



# WORLD HALAL TRUST

## HALAL CERTIFICATION PROCESS ACCORDING TO OIC/SMIIC 1:2019 STANDARD\*

### 1. Submission of Application

- The Client fills in and submits the Halal Certification Application form via the WHT website
- The Client is sent a pricelist for the Halal Certification services and if the pricing is acceptable is issued one invoice for the Application registration and review as well as the on-site audits
- The invoice should be paid within **7 calendar days**\*\*



### 2. Application review

- After the invoice is paid the Client is provided link to the Sharepoint folder, where the Client is asked to upload all necessary documents
- All Client's processes, ingredients and supporting documents are evaluated



### 3. Onsite audit – 1<sup>st</sup> stage

- An on-site audit date is agreed between the Client and WHT auditors
- Checking the Client's understanding of the requirements of the selected certification standard
- Verification of production readiness for the implementation of the selected certification standard



### 4. Audit review

- Audit report with non-conformance details and corrective actions' form is sent to the Client after the 1<sup>st</sup> stage audit
- All the non-conformances shall be eliminated by the Client **within the stated timeframe**





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## 5. Onsite audit – 2<sup>nd</sup> stage

- After the Client eliminates the non-conformances of stage 1 audit – agreement on the 2<sup>nd</sup> stage audit date
- Examining whether everything correlates with the information provided in the Application form
- Inspecting whether everything **meets requirements stated in OIC/SMIC-1:2019 standard**



## 6. Audit review

- Audit report with non-conformance details and corrective actions' form is sent to the Client after the 2<sup>nd</sup> stage audit
- All the non-conformances shall be eliminated by the Client **within the stated timeframe**



## 7. Decision on Halal Certification

- After all the non-conformances are eliminated by the Client and their elimination is confirmed by the representatives of WHT, Halal Certification Committee makes a decision on the issuance of the Halal Certificate



## 8. Agreement

- In a case of the positive Halal Certification decision, a Halal Certification Agreement outlining the terms of Halal Certification provision and valid for **3 years\*\*\*** is sent to the Client
- The Client is provided with a Unique Identification Number (UIN), which needs to be used in the marking of Halal certified products





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## 9. Certification

- The Client is issued an invoice for the Halal certification and monitoring services
- The invoice should be paid within **7 calendar days**\*\*
- After the Agreement is signed and the invoice is paid, a Halal certificate for a period of **3 years**\*\*\* is issued to the Client and the monitoring process begins
- The original Halal Certificate is posted to the Client after the receipt of the original Halal Certification Agreement
- The Client has to upload the copy of the issued Halal Certificate onto its website



## 10. Constant monitoring

- Regular inspections of a certified company will be carried out during the whole Halal certification period
- The manufacturing process will be carefully controlled to ensure that everything **meets the requirements stated in OIC/SMIIC-1:2019 standard**



## 11. Certificate renewal

- The Client should submit an application for the renewal of the Halal Certificate **6 months** prior to the Halal Certification Cycle expiry\*\*\*
- In the case of late Application submission WHT cannot guarantee that the renewal process will be completed before the expiration of the valid Halal Certificate

\* The Halal Certification process shall be completed within 2 months from the Application registration date, otherwise the Application will be cancelled, the Certification Process will need to be restarted and the Certification fees will need to be paid once again. The fees for the provided services will not be refunded;

\*\* All invoices should be paid within the stated timeframe, otherwise the Application will be automatically rejected and the fees for the provided services will not be refunded;

\*\*\* Halal Certification Cycle lasts 3 years. During the whole cycle Halal Certificate is issued yearly after repeating Halal Certification Process's steps 1-9.