



# Halal Certification Conditions

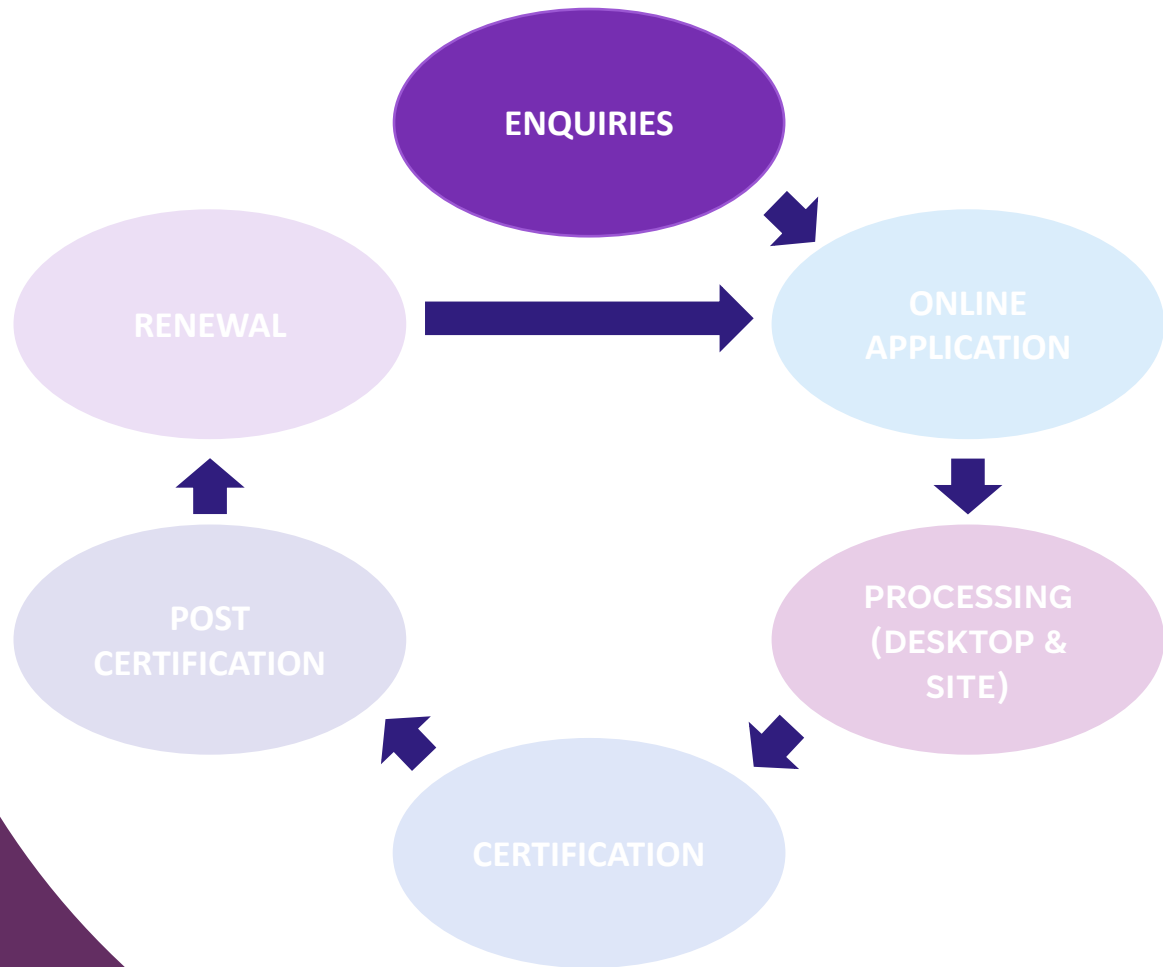
Module 2

# Learning Objectives

At the end of this module, you should be able to:

- ✓ Understand the application process for Muis Halal Certification
- ✓ Understand the requirements of the Muis Halal Certification Conditions
- ✓ Know the rationale of Muis-recognised foreign Halal certification bodies

# Application Process

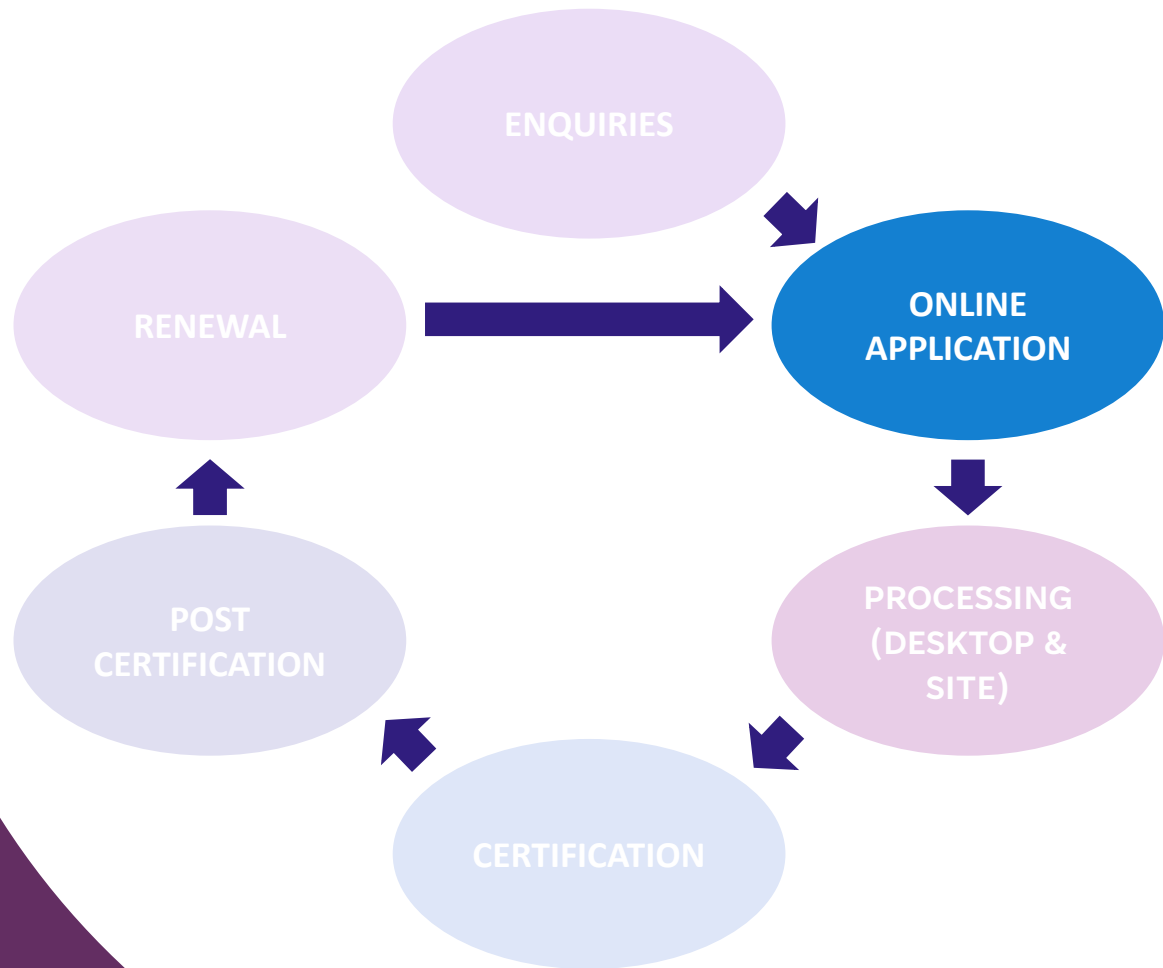


New and renewal applicants should understand the application process. Especially for new applicants, pre-certification enquiries or booking for facilitation on HCC can be made to reduce hiccups during certification process via the following channels:

- ✓ Email – [info@muis.gov.sg](mailto:info@muis.gov.sg)
- ✓ Phone – **(65) 6359 1199**

Furthermore, you can refer to our website or social media platforms such as HalalSG Twitter, Instagram & TikTok for news and updates.

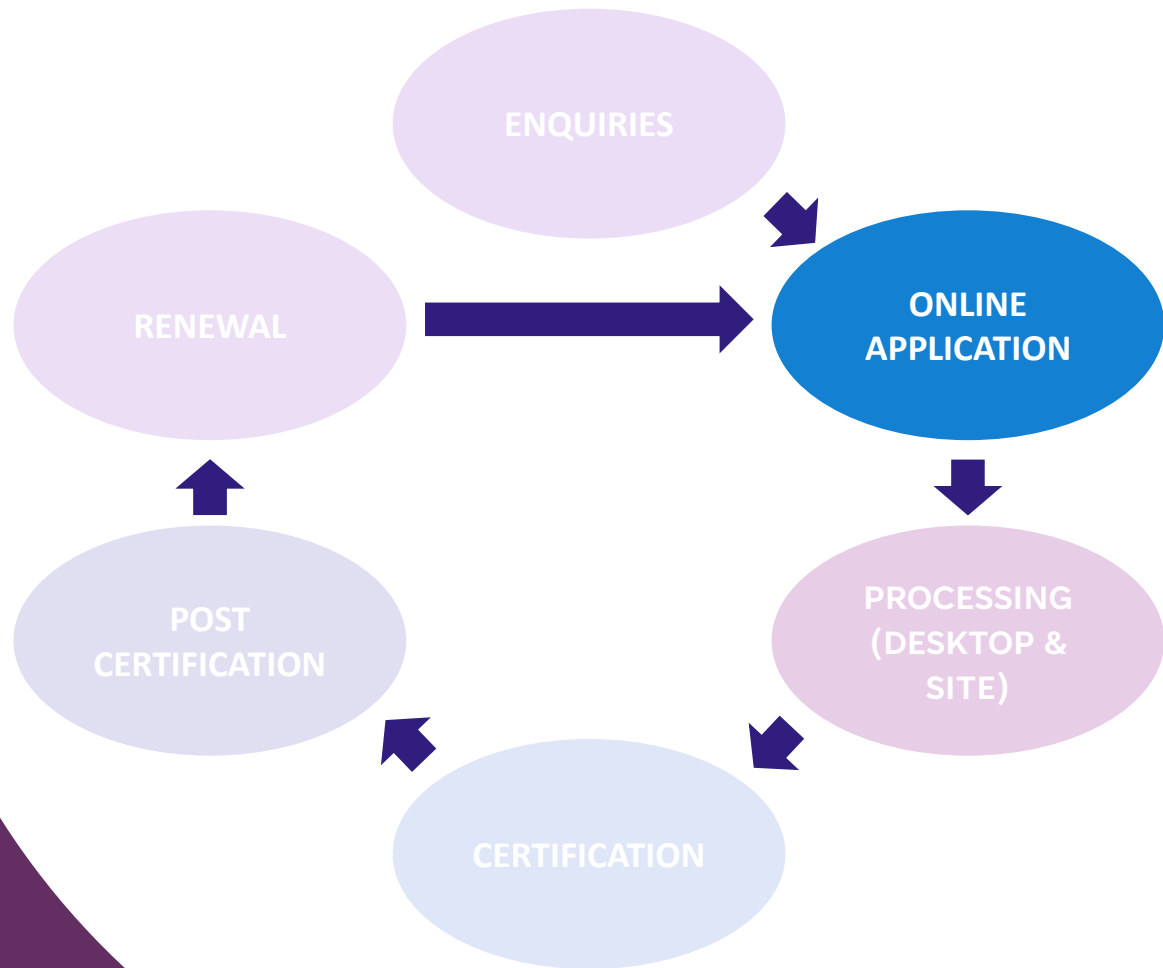
# Application Process



Applicants can submit their applications via GoBusiness portal. Non-refundable payment of the application fee (for new application) and 40% of the certification fee will be charged before the application will be processed. Once payment has been received, there are certain pre-requisites including operations at premises have commenced, valid relevant license to operate such as SFA/NEA/HSA license and establishment of Halal team.

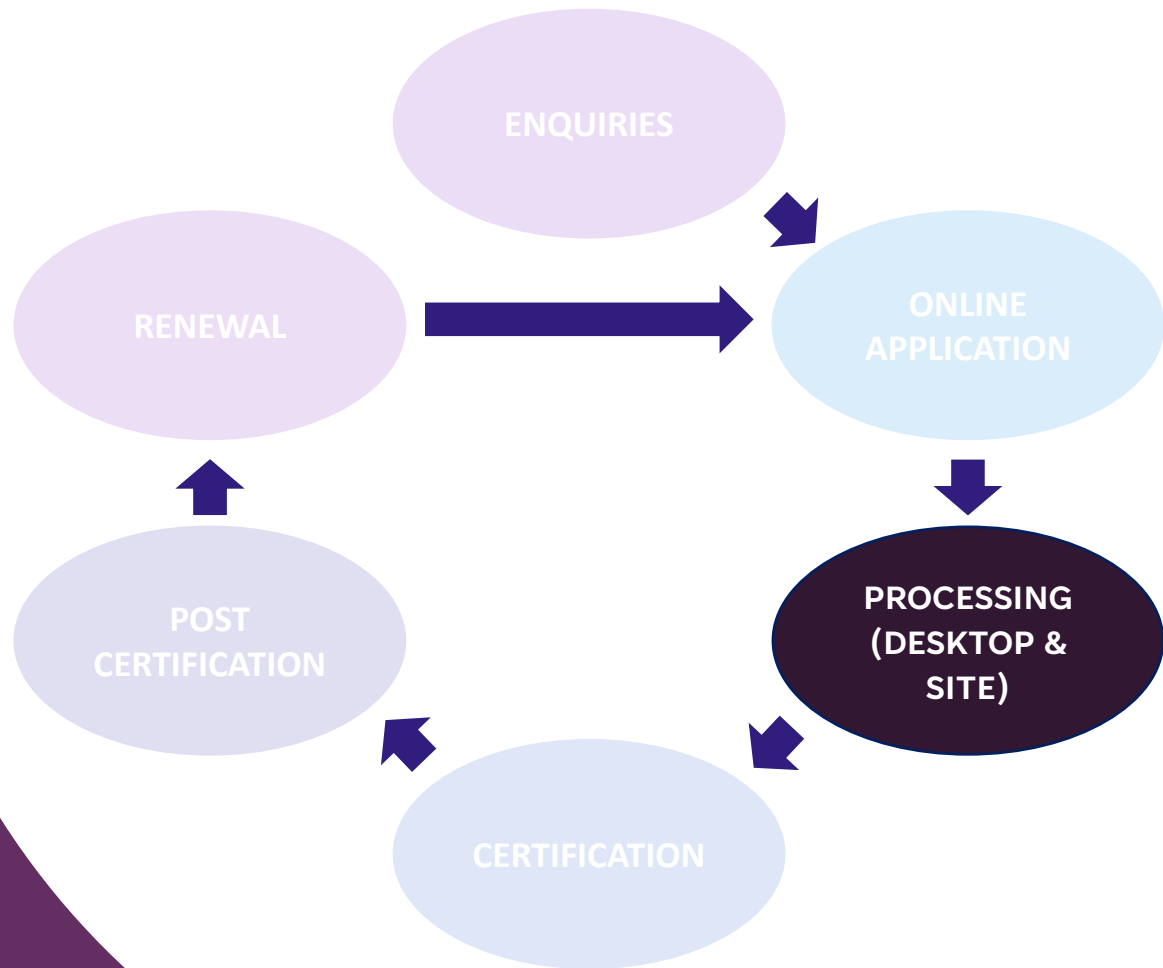
No Halal-related claims or advertisements that indicates related premises is in the process of applying, has applied or renewing for Halal certification.

# Application Process



New application has to be submitted in the case of a change in location, change in scheme or subscheme, expansion of premise, change in ownership, renewal (if opt out from auto renewal) period for the existing Halal certificate has lapsed, previous submitted application was rejected, Halal certificate had been revoked or expired.

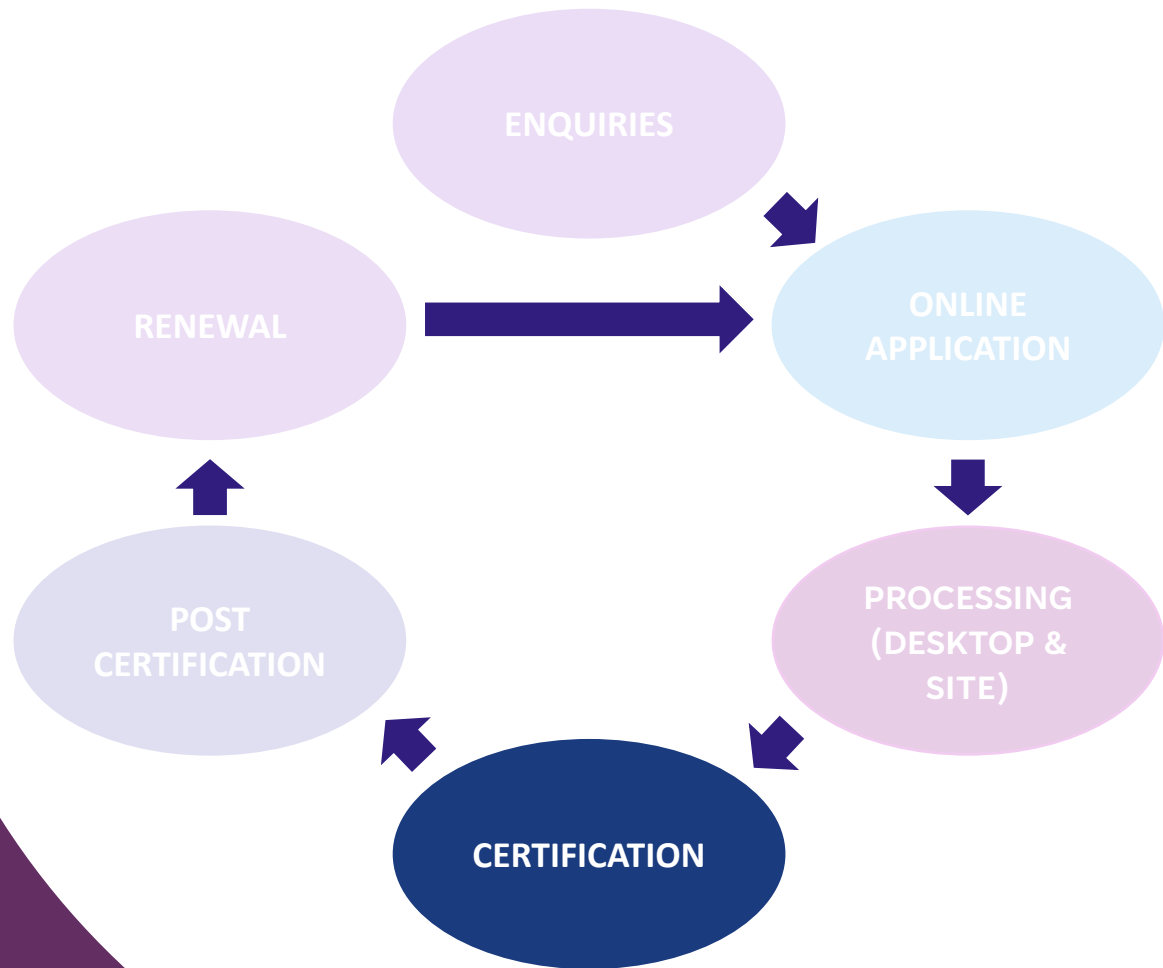
# Application Process



Applicants will undergo desktop and site audit by Muis officers. Repeat audits may be conducted, as and when necessary. Before the commencement of audit, applicants should ensure that all required documents are prepared and updated.

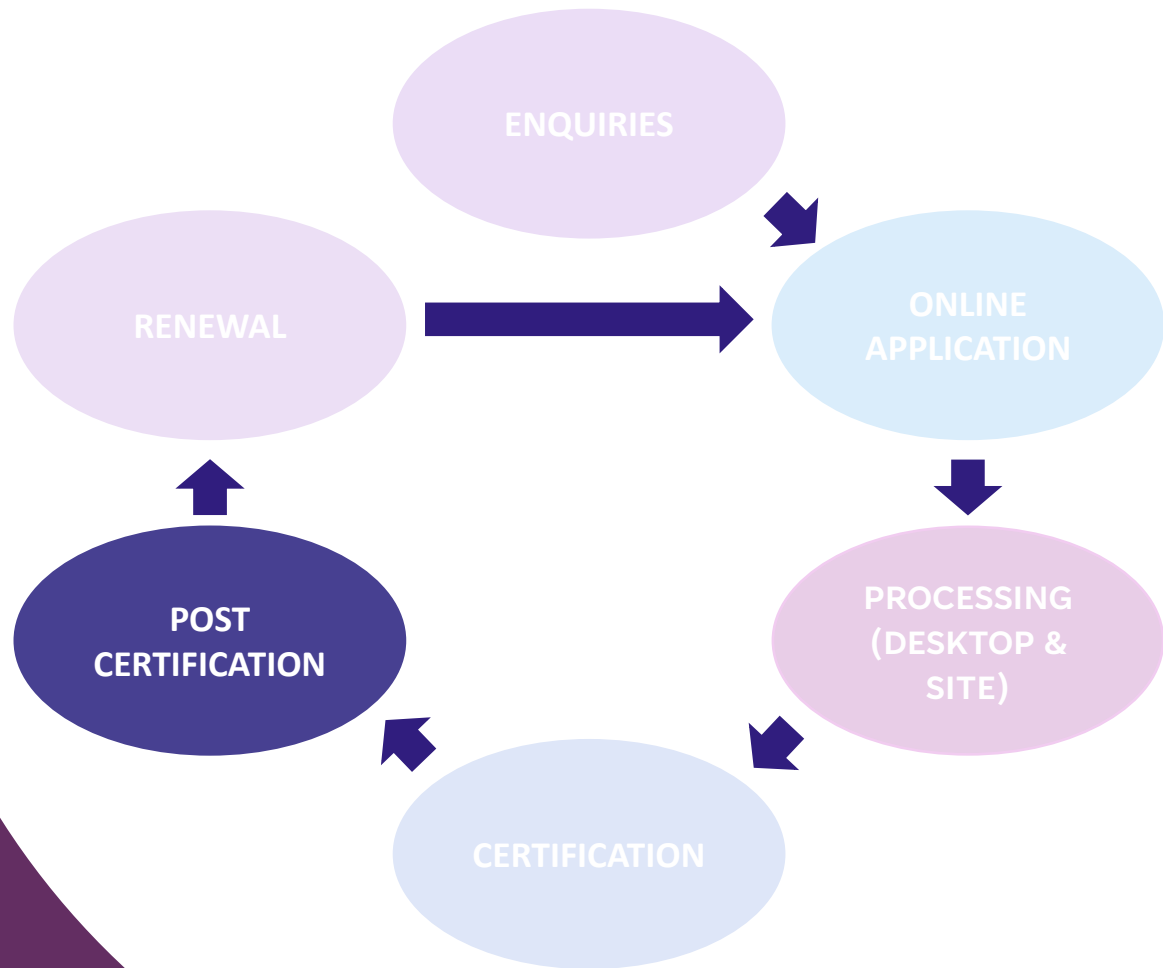
Request for Actions (“RFA”) may be issued by Muis officers where findings arises during the audit. Failure to rectify and respond to the RFA within the stipulated deadline may result in application to be automatically rejected. All RFA has to be rectified in order to proceed.

# Application Process



Once application has been approved, applicants will have to settle the remaining 60% of the certification fee. Once there is no outstanding balance, the Halal certificate will be generated and delivered to the applicants.

# Application Process



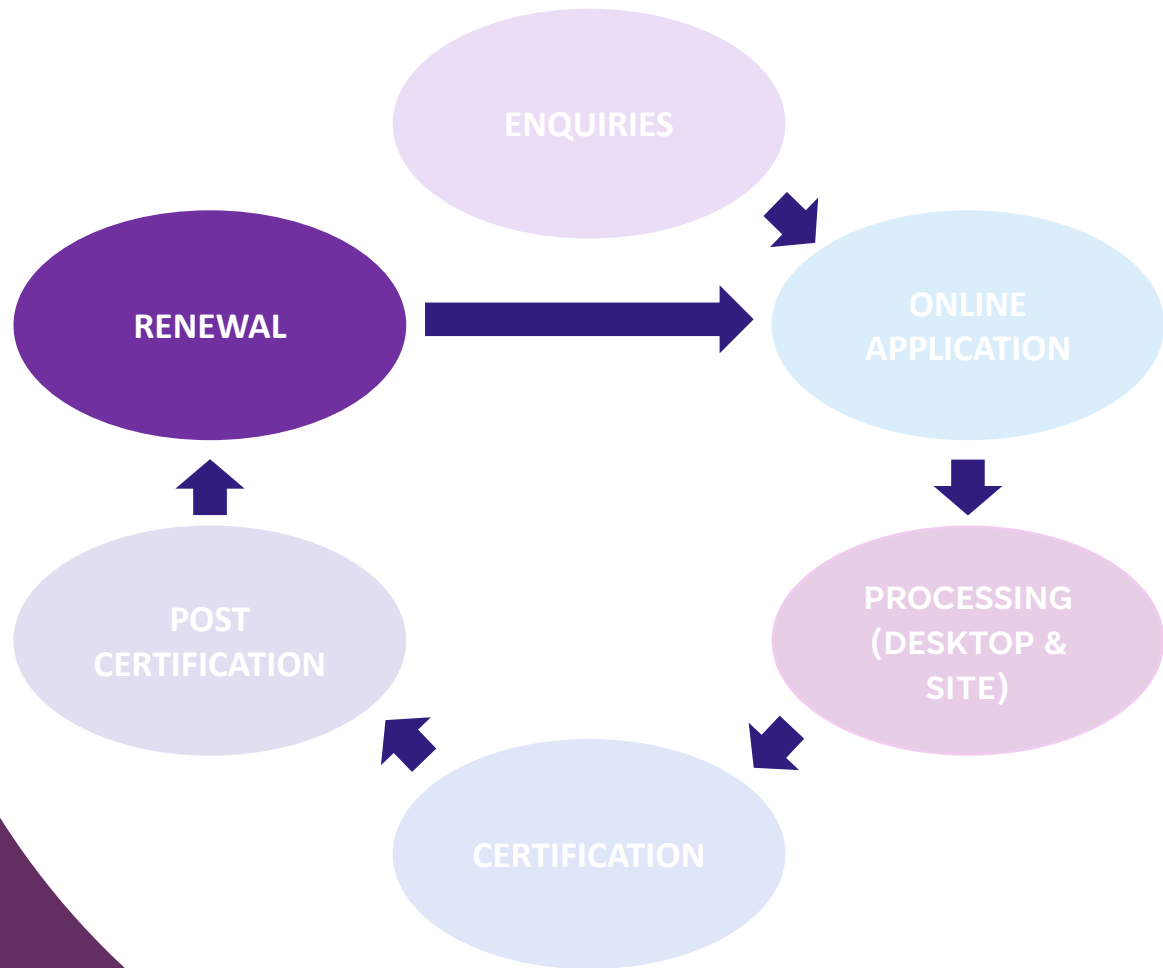
Halal certificate is non-transferable.

Throughout the validity of the certification, unannounced periodic inspection will be conducted to verify compliance.

Halal certificate holders are required to update the particulars and details in GoBusiness Licensing (GBL) portal. Amend application has to be submitted such as for changes in contact information, changes to personnel and its particulars, size and/or layout of premises, establishment of a virtual brand, details of ingredients, suppliers, products and menu.



# Application Process



Applications will be automatically submitted for renewal unless Halal certificate holder opt out in which renewal application has to be submitted within 60 to 120 days before Halal certificate expiry date.

# Halal Certification and Endorsement Conditions

The requirements for certifications can be divided into these areas.

<b>Staffing Requirements</b>	<b>System Requirements</b>	<b>Halal Requirements</b>	<b>Other Requirements</b>
<ul style="list-style-type: none"><li>i. Minimum number of Muslim staff</li><li>ii. Competency of staff</li><li>iii. Personnel-related supporting documents</li><li>iv. Establishment of Halal Team</li></ul>	<p>Compliance with the 10 principles of Singapore MUIS Halal Quality Management System (“HalMQ”) (Further explain in the <u>Module 3</u>)</p>	<p>Raw materials used must be Halal and substantiated with supporting documents (Further explain in <u>Module 4 and 5</u>)</p>	<ul style="list-style-type: none"><li>i. License from relevant agency</li><li>ii. Comply with health and safety standards</li></ul>

# Staffing Requirements

Every applicants and Halal certificate holders must meet these aspects to staffing requirements as follows:

## Minimum Number of Muslim personnel

- 2 permanent Muslims personnel for each applied premise for all certification schemes except for Food Preparation Area scheme that requires 3 permanent Muslims personnel

## Competent personnel

- Completed Halal Competency Assessment for minimum 2 staff (i.e. Halal Team Leader and Halal Assurance Officer)
- Deemed competent during site audit interview

## Establishment of Halal Team

- Comprising of Halal Team Leader, the Halal Assurance Officer, procurement or sourcing personnel and any other personnel that plays an integral roles (Explain further in Module 3)
- For Eating Establishment Category 1, owner representative who need not be a Muslim and a Muslim representative will be involved in the Halal certification

## Supporting Document

- Appointment letters of Halal Team members
- Proof of attendance
- Proof of competency

# Required Documents

Depending on the type of scheme, supporting documents are required to substantiate and proof the Halal status and to adhere to the HCC. Refer to the HCC for the complete list of required documents for the specific scheme.

## General

- License issued by relevant authority
- Floor plan (Except hawker and school canteen stalls)

## Personnel-related

- Appointment letters
- Proof of competency
- Proof of attendance
- Slaughtering certificate (For Poultry Abattoirs scheme)

## Halal-related

- List of menu items or products including product labels
- List of ingredients including Halal questionnaires, lab report and Halal certificates from Muis and Muis recognised FHCBs
- Past verified records of original invoices and delivery documents

## Others

- Internal audit records
- Declaration of other chain or franchise
- Records of slaughtering (For Poultry Abattoirs scheme)
- Health and free sales certificates (For Endorsement scheme)
- Halal periodic inspection report (if any)
- Any communications with Muis

# Halal Certification and Endorsement Conditions

As of 1 September 2022, there are a total of seven certification and endorsement schemes. Depending on the needs of the entity, applicant should understand the difference between each schemes to minimise delay in certification and endorsement process. Furthermore, an entity may be required to apply multiple schemes due to the nature of the business. Hence, applicant should familiarise with the HCC and its requirements to ensure a smooth certification and endorsement process.

Certain certification schemes has sub-schemes in which special requirements and exemptions are needed to be fulfilled. More information can be found in the HCC found in Muis website.



# Halal Certification and Endorsement Conditions

Product scheme is issued to products which are manufactured or partly manufactured/processed in Singapore. The scope of certification shall include without limited to transportation, receiving, storage and handling of ingredients and processing aid; production, packing, labelling, storage of finished products; washing and handling of equipment(s). External storage facility provider engaged shall be Halal-certified.



# Halal Certification and Endorsement Conditions

Whole Plant scheme is issued to manufacturing facilities and all products manufactured therein. All the products which are manufactured, declared and approved in the certified facility can bear the Muis Halal mark. The scope of certification shall include without limited to transportation, receiving, storage and handling of ingredients and processing aid; production, packing, labelling, storage of finished products; washing and handling of equipment(s). External storage facility provider engaged shall be Halal-certified.

Applicant shall declare all the items manufactured in the applied premises, any external storage utilised either self-managed or using third party logistics and any other manufacturing and/or processing activities the company engages itself under the same name.



# Halal Certification and Endorsement Conditions

Food warmers located at external premises are not used for the storage of food that is non-Halal or other than its own. Applicant shall ensure that the Halal certificate is not displayed at the external premises and/or the warmer. The list of Halal-certified products to be stored in food warmer is displayed prominently on the food warmer.





# Halal Certification and Endorsement Conditions

Poultry Abattoir scheme is issued to poultry abattoirs for their freshly slaughtered poultry. The scope of certification shall include poultry feed; transporting, receiving, stunning, slaughtering, scalding, de-feathering, evisceration, labelling, sorting and storage of poultry.

Additional documents are required to be provided such as a valid Halal slaughtering training certificates for all Muslim slaughterers, daily slaughtering schedule for Halal and non-Halal poultry, past records for usage of Halal poultry marks and past records relating to the Halal slaughtered poultry.



# Halal Certification and Endorsement Conditions

Applicant shall declare list of trading items which does not involve pork, alcohol and/or their derivatives. Applicant shall ensure that the trading items are placed in a dedicated and clearly demarcated area outside the scope of certification; ensure that none of the trading items.

Sufficient Muslim personnel are required to monitor these Halal Assurance Points (“HAPs”) including sorting of poultry, stunning of poultry, slaughtering of poultry, before scalding, removal of offals, tagging of poultry with Halal certification mark and transportation of poultry.



# Halal Certification and Endorsement Conditions

Brand owners shall apply under the Product scheme and made available a copy of the contract with the contract manufacturer. Brand owner is required to comply with the applicable HCC including scope of certification, publicity and penalties, unless stated otherwise such as exemption from implementation of HalMQ plan, establishment of a Halal Team and maintaining certain relevant documents and records. Dedicated poultry labels is required where applicable.

Whereas, contract manufacturers engaged shall be Halal-certified or has applied for Halal certification and declare of contract-manufactured products. Under the Whole Plant scheme, applicant shall not undeclared contract-manufacture products.



# Halal Certification and Endorsement Conditions

Storage Facility scheme is issued to stationary and mobile storage facilities such as warehouses and cold-rooms including dishwashing facilities. The scope of certification shall include receiving, storage, handling and delivery of products.

If the applicant provides storage facility services to other Halal-certified establishment(s), a management representative shall be appointed by the certified establishment to be part of the Halal team of the storage facility operator.

For dishwashing facility, declaration of the list of Halal establishments is required.



# Halal Certification and Endorsement Conditions

Applicant shall declare list of trading items which does not involve pork, alcohol and/or their derivatives. Applicant shall ensure that the trading items are placed in a dedicated and clearly demarcated area outside the scope of certification; ensure that none of the trading items.



# Halal Certification and Endorsement Conditions

Food Preparation Area scheme is issued to catering establishments, central kitchen facilities and pre-school kitchen for the consumption within the pre-school. The scope of certification shall include transportation, receiving, storage and handling of ingredients and prepared food; areas of storage, preparation, dishing, display and servery area of food and drinks; collection, handling, washing and storage of equipment/utensils. Multiple applications may be required for multiple kitchens preparing and supplying food, if two or more kitchen located in the same floor or side-by-side are separated by a wall, separated by another section that will not be Halal-certified or located on different floors. External storage facility provider engaged shall be Halal-certified.



# Halal Certification and Endorsement Conditions

Pantry shall not be used for cooking purposes. Any raw materials, food, equipment and/or utensils stored and used in the pantry and/or for R&D purposes shall not be used for the handling of Halal approved food nor handled and stored within the scope of certification.



# Halal Certification and Endorsement Conditions

For caterers, applicant shall maintain a log of food orders and deliveries and declare all vehicles used to transport including Halal-dedicated vehicles. The menu card, food display card, time stamp signage displayed at the event location and other collaterals shall only bear the applicants' name.

Original Halal certificate shall be displayed prominently in a manner that does not mislead on the Halal status of the food present and ensure no cross mixing of Halal and non-Halal food as well as collaterals are distinct.





# Halal Certification and Endorsement Conditions

For central kitchen, applicant shall maintain a log of food orders and deliveries and declare all vehicles used to transport including Halal-dedicated vehicles. Any transfer of food items to non-certified premises (including outlets) shall be one-way. Applicant shall provide a declaration letter if the kitchen prepares food to be served at any hotel for banquet events and/or room service, supplies fully and/or semi processed food to petrol kiosk/snack bar/bakery etc or supplies fully and/or semi-processed food to non Halal-certified outlets/premises under the same company or otherwise.



# Halal Certification and Endorsement Conditions

Endorsement scheme is issued to imported or exported products that have been certified in the country of origin by Muis recognised Foreign Halal Certification Bodies. The scope of endorsement shall include receiving and storage of products.

The documents required to be produced include license by relevant authority, veterinary health, Halal and free sales certificates, product specifications, invoices and delivery documents.

Halal certificates issued by Muis or Muis-recognised Halal certification bodies will no longer be valid if the certified item is repacked outside of the premises it was originally certified in.



# Halal Certification and Endorsement Conditions

Eating Establishment scheme is issued to retail food establishment. The scope of certification shall include receiving, storage and handling of ingredients and prepared food; areas of storage, preparation, dishing, display and server area of food and drinks; collection, handling, washing and storage of equipment and utensils; packaging of food for takeaway; dining area for restaurants only. External storage facility provider engaged shall be Halal-certified.

Applicant may allow for guide dogs accompanying a blind or visually-impaired customers to be brought into the premise if the guide dog is kept under proper control, restrained and held by a leash. The guide dog shall not be fed within the food establishment unless it is a pet café.



# Halal Certification and Endorsement Conditions

For Hawker sub-scheme, applicant shall submit separate applications for individual stalls within the food court. All soiled utensils shall be collected separately with dedicated and clearly demarcated washing point.

Food sold shall not be labelled or advertised in a manner that is misleading or is likely to create an erroneous impression of the scope of certification awarded.

Ingredients from retail stores via physical or online means may be purchased for Hawker and School Canteen sub-scheme.



# Halal Certification and Endorsement Conditions

For Snack Bar/Bakery sub-scheme, all food and drinks sold at the snack bar shall be prepared within the snack bar.

Food sold shall not be labelled or advertised in a manner that is misleading or is likely to create an erroneous impression of its Halal status.

Central kitchen that delivers semi and/or fully-processed foods and drinks to the Snack Bar / Bakery shall be Halal-certified under Food Preparation Area scheme if the kitchen is managed by the same company or Product/Whole Plant scheme if the kitchen is managed by another company.



# Halal Certification and Endorsement Conditions

For Short-term Stall sub-scheme, short term stalls are provided with Halal certificate that is non-renewable. All food and drinks sold at the short-term stall shall be prepared within the short-term stall whereas all semi and/or fully-processed foods and drinks shall be delivered from an entity that is Halal-certified by Muis.



# Halal Certification and Endorsement Conditions

For Food Station sub-scheme, all food stations shall be Halal-certified, serve food and drinks prepared in a kitchen that is Halal-certified under Food Preparation Area scheme. Menu cards for alcoholic beverages (if any) shall be differentiated from menu cards of food stations and be given upon request by customers. Any equipment, bar and/or counter for alcoholic beverages shall be located externally (i.e. outside of restaurant).

Food sold shall not be labelled or advertised in a manner that is misleading or is likely to create an erroneous impression.

Collection & washing of soiled utensils of alcoholic beverages shall be washed separately outside the restaurant.

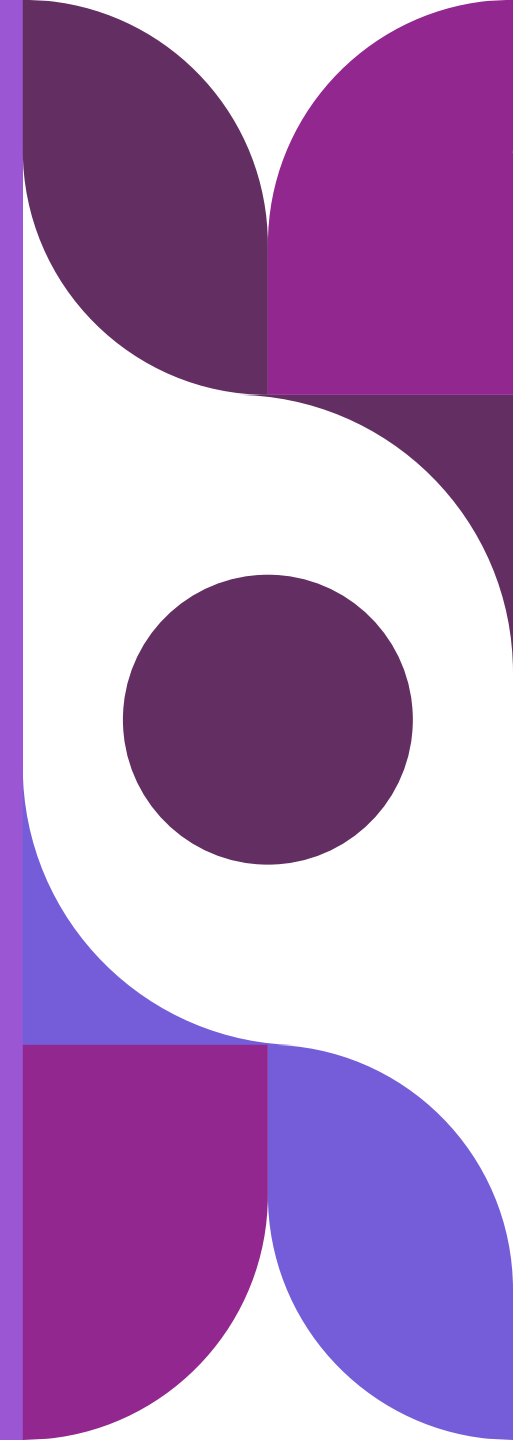


# Recognised Foreign Halal Certification Bodies

As Muis does not certify products that are produced or manufactured overseas, Foreign Halal Certification Bodies (“FHCB”) from the respective countries plays the role of certifying products before exporting those products into Singapore. Muis recognise the FHCB based on the assessment of their ability in adopting halal standard that are similar or comparable to the Singapore Muis Halal Standards. The scheme is implemented to meet the demand of Halal products in Singapore and ensure the continued supply of imported Halal certified products.

Furthermore, recognition of FHCB facilitates the Halal certification process due to reliance on the certification overseas. It helps to ensure continued public confidence in the imported products and ingredients used by Halal certified establishments and manufacturers in Singapore.

The list of FHCB can be found in the GoBusiness Licensing portal.





# Conclusion

It is important that applicants and certificate holders comply with the requirements stated in the HCC during the certification process and throughout the validity of the Halal certificate.

In the next module, we shall look into how to further enhance the internal processes so that applicants can ensure a high quality standard in the system requirements of the HCC.

## *Food for thought*

*Which of the scheme applies to your entity and what are the requirements to fulfil for certification or endorsement?*