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|  | GUIDELINE | Document No: | AKR-Pr03-Rh-001-Rv01 |
| | Guideline on Halal Accreditation Scope Change | Date of Issue: | 24.09.2019 |
| | | Revision Date/No: | 02.06.2020/Rv01 |
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1. OBJECTIVE AND SCOPE

The objective of this guideline is to define the procedures and principles of halal accreditation scope change as requested by Halal Conformity Assessment Bodies (HCAB) or by the actions of Halal Accreditation Agency (HAK).

Additionally, this guideline aims to inform HCABs about their rights and obligations in the process of scope extension.

2. TERMS, DESCRIPTIONS AND DEFINITIONS

Assessment: Determination of whether the activities, systems and personnel of a HCAB comply with national and internationally accepted technical criteria, standards and related legislation.

Complaint: The application that expresses dissatisfaction to be answered of real persons or legal entities regarding the procedures, policies, temporary or permanent personnel related to the accreditation activities of HAK, the activities performed by an accredited institution within the scope of the accreditation or any activities of HAK.

Corrective Action: An activity related to the measures taken to resolve the causes to prevent the re-occurrence of existing nonconformity, defect or other unwanted situations

Extending the Scope of Halal Accreditation: Addition of new conformity assessment activities to the current halal accreditation scope.

Halal Accreditation Contract: Contract in which the conditions that HCAB declares to comply during the accreditation process and after getting accreditation is defined.

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

HCAB's Authorized Person: Personnel that has been authorized by HCAB to convey any information/document to be sent to HAK and provides the communication between HAK and HCAB.


Project Coordinator: The technical staff working in HAK and assigned by Department of Halal Accreditation (HADB), who is responsible for any technical and administrative contact, coordination and secretariat procedures with the body accredited or applied for halal accreditation at every stage of the halal accreditation activities.

Reducing the Scope of Halal Accreditation: Cancellation of part of the scope of halal accreditation.

Report Evaluation Committee: Committee consisting of a total of 3 people all of whom not involved in the assessment processes

Scope of Halal Accreditation: Specific conformity assessment activities for which halal accreditation has been granted

Surveillance: A series of assessment activities including monitoring of the accredited HCAB to see if it continues to meet the accreditation requirements

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The Official HAK Logo: The symbol used by HAK to identify itself or to promote its own official programs.

Third Party: A firm certified by the HCAB.

Objective Evidence: Confirmable records, statements to prove facts and other related information.

3. REDUCTION OF THE SCOPE OF HALAL ACCREDITATION

The scope of halal accreditation can be reduced by the request of HCAB or by the actions of HAK.

The situations that will engender the reduction of the scope of halal accreditation and the details about the obligations of HAK and HCABs in the process of reduction of the scope are basically regulated in the Communiqué on Suspension, Withdrawal and Reduction of the Scope of Halal Accreditation.

In addition to this, HAK's implementation document prepared in the light of this Communiqué "Guideline on Suspension, Withdrawal and Reduction of the Scope of Halal Accreditation (AKR-Pr03-Rh-001)", addresses the implementation details regarding the process as well.

4. EXTENDING THE SCOPE OF HALAL ACCREDITATION

The halal accreditation scope extension procedure starts with the application of the accredited HCAB to add a new scope to the existing halal accreditation scope.

An application is made to the HAK with the "Scope Extension Form", which needs to be filled in by the authorized person of the HCAB demanding an extension of the accredited scope.


The application is evaluated by the Project Coordinator of HAK within two (2) working days and submitted to Department of Halal Accreditation (HADB) for approval.

After the approval of HADB, the General Secretariat decides according to which stage of HAK's halal accreditation processes the application will be treated, considering the content of the requested scope of halal accreditation, and then initiates the necessary actions. Related procedures will be performed as per the implementation guides of HAK pertaining to the process.

As the decision of extending the scope of halal accreditation is made following the related processes (assessment etc.), necessary revisions are made by the Project Coordinator in the halal accreditation contract and halal accreditation certificates. The revised halal accreditation certificate is published on the website of the HAK.

A new accreditation application for any scope previously excluded from the halal accreditation scope of HCAB is accepted at least six (6) months after the date of the decision for reduction of the scope.

Where possible, additional assessments based on the HCAB's request for scope extension can be combined with surveillance assessments. Nonetheless, scope extension requests made **after the surveillance assessment proposal is sent** to HCAB are not to be evaluated together with that particular surveillance assessment. Such applications for extension of the scope are evaluated once the ongoing surveillance assessments are finalized.


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Document History

| Page #: | Revision #: | Revision Reason: |
|---------|-------------|---|
| 01 | 01 | Terminological changes have been made in the definitions. |
| 02 | 01 | HAK rules and procedures for reduction of the scope of halal accreditation have been defined with reference to the relevant Communiqué and the implementation document. |
| 02 | 01 | The rule about the stage according to which the application of scope extension will be treated is defined. |
| 05 | 01 | Changes have been made in the Scope Extension Form template. |

Prepared by: *Department of Halal Accreditation*

Approved by: *HAK Board of Directors*

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| HALAL ACCREDITATION AGENCY | |
| SCOPE EXTENSION FORM | |
| Organization Making the Request: HAK <input type="checkbox"/> HCAB <input type="checkbox"/> | |
| Registration Number: <i>To be filled by HAK personnel</i> | |
| <u>Information of the Organization Regarding the Decision:</u> | |
| HCAB Name: | |
| Commercial Title: | |
| Center of Operation: | |
| Contact Address: | |
| Contact Number: | |
| <u>Decision on Halal Accreditation for which Extension is Requested:</u> | |
| Date of Decision: | |
| Official File/Decision number Given by HAK: | |
| ADDITIONAL SCOPE/ EXTENSION SCOPE*: | |
| <p><i>* Regarding the scope of halal accreditation specified in the accreditation certificate issued by the HAK and in accordance with the halal conformity assessment scopes defined in OIC/SMIIC 2 Standard</i></p> | |
| HAK Official Registering the Request: | |
| Name and Surname: | Title: |
| Date of registration: | Signature: |

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