micro and Small Business Permit, Trading Business Permit (SIUP), or Certificate of Existence of Production Facilities issued by the local, regional apparatus (for companies located in Indonesia).

- xi. Summary (short description) of the implementation of the prerequisite programs (PRP), CCP table, or Basic Flowchart for product registration to be exported to the United Arab Emirates (UAE)
- e) The company fills in the name and address of the manufacturers/production facilities and the contact number of the person in charge.
- f) The company fills in product data (product name, product group, and product type)
- g) The company fills in material data (material name, manufacturer name, country of origin, supplier name, material document) and uploads the halal supporting documents.
- h) The company uploads Product vs. material matrix document.

2. Pre-Audit Checking

2.1 Policy

Pre-audit is conducted by one or more than one auditor appointed as pre-audit auditor.

2.2 Procedure

The Pre-Audit examination consists of two stages: (1) review of the application to determine whether the registration submitted by the company is acceptable and (2) examine the adequacy of documents to ensure that the company submits all documents during registration are sufficient.

a) Application Review

- i. LPPOM MUI conducts the examination on:
 - 1) Applicant
 - 2) Registered products
 - 3) Applicant's country of origin
 - 4) Business license
- ii. If the application requirements are not sufficient, LPPOM MUI will provide information via email to the company that registration cannot be processed by providing reasons according to the review results.
- iii. If the application requirements are sufficient, the process continues to the document adequacy examination.

b) Document Adequacy Examination

The adequacy of the documents is checked, and if deemed sufficient, an audit will be scheduled. If the documents are not sufficient, then LPPOM MUI will send a pre-audit

memorandum through the CEROL online system, and the company must follow up until all requirements are met.

3. Certification Fee Payment

3.1 Policy

- a) Certification fee include all processes in halal certification (pre-audit, audit until Halal Decree and HAS grading decision) -which stated by man-days-, publication of the halal products on the LPPOM MUI website and halal directory, surveillance fees, post-halal certification service fees, laboratory testing costs (if needed), and value added tax (VAT) for domestic/Indonesian companies. Local transportation, tickets, and accommodation (for out-of-town or overseas audits) are not included in the certification fee.
- b) Companies that have paid the certification fee can apply for 2 (two) types of Notification Letter:
 - i. Notification Letter for Certificate Renewal Process (SKPP)

SKPP is a notification letter issued by LPPOM MUI explaining that a specific company is applying for renewal registration, and the process has not been completed yet. In addition to the company has paid the certification fee, other conditions required for obtaining SKPP are:

 - 1) all materials used have been supported with sufficient supporting documents, and
 - 2) factory address has not changed.

SKPP is valid for three months and can be extended 1 (one) time. The SKPP can be extended when the registration status has passed pre-audit, and the audit schedule has been agreed upon.
 - ii. Notification Letter for On-Going Certification Process (SKP).

SKP is a notification letter issued by LPPOM MUI explaining that a specific company is applying for new or development registration, and the process has not been completed yet. SKP can be issued for all types of registration (new, development, renewal). The SKP is valid for three months and can be extended 1 (one) time. The SKP can be extended when the registration has passed pre-audit, and the audit schedule has been agreed upon.
- c) If additional data (materials, products, facilities) affect the number of man-days, a revision of the halal certification fee contract will be issued.

3.2 Procedure

- a) LPPOM MUI generates the halal certification fee contract after the information in the CEROL online system is completed.

- b) There are two options for the certification fee payment system:
 - i. The standard method payment is made for each registration.
 - ii. The contract method payment is made per term according to the agreement. This method is suitable for companies that often conduct product development.
- c) The company makes contract payments through manual transfers or online payments to the LPPOM MUI account.
- d) For payments by manual transfer, the company has to submit a signed contract and stamped proof of payment to LPPOM MUI in the CEROL online system or email.

4. Audit Scheduling

4.1 Policy

Audit scheduling can be done if the company has fulfilled the pre-audit process and has paid the halal certification fee.

4.2 Procedure

- a) The company submits an audit schedule through the CEROL online system. The proposed schedule is considered according to the availability of auditors with competencies following the audit scope.
- b) LPPOM MUI appoints auditors and, in particular audit cases, also members of the Fatwa Commission.

5. Audit

5.1 Policy

- a) The compliance adequacy for each applicant will be checked through the audit.
- b) The audit is conducted by one or more than one auditor, depending on the workload of the audit. In some instances, the audit may involve representatives of the MUI Fatwa Commission.
- c) There are 2 (two) types of audits, on-site audit, and on-desk audit
- d) On-site audit is an audit conducted at the company's location. The auditor may visit the head office, factory, warehouse, or other facilities related to the production of the registered product. In the on-site audit, the auditor will verify HAS document and its implementation through document checking, interviews, and facility observations. LPPOM MUI will conduct the on-site audit for:
 - i. new registration by a new applicant,

- ii. new registration by an existing applicant who received the MUI Halal Decree but has not renew it for more than 6 (six) months since the expiration date of the Halal Decree,
 - iii. development registration in the form of the addition of new production facilities,
 - iv. development registration in the form of the addition of new products submitted by the applicant with a valid B grade HAS implementation status, and
 - v. renewal registration to extend the validity of HAS Status/Certificate,
- e) During the on-site audit, production activity is required to be in progress. Suppose the commercial-scale production has not been carried out. In that case, the company can carry out trial-scale production or small-scale production or demonstrate other products with production processes and facilities similar to the registered products.
- f) The on-desk audit is the verification of HAS document/implementation evidence conducted at LPPOM MUI offices without the presence of company representatives. Suppose the HAS document/implementation evidence verification cannot be shown directly to the auditor through the CEROL online system (i.e., for confidentiality purposes); in that case, the on-desk audit must be carried out with the presence of company representatives. LPPOM MUI will conduct the on-desk audit for development registration in the form of the addition of new products submitted by the applicant with a valid A grade HAS implementation status/HAS Certificate.

5.2 Procedure

On-site audit implementation consists of:

- a) Opening meeting
- b) The audit :
 - i. The auditor assesses the fulfillment of the HAS criteria through a series of audit activities, including:
 - 1) HAS manual verification and its conformity with the relevant business processes and procedures.
 - 2) HAS implementation evidence verification, such as the evidence of halal policy dissemination, the appointment of the halal management team, training implementation, halal supporting documents for materials, and all of the evidence related to the HAS procedures (purchasing, incoming material checking, production, product formulation, traceability, handling

- of products that do not meet the criteria (if any), internal audit, submission of regular report, and management review)
- 3) Observation of the production facilities, storage of materials and products, and other relevant facilities.
 - 4) Material verification, including material halal supporting documents.
 - 5) Product verification, including name, shape, packaging, label, and product sensory profile (if necessary).
 - 6) Production facility name and address verification, as well as the material vs. product matrix.
 - 7) GMP (Good Manufacturing Practice) implementation evidence verification.
 - 8) HACCP/food safety system implementation evidence and label conformity. This inspection is carried out for food products that will be marketed to the UAE or other countries that require and claimed as halal product.
 - 9) Product sampling, if required. Materials/products sampled for testing refer to Table 1.
- ii. The auditor fills out the audit result form.
 - iii. The auditor formulates the weaknesses (weaknesses) of the HAS implementation (if any).
- c) Closing meeting
- i. The auditor submits the summary of the audit results.
 - ii. The auditor communicates the weaknesses of the HAS implementation (if any). The company may confirm the accuracy of the weaknesses found by the auditors
 - iii. After the company approves all audit results, the auditor must request a signature of the audit report and reproduce it for all parties.
 - iv. The auditor communicates the next stage of the certification process.
 - v. The auditor communicates the procedures for submitting complaints and appeals.

6. Auditor Meeting

6.1 Policy

- a) Audit result reviewed in auditor meeting forum.
- b) If there are changings of data (materials, products, or facilities), then the company must submit it before the audit results are discussed in the auditor's meeting.

6.2 Procedure

- a) Based on the results of the auditor's meeting or the evaluation of the audit result document if there is still a lack of information, the audit memorandum will be submitted to the company through CEROL online system.
- b) The company must follow up the audit memorandum until all weaknesses resolve through CEROL online system.

7. Laboratory Analysis

7.1 Policy

- a) Laboratory analysis is conducted for certain products according to Table 1. The sample will be taken out from the final product and/or raw materials.

Table 1. List of Tested Samples

No.	Product	Test Target	Samples taken
1.	Processed meat or the products that use meat (including chicken meat). Excluding seasoning products, fats and fatty acids	Porcine protein	Finish goods
2	Seasoning products that use animal parts such as meat, bones, skin, etc	Porcine DNA	Finish goods
3	Animal derivative products	Porcine DNA	Raw material : If the product is collagen, heparin, deoxycholic acid Final products :If the product is extracts from animal meat, gelatin (including from fish), chondroitin sulfate

No.	Product	Test Target	Samples taken
4	Products that use gelatin, including gelatin from fish as a raw material/additive	Porcine DNA	Raw materials and finish goods
5	Products that use gelatin as a processing aid	Porcine DNA	Raw material (gelatin)
6	Enzymes from animal sources	Porcine DNA	Finish goods
7	Products using enzymes from the animal sources as a raw material or additive	Porcine DNA	Finish goods
8	Products that use enzymes from animal sources as a processing aids	Porcine DNA	Raw material (animal enzymes)
9	Beverages suspected containing of ethanol ≥ 0.5 %	Ethanol residue	Finish goods

- b) Laboratory analysis is performed when:
- i. Before submission to the fatwa commission for new registration and development,
 - ii. Surveillance for renewal registration.

7.2 Procedure

If the results of the audit and laboratory analysis (if required) are deemed sufficient, then a report will be prepared, which will be submitted at the Fatwa Commission meeting.

8. HAS Decision

8.1 Policy

- a) Based on the results of the auditor's meeting and the results of the company's response to the audit memorandum, LPPOM MUI provides a decision on the status of HAS implementation.
- b) The status of HAS implementation (A or B) is determined based on two things: HAS implementation weaknesses found during the on-site audit and corrective actions taken to resolve these weaknesses.
- c) Weaknesses are divided into two categories:
 - i. critical weakness (CR) is the weakness that seriously causes the HAS criteria not to be met. Critical weaknesses also pose a risk of halal product assurance non-fulfillment.

- ii. improvement needed weakness (IN) is the weakness that may cause non-fulfillment of halal product assurance. Weaknesses of this type are also characterized by only partial fulfillment of the criteria or inconsistent implementation of HAS.

The examples of these types of weaknesses are presented in Appendix 1.

- d) Assessment of HAS implementation status is carried out as follows:
 - i. The HAS implementation A is given if:
 - 1) Auditors not found either critical weaknesses or weaknesses that need improvement during the audit,
 - 2) auditors found weaknesses that need improvement, but these weaknesses can be resolved no later than two weeks after the audit memorandum is submitted through the CEROL online system.
 - ii. The HAS implementation B is given if:
 - 1) auditors found critical weaknesses,
 - 2) auditors found weaknesses that needed improvement but could not be resolved within two weeks after the audit memorandum was submitted through the CEROL online system. In this case, critical weaknesses must be resolved so that the registration can proceed to the stage of the MUI Fatwa Commission meeting.
- e) The certification process may be terminated/disclaimed if the company is unable to meet the requirements or complete the audit memorandum after more than six months since the last audit was conducted. After the certification termination, if the company intend to continue the certification process, the registration will restart from the beginning.

8.2 Procedure

- a) After reviewing the audit results, if there are weaknesses in the audit results, LPPOM MUI will determine the category of weaknesses.
- b) If an improvement needed weakness is found, LPPOM MUI will monitor whether the corrective action has been completed in no more than 14 (fourteen) calendar days.
- c) LPPOM MUI then determines the HAS decision based on the categorization of weaknesses and corrective actions taken.
- d) The flow of the HAS implementation status decision-making process can be seen in Figure 2:

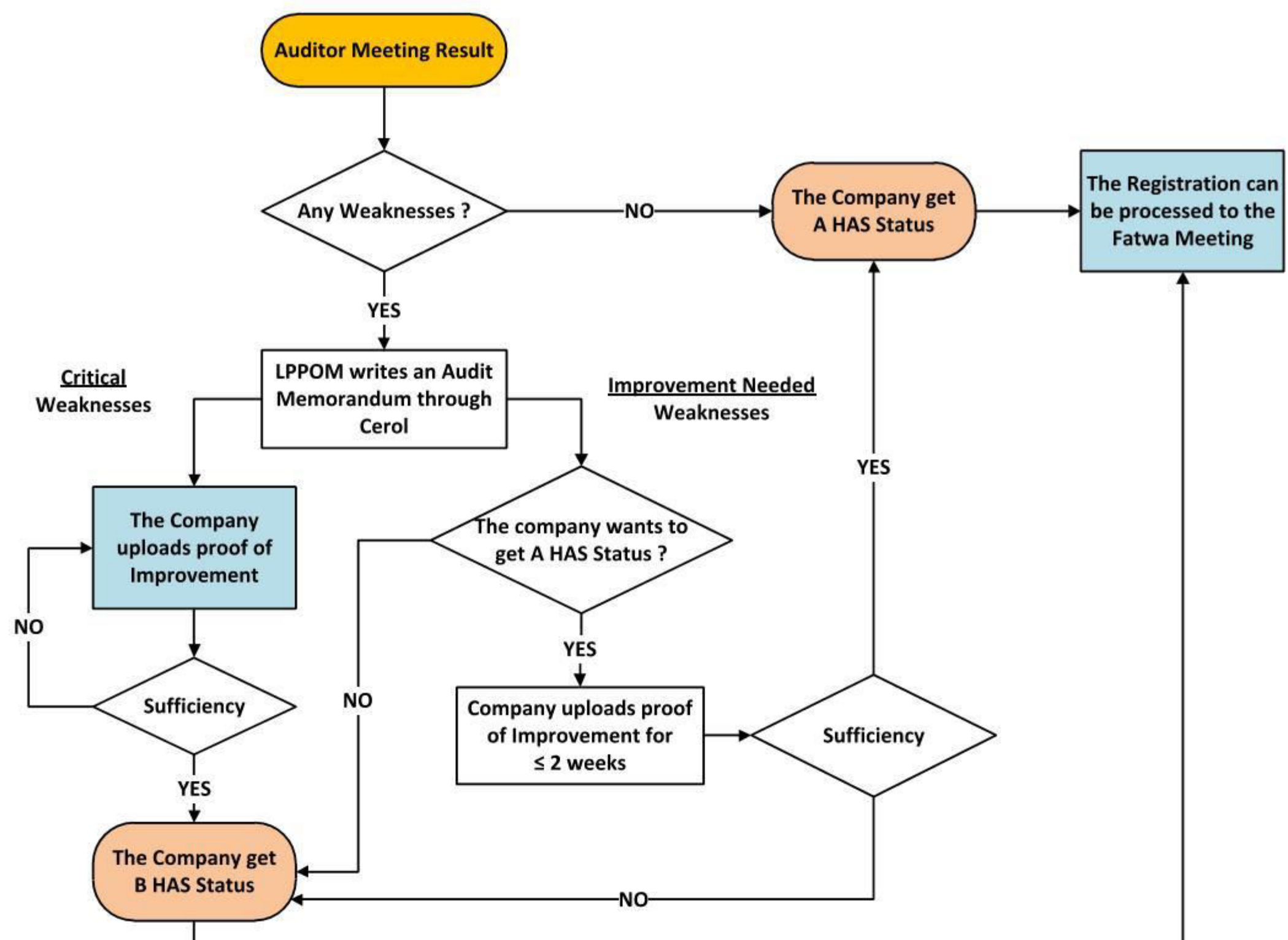


Figure 2. Flow Process of HAS Decision-making

9. Fatwa Commission Meeting (Halal Decree Decision)

9.1 Policy

- a) Fatwa Commission meeting is attended by members of the MUI Fatwa Commission and discussed the audit report submitted by LPPOM MUI. This meeting is a forum for making decisions on Halal Decrees.
- b) Notification Letter of Halal Approval (SKH) is a letter issued by LPPOM MUI explaining that the products registered by the company have been declared halal by the MUI Fatwa Commission. SKH is published by LPPOM MUI automatically in CEROL for companies whose products have been declared halal by the MUI Fatwa Commission.

9.2 Procedure

If the Fatwa Commission meeting decides that the audit results are considered sufficient, then the MUI Halal Decree will be issued. If it is decided that there are still insufficiencies, an audit memorandum will be submitted to the company. The company must follow up the audit memorandum through CEROL online system until the requirements are met.

10. Issuance of Halal Decree and HAS Status/Certificate

10.1 Policy

- a) Documents issued, including Halal Decree and HAS status/certificate.

- b) The Halal Decree is issued by MUI, while LPPOM MUI issues the HAS implementation status document.
- c) Halal Decree are issued for each product group and valid for 3 (three) years (for products exported to the UAE), 4 (four) years, or following the requirements of the export destination country. One product group, regardless of the number of products, is only represented by one Halal Decree number.
- d) Halal Decree consists of two parts: the cover (front page) and the appendix. The number of the Halal Decree, the serial number of the document, the name and address of the company, as well as the validity period of the Halal Decree will be printed on the cover. The number of the Halal Decree, the serial number of the document, the name of the company, the name and address of the factory, product group, product type, and product name, and the validity period of the Halal Decree will be printed on each appendix.
- e) The HAS implementation status document manifests the level of fulfillment of the 11 HAS criteria in the company. HAS status is issued for each factory that produces certified products with a validity period of four years. If the certified product is only produced in one factory, only one HAS implementation status is issued. If the certified product is produced in several factories, then each factory's HAS implementation status will be issued.
- f) HAS status is divided into two types: HAS status A and HAS status B. HAS status A is given to companies with excellent HAS implementation. In contrast, HAS status B status is given if the HAS implementation only meets the minimum requirements. To obtain the MUI Halal Decree, the HAS implementation in the company must be at least B.
- g) For companies who achieve the HAS status A 3 (three) times in a row, LPPOM MUI will issue a HAS certificate valid for four years.
- h) If there is a writing error in the Halal Decree or a change to the information contained in the Halal Decree (includes the company name, company address, factory name, factory address, product name, product group, and product type), the company may send request to revise the information.
- i) LPPOM MUI can legalize the still valid MUI Halal Decree based on the company's request. If the legalization is carried out at the request of another company, then the company must obtain written permission from the owner of the Halal Decree.

10.2 Procedure

- a) After the product is declared halal in the Fatwa Commission meeting, the Halal Decree and the HAS implementation status/certificate are issued.

- b) Soft copy of Halal Decree, HAS implementation status/certificate can be downloaded by the company in the CEROL online system. At the same time, hardcopy documents (if needed) can be picked up at the LPPOM MUI office or sent via logistic services.
- c) The following is the procedure to revise the Halal Decree:
 - i. The company sends a written request by email to LPPOM MUI accompanied by: legal evidence (for change of company name/company address/factory name) and proof that there is no change in ingredients and formula (for product name revision).
 - ii. LPPOM MUI reviews the submitted application and informs the company whether the application can be accepted or not. Regarding the application for a product name change, this application can be processed if: (i) a revision is submitted before one year after the fatwa issuance of the particular product, (ii) it is not a brand change, (iii) is due to a typo, lack/excess letters, numbers or sign.
 - iii. Requests for revisions due to errors from the company will be subject to administrative fees.
 - iv. If the application is accepted, LPPOM MUI will revise it and inform the company when the revision is complete.
- d) For companies that apply for legalization, the procedure is that the company sends a letter of request for the legalization of the Halal Decree to LPPOM MUI accompanied by a copy of the Halal Decree, which will be legalized.

11. Halal Logo

11.1 Policy

- a) Terms of halal logo usage:
 - i. Companies that already have Halal Decree can include the Halal Logo on the halal-certified products.
 - ii. The Halal Logo usage depends on the type and nature of the product, and the marking must be done in such a way that it is clear and easy to read.
 - iii. The Halal logo must be attributed directly to the product unless it is not possible either because the size of the product is too small or because of the nature of the product. In this case, the company can use the Halal Logo on the smallest product packaging.
 - iv. The printing of the Halal Logo is placed in an easily visible place with such a size that the Halal Logo and its complementary information can be read easily without any tools.

b) The Halal logo printed on the product packaging is as follows:



Certificate Number:

The logo's colour and size can be adjusted to the company needs, but the logo's shape is not allowed to be changed.

c) Halal Logo Usage Agreement

The use of the Halal Logo is regulated following applicable regulations. The approval for the use of the Halal Logo was agreed upon by the Director of LPPOM MUI and the company, along with the approval of the Certification Agreement at the registration stage for halal certification.

d) Halal Logo Usage Termination

In a situation where the Halal Decree and the use of the Halal Logo are suspended or revoked, the company must immediately stop using the Halal Logo on the product, packaging, label and or accompanying documents.

11.2 Procedure

After the Halal Decree is issued, the company can include the halal logo on the product packaging.

12. Complaints and Appeals

12.1 Policy

- a) Complaint is an expression of dissatisfaction regarding the halal audit services conducted by LPPOM MUI, communicated orally or in writing.
- b) An appeal is an expression of dissatisfaction with the HAS decision.
- c) The company can submit complaints related to the audit processes. The company can submit an appeal or objection to the HAS decision. An appeal can be received no later than 28 days after the issuance of the HAS status document.

12.2 Procedure

- a) Complaints can be submitted by the company as the halal certificate holder via telephone, email, website, or other communication media. LPPOM MUI will respond to the complaint and presents corrective actions to the company.

- b) The application for appeal is submitted in writing to the Director of LPPOM MUI accompanied by evidence. LPPOM MUI handles the appeals by establishing an Appeals Panel. The Director of LPPOM MUI makes an appeal decision according to the decision of the Appeals Panel in the form of a Decree. The written decision contains the results of the appeal process, including the reasons for the decision taken.

13. Surveillance Audit

13.1 Policy

Surveillance audits are scheduled during the validity period of the Halal Decree or HAS status/certificate. Surveillance audits are carried out by examining evidence of HAS implementation sent by the company or on-site audit. The frequency of surveillance audits can be seen in Appendix 2.

13.2 Procedure

- a) LPPOM MUI notifies the company's schedule for the implementation of surveillance audits
- b) For on-site surveillance audits, the company prepares transportation and accommodation for auditors
- c) The on-site surveillance audit implementation procedure is the same as the on-site audit implementation procedure
- d) The procedure for implementing a surveillance audit by examining evidence of HAS implementation is carried out by the auditor by reviewing evidence of HAS implementation sent by the company without the need to be present at the company location/production facility site.
- e) The auditor reports the results of the surveillance audit. If weaknesses are found in the surveillance audit, the company must resolve all the weaknesses. If the weaknesses found are categorized as critical weaknesses, the next process refers to the policies and procedures for certificate suspension.

14. Suspension, Reduction, and Revocation of Certification

14.1 Policy

a) Suspension

The validity of Halal Decree and HAS status/certificates can be suspended for a certain period of time if the following occurs:

- i. It is proven that critical weaknesses were found during the validity period of the Halal Decree;

- ii. There is an abuse of the Halal Decree, which the Company did not immediately correct;
- iii. There is a violation of the Certification Agreement.

b) Reduction and Revocation

- i. The product scope of Halal Decree and HAS status/certificates can be reduced if: 1) the company wants to reduce the product scope; 2) the company failed to resolve the weaknesses, or the correction/corrective actions deemed insufficient within the time limit determined by the Halal Decree suspension notification letter for specific product scope.
- ii. The Halal Decree/status/SJH certificate can be revoked if the following conditions occur: 1) the company wants its Halal Decree to be revoked; 2) the company failed to resolve the weaknesses, or the correction/corrective actions deemed insufficient within the time limit determined by the Halal Decree suspension notification letter for all product scope; 3) the company does not want to renew the Halal Decree; 4) the company declared bankrupt.

14.2 Procedure

a) Suspension

- i. After the decision to suspend the certificate has been made, LPPOM MUI composes a notification letter to the company.
- ii. If the company has been resolved all weaknesses, LPPOM MUI will verify the correction/corrective action. If deemed sufficient, LPPOM MUI will issue the notification letter to explain that the Halal Decree may be resumed.

b) Reduction and Revocation

- i. The revocation decision is made by the Director of LPPOM MUI after obtaining MUI approval.
- ii. After there is a decision to revoke or reduce the scope of the certified product, LPPOM MUI prepares a notification letter to the company. Companies whose Halal statutes are revoked or reduced in scope/products are not allowed to make misleading statements regarding the status of their Halal Decree and may not use the Halal Logo on the related products from the date of the notification.
- iii. LPPOM MUI informs the reduction/revocation to the related parties, makes publications on the website, and updates all LPPOM MUI Database.

Appendix 1 List of Weaknesses Examples in the Halal Assurance System Implementation

A. Critical Weakness (CR)

1. Halal policy has not been established.
2. Halal management team has not been established.
3. There is no written procedure required by the HAS criteria.
4. There is no evidence of the HAS training implementation.
5. In the renewal registration, it is revealed that the company used haram material to produce halal-certified products.
6. In the renewal registration, facilities for halal production which are in direct contact with materials or products are found not free from najis and not free from porcine-derived material.
7. Internal audit has not been conducted.

B. Improvement Needed Weakness (IN)

1. There is no training evaluation
2. Written procedures required by the criteria are available but do not fully meet the HAS criteria.
3. Written procedures are available and meet the HAS criteria, but their implementation is inconsistent.
4. Evidence of implementation of written procedures is available but incomplete.
5. Internal audit is not conducted once a year.
6. The halal management team does not include all the representatives in charge of critical activities.
7. The description of the responsibilities of the halal management team is incomplete or not by the real conditions in the company.

HAS Grading Simulation:

Type of Weakness		Improvement/Correction	Status
Critical (CR)	Improvement Needed (IN)		
Not Found	Not Found	No improvement needed	A
Not Found	Found	All IN weakness resolved (no later than 2 weeks)	A
Not Found	Found	Not all IN weakness resolved	B
Found	Not Found	All CR weakness resolved	B
Found	Found	All CR weakness resolved, and not all IN weakness resolved	B

Appendix 2. Provisions for Product Development Audit and Surveillance

HAS Status	Product Development ⁽¹⁾	Surveillance Frequency	Surveillance Activity Form
HAS Status B	<i>On site</i> ^{(2)*}	2 times in 4 years	<i>On site</i>
HAS Status A	Ondesk [*]	2 times in 4 years	<i>On site/</i> Submission of HAS Implementation Evidence
HAS Certificate	Ondesk [*]	1 time in 4 years	Submission of HAS Implementation Evidence ⁽³⁾

¹⁾ *Product development in the production facilities that already have HAS status/certificate*

²⁾ *Onsite audit for product development on company with HAS Status B may be categorized as surveillance*

³⁾ *Except for products exported to the UAE, surveillance is carried out with on-site audit*

For companies with whey protein concentrate and gelatin products, the surveillance audit includes supplier audits for whey, ossein, bone chip, bone collector, and abattoir by purposive sampling.

Appendix 3. Materials that Can be Used in Halal Production, in Accordance with Fatwa from MUI Fatwa Commission




1. Dyes from cochineal insects, as long as it is made from halal materials in the production process.
2. Shellac from the insect *Laccifer lacca* Kerr, as long as it is made from halal materials in the production process.
3. Kopi Luwak, which as long as the epidermis is still intact and there is a cleaning process with water that meets the rules of the Islamic law to separate the civet faeces from the coffee beans
4. Swallow's nest that has been cleaned with water that meets the rules of Islamic law to separate the filth from the swallow's nest.
5. Kangaroos that have been slaughtered according to Islamic law
6. Asiatic softshell turtles that have been slaughtered according to Islamic law.
7. Squirrels that have been slaughtered according to Islamic law.
8. Crickets, as long as they do not pose a hazard.
9. Crab, as long as it does not pose a hazard.
10. Rabbits that have been slaughtered according to Islamic law.
11. Recycled water with purification to eliminate the impurities (najis) characterised by the absence of taste, smell, and odour.
12. Hair and horns, which are taken when the animal is still alive or slaughtered, according to Islamic law.
13. Feathers from poultry that have been slaughtered according to Islamic law.
14. Yeast Extract from the brewery waste (Brewer Yeast) with purification to eliminate the impurities (najis) characterised by the absence of taste, smell, and odour.





Appendix 4. Types of Filth (Najis) and Methods of Removing Filth (Najis) from Facilities

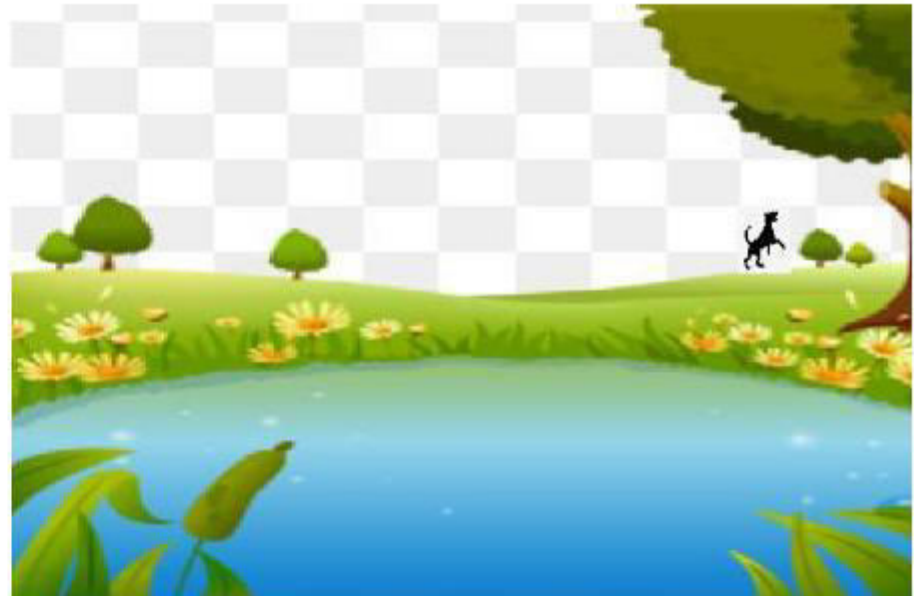


Type of Najis	Material Example	Method of Najis Removal
Heavy Najis	Pig, dog, and its derivatives.	The company need to be cleaned 7 (seven) times with water, one of them with soil, soap, detergent, or chemicals that can eliminate the smell and colour of the najis. After this cleaning, the facility is not allowed to be in direct contact with pork-derived materials or products, or shared (used interchangeably) to produce the product by using pork-derived material.
Medium Najis	Blood, carrion, or alcoholic beverages	<ol style="list-style-type: none"> 1. Cleaned with water, 2. If water can cause damage to the facility and cause other technical difficulties, the company may be cleaned with non-aqueous materials such as dextrin, maltodextrin or skim milk powder, wiping with a damp cloth, brushing, or spraying with compressed air. Cleaning utensils and materials other than water used must be clean. Cleaning with non-water materials is allowed if the facilities that made of materials that do not absorb najis (inert material)
Light Najis	The urine of the baby boy, which only consumes nothing but breastmilk	Sprinkled with water

Appendix 5. List of Examples for Allowed and not Allowed Product Names, Shapes, and Packaging

Product criteria	Not Allowed Example	Allowed Example
1. Product/symbol does not use the name of alcoholic beverages (<i>khamr</i>);	<p>Alcoholic beverages (<i>khamr</i>): Rootbeer, Es krim rasa rum raisin, Bir 0% Alkohol, Wine, Irish Cream refer to alcoholic beverages (cream liqueur based on Irish Whiskey), Amaretto, bailey's whiskey, bourbon whiskey</p>	<p>a. Become a tradition/widely-known ('urf) in the local culture and is ensured that it does not contain haram materials, for example, Bir Pletok.</p> <p>b. Have other meanings (not necessarily haram products) and have been used in general, for example, types of drinks that do not always contain <i>khamr</i> such as cocktails, mojitos, bailey's syrup, pinker, vanilla Bourbon.</p>
2. Product/symbol does not use the name of pig, dog, and the derivatives	<p>a. Bacon: pork meat taken from the back, loin, or belly part</p> <p>b. Ham: pork meat taken from the hind legs</p> <p>c. Cunyu/Cu Rou: pork in Chinese language</p> <p>d. Hotdog/Hotdokk and Corndog</p>	<p>a. Become a tradition/widely-known ('urf) in the local culture and is ensured that it does not contain haram materials, for example, Bakso, Bakmi, Bakpia, Bakwan, Bakpao</p> <p>b. According to the general view, there is no concern about the misinterpretation of the allowance to consume haram materials, for example, Roti Buaya in Bahasa (Crocodile Bread), Bear Biscuits</p> <p>c. Have another meaning that is relevant and empirically has been used in general, for example: Mortadella, Bratwurst, Frankfurter (these names refer to a specific type of sausage, it can be beef or chicken), Char siu (a method of cooking meat using a large fork and then grilling. The cooked meat can be any meat) Lawar (a dish of evenly seasoned mixed vegetables)</p>

Product criteria	Not Allowed Example	Allowed Example
		and minced meat originating from Bali. The cooked meat can be any meat)
3. Product/symbol does not describe kufr and disobedience	mie setan (satan noodle), mie iblis (devil noodle), es pocong (ice pocong), gay time ice cream. 	-
4. Product/symbol does not conflict with Islamic creed and does not related to religious worship and other beliefs;	Valentine chocolate	<p>a. Gingerman and snowman named and shaped biscuit</p>  <p>b. Gong Xi Fa Cai and Cap Go Meh on the product name</p> <p>c. The outer packaging of the product is allowed to have the words 'Happy Valentine's Day', etc printed with notes that the halal logo is not allowed to be placed on the outer packaging.</p> 

Product criteria	Not Allowed Example	Allowed Example
<p>5. Product/symbol does not use the shape of pig and dog</p>		<p>-</p>
<p>6. The shape of the product does not use any shape of haram animals other than pigs and dogs, which are the same as the original animals, both in shape and colour;</p>		<p>-</p>
<p>7. The shape of the product does not use the shape of the product that depicts erotic or pornographic;</p>		<p>-</p>
<p>8. Product packaging does not use packaging with pictures of dogs or pigs as the primary focus;</p>		<p>Products that use packaging with pictures of dogs/pigs, but not as the primary focus.</p>

Product criteria	Not Allowed Example	Allowed Example
		
<p>9. The product packaging does not include the design element that depicts erotic or pornographic;</p>	<p>Erotic or pornographic image packaging</p>	<p>Products that use packaging with erotic or pornographic images, with the exception for the purpose of explaining the use of the product.</p>
<p>10. The product packaging does not shaped erotic or pornographic.</p>		<p>-</p>
<p>11. Characteristics / sensory profile of the product Products that lead to the taste/aroma of processed pork and the taste/aroma of alcoholic beverages (khamr);</p>	<p>a. Flavor that intends to be the taste of processed pork</p> <p>b. Taste/smell that intends to be the taste of alcoholic beverages (khamr)</p> 	



ISBN 978-623-94768-7-8 (EPUB)

