



World Halal Trust

HALAL CERTIFICATION

DECISION MAKING

PROCEDURE

SCOPE

This policy was prepared by the Top Management of World Halal Trust (hereafter WHT or Certification Body) and defines the terms and procedure of Halal Certification decision making.

GENERAL

WHT Halal Certification Committee is responsible for all decisions on granting, refusing, suspending, withdrawing and expanding/reducing Halal Certification and its scope. The procedure includes the assessment of the sufficiency of information provided by the audit team, assessment of the content of all audit reports and Application documents, critical evaluation of all risks and information received from the Halal Certification Unit and the Shariah Committee. All decisions on Halal Certification are made independently by each member of the Committee. The minutes for all meetings on Halal Certification decision making are protocolled and kept in the Clients' files.

For the Halal Certification decision making Halal Certification Unit shall provide the Halal Certification Committee with the following information:

- a. Audit report;
- b. Comments regarding the detected nonconformities and, if applicable, the measures taken by the Client to eliminate these nonconformities;
- c. Report on the analysis of information provided in the Client's Application documents;
- d. Confirmation of the fulfilment of audit objectives;
- e. Recommendations regarding Halal certification decisions, including special conditions and observations.

GRANTING/REFUSING HALAL CERTIFICATE

1. Halal Certification Committee analyses all the information, reports and feedback provided by the Halal Certification Unit. It critically reviews this information in terms of a Client's production compliance with Halal production and certification standards, requirements and regulations by applying the critical analysis technique and knowledge of these standards, requirements and regulations. After the review of all provided information the decision-making takes place.
2. After the analysis of decision-making results, the decision on granting/refusing Halal Certificate is protocolled and the official conclusion including the decision and the reasons for this decision is provided to the Halal Certification Unit.
3. If the decision is negative, the Halal Certification Unit informs the Client about the decision and reasons for it. In this case the Halal Certification process ends at this point.
4. If the decision is positive, the Halal Certification Unit informs the Client about the positive decision and sends the Client the Halal Certification Agreement for signing.
5. If the conditions provided in the Halal Certification Agreement are not acceptable for the Client, the Client should provide WHT with a written decision not to continue the

Halal Certification process. In this case the Halal Certification process ends at this point.

6. If the conditions provided in the Halal Certification Agreement are acceptable for the Client, the Halal Certification Unit issues the invoice for the Halal Certificate and sends it to the Client.
7. Once the Client signs the Halal Certification Agreement and pays the invoice, the copy of the issued Halal Certificate and its Annex is sent to the Client via the email.
8. Once the Client provides the original signed Application documents and the Halal Certification Agreement, the original Halal Certificate and its Annex is posted to the Client.

AMENDMENT OF CERTIFICATION SCOPE

In the case Client would like to expand/reduce the amount of Halal certified products or if one or more of the products no longer meets the Halal production requirements the scope of Halal Certification may be amended. The decision procedure on Halal certification scope amendment is the same as the procedure on granting/refusing the Halal Certificate. After the official decision on the Halal Certificate scope amendment, the amendment is done in the following way:

1. One of the parties (WHT or the Client) informs another party via the post and/or email about the wish or the need to expand/reduce the scope of Halal Certification, explaining the reasons of this;
2. The Client is obligated to return the original issued Halal Certificate together with its Annex to the WHT by post within the 5 (five) working days after exchanging the information on Halal Certification scope expansion/reduction;
3. After receiving the original Halal Certificate and its Annex, WHT issues a new Halal Certificate stating the expanded/reduced scope of certified products and posts the new original Certificate and its Annex to the Client;
4. After receiving the updated Halal Certificate, the Client is obligated to accordingly amend the information on Halal Certification in all the resources and inform its personnel about the changes in the Halal Certified products within the 5 (five) working days. Failure to do so may lead to the suspension or withdrawal of the Halal Certificate.

HALAL CERTIFICATE SUSPENSION

If the minor breaches (e.g. minor sanitary issues, absence of needed documents) found during the surveillance audits or periodic document check are not eliminated within the stated timeframe, Halal Certification Committee may decide to suspend the issued Halal Certificate until the beaches are eliminated. In this case the Client is forbidden to use the WHT Halal logo on any of its products until the Halal Certificate suspension is revoked. The suspension of the Halal Certificate is done in the following way:

1. WHT informs the Client about the suspension of the Halal Certificate and the terms under which the suspension will be revoked via the post and email;

2. WHT can reduce the Client's scope of certification to exclude the parts not meeting the requirements, when the Client has persistently or seriously failed to meet the certification requirements for those parts of the scope of certification. Any such reduction shall be in line with the requirements of the standard used for certification.
3. The Client is obligated through the Halal Certification Agreement to immediately remove any information on the Halal Certification from any sources, immediately remove WHT Halal Mark from all its products and return the original issued Halal Certificate together with its Annex to the WHT by post within the 10 (ten) working days after receiving the notice from WHT;
4. The Halal Certificate suspension may not last longer than 3 (three) months. If within this timeframe the Client does not manage to eliminate the breaches, the Halal Certificate is withdrawn;
5. When the Halal Certificate is suspended the Client is forbidden to sell any products as halal, to use any promotional materials stating the Client has a valid Halal Certificate and use the copies of Halal Certificate or WHT Halal Mark in any ways. Failure to comply with these requirements may and will result in the court appeal by WHT;
6. If the Client manages to eliminate the breaches and comply with the Halal production requirements, the additional on-site inspection is done (for the on-site inspection procedure please refer to the points 6.4–6.9. of World Halal Trust Quality Manual). If the audit's results are satisfactory, Halal Certification Committee makes a decision on revocation of Halal Certificate's suspension;
7. In this case the original Halal Certificate and its Annex are posted back to the Client, the Client is allowed to use the WHT Halal mark on its products and post the information on the Halal Certification in the public resources.

HALAL CERTIFICATE WITHDRAWAL

In the case of a serious breach of any Halal Certification requirements the issued Halal Certificate is immediately withdrawn by the formal decision of the Halal Certification Committee (after the review all the relevant information provided by the Halal Certification Unit). The Halal Certificate is withdrawn following this procedure:

1. WHT informs the Client about the suspension of the Halal Certificate via the post and email stating the reason of the suspension;
2. The Client is obligated to immediately remove any information on the Halal Certification from any sources, immediately remove WHT Halal Mark from all its products and documents and return the original issued Halal Certificate together with its Annex to the WHT by post within the 10 (ten) working days after receiving the notice from WHT;
3. The Client is immediately forbidden to sell any products as halal, to use any promotional materials stating the Client has a valid Halal Certificate and use the copies of Halal Certificate or WHT Halal Mark in any ways. Failure to comply with these requirements may and will result in the court appeal by WHT;
4. In the case of Halal Certificate withdrawal, the cost for the Halal Certificate is not refunded to the Client.

5. If the Client manages to eliminate the breaches and comply with the Halal production requirements, they will need to start the Halal Certification application from the beginning (the Halal Certification procedure is described in the point 6 of World Halal Trust Quality Manual).
6. Upon request by any party, WHT shall correctly state the status of certification of a Client's production as being suspended, withdrawn or reduced.