	GUIDELINE	Document No:	AKR-Pr01-Rh-005-Rv00
	Guideline for Calculating Halal Accreditation Assessment Time	Date of Issue:	19.11.2019
		Revision Date/No:	19.11.2019/Rv00
		Page No:	1/4

1. OBJECTIVE AND SCOPE

This Guideline is prepared for assisting the determination of required time period to perform accreditation assessment activities by assessors and experts assigned by Halal Accreditation Agency (HAK).

By using the methods and approaches in this Guideline, it is aimed to calculate the required time (man/day) for effectively performing halal accreditation assessments of the halal conformity assessment bodies (HCAB) that carry out conformity assessment activities in different geographical locations, scopes or sizes.

2. IMPLEMENTATION

2.1. Determination of Proper Assessment Time

The main factor for the determination of the length of assessment (man/day) regarding HCABs whose conformity assessment activities shall be evaluated is the scope of activity a HCAB asked accreditation for. In addition to this scope below are considered:

- HCAB's number of personnel that participates in the halal conformity assessment activities
- HCAB's number and quality of the processes in the halal conformity assessment activities
- HCAB's general organizational structure
- Locations that HCAB performs halal conformity assessment activities

For determination of proper assessment time, all kind of information and document submitted to HAK during the 'Document Control and Review' phase and the findings of assessment team within this phase shall constitute the basis.


Proper assessment time (man/day) shall be determined by HAK's Project Coordinator (in coordination with the Team Leader) who is responsible for the related application file and then submitted to the approval of Department of Halal Accreditation (HADB)

As a rule, for determination of assessment time, the predetermined values in parenthesis are taken constant for each HAK activity noted in Table-1. In addition, the Project Coordinator can increase or decrease the assessment time in coordination with Team Leader and with approval of HADB according to the issues listed below:

2.1.a. Factors increasing the assessment time

- 1) The size of and number facilities and their different geographical locations
- 2) Assessment or document review action that needs translation from a foreign language¹
- 3) Actions need to be performed under a high level of safety/security measures

¹ Documents prepared in English are excluded.

	GUIDELINE Guideline for Calculating Halal Accreditation Assessment Time	Document No:	AKR-Pr01-Rh-005-Rv00
		Date of Issue:	19.11.2019
		Revision Date/No:	19.11.2019/Rv00
		Page No:	2/4

- 4) Assessment made on-site
- 5) The high number of HCAB personnel and/or the scale of assessed scope
- 6) The complexity of HCAB's structure, management system and/or activities in the field that will be accredited²
- 7) High risks associated with products, processes and / or the activities of the applicant body

2.1.b. Factors decreasing the assessment time

- 1) Where the HCAB is already accredited by another halal accreditation organization within the scope to be accredited
- 2) Where the HCAB is already accredited according to another international accreditation standard within the scope to be accredited
- 3) A narrow scope for which accreditation is requested and/or low number of related HCAB personnel
- 4) The maturity of HCAB's management system³
- 5) Low level of complexity of the conformity assessment activity within the scope to be accredited.
- 6) Where a high number of HCAB's personnel is responsible for the same process within the scope to be accredited.

The length of assessment that will be determined shall cover file/document review by assessors, assessment planning, necessary communication for performing assessment, performing assessment and preparing the assessment report.

The time spent in office visit shall not be lower than 75 % of total length of accreditation assessment (man/day). This issue shall be taken into consideration for initial halal accreditation, surveillance and renewal assessments.

The determined man/day fees DO NOT cover the time spent by the assessment team for transportation and logistics.


One (1) man/day unit corresponds to one (1) working day of eight (8) hours.

It should be noted that the time to be allocated for renewal assessment shall approximately be 3/4 of the total duration (man/day) of the initial halal accreditation assessment of the accredited HCAB.

2.2. Calculation of Time for Halal Accreditation Assessments.

² Complexity classification in Annex B.1 of OIC/SMIIC 2:2019 standard is the basis.

³ Maturity of Management System: It is considered as the long period of time the management system is operating and the quality of the activities carried out during this period.

	GUIDELINE	Document No:	AKR-Pr01-Rh-005-Rv00
	Guideline for Calculating Halal Accreditation Assessment Time	Date of Issue:	19.11.2019
		Revision Date/No:	19.11.2019/Rv00
		Page No:	3/4

As noted above, for determination of the accreditation assessment time on man/day basis, the scope that the HCAB asked HAK for accreditation is considered as the main factor and in this manner the total assessment time shall be calculated according to the values in Table-1.

In addition, the factors mentioned in article 2.1 may be taken into account by HAK. The total duration of assessment to be determined by HAK according to the factors noted under 2.1 may differ from the pre-determined values for normal conditions as set in Table-1.


Table -1: Assessment-Time Rules for Halal Product Certification Bodies

STAGES OF ASSESMENT “PROCESS”	
Document Review (Man/day)	(3)±1
Preparation for Assessment (Man/day)	
Reporting (Man/day)	
Pre-Assessment (Man/day)	(1)±1
[For each product group according to the scope applied for] Office Visit (Man/day)	(2)±1
Witness Assessment (Man/day)	Calculated by considering the elements like complexity of the scope and the nature of the activity that will be witnessed etc.
Follow-up Assessment (Man/day)	(1)±1

Witness assessment shall be carried out for at least one of the halal product certification activities included in the sub-scopes of each requested halal accreditation scope. For these witness assessments, HAK obtains the HCAB’s audit schedule for the client firms and plans the witness assessments according to these programs. HCAB is obliged to fully present its audit schedule to HAK.

Should the HCAB fails to prepare and present an on-site assessment (office visit and witness assessment) regarding at least one product in the sub-scope/product group applied for in the initial halal accreditation, the scope related to this sub-scope/product group shall be omitted from the halal accreditation assessment schedule.

Prepared by: <i>Department of Halal Accreditation</i>	Approved by: <i>HAK Board of Directors</i>
--	---

	GUIDELINE	Document No:	AKR-Pr01-Rh-005-Rv00
	Guideline for Calculating Halal Accreditation Assessment Time	Date of Issue:	19.11.2019
		Revision Date/No:	19.11.2019/Rv00
		Page No:	4/4

All the values shown in Table-1 are given for initial halal accreditation assessments.

Surveillance assessments shall be conducted in a time of approximately 50 % of the deemed time for the initial halal accreditation (except for special cases).

In determination of assessment time for surveillance, conditions like review of HCAB's activities in proper time periods, organizational changes in the assessed HCAB, the maturity level of the conformity assessment system assessed shall be taken into consideration by HAK as well.

If there is a scope extension application with the surveillance assessment, in line with the extent of requested scope, the time determined by the calculation method for initial halal accreditation shall be added to the surveillance time.

If the applicant HCAB have more than one branch, the halal accreditation time (man/day) for office assessment shall be calculated as below:

- The proper time shall be determined by considering the number of personnel and the scope of halal conformity assessment activities carried out in these branches, as well as the risk level associated (as defined in the annex of A.1 OIC/SMIIC 2:2019).
- For a HCAB which has multiple branches in which key activities take place, HAK shall visit all of the branches that are included in the requested scope of accreditation for its initial accreditation assessments.