

HALAL ENGAGEMENT SERIES 2019

(Flavour Houses)

26 July 2019

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Overview

1. Objectives
2. Halal Certification – An Overview & the Process
3. Certification Audits based on the Singapore Muis Halal Quality Management System (HalMQ)
4. Common Issues Detected during Audits
5. Q & A

Objectives

- Realign the expectations on the Halal Certification process
- Realign the understanding of the Halal Certification Conditions
- Enhance compliance to the Muis Halal Certification Conditions

HALAL CERTIFICATION – AN OVERVIEW & THE PROCESS

Statutory Board on Muslim Affairs



Majlis Ugama Islam Singapura
(Islamic Religious Council of Singapore)

Majlis Ugama Islam Singapura (Muis)
Established in 1968 under AMLA
(Administration of Muslim Law Act)

Advise the President of Singapore on
Islamic matters and serve the religious
interest of the Singapore Muslim
Community

A Statutory Board of the
Ministry of Culture, Community
and Youth (MCCY)



Singapore Halal Certification



- Began in 1978
- Not licensing – Voluntary in Singapore
- Administered by Muis under AMLA, Administration of Muslim Law Act
- **Sole Custodian** of Halal Certification in Singapore

Section 88A(1), AMLA:

“The Majlis may **issue Halal certificates** in relation to any product, service, or activity and **regulate the holders of such certificates** to ensure that the requirements of Muslim law are complied with in the production, processing, marketing or display of that product, the provision of that service or the carrying out of that activity”

Halal Certification Strategic Unit (HCSU)

Mr Mohd Azam Abdul Aziz
Senior Director
Finance & Asset Development



Mdm Dewi Hartaty Suratty
Director
Asset Policy & Industry Development



Warees Halal Limited
Muis subsidiary company

Mr Munir Hussain
Asst. Director
Halal Certification Strategic Unit



Standards & Development

Halal Assurance

Halal Compliance

Stakeholder Engagement

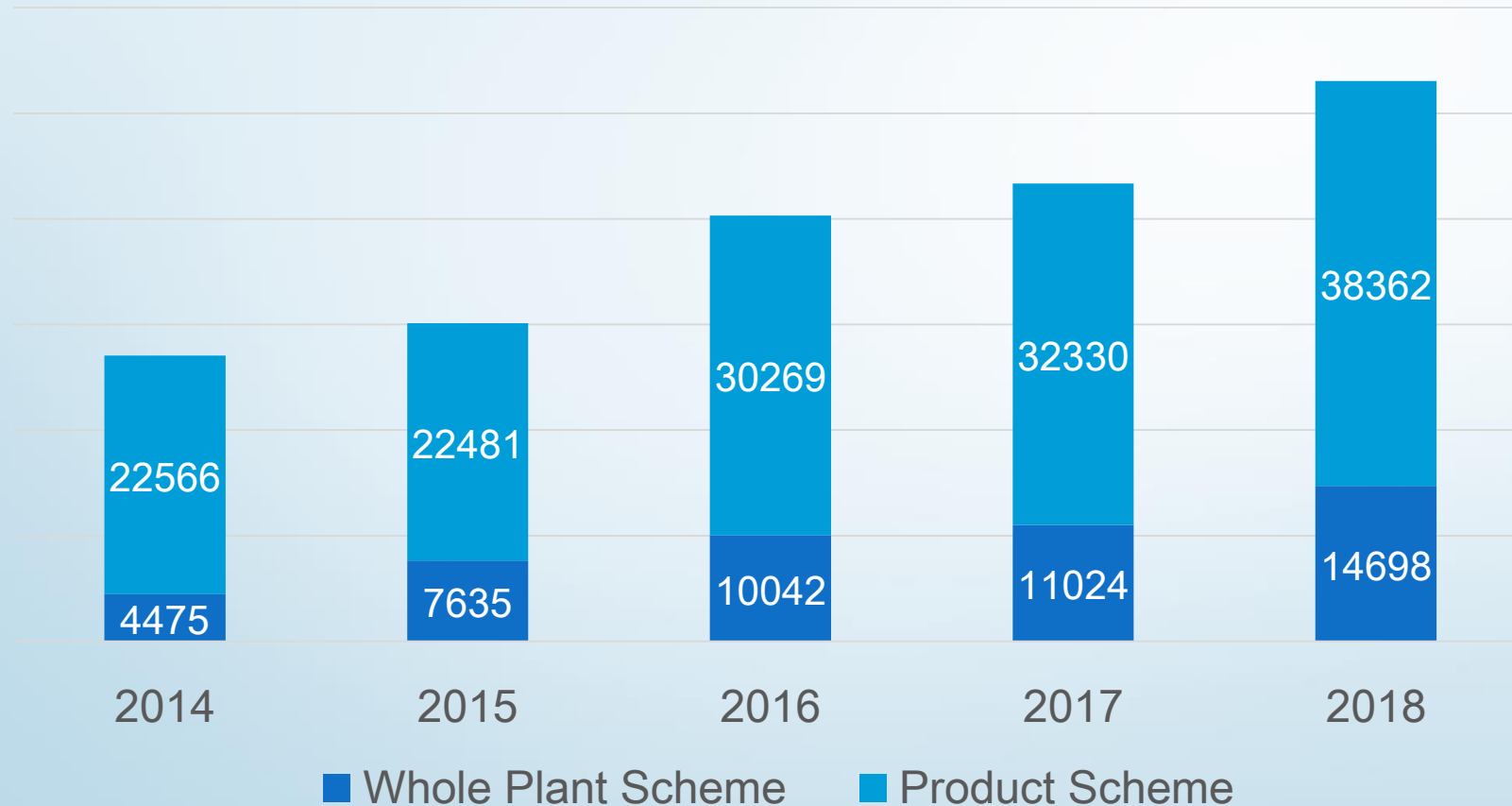
Halal-Certified Premises Grew 57% in the Past 5 Years

HALAL-CERTIFIED PREMISES



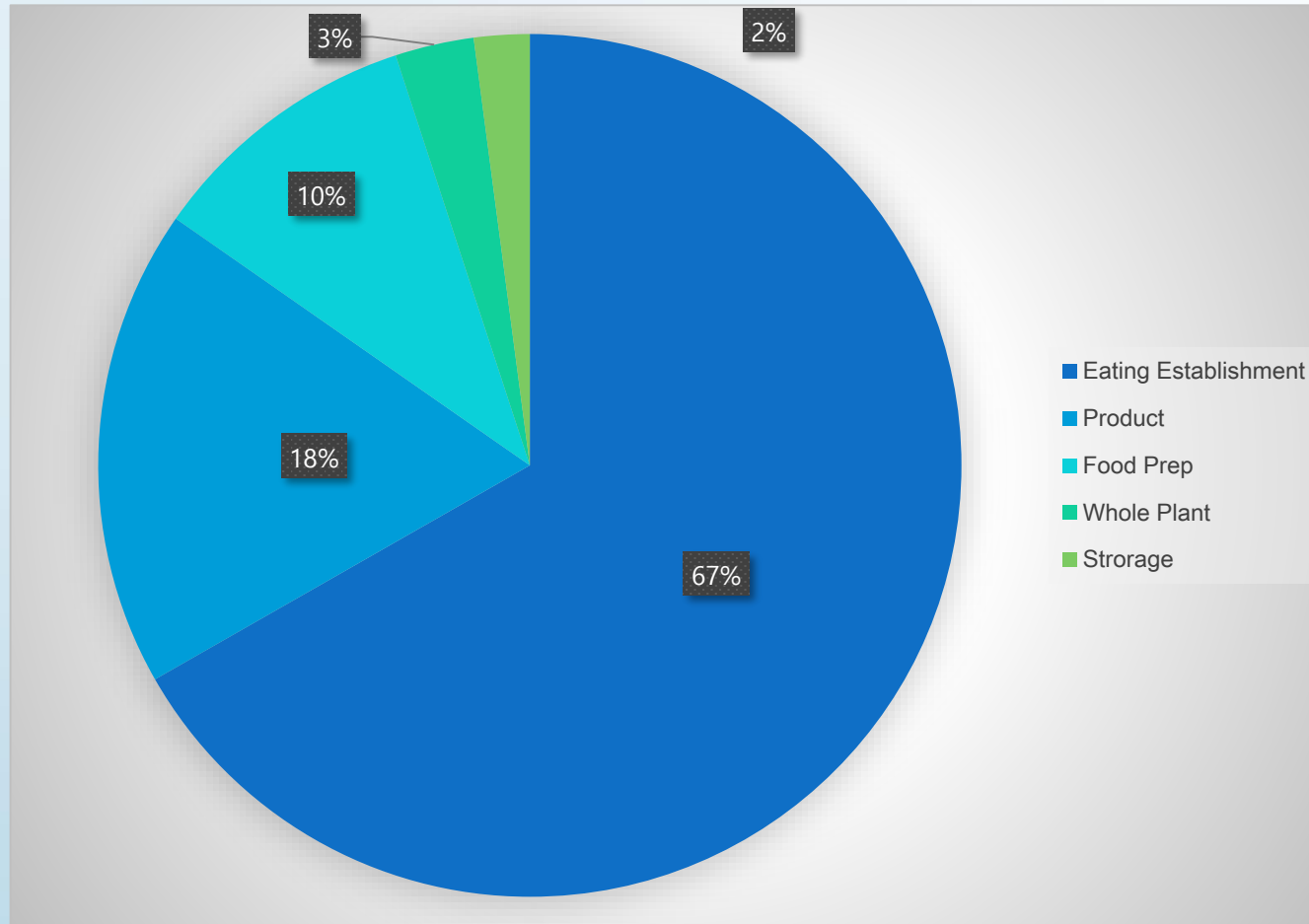
Halal-certified Products Doubled in the Past 5 Years

HALAL- CERTIFIED PRODUCTS



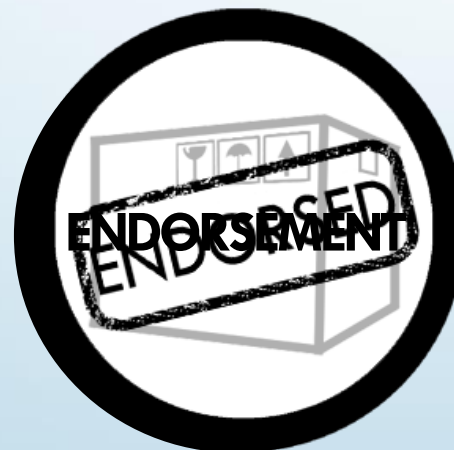
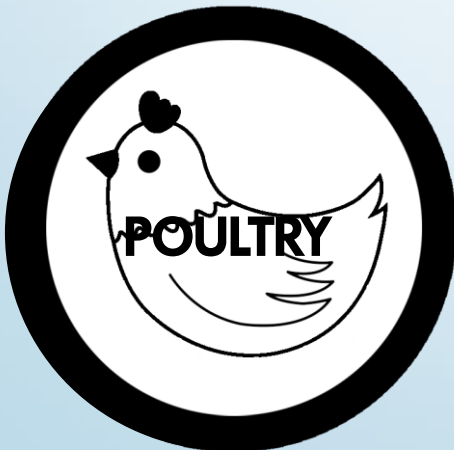
- >50k types of products are certified Halal in 2018.
- Higher growth for 'Whole Plant' compared to 'Product' scheme

18% Certified Premises are Manufacturers

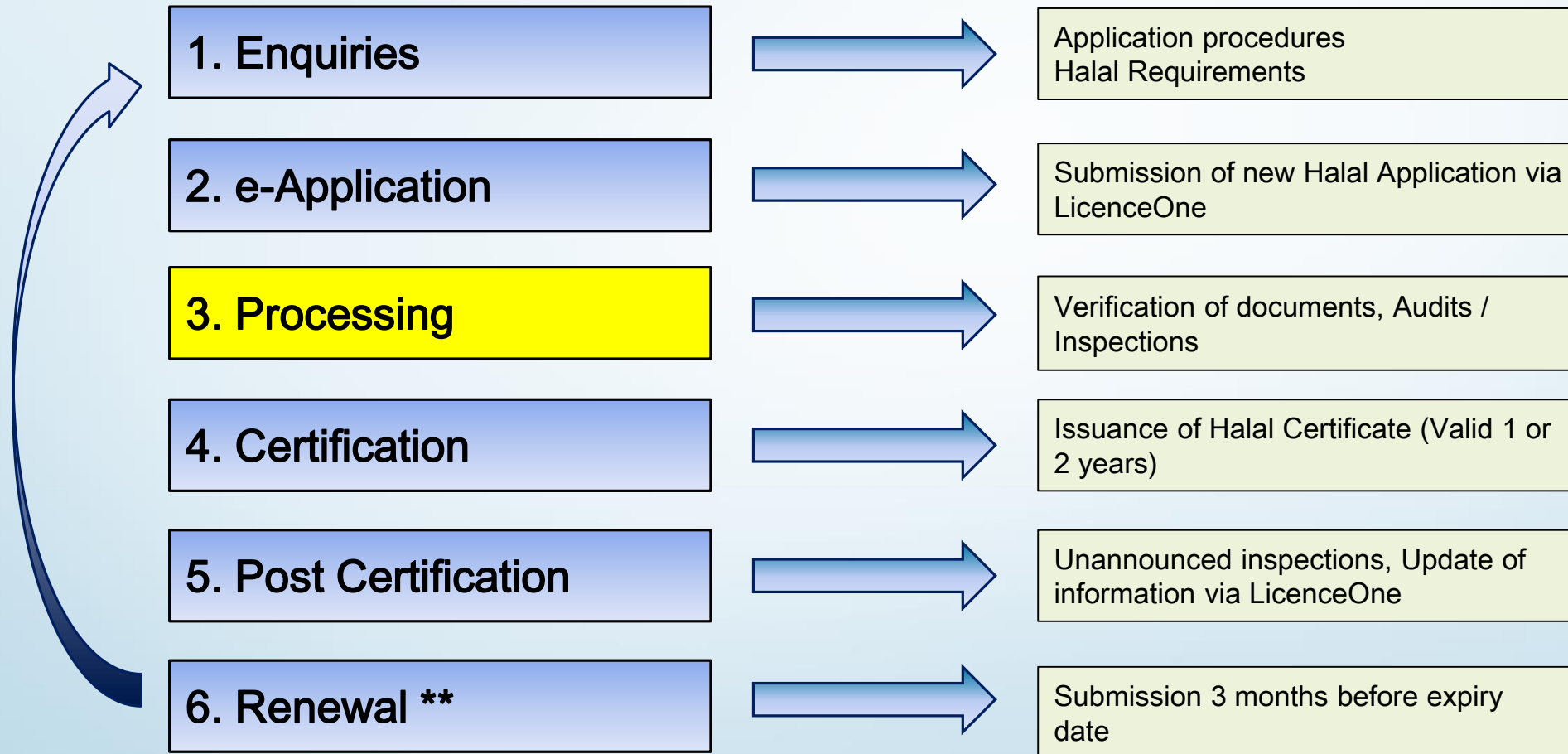


- Total of 4,630 premises certified Halal in 2018
- Of these, 828 are manufacturing facilities certified under the 'Product' and 'Whole Plant' schemes

Halal Certification Across Supply Chain



Muis Halal Certification Process



**** Auto-renewal can be selected via LicenceOne**

Online Application Submission

Information to be Declared	Items to be Uploaded
Establishment / Company Name	Menu/Ingredients/Suppliers using the system's Excel format
Accurate location address – under the premises details	Product labels – for Product and Whole Plant scheme only
Valid contact number and email address of the applicant	Pictures of the delivery vehicles – for FPA (Catering) scheme only
	Premises layout plan

Site Audit

Opening Meeting

- Ensure the Halal team is present
- Ensure the documents and records are available and easily retrievable

Plant / Site Tour

- Facilitate the entire process

Closing Meeting

- Halal team to regroup for the closing meeting
- Take note the issues to rectify
- Be mindful of the rectification deadline given

CERTIFICATION AUDITS BASED ON THE SINGAPORE MUIS HALAL QUALITY MANAGEMENT SYSTEM

Singapore Muis Halal Quality Management System (HalMQ)

- Pronounced as “Hallmark”
- Systems-based approach, benchmarked against international standards such as HACCP and ISO
- Introduced since 2008, made mandatory since 2010
- Ensure **sustainability** and **continual improvement** of the company’s Halal system

10 Principles of HalMQ

1

- Establish the Halal Team

2

- Define the Product/Nature of Business

3

- Construct a Flow Chart

4

- Identify Halal Threats & their Control Measures

5

- Determine Halal Assurance Points (HAPs), their Allowable Limits & Prescribed Practices

10 Principles of HalMQ

6

- Establish Monitoring System for each HAP

7

- Establish Corrective Actions for each HAP

8

- Establish Documentation & Record-Keeping System

9

- Verify the Halal System

10

- Review the Halal System

HaIMQ 1- Establish a Halal Team

- Form a Halal team comprising of the **Team Leader, Muslim Representative and other members** from the multi-disciplinary background with relevant knowledge & expertise
- Halal team members officially appointed; define roles & responsibilities in the **Appointment Letter**, signed by Management and acknowledged by team member
- The **Halal Team Leader & Muslim Representative** shall undergo and successfully complete the mandatory training; **Halal Foundation Programme**.

HaIMQ 1- Establish a Halal Team

Expectations	Observations
<ul style="list-style-type: none">• Appointment letters of the Halal team including the specific roles and responsibilities of each member• Halal team members to be aware of their roles and responsibilities• Halal team members are able to effectively demonstrate the monitoring of the Halal Assurance Points (HAPs)	<ul style="list-style-type: none">• The Appointment Letters are too generic and the roles and responsibilities of all team members are the same• Halal team members are not even aware of their appointment• Unable to demonstrate how he/she monitor the HAPs (i.e during the receiving of raw materials, etc)

HaIMQ 1- Establish a Halal Team

RESTAURANT

THIS IS TO CONFIRM THAT [REDACTED]
MUSTAPHA IS APPOINTED AS THE HALAL TEAM
SUPERVISOR FOR [REDACTED]
THIS APPOINTMENT IS EFFECTIVE FOR ONE YEAR.

ROLES & RESPONSIBILITIES

TO. CONDUCT CHECKCES TO ENSURE ALL GOODS IN
STORE ARE FROM APPROVED SUPPLIER.
TO COUNTER SIGN D.O. RECEVED TO COMPANY FOR
RE-ORDER GOODS & RAW MATERIALS.

THANK YOU.

SIGNATURE: [Handwritten Signature]
DATE: 1/ August / 2018

- ✗ Name of the Management not reflected
- ✗ Roles and Responsibilities not clearly defined
- ✗ Acknowledgement (Name & Signature) by the appointed member not reflected

HaIMQ 2 – Define the Product / Nature of Business

- Maintain a list of all menu/products, raw materials together with the respective names of the manufacturers, suppliers and agencies that certify the items as Halal
- The application shall be made under the correct Halal certification scheme based on the nature of business
- Define the scope of Halal certification

HaIMQ 2- Define the Product / Nature of Business

Expectations	Observations
<ul style="list-style-type: none">• Accurate declaration of the location address in the LicenceOne system – under the <u>Premises Details</u> section	<ul style="list-style-type: none">• The address declared under <u>Premises Details</u> is the head office and not the premises to be certified
<ul style="list-style-type: none">• Accurate declaration of the menu/products – as reflected on the menu board/card, product label	<ul style="list-style-type: none">• Under-declaration of menu• The name of the product on label is not consistent with the name applied for certification
<ul style="list-style-type: none">• All raw materials to be declared including the brand name and Halal certification body of all meat items	<ul style="list-style-type: none">• Under-declaration of raw materials• The brand name and Halal certification body is not declared for the meat ingredients
<ul style="list-style-type: none">• Accurate selection of the Halal certification scheme	<ul style="list-style-type: none">• Applied under the wrong scheme, resulting in rejection of the application

Declaration of Menu

Menu

	A	B
1	Item_Name	Supplier_Name
2	Seafood Hor Fun	
3	Seafood Hokkien Mee	
4	Kuay Teow Pahd Kee Mao	
5	Seafood Fried Kuay Teow	
6	Beef Fried Kuay Teow	
7	Mee Goreng	
8	Pahd Thai	
9	Thai Fried Vermicelli	
10	Thai Beef Kuay Teow Soup	
11	Thai Pineapple Rice	
12	Thai Fried Olive Rice	
13	Thai Balachan Fried Rice	
14	Hong Kong Fried Rice	
15	Tom Yam Fried Rice	
16	Green Curry Fried Rice	
17	Basil Minced Chicken Rice With Egg	
18	Basil Minced Beef Rice With Eff	
19	Steam Rice	
20	Thai Mango Salad w Prawns	
21	Thai Nghoh Hiang	
22	Fried Wan Tan	
23	Thai Fried Chicken Wings	

DO NOT AMEND

Declaration of Menu

Menu

	A	B
1	Item_Name	Supplier_Name
2	Seafood Hor Fun	
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13	Thai Balachan Fried R	
14	Hong Kong Fried Rice	
15	Tom Yam Fried Rice	
16	Green Curry Fried Ric	
17	Basil Minced Chicken	
18	Basil Minced Beef Ric	
19	Steam Rice	
20	Thai Mango Salad w F	
21	Thai Nghoh Hiang	
22	Fried Wan Tan	
23	Thai Fried Chicken W	

**Update your company /
business name**



Declaration of Raw Materials / Ingredients

Ingredients

	A	B	C
1	Item_Name	Supplier_Name	
2	Boneless Leg Chicken (Sadia/Levida) (Fambras Halal Certificacao)	Angliss Singapore Pte Ltd	
3	Chicken Wings (Perdigao) (Fambras Halal Certificacao)	Angliss Singapore Pte Ltd	
4	Beef Knuckle (Minrva) (Fambras Halal Certificacao)	Angliss Singapore Pte Ltd	
5	Chicken Nuggets (Dewfresh) (The Central Islamic Council of Thailand)	Angliss Singapore Pte Ltd	
6	Fries	Angliss Singapore Pte Ltd	
7	Mixed Vegetables	Angliss Singapore Pte Ltd	
8	Mozarella Shredded Cheese	Angliss Singapore Pte Ltd	
9	Mee Hoon	Jit Sheng Provision Trading Pte Ltd	
10	Vermicelli	Jit Sheng Provision Trading Pte Ltd	
11	Black Mushroom	Jit Sheng Provision Trading Pte Ltd	
12	Grated Peanut	Jit Sheng Provision Trading Pte Ltd	
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14	Dried Prawn	Jit Sheng Provision Trading Pte Ltd	
15	Cinnamom Stick	Jit Sheng Provision Trading Pte Ltd	
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17	Ajinomoto	Jit Sheng Provision Trading Pte Ltd	
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28	Santiscook Lime Juice	Jit Sheng Provision Trading Pte Ltd	
29	Kikoman	Jit Sheng Provision Trading Pte Ltd	
30	Planta	Jit Sheng Provision Trading Pte Ltd	
31	Maggie Seasoning Powder	Jit Sheng Provision Trading Pte Ltd	
32	Maggie Tomato Sauce	Jit Sheng Provision Trading Pte Ltd	
33	Maggie Chilli Sauce	Jit Sheng Provision Trading Pte Ltd	
34	Knorr Chicken Powder	Jit Sheng Provision Trading Pte Ltd	

DO NOT AMEND

Declaration of Raw Materials / Ingredients

Ingredients

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MANDATORY TO FILL THIS PORTION WITH SUPPLIER FOR EACH INGREDIENT

Declaration of Raw Materials / Ingredients

	A	B
1	Item_Name	Supplier_Name
2	Sadia Beef Burger (CDIAL)	Angliss Singapore Pte Ltd
3	Sadia Beef Burger (CDIAL)	Toh Thye San
4	Sadia Beef Burger (CDIAL)	Leong Hup
5	Minerva Beef Knuckle (FAMBRAS)	Angliss Singapore Pte Ltd
6	Dew fresh Chicken Nuggets (CICOT)	Angliss Singapore Pte Ltd
7	Chicken Wings (Perdigao, FAMBRAS)	Toh Thye San

**SAME ITEM MORE THAN ONE (1) SUPPLIER?
DECLARE AS ABOVE**

Declaration of Raw Materials / Ingredients

	A	B
1	Item Name	Supplier_Name
2	Sadia Beef Burger (CDIAL)	Angliss Singapore Pte Ltd
3	Sadia Beef Burger (CDIAL)	Toh Thye San
4	Sadia Beef Burger (CDIAL)	Leong Hup
5	Minerva Beef Knuckle (FAMBRAS)	Angliss Singapore Pte Ltd
6	Dew fresh Chicken Nuggets (CICOT)	Angliss Singapore Pte Ltd
7	Chicken Wings (Perdigao, FAMBRAS)	Toh Thye San

FORMAT:

<ITEM NAME> <BRAND NAME>

<CERTIFYING BODY NAME>

Declaration of Raw Materials / Ingredients

	A	B
1	Item Name	Supplier_Name
2	Sadia Beef Burger (CDIAL)	Angliss Singapore Pte Ltd
3	Sadia Beef Burger (CDIAL)	Toh Thye San
4	Sadia Beef Burger (CDIAL)	Leong Hup
5	Minerva Beef Knuckle (FAMBRAS)	Angliss Singapore Pte Ltd
6	Dew fresh Chicken Nuggets (CICOT)	Angliss Singapore Pte Ltd
7	Chicken Wings (Perdigao, FAMBRAS)	Toh Thye San

FORMAT:

<BRAND NAME> <ITEM NAME>

<CERTIFYING BODY NAME>

	B	C	D
1	Ingredient / Raw Material	Brand	Supplier
2	Yellow mee, Kway Teow, Tau Hoo, Bee Hoon		Market / Sheng Siong
3	Agar Agar		Yo We Foodstuffs Supplier & Trading
4	Baking Powder		Market
5	Bean Paste		NTUC / Sheng Shiong
6	Beef, Mutton		Wet Market (Geylang Serai)
7	Belachan		Wet Market (Geylang Serai)
8	Bread		NTUC
9	Brown Sauce	Knorr	Market
10	Butter	Buttercup / SGS	NTUC / Sheng Shiong
11	Can Corn Kennel		NTUC / Sheng Shiong
12	Can Lychee, Longan, Fruit Cocktail		NTUC / Sheng Shiong
13	Canned Pineapple		NTUC
14	Carrot Cake		Sheng Siong
15	Cheese, Tuna		NTUC / Sheng Shiong
16	Chilli Paste,Lemongrass,Blue Ginger, Bean Paste, Garlic		Tungshan Food Industries Pte Ltd
17	Chilli Sambal		Taho Enterprise Pte Ltd
18	Chilli Sauce	Maggi	Koon Heng Private Limited
19	Chix		Ang Tian Hock Trading Pte Ltd / Angliss Singapore Pte Ltd
20	Chix Fillet		Sin Li Hin Frozen Food Pte Ltd / Angliss Singapore Pte Ltd
21	Chix Ham		Ha Li Fa Pte Ltd/ Zac Meat & Poultry Pte Ltd
22	Chix Nuggets		Sin Li Hin Frozen Food Pte Ltd/ Angliss Singapore Pte Ltd
23	Chix Powder	Maggi	Koon Heng Private Limited
24	Chix, Beef Sausages, Turkey		Ha Li Fa Pte Ltd/ Zac Meat & Poultry Pte Ltd
25	Coconut	Kara	NTUC / Sheng Shiong
26	Corial Drinks		Asian Farm (F & B) Pte Ltd
27	Dark Sauce	Golden Summit Condiment Supplier/Teng Hup Industries/Woh Hup	Market
28	Egg		Market
29	Fish		Li Chuan Food Products Pte Ltd/ Ken Ken Frozen Food
30	Fresh Fruits		NTUC / Sheng Shiong

INCORRECT FORMAT

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Declaration of Raw Materials / Ingredients

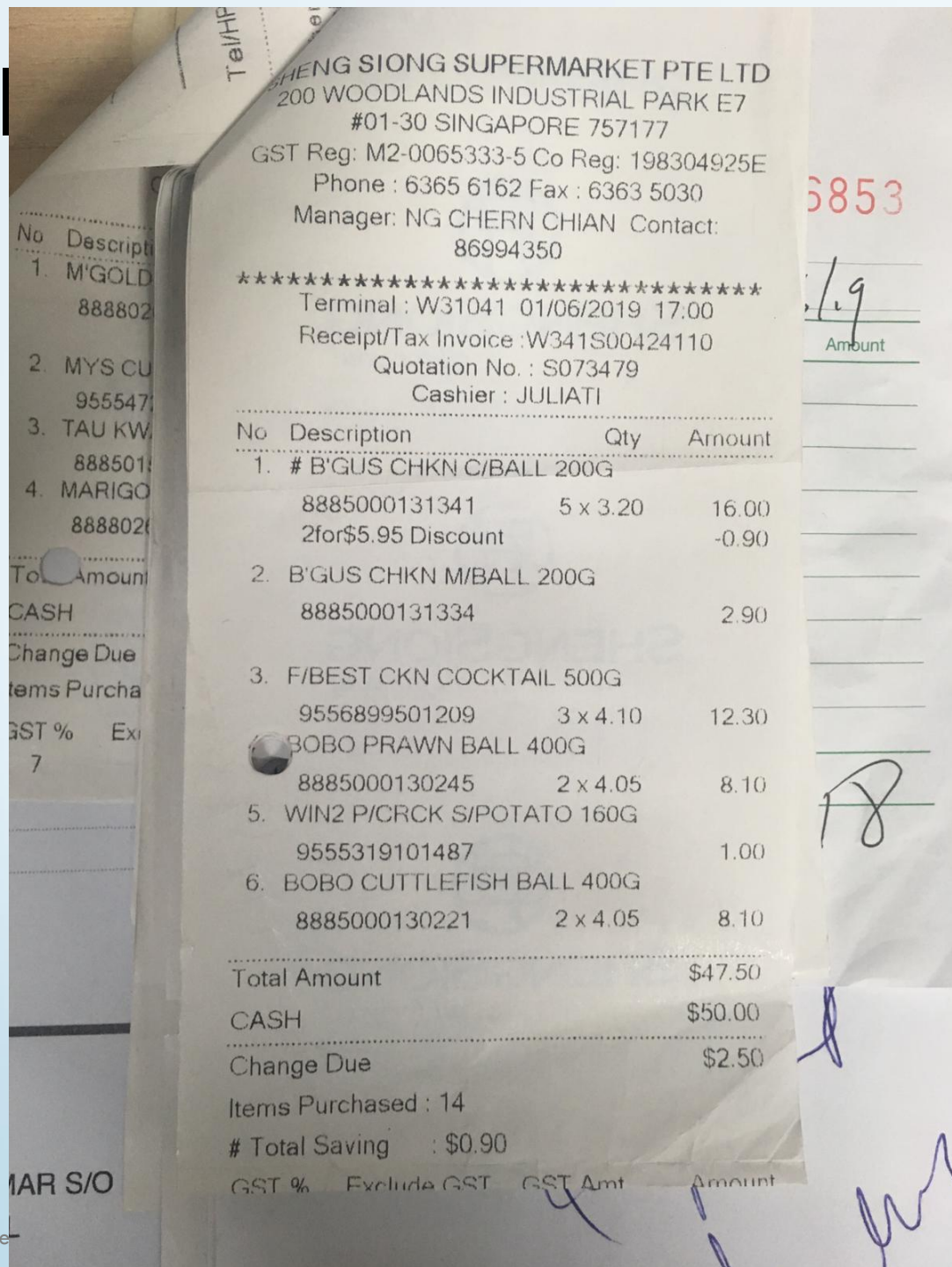
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CORRECT FORMAT

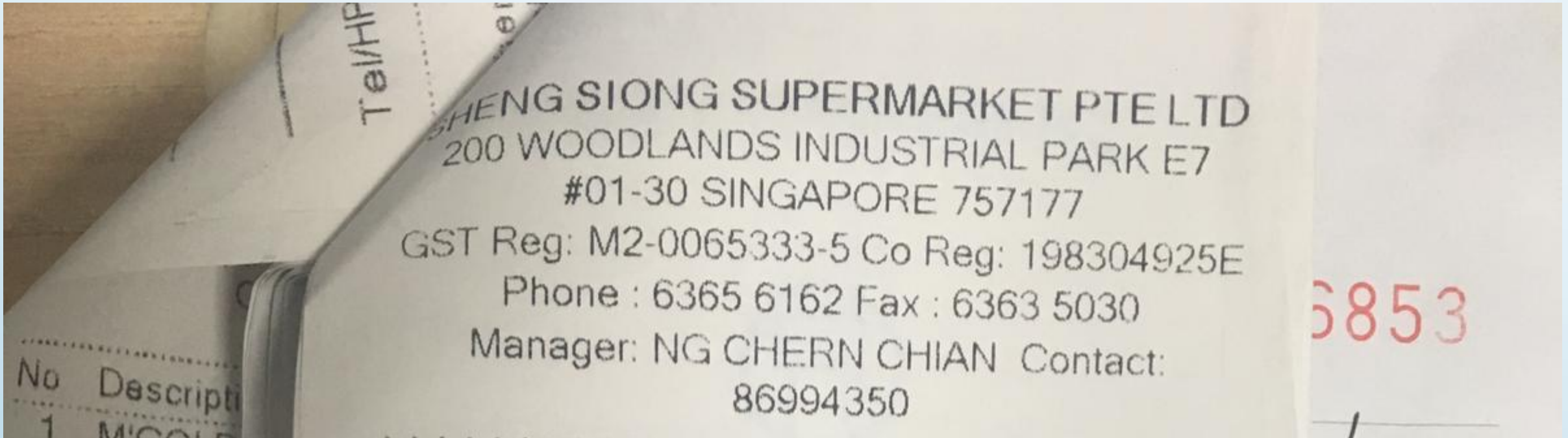
Decl

Is / Ingredients



PURCHASE FROM
 SUPERMARKET;
 NOT ALLOWED

Declaration of Raw Materials / Ingredients



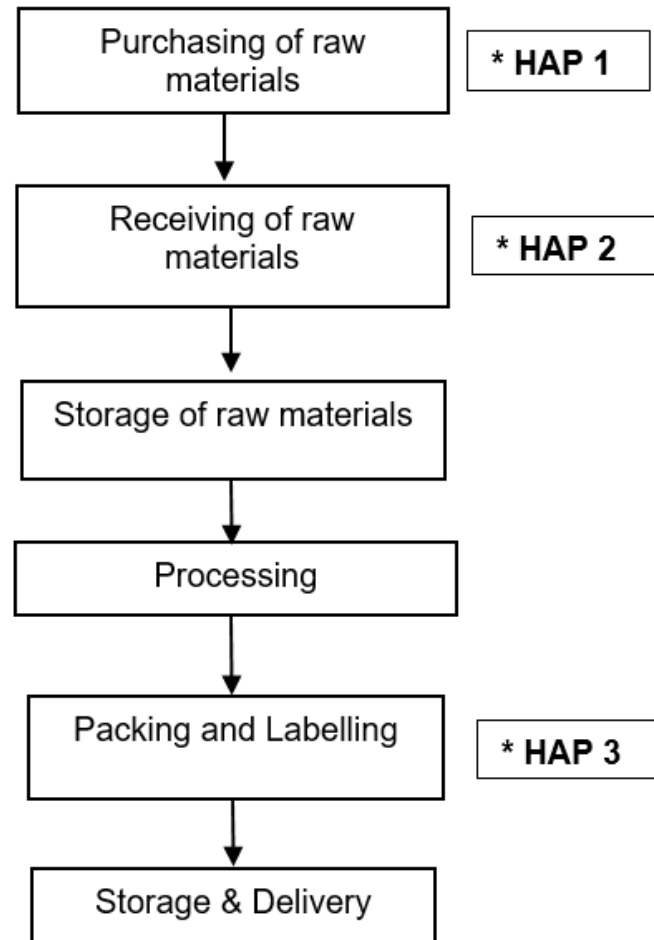
**PURCHASE FROM
SUPERMARKET;
NOT ALLOWED**

HaIMQ 3 – Construct & Verify Flow Chart

- Clearly identify every step involved in the relevant operations
- Incorporate all the steps in a flow chart and confirm it against the actual operation by conducting onsite inspections

HaIMQ 3- Construct & Verify FlowChart

Process Flow Chart for ABC Pte Ltd



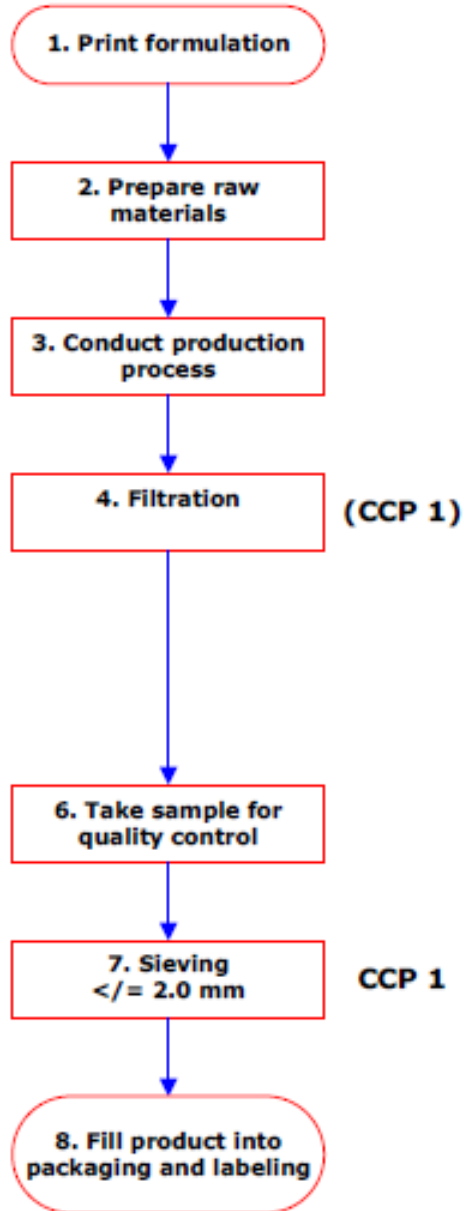
Expectations

- The flowchart has to accurately illustrate the actual operations flow and the process steps i.e. Processing, the activities within “processing” are listed e.g. extraction, spray-drying
- HACCP flowchart can be used. However, it should be amended to incorporate the Halal perspective (i.e step on Purchasing of raw materials, etc)

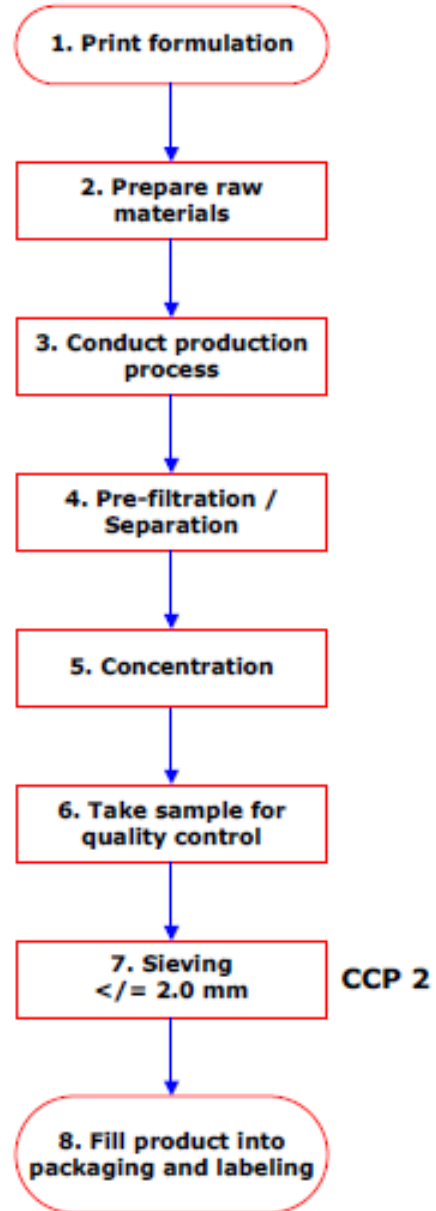
Observations

- The flowchart is too generic, does not reflect the actual operations flow of the company

Distillates and Tinctures



Extracts (concentrated)



- Process flow chart should accurately illustrate the **detailed** process of the raw material
- Generic process flow chart are **not acceptable**

HaIMQ 4 – Identify Halal Threats & their Control Measures

- Using the flow chart, identify and list all the possible Halal threats at every step in the relevant operations;
- Identify and list the necessary control measures to eliminate these Halal threats

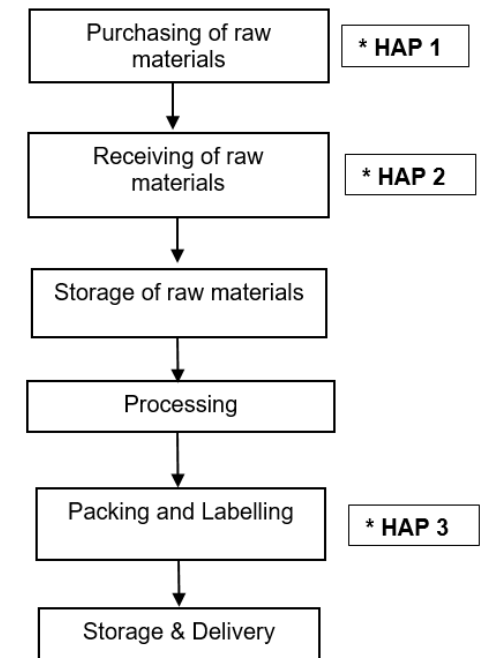
HalMQ 5 – Determine the Halal Assurance Points (HAPs), their Allowable Limits & Prescribed Practices

- Identify the HAPs in the operations that are vital for ensuring the Halalness of products
- Example of HAPs
 - Point of selection and introduction of new materials on-site
 - Point of receipt of raw materials
 - Point of animal slaughtering
- Not every step is a HAP

HalMQ 5 – Determine the Halal Assurance Points (HAPs), their Allowable Limits & Prescribed Practices

- Identify the HAPs in the operations that are vital for ensuring the Halalness of products
- Example of HAPs
 - Point of selection and introduction of new materials on-site
 - Point of receipt of raw materials
 - Point of animal slaughtering
- Not every step is a HAP

Process Flow Chart for ABC Pte Ltd



HaIMQ 6 – Establish Monitoring System for each HAP

- Establish **monitoring systems for each HAP** – **who** to act, **when**, **how** and **what** actions shall be taken should there be a deviation from the specified allowable limits & prescribed practices
- Staff assigned at the HAPs are given **proper briefing** on the Muis Halal Certification Conditions (HCC) for their information and strict compliance

HaIMQ 7 – Establish Corrective Action for each HAP

- **Develop corrective action for each HAP** whenever monitoring indicates that a deviation from the allowable limit and prescribed practices has occurred
- Develop **specific action plan** to restore control and dispose the affected product.
- The corrective action report shall be documented and provided upon request by Muis

In Summary – HaIMQ 4 to 7

	HAP	Process Step	Halal Threat	Control Measure(s)	Allowable Limit / Prescribed Practice	Monitoring System			Corrective Action		
						What?	How often?	Who?	Immediate Action	Report	
EXAMPLE		HaIMQ 5 of raw materials (Step 1)	HaIMQ 4 Procurement of non-Halal raw materials / processing aids (e.g. non-Halal chicken)	Halal certificates for meat / poultry items <ul style="list-style-type: none"> Obtain Halal certificates, product specifications, detailed Halal questionnaire and/or laboratory analysis report for non-meat and poultry raw materials Attain Muis' approval prior to procurement of ALL raw materials 	Zero tolerance	HaIMQ 6 Halal status of raw materials	<ul style="list-style-type: none"> Obtain Halal certificates for meat / poultry items Obtain Halal certificates, product specifications, detailed Halal questionnaire and/or laboratory analysis report for non-meat and poultry raw materials Attain Muis' approval prior to procurement of ALL raw materials 	Procurement of raw materials	Purchasing Executive	HaIMQ 7 Cancel order	<ul style="list-style-type: none"> Call supplier Inform Ms Cheryl Lim (Purchasing Manager; Halal Team member) Fill up Halal Incident report form

Approved By : _____

Version No : _____

Approval Date : _____

HALMQ 1 TO 3 (FPA)

Confusion between HAP and HalMQ

HalMQ Plan from Applicant

HAP	Process Step	Halal Threat	Control Measure	Practice				Corrective Action	
				What?	How?	When?	Who?	Immediate Action	Call / Report

HALMQ PLAN 4 TO 7 (FPA)

HAP	Process Step	Halal Threat	Control Measure	Allowable Limit /Prescribed Practice	Monitoring System				Corrective Action		
					What?	How?	When?	Who?	Immediate Action	Call / Report	
1	Purchasing	No proper documentation/ product description. Unclear documentation.	Obtain halal certs, analysis or laboratory reports, halal questionnaire for evaluation.	Must have halal certs, laboratory report, halal questionnaire							
2	Receiving	Packaging no proper markings & product name differs from purchase order.	Obtain halal certs, refer to manager & Team leader for verification.	Must have halal certs, laboratory reports, halal questionnaire	Only items with Halal logo & certificate can be accepted.	Packaging torn & no proper product description.	Halal Team to verify with supplier & Manager & refer halal certificate.	Daily Checks	Halal Team & Purchasing staffs	To return raw materials back to supplier immediately.	To record incident and report to Halal Team Leader
3	Labelling	No markings, No product description, No company details.	Obtain Halal certs, laboratory reports, halal questionnaire for evaluation.	Must have certs, laboratory reports, halal questionnaire	Strictly no outside food in processing area.	Outside food & undeclared ingredients	Daily Checks & Reminder	Daily	Halal Team /Manager	Items to be removed immediately to staff pantry area. All ingredients must be declared in ehalal system.	To record incident & report to Halal Team Leader.
4	Storage	Raw materials including meat cuts, dairy	Halal Team to check for Halal logo & obtain certificate, questionnaire								
5	Preparation/ Processing	Staffs food items placed inside freezer or chiller. Using undeclared ingredients.	Halal Team to check & remind staffs. Refer to Team Leader & Manager for undeclared items.								
6	Packing	Items with wrong labels & goods does not tally. Packaging with unclear labels, product names & no halal logo & no CK details.	Halal Team to check with Manager	Only items with proper & correct label description are allowed all labels must show CK details and halal logo.	Daily checks on labelling.	Staffs to ensure & check food orders instruction are in order.	Daily	Halal Team & kitchen crew	Wrong labels to be removed & replace with new labels.	To record incident & report to Halal Team Leader.	
7	Transport/Delivery	Wrong /Undeclared vehicle	Halal Team to check with Operation Manager	Only deliver food in declared vehicles.	Constant update on any vehicle change & declare any new vehicles.	Weekly checks	Weekly checks	Halal Team & Operation Mgr	To update & declare vehicle on ehalal.	To record & report to Manager & Halal Team Leader	

Same control measures for different HAPs

Approved By: _____
 Approval Date: _____
 Effective Date: _____

Approved By: _____
 Approval Date: _____
 Effective Date: _____

Company Stamp: _____

Submitted without any endorsement

Halal Statement -

Herewith we confirm, that the raw materials of following product

are Halal certified. Due to further packaging steps the final product do not have a Halal certification.

Furthermore, the enzyme listed above fulfill following criteria:

- the product is Kosher certified
- the product can be considered for a vegan diet
- the product do not contain Ethanol

NOT ACCEPTABLE

Best regards

Muis Halal Questionnaire

- Not applicable for high risk raw materials
- Must be submitted with product specification and process flow chart
- To be completed by 3 different parties:
 - Muis Halal certificate holder
 - Direct supplier
 - Manufacturer of the raw material



SECTION A: MUIS HALAL APPLICANT / CERTIFICATE HOLDER DETAILS

Date:

Company Name & Premises Address:		Contact Person:
		Designation:
		Email:
Establishment Name: <i>(Name of premises applied for certification / Halal certified premises)</i>		
Customer Code:	Type of Audit: NEW / CHANGE / RENEWAL	
Website address: www.		
Contact No: (O)	Mobile:	Fax:



SECTION G: MUIS HALAL APPLICANT / MUIS HALAL CERTIFICATE HOLDER

We/I hereby declare that all the information supplied by us/me in Section A – B is true and that We/I have not wilfully suppressed any material fact or made any false declaration.

We/I understand this approval:

- (i) Is exclusively for the purpose of use in Muis Halal certified premises and not for marketing purposes;
- (ii) If given, is on a one-off basis only. Every new shipment will require to undergo another round of verification and approval process;
- (iii) Subsequent use or misuse of this approved Halal questionnaire is a breach of Muis Halal Certification Conditions;
- (iv) Is subject to any conditions as stated in the letter of approval.

We/I also undertake that We/I will:

- Maintain a copy of this Halal questionnaire readily available in the premises along with the approval letter issued by Muis, delivery order / invoice relevant to the purchase of the item mentioned in this questionnaire as long as the approved item is available in our inventory for verification purposes.
- Submit CHANGE application/s for any changes to the supplier and provide any other information as and when requested by Muis and/or Muis appointed agent.

_____	_____	_____
Name & Designation	Signature & Date	Company Seal

Note: This Undertaking shall be signed, either by its director (if it is a limited liability company), its partner (if it is a partnership or limited liability partnership), or its proprietor (if it is a sole proprietorship) failing which, Muis reserves the right to reject this Halal Questionnaire and / or application.

Section A and G to be completed by Muis Halal Applicant

SECTION B: SUPPLIER DETAILS

Supplier Name & Address:

Contact Person:

Designation:

Email:

Website address: *www.*

Contact No: (O)

Mobile:

Fax:

Section B to be completed by the supplier



SECTION C: MANUFACTURER DETAILS

Date:

Company Name & HO Address:

Contact Person:

Designation:

Email:

Address of Factory:

Nature of Business:

Website address: www.

Contact No: (O)

Mobile:

Fax:

SECTION D: PRODUCT DETAILS

Product Name

Brand Name

Product Description

Nature of Product



SECTION F: MANUFACTURER'S UNDERTAKING

We/I hereby declare that all the information supplied by us/me in Section C – E and the supporting documents are true and that We/I have not wilfully suppressed any material fact which is required for the approval of the use of our product as an ingredient by Muis Halal certification applicant and / or Muis Halal certificate holder. We/I understand that any false declaration and / or wilful suppression of information will result in the rejection of this Halal questionnaire.

Name & Designation

Signature & Date

Company Seal

Note: This Questionnaire shall be endorsed and signed by a management representative, preferably someone with a scientific background, from the manufacturing company. Failing which, Muis reserves the right to reject this Halal Questionnaire.

Section C, D and F to be completed by the manufacturer

PRODUCT SPECIFICATION

- Standard Specification -

-OIL. REFINED

min.

max.

Chemical Data:

Specific gravity (20 degree C)	
Refractive index (20 degree C)	
Acid value	
Iodine value	
Saponification value	
Colour	
Colour	

Fatty acid composition

Palmitic acid	(C 16:0)
Stearic acid	(C 18:0)
Oleic acid	(C 18:1)

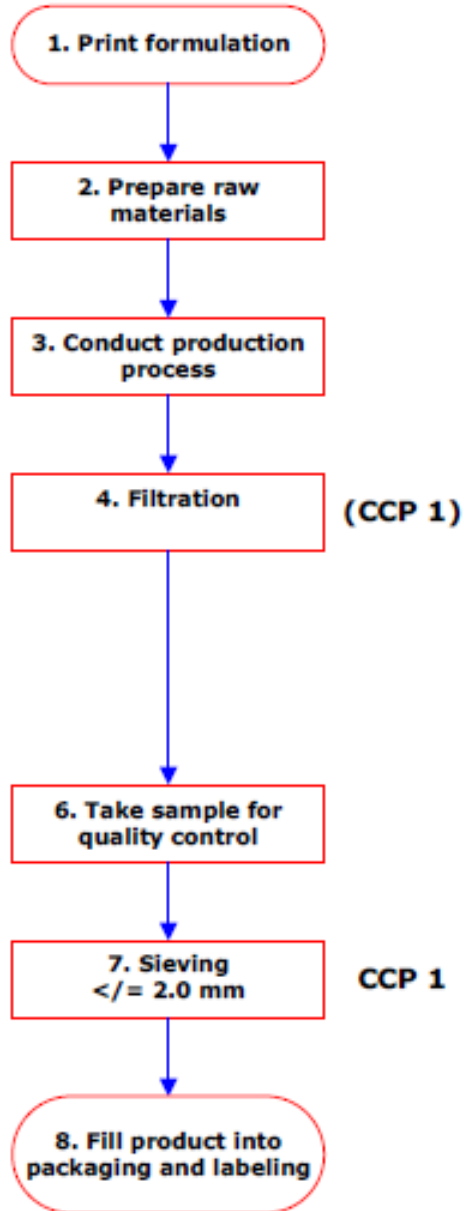
Storage:

Light protected, not above room temperature, in tightly sealed containers (nitrogen blanketed). Once open to be used immediately.

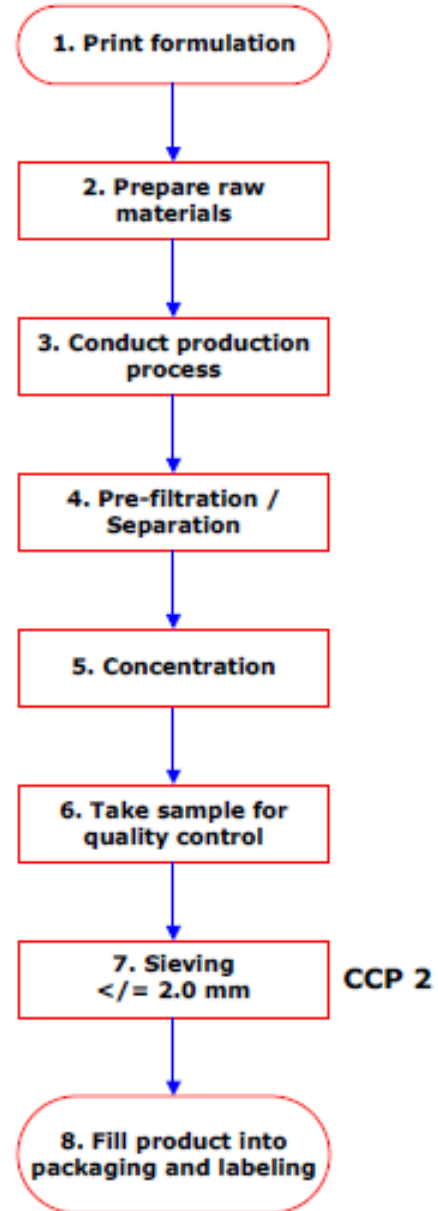
This specification was developed with utmost care based on up-to-date information available, but should also be scrutinised by the recipient. It does not release him from checking the quality of the goods delivered with proper diligence.

- Product specification should include the **raw material breakdown including the additives and processing aids** and their **source**
- Other information such as physical properties, chemical composition, etc are **irrelevant to Halal** – they do not ascertain the Halal status

Distillates and Tinctures



Extracts (concentrated)



- Process flow chart should accurately illustrate the **detailed** process of the raw material
- Generic process flow chart are **not acceptable**

HaIMQ 8 – Establish Documentation & Record-keeping System

HALMQ 8 - ALL OF THESE DOCUMENTS TO BE MADE AVAILABLE DURING AUDIT

General

- SFA licence, Floor plan indicating the scope of certification, application details from LicenceOne

Products / Raw
Materials
/Processing Aids /
Trading Items

- Menu cards
- Raw materials & suppliers list
- Valid Halal certificates, questionnaires, and/or lab analysis reports for all raw materials & processing aids
- 3-6 months records of endorsed purchase invoices for all raw materials & processing aids

HaIMQ 8 – Establish Documentation & Record-keeping System

Halal Team /
Muslim Personnel

**Halal Training Cert
before 2011 is NOT
accepted**

Halal System

- Appointment letters of the Halal Team members stating their roles & responsibilities, counter signed by the respective Halal Team members
- Valid Halal training certs for the Halal Team Leader & Muslim Rep **(from 2011 onwards)**
- Attendance records of at least 2 Muslim personnel

- Process flow chart (HaIMQ 3)
- HaIMQ plan (HaIMQ 4 – 7)
- Records of compliance & any changes to HaIMQ plan
- Minutes of Halal team meetings
- Internal audit records

HaIMQ 8 – Establish Documentation & Record-keeping System

Others

- Incident reports
- Any communications from Muis (i.e approvals on the Limited Time Offers, exceptions, etc)
- Halal periodic inspection reports, if any

Important Note

The documents and records have to be kept at the premises at all times; shall be easily retrievable during audit.

HaIMQ 9 – Verify the Halal System

Verification includes checking records and operational compliance:

1. Monitoring systems
2. Personnel compliance to the HAPs
3. Deviations and effectiveness of corrective actions taken
4. Random sampling
5. Internal audit reports – at least once a year

HaIMQ 10 – Review the Halal System

Halal system shall be reviewed periodically, at least once every year. However, an immediate review of the system is necessary when any of the following occurs:

1. Control measures are ineffective
2. Changes in the Halal Team
3. Changes are made to the monitoring schedules
4. Changes in the operations
5. Changes in the allowable limits & prescribed practices within the HAPs
6. Internal audit findings

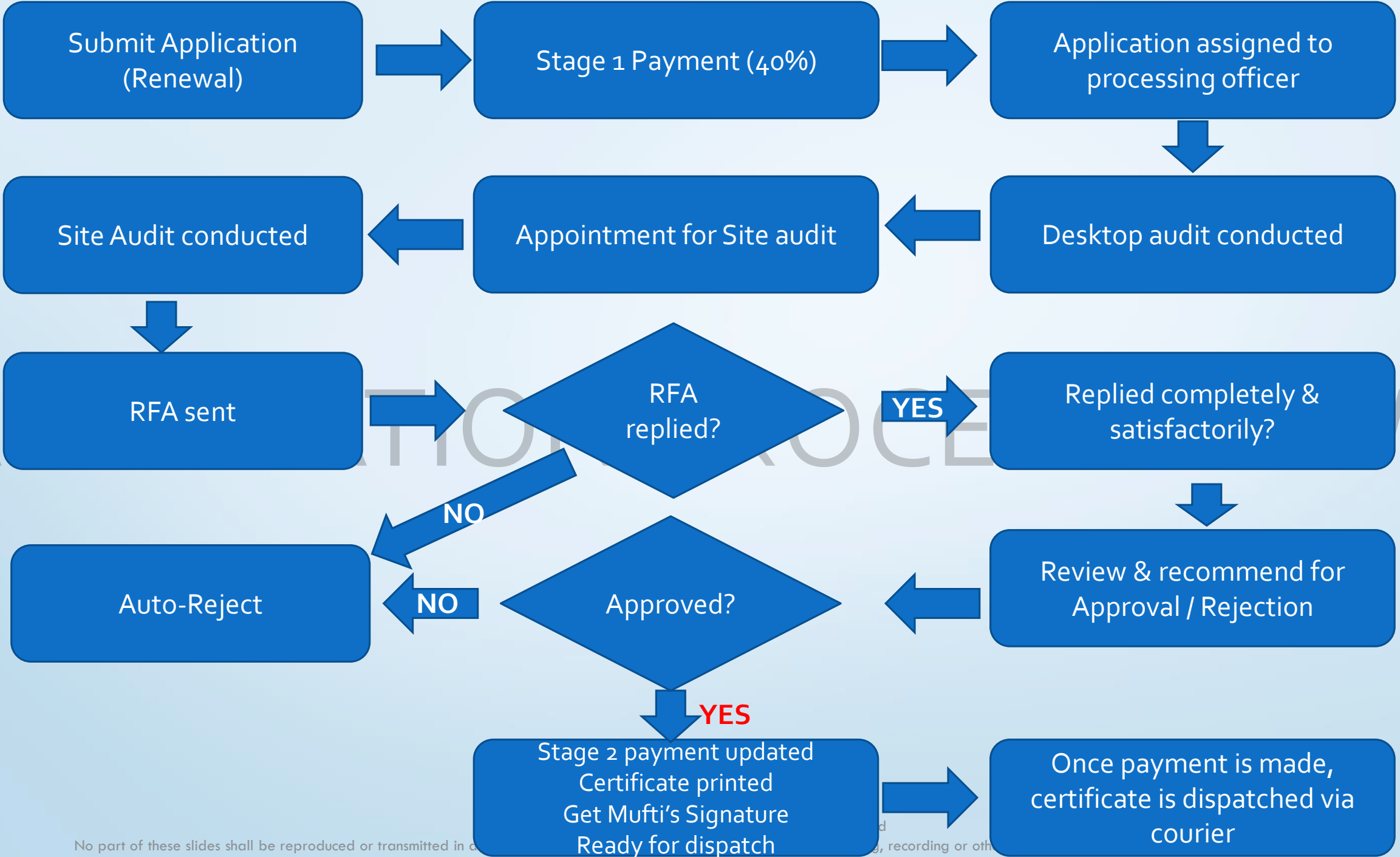
COMMON ISSUES DETECTED

Common Issues Detected in Submission

- Inaccurate declaration of Halal team, Products, Ingredients, Processing Aids
- Late submission
- HFP not attended
- Halal Questionnaires incomplete

Common Issues Detected during Processing

- Halal File not available / not updated
- Insufficient supporting documents for ingredients / raw materials
- Inaccurate HalMQ plan
- Halal Team members incompetent in monitoring Halal Assurance Points (HAP)
- Failure to respond to RFA before deadline
- Responded to RFA but rectification incomplete
- Receipt of raw materials with doubtful Halal status – no proper verification
- Upon approval – expect cert to be issued immediately



Traceability

“Every product, raw material, additive and processing aid stored, used, sold and which is within the scope of certification **shall be properly packed, sealed and labelled with the product description, product code (if any), manufacturer’s name and plant address** for **traceability** and audit purposes.”

- Muis Halal Certification Conditions, Clause 3.6

Traceability Issues

- Receiving of unlabeled meat items

Not Acceptable

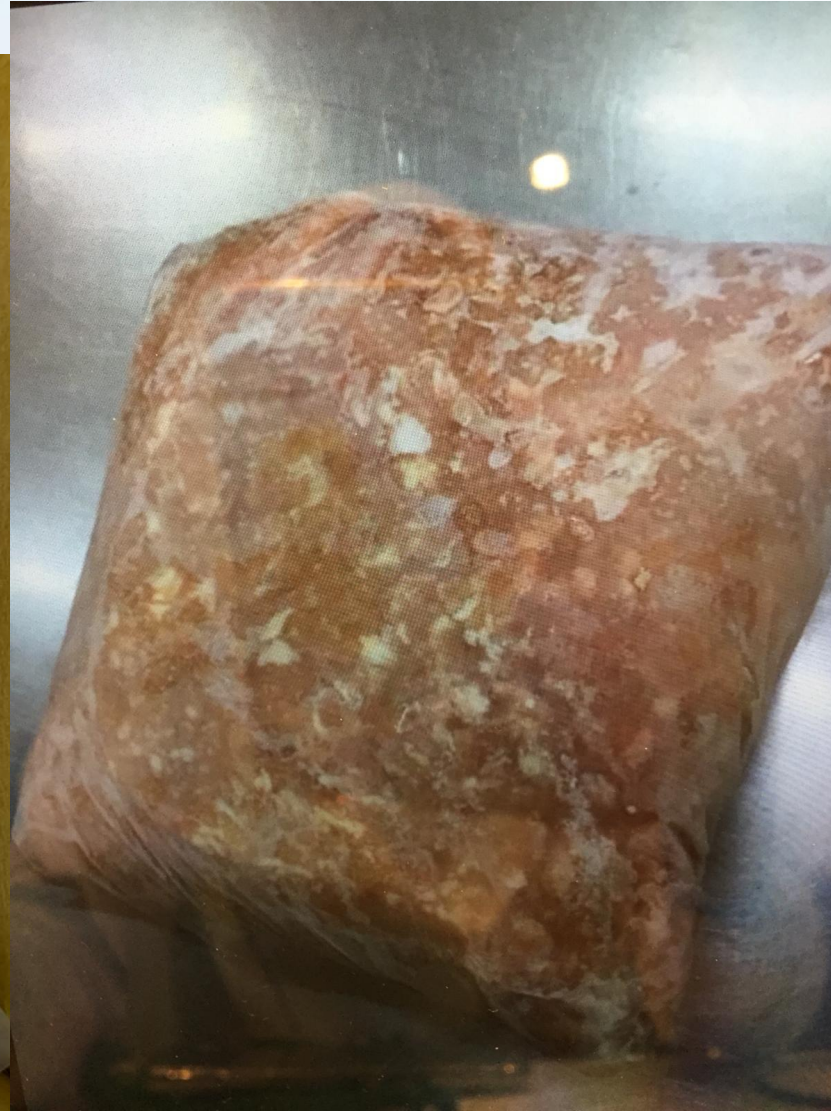
The items must be :

- ✓ Sealed
- ✓ Labeled with,
 - (i) product name
 - (ii) manufacturer's name
 - (iii) address
 - (iv) Muis Halal mark with Customer code

Traceability

Repacked unlabeled meat items –NOT ACCEPTABLE

- Receiving of unlabeled meat items





Original imported carton – Foreign Halal Certificate is required

Processed meat items repacked in original imported carton – To produce Muis Halal certificate issued to the local company

Processed meat items repacked
in original imported carton – To
produce Muis Halal certificate
issued to the local company



Repacked unlabeled meat items –NOT ACCEPTABLE

Availability



ilit
odu



NO TRACEABILITY - MANUFACTURER'S NAME AND ADDRESS NOT REFLECTED ON THE PRODUCT LABEL

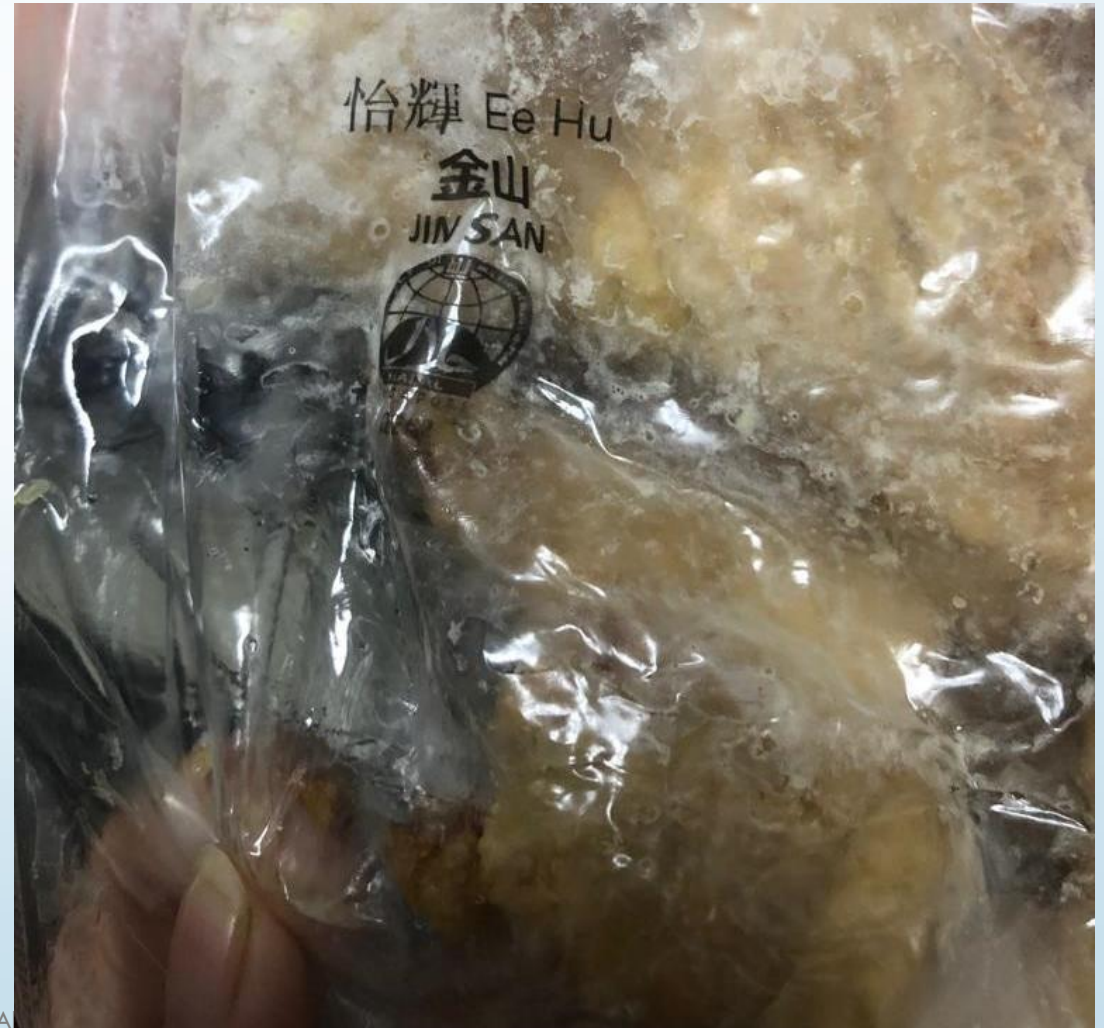
Traceability Issues

between the product



Traceability Issues


- Improper labelling / No labels for finished products



Traceability Issues

Invoices are not in English





建洋食品
JIAN YANG FOODSTUFF
 Blk 737 Woodlands Circle #09-479 Singapore 730737
 HP: 9825 7095 Tel: 6362 6657
 REG. NO.: 53062544W

INVOICE
111117
 57 P58
 2/5/19

数量 Quantity	貨名 Description of Goods	單價 Unit Price	銀額 AMOUNT
30k	200g 2B 麵 75/90		150.90
E. & O. E.			Total 150.90

收貨人 Goods Received by Sarah 經手人 Checked: _____


建洋食品
JIAN YANG FOODSTUFF
 Blk 737 Woodlands Circle #09-479 Singapore 730737
 HP: 9825 7095 Tel: 6362 6657
 REG. NO.: 53062544W

INVOICE
111135
 57 P58
 10/5/19

數量 Quantity	貨名 Description of Goods	單價 Unit Price	銀額 AMOUNT
30k	200g 2B 麵 75/90		150.90
17k	110g BR CASH		53.90
E. & O. E.			Total 204.80

收貨人 Goods Received by Sarah 經手人 Checked: _____

Muslim Personnel

“The applicant shall engage at **least 2 competent permanent Muslim personnel** assigned at the HAPs, one of whom shall be appointed as the “Muslim Representative”. The Muslim Representative shall hold at least a supervisory position.”

- Muis Halal Certification Conditions, Clause 3.13

Common Non-Compliances Issues

- Inaccurate declaration of online application details such as premises address and Halal team members
- Under-declaration of menu, ingredients and suppliers
- Product name applied for Halal certification is inconsistent with the name printed on the packaging
- No traceability between the ingredient and the Halal certificate
- Purchase of ingredients from supermarkets without any proper traceability

CONCLUSION

To ensure a smooth Halal certification process, please ensure:

1. Submit Renewal application at least 90 days before expiry or Opt in for Auto-Renewal
2. Be prepared
 1. Halal team is briefed and ready for audit
 2. Documentation / Records are updated, available and easily retrieved
3. Rectify and close the RFAs (Request for Action) online within the stipulated time

Best Practices

1. Submission of complete Halal Questionnaire with process flow chart(s) and specifications
2. Regular Halal Team meetings
3. Proper labelling of raw materials & finished products
4. Signages at each HAPs
5. Internal briefings on Halal food & certification matters
6. Friendly work environment
7. Dedicated areas for R&D

Contact Us

HALAL CERTIFICATION STRATEGIC UNIT
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SINGAPORE 208323

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SINGAPORE 579702

TEL : (65) **6812 6060** / 6359 1199

FAX : (65) **6812 6061**

EMAIL: INFO@MUIS.GOV.SG

URL : WWW.HALAL.SG



THANK YOU



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