MALAYSIAN HALAL MANAGEMENT SYSTEM MANUAL (MHMS) 2020

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MALAYSIA HALAL MANAGEMENT SYSTEM

MHMS 2020

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WORKING COMMITTEE FOR MALAYSIA HALAL MANAGEMENT SYSTEM DEVELOPMENT (MHMS) 2020 59

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ABBREVIATIONS

BeSS	-	Clean, Safe and Healthy
CoA	-	Certificate of Analysis
CoO	-	Certificate of Origin
DNA	-	Deoxyribonucleic Acid
DO	-	Delivery Order
DVS	-	Department of Veterinary Services
F&B	-	Food and Beverage
GMP	-	Good Manufacturing Practice
HACCP	-	Hazard Analysis Critical Control Point
HAS	-	Halal Assurance System
HCP	-	Halal Control Point
HPB	-	Halal Professional Board
IHCS	-	Internal Halal Control System
IHC	-	Internal Halal Committee
JAKIM	-	Department of Islamic Development Malaysia
JAIN	-	State Islamic Religious Department
MAIN	-	State Islamic Religious Council
MeSTI	-	Food Safety is the Responsibility of the Industry
MHMS	-	Malaysia Halal Management System
MPPHM	-	Manual of Malaysian Halal Certification Procedure
MSDS	-	Material Safety Data Sheet
NCR	-	Non-Conformance Report
OEM	-	Original Equipment Manufacturer
HTP (PLH)	-	Halal Training Provider
PO	-	Purchase Order
R&D	-	Research and Development
SOP	-	Standard of Procedure
SPHM	-	Certificate for Malaysia Halal Certification (Sijil Pengesahan Halal Malaysia)
VHM	-	Veterinary Health Mark

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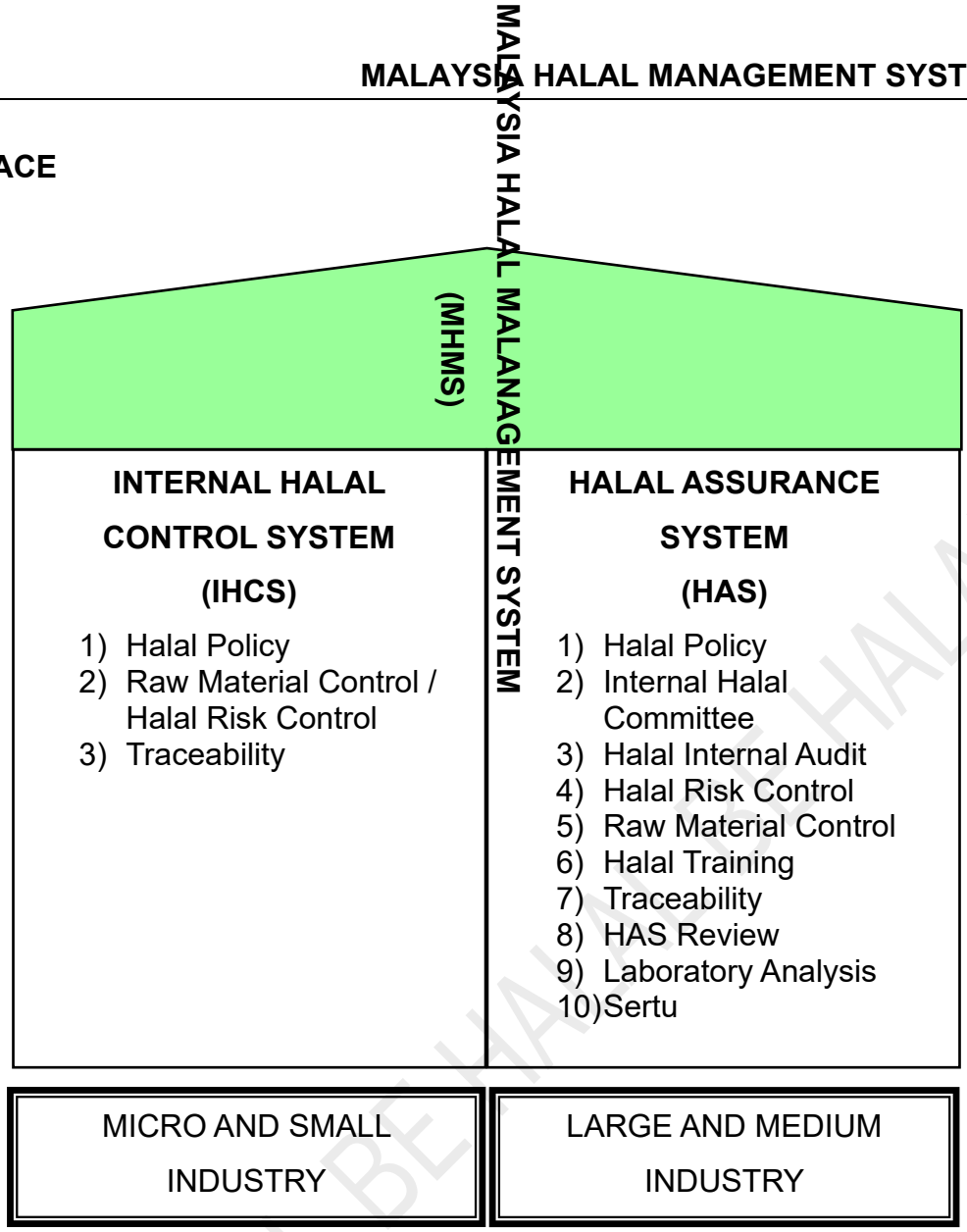
PREFACE



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1. INTRODUCTION

Halal Assurance Management System or also known as the HAS was first introduced in 2011 with the launch of the Guidelines for Halal Assurance Management System of Malaysia Halal Certification published by the Department of Islamic Development Malaysia (JAKIM).

Malaysia Halal Management System Manual (MHMS) or known as MHMS 2020 was introduced to replace the Guidelines for Halal Assurance Management System of Malaysia Halal Certification. MHMS 2020 contains the details of for MHMS implementation, which includes:

1) Internal Halal Control System (IHCS) for the use of micro and small industries, and
2) Halal Assurance System (HAS) for the use of large and medium industries

Implementation of this MHMS placed the responsibility to the company and/ or applicant to ensure every requirement for Malaysia Halal Certification is being complied to at all time.

2. OBJECTIVE

This document aims to explain in detail the requirements in developing, implementing and maintaining halal assurance to fulfil and comply with the Malaysian Halal Certification procedure.

3. SCOPES

This MHMS 2020 is the reference document for authorized authority, company and/ or applicant of SPHM for Halal internal control system requirement for company with SPHM.

This MHMS 2020 shall be read together with the Malaysian Standard, Manual Procedure for Malaysia Halal Certification (MPPHM), fatwa, laws, regulations and circulars used in Malaysian Halal Certification.

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4. INTERPRETATION

(1) Internal Halal Audit
Inspection/audit planned and implemented by the company internally to ensure compliance with the requirements of Malaysian Halal Certification.

(2) Laboratory Analysis
Specific analysis as supporting procedure to determine/ verify Halal which is implemented and planned by the company and/ or applicant.

(3) Halal Executive
An individual who is responsible in ensuring Halal compliance in a company or premise. Halal Executive shall fulfil the stated conditions:

(a) Muslim
(b) Citizen of Malaysia (bound to the related MPPHM)
(c) Permanent position
(d) Minimal qualification in Diploma of Halal Management or any qualification equivalent with it or minimum experience of five (5) years in Halal management; and
(e) A holder of Halal Executive Certificate from Halal Training Provider registered under HPB.

(4) Halal Control Point (HCP)
Point or determination of halal control which needs to be identified, implementing control and contamination can be prevented or eliminated to ensure halal compliance along the supply chain.

(5) Internal Halal Committee (IHC)
The committee who is appointed officially and in writing by the top management of the company are responsible for developing, implementing, monitoring and controlling effectiveness of HAS implementation and compliance over the requirements of Malaysian Halal Certification.

(6) Internal Halal Auditor
An individual appointed by IHC who is qualified, experienced, and competent to carry out internal audit.

(7) Halal Risk Control
Method of HCP determination and halal risk management plan developed and implemented by the company/applicant/manufacturer to control and ensure halal risks can be avoided and effectively managed throughout the halal supply chain.

(8) Traceability
The ability to identify and trace raw materials and products through each stage include receiving, processing, storage, distribution and others along the halal supply chain.

(9) Halal Training
Implementation of specific training relating to halal designed and implemented by the company internally inclusive of halal awareness and halal competency.

(10) HAS Manual
A document developed by a company and / or applicant as HAS implementation guide.

(11) Halal Risk Management Plan
Step, procedure and document for planning plan developed to manage and control halal risks which include the following elements:
(a) Halal Control Point
(b) Halal Risk
(c) Control Mechanism (method, frequency, who),
(d) Corrective Action
(e) Record.

(12) Competent Authority
JAKIM, MAIN/ JAIN authority, or either one that is applicable to acknowledge that any food, goods or services in respect of food or goods that are lawful under Trade Descriptions Order (Definition of Halal) 2011.

(13) Internal Halal Committee Chairman
An individual who is qualified, competent and responsible to lead IHC and appointed by the company's top management.

(14) Halal Policy
A commitment statement on halal assurance and direction of the organisation / company which is being documented as guide to every party in complying with the requirements of Malaysian Halal Certification.

(15) HAS Revision
The process of scrutinising, evaluation, monitoring and verification by the top management of the company towards HAS implementation.

(16) Halal Assurance System (HAS)
A set of procedure being used by an organisation/ company to achieve the objective in maintaining halal assurance.

(17) Internal Halal Control System (IHCS)

Internal halal control procedure for an organisation/ company which consist of halal policy, raw material control procedure or halal risk control procedure and traceability procedure as minimum control steps to maintain halal assurance.

(18) Malaysia Halal Management System (MHMS)

An integrated management system that is designed, implemented and maintained by an organisation/company to manage the products and services to maintain halal assurance through Internal Halal Control System (IHCS) or Halal Assurance System (HAS).

(19) *Sertu* (Islamic Cleansing)

The process of cleansing the body, clothing, venues, tools and equipment that come into contact with *mughallazah* najs namely dogs, pigs and their descendants by rinsing for seven (7) times with water where any one of them mixed with soil. Preferably the first wash water is mixed with the soil, followed by six (6) times with mutlaq/clean water.

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5. GENERAL REQUIREMENTS OF MALAYSIAN HALAL ASSURANCE SYSTEM

Company and / or applicants shall develop and adhere to the following requirements:

(1) HAS Manual

(a) The company and / or applicant must comply with and implement the HAS Manual developed. The HAS Manual development must coincide with the actual implementation of the operations of the company;

(b) HAS Manual must be developed and documented separately from other management systems and certification;

(c) HAS Manual shall be updated regularly in the event of changes to the implementation at the company level;

(d) HAS Manual must contain at least:
- (i) company profile;
- (ii) objective and scope;
- (iii) halal policy;
- (iv) internal halal committee;
- (v) procedure (sop):
  - a. halal internal audit;
  - b. halal risk control;
  - c. raw materials control;
  - d. halal training;
  - e. traceability;
  - f. has review;
  - g. laboratory analysis; and
  - h. sertu

(e) Development, evaluation and review of the HAS Manual must comply with and meet the requirements of MHMS 2020, Malaysia Standard,

MPPHM, fatwa, law and regulations, circulars of Malaysian Halal Certification and other reference documents related to the Malaysian Halal Certification;

(f) HAS Manual must be approved/ verified by the top management of the company; and

(g) Every procedure in HAS Manual must have the following information:
   (i) effective date;
   (ii) review date;
   (iii) prepared by;
   (iv) verified by.

(2) Halal Policy

(a) The company and / or applicant shall develop a Halal Policy that clearly explains the commitment to providing halal products and/or services and the company's compliance with the Malaysian Halal Certification requirements thoroughly and; (See **Appendix A**)

(b) Halal Policy shall be displayed and made a proclamation and spread throughout the organisation and the stakeholders.

(3) Halal Executive

(a) In the need Malaysia Halal Certification requirement, Halal Executive shall fulfil the following requirement:
   (i) Muslim
   (ii) Citizen of Malaysia (bound to the related MPPHM)
   (iii) Permanent position
   (iv) Minimal qualification in Diploma of Halal Management or any qualification equivalent with it or minimum experience of five (5) years in Halal management; and
   (v) A holder of Halal Executive Certificate from Halal Training Provider registered under HPB.

(b) Must be appointed formally by the top management of the company from among the permanent employee of the company and servicing in the company.

(c) Must perform the responsibilities and role in the halal management of the company;

(d) Halal Executive is a special post that must be established by the company with the priorities and scope of official duties related to halal management; and **(Refer Appendix B)**

(e) Appointment and tasks outside the scope of halal management must not affect the official task of Halal Executive.

(f) If there is a need, Halal Executive can be appointed as the Chairman of IHC.

(4) Internal Halal Committee (IHC)

(a) The top management of the company must make the appointment official, written with task descriptions to each IHC appointed member and establish an organisation chart;

(b) The top management of the company must provide adequate human resources with the appropriate workload to ensure continued planning, implementation and evaluation on HAS and the compliance to the Malaysian Halal Certification requirements;

(c) The IHC Chairman and members must be from permanent employee and servicing in the company.

(d) The IHC chairman must have higher or equivalent designation to the Halal Executive and be competent in the aspects of Malaysian Halal certification;

(e) The IHC chairman shall be given priority to Muslims;

(f) Must create an organisational chart;

(g) IHC membership must consist of at least four (4) members:
   (i) chairman;
   (ii) Halal Executive;
   (iii) department representative/ purchasing unit and/or procurement; and
   (iv) representative of processing department

(h) Establishing IHC for each branch if there are different management operations;

(i) Must be responsible for the management of halal and HAS of the company;

(j) Committee members appointed must be knowledgeable and competent on Malaysian Halal Certification requirements;

(k) IHC roles/responsibilities and terms of reference must be clearly stated in the HAS Manual of the company; **(Refer Appendices C1 & C2)**

(l) Halal committee meeting must be held at least two (2) times a year and has an agenda for discussion on halal.

(m) IHC shall have authority in making decision related to the company's halal management; and

(n) Records related to IHC shall be kept and must be made available during the inspection for Malaysia Halal Certification.

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(5) Halal Internal Audit

(a) The company and/ or applicant must establish the SOP for the implementation of halal internal audit of the company; **(Refer Appendix D)**

(b) The halal internal audit must be performed at least once (1) a year at every premise branch/ chain;

(c) The halal internal auditor must be from amongst individuals with internal Halal Auditing Certificate/Halal Executive Certificate from Halal Training Providers registered under HPB;

(d) The halal internal auditor must be appointed formally by IHC;

(e) Halal internal audits shall include aspects of compliance with the Malaysian Halal Certification procedures and HCP; **(Refer to Appendix E)**

(f) The discovery of nonconformity in the halal internal audit and corrective actions must be implemented immediately and verified by IHC;

(g) The audit findings report and the halal internal audit checklist shall be recorded and presented to IHC;

(h) Effectiveness and frequency of halal internal audit must be assessed by IHC to ensure the nonconformity in complying with the Malaysian Halal Certification procedures is not repeated;

(i) If necessary, the company can appoint any third party to carry out the halal internal audit on behalf of the company;

(j) The halal intenral auditor from a third party must be an individual who has a Certificate of Halal Internal Auditing from registered Training Centre under HPB, JAKIM;

(k) Implementation of additional audits such as supplier audit and other audits shall be considered by the company in the event that there are a need and interest in complying with the Malaysian Halal Certification procedure; and

(l) Halal internal audit records must be kept and made accessible when conducting Malaysian Halal Certification inspection.

(6) Halal Risk Control

(a) The company and/ or applicant shall establish a written procedure for the implementation of halal risk control. The procedure shall cover:

(i) research and development (R&D);
(ii) product, menu and service;
(iii) processing;
(iv) premise and equipment;
(v) employees;
(vi) packaging;
(vii) storage; and
(viii) transportation.

(b) Halal risk control shall be developed specifically for the identification of halal-related risks and be separated from other certification systems such as HACCP/GMP/MeSTI/BeSS/VHM and others;

(c) Logistics services which have halal certification shall be given priority to ensure that the halal supply chain status is assured; and

(d) Halal risk control records must be kept and made accessible when conducting Malaysian Halal Certification inspection.

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(6.1) Determination of Halal Control Point (HCP)

(a) Determination of HCP shall be based on**:**

(i) Processing flow **(Refer Appendices F1, F2, F3 & F4)**, and

(ii) Floor plan. **(Refer Appendix G)**

(b) The development of a service/processing flow chart shall clearly explain the HCP of certain products/services.

(6.2) Halal Risk Management Plan

(a) Must be developed based on the HCP determination which had been identified;

(b) Must contain the following information: (**Refer Appendix H**)

(i) HCP;

(ii) halal risks;

(iii) control mechanism (method, frequency, who);

(iv) corrective action; and

(v) record.

(7) Raw Materials Control

(a) The company and/or applicant must establish a written procedure to control raw materials and/or merchandise/ trading material which include the process of purchasing, receiving and storage and has a record and can be reviewed (**Refer Appendix I**)

(b) The raw materials control procedures developed shall ensure that:

(i) no use and/or storage of raw materials with doubtful halal status;

(ii) use and modification of raw materials must be declared or notified to the competent authority; and

(iii) use of raw materials must comply with relevant laws and regulations.

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(c) Must create Raw Material Masterlist that can be referred to or reviewed when conducting Malaysian Halal Certification inspection;

(d) The Raw Material Masterlist shall contain at least the following information: (**Refer Appendix J)**

(i) Name of raw materials;
(ii) Scientific name/coding/trade name;
(iii) Source of raw materials;
(iv) Name and address of the raw material manufacturer
(v) Information on declaration status of raw materials to the competent authorities;
(vi) Halal Certificate information on raw materials:
    a. Halal certification body
    b. Halal Certificate expiration date
(vii) Supporting document (raw materials which do not have the Halal Certificate must be provided with the raw materials sources information together with the supporting document as a prove of raw materials sources); and
(viii) Notes.

(e) The Raw Material Masterlist shall include every raw material including processing aids used and be updated regularly if there is a change of information on raw materials;

(f) The Raw Material Masterlist in digital/print form shall be easy to access and review; and

(g) Records relating to raw materials control shall be kept and made accessible when conducting Malaysian Halal Certification inspection.

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(8) Halal Training

(a) The company and/or applicant must establish a written procedure for the implementation of halal training which covers both Halal awareness and Halal competency;

(b) Halal awareness training must be conducted by individual or organisation registered under HPB;

(c) Halal awareness training shall be conducted to new personnel within the first three (3) months from the appointment date and covering the scope of halal concept and Malaysia Halal Certification Procedure

(d) Halal awareness training must be conducted at least once in three (3) years to every personnel involved with processing and/or services activities;

(e) Assessment for Halal awareness training must be conducted to measure it's level of understanding and effectiveness;

(f) Halal Competency training for IHC need to be conducted by Halal Training Provider (HTP) registered under HPB and/or competent authority;

(g) IHC member shall be provided with competency training at least once in three (3) years to understand the Malaysian Halal Certification requirements which is not limited to the following scope:

(i) understanding of Shariah and fatwa;
(ii) Malaysian Standards;
(iii) Manual of Malaysian Halal Certification procedure (MPPHM);
(iv) Malaysian Halal Management System (MHMS);
(v) halal legislation; and
(vi) critical ingredients (if applicable).

(h) The top management of the company shall provide sufficient funds for the purpose of implementing halal training;

(i) Establish a Training Operation Plan (TOP/ [Pelan Operasi Latihan -POL]) containing the following information: (**refer Appendix K)**

(i) type of training,
(ii) participants,
(iii) frequency,
(iv) recommended date,
(v) trainers, and
(vi) record.

(j) The company is encouraged to establish a halal briefing program to every personnel and workers at all level within the company or related third party such as brand owner, supplier, transportation provider, visitors and others whom required by a continuous program or according to needs;

(k) Records for Halal training shall be kept and made accessible when conducting Malaysian Halal Certification inspection.

(9) Traceability

(a) The company and/or applicant must establish written traceability procedure to enable product withdrawal and/ or product recall in the event of any halal nonconformity/contamination of the product being produced; (**refer Appendices L1, L2 & L3)**

(b) Traceability system can be combined with others tracking systems;

(c) Mock recall must be implemented at least once (1) a year by the company/applicant who is required to perform HAS; and

(d) Record of traceability and product withdrawal/ recall shall be kept and made accessible when conducting Malaysian Halal Certification

inspection.

(10) HAS Review

(a) The company and/or applicant shall establish written procedure for HAS Review;

(b) HAS Review shall include:

(i) Effectiveness of HAS developed; and

(ii) Capability and effectiveness of appointed IHC members.

(c) Must be conducted at least once (1) a year by IHC and involving the top management of the company;

(c) Must be approved and verified in writing by the top management of the company; and

(d) HAS review records shall be kept and made accessible when conducting Malaysian Halal Certification inspection.

(11) Laboratory Analysis

(a) The company and/or applicant shall develop a written procedure in relation to the implementation of laboratory analysis at the company level (if applicable);

(b) Laboratory analysis shall focus on products containing critical halal ingredients;

(c) Shall be performed in the following laboratories:

(i) Malaysia Halal Analysis Centre (MyHAC); or

(ii) Department of Chemistry Malaysia; or

(iii) Appointed Halal Panel laboratories. The list of Halal Panel

laboratories can be referred on the Halal Malaysia portal www.halal.gov.my

(d) The scopes of the halal analysis are as follows:
   (i) Deoxyribonucleic acid (DNA);
   (ii) Alcohol content;
   (iii) Physical (skin and fur);
   (iv) Protein (profiling and determination of sources);
   (v) Fat and oil (profiling and determination of sources); or
   (vi) Other analysis scope determined by the competent authority.

(e) Laboratory analysis records shall be kept and made accessible when conducting Malaysian Halal Certification inspection.

(12) *Sertu* (Islamic Cleansing)

(a) The company and/or applicant shall establish a written procedure regarding Islamic cleansing as preparation in occurrence of contamination or nonconformity which requires Islamic cleansing process;

(b) The Islamic cleansing procedure developed shall follow the Guidelines of Ritual Cleansing Based on the Islamic Perspective published by JAKIM and the rules set by MAIN/JAIN; and

(c) Islamic cleansing record shall be kept and made accessible when conducting Malaysian Halal Certification inspection.

(13) Documentation and Records

(a) Shall be updated regularly and properly recorded and made accessible when conducting Malaysian Halal Certification inspection;

(b) Must be kept for at least three (3) years;

(c) Must have at least three (3) months' record for a new application for Malaysian Halal Certification audit purposes.

(d) Supporting document kept in separate file shall have reference number, and properly recorded and easy to refer.

6. GENERAL REQUIREMNT FOR AN INTERNAL HALAL CONTROL SYSTEM (IHCS)

The company and/or applicant shall develop IHCS Manual by complying to the following requirement:

(1) Establish a halal policy; **(Refer HAS general requirement 5 [2])**

(2) Develop procedures for raw materials control and/or halal risk control; and **(Refer HAS general requirement 5 [6]** and/or **5 [7])**

(3) Develop a traceability procedure. **(Refer HAS general requirement 5 [9])**

7. SPECIFIC REQUIREMENT FOR MALAYSIAN HALAL ASSURANCE SYSTEM (HAS) AND INTERNAL HALAL CONTROL SYSTEM (IHCS) ACCORDING TO SCHEMES

The company and/or applicant must comply with and implement the specific requirement of HAS and IHCS for the Malaysian Halal Certification schemes as follows:

(1) FOOD AND BEVERAGE PRODUCTS, COSMETICS, PHARMACEUTICALS, CONSUMER GOODS AND MEDICAL DEVICES

Implementation of MHMS for food and beverage products, cosmetics, pharmaceuticals, consumer goods and medical devices scheme based on the category of industry is as follows:

(a) Large and Medium Industries

Implement the requirements of HAS comprehensively by meeting the general requirements contained in the MHMS Manual 2020.

The company and/or applicant must:

(i) Involve members from R&D division as members of IHC; and

(ii) Establish flowcharts for each of the different product processing streams. (**Refer Appendices FI, F3 & F4)**

(iii) Appoint Halal executive for every premise's branch

(b) Small and Micro Industries

Company and/or applicant must implement the requirements of IHCS by meeting the following requirements:

(i) Establish a halal policy;

(ii) Develop procedures for raw materials control; and

(iii) Develop procedures for traceability.

(2) FOOD PREMISES

Implementation of HAS for food premises scheme based on the category of premises is as follows:

(a) Hotel

Implement the requirements of HAS comprehensively by meeting the requirements contained in the MHMS Manual 2020.

The company and/or applicant must:

(i) involve F&B Manager and/or Head Chef as members of IHC; and

(ii) appoint Halal Executive for every premise's branch

(b) Catering/ Food Catering Services/ Convention Centre Kitchen

(i) Large and medium Industry

Implement the requirements of HAS comprehensively by meeting the requirements contained in the MHMS Manual 2020.

The company and/or applicant must:

a. involve F&B Manager and/or Head Chef as members of IHC; and
b. appoint Halal Executive for every premise's branch

(ii) Small and micro Industry

Company and/or applicant must implement the requirements of IHCS by meeting the following requirements:

a. Establish a halal policy;
b. Develop procedures for raw materials control; and
c. Develop procedures for traceability.

(c) Cafeteria (Central Management)

Implement the requirements of HAS comprehensively by meeting the requirements contained in the MHMS Manual 2020.

The company and/or applicant must:

(i) Appoint a Halal Executive at management level**;**
(ii) Prepare HAS documents during inspection; and
(iii) Ensure that the Halal Internal Audit is carried out on all premises under its management.

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(d) Food Premise Chain

Implement the requirements of HAS comprehensively by meeting the requirements contained in the MHMS Manual 2020.

The company and/or applicant must:

(i) Appoint a Halal Executive at the management level /central kitchen for every different brand chain**;**

(ii) Develop HAS for central kitchen and including premise's chain (if any)

(iii) Involve the Operation Manager as IHC member;

(iv) Provide HAS documents for review during main kitchen inspection and/or premises**;**

(v) Ensure that the Internal Halal Audit is carried out on all chain premises; and

(vi) Provide a list of premises under the same brand/chain.

(e) Other Food Premise

Company and/or applicant must implement the requirements of IHCS by meeting the following requirements:

(i) Establish a halal policy;

(ii) Develop procedures for raw materials control; and

(iii) Develop procedures for traceability.

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(3) SLAUGHTERHOUSE

(a) Large and Medium Industries

Implement the requirements of HAS comprehensively by meeting the requirements contained in the MHMS Manual 2020.

The company and/or applicant must:

(i) Involve at least one supervisor and/or slaughterer as IHC member; and

(ii) Appoint Halal Executive for every premise's branch

(b) Small and Micro Industries

Company and/or applicant must implement the requirements of IHCS by meeting the following requirements:

(i) Establish a halal policy;

(ii) Develop procedures for raw materials control; and

(iii) Develop procedures for traceability.

(4) LOGISTICS

(a) Large and Medium Industries

Implement the requirements of HAS comprehensively by meeting the requirements contained in the MHMS Manual 2020.

The company and/or applicant must:

(i) Establish procedure for halal risk control that involves additional activities in the areas of warehousing and/or retailing (cross-docking, breaking bulk, consolidating and others);

(ii) Establish procedure for halal risk control third party contract; (if any)

(iii) Develop halal risk procedure for receiving or selecting trading products (retail) and complete product list with halal control risk; (if any) and

(iv) Appoint Halal Executive for every premise's branch.

(b) Small and Micro Industries

Implement the requirements of IHCS by meeting the following requirements:

The applicant must:

(i) Establish a halal policy;

(ii) Develop procedures for raw materials control and additional halal risk procedure for specific requirement 7 (4) (a) (i) (ii) and (iii) where ever related; and

(iii) Develop procedures for traceability.

(5) SCHENE FOR CONTRACT MANUFACTURING/ OEM

(a) Large and Medium Industries

Implement the requirements of HAS comprehensively by meeting the requirements contained in the MHMS Manual 2020.

The applicant must:

(i) Involve members from R&D and/or raw material receiving department as members of IHC;

(ii) Develop halal risk procedure for approval of customer including receiving customer's raw material;

(iii) Provide a list of customers, raw material list and manufactured products; and

(iv) Appoint Halal Executive for every premise's branch.

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(b) Small and Micro Industries

The company and/or applicant implement the requirements of IHCS by meeting the following requirements:

The applicant must:

(i) Establish a halal policy;

(ii) Develop procedures for raw materials control and/ or halal risk control;

(iii) Develop additional halal risk procedure for specific requirement 7 (5) (a) (ii) and (iii); and

(iv) Develop procedures for traceability.

8. EVALUATION AND RATING

(a) Performed when conducting Malaysian Halal Certification inspection by competent authorities.

(b) Changes of level and/or rating grade depends on the inspection from time to time conducted by the competent authority

(c) Rating is determined by the following level or grading:

LEVEL	SCORE	INTERPRETATION
Very Good **86%–100%**	**A**	(i) Full compliance with MHMS 2020 requirements and Malaysian Halal Certification procedures. (ii) No NCR finding on the Malaysian Halal Certification application routine. (iii) Overall internal control is effective and exemplary (iv) Can serve as a benchmark for other companies (v) Company is recommended in the fast track and whitelist company process (vi) Be considered for certification duration up to five (5) years

LEVEL	SCORE	INTERPRETATION
Good **66%–85%**	**B**	(i) Comprehensively committed to complying with MHMS 2020 requirements and Malaysian Halal Certification procedures. (ii) Very minimal NCR findings for minor offences on the Malaysian Halal Certification application routine. (iii) Committed to improving a more effective internal halal control. (iv) Can be considered for fast track and whitelist company process
Satisfactory/Moderate **41%–65%**	**C**	(i) Comply with a part of MHMS 2020 requirements and Malaysian Halal Certification procedures. (ii) Minimal NCR findings for minor offences on Malaysian Halal Certification application routine. (iii) Less effective internal halal control. (iv) Is not recommended for fast track and whitelist company process.
Unsatisfactory **40% and below**	**D**	(i) No MHMS document was developed. (ii) Failure to comply with most of the MHMS 2020 requirements and Malaysian Halal Certification procedures. (iii) Ineffective internal halal control. (iv) Does not qualify to be recommended as fast track and Whitelist company process.

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9. MISCELLANEOUS

(1) Malaysia Halal Certification panel has right to consider, evaluate, analyse and to conclude decision regarding company's and/or applicant's MHMS implementation for further improvement and guarantee the Malaysia Halal Integrity.

(2) Any noncompliance with MHMS 2020 implementation by the company and/or applicant may impact the Malaysia Halal Certification application.

(3) Whatever provision stated in MHMS 2020, competent authority can exempt any requirement in this procedure when required and reasonable.

(4) Competent authority may add, change and cancel any requirement in MHMS 2020 through Malaysia Halal Certification Circular and communication through competent authority official portal before enforcement; and

(5) If there is any confusion and/ or contradiction of meaning in this MHMS 2020, whereupon MHMS 2020, Malay edition shall be the valid / authentic and ultimate document.

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Appendix A

ABC

(COMPANY LOGO)

COMPANY ABC SDN. BHD.
(COMPANY'S ADDRESS)

HALAL POLICY

1. ABC Sdn. Bhd. is committed to producing halal products/services which comply with the Malaysians Halal Certification requirements.

2. ABC Sdn. Bhd. will ensure that the raw materials/services used are halal and declared to competent authorities.

3. ABC Sdn. Bhd. will ensure that the entire product/service production chain is certified halal.

4. ABC Sdn. Bhd. will be responsible for taking corrective action or any other required actions including the process of product recall from the market should there be any nonconformity at any stage of production/service.

5. ABC Sdn. Bhd. undertakes to ensure that the Halal Policy is fully complied with continuously at all levels of the organisation.

(Signature)

……

Name :
Designation :
Date :

*Note: Appendix is for reference only and is not limited to the example and scopes above.

Appendix B

JOB DESCRIPTION OF HALAL EXECUTIVE

JOB DESCRIPTION	(1) Lead or a member of IHC (2) Responsible for managing the application for Malaysian Halal Certification (3) Responsible for managing the documentation and records regarding halal (4) Responsible to control and update HAS Manual according to MHMS 2020 requirements. (5) Gather top management commitment and obtain approval to develop and implement HAS. (6) Act as the coordinator who manages the activities of the Internal Halal Committee (7) Lead the working group in developing HAS (8) Verify document and activities related to HAS (9) To chair / as the committee for IHC Meeting (10) Ensure IHC is functioning effectively (11) Verify changes made to raw material, supplier, product and process including Raw Material Masterlist (12) Responsible to ensure the whole process for Malaysia Halal Certification is implemented completely by IHC (13) Responsible to ensure HAS being implemented effectively according to MHMS 2020 requirements.

Updated on (date)

(Document Reference Number)

*Note: Appendix is for reference only and is not limited to the example and scopes above.

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Appendix C1

ROLES/RESPONSIBILITIES OF INTERNAL HALAL COMMITTEE

Designation	Roles/Responsibilities
Chairman	(1) Obtain the commitment and approval of the top management of the company to develop and implement HAS. (2) Lead the HAS development working committee. (3) Endorse documents and activities related to HAS. (4) Lead IHC meetings. (5) Ensure that IHC functions effectively. (6) Endorse changes to raw materials, suppliers, products and processes including the Ingredients Masterlist. (7) Responsible for ensuring that the entire Malaysian Halal Certification is completely implemented by IHC. (8) Responsible for ensuring HAS is implemented effectively according to the requirements of the Malaysian Halal Management System Manual.
Halal Executive	Refer to Appendix B
Purchasing or procurement department/unit representative	(1) Member of the HAS development working committee. (2) Responsible for controlling and updating purchasing record and documents according to the MHMS requirements. (3) Responsible for coordinating HAS-related activities: (a) Develop the Standard Operating Procedures (SOP) on purchasing of raw materials; (b) Select and propose the list of suppliers for raw materials, processing aids, R&D materials, trading items, packaging materials and equipment which comply with the requirements of Malaysian Halal Certification; (c) Establish and implement the use of Ingredients Questionnaire Form or Purchase Agreement to the

Designation	Roles/Responsibilities
	suppliers of raw materials; (d) Recommend a list of suppliers to be verified by IHC; (e) Assist in the execution of the internal halal audit of the company; (f) Assist in implementation of Halal Internal Audit in the company; (g) Plan, coordinate and evaluate supplier audit and review again supplier status when necessary; (h) Control and monitor the Halal Risk Management Plan in the selection of raw materials and suppliers; and (i) Other HAS-related matters. (4) Responsible for facilitating the Malaysian Halal Certification application process (5) Responsible for ensuring that HAS is implemented effectively according to the MHMS requirements.
Processing division representative/Halal Supervisor (for slaughterhouse)	**PROCESSING:** (1) Member of HAS development working committee. (2) Responsible for controlling and updating records and documents according to the MHMS 2020 requirements. (3) Responsible for coordinating HAS-related activities: (a) Develop the Standard Operating Procedures (SOP) on processing; (b) Ensure that raw materials used in processing are from the Raw Material Masterlist; (c) Ensure that employees in the processing division understand and comply with the Halal Policy of the company; (d) Ensure that the processing activities and equipment used are according to the Malaysian Halal Certification Procedures;

Designation	Roles/Responsibilities
	(e) Control and monitor the Halal Risk Management Plan for processing activities; (f) Assist in the execution of the halal internal audit of the company; and (g) Other related matters. (4) Responsible for facilitating the Malaysian Halal Certification application process. (5) Responsible for ensuring that HAS is implemented effectively according to the MHMS 2020 requirements. **SLAUGHTERHOUSE:** (1) Roles/responsibilities stated in Items 1, 2, 3, 4 and 5 (Processing) apply to the Halal Supervisor of the slaughterhouse (2) Ensure that the slaughterer and halal checker possess a valid Slaughtering Certificate and Accreditation Card and that they comply with the rules stipulated in the Slaughtering Certification Procedure of all State Islamic Religious Departments. (3) Ensure that the stunning process is supervised by an appointed Muslim employee and according to the electric current parameters stipulated in the Malaysian Standard. (4) Develop ante- and postmortem for every slaughtering performed including bleeding time. (5) Develop and ensure the implementation of slaughtering procedures is according to current Malaysia Halal Certification requirements.

Updated on (date)

(Document Reference Number)

*Note: Appendix is for reference only and is not limited to the example and scopes above.

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Appendix C2

TERMS OF REFERENCE OF INTERNAL HALAL COMMITTEE (IHC)

(1) Introduction

The Internal Halal Committee (IHC) is a committee appointed by the top management of the company. IHC is formed to meet the requirements of the Halal Assurance System (HAS) based on the Malaysian Halal Management System Manual (MHMS) 2020 stipulated by competent authorities.

(2) Objective

These terms of reference serve as a guide for IHC in ensuring that HAS is implemented effectively.

(3) Roles

(a) Develop HAS and relevant documents;
(b) Ensure HAS is implemented effectively;
(c) Ensure that the effectiveness of HAS is supervised continuously;
(d) Review and endorse Standard Operating Procedures (SOP);
(e) Discuss and decide on Halal Policy, Raw Material Masterlist, Halal Risk Management Plan, and other HAS related activities;
(f) Review the effectiveness and update HAS of the company;
(g) Responsible for ensuring that the entire Malaysian Halal Certification process is implemented completely.

(4) Conduct of Meeting

(a) Frequency of meeting is at least twice (2) a year and depends on requirements from time to time;
(b) The IHC Chairman may delegate his powers to a member which he deems fit to chair the meeting in his absence;
(c) The quorum for members of the meeting must be at least four (4) persons for it to be convened;
(d) Decisions in the meeting must be decided on a consensus basis;

(e) Outcomes of discussion and meeting decisions must be documented in written form via minutes of meeting and verified;

(f) Meeting decisions must be tabled to the top management of the company for any approval.

(5) Appointment and Conditions of Membership

(a) Appointment

(i) Appointment of IHC members is made by the top management of the company.

(ii) An appointment may be void if a member resigns or transfers or is instructed by the top management of the company.

(b) Membership

Membership is comprised of:

(i) A representative of the top management of the company who is a Muslim as the Chairman;

(ii) A Halal Executive who is recognised by HPB and has a permanent position as the coordinator;

(iii) A representative from the Purchasing department; and

(iv) A representative from Processing department / Halal Supervisor.

(c) Changes

Any changes involving membership will be reviewed and new appointment(s) will be made. Changes will also be made if IHC is found to be dysfunctional or ineffective.

(6) Conclusion

These terms of reference are also subject to any amendments from time to time.

Updated on (date)

(Document Reference Number)

*Note: Appendix is for reference only and is not limited to the example and scopes above.

Appendix D

ABC COMPANY/ABC LOGO

HALAL ASSURANCE SYSTEM (HAS)

SOP FOR INTERNAL HALAL AUDIT

DOCUMENT REFERENCE:		**EFFECTIVE DATE:**
		REVIEW DATE:
INFORMATION FOR ALL		**DIVISION:** **NO. OF PAGES:**
Prepared by: **……** **( )** **Halal Executive**	**Reviewed by:** **……** **( )** **IHC Chairman**	**Verified by:** **……** **( )** **Top Management**

HALAL INTERNAL AUDIT PROCEDURES

(1) Objectives

(a) Ensure compliance with Malaysian Halal Certification procedures;

(b) Minimise nonconformance report (NCR) by the competent authority during auditing and enforcement; and

(c) Improvement of established systems and procedures.

(2) Scopes

(a) The scopes of internal halal auditing cover document inspection and field inspection; and

(b) Inspections include compliance with the entire Malaysian Halal Certification procedures.

(c) Inspection covers compliance towards the whole entire premise or premise's

chain

(3) Responsibilities

The internal halal audit is carried out by a competent auditor appointed by IHC.

(4) Activities

(a) Frequency;

An internal halal audit is conducted once for every six months

(b) Implementation:

The internal halal audit is carried out using the following methods:

(i) document review;
(ii) inter-division interviews and inspection;
(iii) observation:
(iv) report preparation, and
(v) notification of audit outcomes.

(c) Auditor:

(i) The internal halal audit is carried out by a competent auditor appointed by IHC; and
(ii) The auditor shall be from different divisions to ensure the integrity of the audit.

(d) Auditees:

The auditees are all employees of the relevant division:

(i) Purchasing Division,
(ii) Receiving and Warehousing Division,
(iii) Transportation Division,
(iv) Human Resources and Documentation Division,
(v) Operation/Production Division,
(vi) Outlet Chain Division, and
(vii) Other relevant divisions.

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(5) Corrective Action

Corrective action shall be taken if any noncompliance related to Malaysia Halal Certification procedure, HAS implementation and Shariah requirements detected during the audit.

(6) Corrective Action Period

Corrective actions shall be implemented within fourteen (14) days or a period agreed between auditor and auditee.

(7) Documents

The internal halal auditor shall adopt the following documents:

(a) Audit Checklist;

(b) Audit Form; and

(c) Nonconformity Form

*Note: Appendix is for reference only and is not limited to the example and scopes above.

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Appendix E

CHECKLIST FOR INTERNAL HALAL AUDIT

DATE		**LOCATION**	
TIME		**AUDITOR**	
COMPANY/DIVISION			
AUDITEE			
DOCUMENT OF REFERENCE			

Please indicate (✓) at the following items.

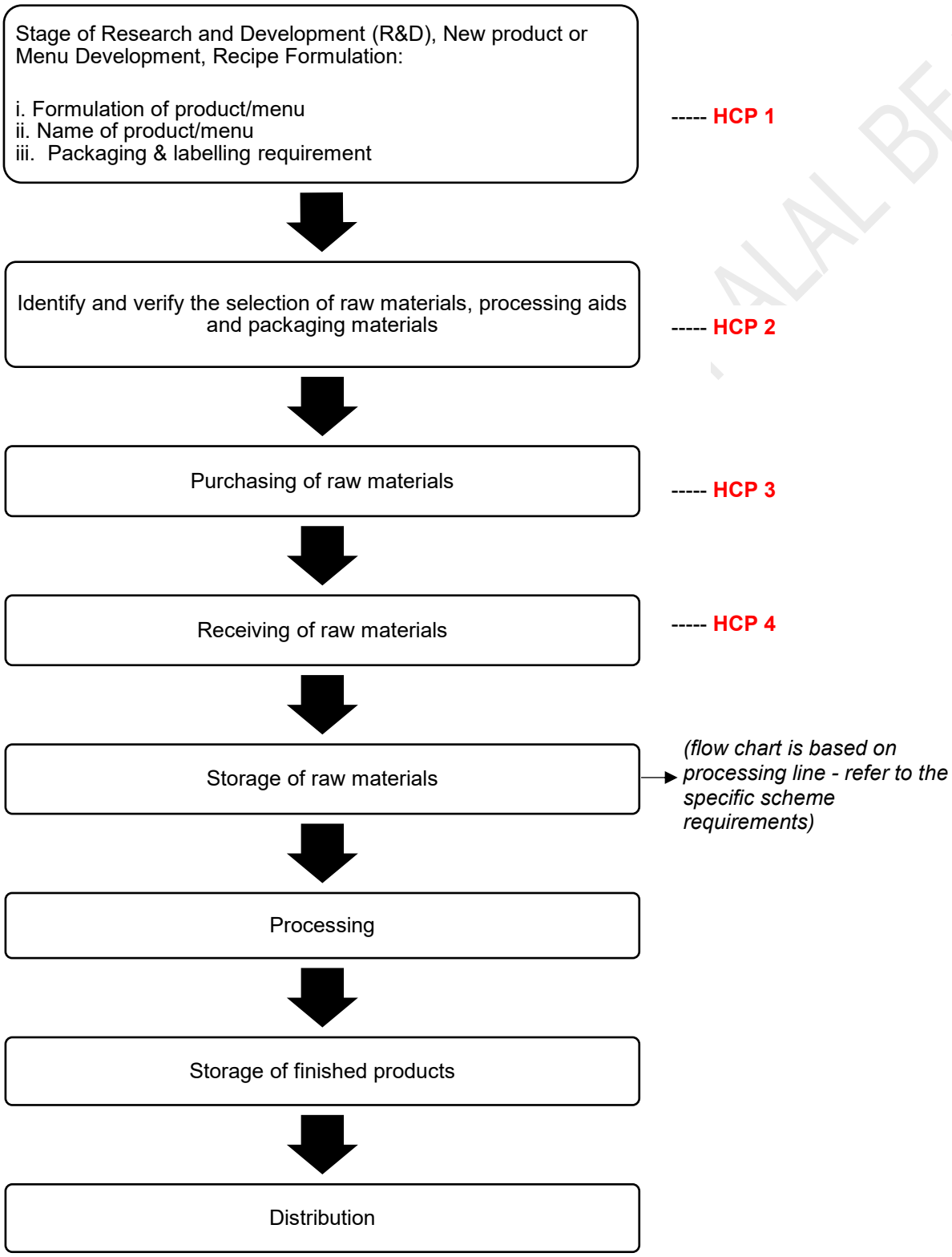
NO.	SCOPE	AUDIT FINDINGS		
		✓	✗	REMARK
DOCUMENTATION				
1	Halal File			
2	Halal Assurance System (HAS)			
3	Halal Certificate for ingredients is still valid and recognised			
4	Relevant records			
5	Certification and accreditation card for slaughterer is still valid (slaughterhouse)			
6	Import permit for meat-based import products			
7	Halal training records			
8	Invoice for purchasing of raw materials			
9	*Sertu* (Islamic cleansing) record			
10	Water filter specification (filter carbon source information)			
11	Slaughtering record (ante- and postmortem)			
12	VHM certificate (slaughterhouse)			
13	Others			
EMPLOYEE				
1	Recognised Halal Executives			
2	Sufficient number of employees for each shift in the kitchen / processing area			
3	Muslim supervisor for each restaurant			
4	Employees attend halal-related training complying with MHMS requirement			
5	Certification and accreditation card for slaughterer (slaughterhouse)			
6	Employees are allowed to pray			
7	Others			
BUILDINGS AND FACILITIES				
1	Far from the animal farm/sewage plant and premises that process nonhalal materials			
2	Has prayer room/canteen/dressing room and others			
3	Secured area to prevent animal entrance to the premise (pest and pet)			
4	No haram material entering the premise			
5	Others			
RAW MATERIALS/PROCESSING AID/R&D MATERIALS				
1	Raw materials have valid and recognised Halal Certificate			
2	Raw materials used are the same as declared			
3	Information of raw materials producers can be identified			
4	Information on changes in ingredients/producers			
5	Others			
PROCESSING				
1	Process halal products only			
2	The area is free from najs			
3	No elements and tools of worship			
4	No usage / admission of doubtful or nonhalal ingredients or equipment			

NO.	SCOPE	AUDIT FINDINGS		
		✓	✗	REMARK
5	Ensure the slaughtered animal is deemed to be alive (*hayat al-mustaqirrah*) before and after the stunning process is carried out (slaughterhouse)			
6	Ensure the electric current parameters used as per standards (slaughterhouse)			
7	Ensure the slaughtering is executed as per standards (slaughterhouse)			
8	Ensure the bleeding time comply with the standards (slaughterhouse)			
9	Separate improper slaughtered animal as per standards (slaughterhouse)			
10	Ensure a completed death before scalding (slaughterhouse)			
11	Others			
TOOLS				
1	Used for halal products only			
2	Brush used complying with regulation and source and halal status has been identified			
3	Tools are free from najs			
4	No admission of doubtful or nonhalal tools			
5	Ensure the knife is sharp and cleansed under flowing water (slaughterhouse)			
6	Others			
PACKAGING AND LABEL				
1	Meet the specifications and requirements of halal			
2	The illustrations conform to Shariah law			
3	Product name/menu, logo/emblem, product claim statement, motto, slogan or advertising are not synonymous with nonhalal terms or elements of god and religion			
4	Halal logo is not used on the label for the purpose of promoting other religious festivals			
5	Product name on the label is the same as the certified name			
6	Others			
STORAGE				
1	No mixing of halal and doubtful and nonhalal products			
2	Clear segregation between raw materials, finished products, R&D materials and trading items			
3	No elements and tools of worship			
4	Ensure the raw materials received are halal and the same as declared			
5	Others			
TRANSPORTATION				
1	Use halal logistics			
2	No mixing of halal and doubtful and nonhalal products			
3	Have a contract of agreement			
4	Have records of *sertu* (ritual cleansing) (in case of contamination)			
5	Others			
WASTE MANAGEMENT				
1	Have records of waste management			
2	Ensure the disposed waste is not reused			
3	Others			
AND OTHER RELEVANT SCOPES				

*Note: Appendix is for reference only and is not limited to the example and scopes above.

Appendix F1

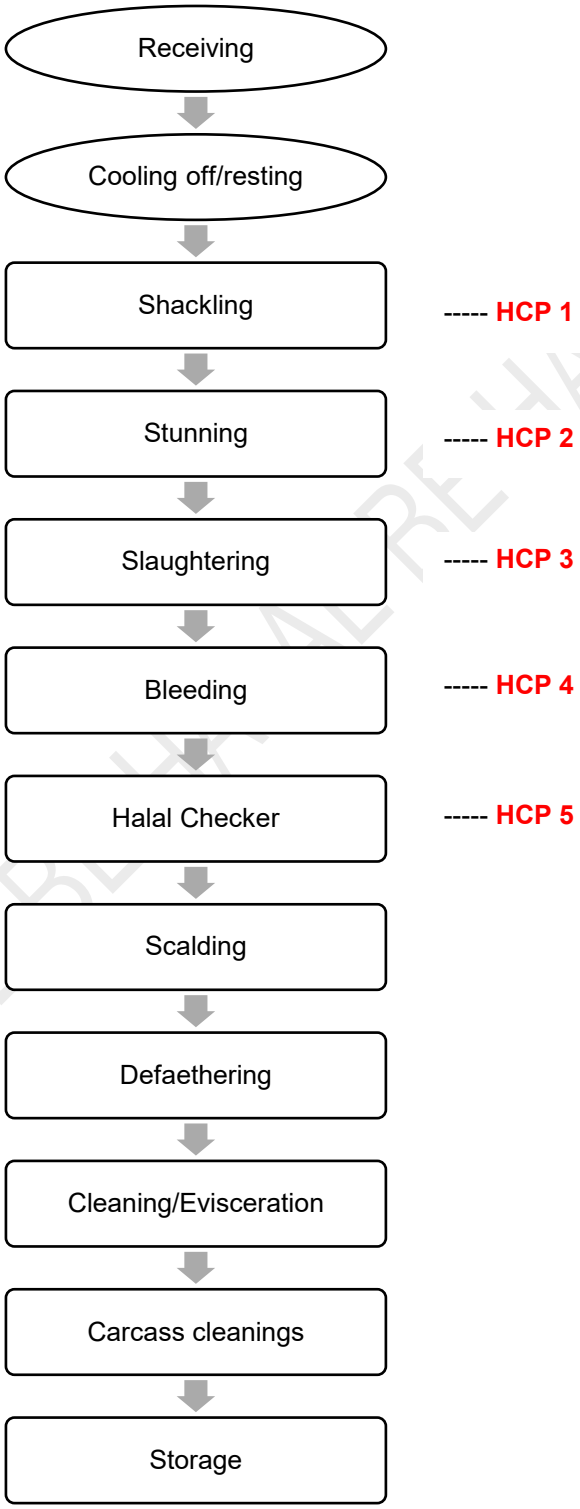
PROCESSING FLOW CHART (PRODUCT)



*Note: Appendix is for reference only and is not limited to the example and scopes above.

Appendix F2

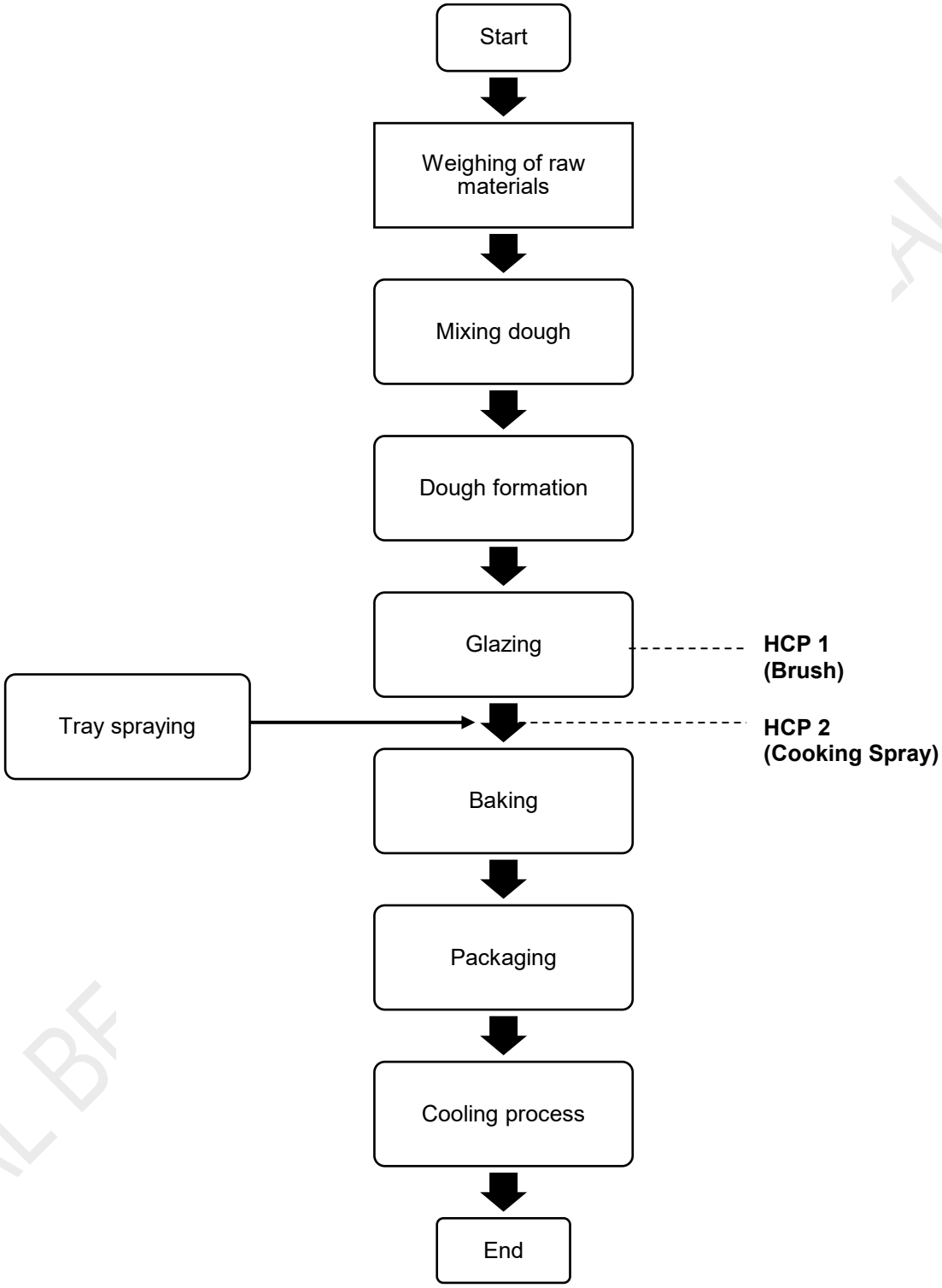
PROCESSING FLOW CHART (POULTRY SLAUGHTERHOUSE)



*Note: Appendix is for reference only and is not limited to the example and scopes above.

Appendix F3

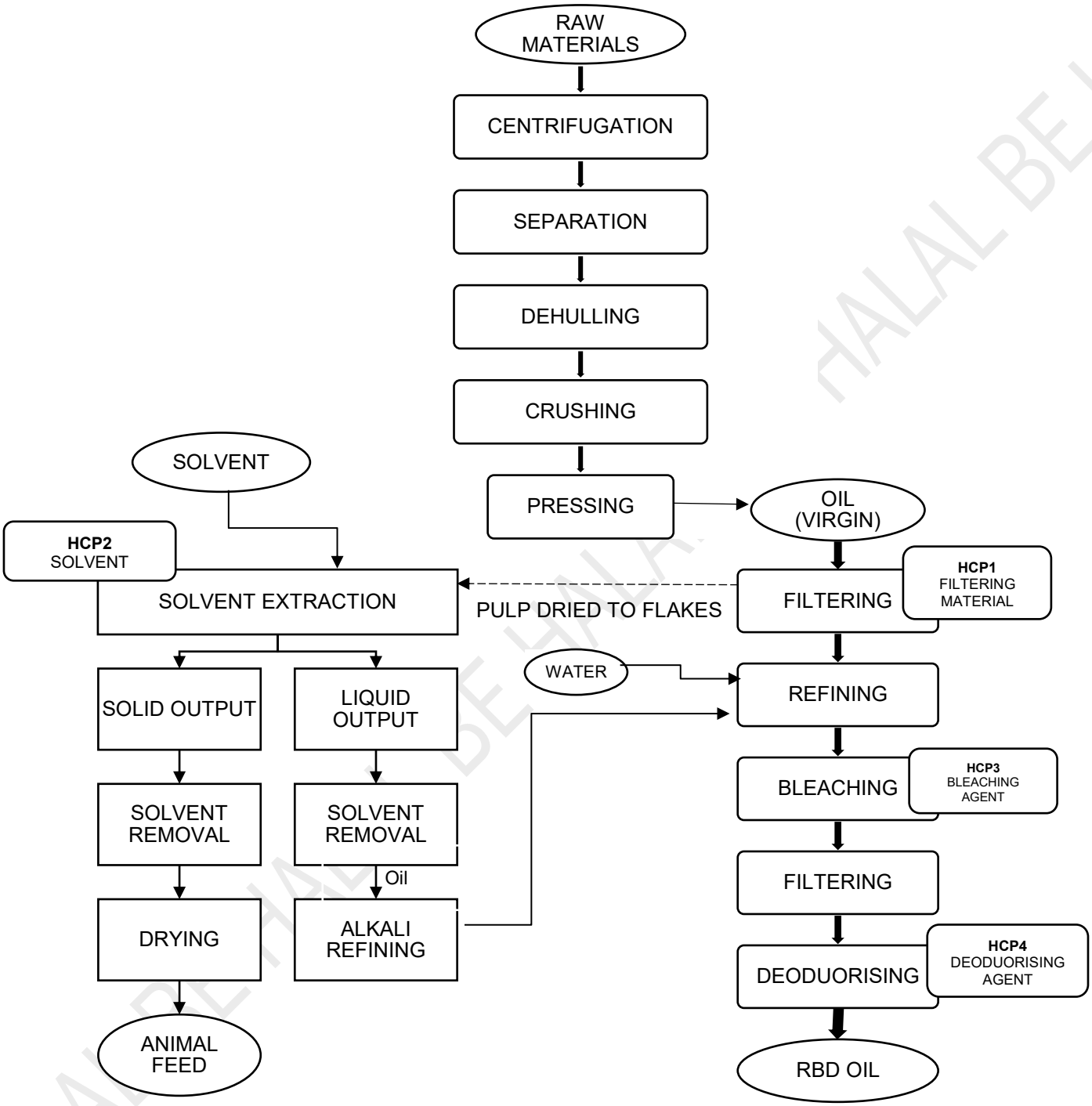
PROCESSING FLOW CHART (BISCUIT PRODUCTS)



*Note: Appendix is for reference only and is not limited to the example and scope above.

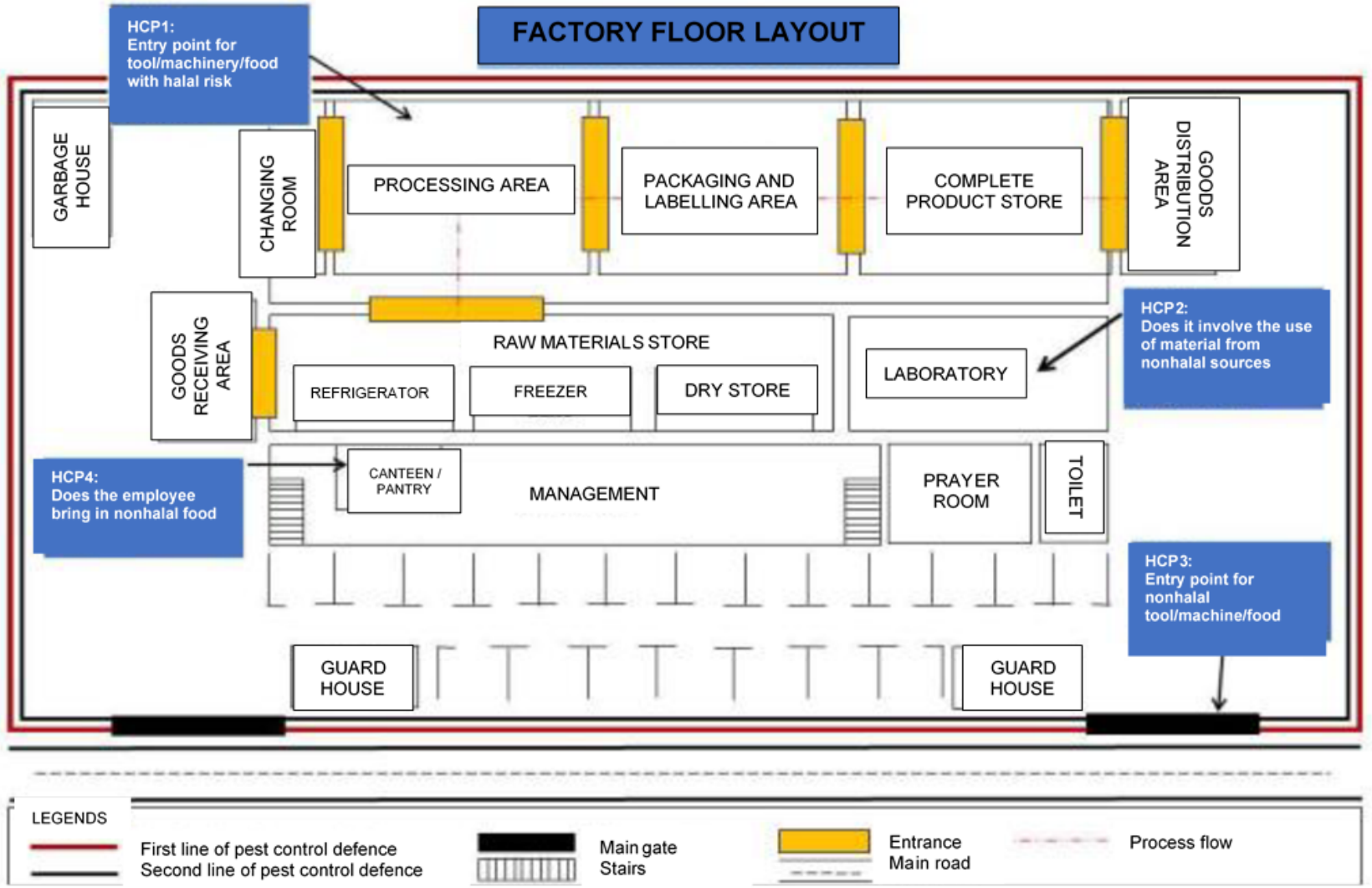
Appendix F4

PROCESSING FLOW CHART (RBD OIL)



*Note: Appendix is for reference only and is not limited to the example and scopes above.

Appendix G



*Note: Appendix is for reference only and is not limited to the example and scopes above.

Appendix H

HALAL RISK MANAGEMENT PLAN

HCP	HALAL RISK	CONTROL MECHANISM			CORRECTIVE ACTION	RECORD
		METHOD	FREQUENCY	WHO		
1. Identify raw materials 2. Purchase of raw materials	Doubtful raw materials/status cannot be identified	Ensure that the selected raw materials are certified by recognised Islamic body	Every identification and purchasing process	QA/Halal Exec./R&D team/Purchaser/Procurement	1. Replace with supplier with recognized Halal Certificate 2. Obtain additional supporting documents from the manufacturer that describes the source of the material	Halal Certificate Product specifications, MSOS, COA, Processing flow chart, Ingredient composition, COD
(Hotel kitchen) Storage of raw materials	Mixing of raw materials and alcoholic beverages	1. Ensure different and marked routes 2. Ensure different time of receiving for raw materials and alcoholic beverages	Every receiving of raw materials	Storekeeper	1. Provide control mechanisms of action 2. Imposed on the storekeeper who does not comply with the developed SOP	Incoming raw material checklist, Delivery Order
(Logistic) Receiving of customer's product	The received product is not the same as mentioned in the contract	Ensure that the product received is the same as mentioned in the contract	Every receiving	Storekeeper/Warehouse supervisor	1. Place and label the goods in quarantine area 2. Reject and return the goods to the customer, Issue a warning letter to vendor	Product receiving checklist PO, DO Warning letter Return note/disposal form/transfer note
(Slaughterhouse) Slaughtering process	Arteries and veins are not completely severed	1. Ensure to use a sharp knife 2. Ensure slaughterer has additional knife	Every slaughtering carried out	Slaughterer	1. Slaughtered poultry is separated into a container labelled as 'nonproper slaughter' and recorded 2. Refresher training for slaughterer	Nonproper slaughter record HCP record

Updated on (date)
(Document Reference Number)

*Note: Appendix is for reference only and is not limited to the example and scopes above.

Appendix I

COMPANY NAMA /COMPANY LOGO

HALAL ASSURANCE SYSTEM (HAS) /
INTERNAL HALAL CONTROL SYSTEM (IHCS)

SOP FOR RAW MATERIALS CONTROL

DOCUMENT REFERENCE:		**EFFECTIVE DATE:**
		REVIEW DATE:
INFORMATION FOR ALL		**DIVISION:** **NO. OF PAGES:**
Prepared by: ..... ( ) **Halal Executive**	**Reviewed by:** ..... ( ) **IHC Chairman**	**Verified by:** ..... ( ) **Top Management**

RAW MATERIALS CONTROL PROCEDURES

(1) Objective

To ensure that the purchase, receiving and storage of raw materials meet the requirements of the Malaysian Halal Certification procedures.

(2) Scope

Employees involved in the matters of purchasing, receiving and storage of raw materials.

(3) Responsibility

(a) Purchasing: Purchasing Officer
(b) Receiving: Receiving Officer
(c) Storage: Warehousing Officer

(4) Frequency

Every time a transaction occurs

(5) Procedures

(a) Purchase of Raw Materials

i. Ensure that the purchase of raw materials is according to the supplier list approved by IHC.

ii. Ensure that raw materials purchased have a copy of a valid and recognised Halal Certificate and relevant supporting documents such as flow chart/source of raw materials/MSDS/CoA and questionnaire form.

iii. Ensure that any changes in the purchase/raw materials are notified to the Halal Committee and authorities.

iv. Purchasing records must be kept systematically (invoice/receipt/DO/PO).

v. Notify IHC on any issues related to halal.

vi. Conduct monitoring and perform corrective action if nonconformity occurs.

(b) Receiving of Raw Materials

i. Ensure that receiving of raw materials is according to the supplier list approved by the Halal Committee.

ii. Ensure that receiving of raw materials is accompanied with a copy of a valid and recognised Halal Certificate and relevant supporting documents such as flow chart/source of raw materials/MSDS/COA and questionnaire form.

iii. Ensure that any changes in raw materials are notified to competent authorities.

iv. Notify IHC on any issues related to halal.

v. Conduct monitoring and perform corrective action if nonconformity occurs.

vi. Ensure that information on the packaging of raw materials received can identify the actual producer and halal status of the raw materials.

vii. Receiving records must be kept for traceability purposes.

viii. Handle incoming goods according to the stipulated SOP.

ix. Ensure that contaminated goods or goods that do not meet suppliers' specifications are quarantined and issue a return note or disposal form.

(c) Storage of Raw Materials

i. Notify IHC on any issues related to halal.

ii. Conduct monitoring and perform corrective action if nonconformity occurs.

iii. Ensure that information on the packaging of raw materials received can identify the actual producer and halal status of the raw materials.

iv. Handle goods stored according to the stipulated SOP and good storage practices.

v. Ensure that contaminated goods or goods that do not meet suppliers' specifications are quarantined and issue a return note or disposal form.

vi. Storage records must be kept for traceability purposes.

(6) Record

(a) Purchasing: Invoice/Receipt/DO/PO

(b) Receiving: Receiving records/Return Note/Disposal Form

(c) Storage: Storage records/Stock Card/Return Note/Disposal Form

*Note: Appendix is for reference only and is not limited to the example and scopes above.

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APPENDIX J

RAW MATERIAL MASTERLIST

NAME OF RAW MATERIAL	SCIENTIFIC NAME / CODING / TRADE NAME	SOURCE OF RAW MATERIALS (PLEASE STATE)	NAME AND ADDRESS OF MANUFACTURER	STATUS OF RAW MATERIAL DECLARATION TO THE AUTHORITIES (YES/NO)	HALAL CERTIFICATE BODY AND HALAL CERTIFICATION STATUS	HALAL CERTIFICATE EXPIRY DATE	SUPPORTING DOCUMENTS (REFERENCE INFORMATION OF RAW MATERIAL SOURCE AND PROCESS FLOW CHART) *IF THE MATERIAL DOES NOT HAVE HALAL CERTIFICATE	NOTE
Tongkat Ali	*Eurycoma longifolia*	Plant	Company A	Yes	JAKIM	31/12/20	Not applicable	*Certificate is about to expire
Sodium hyaluronate	002	Chemical	Company B	Yes	No	No	Processing flow chart Ingredient breakdown Product specification MSDS COO	Source of raw materials is identified through MSDS. Raw materials are from halal source and no doubtful material. (Appendix reference number).
Gelatine capsule	Xxx71	Animal	Company C	Yes	HCA	31/12/20	Halal certification COO of gelatine Gelatine import permit	Slaughterhouse producing gelatin is recognised by DVS
Carrot	004	Natural/Plant	Company D	Yes	Not applicable		Not applicable	Natural resource
Chicken	005	Animal	Company E	Yes	CICOT	25/3/21	Halal certificate & Import Permit	Compulsory to have halal certificate
Chicken Powder	Ty-41	Animal	Company F	Yes	MUIS	15/5/15	Halal certificate & Import Permit	*The certificate has expired

Updated on (date)
(Document Reference Number)

*Note: Appendix is for reference only and is not limited to the example and scopes above.

Appendix K

TRAINING OPERATION PLAN OF ABC COMPANY

NO.	TYPE OF TRAINING	PARTICIPANT	FREQUENCY	SUGGESTED DATE	TRAINERS	RECORD
1	Halal Awareness Training	All divisions/New employees	Four times a year		Halal Executive	- Attendance - Evaluation
2	Halal Executive Course	Halal Executive	Once only		HPB-registered PLH, JAKIM	- HE certificate
3	Internal Halal Audit Training	IHC & appointed Internal Auditor	Once only		HPB-registered PLH, JAKIM	- IHC certificate
4	HAS Training	IHC	Once every 3 year		HPB-registered PLH, JAKIM	- Course attendance certificate - HAS
5	Halal Refreshment Training	All divisions	Once every 3 year		Halal Executive	- Attendance - Evaluation

Updated on (date)
(Document Reference Number)

*Note: Appendix is for reference only and is not limited to the example and scopes above.

Appendix L1

COMPANY NAMA /COMPANY LOGO

HALAL ASSURANCE SYSTEM (HAS) /
INTERNAL HALAL CONTROL SYSTEM (IHCS)

SOP FOR TRACEABILITY

DOCUMENT REFERENCE:		**EFFECTIVE DATE:**
		REVIEW DATE:
INFORMATION FOR ALL		**DIVISION:** **NO. OF PAGES:**
Prepared by: ..... ( ) **Halal Executive**	**Reviewed by:** ..... ( ) **IHC Chairman**	**Verified by:** ..... ( ) **Top Management**

TRACEABILITY PROCEDURE

(1) Objective

To ensure product is able to be traced at every stages, that's is one (1) step backward where the material is sourced and one (1) forward, where the product is being delivered.

(2) Responsibility

Officer responsible: (State who is responsible)

(3) Procedures

(a) Determination of Finished Product / Semi Finished Product Tag

(i) Finished / semi-finished product with production date / expiration date or with batch / lot number or barcode; and

(b) Product Label Determination Method

Product labelling / packed with the following information:

(i) company's name and address (SPHM holder)

(ii) product name;

(iii) Halal logo; and

(iv) Expiration date / manufacturing date

(c) Distributer/ Seller Information

Information recorded on distributor / seller are as follows:

(i) distributor name and address

(ii) external transportation contract

(iii) delivery note

(d) Processing Information

Information recorded for processing are as follows:

(i) Production record/ Batch Manufacturing Record (BMR)/ product formulation record/ recipe; and

(ii) Product analysis record

(e) Raw Material Supplier Information

Information recorded for raw material are as follows:

(iii) name of raw material;

(iv) name and address of supplier;

(v) name and address of manufacturer;

(vi) establishment number/ consignment note/ importation permit;

(vii) halal certificate;

(viii) product specification, material process flow chart and sour of raw material;

(ix) invoice for raw material/ purchase receipt/ Delivery Order

(x) certificate of analysis (CoA); and

(xi) external transportation contract

(4) Frequency

Mock recall must be conducted at least once (1) per year to ensure traceability system is functioning and effective.

(5) Action

If halal contamination occurred, action required are as follows:

Step 1	1. Determine hazard involved 2. Verify if product is product by the factory or not 3. Isolate and segregate balance of product if still availble in the factory
Step 2	1. Determine product involved in the market 2. Take necessary action (Recall and sertu (Islamic Cleansing) 3. Informed competent authority
Step 3	1. Identify and determine root cause at the factory (related batch during processing) 2. Take required action
Step 4	1. If root cause of the problem is from raw material, determine related raw material and it's supplier 2. Take necessary action

*Note: Appendix is for reference only and is not limited to the example and scopes above.

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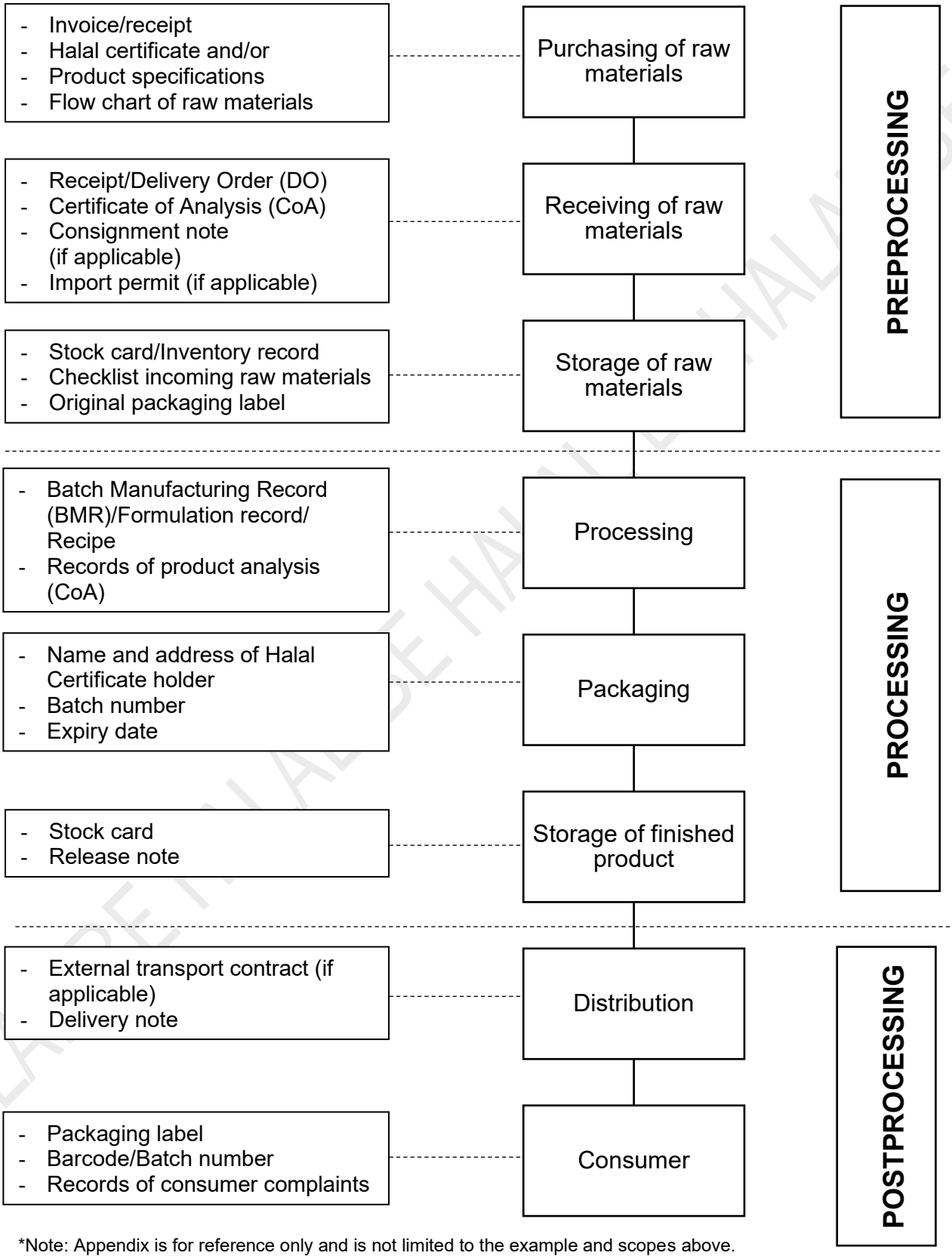
Appendix L2

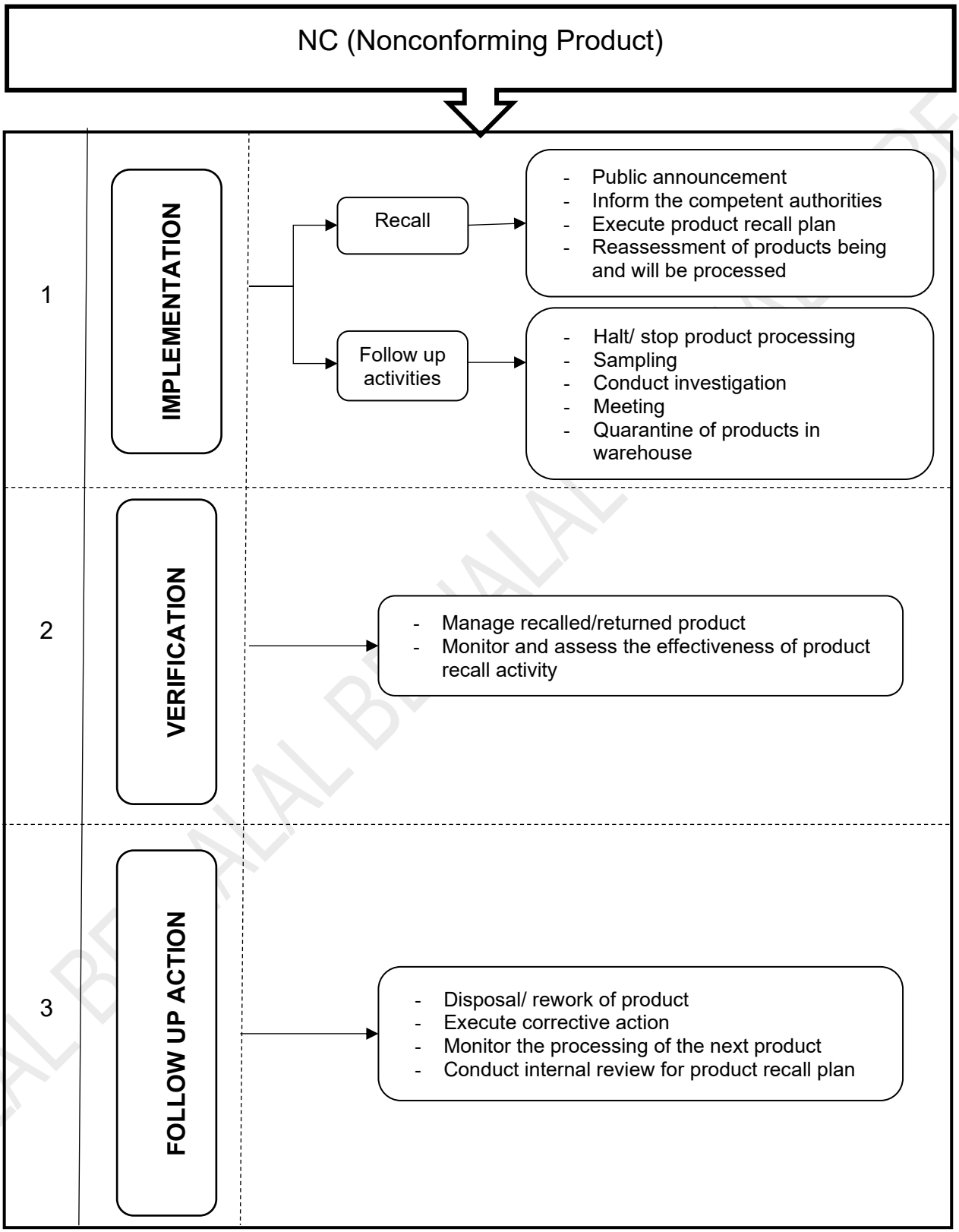
OVERVIEW OF EFFECTIVE SYSTEM



*Note: Appendix is for reference only and is not limited to the example and scopes above.

Appendix L3

PROCEDURES FOR PRODUCT WITHDRAWALL / RECALL



*Note: Appendix is for reference only and is not limited to the example and scopes above.

Development Committee for Malaysia Halal Management System (MHMS) 2020

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Mohd Nasir bin Sulaiman	
Roshayati binti Mat Zin	
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