

# HALAL PROCESS APPROVAL AND CERTIFICATION PROCEDURE, SUSPENSION AND CANCELLATION (P37 Rev.03/06.04.2026)

## LEGAL NOTICE:

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## 1. PURPOSE

The purpose of this procedure is to ensure that the approval of halal processes, the issuance, suspension, withdrawal (cancellation) and scope changes of halal certificates in KAS halal certification activities are carried out in an impartial, traceable and consistent manner, based on audit results.

## 2. SCOPE

KAS Certification encompasses all organizations applying for halal certification, including those in the initial certification, surveillance, and recertification processes, as well as halal certification body personnel, auditors, Islamic affairs experts, and the certification decision-making mechanism.

## 3. REFERENCES

ISO/IEC 17021-1:2015, ISO/IEC 17065:2012, OIC/SMIIC 2, MS FHCB, GSO 2055-2, BPJPH, ISO 22000:2018, HAK/GAC/JAKIM/BPJPH Guidance Documents, Codex Alimentarius, Relevant Regulations

## 4. DEFINITIONS

**Halal Certification Decision (HCD):** A decision regarding the issuance, maintenance, suspension, or cancellation of a certificate, based on the results of an audit.

**Certification Decision Committee:** The body that makes certification decisions independently of the audit team.

**Suspension:** The temporary suspension of the certificate's validity.

**Cancellation (Withdrawal):** The certificate becomes completely invalid.

**Scope:** Products, services, processes, or facilities covered under the certificate.

## 5. PROCEDURE

### 5.1 The audit report submitted by the lead auditor for certification approval.

Halal certification file managers prepare separate audit packages for each accreditation.

- a) P34 Form R.01\_1 HAK Halal Audit Package
- b) P34 Form R.02\_1 JAKIM Halal Audit Package
- c) P34 Form R.03\_1 GAC Halal Audit Package

The audit package is sent to the Lead Auditor prior to the audit. The Lead Auditor shares this audit package with the audit team, ensuring that notes are taken during the audit. For each certification audit performed (including announced and unannounced), the audit package/report, including the rationale for certification, is sent to KAS. The Lead Auditor prepares their recommendations based on whether the audited entity complies with the following conditions:

For an organization to be recommended for certification, the reporting must meet the following conditions.

- 1. The halal audit report, prepared by the lead halal auditor according to halal requirements during the audit, must be completed.
- 2. There must be evidence that the findings in the audit report have been clearly and understandably addressed.
- 3. The auditor should recommend that the irregularities have been closed and that documentation can be done.
- 4. Objective evidence supporting the report must be submitted to the documentation committee.

### 5.2 Evaluation of Audit Results

The audit report, along with the laboratory analysis results, is submitted to the certification decision committee after the identified nonconformities and corrective action plans have been finalized.

The audit team cannot participate in the certification decision-making process.

### 5.3 Halal Certification Decision

The members of the Certification Decision Committee are appointed separately from the auditing team. The Certification Decision Committee checks the following conditions to determine suitability for certification.

1. Whether the report has been fully completed according to halal requirements.
2. Whether the findings identified in the audit report have been fully addressed.
3. whether the evidence of closing the case is sufficient
4. The certification committee assesses whether there are any risks from an Islamic perspective.
5. Furthermore, by examining the objective evidence identified during the audit and taking into account the recommendations of the relevant lead auditor, the auditor evaluates their positive or negative opinion regarding the certification decision. These evaluations may include outcomes such as full or partial approval of the scope, narrowing or broadening of the scope, suspension, and cancellation. If necessary, the process may be delayed pending the need for additional information and/or documents.

### 5.3 Issuance of Certificates

1. In accordance with the certification committee's decision, the certification personnel/file managers prepare the certificate in PDF format and submit it to the customer for approval to verify the customer information (customer title, customer address, scope, etc.).
2. Based on the information received from the customer's approval, the certificate is digitally issued (and printed on physical forms if requested). It is prepared according to P37 Instruction 02 Halal Certificate Printing and Coding Instruction.
3. The digitally prepared certificate is submitted to the general manager for approval. The approval date cannot be before the date of the decision.
4. Certificates approved by the general manager, along with P37 Instruction 01 Halal Certificate, Logo and Brand Usage Instructions, are sent to the customer via email.
5. Each issued certificate is valid for 1 year and its validity period is 3 years.
6. Each issued certificate is stored digitally or as a scanned copy on the computer.

### 5.4 Maintaining, suspending, canceling and withdrawing certificates

For the validity of the client's certificates to be maintained, announced/unannounced interim audits must be successfully completed. KAS will take immediate action if it receives feedback, complaints, announcements, or news regarding the certified client's halal certification scope. If situations that could jeopardize halal certification are identified, KAS will re-evaluate the validity of the certificate and may take decisions such as suspending the certificate, narrowing its scope, or withdrawing the certificate.

**Certificate suspension** should be based on written notification to the customer regarding complaints, announcements, news, etc. received about the customer. The certificate will remain suspended until the identified irregularities are rectified (minor irregularities or undesirable, unexpected situations).

If a customer fails to undergo surveillance audits or recertification audits as frequently as required, and the surveillance audit cannot be conducted on time, the customer's certificate automatically becomes invalid. The customer is required to remove any publications, advertisements, etc., related to the suspension. The suspension period is a maximum of 6 months. If the non-conformity is not resolved after the suspension, the certificate is revoked.

- i.If a surveillance audit or recertification audit cannot be conducted by the end of this period, the certificate will be revoked.
- ii.As a result of the customer's voluntary suspension request
- iii.If the terms of the contract are not complied with

iv.The company name that has committed the non-compliance (counterfeit or adulterated food products) has been published by the competent authorities (state organizations).

**The certificate will be revoked/withdrawn in** the following cases: the customer knowingly misleading the certification body; the detection of major nonconformities through complaints, feedback, or news reports; the customer failing to report changes in the production/service address specified on the certificate; and address changes being detected as a result of unusual visits conducted by KAS (complaints, short-term announced or unannounced audits, etc.). In such cases, written notification to the customer is not required for the certificate revocation. If the customer's name or registration number changes (even if the company owners are the same), the old certificate will be revoked. If the customer requests the cancellation of their certificate voluntarily, the certificate will be revoked. Certificates of customers who do not allow announced or unannounced conformity assessments will be revoked. The certificate will be revoked if non-compliance with the contract terms is detected. Scanning the barcode on the certificate will show "CANCELED". The name of the customer whose certificate has been revoked will be removed from the reference list on [www.kascert.com](http://www.kascert.com) and announced to the public.

#### **Address change;**

If the change is to the production/service location address on the certificate, a re-examination will definitely be conducted.

#### **Change of title;**

In cases of title changes in the official gazette (such as changing from a Limited Liability Company to a Joint Stock Company, or a client whose owners, employees, address, and organization remain the same but is established with a new registration number and title), the certificate is issued with a new date without further review; however, the validity date of the certificate remains the same as the old date. **Changes in key personnel and company owners involved in decisions regarding the implementation of halal requirements within the client organization are evaluated. Depending on the importance of the change, on-site visits, remote interviews, reviews, etc., may be necessary, limited only to the specific change.**

### **5.5 Use of Certificates, Logos and Trademarks**

#### **5.5.1 Rules for the use of certificates, logos and trademarks**

Logo and brand usage rules are explained in Instruction P37, No. 01.

## **6. REVISION HISTORY**

| Page No.    | Print Number | Revision Announcement                                       | History       |
|-------------|--------------|-------------------------------------------------------------|---------------|
| All of them | 1            | The document has been re-released with significant changes. | June 11, 2023 |
| 3/4         | 2            | Imitation/Adulterated added. Inappropriateness.             | 19.01.2026    |
| 4/4         | 3            | The title change was added in the last two sentences.       | 06.04.2026    |

## **7. RECORD**

| Registration Number | Registration Name | Record Type | Waiting Time |
|---------------------|-------------------|-------------|--------------|
|---------------------|-------------------|-------------|--------------|

|                       |                                                               |                 |            |
|-----------------------|---------------------------------------------------------------|-----------------|------------|
| P37 Instruction<br>01 | Halal Certificate and<br>Logo and Brand Usage<br>Instructions | Digital / Print | Indefinite |
|-----------------------|---------------------------------------------------------------|-----------------|------------|