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Certificate issuance

Certification Committee

The Certification committee meeting is called by the HIA President when he receives an email by the Procedure supervisor, in accordance with the Technical Director, in which there is the notification that both the certification commercial and technical processes are completed. The HIA President appoints the Certification committee by the form Mod.CDC43_1.0_039 (Cert. committee members appointment) and coherently with the certification regulations. The number of member of the committee is always odd and for each company, a committee president, secretary, a Shariah delegate. There are also the Director of the Technical division and the Procedure supervisor, without voting power. If a member cannot be present, he/she has to give communication to the President, who will appoint a new member. Within three days before the Committee meeting, a check of the certifying company in question is made. The checker is appointed by the HIA President. Once the Committee has been appointed, it has 15 days maximum to meet and approve the company in question. The decision is reported on the form Mod. CDC41_1.0_039 (Verbale riunione CDC). If the auditor is present in the committee to express his/her vote, he/she cannot be present in the voting of the committee itself. The Committee can approve the company with or without reserve, that is, if in the company check an administrative or audit problem. The committee may also decide to suspend or revoke the certificate consistently with the certification regulation (Mod.CDC44_1.0_039). The related reasons will be specified in the form Mod. CDC41_1.0_039 (Verbale riunione CDC).

Failure of invoice settlement after technical process completion (first issuance, renewal and extension)

On the initiative of the administration office, the Commercial Division keeps trying to get in touch with the company to clarify the reasons of failure of invoice settlement. If the commercial Director does not manage to communicate with the company, or if the company turns out to be unreachable, HIA will proceed with the revocation of the Halal certificate by means of email notification or also by means of legal actions for the refund of the amounts due, as per the certification contract. The certification committee has to be informed at least one day before of the meeting and the decision specified in the form Mod. CDC41_1.0_039 (Verbale riunione CDC). In case of failure in the compliance of the contract, it will be considered terminated. If the commercial Director manages to get in touch with the company and understood the motivations of the company, the HIA President will meet the administrative office, together with the Technical division, HIA will find an agreements between the parties.

Revision

Within three days from the meeting of the certification committee, the revision of the certifying company is carried out. The reviser is appointed by the HIA President via email. The reviser deals with checking, with the Procedure supervisor, the Technical Director and commercial Director, the whole certification process. In case of non-conformities, these will have to be specified in the form REV46_1.0_039 (Verbale riunione revisione).

Impartiality safeguard mechanism

HIA implemented an impartiality safeguard system by the creation of an ad-hoc impartiality committee. Its working and appointment are regulated by the Impartiality Normative in the form Mod.CDI45_1.0_039 (regolamento comitato di imparzialità); the form which indicates hoe the committee meetings are called is the Mod.CDI44_1.0_039 (Nomina membri Cdi). If a member cannot be present, he/she has to give communication to the President who will appoint a new member.

All the delivery service is specified in the form Mod. DA51_1.0_039 (HIA process delivery).