

## HALAL CERTIFICATE, LOGO AND MARK USE INSTRUCTIONS

### 1. Documentation of the Customer

In order for an organization to be recommended for certification, the organization's system must meet the following conditions.

- i. product it has established in accordance with the relevant standard operates properly, is produced and has established the relevant control mechanisms. In practice, the system must have the following features.
  - a) Must be in operation for at least 3 months
  - b) The internal audit mechanism must be functional and implemented.
  - c) Management review must be conducted at least once ( when requested by the relevant standard) .
- ii. The certificate can only be issued under the following conditions:
  - a. Closing all nonconformities identified at the end of the certification assessment or submitting an acceptable and appropriate corrective action plan-schedule to KAS Certification to close them.
  - b. The certification body must determine that all the conditions of the relevant standard have been met and that the organization has developed effective methods to comply with its policy and achieve its objectives.
  - c. All personnel must be informed about the organization 's policies and objectives . *staff are informed about the organization's Politics and goals ,*
  - d. The training needs of key personnel are determined and they have received the necessary training.
  - e. belongs to KAS Certification Ltd.
  - f. Ensuring that the product fully complies with halal conditions in halal certification

### 2. Rights and Responsibilities of the Documented Customer, Use of Logos and Brands

#### 2.1 Rights and Responsibilities of the Documented Customer

- a. The certificate can only be exhibited in places specified within the scope of the product/production/service. Responsibility covers all affiliates, branches, departments, contracted subcontractors, etc. that the Customer is affiliated with and under its control. Halal certificates can be used in facilities that are within the scope of halal products in accordance with Islamic faith values.
- b. The certificate can only be used in the locations written on the certificate.
- c. Certificates are valid for three years from the date of first publication for a total of 3 years of translation, with their validity being extended by 1 year as a result of positive annual surveillance audit results. (For Management System / Halal Certificates) The 3-year translation process starts over again after each recertification process.
- d. The Certified Customer is obliged to comply with the requirements of the KAS or the relevant specific Standard holder when referring to its certification status in communication media such as the internet, brochures, documents or advertising. It must comply with the Islamic belief values for Halal.
- e. The Certificate, Logo and Brand cannot be used in whole or in part, in a way that is misleading, incomplete, that may cause misunderstandings among other people, that may cast a shadow on reputation, public trust, and also on Islamic faith values for halal purposes, or it is obligatory not to allow its use.
- f. The Customer shall not use the reference to Management System Certification in a way that would imply that the product, process or service is applied to activities outside the scope of the certification as certified. The Customer shall not use the reference to Halal product certification in a way that would imply that the product, process or service is applied to activities outside the scope of the certification.
- g. The certified organization is obliged to notify the certification organization of any changes that may occur within the scope of production/service/product. Halal Certified customer is obliged to notify KAS Certification of any changes that may affect HALAL Certification (change in production line and product variety, no Muslim employees, change in contact address, production/service address, change in business infrastructure-

organization, ADDITION OF NEW ADDITIVES AND CHANGE IN SUPPLIERS IN ADDITIVES THAT MAY AFFECT HALALITY, etc.).

- h. If the scope of certification is narrowed by KAS, it is obliged to change all advertising and publication, brand, logo, sign, etc. usage activities accordingly.
- i. In case the Certificate is withdrawn or suspended by KAS, the Certified Client is obliged to immediately send the Certificate to the KAS Office and to cease all advertising and publications that include reference to the certification and the use of brands, logos, signs, etc.
- j. In case of change of Product/Production/Service locations, the Customer will notify KAS of the changes , and KAS will perform an evaluation at the new location and check the compliance of the organization's activity with the relevant standard.

## 2.2 Certificate, Logo and Brand Usage Rules

KAS Certification logo is the KASCERT, KASCERT International, KAS HELAL logo with the relevant standard label. Our Customers who have been audited by KAS Certification (according to ISO/IEC 17021-1:2015, ISO/IEC 17065:2012, SMIIC, GSO, BPJPH, MS standards) and are entitled to receive a Certificate can use the logo in the subject( s ) they received a certificate in . In cases where the validity of the relevant certificate cannot be ensured, the CUSTOMER loses the rights to use the Certificate, Brand and Logo.

The KAS Certification logo-brand can only be used for commercial purposes on letterheads, computer software, advertising, brochures and stationery materials for activities within the scope of the Certificate, while the Halal Logo can only be used on halal product packaging under the following conditions (17030, 17065, SMIIC, GSO, BPJPH, MS standard conditions).

The certified customer must take the following points into consideration when using the brand and logo.

- a. Accredited and/or unaccredited certified customers may not use the IAF MLA Brand, Türkak Logo, Hak Logo, JAKIM Logo, or GAC Logo individually and/or in combination. Certified customers must take into account the relevant country's regulations when using halal markings in their exports to countries that are members of the Gulf Cooperation Organization (GCC). (Ref: GAC TN 6)
- b. Unaccredited Certified customers (outside the scope of accreditation) cannot use the brand of the Accreditation bodies (TÜRKAK, HAK, JAKIM) in any way.
- c. Only accredited certified customers can use the Türkak brand together with the Kas registered logo , provided that it is within the scope of certification. (Get confirmation from plan@kascert.com before use.
- d. The use of the Brand/Logo cannot in any way mean that KAS or the Accreditation ( Türkak ) organization is responsible.
- e. The accreditation brand and number cannot be used on vehicles, buildings, flags or business cards. (See www.turkak.org.tr/R10.06).
- f. Brand/ Logos are not allowed to be used in a way that may be interpreted as the appropriateness of the evaluation (tests, laboratory tests, calibration and inspection reports, personnel exams, organization evaluations, management systems audits, etc.).
- g. of the accreditation body ( Türkak ) and KAS certification logo-marks cannot be changed.
- h. When certified clients use KAS Certification marks, there should be no ambiguity in the mark or accompanying text about what is being certified and which certification body issued the certificate.
- i. The Certified Customer cannot use the Accreditation Body Mark, which includes the Accreditation Body's accreditation number and the relevant Accreditation subject, alone anywhere .
- j. For management systems (KYS-ÇYS-ISGYS ), the KAS Certification and Accreditation Agency brand should not be used on the product or on the product packaging seen by the consumer or in any other way that could be interpreted as representing product conformity. Only a third-party conformity mark issued in accordance with the PRODUCT conformity assessment may be displayed on the product or product packaging. All other third-party conformity marks, such as those related to quality or environmental management systems and services, shall not be displayed on a product. The KAS HALAL logo may be used as the same logo on the halal product unit packaging and box as long as it meets the Halal requirements and the organization has earned the right to

use it. The Halal mark must be clearly printed on all certified Halal products and labeled on each box/package. Customers are allowed to print the color of the mark in accordance with the packaging as long as they do not change the original characteristics of the mark. The Halal mark/document given for certified Halal services may only be displayed at the entrance of the certified organization.

- k. The certified customer shall not make or permit any misleading statements regarding its certification, nor shall it misleadingly indicate or imply in documents, promotions, publications or any other mechanism that a product is halal certified. If the scope of conformity relates only to certain parts of a product, the use of the brand logo shall be such as to minimise any misunderstanding that the mark applies to the entire product.
- l. The certified customer cannot use or permit the use of its certificate or any part of it in a misleading manner. The KAS Halal logo cannot be used with any name, logo, sign, symbol, brand, advertisement or slogan that does not take into account the values of Islamic belief or is offensive .
- m. The brand and logos cannot be used in a way that gives the impression that KAS Certification has certified a product (including service) or process by having the certified customer's management system certified. In addition, the brand and logos cannot be used in a way that gives the impression that KAS Certification has certified a management system (including service) or process by having the certified customer's product certified,
- n. The KAS Certification logo-brand can only be used for activities/products covered by the certificate. It cannot be used for facilities and departments or organizations whose addresses are not written on the certificate. It cannot be given the impression that the certification is applied to activities/products outside the scope of the certification. Products that are not Halal products or whose halalness is questionable and are launched on the market with the Halal Logo must be withdrawn by the relevant customer and corrective actions must be taken.
- o. The KAS Certification logo-brand cannot be used in any way that would imply that the KAS Certification and accreditation organization is responsible for the activities related to the places where it is used.
- p. The certified client must not use the Certificate it has received in a manner that would cast a shadow on the reputation of the certification body or the certification system and cause the loss of public trust,
- q. The use of the KAS Certification logo-brand ends in the event of expiration of the Certificate validity period, suspension, cancellation and withdrawal of the Certificate. Halal certificate holders who do not renew their Halal certificates cannot use the Halal sign in their facilities or on the products/services they produce or inside the food market or in the aisles of their supermarkets. In such cases, the certified customer is obliged to stop and remove all advertising work that includes reference to the certification.
- r. When the scope of certification is narrowed, the certified client must change all advertising materials accordingly.

In case of incorrect or incomplete use of the KAS Certification logo, Accreditation Agency logo, IAF MLA Brand and (if any) the special logo or Brand of the relevant special standard by the customer, the incorrect/incomplete use will be prevented immediately and measures will be taken. KAS Certification has the right to prohibit the use of the certificate and logo and initiate legal action. If necessary, the relevant Accreditation Agency or the relevant secretariat will be informed about the issue. IAF- Türkak -Hak - Jakım - GAC-BPJPB-Kas cannot be held responsible for any damages that may occur due to incorrect use, it is the customer's responsibility to take all necessary measures.

The certified customer cannot reproduce a Halal certificate partially and/or in a way that prevents it from being read; cannot translate the certificate into other languages without the control and permission of KAS .

### **3. Violation of Certificate, Logo and Brand Usage Rules**

the rule violation information reaches KAS Certification , KAS Certification monitors the customer regarding the Certificate, Logo and Brand Usage Rules. In this context, data in the press, publications and media are examined. In addition, complaints from customers are examined. In case a situation contrary to the "Certificate, Logo and Brand Usage Rules" is detected, corrective action is requested immediately. If corrective actions are not fully implemented within the specified period, the activities listed below are implemented by KAS Certification.

- a) It may suspend its certificate.

- b) It may cancel (withdraw) its certificate.
- c) It may not renew its certificate.
- d) If necessary, the accreditation body or the relevant secretariat is informed,
- e) The withdrawal or suspension of the issued Certificate is announced to the public (web etc.).
- f) Necessary steps are taken to initiate legal proceedings.

KAS Certification notifies the certified organization in writing about its decisions and bases on these matters. However, in case of misuse by the CUSTOMER, misuse will be prevented immediately and measures will be taken. KAS has the right to prohibit the use of certificates and logos and initiate legal action. If necessary, the relevant Accreditation Institution or secretariat will be informed about the issue.

#### **4. Maintenance of Validity of Management Systems and Product (Halal) Certificates**

At least one surveillance audit is carried out per year during the validity period of the certificate. The first surveillance audit following the initial certification must be completed no later than 12 months from the certification decision date.

, the certificate continues to be valid as long as the customer submits a corrective action plan (maximum 1 month) and provides evidence of the closure of opened corrective actions (maximum 4 months) .

#### **5. Suspension of Certificates**

Certificates are suspended in the following cases.

- The justified reason for a complaint about a documented Customer shall be notified to the Customer in writing.
- If it is determined that the customer does not continue to comply with the requirements of the relevant standard after a short-term on-site evaluation.
- After the customer does not comply with the corrective action plan-calendar that he/she committed to.
- If, after the surveillance assessment, it is determined that the customer does not continue to comply with the requirements of the relevant standard.

**For management systems and Product (Halal) ;** If the evidence of the closure of corrective activities-activity plans is not delivered to KAS Certification by on-site inspection or another method at the end of the completion period , a final written warning is given to the customer regarding the closure of corrective activities. Evidence is requested within 2 weeks and a warning is given once by phone.

If the client does not respond within 2 weeks, another phone call is made and the certification manager decides to suspend the certificate (maximum 6 months), the client is warned in writing and the suspension is announced to the public on the website [www.kascert.com](http://www.kascert.com). If the client proves that the non-conformities have been closed after the suspension, the suspension is lifted by the certification manager's decision and the client is informed. If the non-conformities are not closed at the end of the suspension period, the certificate is revoked.

- If the customer fails to have a surveillance audit or recertification audit performed on time due to the customer not having a surveillance audit or recertification audit performed as frequently as required, the customer's certificate will be suspended for a maximum of 2 months and published on the website [www.kascert.com](http://www.kascert.com). If the surveillance audit or recertification audit is not performed at the end of this period, the certificate will be cancelled.
- As a result of the customer's request for voluntary suspension
- If the terms of the contract are not complied with

The maximum suspension period is 6 months.

#### **6. Cancellation (Withdrawal) of Certificates**

- The certificate is cancelled in case of a change in the address of the production/service activities of the Customer/Site on the certificate. There is no obligation to notify the Customer in writing of the cancellation of the Certificate for Customers whose address changes are detected as a result of extraordinary visits ( complaints , short-term informed, unannounced inspections, etc.).
- Your customer In case of change of title or registration number (even if the company owners are the same), the old certificate is cancelled.
- If the customer requests the cancellation of his/her certificate voluntarily, the certificate will be canceled.
- (In management system certifications) The certificates of customers for whom surveillance audits cannot be performed are cancelled.
- If it is determined that the contract terms are not complied with, the certificate is revoked.

## 7. Non-Accredited Certificates and Partial Non-Accreditation of Scope

Certificates issued as a result of non-accreditation audits cannot bear the logo of any accreditation body. In such cases, customers may only use the KAS Certification logo - brand (provided that all the conditions stated above are met).

## 8. Expansion and Reduction of Scope

If the customer requests a change in the scope of certification as a result of a change in production / service activities, a re-evaluation is made.

**Extension** : If there is an extension application for the scope of the certification, the application is reviewed and the necessary assessment activities are determined to decide whether the extension can be made. In extension of scope, an assessment is required on site. In cases that do not include extension of scope, i.e. changes in the expression of the scope sentence (spelling errors, writing errors, etc. ), the assessment is carried out without an on site assessment. After the extension of scope, the certificate is renewed with the current date, but the surveillance audit date-visa dates and the Certificate validity date remain as on the old Certificate.

**Reduction:** (Depending on the subject of production, service) In case of a voluntary change in the scope of certification by the customer, or in case the customer shows persistent or serious failure to meet the certification requirements for some of the activities within the scope of certification, the scope of the certificate is reduced (provided that it complies with the requirements of the relevant standard), and the certificate is reissued according to the reduced scope, provided that its validity date remains the same.

**Address Change** : If the change is a change in the production/service address on the certificate, an evaluation will definitely be made on site.

**Title Change** : In Management System Certifications; In cases of title change in the Registry Gazette (of a customer whose company owners, employees, address, organization are the same but established with a new registration number and new title), the Certificate is renewed with a new date without being subject to inspection, but the surveillance inspection date-visa dates and Certificate validity date remain as on the old Certificate.

## 9. Format and Usage

The format for the use of the KAS Halal Brand and HAK brand can be used in color and black/white formats as stated in Article 12.

The KAS Halal brand is included in the instructions on the [www.kascert.com](http://www.kascert.com) website.

The height of the KAS Halal brand/logo must not be greater than 40 mm and less than 10 mm.

No changes should be made to the format and features in the instructions, enlargement or reduction can be made proportionally within the dimensions given above.

If an inappropriate situation is detected in the format and usage, the organization's right to use the brand is revoked and penal action is taken.

## 10. Customer Rights and Responsibilities

You can access the procedures regarding the certification process and the issuance of certificates etc. in the guide document section of the website [www.kascert.com](http://www.kascert.com). The validity of the certificate can be queried and verified by scanning the QR code on the certificate.

Certificate inquiry and verification can also be made via [info@kascert.com](mailto:info@kascert.com) e-mail address.

that I will comply with the requirements of the certification body by fulfilling the above conditions and responsibilities, and that I accept that in the event of our failure to fulfill the conditions and responsibilities intentionally or unintentionally, the certification body may suspend or withdraw the certificate, stop the use of the certificate, logo or brands, and announce this situation to the public via the internet or other means.

## 11. Traceability Tracking

The evaluation of brand usage in halal certification audit checklists (except for initial certification) is checked with P34 Form02 SMIIC Stage 2 Audit Checklist.

For halal food batch product certifications, traceability of slaughtered animals is provided on the document with the serial number given specifically to the animals by that country and/or ministry. During the Halal Certification Audit, when halal documents of any raw material or intermediate product included in the production process are questioned; the validity and authenticity of the halal document submitted to us by the client organization are primarily questioned. In addition; It is preferred that the certification body issuing the halal document is a certification body recognized by SMIIC and SMIIC member countries and/or accredited by HAK. If it is not an organization that meets the specified conditions, it is verified that the relevant certification body has a national or international accreditation. Documents issued by certification bodies that do not have any accreditation or do not have national and/or international accreditation are not considered and accepted by KAS for the relevant products. In the use of the HAK Accreditation brand, the AKR-Rh-005 HAK Official Logo and the Halal Accreditation Brand Usage and Traceability Guide shall be taken as reference. A special and unique definition for the use of the KAS Halal brand and QR code (QR ) shall be provided by KAS for the organization holding the Halal certificate. The organization holding the Halal Certificate shall use the determined KAS Halal brand and QR code only on the product label holding the Halal certificate. With the query to be made with the QR code, the certificate number of the customer organization, the product( s ) for which the halal conformity assessment has been performed, the serial number , batch number of the relevant product, the field( s ) included in the scope of the certificate , the certificate status (active/suspended/cancelled), the information on the presence of suspicious substances according to OIC/SMIIC 24 used in the product content, and the food conformity of the packaging/material or materials in contact with food shall be accessed. The QR code shall be included on the Halal conformity assessment certificate and shall be sent as a certificate attachment in the certificate shipment for use on the product. The customer organization is obliged to keep the QR codes on the primary packaging of all products subject to halal conformity assessment . The customer organization QR codes will be included on the certificate and their currency on the product will be monitored during market surveillance/surveillance/unannounced inspections and will be checked and updated in case of any changes after the inspection.

The Halal certified organization shall use the relevant KAS Halal brand on the primary packaging, in accordance with the format specified in the P37 Instruction01 Halal Certificate, Logo and Brand Usage Instruction, as long as it does not change the original characteristics of the KAS Halal brand. During use, the KAS Halal brand color may change due to the materials to be printed / printing method, etc.

situation is accepted.

## 12. Halal Accreditation Brand and KAS Halal Brand Usage Method



### 13. Summary Table of Terms of Use of KAS Halal Brand and Accreditation Brand

Kullanım Alanı	Akreditasyon Markası	Sistem Belgelendirme Markası	Helal Belgelendirme Markası	IAF Markası
Ürün Üzerinde	Kullanılmaz	Kullanılmaz	Kullanılabilir	Kullanılmaz
Reklam ve Tanıtım Malzemeleri	Şirket ticari unvanı ve logosu ile birlikte uygun olarak kullanılabilir, kartvizitlerde kullanılmaz.	Şirket ticari unvanı ve logosu ile birlikte kullanılabilir.	Şirket ticari unvanı ve logosu ile birlikte kullanılabilir.	Kullanılmaz
Promosyon Ürünleri	Kullanılmaz	Kullanılmaz	Kullanılmaz	Kullanılmaz
Bayrak	Kullanılmaz	Kullanılabilir	Kullanılabilir	Kullanılmaz
Araç / Taşıt	Kullanılmaz	Kullanılabilir	Kullanılabilir	Kullanılmaz
Ambalaj Üzerine	Kullanılmaz	Kullanılmaz	Kullanılabilir	Kullanılmaz
Pencere Yapışkanı	Kullanılmaz	Kullanılabilir	Kullanılabilir	Kullanılmaz
Raporlar	Kullanılmaz	Kullanılmaz	Kullanılmaz	Kullanılmaz
Laboratuvar Deneyleri, Kalibrasyon veya Muayene Rapor ve Sertifikaları	Kullanılmaz	Kullanılmaz	Kullanılmaz	Kullanılmaz
Takvim/Ajanda/ Yılbaşı Kartı	Kullanılmaz	Kullanılabilir	Kullanılabilir	Kullanılmaz

of the Documented Customer :

**Signature :**

**History :**