

World Halal Trust Group

**HALAL PRODUCT
CERTIFICATION SCHEME**

**SCOPE: K – BIO CHEMICALS
(COSMETICS)**

CS-08, version 1, approved 01/04/2025

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GENERAL

Product certification is used to provide confidence that products, processes, and services fulfil specified requirements. To perform a conformity assessment of this product, the certification body is adopting a scheme that defines three major parts of the conformity assessment. Firstly, the objects of conformity assessment including the specific scope where the client's activity belongs to, the (group of) products and their aspects and the involved parties. Secondly, the specified requirements or criteria related to the object of the conformity assessment. Finally, the methodology of performing the conformity assessment according to the accreditation standards; the quality management manual of the certification body and the adopted certification process.

SCOPE

The document identifies the scheme of Halal product conformity assessment, for the category **K: Bio Chemicals - Cosmetics**, including the particular objects of conformity assessment, the specified requirements for the object of conformity assessment and the methodology for performing conformity assessment.

The scheme is developed by the scheme owner World Halal Trust Group to share it with all its clients (**Cosmetics manufacturer**) that are willing to get Halal certificate and to ensure their awareness about the consistent approach of the Halal product conformity assessment. The scheme at World Halal Trust Group is type **5**, according to the classification of schemes mentioned in the standard ISO/IEC 17067:2013.

REFERENCES

- ISO/IEC 17065:2012, Conformity assessment — Requirements for bodies certifying products, processes, and services.
- ISO/IEC 17067:2013, Conformity assessment — Fundamentals of product certification and guidelines for product certification schemes
- ISO/IEC TR 17026: 2015 Conformity assessment — Example of a certification scheme for tangible products.
- CASCO brochure: How to develop scheme documents - Guidance for ISO technical committees – Edition 1 (2019).

SCHEME (CATEGORY K: BIO CHEMICALS)

1. Objects of Halal product conformity assessment

- ❖ Scope description: **K: Production of (Bio) Chemicals**
- ❖ The (group of) products and their aspects: Cosmetics, personal care products

❖ Parties involved:

-Client: Cosmetics manufacturer

-Certification body: World Halal Trust Group

-Accreditation body: e.g. GAC; SAAC; HAK, JAKIM

-Interested parties: Customers; Wholesalers; Independent Laboratories; National and regional regulatory agencies; Governmental and non-governmental organizations, end users.

2. Specified requirements for the object of Halal product conformity assessment

Following the objects of Halal product conformity assessment identified in the previous chapter, this scheme lists below all the specified requirements related to the involved parties in the Halal product conformity assessment.

	<u>Certification standard</u>	<u>Complementary standards</u>
Halal product certification requirements	GSO 2055-4:2021: Halal Products- Part 4: Requirements for Halal Cosmetics and Personal care OIC/SMIIC-4:2018: Halal Cosmetics – General Requirements	GSO 12/DS 1943: Cosmetic Products Safety Requirements of Cosmetics and Personal Care Products GSO 2020/ISO 22716:2010 Cosmetics - Good Manufacturing Practices (GMP) - Guidelines on Good Manufacturing Practices ISO 22715:2006 Cosmetics — Packaging and labelling ISO 22716:2007 Cosmetics - Good Manufacturing Practices (GMP) - Guidelines on Good Manufacturing Practices ISO 22715:2006 Cosmetics — Packaging and labelling
	WHT.G:2022 General requirements for halal products and services	
	MS 2634:2019 Halal cosmetics – General requirements	
Requirements for certification body	ISO 19011:2018 Guidelines for auditing management systems	
	ISO/IEC 17065:2012 Conformity assessment — Requirements for bodies certifying products, processes, and services.	

	<p>ISO/IEC 17021-1:2015 Conformity assessment — Requirements for bodies providing audit and certification of management systems —Requirements.</p> <p>GSO 2055-2:2021 Halal products – Part 2 : General Requirements for Halal Certification Bodies</p> <p>OIC/SMIIC 2: 2019 - Second Edition - Conformity Assessment – Requirements for Bodies Providing Halal Certification</p>
Legal requirements	The applicable legal requirements related to the specific producing country and the nature of the product. (To be defined separately for each client and could be mentioned in its audit program)
Islamic Fatwa	The applicable Islamic Fatwa related to this specific category.
Requirements for certification system (Rules adopted by World Halal Trust Group)	<p><u>Certification flowchart</u></p> <p>CRF-1 - WHT.G 2022 CRF-2 - MS standards CRF-3 - GSO standards CRF-4 – OIC/SMIIC standards</p> <p><u>Procedures</u></p> <p>QMS-01 – Quality Manual QMS-03 – Certification process QMS-05 – Halal Certification Decision Making Procedure QMS-08 – Personnel Competence Requirements and Selection procedure QMS-11 – Sampling Mechanism QMS-13 – Labelling approval procedure QMS-15 – Procedure on Defining the Audit Time QMS-18 – Complaints and Appeals Management Process QMS-22 – Corrective and Preventive Actions Management Policy</p>

3. Methodology for performing Halal product conformity assessment

This part is generalized and applicable to all product categories adopted by World Halal Trust Group. According to ISO/IEC TR 17026, schemes should follow the functional approach of conformity

assessment which consist of the following parts: Selection, Determination, Review, Decision, Attestation and Surveillance.

- SELECTION

Application: The client, willing to get Halal certificate, should apply through World Halal Trust Group website, filling all necessary information related to the company and the product to be certified Halal. Other documents related to the materials; product and process are requested also to be provided by the client.

The Client shall pay the fee for the review of the Application Documents and shall sign the first agreement related to all the steps of certification process.

Application review: The Head of Halal Certification performs the application review, assign the subsidiary and the convenient team according to their competency and the category of the product. After reviewing the Application, the relevant WHT subsidiary decides whether to accept the Application or not.

Audit program: If the application is accepted, the assigned audit team study the information provided by the client to establish the audit time and develop an audit program. According to the requirements, the audit program list all the audit categories planned for the client during the current year (Certification, Surveillance, etc.) with approximate dates. This document also identifies other important information like audit scope, audit objectives, specific audit criteria and scheme, audit team. Depending on the nature of product to be certified, a sampling process could be developed and planned before on-site audit. When part of the production process is outsourced, an extra audit must be done at the production site of the subcontractor and to ensure that it meets the Halal requirements too.

Audit plan: After communication with the client, the audit team fix a date and the time for conducting the audit, when production process is functional as observing product processing is a mandatory part of the product certification audit. The audit plan indicates the client information, scope of the audit, audit criteria, audit objectives, audit time, all audit participants, and a detailed agenda of the audit day. The audit plan is sent to the client one week before the audit date.

- DETERMINATION

Conducting the audit: For GSO 2055-1:2015 and OIC/SMIIC 1:2019 standards the initial certification audit is carried out in two stages: Stage 1 and Stage 2. The first stage is conducted on-site for some categories with shorter duration, and it consists of auditing the client according to the general Halal requirements, the basic requirements of food safety according to the pre-requisite programs of the technical specification ISO/TS 22002 and the compliance with regulatory and legal requirements. This stage helps in checking the readiness of the client's system and its product to be certified halal. While the stage 2 audit, consists of another visit on-site with a full and complete conformity assessment according to the certification standard and its complementary standards. For the certification standards: MS 1500:2019 and WHT.G:2022, stage 1 and stage 2 are combined into one audit.

The audit process follows the procedures of World Halal Trust Group and the requirements of accreditation standards. A formal opening meeting should be held with the management of the Client and the personnel responsible for the quality of production. The purpose of this meeting, which is conducted by the head of the audit team, is to explain the objectives of the audit and the audit process. After that, the audit starts with the first part: the review of documents using sampling method to collect information and evidence about the compliance of client's system with the requirements of the declared standards. The second part is the observation of the premises and production site with possibility of conducting and interview with personnel. For both parts of the audit, different type of evidences are collected by auditors in total transparency with the client representative to use them later in the audit report.

Sampling: Product samples (if necessary) should be collected, during the audit, in accordance with international practices and submitted for analysis to laboratories accredited on ISO 17025 and conducting the tests necessary to establish compliance of products with Halal certification requirements and certification standards.

Labelling of Halal product shall comply with the requirements of the applicable criteria, the conformity assessment of final labels is following the relevant procedure and it's done randomly during the on-site audit or in a separate process.

Audit results: The audit team meets separately to discuss the collected evidences by each auditor, to identify and classify audit results and summarize them in one document. Audit findings are classified in three parts: Good practices, Opportunities for improvement (Recommendations) and Non-conformities description with the related clause from audit criteria. All discrepancies found are discussed with the Client to ensure that the evidence collected is accurate and that the details of the discrepancy are clear to the Client. At the same time, the auditors do not comment or suggest the reasons for the inconsistencies and do not propose solutions to correct the inconsistencies found.

Closing meeting; A formal closing meeting, considering all participants, should be held with the management of the Client and the personnel responsible for the production quality. The purpose of this meeting, which is conducted by the audit team lead, is to present the audit findings including an explanation of the non-conformances found. The closing meeting includes a notification to the client that the evidence collected during the audit is based on sampling method, thus considering the element of uncertainty; the time frame for the client's provision of a plan for the implementation of measures to eliminate non-conformities discovered during the audit; Information on the complaints and appeals process and other steps prior certification.

- **REVIEW**

Audit report: The audit team provides the client with a written report on each audit. The report form is following the accreditation requirements, and it describes the conformity assessment status of the client for each chapter of the certification standards with detailed description of the evidences collected.

Audit conclusion will summarize the total status of conformity of the client towards Halal certification standards and provide the final recommendation of auditors. In addition to that,

the report mentions if an additional full audit, an additional limited audit, or documented evidence (to be confirmed during future surveillance audits) will be needed to verify effective correction and corrective actions.

Before the end of the agreed period, the client shall ensure that all the non-conformances detected in the audit were fully removed. The audit team review and approve the measures implemented to eliminate non-conformances and their effectiveness. After that, the audit team makes new recommendations for a certification decision based on the gathered evidences.

- DECISION

The Halal Certification Committee of the relevant WHT subsidiary reviews all information and results related to the evaluation as well as the recommendation on the certification provided by the Halal Certification Unit. Decisions on granting, suspension, revocation, and refusal of certification, as well as expanding or reducing the scope of certification are made by the Halal Certification Committee of the relevant WHT subsidiary following the relevant procedure.

- ATTESTATION

Halal certificate: If all certification requirements are fulfilled and a positive decision on the provision of Halal certificate is made, the relevant WHT subsidiary issues the Halal Certification invoice to the Client. Once the invoice is paid and the Agreement between the relevant WHT subsidiary and the Client is signed, the Halal Certificate is issued with a unique identification number for the client. The validity of Halal certificate depends on the selected certification standard: 3 (three) years for GSO 2055-1:2015 and OIC/SMIIC 1:2019 standards while, for MS 1500:2019 and WHT.G:2022 standards it's only 1 (one) year. WHT subsidiary regularly review the directory certified products and, in accordance with the selected certification standard, send a reminder about updating the Halal Certificate to Clients by e-mail: 6 months before the expiration of the Halal Certificate issued according to the GSO 2055-1:2015 and OIC/SMIIC 1:2019 standards and 2 months before the expiration of the Halal certificate issued according to the standards MS 1500:2019 and WHT.G:2022 standards.

Usage of Halal Certificate and Halal Logo: The Client is obliged to use only the Halal logo provided by the relevant WHT subsidiary on its certified products and all related external and internal documents. All Client's label/package designs with the WHT Group's Halal logo must be preapproved with the relevant WHT subsidiary according to the relevant procedure. If the Customer misuses the WHT Group Halal logo and/or the issued Halal Certificate again, the Halal Certificate is suspended or cancelled. In the absence of immediate corrective actions from the Client's side, WHT appeals to the District Court of the relevant country.

- SURVEILLANCE

The activity of the Client must be constantly monitored. The onsite inspections must be conducted as often as it is specified in the Halal Certification Agreement (at least once a year)

giving due regard to the requirements of the Halal certification standard to which the certification has been conducted and taking account of the nature of Halal product in question, requirements of the certification, any non-conformances detected in the Halal product or Halal production premises or any complaints received with regard to certified Halal product. Regular surveillance audits are carried out on the same principle as certification audits, but the audit duration can be much shorter, depending on the complexity of the audited production, the results of previous audits and the established frequency of surveillance audits.

Changes Affecting Certification: The Halal Certification requirements are established through the properly published certification standards, and the Certification Scheme. If the requirements of the standards or their interpretations change, WHT Group's Clients will be informed through the WHT Groups website and in writing. From client's side, the changes affecting certification can be through a request for approval of changes to the certified products; Unapproved changes discovered during surveillance activities (these changes are treated as non-conformances) or Requests for the extension of Halal certified product's scope. Halal Certification Unit of the relevant WHT subsidiary reviews all change requests in accordance with the appropriate procedures and standards. It then evaluates all applicable documents detailing the changes and makes the appropriate decision regarding the product certification.

Reduction, Suspension or Withdrawal of Certification: In a case of minor breaches found during the surveillance audits the Client shall be presented with an official warning and given certain amount of time to eliminate the breach. If the breaches are not eliminated, the Halal Certificate is withdrawn, and the Client is forbidden to use the WHT Group's Halal logo on any of its products. In a case of a very serious breach found during the inspection (e.g. cross contamination with pork, alcohol) the Halal Certificate is withdrawn immediately and the Client is immediately forbidden to use the WHT Group's Halal logo on any of its products.

In a case of suspension or revocation of the Halal Certificate, the Client is obliged to return the original copy of the issued Halal Certificate (including all Annexes to the Certificate) to the relevant WHT subsidiary by registered mail within 10 (ten) business days. 6.17.8 If Certification is terminated (by request of the Client), suspended or withdrawn, the relevant WHT subsidiary takes actions specified in the appropriate documents and makes all necessary modifications to formal certification documents, public information, authorization for the use of Halal logo, etc., to ensure it provides no indication that the product is continued to be certified. If a scope of certification is reduced, the relevant WHT subsidiary takes actions specified by appropriate documents and makes all necessary modifications to formal certification documents, public information, authorization for the use of Halal logo, etc., to ensure the reduced scope of certification is clearly communicated to the Client and is clearly specified in certification documentation and public information.

If certification is reinstated after suspension, the relevant WHT subsidiary makes all necessary modifications to formal certification documents, public information, authorization for the use of Halal logo, etc., in order to ensure all appropriate indications, exist that the product continues to be certified. Is a decision to reduce the scope of certification is made as a condition of reinstatement, the relevant WHT subsidiary makes all necessary modifications to formal certification documents, public information, authorization for the use of Halal logo, etc., to

ensure the reduced scope of certification is clearly communicated to the Client and is clearly specified in certification documentation and public information.

Complaints and Appeals: WHT Group has a documented procedure for the management of complaints and appeals directed to any of WHT subsidiaries which provides the requirements for the recording and tracking of complaints and appeals and actions to resolve them. The Complaints and Appeals Committee is responsible for addressing complaints and appeals. WHT Group is dedicated to the satisfactory resolution of complaints and appeals.

CRITERIA FOR SCHEME REVIEW AND VALIDATION

Scheme is developed according to the current accreditation categories of the World Halal Trust Group. The scheme is reviewed after any changes in the accreditation categories, in objects of Halal product conformity assessment, in the requirements of Halal product conformity assessment and the methodology for performing Halal product conformity assessment. This current version, all changes and upcoming updates are approved by the head of Halal certification.