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Audit Process

HIA lists the Customer companies consistently with the GSO Standard, as showed in the Form DT53_1.0_039 (GSO scheme list).

Each company procedure is assigned to an analyst by the Technical Director, also in consideration of the company sector; all the technical steps are managed on the basis of an appropriate internal traceability system. The procedures of documental analysis is reported in the form DT40_1.0_039 (Work order and assignment).

The Technical procedure is made up of two steps: Stage1 and Stage2.

The Stage1 (documental analysis) is explained in the instructional form PO_DT2_2.0_039 (operational procedure 2) for all kinds of certification process. HIA reserves the possibility of asking for lab analyses for alcohol volume, Dna pork, carried out by accredited laboratories (see PGA 06-04). The certification process is completed after the Stage2 (onsite audit) and the Halal certification committee meeting.

- Stage1

This stage deals with the check of the documentation included in the Halal requirements and/or the product safety, in order to verify whether the checking methods are fit for the organization and coherent to the Halal requirements. The Company receives a list of documents Form Mod. DC5_2.0_039 (List of documents for audit), also taking into account the targets of both the stages 1 and 2. The main goal of the stage1 is to provide the general means for the stage2, namely, being acquainted with the product safety management system with regards to the food safety, the risk evaluation, analyses, HACCP and PRP plans, business plan. Moreover, this stage analyzes:

1. The organization identified the appropriate PRPs for the Company (i.e. current norms and regulations);

2. the Halal product safety management system includes the methods necessary for the risk assessment for the safety of the organization, together with the classification of the checking measures.

3. The safety regulations concern each sector of the organization.

4. The implementation of the product safety management system is consistent with the performing of the stage2.

5 The validation, the check and enhancement plans carried out by the audited Company have to be consistent with the regulations of the product safety management system.

6. The product safety management system and the related documentation have to be carried out for the internal communications as well as for the communications with suppliers, customers and any concerned third party.

7 Any further documentation necessary for the revision and/or acquaintance with the audit in the stage1 is requested to be supplied in advance.

The Company is informed that the stage1 outcome may postpon or even cancel the stage2.

All the steps of the product safety management system checked during the stage1, have to be coherent with the mentioned requirements and are not checked again throughout the stage2. Yet, the members of the Certification committee verify that all the already audited parts keep meeting the certification requirements. The subsequent report of the stage2 has to include its outcome showing the conformity with the stage1. The interval between stage1 and stage2 cannot exceed six months. The stage1 can be repeated, if necessary, with a longer timescale provided that there are plausible reasons. HIA can grant prorogations for the following documents, as showed in the PO_DT2_2.0_039 (procedura operativa 2):

- Certification of the potentially critical raw materials: some companies can have suppliers of non-Halal certified potentially critical raw materials. If those suppliers are not intentioned to change them, a prorogation can be granted (1/3/6 months or 1 year), with the sending of the technical data sheet of the related raw material and the Halal certification substitute statement (MOD. DT6). The statement is required to be coherent with the related Halal Standard.

- the Halal certification substitute statement (MOD. DT6) for these substances: non-critical raw materials (salt, milk, eggs, non-artificial substances, etc.), detergents, lubricants, filters. The

statement is requested to be consistent with the related Halal standard and if necessary a prorogation can be granted (1/3/6 months or 1 year).

- Standard labels and draft labels bearingbthe HIA Logo, if the production process is new, that is, the product is manufactured for the Halal market only and thus the Company is asked for sending them as soon as possible, and if necessary a prorogation can be granted (1/3/6 months or 1 year).

- Stage 2

The Stage2 focuses on the requirements check of Stage1. The auditors, if necessary, have to take congruous samples from the production process/production areas for the related verifications. In case the Halal certification is based on tests of production batches, the certification has to meet a statistically based and reliable sampling scheme. In specifying the sampling requirements, the Halal certification body is requested to provide documentary evidence for the selection and check of samples for traceability reasons, that can congruous for the Halal certification. The samples collected by auditors will be sent to accredited labs consistently with the ISO norm ISO / IEC 17025, or HIA recognized labs (see PGA 06-04 Outsourcing activities).

HIA employs for the auditing activities (both stages 1 and 2) Muslim staff. In addition, for the categories C, D, E, F, L, M and N the related part of the Stage1 will be carried out onsite, though the related documentation will be sent to HIA for a preliminary analysis, while for the categories A, B, G, H, I, J and K it is not needed to be carried out in the production site, but it is necessary that the analysis will not exceed 20% of the total duration of the audit.

The audit plan is composed of two initial audit steps (Stages 1 and 2), control audits during the first and second year of certification, together with a new verification of certification in the third year before the certification expiration. The 3 years certification cycle starts with a decision about certification or re-certification. The determination of the audit plan and its possible subsequent modifications, take into account the dimensions of the customer company, the range and complexity of its management system, procedures and products, together with the efficacy of its management system with regards to possible previous verifications. The Halal certification body, taking in consideration the certification and checks already granted or carried out at the customer company, is requested to collect all the necessary information to validate and record the adjustments for the audit plan.

HIA will issue a Halal certificate with 3 years validity for the countries which adopted the GSO standard; for the countries non adopting that standard, the Halal certificate will have 1 year validity.