

GENERAL PROCEDURE

Halal Certification Procedure can be divided in four steps.

First Step 1: Pre Audit Requirements

Registration of the Company/ Firm with Halal Committee Jamiat Ulama E Maharashtra.

Following points need to be completed

(a) Fill up the Format-A, Format-B and Format-C (down load from the website) on the company letterhead, duly stamped and signed by the authorized person.

Format-A is information about the Organization/ Company while Format-B is about the Product. The product information should be provided in individual Format. Every information about the product should be covered in the individual Format-B. Make sure that not a single ingredient (major, minor, trace, catalyst whatever it may be) is missing in the format-B as the content of the Product. Format-C, master list of ingredients used in production of the products, source of origin of the ingredients, Halal supporting documents about the ingredients.

(b) Production Flow Chart of each individual Product with relevant information duly stamped and signed.

(c) Affidavit on Rs100=00 stamp paper , assuring that all the information furnished is complete to the subject and true to my knowledge, duly notarized.

(d) Registration fee in favor of “Jamiat Halal Welfare Society” by DD/ Cheque payable at Mumbai.

Format-A, Format-B, Format-C, and Affidavit can be downloaded from our website www.halalcommittee-jum.org / www.halalhind.com

Please post hard copies of (a), (b) and (c) Process flow chart and Affidavit to our office address in Mumbai.

Second Step 2: Document Checking/Verification if any discrepancy goes back to Party for correction. In case of incomplete application or non-Halal ingredients application will not be processed further.

Third Step 3: Plant Audit/ Inspection

Once the first and second steps are completed i.e. the hard copies (complete application) are received in our office and passes the requirement level, date of audit will be decided with mutual consent.

Two Halal Auditors from Halal Committee-Jamiat Ulama E Maharashtra will be visiting to the plant to assess shop floor activities which will include the information furnished in the Format-B and Hygienic level in the processing and storage section and personnel hygiene.

During audit/inspection the plant has to provide Criteria of acceptance of raw materials (ingredients), Certificate of Analysis and Halal Certificate of individual ingredient. For ingredients sourced from overseas manufacturer Halal Certificate for the ingredient from Halal Body of the country of origin is mandatory. The audit team reserves the right to ask any relevant information concerning the ingredients, processing conditions/parameters and the products. Report will be prepared after completion of the audit, signed by both the parties.

Audit:

- Presentation and Knowledge sharing about Halal
- Discussion with higher authority of Production and Lab
- On line production/raw Material Storage/Lab/Dispatch inspection
- Discussion about implementation of Halal Assurance system/Halal Policy/Halal Manual/Halal Management team
- Minuting of the findings and agreements and signing up of both the parties.

Halal File will be maintained at the plant with a copy of the papers furnished, copies of all Correspondence with Halal Committee-Jamiat Ulama E Maharashtra and other related documents.

The file will be titled as “HALAL FILE”.

Audit Expenses:

The following expenses will bore by the Party seeking Halal Certificate:

- **Traveling expenses-** Two persons from Mumbai Air port to nearest Air port to the plant(by Air), in case the distance is more than 300Km otherwise by Road. The starting destination and Proceeding destinations may differ, as stated, in specific cases.
- **Hotel Accommodation** in justified Hotel with in two separate rooms and fooding expenses during the traveling period.
- **Local Conveyance**

Please do not pay cash, cheque payments will be appreciated.

Step 4:- Technical and Shariyah Review

Halal Auditor will submit their report to the Halal Committee-JUM, documents will be scrutinized by Technical expert and shariah board. Once they finalized their process, the Halal Certificate will be issued with in seven working days.

The Certificate will be issued for a period of one year and there after subject to renewal. Any dispute subject to Mumbai Jurisdiction.

General Procedure – Halal Committee, Jamiat Ulama – E – Maharashtra, India.
Halal Committee

Jamiat Ulama e Maharashtra “Jamiat Halal Welfare Society “

Registered under “The Bombay Public Trust Act 1950” No F-42109

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