

## PRODUCT CERTIFICATION SCHEME FOR HALAL PRODUCTS

### 1. Objective:

This procedure describes the criteria implemented by RACS as accredited HALAL certification Body to assure that **HALAL** products intended for certification are complying the relevant mandatory schemes and applicable Standards.

Furthermore, this document identifies the steps taken by RACS Clients (Manufacturers, Traders, importers, retailers, Business owners or any other client) to get their products/processes certified prior to its commercializing in UAE market and registered by through RACS Quality certificates issuing services as by issuing HALAL certificates (Conformity Certificates) in accordance with UAE Regulations.

### 2. Definitions:

- **ESMA:** Emirates Authority for Standardization and Metrology
- **RACS:** RACS Quality Certificates Issuing Services
- **Scheme:** Certification system related to specified products, to which the same specified requirements, specific rules and procedures apply.
- **Certification:** Third-party attestation related to products, processes, systems or persons.
- **Conformity Certificate:** Formal document issued by RACS as notified body under approval of ESMA stating that certification is being granted for the product/process in accordance with applicable scheme/standards as per ESMA Requirements.

### 3. Responsibility:

It is the responsibility of RACS as to establish and maintain the appropriate system to satisfy ESMA, accreditation bodies and clients requirements in accordance to the accredited certification system

It is the responsibility of ESMA clients and RACS clients to provide all needed requirements as per this product certification schemes approved by accreditation bodies and scheme owner (ESMA) to ensure their products compliance to the applicable schemes and standards.

### 4. Introduction about RACS HALAL Certification Body to provide Certification:

RACS is a Halal Certification body & Compliance Service provider to assure products are fulfilling the Halal requirements of United Arab Emirates (UAE) and Gulf Countries (GCC) as it is an accredited certification body by Emirates International Accreditation Centre (EIAC), authorized conformity assessment body as it is registered in Emirates Authority for Standardization and Metrology (ESMA), accreditation certification body by GCC Accreditation Center (GAC) and notified body by Saudi Food and Drug Authority (SFDA) for all companies wishing to market their products inside UAE and GCC as per the applicable Halal Scheme and Standards.

### 5. Service Type:

As per Scheme owner rules, RACS certifies HALAL Products and issues Certificate of conformity under:

**Emirates Authority for Standardization and Metrology (ESMA):** Registration in accordance with the requirements of UAE.S 2055-1:2016 General requirements for halal certification bodies.

**GCC Accreditation Center (GAC):** GCC Accreditation Center provides accreditation services in the scheme of Halal Certification according to the standard GSO 2055-2:2015 Halal product part 2 - General requirements for Halal certification bodies.

**Emirates International Accreditation Centre (EIAC):** EIAC provides accreditation services in the scheme of Halal Certification according to the standard UAE.S 2055-2 Halal product part 2 - General requirements for Halal certification bodies.

**Saudi Food and Drug Authority (SFDA):** SFDA provides certification services in the scheme of Halal certification according to the SFDA.FD/GSO2055-2:2015 Halal product part 2 - General requirements for Halal certification bodies.

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Issuance of certificate of conformity by RACS assures the compliance of products/production process with the requirements of the approved schemes, standards and others specified in the technical regulation by GCC Accreditation Center (GAC), Emirates International Accreditation Centre (EIAC) and Saudi Food and Drug Authority (SFDA).

**6. Scope of certified products by RACS:**

This document cover HALAL products with below details of Sector, scope of certified products, products categories, and applicable type of certification:

Sector (Product Group)	Scope of Certification (Scope of Products)	Product categories	Type of Certification
HALAL	HALAL Products	1- HALAL Food	1. Product Certification -Type Approval (ECAS)- <b>Facility Audit is Mandatory</b>
		2- Slaughtering Houses	
		3- HALAL Cosmetics	

HALAL FOOD
<b>1. Processing 1 (Perishable animal products) -Category C</b>
• Includes all activities after farming, e.g. animal slaughtering houses, poultry, eggs, dairy and fish products
<b>2. Processing 2 (Perishable vegetable products)-Category D</b>
• Fresh fruits’ fresh juices; preserved fruits; fresh vegetables; preserved vegetables
<b>3. Processing 3 (Products with long shelf life at room temperature) -Category E</b>
• Canned products; biscuits; snacks; oil; drinking water; beverages; pasta; flour; sugar; salt
<b>4. HALAL COSMETICS (Category N)</b>
• Baby Products (Baby Lotions, Oils, Powders, Creams, Baby Shampoos)
• Bath Products Bath Products (Bath Oils, Tablets and Salts, Bubble Baths, Bath Capsules)
• Eye Makeup Products (Eyebrow Pencil, Eyeliner, Eye Color, Eye Makeup Remover, Mascara)
• Facial Makeup Products Facial Makeup Products (Cheek Color, Face Powders, Foundations, Lip Color, Concealers, Make up remover, Bronzer Highlighter)
• Hair Care Products (Hair Conditioners, Hair Sprays, Hair Straighteners and Relaxers, Shampoos and Rinses, Tonics and Dressings)
• Hair Dye and Hair Coloring Products (Hair Dyes and Colors, Hair Tints, Rinses and Shampoos, Hair Bleaches)
• Nail Products Nail Products (Cuticle Oils, Creams and Lotions, Nail Polish and Enamel and Removers, Artificial Nail Extension Products, Manicure and Pedicure Products)
• Oral Care Products (Toothpastes, Mouthwashes and Breath Fresheners)
• Personal Cleanliness Products (Soap, Antiperspirants and Deodorants, Douches, Feminine Deodorants)
• Shaving Products Shaving Products (Pre-shave Lotions (all types), Shaving Creams, Shaving Soap)
• Face Care Products (Creams, Lotions, Masks, Sprays, Powders)
• Body Care Products (Creams, Lotions, Masks, Sprays, Powders)
• Hand Care Products (Creams, Lotions, Masks, Sprays, Powders)
• Foot Care Products (Creams, Lotions, Masks, Sprays, Powders)
• Sunscreen and Suntan Products (Sunblock and Sunscreen Gels, Creams, and Liquids, Sunless Tanners ).
• Hair Removing Products (Wax, Sugar, Creams, Depilatories)
<b>5. Food Services (Category G)</b>

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<ul style="list-style-type: none"> <li>• Restaurant</li> </ul>
<ul style="list-style-type: none"> <li>• Food Catering Services</li> </ul>

**7. Mandatory Schemes and Applicable Standards:**

HALAL Products	FOOD	UAE.S 2055-1:2015 General Requirements for Halal Food
		UAE.S 993:2015: Animal Slaughtering Requirements according to Islamic Law/
		GSO ISO 22000: 2007 Food Safety Management Systems -Requirements for any organization in the food chain
		UAE.S /GSO 1694:2007 General Principles of Food Hygiene
		UAE Scheme to control halal products, no. 10 of 2014
HALAL Products	COSMETICS	UAE.S 2055 - 4:2014 Halal Products- Part 4: Requirements for Cosmetics and Personal care products
		UAE.S GSO ISO 22716 Cosmetics - Good Manufacturing Practices (GMP) - Guidelines on Good Manufacturing Practices
		UAE Scheme to control halal products, no. 10 of 2014
HALAL Products	SLAUGHTERING HOUSES	UAE.S /GSO 1694:2007 General Principles of Food Hygiene/
		UAE S. GSO 21:1984: Hygienic Regulations for Food Plants and their Personnel
		UAE.S GSO 713 :1997: Hygienic Regulations for Poultry Processing Abattoirs and Their Personnel
		UAE.S GSO 993 :1998: Animal Slaughtering Requirements according to Islamic Law
		UAE Scheme to control halal products, no. 10 of 2014

**For other specific standards type related, please refer to RACS customer care center**

**8. Requirements for Certification:**

Requirements varies depending on the scope of certified products; Details of the documents required for certification for the scope of HALAL Product as per ESMA requirements are detailed as following:

**8.1. Application for Certification (Application Form):** Application to be filled by the client will contain all the necessary information needed by RACS Quality for conducting the certification Process, such important information is:

- Type of Product to be certified: Product, facility (Process) to identify the related scheme implemented by ESMA.
  - Relevant standard/ or normative documents clients is seeking certification for.
  - General information: Applicant Business activities & related business facilities & relationship between their facilities, in relevance to the certification scheme applied for information about outsourced Processes relevant to Product conformity.
  - Any other information needed related to certification requirements.
- By signing the application form, the applicant and the manufacturer agrees to comply with these General Rules and with the Specific Product Standard for the product covered by Registration / CB Certification

Application form aligns all requirements of the specific standard to which client wishes to be certified and which has to be submitted along with the application) as following:

**ECAS (Module H/Mandatory Facility Visit)**

- Application Form (Online/Manual)
- Valid Industry/Trade License (For Companies within UAE)
- Declaration of Conformity by the applicant on the Product(s) for registration using the applicant's official letterhead.
- Certificate of export and or authenticated free sales certificate from the country of origin
- Product composition & Ingredients concentration report issued by the manufacturer

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- Documented proof of using any of the internationally accepted quality management system, in addition to any of the product safety management system, or good manufacturing practice (GMP) as per UAE.S GSO 22716 or any other GMP approved by ESMA related to the Halal product that globally applicable and acceptable to the authority.
- Test report from recognized laboratory (accredited ISO 17025) as per the requirement of applicable UAE.S GSO standard of the product.
- Facility Map / Factory Lay out / Farm Map standards for the product.
- Label art work (Artwork of the product)
- Table of finished/Raw materials
- Copy of halal certificate of ingredients/raw materials or copy of product specification or any other claims
- Brief description of manufacturing process flow chart & plant equipment lay out in the form of a Halal system plan (HSP)
- Certificate of raw materials & packaging materials from the suppliers ensuring their Halal origin
- Fees

### 8.2. Legal Agreements:

- Certification Agreement:
- Non-Disclosure Agreement

### 8.3. Fees as detailed in RACS Schedule of Fees (RACS/REC/46)

## 9. Certification Procedures:

Based on its role as ESMA Notified body, Procedure will be performed as following:

### 9.1. Preparatory Steps:

- 9.1.1. Application Form shall be submitted by applicant to RACS, submission can be done via RACS affordable communication methods (mail, emails, hard copy, website, E-System)
- 9.1.2. Sales and Marketing Executive/Administrative assistant will review it to check documents availability on a primary basis.
- 9.1.3. A quotation will be sent to applicant by Head of Sales and Marketing Department; containing the scope of certification and fees related to each step of the certification process.
- 9.1.4. Payment shall be done by applicant.

### 9.2. Application Review

- 9.2.1. Upon acceptance of quotation by client, he is requested to sign the Certification agreement.
- 9.2.2. Application along with related supportive documents will be received by RACS Conformity Manager who shall assign one of RACS technical team members (Conformity Officer-Evaluator or Auditor).

### 9.3. Application Evaluation

- 9.3.1. Conformity Officer (Evaluator or Auditor) shall perform conformity assessment (Evaluation) steps related to the certification scheme:

#### **Product Certification (Facility Visit Required):**

- Detailed documents review for all the documents
- Document review includes the check up for Test Reports parameters and results, done by 3<sup>rd</sup> party Laboratory according to the specific technical regulations and applicable standards.
- Evaluation of product the eligibility of the Product for certification to assure compliance according to applicable schemes and standards

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Note: No of Samples to be selected for testing is defined by the specific technical requirements and as per scheme owner.

**IMPORTANT: as per scheme requirements, Facility Audit is required for this scope:**

On-Site Audit to the facility where the product is being manufactured to assure the quality management system adopted in full compliance with applicable standards and technical regulations.

9.3.2. Evaluation Outcome results:

- If evaluation is pending for missing or invalid documents or other needed information to complete evaluation; Additional Supportive Documents will be requested by Applicant.
- Evaluation includes Product Safety Verification through test reports provided on all safety test parameters requested by applicable scheme/standards, test reports shall be issued by 3<sup>rd</sup> party accredited laboratory sub-contracted according to the approved standards and applicable technical requirements.
- If test reports are not complying with Standards; Conformity Officer/Assessor requests rectification of the non-complying aspects, then based on applicant confirmation of rectification, collection of samples will be done to conduct the same laboratory tests again and for once.
- Evaluation will be repeated upon applicant re-submission of needed documents/information.

**9.4. Decision of Certification:** Upon submission of this information, and as per the result of documents review and completing product evaluation process:

9.4.1. Recommendation of approval of Product certification: Product evaluation shows full compliance with applicable schemes/standards:

- Application is initially approved by Conformity Officer/Assessor
- Recommendation for certification approval will be made by Conformity Manager
- Certification decision will be done by Certification Decision Committee
- Granting the issuance of Certificate of conformity, recognized by ESMA
- Certified Products will be listed in RACS Certified Products registry.

9.4.2. Recommendation of rejection of Product certification: Product evaluation shows non-compliance with applicable schemes/standards, due to any reason preventing product from Certification:

- Application is declined by Conformity Officer/Assessor
- Recommendation for certification rejection will be made by Conformity Manager
- Rejection decision will be done by Certification Decision Committee
- RACS will inform client by an Official rejection statement (Letter of certification Status) by e-mail stating the reason of rejection.

Please refer to Available on RACS Website→Public available information→ RACS Notified Body →Required Docs→

- **HALAL/REC/05**-Legal and Quality Documents List of certification and requirements per UAE HALAL Scheme
- **HALAL/REC/01**-Application form-HALAL Products

**Notes for clients:**

- For some scopes where it is required to have a quality system available, clients seeking to be certified for any of their (Products or services or facility/Process) to UAE Schemes and applicable standards through RACS are requested to implement relevant Quality System including documentation in a way to meet all requirements of this standard and all relevant specific standards depending on the nature of service (certified Product& Process).
- In case of a Client newly operating, and seeking to be certified, Client is required to demonstrate more than 3 months compliance against the standard immediately preceding the date of the Pre-Assessment performed by RACS. This will prove the efficacy and sustainability of the implemented system. After which RACS will be contacted to make arrangements for required audits and Certification.
- Client seeking extension or renewal of Certification scope shall as well submit the application form specifying the extension or renewal of the Certification scope.
- Whenever applicable, Additional Certification requirements per Certification schemes: Legal & Quality documents (such as Client Quality Manual) and supportive documents (records and checklists used by applicant), are to be attached to the Application Form.

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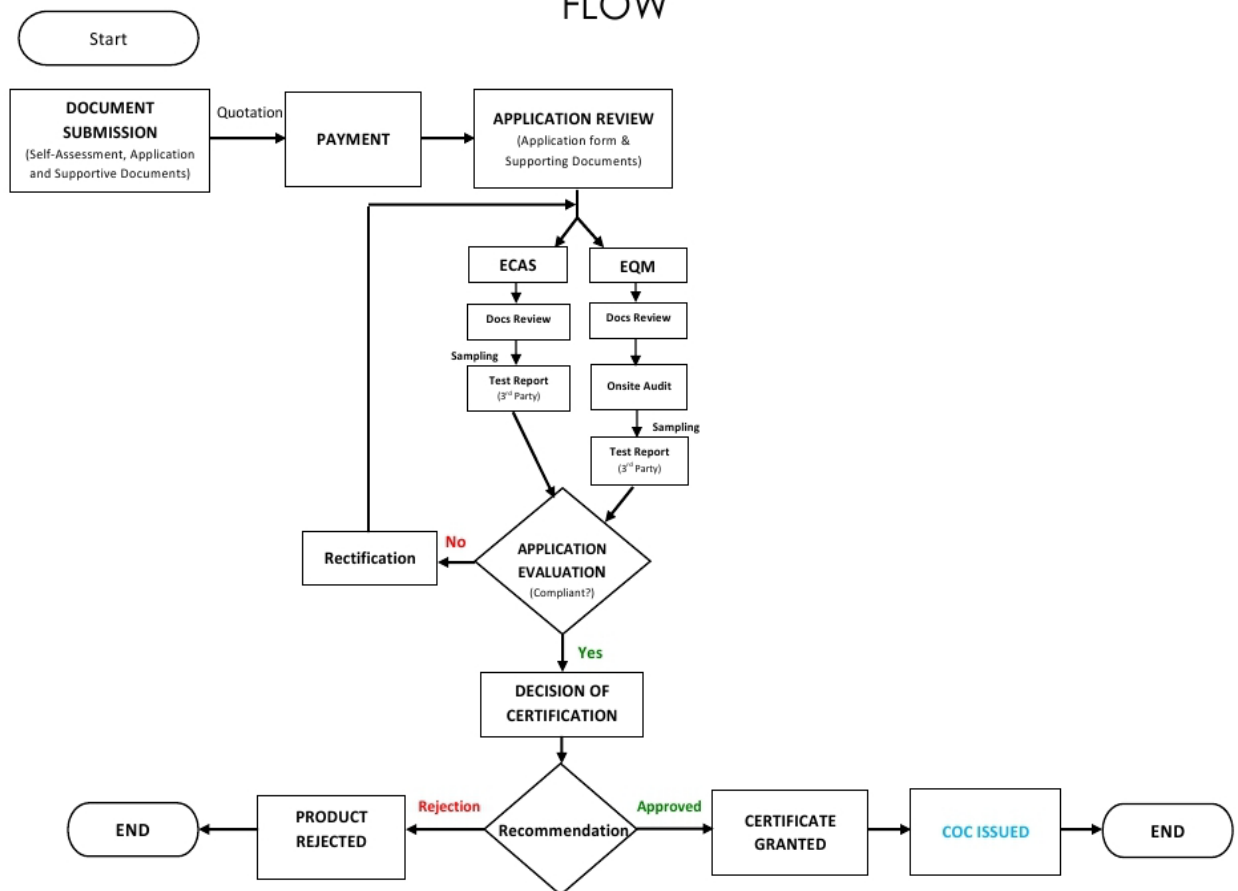
**10. Renewal:**

**ECAS with mandatory Audit Visit**

- Validity of certificate is Three years with surveillance audits every one year.
- COC should be renewed 6 months prior expiry.

**11. Process Map:**

**CERTIFICATION PROCESS FLOW**



**12. Market Monitoring:**

RACS Will be conducting Market Surveillance campaigns in the local markets to assure continuous compliance of certified products and inform Scheme owner on immediate basis on the non-conformity products to take the appropriate action.

**13. Related Forms:**

Listed Agreements, SOPs, Records related to this **SOP** as follows:

**General Forms:**

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TITLE OF DOCUMENT	IDENTIFICATION
Quality Master List	RACS/REC/01
Certification Agreement/ RACS Quality- Client	RACS/AG/01
NDA/RACS Quality - Client/Subcontractor	RACS/AG/03
Scope of Certified Products	RACS/REC/79
Schedule of Fees	RACS/REC/46

**Specific Records related to the Scope:**

HALAL/REC/01	Application form-HALAL Products
HALAL/REC/02	Assessment Checklist - GSO 2055 - 1 HALAL Food
HALAL/REC/03	Assessment Checklist - GSO 2055 - 4 Cosmetics & Personal Care Products
HALAL/REC/04	Assessment Checklist - GSO 993 Slaughtering House
HALAL/REC/05	Legal & Quality documents - List of certification requirements per UAE HALAL Scheme - HALAL Food, HALAL Cosmetics, HALAL Slaughtering Houses
HALAL/REC/09	UAE.S /GSO 1694:2007 General Principles of Food Hygiene
HALAL/REC/10	UAE S. GSO 21:1984: Hygienic Regulations for Food Plants and their Personnel
HALAL/REC/11	UAE.S GSO 713 :1997: Hygienic Regulations for Poultry Processing Abattoirs and Their Personnel
HALAL/REC/12	HALAL Supervisor Attendance sheet
HALAL/REC/13	HALAL Supervisor Shipments & Certificates log
HALAL/REC/15	Assessment Checklist - UAE.S GSO 2469 - 2015 Halal foods - Management system requirements for warehousing and related activities
HALAL/REC/16	Assessment Checklist - UAE.S GSO 2470 - 2015 Halal foods - Management system requirements for retailing
HALAL/REC/25	HALAL Food Product - UAE Certificate Template
HALAL/REC/26	HALAL Food Facility - UAE Certificate Template
HALAL/REC/27	HALAL Slaughtering house - UAE Certificate Template (Previous RACS/REC/55)
HALAL/REC/28	HALAL Cosmetics Product - UAE Certificate Template
HALAL/REC/29	HALAL Cosmetics Facility - UAE Certificate Template

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HALAL/REC/30	HALAL Certificate per shipment - UAE Office
HALAL/REC/32	HALAL Food Facility - USA Certificate Template
HALAL/REC/37	Assessment Checklist - HALAL Packaging
HALAL/REC/38	Halal Application Stage 1 Document Review Checklist GSO 2055-2 2015 Requirements

**14. References:**

- ISO/IEC 17065, Conformity Assessment - Requirements for bodies certifying Products, Processes and services.
- ISO/IEC 17021, Conformity Assessment — Requirements for bodies Providing audit and Certification of management systems.
- UAE. GSO 2055-2 Halal products- Part two: General Requirements for Halal Certification Bodies.
- GAC Document: FAD- 4.0: Supplementary accreditation requirements for Product Certification Bodies.
- GAC document: FAD-12: Supplementary accreditation requirements for Halal Certification Bodies, in addition to applicable scheme and Standards
- R105: Requirements when making reference to A2LA Accredited Status
- R307: General Requirements Accreditation of ISO /IEC 17065 Product Certification Bodies
- R334: Specific Requirements: HALAL Certification Body Program.
- IAF Mandatory Document: Determination of Audit Time of Quality and Environmental Management System.
- ISO/IEC 17000, Conformity Assessment — Vocabulary and general principles.
- ISO/IEC 17020, Conformity Assessment— Requirements for the operation of various types of bodies performing inspection.
- ISO/IEC 17025, General requirements for the competence of testing and calibration laboratories.
- ISO17067, in combination with ISO Guide 28 and ISO Guide 53
- ISO/IEC 17030, Conformity Assessment — General requirements for third-party marks of conformity.
- ISO Guide 23:1982 Methods of indicating conformity with Standards for third-Party certification Systems
- ISO Guide 27:1983 Guidelines for corrective action to be taken by a certification body in the event of misuse of its mark of conformity
- General Requirements for Notified Bodies issued by Emirates Authority for Standardization and Metrology (ESMA).
- RACS Quality Manual RACS/QM/01
- All controlled QMS records-Please refer to RACS/REC/01-Quality Master List.

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