## 1. Objective:

This procedure describes the criteria implemented by RACS as accredited HALAL certification Body to assure that **HALAL** products intended for certification are complying the relevant mandatory schemes and applicable Standards
Furthermore, this document identifies the steps taken by RACS Clients (Manufacturers, Traders, importers, retailers, Business owners or any other client) to get their products/processes certified prior to its commercializing in GCC market, and registered by through RACS Quality certificates issuing services as by issuing HALAL certificates (Conformity Certificates) in accordance with GCC Regulations.

## 2. Definitions:

- **ESMA**: Emirates Authority for Standardization and Metrology
- **RACS**: RACS Quality Certificates Issuing Services
- **Scheme:** Certification system related to specified products, to which the same specified requirements, specific rules and procedures apply.
- **Certification:** Third-party attestation related to products, processes, systems or persons.
- **Conformity Certificate**: Formal document issued by RACS as notified body under approval of ESMA stating that certification is being granted for the product/process in accordance with applicable scheme/standards as per ESMA Requirements.

## 3. Responsibility:

It is the responsibility of RACS as to establish and maintain the appropriate system to satisfy ESMA, accreditation bodies and clients' requirements in accordance to the accredited certification system
It is the responsibility of ESMA clients and RACS clients to provide all needed requirements as per this product certification schemes approved by accreditation bodies and scheme owner (ESMA) to ensure their products compliance to the applicable schemes and standards.

## 4. Introduction about RACS HALAL Certification Body to provide Certification:

RACS is an accredited HALAL certification body & ESMA approved notified Body under its notification system mandated by UAE decree No (35) of the year 2015 & UAE Cabinet Resolution No (36).
RACS is an authorized conformity assessment body by ESMA that it is technically competent to perform the specific tasks of certification to ESMA clients.


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## 5. Service Type:

As per Scheme owner rules, RACS certifies HALAL Products and issues Certificate of conformity under:

**Emirates Conformity Assessment Scheme (ECAS)**: ECAS is a Product Certification Scheme being implemented by the (ESMA) as mandated by the Federal Law 28 of 2001.

Issuance of certificate of conformity by RACS assures the compliance of products/production process with the requirements of the approved schemes, standards and others specified in the technical regulation by Emirates Authority for Standardization and Metrology (ESMA).

## 6. Scope of certified products by RACS:

This document cover HALAL products with below details of Sector, scope of certified products, products categories, and applicable type of certification:

| Sector (Product Group) | Scope of Certification (Scope of Products) | Product categories | Type of Certification |
|---|---|---|---|
| **HALAL** | **HALAL Products** | 1- HALAL Food | 1. Product Certification - Type Approval |
| | | 2- Slaughtering Houses | |

## 7. Mandatory Schemes and Applicable Standards:

Table 7.1

| Category and Sub category | Examples of included activities | Applicable standards |
|---|---|---|
| **C** | **Food and feed processing** | |
| CI | Processing of perishable animal products: Production of animal products including fish and seafood, meat, eggs, dairy and fish products | • GSO 2055-1 General Requirements for Halal Food<br>• GSO ISO 22000 Food Safety Management Systems - Requirements for any organization in the food chain<br>• GSO 1694 General Principles of Food Hygiene<br>• UAE Scheme to control halal products, no. 10 of 2014 |


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| | | |
|---|---|---|
| CV | Animal slaughtering:<br>Processing of carcasses including slaughtering in slaughterhouses, cutting, cleaning and packing. | • GSO 1694 General Principles of Food Hygiene/<br>• GSO 21 Hygienic Regulations for Food Plants and their Personnel<br>• GSO 713 Hygienic Regulations for Poultry Processing Abattoirs and Their Personnel<br>• GSO 993 Animal Slaughtering Requirements according to Islamic Law<br>• GSO 2055-1 General Requirements for Halal Food<br>• UAE Scheme to control halal products, no. 10 of 2014 |

**For other specific standards type related, please refer to RACS customer care center: info@racs-eu.de**

## 8. Requirements for Certification:

Requirements varies depending on the scope of certified products; Details of the documents required for certification for the scope of HALAL Product as per ESMA requirements are detailed as following:

**8.1.** **Application for Certification (Application Form)**: Application to be filled by the client will contain all the necessary information needed by RACS Quality for conducting the certification Process, such important information is:

- Type of Product to be certified: Product, facility (Process) to identify the related scheme implemented by ESMA.
- Relevant standard/ or normative documents clients is seeking certification for.
- General information: Applicant Business activities & related business facilities & relationship between their facilities, in relevance to the certification scheme applied for information about outsourced Processes relevant to Product conformity.
- Any other information needed related to certification requirements.
  By signing the application form, the applicant and the manufacturer agrees to comply with these General Rules and with the Specific Product Standard for the product covered by Registration / CB Certification

Application form aligns all requirements of the specific standard to which client wishes to be certified and which has to be submitted along with the application) as following:

**ECAS (Module H/Mandatory Facility Visit)**


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- Application Form (Online/Manual)
- Valid Industry/Trade License (For Companies within UAE)
- Declaration of Conformity by the applicant on the Product(s) for registration using the applicant's official letterhead.
- Certificate of export and or authenticated free sales certificate from the country of origin
- Product composition & Ingredients concentration report issued by the manufacturer
- Documented proof of using any of the internationally accepted quality management system, in addition to any of the product safety management system, or good manufacturing practice (GMP) as per GSO 22716 or any other GMP approved by ESMA related to the Halal product that globally applicable and acceptable le to the authority.
- Test report from recognized laboratory (accredited ISO 17025) as per the requirement of applicable GSO standard of the product.
- Facility Map / Factory Lay out / Farm Map standards for the product.
- Label art work (Artwork of the product)
- Table of finished/Raw materials
- Copy of halal certificate of ingredients/raw materials or copy of product specification or any other claims
- Brief description of manufacturing process flow chart & plant equipment lay out in the form of a Halal system plan (HSP)
- Certificate of raw materials & packaging materials from the suppliers ensuring their Halal origin
- Fees

**Legal Agreements:**

- Certification Agreement

## 8.2. Fees

The fees are calculated per man day as per the GSO 2055-2 Annex B.2
The following information are required to calculate the correct price for each client:

1- TD: The Basic on-site audit time based on the category of product as per the table 7.1 above or Table A.1, in Annex A in GSO 2055-2.
2- TH: The number of any additional HACCP study.
3- TMS: If any relevant management system is applied in the facility.
4- TFTE: The number of employees in the facility working during the main working shift.
5- The number of sites to be visited.


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## 9. Certification Procedures:

Based on its role as ESMA Notified body, Procedure will be performed as following:

### 9.1. Preparatory Steps:

9.1.1. Application Form shall be submitted by applicant to RACS, submission can be done via RACS affordable communication methods (mail, emails, hard copy, website, E-System)

9.1.2. Sales and Marketing Executive/Administrative assistant will review it to check documents availability on a primary basis.

9.1.3. A quotation will be sent to applicant by Head of Sales and Marketing Department; containing the scope of certification and fees related to each step of the certification process.

9.1.4. Payment shall be done by applicant before any audit take place.

### 9.2. Application Review

9.2.1. Upon acceptance of quotation by client, he is requested to sign the Certification agreement.

9.2.2. Application along with related supportive documents will be received by RACS Conformity Manager who shall assign one of RACS technical team members to review the application.

**- Application refusal:**

Before applying to a Halal certification by RACS, RACS will refuse the application before conducting the audit in case of:

- If the products willing to be certified containing declared prohibited material;
- No complete separation between the Halal line and the prohibited materials:
- Stunning of poultry;
- Non-completed application documents.
- If the applicant links the audit fee to the results of the audit process, such as postponing the payment until the certificate is issued.

### 9.3. Application Evaluation

9.3.1. Conformity Officer (Evaluator or Auditor) shall perform conformity assessment (Evaluation) steps related to the certification scheme:

**Product Certification (Facility Visit Required):**

- Audit shall be conducted in two stages.


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- The results of stage 1 will determine the readiness for the stage 2 certification audit or may lead to postponement or cancellation of stage 2 audit.
- Detailed documents review for all the documents.
- Document review includes the check up for Test Reports parameters and results, done by 3rd party Laboratory according to the specific technical regulations and applicable standards.
- Stage 2 audit for the evaluation of product the eligibility of the Product for certification to ensure compliance according to applicable schemes and standards.

Note: number of samples to be selected for testing is defined by the specific technical requirements and as per scheme owner.

**IMPORTANT: as per scheme requirements, Facility Audit is required for this scope:**
On-Site Audit to the facility where the product is being manufactured to assure the quality management system adopted in full compliance with applicable standards and technical regulations.

9.3.2. Evaluation Outcome results:

- If evaluation is pending for missing or invalid documents or other needed information to complete evaluation; Additional Supportive Documents will be requested by Applicant.
- Evaluation includes product safety verification through test reports provided on all safety test parameters requested by applicable scheme/standards, test reports shall be issued by 3rd party accredited laboratory sub-contracted according to the approved standards and applicable technical requirements.
- If test reports are not complying with Standards; Conformity Officer/Assessor requests rectification of the non-complying aspects, then based on applicant confirmation of rectification, collection of samples will be done to conduct the same laboratory tests again and for once.
- Evaluation will be repeated upon applicant re-submission of needed documents/information.

**9.4. Decision of Certification**: Upon submission of this information, and as per the result of documents review and completing product evaluation process:

9.4.1. Recommendation of approval of Product certification: Product evaluation shows full compliance with applicable schemes/standards:

- Application is initially approved by conformity officer/assessor
- Recommendation for certification approval will be made by conformity manager
- Certification decision will be done by certification decision committee
- Granting the issuance of certificate of conformity, recognized by ESMA
- Certified products will be listed in RACS certified products registry.

9.4.2. Recommendation of rejection of Product certification: Product evaluation shows non-compliance with applicable schemes/standards, due to any reason preventing product from Certification:

- Application is declined by conformity officer/assessor
- Recommendation for certification rejection will be made by conformity manager
- Rejection decision will be done by certification decision committee


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- RACS will inform client by an official rejection statement (Letter of certification status) by e-mail stating the reason of rejection.

**Please refer to Available on RACS Website→Open Data→ Downloads → RACS UK→**

- **R103** Legal and Quality Documents List of certification and requirements per UAE HALAL Scheme
- **R001** Application form and self-assessment for Halal food

**Notes for clients:**

- For some scopes where it is required to have a quality system available, clients seeking to be certified for any of their (Products or services or facility/Process) to UAE Schemes and applicable standards through RACS are requested to implement relevant Quality System including documentation in a way to meet all requirements of this standard and all relevant specific standards depending on the nature of service (certified Product& Process).
- In case of a Client newly operating, and seeking to be certified, Client is required to demonstrate more than 3 months compliance against the standard immediately preceding the date of the Pre-Assessment performed by RACS. This will prove the efficacy and sustainability of the implemented system. After which RACS will be contacted to make arrangements for required audits and Certification.
  - Whenever applicable, Additional Certification requirements per Certification schemes: Legal & Quality documents (such as Client Quality Manual) and supportive documents (records and checklists used by applicant), are to be attached to the Application Form.
  - Client seeking extension or renewal of Certification scope shall as well submit the application form specifying the extension or renewal of the Certification scope.
  - The client shall allow the periodic and sudden evaluation visits of RACS and its' interested parties such as the accreditation body.

## 10. Surveillance:

- Certificates issuance sustaining are subject to ongoing surveillance audits, which usually occur after 12 then 24 months intervals after the certification decision date.
- Certification validity is three years.

## 11. Renewal:

- A renewal audit of the company's quality system will be undertaken six months prior to the expiration of certification.
- A successful renewal audit will result in renewal of the company's certificate of conformity/ compliance for a further certification cycle period. However, where the renewal audit cannot be conducted prior to expiration of company's certificate, RACS QUALITY will grant a reasonable extension until the renewal audit can be scheduled and new certificates issued.


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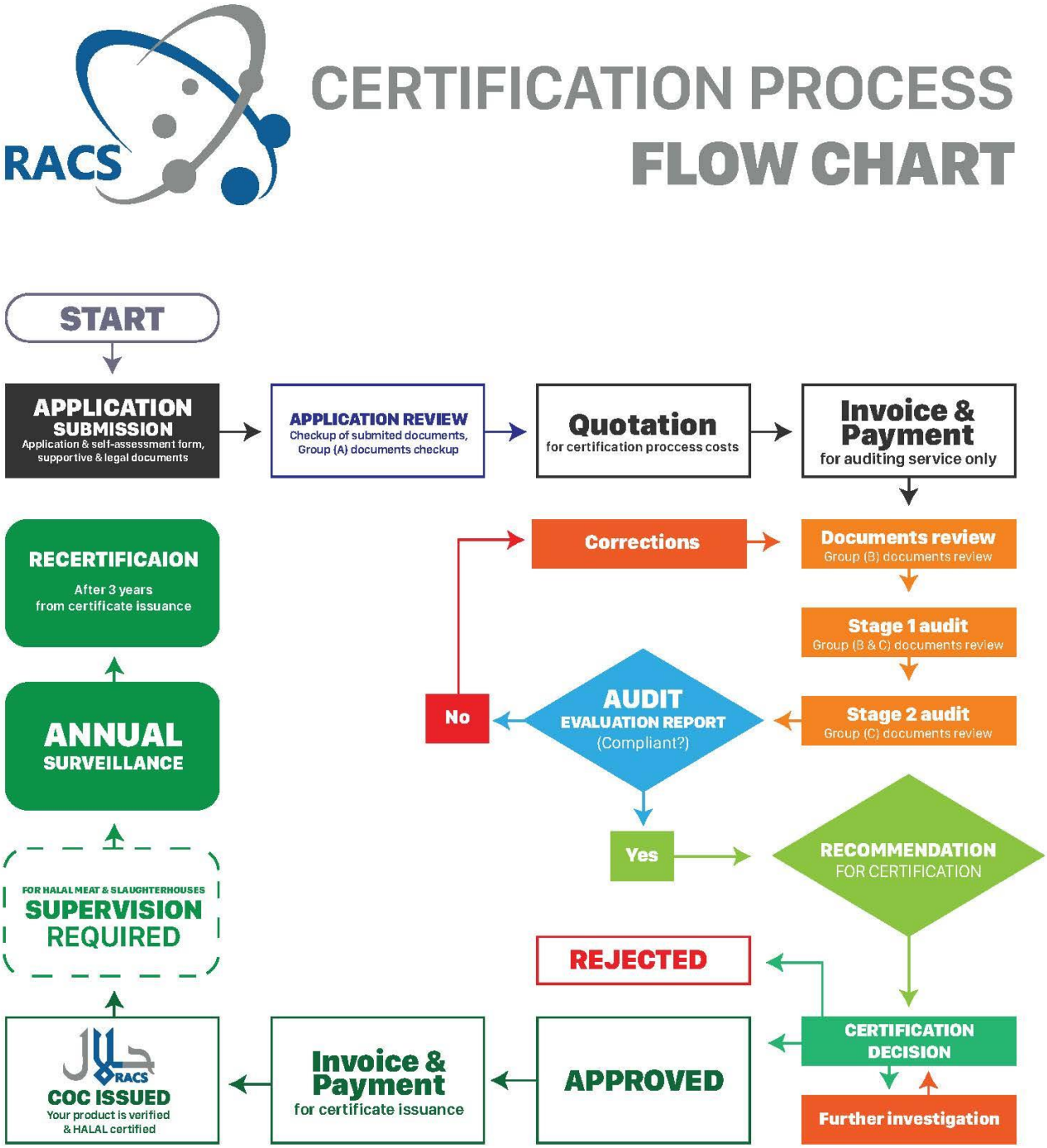
## 12. Process Map:





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## 13. Market Monitoring:

RACS Will be conducting Market Surveillance campaigns in the local markets to assure continuous compliance of certified products and inform Scheme owner on immediate basis on the non-conformity products to take the appropriate action.

## 14. Related Forms:

Listed Agreements, SOPs, Records related to this **SOP** as follows:

### General Forms:

| TITLE OF DOCUMENT | IDENTIFICATION |
|---|---|
| Quality Master List | R001-UK |
| Certification Agreement/ RACS Quality- Client | R146-UK |
| NDA/RACS Quality - Client/Subcontractor | R137-UK |
| Schedule of Fees | R046-UK |

### Specific Records related to the Scope:

| | |
|---|---|
| R001-UK | Application form-HALAL Products |
| R100-UK | Assessment Checklist - GSO 2055 - 1 HALAL Food |
| R101-UK | Assessment Checklist - GSO 2055 - 4 Cosmetics & Personal Care Products |
| R102-UK | Assessment Checklist - GSO 993 Slaughtering House |
| R103-UK | Legal & Quality documents - List of certification requirements per UAE HALAL Scheme - HALAL Food, HALAL Cosmetics, HALAL Slaughtering Houses |
| R106-UK | GSO 1694:2007 General Principles of Food Hygiene |
| R107-UK | GSO 21:1984: Hygienic Regulations for Food Plants and their Personnel |
| R108-UK | GSO 713 :1997: Hygienic Regulations for Poultry Processing Abattoirs and Their Personnel |
| R109-UK | HALAL Supervisor Attendance sheet |
| R110-UK | HALAL Supervisor Shipments & Certificates log |
| R112-UK | Assessment Checklist - GSO 2469 - 2015 Halal foods - Management system requirements for warehousing and related activities |
| R113-UK | Assessment Checklist - GSO 2470 - 2015 Halal foods - Management system requirements for retailing |


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| | |
|---|---|
| R063-UK | HALAL food product certificate |
| R062-UK | HALAL food product certificate |
| R055-UK | HALAL slaughtering houses facility certificate |
| R061-UK | HALAL Cosmetics Product |
| R060-UK | HALAL Cosmetics facility certificate |
| R064-UK | 64 HALAL meat certificate per shipment |


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## 15. References:

- ISO/IEC 17065, Conformity Assessment - Requirements for bodies certifying Products, Processes and services.
- ISO/IEC 17021, Conformity Assessment — Requirements for bodies Providing audit and Certification of management systems.
- GSO 2055-2 Halal products- Part two: General Requirements for Halal Certification Bodies.
- GAC Document: FAD- 4.0: Supplementary accreditation requirements for Product Certification Bodies.
- GAC document: FAD-12: Supplementary accreditation requirements for Halal Certification Bodies, in addition to applicable scheme and Standards
- R105: Requirements when making reference to A2LA Accredited Status
- R307: General Requirements Accreditation of ISO /IEC 17065 Product Certification Bodies
- R334: Specific Requirements: HALAL Certification Body Program.
- IAF Mandatory Document: Determination of Audit Time of Quality and Environmental Management System.
- ISO/IEC 17000, Conformity Assessment — Vocabulary and general principles.
- ISO/IEC 17020, Conformity Assessment— Requirements for the operation of various types of bodies performing inspection.
- ISO/IEC 17025, General requirements for the competence of testing and calibration laboratories.
- ISO17067, in combination with ISO Guide 28 and ISO Guide 53
- ISO/IEC 17030, Conformity Assessment — General requirements for third-party marks of conformity.
- ISO Guide 23:1982 Methods of indicating conformity with Standards for third-Party certification Systems
- ISO Guide 27:1983 Guidelines for corrective action to be taken by a certification body in the event of misuse of its mark of conformity
- General Requirements for Notified Bodies issued by Emirates Authority for Standardization and Metrology (ESMA).
- RACS Quality Manual QM01
- All controlled QMS records-Please refer to R001 -Quality Master List.


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