



World Halal Trust

**PROCEDURE ON DEFINING THE
AUDIT TIME**

**(BASED ON THE GSO 2055-2:2015, UAE.S 2055-2:2016
AND OIC/SMIIC-2:2019 STANDARDS)**

SCOPE

This document was prepared by World Halal Trust (hereafter WHT or Certification Body) Halal Certification Unit and states the procedure for defining the audit time based on GSO 2055-2:2015, UAE.S GSO 2055-2:2016 and OIC/SMIIC-2:2019 standards.

GENERAL

The minimum audit time is established for the audit of Management Systems which include only one HACCP study. A HACCP study corresponds to a hazard analysis for a group of products/services with similar hazards and similar production technology and, where relevant, similar storage technology.

The calculated **initial certification audit** time includes Stage 1 and Stage 2 of the initial certification audit, but does not include the preparation for the audit, travel time and time for writing the audit report.

The minimum **surveillance audit** time should be one-third of the initial certification audit time, with a minimum of half audit day.

The minimum **renewal audit** time should be two-thirds of the initial certification audit time, with a minimum of half audit day.

INITIAL CERTIFICATION AUDIT

The minimum time for the initial Halal certification audit is determined by using the following formula:

$$Ta = B + H + (PV + FTE)*CC,$$

Where:

Ta – minimum audit time for the single site;

B – basic on-site audit time;

H – audit days for each additional HACCP studies and applied only for products/services in food-chain.

PV – audit days for product variety

FTE – audit days per number of employees,

CC – factor as multiplier for process or production complexity class.

SURVEILLANCE AUDIT

The minimum time for the surveillance audit is determined by using the following formula:

$$Ta = (B + H + (PV + FTE)*CC)/3$$

RENEWAL AUDIT

The minimum time for the renewal audit is determined by using the following formula:

$$Ta = ((B + H + (PV + FTE)*CC)*2)/3$$

VARIABLE VALUES

Category	B Basic on-site audit time (in audit days)	H* for each additional HACCP studies (in audit days)	FTE Number of employees (in audit days)	CC Complexity Class (factor, multiplier)	PV** Product Variety (in audit days)	Tasv For each additional site visited (in audit days)
Animal farming (fish, egg production, milk production, beekeeping, fishing, chicken farming, etc.)	1,0	0,25				
Plant farming (fruits, vegetables, cereals, spices, horticultural products, etc.)	1,0	0,25				
Processing of perishable animal products (all activities after farming, e.g. animal slaughtering, poultry, eggs, dairy and fish products, etc.)	1,75	0,50	1 to 19 = 0.5 20 to 49 = 1.0 50 to 79 = 1.5	Low CC= 1		
Processing of perishable vegetable products (fresh fruits, fresh juices, preserved fruits, fresh vegetables, preserved vegetables, etc.)	1,25	0,50	80 to 199 = 2.0 200 to 499 = 2.5 500 to 899 = 3.0 900 to 1299 = 3.5	Medium CC= 1.25 High CC= 1.50	1 to 3 = 0.25 4 to 6 = 0.50 7 to 10 = 0.75 11 to 20 = 1	50 % of minimum on-site audit time
Processing of products with long shelf life at room temperature (canned products, biscuits, snacks, oil, drinking water, beverages, pasta, flour, sugar, salt, etc.)	1,75	0,50	1300 to 1699 = 4.0 1700 to 2999 = 4.5 3000 to 5000 = 5.0 > =5000 = 5.5	Very High CC= 1.75	> 20 = 2	
Processing of feed production (animal feed, fish feed)	1,75	0,50				
Chemical and Biochemical manufacturing (food additives, dietary supplements, cleaning agents, etc.)	1,75	0,50				
Packaging and wrapping material manufacturing	1,25	0,25				

* **H** is applied only for products/services in food-chain.

** **PV** is used for only products not services.

PRODUCTION COMPLEXITY CLASS

Very High – very large number of detailed sub-processes with significant nature (typically manufacturing or processing type organizations with highly significant non-Halal risks. It covers those products or service sectors that potentially have very high risks in terms of Halal aspects, with a high variety of processes or sub-processes or with a very large number of raw materials or inputs);

High – large number of processes with significant nature (typically manufacturing or processing type organizations with significant non-Halal risks. It covers those products and service sectors that potentially have high risks in Halal aspects, with many processes);

Medium – average number of processes with significant nature (typically manufacturing or service organizations. It covers products and services with moderate potential non-Halal risks);

Low – small number of processes with significant nature (typically organizations with few significant nature. It covers products and services with low potential non-Halal risks).