



Halal Quality Control

Auditor checklist : Manufacturing Plants

1	Date	
2	Company Name	
3	Country of Company	
4	Contact Person	



Contents:

Section 1: Facility Criteria
Section 2: Quality Control Procedures
Section 3: Packaging Materials and Labelling
Section 4: Storage and Logistics
Section 5: Production and Process Criteria
Section 6: Cleaning and Hygienic Practices
Section 7: Food Safety and Hazards
Section 8: Management and Internal Reviews
Section 9: Documents to send to Halal Quality Control

Remarks:

- Please fill in whatever is applicable to your sector.
- If the question is not clear or if you are not able to fill this in, please leave a 'N.A.' behind as an answer.
- This questionnaire is to be completed by an authorized employee only.
- This questionnaire is necessary to prepare the inspection accordingly.
- Halal Critical Control Points (HCCP) can be added or updated in existing flow charts.
- A Halal Assurance Program Training may be required if deemed necessary by the lead auditor.
- The customer can contact Halal Quality Control for assistance if a section is not clear or understood.

Risk Classifications

Complexity Class	Example of Sectors
Very High	Chemicals and pharmaceuticals “not elsewhere classified”; processed meat products; genetically modified products; food additives; bio cultures; cosmetics; processing aids; land and aquatic animal slaughtering; flavoring and aroma; fragrances; microorganisms; gelatin; collagen.
High	Cheese products; biscuits; snacks; edible oil; beverages; dietary supplements; cleaning agents; packaging and wrapping material; leather products; processed fish or shellfish products.
Medium	Dairy products; fish products; egg products; beekeeping; spices; horticultural products; preserved fruits; preserved vegetables; canned products; pasta; sugar; animal feed; fish feed; transportation and storage; warehousing.
Low	Fresh line caught fish; egg production; milk production; fishing; hunting; fruits; vegetables; grain; fresh fruits and fresh juices; drinking water; flour; salt; inorganic components; minerals; plants.

Terms and Definitions

Term	Definition
Halal (permissible)	simply means the permissible; all matters, foods, beverages, medicines, or injectables permitted based on the Sharia Law or by a fatwa
Haram (forbidden)	simply means the prohibited; all matters, foods, beverages, medicines, or injectables prohibited based on the Sharia Law or by a fatwa
Non-Halal Meats (non-Halal)	Animals which have been sacrificed (slaughtered) in which the name of Allah SWT (God) is not mentioned during the zabah (slaughtering) process. Even if the animal is a Halal animal, it shall be deemed as not permissible for consumption in any method
Najis (unclean)	simply means the impure . Strong examples hereof are Halal items that have been contaminated with non-Halal items or Halal items which come into direct contact with non-Halal items



1. Facility Criteria

1.1 General				NA <input type="checkbox"/>
1.1.1	Information on operation type / industry?			
1	<p>To determine compliance with the Halal guidelines of registered activities:</p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Production <input type="checkbox"/> Trading / Stocks <input type="checkbox"/> Slaughter <input type="checkbox"/> Processing of composite products <input type="checkbox"/> </div> <div> <input type="checkbox"/> Prepackaged goods <input type="checkbox"/> Prepackaged goods <input type="checkbox"/> Dismantling/Cutting </div> <div> <input type="checkbox"/> Open goods <input type="checkbox"/> Open goods </div> </div>			
1.1.2 General				NA <input type="checkbox"/>
				Notes
1	Are any major changes made during the last year?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Example: new management team, bought by another company, new production lines, new third party manufacturers, or new major suppliers			
2	If 'Yes' please describe the changes made			
	New production facility building(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	New internal or external warehouse(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	New production facilities or line(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3	Does the company have any signs, boards, special clothing, coloring, zones, or personnel for Halal productions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4	Is the company a Halal-dedicated (HD) facility or a sharing facility (SF)?	<input type="checkbox"/> HD	<input type="checkbox"/> SF	
	<p>Halal-dedicated facility: manufacturing site with only Halal-suitable materials and no forbidden materials or products present</p> <p>Sharing facility: manufacturing site where Halal and non-Halal products are present under the same roof</p>			
5	Is the manufacturing site free from porcine materials or meats?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	NA <input type="checkbox"/> If no, please describe in which area(s) present:
	If yes, please request the porcine-free declaration form from Halal Quality Control			
6	If question 5 is answered 'no', is it ensured that cross-contamination is safeguarded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Please describe how:
7	Is the manufacturing site free from animal materials or meats?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	NA <input type="checkbox"/>
	<p>Example: free from animal gelatin, collagen, fat, proteins, and insect materials</p> <p>If dairy, please describe</p>			
8	Are the products, destined for Halal certification, manufactured by a third party?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<p>If yes, by whom: Country:</p> <p>If yes, is the manufacturing Halal certified? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	Example: the company is the owner of the formulation, but the manufacturing site is another company contracted by the formula owner			



Halal Quality Control Auditor Checklist General Manufacturing

9	Are the products, destined for Halal certification, owned by a third party? Example: the company is the owner of the manufacturing site, but the formula owner is another company which contract the manufacturing site	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, by whom: Country: If yes, is the formula owner Halal certified? <input type="checkbox"/> Yes <input type="checkbox"/> No
10	Is the Production facility and equipment to produce halal products free from pork and its derivatives?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Proof <input type="checkbox"/>
11	Have the production facility and equipment to produce halal products ever been used to produce product that contain pork & its derivatives?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Proof <input type="checkbox"/>
12	Are the production lines, producing the Halal products, free from contamination with unclean and/or forbidden materials?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	NA <input type="checkbox"/> If no, please describe:
13	Does the company have any dedicated production lines for Halal productions? Production lines which only are used to produce Halal products or production lines which do not handle any unclean or forbidden materials	<input type="checkbox"/> Yes	<input type="checkbox"/> No	NA <input type="checkbox"/> If yes, which lines:
14	Does the company operate supporting equipment which handle Halal and non-Halal materials? Example: oven, steaming cabins, tumblers, mixers, blenders, cutting machinery, or others	<input type="checkbox"/> Yes	<input type="checkbox"/> No	NA <input type="checkbox"/> If yes, please describe:
15	Is the manufacturing site free from any alcohol? Not including cleaning materials	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
16	If question 15 is answered 'no', is it ensured that cross-contamination is safeguarded?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
17	Does the company manufacture Fit for Human Consumption (FHC) or Not Fit for Human Consumption (NFHC) products? FHC: product which are able to be consumed directly by a consumer in dry and liquid format NFHC: products which are not able to be consumer directly by a consumer such as intermediate products	<input type="checkbox"/> FHC	<input type="checkbox"/> NFHC	NA <input type="checkbox"/>

Remarks on Section 1.1.2

Form :F0427-1 Revision Date: 29.04.2021 Page 5 from 17		Halal Quality Control Auditor Checklist General Manufacturing
--	---	---

1.2 Quality and Food Safety Management Certification				NA <input type="checkbox"/>
1	Does the company hold any Quality Management System certification? Example: ISO 9001, ISO 14031	Certification Body <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Certificate Number	Expiry Date
2	Does the company hold any Food Safety Management System certification? Example: IFS, BRC	Certification Body <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Certificate Number	Expiry Date
3	If the company does not hold a Food Safety Management System certification, how is food safety ensured?			
Remarks on Section 1.2				
1.3 Halal Assurance System				
				NA <input type="checkbox"/>
				Notes
1	Does the company have a policy which takes Halal Certification activates into consideration? Please make sure that the Halal policy is sufficient by adding the necessary details and personnel involved to carry out this policy.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2	Does the company have a team which is responsible for Halal-related activities (Halal Management Team)? The company may create its own form to be approved upon or fill in the details on the Halal Quality Control form.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3	Does halal management team have included representatives from all departments / division / section that responsible for planning, implementation, evaluation and continuous improvement of halal assurance system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4	Does top management provide the resources required for the planning, implementation, evaluation and continuous improvement of halal assurance system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Remarks on Section 1.3				

Created by: Shady Dabshah	Reviewed by: Wassiem Al Chaman	Approved by: Ibrahim Salama	Revision Nr.: 04
------------------------------	-----------------------------------	--------------------------------	---------------------



1.4 Training and Education				NA <input type="checkbox"/>
				Notes
1	Does the company have written procedures for conducting training for all personnel involved in critical activities, including new employees? Does the company have written procedures for conducting training for all personnel involved in critical activities, including new employees?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2	If the answer at point 9 is yes, whether the training (internal/exams) are scheduled at least once a year or more often if needed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3	Has the Coordinator of internal Halal Auditor team joined HAS training conducted by HQC?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4	Has the Coordinator of internal Halal Auditor team give internal training for all company personnel?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5	If the answer at point 12 is yes, whether the implementation of internal training followed by graduate evaluation to ensure competency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6	Has the evidence of implementation of training maintained?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
7	Does the company have a quality manual which describes Halal-related activities? This quality manual may be an existing manual or a separate quality manual for Halal-related activities.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Remarks on Section 1.4				
1.5 Implementation Procedure of Critical Activity (Material Purchase)				NA <input type="checkbox"/>
1.5.1. New Material Selection				NA <input type="checkbox"/>
				Notes
1	Does the company have written procedures for the purchase of materials?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2	If the answer of point 1 is yes, whether the procedures can ensure that purchased materials for halal products have been approved by HQC?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3	If the answer of point 2 is yes, whether the procedure has been implemented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4	Does the purchasing department have early warning system for materials which halal certificate will shortly expire?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5	Does sample of materials received by the Purchasing Department from suppliers attached by documents related to their halal status (halal certificate, product description and specification, flow of process, and origin of material)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6	Does the purchasing supported by a good administration system? (e.g. all records of purchase are recorded systematically and can be traced easily)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Remarks on Section 1.5.1				

Form :F0427-1 Revision Date: 29.04.2021 Page 7 from 17		Halal Quality Control Auditor Checklist General Manufacturing
--	---	---

1.5.2. Implementation Procedure of Critical Activity (formulation, formula changes and new material usage). NA ☐

				Notes
1	Does company have written procedures for the formulation of the product?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2	Whether in developing the formula of halal product, the related department (e.g.: R & D) always use materials that have clearly halal status?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3	Are the samples received by the R&D department always accompanied by documents which support the halal status to the material?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4	Does the company have written procedures of the new materials usage selection (including existing material with different producer)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5	If the answer is yes, whether the procedures guarantee new material for the certified product have to be reported to HQC to get approval?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6	If the answer is yes, whether the procedure has been implemented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
7	Are there any records in the case of a change in materials or producers of materials?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Remarks on Section 1.5.2

1.5.3. Implementation Procedure of Critical Activity (Incoming Raw Material Checking) NA ☐

				Notes
1	Does company has written procedure of Incoming Raw Material Checking?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2	If answer is yes whether the procedures require to check the material name, manufacturer's name, country of origin and halal logo in packaging (if required in the supporting documents) for critical materials?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3	If answer is yes, whether the procedures already implemented?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4	If answer is yes, whether the implementation of incoming raw material checking be proven by the records?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Remarks on Section 1.5.3

Created by: Shady Dabshah	Reviewed by: Wassiem Al Chaman	Approved by: Ibrahim Salama	Revision Nr.: 04
------------------------------	-----------------------------------	--------------------------------	---------------------

Form :F0427-1 Revision Date: 29.04.2021 Page 8 from 17		Halal Quality Control Auditor Checklist General Manufacturing
--	---	---

1.6 Suppliers				NA <input type="checkbox"/>
				Notes
1	Did the company mention all of its suppliers? All suppliers are to be mentioned into the Excel-form received by Halal Quality Control.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2	Did the company mention the Halal certification status of all of its suppliers on the Master Table form?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3	Does the company keep track of the expiration dates of the Halal certificates from suppliers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4	Are any suppliers supplying products which have been manufactured by third parties? If Your supplier is a trader and not the producer, the trader is a third party.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5	Did the company reject any suppliers during the Halal certification process or period?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Remarks on Section 1.6				

2. Quality Control Procedures

2.1 General				NA <input type="checkbox"/>
				Notes
1	Does the company have an in-house laboratory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2	If question 1 is answered 'yes', is this laboratory ISO 17025 certified?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3	Does the company collaborate with external laboratories for testing purposes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4	Can the in-house laboratory detect porcine traces and/or alcohol traces?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5	Can the external laboratory detect porcine traces and/or alcohol traces?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6	When was the last sample taken for analyzing traces of porcine or alcohol?	Date:	<input type="checkbox"/> N.A.	
7	Is it ensured that the company communicates which Halal certificates it possesses from its suppliers or traders to Halal Quality Control?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
8	Does the company hold the flow process charts of all its products?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
9	Does the company hold the flow process charts of all products manufactured by another manufacturing plant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
10	Is the company the rightful owner of the products and its formula?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Remarks on Section 2.1				

Created by: Shady Dabshah	Reviewed by: Wassiem Al Chaman	Approved by: Ibrahim Salama	Revision Nr.: 04
------------------------------	-----------------------------------	--------------------------------	---------------------

Form :F0427-1 Revision Date: 29.04.2021 Page 9 from 17		Halal Quality Control Auditor Checklist General Manufacturing
--	---	---

2.2 Halal Conformance Procedures NA ☐

				Notes
1	Does the company have documented procedures to handle non-Halal or forbidden products?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2	Does the company have a clean and safe production or processing line for its Halal products?	Please specify the process:		
3	Does the company have a documented recall procedure for non-conformance products sold or shipped?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4	Does the company keep records of its recall system and tests performed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Remarks on Section 2.2

2.3 Tracing Procedures NA ☐

				Notes	
1	Does the company have a working and operational tracing system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
2	Does the company have a documented tracing procedure?	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
3	Has any tracing test been marked as a failure in general?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Please specify reason:	
4	Is the company aware of its obligations to provide supporting documentation when requested upon by Halal Quality Control during any phase of its certification cycle with respect to traceability? Please note that this obligation can be linked back to the Service Agreement where it is mentioned in further details.	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
5	Has a trace test been conducted during the inspection or during random market surveillance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Tested Item:	Notes:
		<input type="checkbox"/> Successful results <input type="checkbox"/> Mixed results: <input type="checkbox"/> Failure			

Remarks on Section 2.3

Created by: Shady Dabshah	Reviewed by: Wassiem Al Chaman	Approved by: Ibrahim Salama	Revision Nr.: 04
------------------------------	-----------------------------------	--------------------------------	---------------------



3. Packaging Materials and Labeling

3.1 Packaging Materials				NA <input type="checkbox"/>
				Notes
1	Does the company hold the technical specifications or any Halal certificates of its packaging materials?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2	Did the company mention its list of suppliers of the packaging materials?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3	What type of packaging materials are used to package the products?			
4	Are the certified products labeled with a Halal Mark of Halal Quality Control or marked as Halal?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
5	Did the company describe its Halal ingredients correctly on the packaging? Example: Malt Beverages instead of Non-Alcoholic drink, Bovine/Fish Gelatin instead of 'Gelatin'	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
6	Did the company send an example of its label to Halal Quality Control?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Remarks on Section 3.1				

4. Storage

4.1 Storage / Cooling / Freezing Area				NA <input type="checkbox"/>
				Notes
1	Does the company have documented procedures for storing Halal products in its storage area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2	Does the company have any separated area for storing Halal products?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	NA <input type="checkbox"/>
3	Does the company separate Halal and non-Halal and forbidden products within its storage area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4	Does the company rent any external warehouse for storing its products?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, by whom: Country:
5	Are Halal products labeled clearly?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	NA <input type="checkbox"/>
6	Are there any risks for cross-contamination within the storage area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
7	Are there any open products (without packaging) present within the storage area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Remarks on Section 4.1				

Form :F0427-1 Revision Date: 29.04.2021 Page 11 from 17		Halal Quality Control Auditor Checklist General Manufacturing
---	---	---

4.2 Logistics				NA <input type="checkbox"/>
				Notes
1	Does the company have a documented procedure or guideline on the logistics for Halal goods?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2	Are the logistic methods ensured to avoid cross-contamination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3	How are the Halal goods transported?	<input type="checkbox"/> By owned vehicles <input type="checkbox"/> By third party vehicles		
4	If forbidden materials are loaded and transported with Halal goods, what measures are taken to keep the transportation safe?	<input type="checkbox"/> Not applicable (no forbidden materials present) <input type="checkbox"/> Procedures and guidelines in place <input type="checkbox"/> Clear and visible separation during transportation <input type="checkbox"/> Other measures:		
Remarks on Section 4.2 				

5. Production and Process Criteria

5.1 General				NA <input type="checkbox"/>
				Notes
1	Are the end products to be Halal certified Fit for Human Consumption (FHC) or Not Fit for Human Consumption (NFHC) FHC: product which are able to be consumed directly by a consumer in dry and liquid format NFHC: products which are not able to be consumer directly by a consumer such as intermediate products or cosmetics	<input type="checkbox"/> FHC	<input type="checkbox"/> NFHC	
2	Do the end products to be Halal certified contain inappropriate names? Example: products resembling forbidden products such as bacon, beer, whiskey, hot dog etc. Note: this criteria is mainly meant for Indonesia, Malaysia, Singapore, and Brunei and subject to approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3	Do the end products to be Halal certified resemble, smell, or taste like inappropriate products? Example: products resembling forbidden products such as bacon, beer, wine, erotism, etc. Note: this criteria is mainly meant for Indonesia, Malaysia, Singapore, and Brunei and subject to approval	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Created by: Shady Dabshah		Reviewed by: Wassiem Al Chaman		Approved by: Ibrahim Salama Revision Nr.: 04

Form :F0427-1 Revision Date: 29.04.2021 Page 12 from 17		Halal Quality Control Auditor Checklist General Manufacturing
---	---	---

4	What is the ethanol content of the end product in percentages? <: lower >: higher Some countries adhere to different maximum limits for FHC products; for NFHC products, more flexible terms apply	<input type="checkbox"/> <0.1	<input type="checkbox"/> >0.1	NA <input type="checkbox"/> %
5	Are any end products to be Halal certified repacked or relabeled for the company by other parties?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, by whom: Country: If yes, is the manufacturing Halal certified? <input type="checkbox"/> Yes <input type="checkbox"/> No
6	Are any processing aids, media, cultures, microbes, hair, emulsifiers, or other helping tools derived from animal derivatives?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, which animal: If yes: which items:
7	Are the end products to be Halal certified fit for vegetarians (V) and/or vegans (VG)?	<input type="checkbox"/> V	<input type="checkbox"/> VG	NA <input type="checkbox"/>
8	If the company manufactures vegetarian or vegan products, is it ensured that the production lines are free from porcine materials, even if cleaning takes place?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	NA <input type="checkbox"/>

Remarks on Section 5.1

6. Cleaning and Hygienic Practices

6.1 Cleaning Activities and Materials				NA <input type="checkbox"/>
				Notes
1	Does the company have a documented procedure for its cleaning activities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2	Is the cleaning process conducted by a third party?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	NA <input type="checkbox"/> If yes, which party: If yes, which area(s):
3	Which cleaning method is used by the company?	NA <input type="checkbox"/> <input type="checkbox"/> Cleaning in place (CIP) <input type="checkbox"/> Manual cleaning system <input type="checkbox"/> Other:		
4	Are all cleaning materials stored and kept by the company or by a third party?	NA <input type="checkbox"/> <input type="checkbox"/> Company (own storage) <input type="checkbox"/> Third party <input type="checkbox"/> Mixed <input type="checkbox"/> Other:		
5	Are cleaning schedules fixed or flexible?	<input type="checkbox"/> Fixed	<input type="checkbox"/> Flex	NA <input type="checkbox"/>

Created by: Shady Dabshah	Reviewed by: Wassiem Al Chaman	Approved by: Ibrahim Salama	Revision Nr.: 04
------------------------------	-----------------------------------	--------------------------------	---------------------

Form :F0427-1 Revision Date: 29.04.2021 Page 13 from 17		Halal Quality Control Auditor Checklist General Manufacturing
---	---	---

6	Does the company have all the specifications of its cleaning materials?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
7	Which of these cleaning materials are used?	NA <input type="checkbox"/> <input type="checkbox"/> (Hot) Water <input type="checkbox"/> Chemicals <input type="checkbox"/> Non-water materials <input type="checkbox"/> Others:		
8	Are any cleaning materials or agents Halal certified?	<input type="checkbox"/> Yes <input type="checkbox"/> No	NA <input type="checkbox"/> <input type="checkbox"/> Some <input type="checkbox"/> In request	
9	Is ethanol used as a cleaning agent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	NA <input type="checkbox"/>
10	Is the effectiveness of the cleaning activities ensured to remove traces of unclean materials? In case the production lines process non-Halal (but not forbidden) materials, the cleaning effectiveness should be verified by the company. The verification technique can be determined by the company or the auditor.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	NA <input type="checkbox"/>

6.2 Cleaning of the Production Lines NA ☐

1	Does the company have documented procedures on cleaning its production lines before or after production?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2	Does the cleaning of the production line ensure the removal of any unclean leftovers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3	Does the company conduct testing on leftover materials after the cleaning process has ended?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4	Is it ensured that forbidden materials are not being touched or contaminated with the utensils and equipment, even if cleaning has been conducted? Forbidden materials refer to materials which are prohibited to be consumed, such as any type of porcine materials, blood, alcohol for consumption, etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

6.3 Cleaning of Utensils & Equipment NA ☐

1	Does the company have documented procedures on cleaning its utensils and equipment to avoid contamination?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
2	Does the cleaning of the utensils and equipment ensure the removal of any unclean leftovers?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
3	Does the company conduct testing on leftover materials after the cleaning process?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
4	Is it ensured that forbidden materials are not being touched or contaminated with the utensils and equipment, even if cleaning has been conducted? Forbidden materials refer to materials which are prohibited to be consumed, such as any type of porcine materials, blood, alcohol for consumption, etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Created by: Shady Dabshah	Reviewed by: Wassiem Al Chaman	Approved by: Ibrahim Salama	Revision Nr.: 04
------------------------------	-----------------------------------	--------------------------------	---------------------

General Remarks: 6.3

7. Food Safety and Hazards

7.1 Food Safety and Hazards				NA <input type="checkbox"/>
				Notes
1	Does the company contract a third party to implement pest control activities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	NA <input type="checkbox"/> If yes, with whom:
2	When has the last pest control been performed at your company?			NA <input type="checkbox"/> Date:
3	Does the company have an HACCP plan implemented within the production facility?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	NA <input type="checkbox"/> Date:
4	When has the last HACCP plan been tested or reviewed for its effectiveness?			NA <input type="checkbox"/> Date:
5	Is there a washing and disinfection area for personnel and visitors before entering the production area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	NA <input type="checkbox"/>
6	Does the company handle highly inflammable materials within its production location?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	NA <input type="checkbox"/>
7	Are all cleaning materials and/or hazardous chemicals clearly labeled and stored separately from all edible materials?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	NA <input type="checkbox"/>
8	Does the company recycle its water system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	NA <input type="checkbox"/>
9	Are there special areas which are destined for pet foods or for non-edible purposes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	NA <input type="checkbox"/>
10	Is it ensured that the personnel can store its clothes, goods, and food safely away from the production area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	NA <input type="checkbox"/>
11	Does the company have a high-risk area?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	NA <input type="checkbox"/>
Remarks on Section 7.1				



Remarks on Section 9.1



General Remarks:

Place and Date:/.....

Approval:



I hereby confirm that the information given by me, the Contact Person, is true to the best of my knowledge and may be verified by an auditor during an inspection.
Any evidence of misinformation found might result in a non-conformance and may delay, postpone, or influence certification decisions

Data Confidentiality Commitment

All the above information is confidential and will be used as such and only for the official purpose of applying a request for Halal Certification through Halal Quality Control