

THE ORGANISATION OF THE ISLAMIC CONFERENCE (OIC)

**GUIDELINES FOR THE HALAL
ACCREDITATION BODY ACCREDITING
HALAL CERTIFICATION BODIES**

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FOREWORD

This guidelines set out the rules to be adhered by the organizations providing accreditation services for halal certification bodies which operate in OIC member countries or in those countries trading with OIC countries or in any other country in which there is a demand for halal certification.

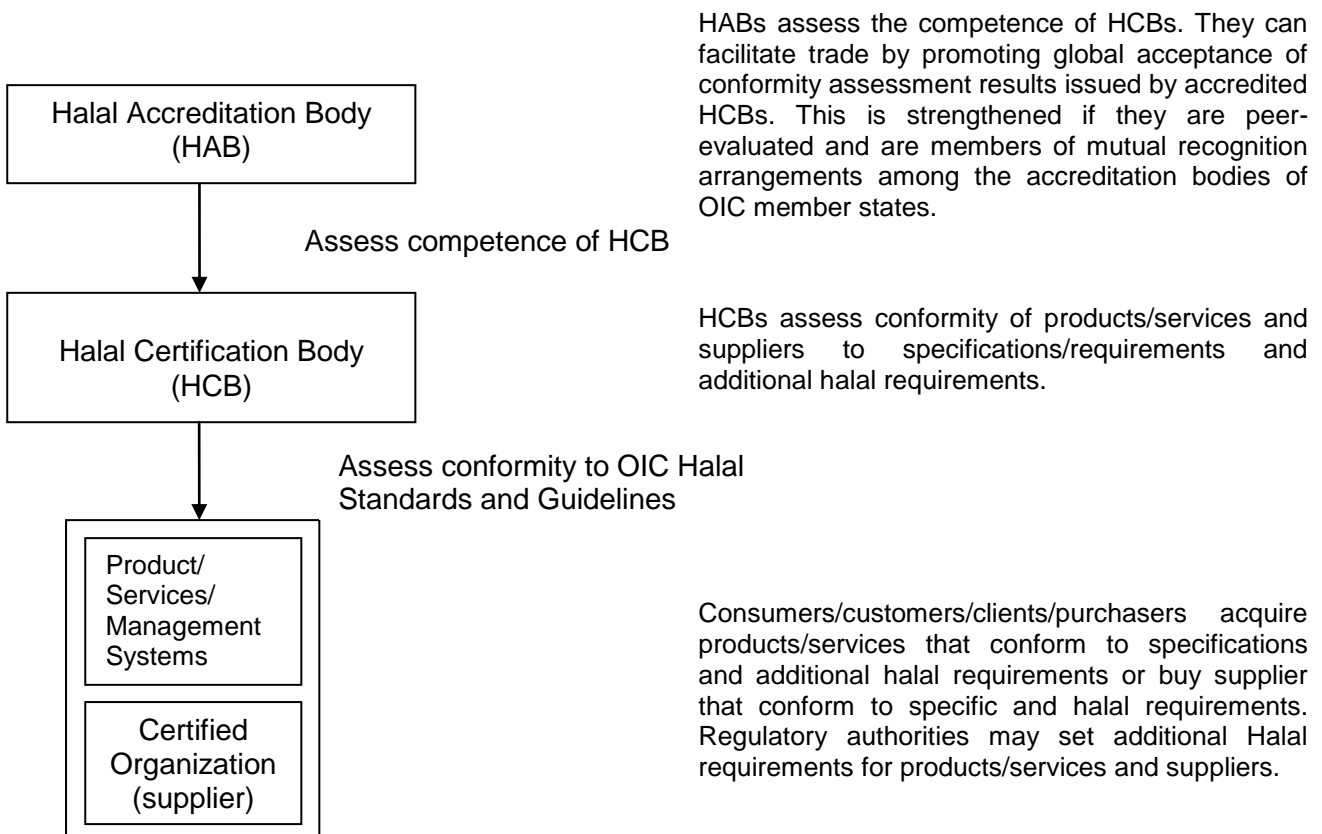
This guidelines have been elaborated through the contributions of in particular Turkey, Malaysia, Indonesia, Pakistan and ICCI. They are based on internationally recognized ISO/IEC 17011 and the procedures prepared by Malaysia and the Turkish experiences and practices in the field of accreditation. In elaborating the guidelines, it is intended that the accreditation system planned to be developed under OIC or in the OIC member countries is not isolated from the world and disconnected from the practices under the Multilateral Recognition Agreements-MLA) of regional and international accreditation associations such as EA, APLAC, and IAF, ILAC. Therefore, it is targeted that this structure which will be established under the OIC will also be recognized by non-OIC member countries all over the world.

INTRODUCTION

This guidelines specify the general requirements for halal accreditation bodies (HABs) accrediting halal certification bodies (HCBs). Peer evaluation mechanisms have been formulated and targeted at regional and international levels in OIC frame, through which assurance is provided that HABs are operating in accordance with this guidelines. Those who have passed such an evaluation can become members of mutual recognition arrangements within OIC. Through regular re-evaluations, the continued adherence to this guidelines is assured. These mutual recognition arrangement members facilitate the one-stop process, through recognition, promotion and acceptance of each other's accredited conformity assessments for halal certification. This means that a halal certification body in an economy should not need to be accredited more than once for the same scope by different halal accreditation bodies.

It is not possible to run peer-evaluation process until the structure explained above has properly been introduced. However, in order for a halal accreditation body providing accreditation for halal certification bodies to be authorized by OIC, it shall satisfy the requirements specified in this guidelines.

The existing accreditation process recognized all over the world is structured as follows:



GUIDELINES FOR THE HALAL ACCREDITATION BODY ACCREDITING HALAL CERTIFICATION BODIES

1 SCOPE

1.1 This guidelines prescribe general guidance and procedures for the halal accreditation body assessing and accrediting halal certification bodies (HCBs). It is also appropriate as a requirements document for the peer evaluation process for mutual recognition arrangements between halal accreditation bodies of OIC member states.

1.2 For the purposes of this guidelines, the halal certification bodies are organizations providing the following conformity assessment services: product, service and/or management system certification according to OIC halal standard.

1.3 The accreditation services for halal certification system shall include the necessary working documents for the purpose of assessment by the certification body e.g. standards/guidelines, evaluation reports, inspection plans, check lists, test reports.

2 NORMATIVE REFERENCES

2.1 The following referenced documents are indispensable for the application of this guidelines. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

- ISO 9000, Quality management systems - Fundamentals and vocabulary,
- OIC: 20XX, OIC General guidelines on halal food,
- OIC.....: 20XX, OIC Guidelines for bodies providing halal certification,
- ISO/IEC 17000, Conformity assessment - Vocabulary and general principles,
- ISO/IEC 17011, Conformity assessment - General requirements for accreditation bodies accrediting conformity assessment bodies.

3 TERMS AND DEFINITIONS, AND ABBREVIATIONS

3.1 General

For the purposes of this guidelines, the terms and definitions given in the OIC General guidelines on halal food, the OIC Guidelines for bodies providing halal certification, ISO/IEC 17000 and ISO/IEC 17011 and the followings apply. Where the terms and definitions are neither included in this document nor in those, the terms and definitions of ISO 9000 apply.

3.2 Lead assessor

Assessor who is given overall responsibility for specified accreditation assessment activities and assessment team.

Note - Lead assessors serve as the leader of a team made up of assessors, technical assessors, technical experts and/or case officers.

3.3 Assessor

Person assigned by a halal accreditation body to perform, alone or as part of an assessment team, an assessment of a halal certification body.

3.4 Technical assessor

An assessor who conducts the assessment of the halal technical competence of the halal certification body for specific area(s) of the desired scope of accreditation.

3.5 Case officer

Halal accreditation body personnel who provides advice on the policies, procedures and regulations of the halal accreditation body to assessments team and client a halal certification body.

3.6 Technical expert

A person assigned by a halal accreditation body to provide specific knowledge or expertise with respect to the scope of accreditation to be assessed.

3.7 Accreditation

Third-party attestation related to a conformity assessment body conveying formal demonstration of its competence to carry out specific conformity assessment tasks like halal certification.

3.8 Accreditation of halal product/service/management systems

Accreditation by the OIC halal accreditation body (third party) or OIC Member Country halal accreditation body that a halal product/service conformity assessment body fulfils specified requirements and is competent to carry out the related halal certification activities.

3.9 Halal accreditation body

Halal accreditation body by the OIC that performs accreditation for certification bodies involved in halal product/services certification.

3.10 Decision on accreditation

Decisions taken with regard to the initial accreditation of the halal product/service certification bodies applying for accreditation, and the maintenance, suspension, withdrawal, cancellation, scope changes or renewal of their accreditation (re-accreditation).

3.11 Mark of the halal accreditation body

Logo approved by the OIC and used by a halal accreditation body for its identification.

3.12 Halal accreditation symbol

Symbol issued by the halal accreditation body and used by accredited halal certification bodies to indicate their accredited status.

3.13 Halal accreditation certificate

Formal document or a set of documents, stating accreditation for halal certification bodies that has been granted for the defined scope.

3.14 Abbreviations

IAF - International Accreditation Forum

ILAC - International Laboratory Accreditation Cooperation

EA - European Cooperation for Accreditation

APLAC - Asia Pacific Laboratory Accreditation Cooperation

HCB - Halal Certification Body

HAB - Halal Accreditation Body

4. HALAL ACCREDITATION BODY

4.1 Islamic responsibility and integrity

The halal accreditation body shall have the responsibility to comply with all Islamic requirements.

4.2 Legal responsibility

The halal accreditation body shall be a registered legal entity by the member states of OIC.

NOTE - Governmental halal accreditation bodies are deemed to be legal entities on the basis of their governmental status. Where the governmental halal accreditation body is part of a larger governmental entity, the government is responsible for identifying the halal accreditation body in a way that no conflict of interest with governmental halal certification bodies occurs. This halal accreditation body is deemed to be the "registered legal entity" in the context of this guidelines.

4.3 Structure

4.3.1 All the requirements given in Clauses 4.2.1-4.2.4 and 4.2.7-4.2.8 of ISO/IEC 17011:2004 and the following apply.

4.3.2 The halal accreditation body shall identify the top management having overall authority and responsibility for each of the following:

- a) development of policies relating to the operation of the halal accreditation body;
- b) supervision of the implementation of the policies and procedures;

- c) supervision of the finances of the halal accreditation body;
- d) decisions on accreditation;
- e) contractual arrangements;
- f) compliance with OIC regulations related to halal requirements and/or halal certification requirements,
- g) delegation of authority to committees or individuals, as required, to undertake defined activities on behalf of top management;

4.3.3 The halal accreditation body shall have access to necessary expertise including Islamic rules and halal requirements for advising the halal accreditation body on matters directly relating to halal certification accreditation.

NOTE - Access to the necessary expertise may be obtained through one or more advisory committees (either ad-hoc or permanent), each responsible within its scope.

4.4 Impartiality

All the requirements given in Clause 4.3 of ISO/IEC 17011:2004 apply.

4.5 Confidentiality

All the requirements given in Clause 4.4 of ISO/IEC 17011:2004 apply.

4.6 Liability and financing

All the requirements given in Clause 4.5 of ISO/IEC 17011:2004 apply.

4.7 Accreditation activity

All the requirements given in Clause 4.6 of ISO/IEC 17011:2004 and the following apply.

4.7.1 The structure and operation of a halal accreditation body shall be such as to give confidence in its Islamic responsibility and integrity. The halal accreditation body shall be organized and operated so as to safeguard Muslims to be served or from receiving non halal products or services.

4.7.2 For safeguarding Islamic integrity and credibility, the halal accreditation body shall have documented and implemented an Islamic value based structure to provide opportunity for effective implementation of the Islamic values for the benefit of all Muslims worldwide throughout its activities.

4.7.3 The halal accreditation body shall ensure that the activities of its related bodies do not compromise the Islamic integrity and credibility especially about its financial activities.

5 MANAGEMENT REQUIREMENTS

5.1 General

All the requirements given in Clause 5.1 of ISO/IEC 17011:2004 apply.

5.2 Management system

All the requirements given in Clause 5.2 of ISO/IEC 17011:2004 apply.

5.3 Document control

All the requirements given in Clause 5.3 of ISO/IEC 17011:2004 apply.

5.4 Records

All the requirements given in Clause 5.4 of ISO/IEC 17011:2004 apply.

5.5 Nonconformities and corrective actions

All the requirements given in Clause 5.5 of ISO/IEC 17011:2004 apply.

5.6 Preventive actions

All the requirements given in Clause 5.6 of ISO/IEC 17011:2004 apply.

5.7 Internal audits

All the requirements given in Clause 5.7 of ISO/IEC 17011:2004 apply.

5.8 Management reviews

All the requirements given in Clause 5.8 of ISO/IEC 17011:2004 apply.

5.9 Complaints

All the requirements given in Clause 5.9 of ISO/IEC 17011:2004 apply.

6 HUMAN RESOURCES

6.1 Personnel associated with the halal accreditation body

6.1.1 All the requirements given in Clause 6.1.2 and 6.1.3 of ISO/IEC 17011:2004 and the following apply.

6.1.2 The personnel of a halal accreditation body shall act with due regard to Islamic values.

6.1.3 The halal accreditation body shall have a sufficient number of competent Muslim personnel (internal, external, temporary, or permanent, full time or part time) having the education, training, technical knowledge, skills and experience necessary for handling the type, range and volume of work performed.

6.1.4 The halal accreditation body shall have access to a sufficient number of assessors, including lead assessors, technical assessors, and technical and Islamic affairs experts to cover all of its activities including halal requirements.

6.1.5 The halal accreditation body shall require all personnel to commit themselves formally by a signature or equivalent to comply with the rules defined by the halal accreditation body. The commitment shall consider aspects relating to confidentiality, allegiance to Islamic rules on halal certification requirements and to independence from commercial and other interests, and any existing or prior association with the halal certification bodies to be assessed.

6.1.6 The halal accreditation body shall ensure that all personnel involved in the halal certification bodies assessments and halal accreditation activities are Muslims technically competent and ethically committed to Islamic values.

6.2 Personnel involved in the accreditation process

6.2.1 All the requirements given in Clause 6.2 of ISO/IEC 17011:2004 and Annex A, and the following apply.

6.2.2 The criteria shall include for members of the assessment team training on OIC related documents for halal accreditation and quality management system. Personnel to be assigned to take part in the accreditation of halal food certification bodies shall have adequate experience in food safety system and/or the requirements for bodies providing assessment and certification of food safety management systems.

6.3 Monitoring

All the requirements given in Clause 6.3 of ISO/IEC 17011:2004 apply.

6.4 Personnel records

6.4.1 All the requirements given in Clause 6.4 of ISO/IEC 17011:2004 apply.

6.4.2 The accreditation body shall maintain up-to-date records on assessors and experts consisting of training of the OIC General guidelines on halal food and related Islamic rules.

7 ACCREDITATION PROCESS

7.1 Accreditation criteria and information

7.1.1 The general criteria for accreditation of halal certification bodies shall be those set out in the relevant normative documents such as OIC standards and OIC guidelines for the operation of the halal certification bodies.

7.1.2 All the requirements given in Clause 7.1.2 of ISO/IEC 17011:2004 apply.

7.2 Application for accreditation

7.2.1 The halal accreditation body shall require a duly authorized representative of the applicant halal certification body to make a formal application that includes the following:

- a) general features of the halal certification body, including corporate entity, name, addresses, legal status and human and technical resources;
- b) general information concerning the halal certification body such as its activities, its relationship in a larger corporate entity if any, and addresses of all its physical location(s) to be covered by the scope of accreditation;
- c) a clearly defined, requested, scope of accreditation;
- d) an agreement to fulfil the requirements for accreditation and the other obligations of the halal certification body, as described in Clause 8.1;
- e) its published rules or terms and conditions governing the certification scheme operated by the halal certification body;
- f) information that provides a description of the certification services it undertakes, methods or procedures for which it seeks accreditation including limits of capability, where applicable;
- g) its quality manual and relevant associated documents and records;
- h) evidence of its ability to fulfil the requirements of OIC Guidelines for bodies providing halal certification and/or other accreditation standards;
- i) date of internal audit and management review meeting.

7.2.2 The halal accreditation body shall review for adequacy the information supplied by the halal certification body and for acceptance of its application.

7.2.3 The following are basic requirements for acceptance of application:

- a) applicant is from a constituted body, legally identifiable;
- b) the compliance of status and operation of the applying halal certification body with the nationally and internationally recognized policies and principles;
- c) the ability of the applicant halal certification body to meet the accreditation requirements; (including has certified several clients);
- d) declaration of undertaking duly signed by authorized representative of halal certification body;
- e) information on its regional/branch offices, if any;

7.2.4 The application of halal certification body shall be accepted upon the payment of the specified fee and shall be accordingly registered.

7.3 Resource review

7.3.1 The halal accreditation body shall review its ability to carry out the assessment of the applicant halal certification body, in terms of its own policy, its competence and the availability of suitable assessors and experts (including Islamic affairs expert).

7.3.2 The review shall also include the ability of the halal accreditation body to carry out the initial assessment in a timely manner. In this frame halal accreditation body shall check its Islamic and technical expertise needs according to halal products/services types certified by the applicant halal certification body to be accredited.

7.4 Outsourcing/subcontracting of the assessment

7.4.1 All the requirements given in Clause 7.4 of ISO/IEC 17011:2004 and the following apply.

7.4.2 The halal accreditation body shall ensure that the body that provides outsourced services with which the halal accreditation body signed a contract assigns Muslim personnel to the assessments and complies with other Islamic rules with regard to halal issues set out in this guidelines.

7.4.3 The halal accreditation body shall not outsource activities to halal accreditation bodies from countries other than OIC member countries.

7.5 Preparation for assessment

7.5.1 All the requirements given in Clause 7.5 of ISO/IEC 17011:2004 and the following apply.

7.5.2 The halal accreditation body shall ensure that team members have enough knowledge and experience in the field of halal certification body to be accredited. In particular;

- a) related OIC halal standards and/or OIC guidelines requirements,
- b) Islamic rules related to the products/services/management systems certified by halal certification body to be accredited.

7.5.3 The compliance assessment of the accreditation process shall not proceed until the halal certification body is in a position that will enable the halal accreditation body's assessors to evaluate the management of all the certification system components including halal certification body's auditors performing certification audits.

7.6 Document and record review

7.6.1 The assessment team shall review all relevant documents and records supplied by the halal certification body (as described in Clause 7.2.1) to evaluate its system, as documented, for conformity with the OIC Guidelines and relevant standard(s) and other requirements for accreditation.

7.6.2 The halal accreditation body may decide not to proceed with an on-site assessment based on the nonconformities found during document and record review. In such cases, the nonconformities shall be reported in writing to the halal certification body.

7.7 On-site assessment

7.7.1 The assessment team shall commence the on-site assessment with an opening meeting at which the purpose of the assessment and accreditation criteria are clearly defined, and the assessment schedule or programme as well as the scope for the assessment is confirmed.

7.7.2 The assessment team shall conduct the assessment of the conformity assessment services of the halal certification body at the premises of the halal certification body from which one or more key activities are performed and, where relevant, shall perform witnessing at other selected locations where the halal certification body operates, to gather objective evidence that the applicable scope the halal certification body is competent and conforms to the OIC Guidelines and relevant standard(s) and other requirements for accreditation.

7.7.3 The assessment team shall witness the performance of a representative number of personnel involved in certification process of the halal certification body to provide assurance of the competence of the halal certification body across the scope of accreditation. To select the certification activities in certain scopes, Table A1 in the OIC Guidelines for bodies providing halal certification is used. According to this table, production based categories have priority to be witnessed.

7.7.4 Arrangement for witnessing halal certification body's auditors in action should be planned ahead by the halal accreditation body, the halal certification body and the lead assessor during the drawing up of assessment programme. Whatever the case, the following arrangements are necessary;

- a) the halal certification body to seek prior agreement of any client concerned and shall explain the reason for the presence of halal accreditation body assessors as observers in the audit, and assure that the team's presence will have no bearing on the outcome of the halal certification body's own audit,
- b) once consent is given, the halal certification body shall communicate to its client together with a list of essential information required by the halal accreditation body assessment team.
- c) Halal accreditation body shall require the applicant and/or accredited halal certification bodies have an enforceable arrangements i.e. certification contract with organizations to provide, on request, access to the halal accreditation body assessment teams to witness the halal certification body's audit team performing an audit at the organization's site.

7.8 Analysis of findings and assessment report

7.8.1 All the requirements given in Clause 7.8.1 to 7.8.5 of ISO/IEC 17011:2004 and the following apply.

7.8.2 The information provided to the accreditation decision-maker(s) shall include the following, as a minimum:

- a) unique identification of the halal certification body;

- b) date(s) of the on-site assessment;
- c) assessment plan including witnessed audits;
- d) assessment proposal approved by halal certification body;
- e) assessment contract signed by authorized representative of the halal certification body;
- f) name(s) of the assessor(s) and/or experts and/or Islamic affairs expert involved in the assessment;
- g) unique identification of all premises assessed;
- h) proposed scope of accreditation that was assessed;
- i) the assessment report;
- j) a statement on the adequacy of the internal organization and procedures adopted by the halal certification body to give confidence in its competence, as determined through its fulfilment of the requirements for accreditation;
- k) information on the resolution of all nonconformities and objective evidences of corrective actions for closing all nonconformities;
- l) any further information that may assist in determining fulfilment of requirements and the competence of the halal certification body;
- m) where appropriate, a recommendation as to granting, reducing or extending accreditation for the proposed scope (it may contain suspension or withdrawal according to procedures of the halal accreditation body where needed);
- n) client file of the halal certification body prepared by assigned staff of the halal accreditation body (this file can contain all related documents and records that mentioned above items).

7.9 Decision-making and granting accreditation

7.9.1 The halal accreditation body shall appoint a person, or group of persons or committee, to make a decision and grant accreditation, are competent and independent of the assessment of halal certification body that processed. If halal accreditation body appoints group of persons or committee to conduct decision-making, then all decisions shall be taken by unanimously, not by majority of the votes.

7.9.2 The halal accreditation body shall, prior to making a decision, be satisfied that the information provided in 7.8.2 is adequate to decide that the requirements for accreditation have been fulfilled.

7.9.3 The halal accreditation body shall, without undue delay, make the decision on whether to grant or extend accreditation on the basis of an evaluation of all information received in Clause 7.8.2 and any other relevant information.

7.9.4 Where the halal accreditation body uses the results of an assessment already performed by another halal accreditation body, it shall have assurance that the other halal accreditation body was operating in accordance with the requirements of this OIC guidelines.

7.9.5 The halal accreditation body shall provide an accreditation certificate to the accredited halal certification body. This accreditation certificate shall identify (on the front page, if possible) the following:

- a) the identity and logo/mark of the halal accreditation body approved by the OIC;
- b) the unique identity of the accredited halal certification body;
- c) all premises from which one or more key activities are performed and which are covered by the accreditation;
- d) the unique accreditation number of the accredited halal certification body given by halal accreditation body;
- e) the effective date of granting of accreditation and, as applicable, the expiry date;
- f) a brief indication of, or reference to, the scope of accreditation;
- g) a statement of conformity and a reference to the standards or OIC guidelines or other normative document(s), including issue or revision used for assessment of the halal certification body.
- h) the standards or normative documents, or regulatory requirements or types thereof, to which products, personnel, services or management systems are certified, as applicable,
- i) industry sectors, where relevant,
- j) product categories, where relevant.

7.10 Appeals

7.10.1 The halal accreditation body shall establish procedures to address appeals by halal certification bodies.

7.10.2 The halal accreditation body;

- a) shall appoint a person or group of persons or committee to investigate the appeal who are competent and independent of the subject of the appeal, If halal accreditation body appoints group of persons to investigate and finalize the appeal, then all decisions shall be taken unanimously not majority of the votes.
- b) shall decide on the validity of the appeal,
- c) shall advise the halal certification body of the final decision(s) of the halal accreditation body,
- d) shall take follow-up action where required, and
- e) shall keep records of all appeals, of final decisions, and of follow-up actions taken.

7.11 Reassessment and surveillance

7.11.1 Reassessment is similar to an initial assessment as described in Clause 7.5 to 7.9, except that experience gained during previous assessments shall be taken into account. Surveillance on-site assessments are less comprehensive than reassessments.

7.11.2 The halal accreditation body shall establish procedures and plans for carrying out periodic surveillance onsite assessments, other surveillance activities and reassessments at sufficiently close intervals to monitor the continued fulfilment by the accredited halal certification body of the requirements for accreditation.

7.11.3 The halal accreditation body shall design its plan for reassessment and surveillance of each accredited halal certification body so that representative samples of the scope of accreditation are assessed on a regular basis. The interval between on-site assessments, whether reassessment or surveillance, depends on the proven stability that the services of the halal certification body have reached.

7.11.4 Halal accreditation body shall rely on either reassessment alone or a combination of reassessment and surveillance, as follows:

- a) if based on reassessment alone, then the reassessment shall take place at intervals not exceeding 2 years; or
- b) if the combination of reassessment and surveillance is relied upon, then the halal accreditation body shall undertake a reassessment at least every five (5) years. However, the interval between the surveillance on-site assessments should not exceed two (2) years. It is, however, recommended that the first surveillance on-site assessment be carried out no later than twelve (12) months from the date of initial accreditation.

7.11.5 Surveillance on-site assessments shall be planned taking into account other surveillance activities.

7.11.6 When, during surveillance or reassessments, nonconformities are identified, the halal accreditation body shall define strict time limits for corrective actions to be implemented not longer than three (3) months.

7.11.7 The halal accreditation body shall confirm the continuation of accreditation, or decide on the renewal of accreditation, based on the results of surveillance and reassessments described above.

7.11.8 The halal accreditation body may conduct extraordinary assessments as a result of complaints or changes (see Clause 8.1.2), etc. The halal accreditation body shall advise halal certification bodies of this possibility.

7.12 Extending accreditation

All the requirements given in Clause 7.12 of ISO/IEC 17011:2004 apply.

7.13 Suspending, withdrawing or reducing accreditation

7.13.1 The halal accreditation body shall establish procedures for the suspension, withdrawal or reduction of the scope of accreditation. The suspension duration shall not be longer than six (6) months.

7.13.2 The halal accreditation body shall make decisions to suspend and/or withdraw accreditation when an accredited halal certification body has persistently failed to meet the requirements of accreditation or to abide by the OIC rules for accreditation.

7.13.3 The halal accreditation body shall make decisions to reduce the scope of accreditation of the halal certification body to exclude those parts where the halal certification body has persistently failed to meet the requirements for accreditation, including competence.

7.13.4 The halal certification body may ask for reduction of its scope of accreditation.

7.13.5 The halal certification body may ask for suspension or withdrawing or cancellation of its accreditation.

7.14 Records on the halal certification bodies

7.14.1 The halal accreditation body shall maintain records on halal certification bodies to demonstrate that requirements for accreditation, including competence, have been effectively fulfilled. These records shall be kept up to date.

7.14.2 The halal accreditation body shall keep the records on halal certification bodies secure to ensure confidentiality. The records on halal certification bodies shall be managed appropriately in a manner as described in Clause 5.4.

7.14.3 Records on halal certification bodies shall include;

- a) relevant correspondence,
- b) application records (application forms etc.)
- c) assessment records and reports,
- d) objective evidences related to conformity or nonconformity(-ies), if any;
- e) corrections, corrective actions and/or preventive actions related records or evidences,
- f) records of committee deliberations, if applicable, and accreditation decisions, and
- g) copies of accreditation certificates if available.

8 RESPONSIBILITIES OF THE HALAL ACCREDITATION BODY AND THE HALAL CERTIFICATION BODY

8.1 Obligations of the halal certification bodies

8.1.1 The halal accreditation body shall require the halal certification body to conform to the following.

- a) The halal certification body shall commit to fulfil continually the requirements for accreditation set by the halal accreditation body for the areas where accreditation is sought or granted, as set out in Clause 8.2.3.
- b) When requested, the halal certification body shall afford such accommodation and cooperation as is necessary to enable the halal accreditation body to verify fulfilment of requirements for accreditation and shall provide access to information, documents and records as necessary. This applies to all premises where the conformity assessment services take place.
- c) The halal certification body shall provide access to those documents that provide insight into the level of independence and impartiality of the halal certification body from its related bodies, where applicable,
- d) The halal certification body shall claim accreditation only with respect to the scope for which it has been granted and shall not make any statement regarding its accreditation that is misleading or unauthorized and in such a manner as to bring the halal accreditation body into disrepute.
- e) Upon suspension or withdrawal of its accreditation, the halal certification body shall discontinue its use of all advertising matter that contains any reference to its accredited status.
- f) The contract signed between the halal accreditation body and the accredited halal certification body does not exempt the halal certification body from its legal responsibilities and liabilities to any third party.
- g) The halal certification body shall arrange the witness audits to assess its audit team's performance when requested by the halal accreditation body.
- h) The halal certification body shall hold all the legal, financial and technical liability towards third parties in relation with the use of halal certificate covered by the accreditation.
- i) The halal certification body shall pay fees as shall be determined by the halal accreditation body.

8.1.2 The halal certification body shall inform the halal accreditation body without delay of significant changes relevant to its accreditation in any aspect of its status or operation relating to;

- a) its legal, commercial, ownership or organizational status,
- b) the owners/shareholders, top management and key personnel,

- c) main policies,
- d) resources and premises,
- e) scope of accreditation, and
- f) other such matters that may affect the ability of the halal certification body to fulfil requirements for accreditation.

8.2 Obligations of the halal accreditation body

8.2.1 The halal accreditation body shall make the concerned parties to have access to the following information about the halal certification bodies and regularly update such information;

- a) name and address of each accredited halal certification body,
- b) dates of granting accreditation and expiry dates, and
- c) scope of accreditation.

8.2.2 The halal accreditation body shall, where applicable, provide information about international (i.e. from OIC) arrangements in which it is involved.

8.2.3 The halal accreditation body shall give due notice to the halal certification bodies of any changes to its or OIC's requirements for the accreditation. It shall take account of views expressed by interested parties before deciding on the precise form and effective date of the changes. Following a decision on, and publication of, the changed requirements, it shall verify that each accredited body carries out any necessary adjustments within stipulated period.

8.3 Reference to accreditation and use of symbols

8.3.1 The halal accreditation body shall have a policy governing the protection and use of the halal accreditation mark that is intended for use by its accredited halal certification bodies. An accredited halal certification body is allowed to use this mark on its reports or certificates. The halal accreditation mark shall be used for premises of halal certification body that are included in the accreditation.

8.3.2 The halal accreditation body shall take effective measures to ensure that the accredited halal certification body;

- a) fully conforms with the requirements of the halal accreditation body for claiming accreditation status, when making reference to its accreditation in communication media such as the Internet, documents, brochures, or advertising,
- b) only uses the halal accreditation symbols for premises of the halal certification body that are specifically included in the accreditation,
- c) does not make any statement regarding its accreditation that the halal accreditation body may consider misleading or unauthorized,
- d) takes due care that no report or certificate nor any part thereof is used in a misleading manner,
- e) upon suspension or withdrawal of its accreditation (however determined), discontinues its use of all advertising matter that contains any reference to an accredited status, and
- f) does not allow the fact of its accreditation to be used to imply that a product, process, system or person is approved by the halal accreditation body.

8.3.3 The halal accreditation body shall take suitable action to deal with incorrect references to accreditation status, or misleading use of halal accreditation symbols found in advertisements, catalogues, etc.

8.3.4 Suitable actions include request for corrective action, withdrawal of accreditation, publication of the transgression and, if necessary, other legal action.

**ANNEX A
(Normative)**

Qualifications and Competence of Assessors and Technical Experts

A.1 FUNCTIONS OF PERSONS INVOLVED IN ASSESSMENT

An assessment team needs to be comprised of individuals who have the necessary technical knowledge to cover the desired scope of accreditation, knowledge in applying the accreditation standard and good communications and interpersonal skills to competently perform an assessment.

Table A1 - Some functions of persons involved in assessments

Function	Lead Assessor	Assessor	Technical Assessor	Islamic Affairs Expert	Case Officer	Technical Expert
					<i>(not commonly used)</i>	
Conduct assessment of technical or work competence in specific areas of halal product/service certification	OF	NA	F1	NA	NA	NA
Conduct assessment of the management system of the halal certification body	F1	F1	F1	NA	NA	NA
Lead and coordinate activities among team members	F1	NA	NA	NA	NA	NA
Provide advice on policies, requirements and regulations of halal accreditation body	F1	OF	OF	NA	F1	NA
Provide Islamic expertise i.e. Islamic rules related to halal product/service	NA	NA	NA	F1	NA	NA
Provide technical expertise	OF	OF	OF	NA	OF	F1

F1 - primary function; OF- other possible functions; NA: Not applicable;

A.2 CRITERIA FOR ASSESSORS/LEAD ASSESSORS/TECHNICAL ASSESSORS

A.2.1 Assessor attributes (based on ISO 19011)

A.2.1.1 Assessors should be able to apply the attributes of Clause 6.2.1 in order to:

- a) Obtain and assess objective evidence fairly;
- b) Remain true to the purpose of the assessment without fear or favour;
- c) Evaluate constantly the effects of assessment observations and personal interactions during an assessment;
- d) Treat concerned personnel in a way that will best achieve the assessment objective;
- e) React with sensitivity to the national conventions of the country in which the assessment is performed;
- f) Perform the assessment process without deviating due to distractions;
- g) Commit full attention and support to the assessment process;
- h) React effectively in stressful situations;
- i) Arrive at generally acceptable conclusions based on objective evidence collected during assessments;
- j) Remain true to a conclusion despite pressure to change that is not based on objective evidence.

A.2.2 Knowledge and skills

A.2.2.1 Knowledge of and skills in applying accreditation criteria

- a) Assessors and technical assessors should understand the criteria in the standard used in accreditation (i.e., OIC Guidelines for bodies providing halal certification, ISO/IEC 17021 and/or ISO/TS 22003 and/or ISO/IEC Guide 65) and the halal accreditation body's policies applicable to the desired scope of accreditation;
- b) Technical experts should understand the fundamental basis for the requirements in the standard used in accreditation (i.e., OIC Guidelines for bodies providing halal certification, ISO/IEC 17021 and/or ISO/TS 22003 and/or ISO/IEC Guide 65) and the halal accreditation body's policies;
- c) Assessors should also appropriately interpret and apply the criteria to actual assessment situations.

A.2.2.2 Knowledge of and skills in applying assessment and quality principles, practices and techniques

- a) Assessors should possess the knowledge and skills to apply assessment principles, practices and techniques to actual assessment situations and apply them to different assessments and still ensure that the assessments are conducted in a consistent and systematic manner. This knowledge and these skills include all the steps in the assessment process including planning, preparing, performing, reporting, following up on issues, verifying closure of non compliances from previous assessments, and closing the assessment;
- b) Assessors should be skilled in assessment performance techniques including interviewing, audit tracing or trailing, managing time, listening, audit sampling, communicating orally and in writing, collecting assessment evidence, and analyzing assessment observations and drawing appropriate conclusions while maintaining the confidentiality and security of assessment information;
- c) Assessors should have a general knowledge of quality systems and processes typical of the halal certification body to be assessed. This may include, but not be limited to: historical data, quality policy and objectives, quality planning, quality control, quality assurance, corrective and preventive actions, and implementation of continuous improvement.
- d) Assessors should be able to comprehend the organizational size, structure, functions and relationships of the body under assessment; its general business processes and related terminology; and the cultural and social customs of the its personnel;
- e) Assessors and technical experts should have the appropriate technical skill and ability to determine that quality tools and processes used by the body under assessment are effectively implemented and utilized;
- f) Lead assessors should have additional knowledge and skills including:
 - I. Assisting in the selection of team members, if relevant and applicable;
 - II. Preparing the assessment plan and making effective use of resources during the assessment;
 - III. Leading the assessment team;
 - IV. Providing direction and guidance to assessors-in-training and technical experts;
 - V. Preventing and resolving conflicts;
 - VI. Making decisions relating to the assessment;
 - VII. Leading the assessment team to reach conclusions;
 - VIII. Representing the assessment team with the management of the laboratory or inspection body; and
 - IX. Drafting, coordinating and submitting the assessment report in such a way that it allows the halal accreditation body and the assessed organization to take actions and decisions.

A.2.2.3 Technical knowledge of specific certification body practices

- a) knowledge of the specific management system standard or other normative documents
- b) knowledge of the certification body's processes
- c) knowledge of the specific products and processes and organizational structure of the client
- d) knowledge of the cultural norms for the geographical location of the client
- e) In addition to the competence requirements for the auditors and audit team leader, at least one of the audit team members (which may include a technical expert) shall have a detailed level of knowledge of the specific products and processes and organizational structure of the client in order to judge the effectiveness of the management system.

A.3 DEMONSTRATION OF ASSESSOR/LEAD ASSESSORS/TECHNICAL ASSESSORS COMPETENCE

A.3.1 General

Assessors need to be competent in order to effectively plan and conduct assessments and report assessment results. An assessor's competence is based on the foundation provided by education, training and experience. Assessor competence is measured by the demonstration of the application of specific assessor knowledge, skills and personal attributes, as described in Section A.2.

A.3.2 Methods of demonstration and evaluation of assessor competence

Various methods may be used by halal accreditation bodies to evaluate the competence of assessors. These methods should be used in an appropriate combination to give the required level of confidence in assessor competence. Demonstration and evaluation of assessor competence include, but are not limited to the following methods:

A.3.2.1 Examination/testing/training evaluation: Written or oral examination may be used to determine an assessor's knowledge and skills (Section A.2.2) as appropriate to the needs of the halal accreditation body.

A.3.2.2 Demonstration: The planned and formal witnessing of specific assessor skill performance, such as in role play situations.

A.3.2.3 Formal evaluation: The formal, planned and structured witnessing and evaluation of assessor performance during an actual assessment.

A.3.2.4 Casual observation: The unplanned or informal witnessing of limited assessor performance. This observation could take place in actual assessment or other situations in which assessment skills or personal attributes can be observed.

A.3.2.5 Documentation: Recorded information, such as resumes, assessment logs, training certificates, transcripts, certifications, and professional licenses.

A.3.2.6 Attestation: Oral or written statement; a testimonial. An attestation may give different levels of confidence depending on the credibility and independence of the provider.

A.3.2.7 Verification: An independent check or provision of additional objective evidence obtained to support other methods of evaluating competency, such as attestation and documentation.

A.3.2.8 Review of previous work: The review of assessor reports, completed checklists, assessment plans or other writing samples.

A.3.2.9 Interview: Interviews may involve one or more interviewers and the use of selection boards or evaluation panels. Interviews may also be used to verify evidence from other sources.

A.3.3 Competence with accreditation criteria and reference documents

Assessors and technical experts should demonstrate an awareness and understanding of accreditation criteria and appropriate reference documents, and the application of these requirements to assessment situations relevant to their assigned assessment functions. Assessors and technical experts should be able to:

- a) Identify compliance to requirements;
- b) Evaluate the adequacy and effectiveness of fulfilling these requirements, when appropriate; and
- c) Relate any non-conformities found to the corresponding accreditation requirements.

Note - Examination, formal observation and demonstration are useful for determining competence in this area.

A.3.4 Competence with assessment principles, practices and techniques

Assessors should demonstrate knowledge and skills in using assessment principles, practices and techniques.

Note - Examination, formal observation and demonstration are useful for determining competence in this area.

A.4 SELECTION AND INITIAL QUALIFICATION

A.4.1 General

For each type of person involved in assessment, halal accreditation bodies should have documented procedures and criteria for selection and use of persons having suitable or sufficient skill, knowledge, and experience for their assigned assessment function(s).

A.4.2 Selection criteria

The criteria used by halal accreditation bodies for selection of assessor candidates should be performance oriented and flexible enough so that assessor suitability is judged on a case-by-case basis taking into account factors such as education and demonstrated working knowledge, working experience, training, and assessment experience, communication/ interpersonal skills and auditing skills. Halal accreditation bodies should use a combination of these factors in either ranking and/or establishing minimum qualification requirements for potential assessor candidates. The following sections present recommendations for minimum criteria.

A.4.2.1 Education: Halal accreditation bodies should require at least post-secondary qualification in a discipline in the same professional area with the activity to be witnessed. In some cases, extensive experience in the relevant fields of expertise may be substituted for formal qualification. Degree of technical knowledge and certification expertise should be established, if possible, through actual examination, demonstration and/or documentation. (See Section A.3.2) If this is not possible, then attestation from technical peers to confirm the relevance of their educational and "knowledge" credentials should be obtained.

A.4.2.2 Working experience: For lead assessors, halal accreditation bodies should require at least four years of experience in a technical field, two of which should be in quality management, quality assurance or quality system auditing related to certification activities. For technical assessors and technical expert for assessment of certification, halal accreditation bodies should require two years of work experience in the assigned field of assessment. Depending upon the complexity and sophistication of the field, these minimum numbers of years may need to be increased.

A.4.2.3 Training: For lead assessors of halal certification, halal accreditation bodies should require successful completion of a training course or a combination of training courses which covers the topics as specified in related OIC Guidelines.

For technical assessors, halal accreditation bodies should require successful completion of a training course or a combination of training courses which covers the topics as specified in related OIC Guidelines.

A.4.2.4 Assessment experience: For lead assessors, halal accreditation bodies should require sufficient assessment experience using relevant accreditation criteria such as OIC Guidelines for bodies providing halal certification, ISO/IEC 17021 and/or ISO/TS 22003 or ISO/IEC Guide 65 in the capacity of an assessor or have understudied five assessments using ISO/IEC 17021 and/or ISO/TS 22003 or ISO/IEC Guide 65 or equivalent criteria accompanied by a lead assessor. For technical assessors, halal accreditation bodies should require the equivalent of attendance at one or more assessments as trainee assessor.

A.4.2.5 Language proficiency: Assessors and technical experts should be proficient in both the spoken and written language of the halal accreditation body. Where an assessment takes place in which part or all of the assessment is conducted in a language other than that spoken and written by the assessor, an interpreter (provided independently from the body being assessed) should be used.

Note - Scoring systems: Halal accreditation bodies may find it useful to establish formal scoring systems which define minimum credits for a combination of education, experience and training in order to be considered as an assessor. After attaining the minimum credits, candidates are evaluated for suitability to conduct assessments using additional competency-based criteria.

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II-

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