**INTERNAL HALAL AUDIT CHECKLIST**

| **DATE** |  | **LOCATION** |  |
| --- | --- | --- | --- |
| **TIME** |  | **AUDITOR** |  |
| **COMPANY/DEPARTMENT** |  | | |
| **AUDITEE** |  | | |
| **DOCUMENT REFERENCE** |  | | |

| **Department/ Process Flow:** refer to HAS/MANUAL/HCP - PROD/  **Requirement in standards :** MS | | | | |
| --- | --- | --- | --- | --- |
| **NO.** | **SCOPE** | **RESULTS OF AUDIT** | | |
| **YES** | **NO** | **Documents Reference** |
| **1** | HAS System  **I** HAS manual is located in the area  **ii** HAS manual is up to date  **iii** Halal executive  **iv** Appointment letter  **v** Halal Committee  **vi** Minutes of meeting, organizational chart  **vii** Inter Halal Audit  **viii** Procedure,  schedule, and report |  |  |  |
| **2** | Product Specification  **i** Product specification for all of the product esp.  HCP products  **ii** Purchasing of Halal material is based on the  product specification |  |  |  |
| **3** | Halal process Flow  **i** Process flow is correct |  |  |  |

|  | **ii** Each of the HCP has control measure and corrective action |  |  |  |
| --- | --- | --- | --- | --- |
| **4** | Documentation  **i** Documentation is in order  **ii** Documents are  filed systematically |  |  |  |
| **5** | Personnel  **i** At least 2 Muslim workers  · Identity card  · Appointment letter |  |  |  |
| **6** | Plant Based Ingredients  · Halal certificate from Department Of Islamic Development Malaysia (JAKIM) / Certification Bodies recognized by Department Of Islamic Development Malaysia (JAKIM)  · Halal Certificate still valid |  |  |  |
| **7** | Halal File  **i** File exists  **ii** Contents are complete  **iii** Updated regularly |  |  |  |