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1. OBJECTIVE AND SCOPE

The objective of this guideline is to define the procedures and principles for planning witness assessments, which basically is the Halal Accreditation Agency's (HAK) observation of the halal conformity assessment activity on-site, and to lay out the basis for the subsequent halal accreditation decision processes towards the Halal Conformity Assessment Bodies (HCAB).

The scope of the rules defined in this guideline has been formed according to the product and service categories outlined in the relevant OIC/SMIIC Halal Standards.

2. TERMS, DESCRIPTIONS AND DEFINITIONS

Announced Witness Assessment: Observation of conformity assessment activities carried out by HCAB within its scope of accreditation in the field of HCAB's client organization by HAK with prior notice to HCAB.

Unannounced Witness Assessment: Planning, organizing, and observing the conformity assessment activities carried out by HCAB within its scope of accreditation in the premises of third party, without prior notice to HCAB.


Surveillance: A series of assessment activities including monitoring that the accredited HCAB continues to meet the accreditation requirements.

Halal Conformity Assessment Body (HCAB): Body that performs halal conformity assessment activities according to the national and internationally accepted technical criteria.

Project Coordinator: The technical staff working in and assigned by HAK, who is responsible for all technical and administrative contact, coordination, and secretariat procedures with the HCAB, accredited or applied for halal accreditation, at every stage of the halal accreditation activities.


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

Third Party: Client firm (organization) certified by HCAB.


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3. IMPLEMENTATION


Cluster	Category		Sub-category		Number of Witness Assessment for Included Activities
Farming	A	Farming of Animals	AI	Farming of Animals for Meat/ Milk/ Eggs/ Honey	<p>Organizing at least 1 witness assessment is obligatory for the inclusion of <i>all</i> product groups specified with (*) below in the halal accreditation scope:</p> <ul style="list-style-type: none"> • Raising, keeping, trapping, hunting, and slaughtering at point of hunt of animals used for meat production (other than fish and seafood) • Raising animals (other than fish and seafood) used for egg production • Raising animals used for milk production • Raising and keeping animals used for honey production
			AI I	Farming of Fish and Seafood	<p>For the following product group, organizing at least 1 witness assessment is obligatory for inclusion in the halal accreditation scope:</p> <p>Raising fish and seafood used for meat production, including trapping, fishing, slaughtering at point of capture</p>
	B	Farming of Plants	BI	Farming of Plants (other than grains and pulses)	<p>Organizing at least 1 witness assessment is obligatory for the inclusion of <i>all</i> product groups specified with (*) below in the halal accreditation scope:</p>
			BII	Farming of Grains and Pulses	<p>BI: Growing or harvesting of plants (other than grains and pulses): horticultural products (fruits, vegetables, spices, mushrooms, etc.) and hydrophytes for food</p> <p>BII: Growing or harvesting of grains and pulses for food</p>

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Food and feed processing	C	Food Manufacturing	CI	Halal slaughtering & processing of perishable animal products	<p>Organizing at least 1 witness assessment is obligatory for the inclusion of each product group specified with (*) below in the halal accreditation scope individually:</p> <ul style="list-style-type: none"> • Halal slaughtering (Raw meat from bovine and ovine [slaughterhouse], including cutting and packaging) and fresh, chilled, frozen, deep-frozen meat from bovine and ovine • Halal slaughtering (Raw meat from poultry [slaughterhouse], including cutting and packaging) and fresh, chilled, frozen, deep-frozen meat from poultry • Processed/Heat-Treated Meat Products for Poultry, Bovine, Ovine, egg products including packaging, and fish and fish products including packaging (products such as caviar, sushi, etc.) • Milk and Dairy Products, including packaging: fresh and ambient stable products • Gelatin: Poultry, Bovine, Ovine, Fish originated
			CII	Processing of perishable plant products	<p>For the following product group, organizing at least 1 witness assessment is obligatory for inclusion in the halal accreditation scope:</p> <p>Production, processing and packaging of plant products including fruits, vegetables, cereals, nuts, fresh juices, dried products and pulses</p>
			CIII	Processing of perishable animal and plant products (Meat based food, mixed products)	<p>For the following product group, organizing at least 1 witness assessment is obligatory for inclusion in the halal accreditation scope:</p> <p>Production of mixed animal and plant products including ready to-eat meals, pizza, lasagna, sandwich, dumplings etc.</p>

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			<p>CIV Processing of ambient stable products</p>	<p>Organizing at least 1 witness assessment is obligatory for the inclusion of <i>each</i> group specified with (*) below in the halal accreditation scope individually.</p> <p>Under the condition that witness assessment for a specific product type in each main group is successful, all products under the witnessed group shall be included in halal accreditation scope:</p> <p><u>GROUP-1:</u></p> <ul style="list-style-type: none"> • Food Supplements (those not classified as biochemicals) • Plant-Based Fats and Oils • Soft Drinks: Non-Alcoholic Beverages (including vinegar) • Cereal and Cereal Products: <ul style="list-style-type: none"> ○ Fine Bakery Products, ○ Bakery Products ○ Pasta, Noodle etc. ○ Flour • Coffee and Coffee Products • Tea, Herbal Teas, and Blends • Food Grade Salt • Drinking Water <p><u>GROUP-2:</u></p> <ul style="list-style-type: none"> • Biscuit Types, Cocoa and Cocoa Products, Cookies and Snacks (including further processed nuts) • Starch, Sugar and Confectionery Products, Honey Products • Soup and Dried Ready-to-Eat Meals • Infant Formula, Baby and Child Food • Spices, Seasonings, Sauces • Canned Foods • Oil Seeds • Food Grade Salt • Drinking Water
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	D	Animal Feed Production	DI	Feed Production	<p>Organizing at least 1 witness assessment is obligatory for the inclusion of <i>all</i> product groups specified with (*) below in the halal accreditation scope:</p> <p><u>D1</u>: Feed production using a single food source or a mixture of food sources for animals fed for food production</p> <p><u>DII</u>: Feed production using single or mixed food sources for animals not intended for food production</p>
			DII	Pet Food Production	
Food Service	E	Catering			<p>For the following product group, organizing at least 1 witness assessment is obligatory for inclusion in the halal accreditation scope:</p> <p>Food Preparation and Presentation in Restaurants & Food Establishments</p>
Retail, transport, and storage	F	Distribution	FI	Retail / Wholesale	Organizing at least 1 witness assessment is obligatory for inclusion in the halal accreditation scope.
			FII	Food Broking / Trading	Organizing at least 1 witness assessment is obligatory for inclusion in the halal accreditation scope.
	G	Provision of Transport and Storage Services	GI	Provision of Transport and Storage Services for Perishable and ambient stable Food and Feed	<p>Organizing at least 1 witness assessment is obligatory for inclusion in the halal accreditation scope.</p> <p>Provision of Transportation and Storage Services for Perishable and Ambient Stable Food and Feed: By Sea, Air or Land</p>
			GII	Provision of Transport and Storage Services for Ambient Stable Food and Feed	<p>Organizing at least 1 witness assessment is obligatory for inclusion in the halal accreditation scope.</p> <p>Supply of Transportation and Storage Services for Ambient Stable Food and Feed: By Sea, Air or Land</p>

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Auxiliary services	H	Services	HI	Provision of services related to the safe production of food	Organizing at least 1 witness assessment is obligatory for inclusion in the halal accreditation scope.
			HIII	Muslim Friendly Tourism and Related Services	<p>Organizing at least 1 witness assessment is obligatory for the inclusion of <i>each</i> group specified with (*) below in the halal accreditation scope individually.</p> <p>If “Tourist Guide Services” are included in the “Tour Packages” whose audit is witnessed, then a separate witness assessment is not required for Tourist Guide Services.</p> <p>If the witness assessment organized for a specific service in the relevant group is successful, all products under the said product are included, taking into account the category of the accommodation service within the “Tour Packages” or “Tourism and Accommodation Premises”:</p> <p><u>GROUP 1:</u></p> <ul style="list-style-type: none"> • Tourist Guide Services <p><u>GROUP 2:</u></p> <ul style="list-style-type: none"> • Tour Packages Including Accommodation (travel agencies, operator companies, etc.) • Tourism and Accommodation Premises • Other Services & Facilities (spa, hammam, medical services etc.)
	I	Food Packaging and Packaging Material Production			Organizing at least 1 witness assessment is obligatory for inclusion in the halal accreditation scope.

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Biochemical	K	(Bio) Production of Chemicals	<p>For the following product groups to be included in the scope of accreditation, organizing at least 1 witness assessment is obligatory for inclusion in the halal accreditation scope:</p> <p>Biochemicals including:</p> <ul style="list-style-type: none"> • Production of food additives • Production of processing aids • Vitamin production • Mineral production • Bio-culture production • Production of flavorings • Production of enzymes
Other	L	Cosmetic Products (including raw materials/ingredients used only in cosmetic products)	<p>It is obligatory to organize at least 1 witness assessment at a cosmetics manufacturer.</p>


Additional Notes: (1) It is fundamental that the witness assessments organized by HCAB's are Stage-2 audits. On the other hand, for the first accreditation assessment, HCAB should be able to organize at least one Stage-1 audit for witness assessment. The decision regarding the product/service group of the Stage-1 audits to be selected shall be made by the Project Coordinator and the Lead Auditor, considering the audit planning of HCAB.

(2) It may be necessary to witness more than one audit under the same sub-category. This depends on whether there are halal criteria differing both in technical and Islamic levels for the relevant sub-category.

(3) In order to give accreditation to a HCAB in the sub-category of "Processing of ambient stable products" from other product groups in the lower row of the products for which a witness assessment is organized, it is mandatory for the HCAB to have documentation/scheme preparation for the products in the lower row, and this situation shall be verified by the HAK Assessment Team in the assessment reports.

(4) Unannounced witness assessments could be carried out for the HCAB accredited by HAK. Such assessments could be a part of their surveillance, as well as a part of the assessments planned to verify the subject to the complaint based on on-site evidence, notifications (complaint etc.) or any other information/news obtained. For this purpose, the accredited HCABs are obliged to submit their planned audit lists to HAK with details at regular intervals.

(5) It is at HAK's discretion under which sub-category the product/product groups shall be classified for those not directly referenced in this list.

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(6) HCABs that successfully perform a witness assessment in accordance with the conditions of 'Group-A' as defined in the OIC/SMIIC 9 Standard under the sub-category of "HIII: Muslim-Friendly Tourism and Travel Related Services" are deemed to be competent for the sub-category of "E: Catering Services" as well.

(7) HCABs that successfully perform a witness assessment in accordance with the conditions of 'Group-A' as defined in the OIC/SMIIC 9 Standard under the sub-category "HIII: Muslim-Friendly Tourism and Travel Related Services" are considered to be competent in groups 'B' and 'C' as well.

Document History:

Page No:	Renewal No:	Renewal Reason:
04	01	The sub-category of "CIV" is re-organized under 2 product groups.
05	01	A subcategory for "D: Animal Feed Production" is defined.
05	01	Service details of the subcategory for "G: Provision of Transport and Storage Services" is elaborated.
06	01	Service details of the subcategory for "HIII: Muslim Friendly Tourism and Related Services" is elaborated.
07	01	Product details of the subcategory for "L: Cosmetic Products" is elaborated.
08	01	Additional notes for the implementation details for "HIII: Muslim Friendly Tourism and Related Services" are defined.