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|  | <b>GUIDELINE</b>   | Document No:      | AKR-Pr01-Rh-005-Rv01 |
|   | <b>Guideline for Calculating Halal Accreditation Assessment Time</b> | Date of Issue:    | 19.11.2019           |
|   |  | Revision Date/No: | 12.09.2022/Rv01      |
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## 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. TERMS, DESCRIPTIONS AND DEFINITIONS

**Activity Affecting Certification Competency:** Processes which affect HCAB's competency including but not limited to policy formulation, process and/or procedure development, review of certification contract, planning of halal conformity assessments activities [such as calculating audit time, forming an audit team], reviewing, approving and decision making on the results of halal conformity assessment activity.

**Location:** Addresses in which halal conformity assessment activities, as well as other related activities, are carried out (branch, addresses where key activities are conducted, mobile facility, travelling facility, virtual site, remote personnel's location, representative office, liaison office etc.)

**Witness Assessment:** HAK's observation of halal conformity assessment activities carried out by the HCAB within the scope of accreditation in the premises of third party.


**Third Party:** Produce, service provider or person certified by the HCAB.

## 3. IMPLEMENTATION

### 3.1 Determination of Proper Assessment Time

The main factor for the determination of the length of assessment (man/day) regarding HCABs whose halal 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,
- The number of third parties that the HCAB provides services for the technical areas where halal accreditation is requested,

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- 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 be decisive.

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 the Secretary General.

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 the Department of Halal Accreditation according to the issues listed below:

#### **Factors increasing the assessment time**


- 1) Where the size and number of HCAB's locations (branches and representative offices, if any) are high and they are geographically distant
- 2) Assessment or document review action that needs translation from a foreign language<sup>1</sup>
- 3) Actions need to be performed under a high level of safety/security measures
- 4) High number of HCAB personnel involved in halal conformity assessment activities
- 5) A wide range of technical areas in which the HCAB requests halal accreditation
- 6) High number of third parties that the HCAB provides services for the technical areas where halal accreditation is requested.
- 7) The complexity of HCAB's structure, management system and/or activities in the technical area that halal accreditation is demanded<sup>2</sup>
- 9) High risks associated with the products, processes, services, management systems, persons subject to halal conformity assessment, as well as with the general activities of the HCAB

#### **Factors decreasing the assessment time:**

- 1) Where the HCAB is already accredited by another halal accreditation agency either for the scope to be assessed or for other technical areas
- 2) Where the HCAB is already accredited according to another international conformity assessment standard either for the scope to be assessed or for other technical areas
- 3) A narrow scope for which the HCAB requested halal accreditation

<sup>1</sup> Documents prepared in English are excluded.

<sup>2</sup> Complexity classification in Annex B.1 of OIC/SMIIC 2:2019 forms the basis.

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- 4) Low number of personnel involved in halal conformity assessment activities of HCAB
- 5) The maturity of HCAB's management system<sup>3</sup>
- 6) Low level of complexity and risk for the scope that halal accreditation is demanded.
- 7) Where a high number of HCAB's personnel is responsible for the same process within the scope that halal accreditation is demanded

The length of halal accreditation assessment shall cover document review, conducting necessary preparations, assessment planning, performing the assessment and consequent reporting activities.

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


The determined man/day fees DO NOT cover the time spent by HAK Assessment Team for transportation and logistics.

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

**Table -1: Rules of Calculation for Halal Product/Service/Management System Certification Bodies**

| <b>STAGES OF ASSESMENT "PROCESS"</b>                           | <b>(Man/Day)</b>  |
|--|---|
| Administrative Services Performed by HAK's Project Coordinator | <b>(1)±1</b>  |
| Document Review  | <b>(1)±1</b>  |
| Pre-Assessment   | <b>(1)±1</b>  |
| Office Visit and Reporting                                     | <b>It shall be calculated according to the factors under the Clause 3.1</b>   |
| Witness Assessment   | <b>The time of the witness assessment shall basically be the time of audit calculated by the HCAB. Participation in the audit is essential to see the entire process from the opening meeting to the closing meeting, including the evaluation of the production lines by the HCAB personnel.</b> |

<sup>3</sup> Maturity of Management System: It is considered as the long period of time the management system is being operated and the success of the activities carried out during this period.

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| Follow-up Assessment for Nonconformities | <b>It shall be determined according to the nature of the nonconformity and the corrective action for resolving it.</b> |
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*\* All these man/day units are given for the initial halal accreditation assessments. As per the factors detailed above, final man/day amount of halal accreditation assessment might differ from the framework outlined in this table.*

Witness assessment shall be carried out for each sub-category included within the technical area (halal product/service/management system or person certification) halal accreditation is demanded. For that, rules of witness assessment planning toward product/service/management system certification bodies are defined in the “Guideline on Witness Assessment Planning for Halal Conformity Assessment Bodies (AKR-Pr01-Rh-007)” where the rules toward personnel certification bodies are laid in “Halal Accreditation Guideline for Personnel Certification Bodies (AKR-Rh-006)”.

For these witness assessments, HAK obtains HCAB’s audit/exam schedule for the third parties and plans the witness assessments according to these schedules. The HCAB is obliged to properly present its up-to-date audit/exam schedule to HAK.

Should the HCAB fails to prepare for and undergo an on-site assessment for a sub-category included within the technical area (halal product/service/management system or person certification) during the initial halal accreditation process, the scope related to this product/service/management system shall be omitted from the halal accreditation assessment schedule.

For surveillance assessments, the time spent in the office shall be of at least 50% of the time spent in the office during 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 halal conformity assessment system 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.

In case a significant change happens in the accredited HCAB, verification assessment can be conducted within the periods stipulated in the "Guideline on Notification for Critical Changes (AKR-Rh-009)".

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

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| <b>Prepared by:</b> Department of Halal Accreditation | <b>Approved by:</b> HAK Board of Directors |
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- The time shall be determined by considering the number of personnel and the scope of halal conformity assessment activities carried out in these branches/representative offices/agencies, 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/representative offices/agencies in which activities directly affecting its competency take place, HAK shall visit a certain number of those branches/representative offices/agencies by sampling during the initial accreditation assessment, should the HCAB demands halal accreditation for these locations. The Project Coordinator and The Lead Assessor together determine the sampling method, taking into account the factors outlined above.
- All branches/representative offices/agencies of a HCAB, covered by halal accreditation, shall be assessed at least once (1) during an ordinary halal accreditation cycle.

### Document History

| Page # | Revision # | Revision   |
|--------|------------|--|
| 01     | 01         | In Article 3.1, general rules for calculation have been revised.   |
| 02     | 01         | The factors that may increase and decrease the assessment time have been revised.  |
| 03-04  | 01         | The sections describing the special conditions applicable in calculating the assessment time have been simplified, and the rules in Table-1 have been revised.   |
| 04     | 01         | References to other implementation documents & guidelines with binding rules are made.   |
| 01     | 01         | The issues to be taken into account when calculating the assessment time of certifiers with multiple branches/agencies/representative offices have been revised. |