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|  | GUIDELINE | Document No: | AKR-Pr06-Rh-001-Rv00 |
| | Guideline on Sampling & Testing Operations for Halal Product/Service Certification Bodies | Date of Issue: | 26.04.2024 |
| | | Revision Date/No: | 26.04.2024/Rv00 |
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1. PURPOSE AND SCOPE

The purpose of this document is to explain the basic principles of sampling and testing activities carried out by the organizations (HCAB) issuing halal conformity certificates for products and services, as part of their halal certification schemes.

This document, which is prepared in accordance with the relevant ‘process management’ clauses of OIC/SMIIC 2:2019 Standard, addresses the criteria according to which above mentioned operations shall be planned and then conducted by the HCABs accredited or demanding to be accredited by Halal Accreditation Agency (HAK).

2. DESCRIPTIONS

Halal Competent Authority: Institutions conducting the functions of supervision, regulation, research, development, and other administrative activities related to halal, pursuant to OIC/SMIIC standards and the principles defined within the context of these standards, in its resident country.

For the implementation of this particular guideline, Halal Competent Authority should be understood as the relevant public authority granting OIC/SMIIC 35 or ISO17025 based accreditation status to testing laboratories, or in cases where this is not possible, an official authority that authorizes laboratories to provide testing service in the field of halal in accordance with OIC/SMIIC approach (latter is valid for countries where there is no official authority granting ISO 17025 or OIC/SMIIC 35 based accreditation).

Halal Certification Audit: Systematic procedure performed by the HCAB to verify that the manufacturer/service provider requesting a halal conformity certificate acts in accordance with the relevant normative framework.

Halal Certification Audit Team: A team formed by individuals employed by a HCAB to audit a specific third party in accordance with the relevant normative framework.

Halal Conformity Assessment Body (HCAB): An organization that performs halal conformity assessment activities according to the relevant normative framework.

Halal Certification Cycle: 3-year period beginning from the issue date of halal conformity certificate, under the assumption that the certificate will be valid until the expiration date.


Third Party: The party certified (or to be certified) by the HCAB.

3. NORMATIVE REFERENCES

OIC/SMIIC Halal Standards Series

EN ISO/IEC 17025 General Requirements for The Competence of Testing and Calibration Laboratories

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4. IMPLEMENTATION

In principle, taking samples and conducting analyses/testing operations are **mandatory** for the initial certification audit, surveillance, and re-certification activities of all HCABs accredited or demanding to be accredited by HAK.

The audit team employed by the HCAB shall take samples from the production/service facilities in sufficient quantity and consistent with its sampling plan to execute the necessary analyses/testing operations.

The sampling activities shall be carried out in conformity with a sampling plan built upon statistically proven techniques that create a certain level of trust. **At this point, HCABs shall establish a “sampling and analysis/testing plan” involving all products/product groups subject to certification within a 3-year period that will cover the third party’s entire halal conformity certificate cycle.** Before the beginning of halal certification audits, this plan shall be informed to the third party through certification contract etc. and the consent of the third party shall be obtained.

When determining the requirements of the sampling, HCABs shall have documented procedures and rules about the selection and control of the samples to provide traceability and to sustain proper representation of the product/service whose halal conformity is in question. At this point HCABs shall determine methods of sampling to be employed according to the characteristic structure of product/service in question and normative references of these methods (national standard etc.) shall also be clearly documented. It is also HCABs’ responsibility to ensure that every person involved in the halal certification processes as an auditor efficiently adopts and consistently implements these methods.


Samples taken by halal certification audit team shall be delivered for analysis to the laboratories accredited by HAK or accredited by the authorized organizations of other countries with which HAK is a party of bilateral or multilateral mutual recognition agreements, according to OIC/SMIIC 35 Standard. This situation is valid for applicable analyses. In other words, if there is an analysis conducted by at least two laboratories that are accredited by HAK according to OIC/SMIIC 35 Standard, then it is expected that HCABs shall receive the relevant testing services from these laboratories with OIC/SMIIC 35 Standard. Otherwise, samples may be delivered to a laboratory which is accredited according to ISO/IEC 17025 by the accreditation authority of the country where the producer/service provider being audited is located in.

In case none of these options exist, the HCAB can exceptionally receive services from a laboratory which is duly authorized by a halal competent authority in terms of analysis/testing activities.

Where there are no independent laboratories and thus the necessary analyses/testing operations are conducted by the laboratory of the third party or of its supplier, HCABs shall ensure that the sampling processes are managed in such a way that the results obtained are reliable. HCABs shall also ensure that the necessary records are kept available by the third party in order to verify that the analysis/test results are relatable to the ‘halal conditions’ and they shall be evaluated during the certification audit.

Apart from these, HCABs may use non-accredited testing methods of a laboratory accredited by HAK according to OIC/SMIIC 35 Standard **under special circumstances that** use of these non-accredited methods are fully in compliance with the relevant international standards and HCABs shall prove this compliance to HAK.

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This rule is also valid for non-accredited testing methods of laboratories with ISO/IEC 17025-based accreditation where there are less than two OIC/SMIIC 35-based laboratories within the country they are located in.

In such situations, through means such as site visits or record control, HCABs shall ensure that the verification etc. of the non-accredited method is properly carried out by the laboratory itself. Records of all actions conducted for this verification shall be duly preserved by HCABs in their most up-to-date forms. During the assessments of HCABs that carry out such verification activities, HAK is entitled to increase the duration of the office assessment at least half (0.5) man/day to verify the conformity of these verifications to OIC/SMIIC approach. HAK may also employ additional technical experts in its assessment team for the same purpose.

Sampling and analysis/testing operations:

- shall be based on normative criteria: essential standards must be documented,
- shall be formulated in accordance with the relevant product/service groups.

While determining the product/service groups for this ‘formulation’, HCABs can use the classification available in latest version of HAK’s “AKR-Pr01-Rh-007: Guideline on Witness Assessment Planning for Halal Conformity Assessment Bodies” as a base point.

HCABs shall decide on which analysis to be conducted throughout the certification cycle based on the “halalness risks” of the relevant product/service. At this point, details of the analysis/testing activity regarding the product/service to be certified shall be determined by considering the requirements of national, regional, and international regulations and related biological/chemical and other risks, in addition to the halal requirements of this product/service as defined in the relevant OIC/SMIIC Standard.

Analysis/testing results conducted by the third party in accordance with some national regulations of the country where the third party is located in, SHALL NOT ALONE be deemed enough. Such results available at the third party may be accepted only under special & well-documented circumstances (like when the analyses regarding the audited product/service are frequently conducted by the third party etc).

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