1. PURPOSE AND SCOPE

The purpose of this document is to assist halal conformity assessment bodies (HCABs) that issue halal conformity certificates for products and services in ensuring that critical operations within the scope of their halal certification activities, such as application evaluation, audit planning, conducting audits, reporting, sampling and analysis/testing, and surveillance, are consistent and fit for purpose.

As such, this Guideline contains the mandatory requirements regarding the above-listed critical operations to be carried out by HCABs during halal certification within the main product group 'CI: Halal slaughtering & processing of perishable animal products,' as specifically defined in "AKR-Pr01-Rh-007: Guideline on Witness Assessment Planning for Halal Conformity Assessment Bodies", together with all its sub-product groups.

2. TERMS, DEFINITIONS, AND DESCRIPTIONS

The definitions in the current version of the "AKR-Rh-003: General Guideline for Halal Conformity Assessment Bodies" apply.

For definitions or technical terms not included in this Guideline, the definitions in the OIC/SMIIC halal standards apply.

3. REFERENCED NORMATIVE DOCUMENTS

OIC/SMIIC Halal Standard Series

AKR-Pr06-Rh-001: Guideline on Sampling & Testing Operations for Halal Product/Service Certification Bodies

AKR-Pr01-Rh-007: Guideline on Witness Assessment Planning for Halal Conformity Assessment Bodies

AKR-KL-001: Competence Guideline for the Personnel of the Halal Conformity Assessment Bodies

4. APPLICATION

4.1 General Rules

4.1.1 In general, HCABs are obliged to establish, operate, and regularly review—and, where necessary, improve—a certification scheme that meets the applicable requirements of OIC/SMIIC 2 and other international standards referenced therein, as well as the mandatory implementation documents published by the Halal Accreditation Agency (HAK) on its official website, and the relevant legal requirements (legislations).

4.1.2 When HCABs are required to specifically define products and services in their scheme documents, this definition must comply with the classification set out in the most recent version of "AKR-Pr01-Rh-007". In this context, a product or service within the product group covered by this Guideline cannot be classified under any subcategory other than "CI."

4.1. HCABs providing certification services within the scope of "halal slaughter" in the main product group must have documented rules on how they will verify the compliance of the

stunning process with OIC/SMIIC 1 and relevant legislation requirements when auditing a third party (customer) that performs slaughter using stunning methods. These rules must include, at a minimum, permitted ampere values, post-stunning viability verification techniques, the frequency of water replacement in the electric pool, and the speed of the line, which are factors that directly affect the death of the slaughtered animal.

4.2 Resource Management

4.2.1 The competency criteria for personnel involved in application review/contracting on behalf of HCAB, calculating the audit period, and responsible for establishing the audit team, as well as for persons who will serve as auditors, experts, or decision-makers, are as defined in "AKR-KL-001: Competence Guideline for the Personnel of the Halal Conformity Assessment Bodies."

In addition, HCABs must assign an audit team consisting of at least 2 persons for both stage-1 and stage-2 audits. This team must consist of at least 1 lead auditor (team leader) and 1 Islamic affairs expert.

4.2.2 For audits to be conducted within the scope of "halal slaughter" under the main product group, it is mandatory for the audit teams appointed by HCAB to include at least one veterinarian with a minimum of 2 years of professional experience in slaughter. The veterinarian in question may serve as an auditor or expert on the team.

4.2.3 The veterinarian and the Islamic affairs expert on the audit team must participate in stage-1 and stage-2 audits. Except for documented force majeure reasons, the veterinarian and the Islamic affairs expert cannot participate in any of these audits remotely/online. If such a situation is detected during a witness audit conducted by HAK, a follow-up decision will be made for the audit in question. If it is detected through an office audit or the use of other objective tools, HCAB is expected to re-run the certification processes, including the decision.

4.2.4 Personnel Competence and Certification Requirement: Auditors and experts employed by HCABs on a full-time or contractual basis must be certified in accordance with the following schedule, effective **as of the date** this Guideline **enters into force**:

- 25% by the end of the 12th month,
- 50% by the end of the 24th month,
- 100% by the end of the 48th month,

In accordance with OIC/SMIIC 34 Standard, they must have obtained an accredited personnel certificate (auditor, expert, etc.) relevant to their field of assignment from organizations accredited by HAK for personnel certification. The fact that the relevant auditor or expert has previously been appointed on behalf of HCAB does not constitute an exception to this rule.

4.2.5 Apart from personnel matters, HCABs must also conduct their relationships with parties from whom they procure conformity assessment services through 'outsourcing' in an appropriate manner. In this regard, if a HCAB uses the services of a laboratory, inspection body, or another organization like itself at any point in the halal certification process, the following conditions must be met:

- HCAB assumes responsibility for all activities outsourced to another organization.

- Outsourcing cannot be used in decisions to issue, suspend, withdraw, reduce the scope of, or renew halal certificates.
- It must be verified and documented that the outsourced entity fully complies with all relevant OIC/SMIIC halal standards as well as other relevant standards related to service provision (e.g., ISO 17025 for testing, ISO 17021-1 for inspection, ISO 17020 for sampling operations) and the conditions related to these services.
- It must be ensured that the external source does not engage in activities such as consulting, design, or manufacturing of halal products, either directly or through a different employer, in a manner that jeopardizes HCAB's impartiality.
- Third-party approval must be obtained for the use of external resources.
- Processes explaining the conditions under which outsourcing will be used must be documented.
- The process, duties, and responsibilities related to the approval and monitoring of external resources must be documented.
- A list of approved outsourced service providers must be created, and this list must include the scope of services subject to outsourcing and the competency records of the service provider (external resources).
- A legally valid agreement/contract must be signed with the external resource in an appropriate manner, and the agreement/contract must include confidentiality and conflict of interest provisions.

4.3 Application Evaluation and Contract Execution Operations

4.3.1 Upon receiving an initial certification application, HCABs shall request the following information, documents, and records related to the third party's general operational structure within a specified timeframe:

General structure:

- Applicant's legal name, address of registered administrative headquarters, current contact information
- Name and function of the person authorized to sign on behalf of the applicant and liaise with HCAB
- The applicant's role (manufacturer, designer, distributor, agent, etc.)

If the party that will use the halal conformity certificate and mark is different from the applicant (such as in cases of contract-manufacturing), the following additional information and documents must be demanded from the party in question:

- Legal name, address of the registered administrative headquarters, current contact information
- Name and position of a person legally authorized to contact HCAB and sign documents, if necessary
- Role of the other party that will use the halal conformity certificate and mark (contract-manufacturer, designer, distributor, etc.)

4.3.2 HCABs must obtain the following information, documents, and records related to the production processes and the production itself of the third-party during the application evaluation stage:

Production process:

- The legal entity/person who owns the product and bears overall responsibility for the product to be certified (including contact persons and contact information)
- All facilities where the final halal product to be certified is manufactured, their physical addresses, and their operating registration/approval documents (addresses, contact persons, and contact information—where applicable, this information is also required for subcontracted manufacturers)
- All other commercial activities carried out at these locations
- If another legal entity owns the product, the relationship of all production facilities with the said legal entity and sufficient information about this another legal entity
- A current organizational chart showing key personnel involved in production and their roles
- Authorization and training status of personnel managing production activities
- Information regarding the initiation, control, and recall of production

Purchased materials, components, and services:

- Main materials and all sub-components, and any purchased services
- Purchase details
- Supplier competency evaluation and approval records and procedures
- Quality control records and procedures related to the materials, components, and services to be purchased

Production:

- A clear and understandable description of the product(s) subject to the halal certification process, including product catalog numbers, type definitions, or other descriptive identifiers
- Name, title, and contact information of the person(s) responsible for product quality
- Description of the production process (main stages from raw material acceptance to shipment, current flow chart)
- Product and production specifications (recipes, drawings, parts lists, work instructions, etc.)
- Outsourced operations (description of the operation, name and address of the subcontractor, details of the contract concluded between the parties)
- Production resources and equipment (registered or specially made or adapted, etc.)
- Procedures and records related to the control of changes in the product and production process
- Procedures and records related to inventory control
- Procedures and records related to the control of ongoing active work (production)
- Procedures and records related to the control of the final product
- Procedures and records related to the control of defective materials, components, sub-assemblies, and final products
- Control procedures for applying halal or other conformity marks to the final product
- Records related to consultancy services received

Outputs of quality processes and, if available, valid conformity assessment results/certificates:

- Results of analyses and tests performed on components purchased during production processes and/or final products (regardless of whether they are from internal or external laboratories)
- Internal inspection and analysis results, if any
- List of internal test equipment, if any
- Calibration records for internal inspection/testing equipment, if any
- Existing or expired conformity certificates obtained from other halal certification bodies for the final product itself or its basic components

4.3.3 HCABs must obtain the following information, documents, and records related to the management systems of the third party during the application evaluation stage:

- Management system compliance certificates demonstrating compliance with ISO 9001, ISO 22000, or equivalent normative criteria, if any
- Previous halal conformity certificates (name of the certification body, scope of halal certification, covered facilities, copy of halal certificates)
- Copy of the quality manual and/or quality management system documents
- Management structure
- Information of the manager responsible for quality
- Key personnel information
- Qualification records for key personnel
- Document and record control procedure
- Internal audit procedure and records
- Management review procedure and records
- Improvements, corrective and preventive actions
- (If applicable) Details of recent management changes

4.3.4 If the product to be certified is manufactured at different locations, the information and records listed above must be compiled for each location. The amount of preliminary information to be provided by the third party may be increased by HCAB depending on the nature and complexity of the halal product/production process.

4.3.5 During the application evaluation stage, HCAB shall verify that the third party's flow chart also defines the relationships related to production/service/slaughter that are halal (the third party may create a separate chart or use an integrated chart).

4.3.6 It is essential that all this compiled information, documentation, and records form the basis for the application evaluation operations described in the relevant article of the OIC/SMIIC 2 Standard and that HCAB effectively evaluates them when making an audit planning decision for the relevant third party.

4.3.7 At this stage, the HCAB may mutually conclude with the third party the halal certification contract/agreement, and, if applicable, a separate contract/agreement specifically related to the use of the halal conformity mark, provided that the required minimum information is available. Alternatively, HCAB may also conclude such agreement(s) simultaneously while requesting the above-mentioned information and records. In any case, the terms for the use of marks

between the HCAB & the third party must meet all the requirements of the relevant article of the OIC/SMIIC 2 Standard.

If HCAB approves the application and decides to enter into a halal certification agreement, it must record the evaluation results on which this decision is based and document which HCAB personnel specifically evaluated which information, documents, and records.

4.3.8 After the application approval, the halal certification contract/agreement to be concluded must include at least the following elements. HCAB may add additional elements to the contract/agreement, taking into account factors such as the location of the third party, the party using the halal conformity certificate being different from the main applicant, etc.:

- Definition of the parties to the contract, their names and addresses, and, if applicable, the authorized representatives within the scope of the agreement.
- Contract headings, abbreviations, etc.
- Details of the certification and other services to be provided (the certification scheme, product requirements, halal requirements, products covered, and production sites must be included)
- Fees and charges (general payment items, incidental expenses, invoicing, payment period, etc.)
- Third party's commitment to continuous compliance with product and halal requirements (in cases where the third party submitting the application is not the actual manufacturer of the product to be certified, e.g., where the applicant is a distributor/importer, etc., the commitments of the main manufacturer must also be included)
- Use of the halal compliance certificate and halal compliance mark (HCAB may also require the signing of a separate agreement or scheme document for this purpose- see Clause 4.3.7)
- Third party's commitment not to use any name, logo, brand, symbol, advertisement, or slogan that is contrary to Islamic values
- Matters related to surveillance activities following the halal certification decision
- Conditions for suspension, reduction of scope, and withdrawal of the certificate
- Complaint and appeal procedures
- Details of outsourcing, if any
- Notification requirements for changes occurring with third parties (new suppliers, etc.)
- Notification of changes in HCAB's scheme and compliance conditions
- Transfer of the halal conformity certificate (see mandatory HAK application document coded AKR-KL-002)
- Matters related to the ownership of samples
- Matters related to intellectual property
- Confidentiality and liability provisions
- Conditions for amending and terminating the contract
- Definitions and management of force majeure
- Details regarding dispute resolution (definition of authorized courts)
- Details of the communication channels to be used between the parties
- Terms specified in OIC/SMIIC 2 that must be legally binding

4.4 Audit Planning Operations

4.4.1 At the application review stage, once the third party has provided the required information and records, and it has been assessed and documented that there is no impediment to conducting halal certification processes in terms of factors such as general operations or product specifications, an audit planning covering a three-year certification cycle shall be established. This planning should include not only the initial certification but also surveillance and renewal audits.

4.4.2 Audit planning should be based on **the Halal Critical Control Points (HKCP)** that HCAB must establish separately for each third party. By definition, HCCPs are process steps where measures are mandatory to eliminate hazards or minimize potential causes of hazards related to the halal status of a food or service (such as animal slaughter) to be certified against OIC/SMIIC Halal Standards, or to reduce them to acceptable levels where elimination is not possible. For an example of an HACCP definition, refer to the Annexes of this Guideline.

4.4.2 The HCAB shall also evaluate all Hazard Analysis and Critical Control Points (HACCP) and Operational Prerequisite Programs (PRPs) in place at the third party, and determine, at the planning stage, which of these will be subject to its audit.

4.4.3 All of the information and records listed above and compiled during the application are reviewed by audit team members appointed by HCAB during the audit planning phase. If there are any circumstances preventing the audit from proceeding, these are recorded in writing, along with their basis in the relevant normative criteria, and communicated to the third party. At this point, HCAB expects the third party to address these non-conforming elements within a specified period. Otherwise, the audit planning is canceled, and the on-site audit process is not carried out.

4.4.4 HCAB must have a documented procedure for calculating the audit duration during audit planning. The following conditions must be met in the development and implementation of this procedure:

- HCABs must be aware of the difference between 'audit time', which refers to the period covering the audit planning and reporting processes, and 'audit duration', which refers only to the period from the opening meeting to the closing meeting at the third party's site, and must carry out their operations in such a way as to calculate both periods.
- In calculating the duration, the number of personnel working per shift may be used instead of the total number of personnel at the audited third party. However, this requires that the following two conditions be met simultaneously: It must be verified that similar processes are carried out in different shifts, and the techniques for this verification and the rules for calculating the duration must be documented.
- If the calculated time is a decimal value, the result must be rounded to the nearest half or full day. If the decimal value is between 0.25 and 0.74, it is rounded to a half day. If it is 0.75 or higher, it is rounded up to the next full day. If it is 0.24 or lower, it is rounded down to the nearest full day. Examples:
    - 5.3 → 5.5 man-days
    - 5.2 → 5.0 man-days

- 5.8 → 6.0 man-days

- HCABs can calculate different product types that are confirmed to be similar in terms of specifications, production process, and halal risk as a single diversity parameter.
- Factors allowing for a reduction in the total audit time must be reasonable, understandable, equally applicable to all parties, supported by objective evidence, and based on documented rules.

4.4.5 All other audit planning operations not covered herein must be conducted in accordance with the provisions under the process requirements clause of the OIC/SMIIC 2 Standard.

4.5. Audit Implementation

4.5.1 All audits to be conducted by HCAB, including stage-1, stage-2, surveillance, renewal, or audits for other purposes, must be planned and implemented to include at least the following elements:

- Evaluation of raw materials (including feed and live animal procurement processes in cases where the third party is a slaughterhouse)
- Evaluation of packaging
- Evaluation of the production process
- Evaluation of critical elements in the third party's management system that affect the halal suitability of the product/service
- Verification of current stunning practices and equipment (in cases where the third party is a slaughterhouse)
- Sampling and analysis in accordance with the provisions of the OIC/SMIIC 2 Standard (at this point, HCAB must have defined sampling criteria based on relevant national legislation or international standards, etc., for each product group)

4.5.2 There must be a reasonable period between stage-1 and stage-2 audits. This period must be determined based on the stage-1 results and the third party's ability to implement a system in accordance with OIC/SMIIC standards. If HCAB conducts these audits consecutively or within an interval of less than one week, it must verify and record that there are no serious non-conformities in the third party that are contrary to the essence of the OIC/SMIIC standards as a result of stage-1. The period between stage-1 and stage-2 audits must not exceed six months in any case: if this period is exceeded, the stage-1 audit shall be deemed invalid and must be repeated.

4.5.3 Audits must be planned and conducted in a manner that covers the latest version of the OIC/SMIIC 2 Standard, as well as other halal standards (such as OIC/SMIIC 22) relevant to the product or service under audit, and the relevant national legislation requirements.

4.5.4 In terms of evaluating production lines/slaughter units, HCAB's audit plans and operations must be carried out based on the following elements:

- Equipment, personnel, facilities, and procedures necessary to manufacture halal products/provide halal services/perform halal slaughtering in accordance with the relevant halal requirements
- The capacity and competence to monitor, measure, and test during and after production/service/slaughter to ensure compliance with the halal requirements
- Evaluation of other conformity assessment results available from third party (by interpreting the results of laboratory analyses previously performed for different purposes, and different conformity certificates held by the third party)
- Quality control procedures and performance in the production processes of halal products throughout all stages of operation until shipment of the finished product
- The ability to identify and separate non-compliant products

4.5.5 It is the third party's responsibility to ensure that halal production/service provision/slaughter is carried out in accordance with halal requirements at every stage of the supply chain. However, HCAB must verify that this condition is fully met by the third party and that all stages of the supply chain in question can be monitored for this purpose, using a risk-based sampling approach. For this verification, HCAB must obtain and evaluate the necessary documents and records related to the product/service/slaughter under audit from the third party, both during audit planning and during the audit itself. At this point, HCABs must have documented procedures and plans regarding which traceability methods and procedures to use for which specific product group, including the initial certification audit. In this context, depending on the risk level of the product/service/slaughter, the HCAB should apply the appropriate traceability control, either end-to-end or partial, based on past production, production at the time of audit, or a recall scenario. Only one of these controls alone is not sufficient; depending on the risk level of the product/service/slaughter, a combination of multiple control methods must be applied.

4.5.6 HCABs must verify during the application evaluation and audit stages that the third party has a system in place for waste management, allergen management, pest control, fumigation, occupational health and safety, and emergencies, and that it has a successful track record of implementation.

4.5.7 Where the third party being audited is a slaughterhouse, the HCAB shall carry out verification and validation operations regardless of the type of slaughter (mechanical, manual, or stunning). Where the third party performs manual slaughter, the HCAB shall verify the suitability of the equipment used and the performance of the slaughtermen performing the manual slaughter during the shift.

4.5.8 Where the third party being audited is a slaughterhouse, HCABs must verify during the application assessment and audit stages that the third party being audited has an animal welfare policy, and that this policy complies with both relevant national legislation and the Islamic principles that form the basis of the OIC/SMIIC approach.

4.5.9 If the suppliers of animal-derived raw materials (including gelatine raw materials) used in the products covered by this Guideline do not have a halal conformity certificate with HAK

accreditation, it is essential that HCABs must perform on-site verification of these suppliers. During the initial certification audit, the HCAB must include at least two-thirds of the raw material suppliers that do not have an accredited halal certificate in the audit (visit) plan and perform on-site verification. Furthermore, the HCAB must have a policy in place requiring notification of any supplier changes made by the third party after the halal certification decision. Verifications of new suppliers must be conducted on-site during surveillance audits too.

4.5.10 Audits conducted by HCABs should not be limited to management system audits. It is essential that management systems directly affecting the halal compliance of the third party subject to the audit are also evaluated during the audit. In this context, the audit planning and implementation must focus on (1) the relevant OIC/SMIIC halal standard **and** (2) related management system elements (food, quality, etc.) in a balanced manner. Planning must be based on the operational risks of both the product/service/slaughter subject to audit and the third party itself, in relation to which of these 2 different elements to focus on and to what extent. HCAB audit plans and practices must be carried out based on the following minimum elements:

- Management system procedures related to production/service/slaughter processes (identification of resources, etc.)
- Quality controls
- Rules regarding the control of documents and records
- Current management system certifications and related past audit reports
- Internal audit and management review records
- Procedures for nonconforming products and processes and past performance
- Handling of complaints
- Corrective and preventive actions
- Process management for identifying, labeling (with halal conformity mark), and placing products/services subject to audit on the market

4.6 Resolving Non-conformities, Reporting, and Decision-Making

4.6.1 HCABs must have defined timeframes and procedures for closing non-conformities identified as a result of audits. Follow-up audits may be conducted to verify that non-conformities have been completely resolved as a result of specific actions carried out by the third party.

4.6.2 As a result of all these processes, the audit reports to be prepared as the basis for the halal certification decision shall, at a minimum, include the elements listed in the relevant sections of the OIC/SMIIC 2 Standard concerning audit reports.

4.6.3 The halal certification decision must be made by an organ consisting of at least 3 persons whose duties and responsibilities are documented. At least 1 person in this body must be a full-time employee of HCAB, and at least 1 person must be appointed as an Islamic Affairs Expert.

4.6.4 Decisions must be taken unanimously, and the decision minutes must be kept in a manner that includes the written approval/signature of everyone in the decision-making body.

4.6.5 As a rule, decision-makers must have the same education, audit background, and general professional experience as the persons appointed as auditors for the product groups covered by this Guideline. At this point, the competence of decision-makers must be considered **as a whole**, and the provisions of "AKR-KL-001" apply to the details of the competence criteria relevant to these persons.

4.7 Surveillance Operations

4.7.1 HCAB's surveillance processes for certified third parties should be structured according to the following three main elements: **(**1) the structure and nature of the certified product/service, (2) the risk of encountering non-compliant products/services after the halal certification decision, (3) 'objective' inputs from the market and other sources regarding the third party's compliance with halal requirements.

4.7.2 Similarly, the frequency of surveillance activities should also be determined based on the three main elements listed above. HCAB may change the frequency level based on previous surveillance results. In any case, the rules regarding surveillance frequency should be documented in HCAB's certification scheme.

4.7.3 As part of the surveillance activities, there shall be at least one audit conducted and reported in the form of an unannounced visit. This audit should be planned separately from the periodic surveillance audits.

4.7.4 All surveillance activities to be carried out in the product group covered by this Guideline must include on-site audits. HCAB may also use additional tools such as document & record reviews, social media scans, and third party's website checks to increase the effectiveness of on-site audits.

4.7.5 Surveillance activities must, in all cases, cover all facilities where the third party's manufacturing/service provision/slaughter operations are carried out.

4.7.6 Within the scope of a surveillance activity, **different audit procedures** must be defined and applied in addition to the audits to be carried out on the on-site visit form. These activities may include the following operations:

- Addressing questions to the third party and/or requesting documented information regarding the product within the scope of certification
- Reviewing the quality control records related to the third party's production/service provision/slaughter processes
- Tracking feedback from different legal entities related to the certified third party (e.g., investigation of complaints and non-conforming producer/product lists released by public authorities, etc.)
- Verification of whether there has been a critical change related to production/service provision/slaughter

- Analysis of samples taken from the production site/slaughter line, or market (or both)

4.8 Rules for the Use and Reference of the Halal Conformity Mark

4.8.1 The type and characteristics of the halal conformity mark must be defined.

4.8.2 The halal conformity mark must have legal protection (such as patent or trademark approval) obtained from a public authority.

4.8.3 The methods for affixing and labeling the halal conformity mark on the final product must be defined.

4.8.4 HCAB must have entered into a license agreement/contract with a third party to regulate the use of the halal conformity mark and references to it. In cases where HCAB defines the rules for use and reference in a different scheme document, such as an application agreement/contract, and obtains consent from the third party, a separate license contract for the use of marks may not be necessary.

4.8.6 HCAB must define the actions to be taken in the event of inappropriate behavior by the third party in the use of the halal conformity mark and in its references to it (e.g., suspending/withdrawing the halal certificate, conducting an extraordinary audit, etc.).

4.8.6 There may be special circumstances requiring a different organization to be a party to the license agreement/contract to be concluded between HCAB and the third party for the use of mark. These are as follows:

- The third party outsourcing the manufacturing of the product to another party, including the attachment of the halal conformity mark,
- Third parties manufacturing on behalf of another party shall affix their own label to the product subject to halal certification, including the halal conformity mark of the 'other party' mentioned.

4.9 Monitoring Non-Compliant Activities and Operations of Third Parties

4.9.1 If HCAB determines that a third party certified has failed to comply with any of the OIC/SMIIC halal standards' requirements and relevant regulatory requirements on which the halal certificate is based, or if this situation comes to light through a complaint, HCAB shall ensure that the third party carries out the necessary corrective actions.

4.9.2 HCABs must have specific monitoring methods and procedures in place to minimize risks in this regard through a proactive approach. All responsibilities in this regard are defined in the relevant regulations published by HAK.

ANNEX-A

A.1 Mandatory Special Conditions for Halal Certification of Gelatine

A.1.A. Processing Conditions

- The facility must have an internationally recognized food safety management system in place.
- Gelatine must be produced in accordance with good manufacturing practices that ensure the safety of raw materials and the production process.
- *The entire production 'chain', from raw material acceptance to final product transport, must be dedicated solely to 'halal' gelatine production.*
- Raw materials must be obtained only from healthy animals that have been slaughtered in accordance with halal practices and/or are considered halal according to the latest version of the OIC/SMIIC 1 Standard (cattle, fish, etc.).
- Raw materials must not be infected with BSE (bovine spongiform encephalopathy).
- Control protocols such as rapid post-mortem BSE testing, careful removal of specified risk materials, and prevention of infectious materials entering the supply chain must be implemented to ensure the safety of production processes.
- Regarding the laboratory analyses, it must be assumed that all animals used are clinically infected and that all bones taken from the animals contain infected spinal cord and dorsal root ganglia, etc., and therefore the relevant analyses must be performed for all theoretically possible levels.
- Preferably, the raw materials to be used in production should be procured solely in an unprocessed form from slaughterhouses and/or meat processing facilities, together with the ante-mortem and post-mortem inspection records.
- Raw material sorting belts must be checked for foreign and unwanted materials.
- The use of hides and skins that have undergone any tanning process, whether the tanning process is complete or not, is prohibited.
- If bones are used as raw material, they must be crushed in a continuous process and degreased with hot water for an appropriate period of time with vigorous agitation.
- Each production batch must be tested for physical, chemical, and microbiological properties.
- Different production batches with different characteristics must be dry blended according to the required specifications. The final mixtures must be retested for compliance with the relevant halal standard and regulatory requirements in terms of physical, chemical, and microbiological properties.
- Chemicals and ingredients used for gelatine processing shall be of food grade and halal.
- Finished/ready-to-use gelatine must not contain any foreign tastes or odors.
- The finished gelatine product must be clean, sound, and healthy, and free from any rodent or insect infestation and any type of najis material.
- Gelatine must be free-flowing and homogeneous, and must not contain any lumps, stains, or graininess.

A.1.B. Processing Facility and Physical Equipment: Location

- The gelatine processing/production facility must not be located in areas where there is a constant threat to food safety or suitability.
- Structures within the facility must be sturdy, constructed from durable materials, non-toxic, and easy to maintain, clean, and disinfect.
- Floors must be constructed to allow for proper drainage and cleaning.
- Work surfaces that come into direct contact must be in good condition, durable, and easy to clean, maintain, and disinfect.
- Work surfaces should be smooth and made of non-absorbent materials.
- Equipment, kitchenware, and containers that come into contact with the product must be designed/constructed to allow for proper cleaning and disinfection, and their maintenance must be carried out to prevent any contamination.
- Equipment, containers, tools, filters, or other machinery that comes into direct contact with the product must be durable, made of non-toxic materials suitable for their intended use, and free from Najis.
- Containers used for waste, by-products, and inedible or hazardous materials must be clearly identified and made of impermeable materials.
- The facility must have appropriate sorting facilities for raw materials.
- A well-equipped and competent laboratory's services must be utilized for the evaluation and testing of raw materials or ingredients prior to processing.
- Potable water, with appropriate facilities for storage, distribution, and temperature control, must be available to ensure the safety and suitability of the gelatine product.
- There must be a separate system for steam production, cooling, and other similar purposes.
- Well-designed and constructed drainage and waste disposal systems and facilities must be provided to prevent contamination of the product. It is also preferable for the facility to have its own bone crushing unit.
- The facility must provide adequate facilities for cleaning kitchen utensils and equipment. These facilities must have sufficient hot and cold potable water.
- Personnel hygiene facilities (wash & change rooms, hand wash and personal protective equipment) should be available to ensure an appropriate level of personal hygiene and prevent contamination of gelatine products.
- Proper written hygiene procedures must be displayed all over the plant and must be implemented.
- Sufficient equipment for heating, cooling, refrigerating and freezing must be available, along with a control and monitoring system.
- Natural or mechanical ventilation must be provided to minimize airborne contamination of the product (e.g., ambient temperatures, odors, and humidity must be controlled).
- Sufficient natural or artificial lighting must be provided to ensure hygienic operation of the facility, and the product must be protected from contamination due to breakage.

A.1.C. Storage, Transportation, Packaging, Marking, and Labeling

- Areas must be provided for the storage of food, materials, and non-food chemicals. These storage areas must be designed to allow for proper cleaning and maintenance, prevent pest access and harborage, and protect the product from contamination.
- Packaging design and packaging materials must provide good protection for products to minimize contamination, prevent damage, and ensure proper labeling.
- Packaging materials must comply with halal requirements, be non-toxic, and not pose a threat to product safety.
- Each bag/container must be clearly and indelibly marked with the following information:

a) Product name;
b) The name and address of the manufacturer and importer;
c) Production and expiration date;
d) Batch or code number;
e) Origin of the raw material / source of the gelatine;
f) Gelatine grade;
g) Gel strength (Bloom value);
h) Net weight;
i) In cases where the halal compliance mark is attached, the name of the OIC/SMIIC 22 Standard along with the year of publication

- Measures must be taken to protect products from potential contamination sources and damage during transport and to provide an environment that effectively controls the growth of pathogens.
- Vehicles and containers used to transport products must be kept in a good state of cleanliness and repair.

A.1.D. Test Methods to be Used in Halal Conformity Verification

Samples taken by HCAB from a gelatine manufacturer for testing purposes must be subjected to testing processes in accordance with the conditions described in the 'Resource Management' section of this Guideline.

At this point, it is a priority that the test methods to be used by HCAB are accredited by an authorized body according to OIC/SMIIC 35, ISO 17025, or other internationally recognized normative criteria. However, the HCAB may, under exceptional conditions, use non-accredited test methods of an accredited laboratory, provided that the HCAB ensures these methods are operated in compliance with the relevant international standards and demonstrates this to HAK. In this case, HCAB must ensure that the verification and other processes for the non-accredited method(s) are performed by the laboratory itself, through means such as site visits or control of related records.

Furthermore, the relevant test methods provided in Annex-C shall also be taken into account in the sampling/analysis planning to be carried out so as to cover the entire halal certification cycle.

A.1.E Legal Requirements

All processes carried out must comply not only with the requirements of the relevant OIC/SMIIC standard but also with the applicable requirements in force in the country where production takes place.

ANNEX-B

Example of a 'Halal Critical Control Point' Display: For Poultry Slaughterhouses

Process Stages	Control Parameter	Control Criteria	Control Method	Control Point
1. Chicken Acceptance	Feed	The ratio content shall comply with OIC/SMIIC 23 requirements.	Document control	HCCP1
2. Arrival and Rest Period	Animal Welfare	The number of animals and cage sizes shall comply with legal requirements.	Health Report, Observation, Ante-Mortem Examination	HCCP2
3. Slaughtering Line (Entry)	Vitality, Health, Cleanliness	Animals shall be alive, healthy, and clean	Observation, Physical Examination	HCCP3
4. Stunning (If applicable)	Volt-ampere values	The stunning should not kill the animal; it shall only shock it.	Measurement, Observation	HCCP4
5.Slaughtering	Slaughtering process	• Uttering-Tasmiyah • Slaughtering by Facing the Qibla Direction • Cutting the Trachea, Oesophagus and Both the Carotid Arteries and Two Jugular Veins • Slaughtering shall be done only once to each animal. The “sawing action” of the slaughtering is permitted as long as the slaughtering knife shall not be lifted off the animal during the slaughter • The slaughterer shall be an adult Muslim who is mentally sound and fully understands the fundamental rules and conditions related	Observation, Declaration, Documentation, Analysis, and Measurement of Bleeding Time	HCCP5

		to the slaughter of animals according to Islamic Rules and possess a halal slaughtering certificate • The slaughtering tool shall comply with the requirements • Spinal cord of the animal shall be cut only after death to allow bleeding. • The bleeding time shall be sufficient (at least 180 seconds)		
6. Scalding and Plucking	Temperature of the water	Shall be less than 65°C.	Measurement	CCP1
7. Evisceration and Post-Mortem Inspection	Risk of cross-contamination	There shall be no cross-contamination.	Post-Mortem Examination	CCP2
8. Packaging	Labeling	Shall comply with OIC/SMIIC 1:2019 and Turkish Food Codex (TGK) requirements.	Label Control	CCP3
9. Storage	Storage temperature	Shall be stored at appropriate temperatures.	Measurement, Record Control	CCP4
10.Transportation	Vehicle temperature/hygiene	Shall be between 0-4°C.	Measurement, Record Control	CCP5

ANNEX-C

Sample Test Parameters: Some Tests That Can Be Used in Halal Gelatine Evaluation

This section lists sample test parameters that may be used by HCABs in halal conformity assessments of gelatine products. The parameters are indicative only; the specific tests to be applied shall be determined considering the risk profile of the product subject to audit, the OIC/SMIIC 22 Standard, and the applicable legislation.

- Arsenic Determination
- Cadmium
- Loss on Drying (Moisture)
- Copper Determination
- Dye Content Determination
- Mercury Determination
- Solubility

- Zinc Determination
- Hydrogen Peroxide (H_2O_2)
- Gel Strength (Bloom)
- Tin Determination
- Chromium
- Lead Determination
- Ash Determination
- Gelatin Type Identification
- Sulfur Dioxide (SO_2) Determination
- Microbiological Analyses:

✓ Enterobacteriaceae
✓ Group D Streptococci
✓ Sulfide-Reducing Bacteria
✓ Salmonella

Note: Although not mandated in the OIC/SMIIC 22 Standard, certain contaminants and additives that are of critical importance for food safety and consumer health may also be evaluated on a risk basis. In this context, verification analyses for the following parameters are recommended to be carried out in competent laboratories:

- Dioxins and Dioxin-like PCBs (total)
- Indicator PCBs
- Pesticide Residues (e.g. organophosphates, organochlorines, pyrethroids)
- Mycotoxins (e.g. aflatoxin B1, total aflatoxins, ochratoxin A)
- Sucralose and Similar Artificial Sweeteners
- Melamine and Derivatives
- Nitrofurans Metabolites (e.g. AOZ, AMOZ, SEM, AHD)
- Other Food Additives and Contaminants (e.g. phthalates, BPA, industrial contaminants other than heavy metals)

These tests are not mandatory for every batch on a routine basis but should be applied for risk-based sampling or periodic verification purposes.