# **LETTER OF EMPLOYMENT FOR INTERNAL HALAL COMMITTEE MEMBER**

## **1.0 Internal Halal Committee**

We are pleased to inform you that you have been selected to be one of the Internal Halal Committee Members. In order to improve the effectiveness of controlling halal purity and genuineness, our company has Halal Assurance Management System (HAS), you are required to assist the team.

## **2.0 Appointed Internal Halal Committee Member**

NAME:

POSITION:

## **Responsibility & Authority**

Under this agreement you shall:

* + 1. Responsible for the establishment of the halal certification system i.e. for new applications and renewal of halal certification.
    2. Responsible for the halal file.
    3. Responsible for controlling and updating the establishment of Halal Assurance Management System.
    4. Organize and coordinate and/ or monitor Halal Assurance Management System activities such as development of the halal policy and objective, halal analysis for materials and processes, halal training, Halal Assurance Management System verification activities (halal internal audit), IHC meetings and management meetings amongst others.
    5. Monitor Halal Critical Control Point (HCCP) records and procedures and supervise corrective action for related HCCP deviations
    6. Involve in product recalls and withdrawals until the deviation or the unsatisfactory condition relating to Halal Assurance Management System requirements have been corrected.
    7. Identifying internal and external experts to assist in the development of Halal Assurance Management System knowledge and to conduct training.

Name:

Position:

Date:

Signature: