

Tips to Develop Principles 3 to 7 of the HalMQ System

A

How to construct and verify the flow chart?



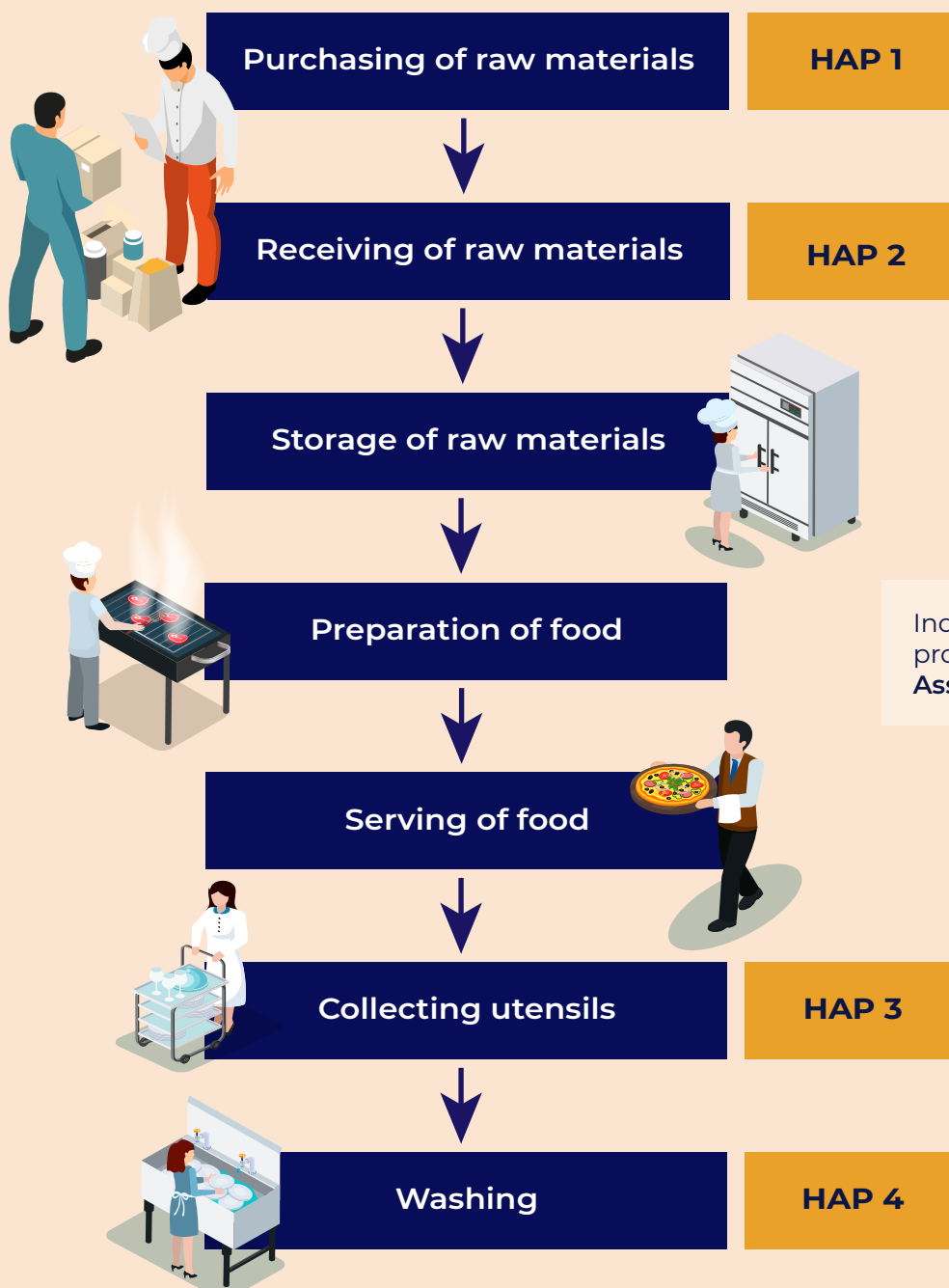
Identify and accurately illustrate the **actual processing steps** involved.



Product / Whole Plant scheme applications do not need to provide individual item manufacturing process flow.



Example of a Flow Chart for an Eating Establishment (Hawker)



Purpose of the flow chart:

- i) To represent the business operations
- ii) To track your products from raw materials to point of sale

Indicate which of the work processes have **Halal Assurance Points (HAPs)**.

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B Do you know how to record and rectify the Halal threats?



Identify and list out all possible **Halal threats and their control measures** for each processing step.



Halal Assurance Points (HAPs) are critical steps in your operation that ensure the Halalness of your products or menu items.

	HAP	1	2	3	4	5				6		7
		Process Step	Halal Threat	Control Measure (s)	Allowable Limit / Prescribed Practice	What?	How?	When?	Who?	Immediate Correction	To Prevent Recurrence	To Prevent Occurrence
EXAMPLE	1	Procurement of raw materials (Step 1)	Procurement of non-Halal raw materials / processing aids (e.g. non-Halal chicken)	<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 	Zero tolerance	Halal status of raw materials	<ul style="list-style-type: none"> Check Halal certificates for meat / poultry items Check 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	<ul style="list-style-type: none"> Cancel order Call supplier Inform Purchasing Manager; Halal Team member) Fill up Halal Incident report form 	<ul style="list-style-type: none"> Retrain officer involved in the procurement step Establish approved supplier list 	<ul style="list-style-type: none"> Periodically audit suppliers Consider use of technology to prevent human error during order placement
		<p>1 Process Step: This step is identified from the work process flowchart in HalMQ 3. Do note that not every process step has a possible Halal threat. Only those that have been identified as a HAP are to be reflected.</p> <p>2 Halal Threat: What is the possible threat in the process step identified that can jeopardise the Halal certification?</p>	<p>3 Control Measure: What are the possible measures that can be put in place to prevent the Halal threat from occurring?</p>	<p>4 Allowable Limit: What is the allowable limit / prescribed practices that the establishment would allow for the process step mentioned?</p> <p>e.g. Dining – allowable limit: Birthday cakes brought in by customer; baby food for diners with babies</p>	<p>5 Monitoring System: To establish what has to be done to monitor the process step, how can it be done, when should it be done and who is in-charge of the process step (can be individual / team).</p>	<p>6 Corrective Action: Refers to the action that will be taken should the Halal threat happens, and how can HAP be controlled within the specified allowable limits and prescribed practices. It should also include any action that the company will take.</p>	<p>7 Preventive Action: Refers to the action that will be taken to prevent the Halal threat from occurring.</p>					

NOTE:
This table can be found in the Annexes of the Muis Halal Certification Conditions for relevant schemes.