

*Halal Commission of
World Islamic Culinary Society*

Provision of Halal Verification



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Introduction

The rapid growth of the Muslim population around the globe has created new opportunities in the international marketplace: Muslims have unique needs that should be satisfied. But, satisfying that very needs presents certain challenges for businesses as they need to modify their management, production and service systems to comply with the principles of 'Halal'. Nowadays, a number of industries, including food, cosmetics, and apparel have started their movement towards 'Halal' production and service. To add its contribution to the movement, World Platform of Islamic Countries Culinary Societies decided to start provision of Halal Verification to foodservice facilities, under the responsibility of Halal Commission, to ensure that products and services of facilities comply with 'Halal' norms and that Muslim visitors can enjoy worry-free dining.

Additionally, the trend of Halal Travel is emerging rapidly, as more Muslim people are going abroad to travel, and foodservice facilities in touristic zones need to comply with Halal norms to satisfy needs of Muslim guests. In order to facilitate the shift of foodservice facilities to 'Halal' norms and help these facilities to attract more Muslim customers, Halal Verification service of Halal Commission of WICS has been established.

But, evaluating restaurant production and service activities, recognizing them Halal and earning the trust of ordinary consumers is a delicate and responsible duty. To accomplish the duty effectively, the management system and organizational activities of Halal Verification should rely on profound religious knowledge and internationally recognized standards.

So far, extensive work has been done to design and build the intellectual foundation of Halal Commission of the WICS. Experience of the leading Halal assurance authorities and works of religious scholars on Halal food has been studied. The result of this endeavor is the present document – Provision of Halal Verification of Halal Commission of WICS.

The document reveals the principles on which Halal Verification service shall operate to ensure its conformity to sacred Islamic values and renowned world standards, hence making activities of Halal Verification service trustworthy and recognized on an international level. Moreover, the current document gives a quick overview of what the duties and responsibilities of Verification are, who can obtain it and what primary procedures and activities of Halal Verification service of Halal Commission of WICS are.

1. Terms and definitions

Candidate - food service facility that wishes to receive the Halal Verification.

Enzymes - naturally occurring proteins or conjugated proteins produced by living organisms and functioning as biochemical catalysts to promote desirable chemical reactions in food.

Food chain - stages involved in the production of food including processing, preparation, production, storage, and serving.

Halal - means permissible in Arabic language.

Halal competent authority (Islamic Authority) - an entity supervising matters relating to halal issues on the basis of Islamic values of OIC/SMIIC related standards designated by the member countries.

Halal food - food including drinks, which is allowed to be consumed according to Islamic Rules, and that comply with the requirements mentioned in food-related standards of OIC/SMIIC.

Halal Verification owner - food service facility or manufacturer that produces halal services or products according to halal requirements.

Halal Verification or Halal Verification symbol - approved symbol, the right of use of which has been granted by Halal Verification service

Halal Verification Service - a service of Halal Commission of WICS that verifies that products and services of foodservice facilities comply with Halal norms.

Islamic affairs expert - a Muslim with profound and comprehensive knowledge of Islamic rules in the subject of halal and non-halal whose competency has been approved and authorized by the relevant organization (the halal competent authority) and appointed by the Board of Halal Verification service.

Islamic Rules - what ALLAH legislates for Muslims which derive its rules from the Holy Quran and the honorable Prophet Mohammed (peace be upon him), practices (Sunnah).

Islamic work ethics (IWE) - the set of Islamic principles that command Muslim virtuous behavior and prevent misconduct.

Legal Agreement - a legally enforceable agreement signed between the candidate that has proven to conform to the halal requirements and Halal Verification service, governing the rules for the right of use of Halal Verification symbol granted to candidate.

Microorganisms - organisms that are microscopic in size and are added or naturally occurs in foods such as a bacterium, yeast or fungus.

Technical auditor - a person technically competent in auditing halal procedures and requirements in food service facilities, formally appointed by the Board of Halal Verification.

Transparency - openness about decisions and activities that affect certification, society, the economy and the environment, and willingness to communicate these in a clear, accurate, timely, honest and complete manner. Transparency can be the result of processes, procedures, methods, data sources and assumptions used by the Halal Verification that ensures appropriate information is made available to all customers and other interested parties.

Food additives - substance not normally consumed as a food by itself and not normally used as a typical ingredient of the food, whether or not it has nutritive value, the intentional addition of which to food for a technological (including organoleptic) purpose in the manufacture, processing, preparation, treatment, packing, packaging, transport or holding of such food results, or maybe reasonably expected to result (directly or indirectly), in it or its by-products becoming a component of or otherwise affecting the characteristics of such foods.

Processing aids - substances that are added to a food for their technical or functional effect in the processing, but are either:

- 1) removed in some manner before the food is packaged in its finished form;
- 2) present in the finished food at insignificant levels and do not have any technical or functional effects in the finished food;
- 3) converted into constituents normally present in the food, and do not significantly increase the amount of the constituents naturally found in the food.

Israf - actions leading to the loss of food and prepared food. Squander

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2. Scope

Halal Verification is applicable to foodservice facilities of any type and size, regardless of their location. Verification requirements should be followed at any stage of food chain (from raw materials to final products) of foodservice facilities, including the production, processing, distribution, storage and handling of food and its ingredients, from preparation to consumption of Halal food and its products based on Islamic Rules.

Halal Verification is not provided to food manufacturing facilities.

3. Vision

We want our Muslim brothers and sisters to consume food products and services without worry.

4. Mission

Halal Verification service, through its activities, wants the food service facilities and manufacturers around the world to become more Muslim friendly.

5. Principles

Halal Verification shall base its performance upon the following principles:

5.1. Islamic sensitivity

Halal Verification service should stick to the Islamic sensitivity principle shall adhere to the basic principles of Islam or Islamic rules and approach the Islamic sensitivities and concerns with the utmost respect.

5.2. Islamic Work Ethics and Commitment to Islamic Values

Halal Verification shall demonstrate a high standard of Islamic values and Islamic work ethics in terms of its office environment, management members, staff, general conduct, and public interaction.

5.3. Impartiality

The main objective of Halal Verification service is to assure consumers of Halal food and services and other interested parties that the performance and activities of foodservice facilities comply with Islamic values. Therefore, Halal Verification service should protect its impartiality and stay objective in decision making to have a pure conscience in front of Muslim consumers and Almighty Allah.

In order to safeguard its impartiality, Halal Verification shall take necessary measures to withstand or counteract the following threats:

- personal financial or other interests of top management and employees;
- outreach activities;
- excessive familiarity;
- fear of the customer or other interested parties;
- making subjective decisions to retain customer/s.

5.4. Competence

Halal Verification service shall produce necessary policies and procedures to ensure that its personnel, including halal auditors, inspectors, supervisors have and/or are able to acquire sufficient competence to perform activities credibly.

5.5. Responsibility

Halal Verification service shall be responsible for making sufficient and objective evaluations in the process of decision making upon the granting or depriving Halal Verification to foodservice facilities.

5.6. Transparency

Halal Verification service shall provide access to information about the audit and evaluation processes and all other required information according to the above-mentioned standards.

5.7. Confidentiality

Halal Verification service, to make its evaluation and assessments comprehensive, might require access to confidential information of the candidate. Therefore, Halal Verification service accepts the responsibility to keep confidential information secret and to prevent it from leakage.

The candidate has the right not to disclose its confidential information to Halal Verification service, except the one that is necessary for sufficient evaluation and audit.

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5.8. Respond to complaints

Halal Verification service should provide efficient means of complaint handling to protect itself, Verification owners and consumers from errors and misbehavior.

5.9. Risk-based approach

Halal Verification service shall realize the risks associated with its activity. Risks may include those associated with:

- Halal/Islamic requirements;
- the objectives of the evaluation;
- real and perceived impartiality;
- legal, regulatory and liability issues;
- the applicant being evaluated and its operating environment;
- impact of the evaluation on the applicant and its activities;
- health and safety of the audit teams;
- perception of interested parties;
- misleading statements by the applicant;
- use of the Halal Verification symbol;

6. Rights and responsibilities of Halal Verification

Halal Verification service, being a part of Halal Commission of WICS, has the rights to organize the audit of foodservice facilities to comply with Halal norms and to conduct educational activities to the personnel of foodservice facilities regarding Halal food, products, and services. Halal Verification service of Halal Commission determines the price of its services independently.

7. Board of Halal Verification

The Board of Halal Verification service (shortly 'the Board') consists of a Head of the Board, industry experts, and Islamic affairs expert. Members of the Board of Halal Verification service appointed to the period of three years (with possible further extension of membership period) and primarily make decisions on the provision of Halal Verification to a food service facility candidate.

In case of member's refusal to perform his/her duties, the Head of the Board can replace the member by the agreement of the rest of the Board.

Head of the Board of Halal Verification service is the President of Halal Commission. The President of Halal Commission is simultaneously the Head of Halal Verification service and can enter into legal agreements with candidates on behalf of WICS.

8. Resources

8.1. Intellectual Base

To efficiently conduct its operations, Halal Verification service relies on the following:

- Holy Quran;
- Sunnah;
- Fatwas;
- Consultations with Islamic Authorities;
- Following standards:
 - OIC/SMIIC 1: 2019. General Requirements for Halal Food;
 - ISO/IEC 17065. Conformity assessment — Requirements for bodies certifying products, processes, and services;
 - ISO/IEC 17020. Conformity assessment — Requirements for the operation of various types of bodies performing inspection;
 - Codex CAC/RCP 1. Quality management systems. Fundamentals and vocabulary;

8.2. Personnel

In order to ensure that audit and evaluation of candidates are conducted effectively and objectively, Halal Verification service makes a commitment to meet the following requirements regarding its personnel namely:

- have enough personnel, with sufficient expertise and knowledge and capable of carrying out facility audit and evaluation;
- make sure that personnel conducting facility audit and evaluations satisfy minimum criteria for performing duties;
- make sure that appropriate policies and procedures are established to control personnel competence;
- make sure that personnel receive enough training to maintain or enhance their expertise.

Personnel required for conducting audit and evaluation include the following (list is preliminary and subject to change):

- Personnel carrying out application review;
- Technical auditors;
- Technical experts;
- Islamic affairs experts;
- Personnel granting Halal Verification;

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8.3. Finance

The source of funds of Halal Verification service is payments from candidates intending to receive the Halal Verification. Taking into account this factor, the top management of Halal Verification service comprehends the responsibility for its activities and should assure that financial interests shall not affect impartiality in any way.

9. Minimum requirements for a candidate of Halal Verification

Foodservice facilities willing to receive Halal Verification should satisfy minimum requirements on products, food processing, and production according to OIC/SMIIC 1:2019 standard.

9.1. Sources (products) for food preparation

Halal Verification service, in order to grant verification, shall examine/inspect the following products and must be sure that the products meet Halal requirements. Halal Verification service shall examine and evaluate products purchased by foodservice facilities and manufacturers for their Halalness.

List of potential products to be checked includes:

9.1.1. Food of animal origins

- Meat and meat products
- Milk and dairy products
- Eggs and egg products
- Honey and its by-product

9.1.2. Food of plant origin

- Fruits, vegetables and their products
- Cereal and cereal products
- Vegetable and animal oils and fats
- Food additives, enzymes, and processing aids
- Microorganisms

9.2. Packaging

Packaging of purchased and used products shall be checked for satisfying Halal requirements according to OIC/SMIIC 1:2019 standard.

9.3. Transportation

Transportation conditions of purchased products shall be checked for satisfying Halal requirements according to OIC/SMIIC 1:2019 standard.

9.4. Acceptable methods of product processing and food preparation

Halal Verification shall examine and evaluate methods of product processing and food preparation to ensure that they meet generic Halal requirements.

Foodservice facilities willing to acquire Halal Verification should employ:

- Acceptable methods of primary and secondary processing of food products;
- Acceptable methods of grinding of food products;
- Acceptable methods of heat processing of food products;
- The acceptable technique of food preparation, including:
 - Beverages;
 - Salads;
 - First and second dish;
 - Desert;
 - Pastry;
 - Acceptable techniques for carving.

9.5. Requirements for kitchen

Halal Verification service shall examine and evaluate the kitchen of foodservice facilities to make sure that they meet the requirements from OIC/SMIIC 1:2019, CAC/RCP 1:1969 and generic Halal requirements:

A facility intended to acquire Halal Verification service should fulfill the following requirements:

- Hygiene and sanitation requirements for kitchen staff;
- Hygiene and sanitation requirements for kitchen machinery and utensils;
- The acceptable method of usage of kitchen machinery and utensils;
- Requirements for kitchen;
- Requirements for the locker room and sanitary facilities for kitchen staff
- Ensuring the avoidance of Israf in the kitchen, minimizing waste.

9.6. Requirements for the main hall

Halal Verification service shall examine and evaluate the hall of a food service facility to make sure that Muslim visitors have all the necessary conditions for experiencing worry-free dining.

Foodservice facilities intended to acquire Halal Verification should fulfill the following requirements:

- Hygiene and sanitation requirements for the staff of hall
- Hygiene and sanitation requirements for a hall
- The acceptable practice of hall arrangement and design suitable for Muslim visitors
- Facility and conditions for religious practices
- Qualification of hall staff required for serving Muslim visitors
- Requirements for frontline staff locker-room
- Loss reduction system, the use of clean products to reduce the level of Israf (offer visitors a “post dining take-away”, send clean remainders to shelters, etc.)

10. Procedures of Halal Verification granting

10.1. Procedures

Necessary procedures related to the provision of Halal Verification include the following:

- **Application reception.** A candidate facility fills in an application with a request to obtain Halal Verification.
- **Application review.** Administrative personnel will review the application and inform the Board;
- **Entering the Legal Agreement.** Once the application is approved and found eligible, Halal Verification service and candidate will conclude the Legal Agreement.
- **Information Collection.** The candidate is requested to provide necessary documents to proceed with verification.
- **Performance of audits.** Once the necessary documents received, reviewed and found appropriate, the Halal Verification audit team performs an audit of the candidate facility.
- **Audit and Evaluation report.** The audit and evaluation report will be organized and submitted to the Board to review.
- **Halal Verification grating.** If audit reviews found that the facility complies with Halal norms, then the Board provides Halal Verification to the candidate facility.
- **Recurrent surveillance.** Halal Verification service has the right to conduct expected and unexpected surveillance/audit on a regular basis or such is required to review the complaints
- **Extension, Addition or Deprivation of verification.** The Halal Verification owner can extend, add or deprive the verification of facility according to the procedures of Halal Verification. Halal Verification service also has the right to refuse to extend or add Halal Verification of the facility, if the reason for such an action justified. Additionally, Halal Verification service has the right to deprive Halal Verification of the facility, if the letter does not comply with Halal norms.

10.2. Documents

Generally, Halal Verification service establishes a procedure for collecting the following documents and information regarding:

- legal status/entity of candidate;
- products and additives used for food preparation;
- kitchen machinery, machinery, and utensils (food service facilities);
- material and substances used for hygiene and sanitation;

10.3. Unexpected Audit & Mystery Shopper

Halal Verification service, in order to monitor compliance of foodservice facilities and manufacturers to the requirements of Halal Verification, might conduct unexpected visits and mystery shopper activities.

10.4. Respond to complaints and appeals

Halal Verification service of Halal Commission shall establish documented procedures for reviewing, evaluating and handling complaints or appeals towards the organization and towards the Halal Verification recipients.

11. Training & Tutorials

Halal Verification service provides halal related trainings and tutorials for food service facility personnel.

11.1. The purpose of training

Training is provided to ensure that all staff members involved in the production of Halal food service are qualified enough to work according to Islamic principles and serve Muslim visitors effectively.

11.2. Form of training

In order to create more convenience for training participants, Halal Verification service will provide online, offline and on-site trainings.

Online training will allow participants to have more flexibility regarding time and place. For arranging online training, special digital platforms will be used. Features of these platforms make it available for participants and their tutors to track the performance of each participant, hence allowing them to increase learning efficiency and address any individual issue that arises.

Offline training implies that participants attend brick and mortar classrooms of Halal Verification service and its partners. This type of training allows to establish strong contact between participant and tutor and to enhance participant's knowledge in Halal food service and preparation.

On-site training shall be organized by request of the food service facility, and training will happen on applicant's workplace. By conducting on-site training, the applicant will be able to tailor tutorials to peculiar conditions and specifications.

11.3. List of training for food service facilities

List of training for foodservice facilities include:

- Training for chefs.
- Training for cooks.
- Training for carving, pastry and confectionery masters.
- Training for hostesses.
- Training for waiters.
- Training for janitors.

Reference List

- OIC/SMIIC 1: 2019. General Requirements for Halal Food;
- OIC/SMIIC 2:2019. Conformity Assessment — Requirements for Bodies Providing Halal Certification;
- ISO/IEC 17021-1. Conformity assessment — Requirements for bodies providing audit and certification of management systems;
- ISO/IEC 17065. Conformity assessment — Requirements for bodies certifying products, processes, and services.

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