



WORLD HALAL TRUST

HALAL CERTIFICATION PROCESS ACCORDING TO OIC/SMIIC-6:2019 OR OIC/SMIIC-9:2019 STANDARD*

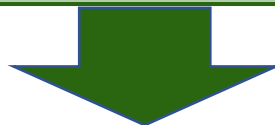
1. Submission of Application

- 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



2. Agreement signing & invoice payment

- If the pricing is acceptable a Halal Certification Agreement outlining the terms of Halal Certification provision and valid for **3 years***** is sent to the Client together with the issued invoice for the Halal Certification services
- The invoice should be paid within **7 calendar days****
- The Client is provided with a Unique Identification Number (UIN), which needs to be used in the marking of the place where Halal Service is provided after the completion of the Halal Certification procedure



3. Application review

- After the Halal Certification Agreement is signed and 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, products, ingredients and supporting documents are evaluated



4. Onsite audit – 1st 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 service's readiness for the implementation of the selected certification standard





WORLD HALAL TRUST



5. Audit review

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



6. Onsite audit – 2nd stage

- After the Client eliminates the non-conformances of stage 1 audit – agreement on the 2nd stage audit date
- Inspecting whether everything **meets requirements stated in OIC/SMIIC-6:2019 or OIC/SMIIC-9:2019 standard**



7. Audit review

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



8. 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



9. Certification

- After a positive decision on Halal Certification is made, 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



WORLD HALAL TRUST



10. Constant monitoring

- Regular inspections of a certified company will be carried out during the whole Halal certification period
- The service provision process will be carefully controlled to ensure that everything **meets the requirements stated in OIC/SMIIC-6:2019 or OIC/SMIIC-9:2019 standard**



11. Certificate renewal

- The Client should submit an application for the renewal of the Halal Certificate **6 months** prior to the current Halal Certificate expiry date^{***}
- 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