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Particular requirements for the application of OIC/SMIIC 1 to places where Halal food and beverages are prepared, stored and served

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FOREWORD

The Standards and Metrology Institute for Islamic Countries (SMIIC) as an intergovernmental organization, aims to set common standards to be implemented across the Organisation of the Islamic Cooperation (OIC) region where the Institute aims to ensure the protection of consumers and the interoperability of products, and also to strengthen marketplace position of the OIC Member States in the global economy while fostering innovation and free trade initiatives.

This standard was developed by SMIIC Technical Committee on Service Site Issues (TC 3) and adopted by SMIIC.

This standard is based on sources of Islamic rules.

In this standard, Islamic rules refer to those commonly accepted rules and schools of the Islam, regardless of variations in different countries.

PARTICULAR REQUIREMENTS FOR THE APPLICATION OF OIC/SMIIC 1 TO PLACES WHERE HALAL FOOD AND BEVERAGES ARE PREPARED, STORED AND SERVED

1 SCOPE

This standard, pursuant to OIC/SMIIC 1, covers particular requirements for halal servicing restaurants, hotels (their restaurants and open buffets), canteens, cafeterias and buffets, self-service places, fast food sections of supermarkets, catering services delivered during land, air, sea travels, bakery ovens and pastries, raw materials used in such places, methods of preparation, storage and serving of meals, the personnel who are employed in these processes and the tools, utensils and facilities to be used.

Conformity of all areas of a facility to halal requirements is the main objective of the application of this standard. However, if there are areas and services in the facility that are not halal; the kitchens where food and beverages are prepared, the places where the products are served, products and equipment, and materials belonging to these products and the storage areas shall be definitely separated from each other. Work flow in the facility shall be prepared so as not to cause any contamination from non-halal areas to halal areas and the size and the layout of the facility shall be appropriate for this purpose.

Requirements in this standard have been established to indicate which additional activities or precautions have to be conducted in order to maintain efficiency in the application of OIC/SMIIC 1 to facilities where halal food and beverages are prepared, stored and served, and to assist in determining particular requirements for those facilities.

2 NORMATIVE REFERENCES

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

- OIC/ SMIIC 1, General Requirements for Halal Food
- ISO 22000, Food safety management systems – Requirements for any organization in the food chain

3 TERMS AND DEFINITIONS

For the purposes of this document, the terms and definitions given in the normative references and the following apply.

3.1 facility

place where food (meat and meat products, milk and dairy products, cereal and cereal products, dry legumes, oils and fats, candies, fruits and vegetables etc.) are undergone through a variety of processes (sorting, washing, pre-cooking, cooling, cooking,

heating, saucing, re-cooling, cold storing etc.) and where prepared food and beverages are stored and submitted for serving and/or direct sale for consumption

3.2

ready-to-eat halal food

food and beverage prepared with halal methods using halal food and raw materials specified in OIC/SMIIC 1, in accordance with Islamic rules

3.3

contamination

food or food environment contact, mixing, influence or degradation caused directly or indirectly by any physical, chemical, biological, or non-halal risky element

3.4

unclean substance (Najis)

thing that is abominable in itself from the point of view of Islamic rules with such substances as:

- a) pigs, dogs and all their derivatives,
- b) carrion or halal animals that are not slaughtered according to Islamic rules
- c) any liquid and objects discharged from the orifices of human beings or animals such as urine, excrement, blood, vomit, pus, ova, sperm, amniotic fluids and placenta

4 REQUIREMENTS

4.1 General requirements

- a) Food safety is the prerequisite of halal food preparation.
- b) All precautions related to food safety shall be in accordance with the requirements given in OIC/SMIIC 1.
- c) Preparation, processing packaging, transportation and storage of halal foods shall be carried out in accordance with the hygiene and sanitation requirements of OIC/SMIIC 1 and ISO 22000 and relevant legislation.
- d) Chemical substances and materials used for hygiene and sanitation shall be suitable for use in halal food sector in terms of dimensions and resources, and shall have the required license according to relevant legislation.
- e) All foods shall be halal and during their preparation, processing, packaging, transportation and storage they shall be sorted and labelled as "Halal", and in every step shall be kept and processed separately in order to prevent mixing and contamination with non-halal materials.
- f) If a switch from non-halal production to halal production in the facility is planned, necessary modifications according to OIC/SMIIC 1 shall be made.
- g) Any equipment and personnel that will contact raw food shall satisfy hygienic requirements.

- h) Risk of contamination with non-halal materials during preparation, storage and serving of the halal foods shall be determined and monitored according to the systematic in OIC/SMIC 1 and the records shall be kept.
- i) Where appropriate, all steps of halal food production shall be defined by suitable means. Product shall be checked in terms of traceability and raw materials and product descriptions shall be recorded.
- j) If the halal section of the facility is physically separated, it shall be identified with Halal mark/sign and there shall be no production or delivery of any non-halal production or service in this area.
- k) First aid supplies shall be available in all active departments and shall be sorted according to the work done.

4.2 Infrastructures requirements

- a) The buildings shall provide hygienic production area so as to allow adequate maintenance-repair, cleaning and/or disinfection from harmful living organisms, deratisation and desinsectisation and to prevent contamination from the environment external space, production environment and/or contamination caused by air, and they shall be suitable for good hygiene practices against any kind of contamination.
- b) Production or kitchen area and, sales and product-serving departments shall be separate from each other.
- c) Social facilities such as offices, dining halls, sculleries, showers, toilets, dormitories, medical rooms, changing rooms shall be separated from food processing and serving areas in such a way that no contamination may occur.
- d) Warning signs reminding hygiene rules shall be available in social facility areas.
- e) In case of keeping animals for security purposes, security department shall be separate from production and storage departments.
- f) Means for hygienic washing, drying and disinfection (washbasins, soaps and/or sanitary products etc.) shall be available at adequate places, in adequate numbers.
- g) Those areas shall be used only for halal service/product production.
- h) If applicable, there shall be a prayer room area with an adequate size proportional to the number of employees and customers. If also, Masjid shall have ablution places, shall be air-conditioned, located so as not to violate hygienic requirements and assigned separately for men and women.

4.2.1 Kitchen and preparation areas

Kitchen and preparation areas shall satisfy the following requirements:

- a) Kitchens shall be clean, tidy and hygienic.
- b) The floor shall be made of material that is waterproof, acid resistant, anti-slip, washable, non-cracking, suitable to clean and disinfect, according to the nature of the workplace and shall itself be easy to clean and disinfect. There shall be a suitable drainage system in the floor for the removal of water during washing.
- c) The walls shall be made of smooth material that is waterproof, washable and does not allow harmful living organisms to settle and is non-cracking, easy to clean and disinfect according to the nature of the work. Floor-wall and ceiling-wall joints shall be formed as concave.
- d) Windows, air-conditioning systems and such other openings shall be constructed so as not to allow any pollution and shall be covered with a wire that is fine-meshed, easy to clean, demountable, non-corrosive and continuously maintainable.
- e) Ceiling implements shall be provided in such a form and way that foods and raw materials cannot be directly or indirectly polluted due to vaporization and dripping and shall be easy to clean.
- f) Adequate illumination shall be available. Luminaires shall be protected against lamp breakages.
- g) There shall be an appropriate air-conditioning system and aspirators to discharge the heavy air. This set-up shall be provided in such a way that it doesn't get affected from outdoor and it prevents the indoor air to turn back in, and it doesn't affect anyone working or residing around.
- h) Preparation and cooking benches shall be made of a suitable material that is easy to clean and has a smooth surface.
- i) Preparation and cooking benches shall be at least 60 cm above from the floor.
- j) There shall not be any animals kept under any circumstances and precautions shall be taken to prevent their presence.

4.2.2 Storages and preservation areas

Storages and preservation areas shall satisfy the following requirements:

- a) Storages and preservation areas shall be clean and hygienic and shall be regularly disinfected.
- b) Storages and preservation areas shall possess adequate number of shelves made of non-corrosive material.
- c) If there is direct contact with final product, plastic pallets which are easy to clean and disinfect, damp-proof, do not harm the product and carry contamination shall be used in storages instead of wooden pallets.

- d) Storage places of raw materials, products, additives and ancillary materials shall be separate.
- e) Storages shall be kept separate according to raw and cooked products and the risk groups.
- f) During hoarding in storages the storage capacity shall be considered; any piling that would complicate stock management and cleaning shall be avoided.
- g) Depending on the conditions of raw materials and products, all storages shall have thermometers and hygrometers.
- h) Storages of fuels, cleaning chemicals and disinfectants shall be located apart from the production area and shall be protected against any kind of external factor.
- i) Storages and preservation areas shall never be used outside of their intended use.
- j) The products shall be used according to the principle of first expired-first out (FEFO), following by first opened-first used.

4.2.3 Serving section

Dining section (i.e. the section where the meals are consumed) shall satisfy the following requirements:

- a) Dining section shall be clean, tidy and hygienic.
- b) Adequate illumination shall be available.
- c) An appropriate air-conditioning system shall be available.
- d) Animals shall not be allowed under any circumstances to indoor dining area.
- e) Games, entertainments and shows that are against the Islamic ethics shall not be performed in the dining area or visible places.
- f) Raw and cooked foods that are ready-to-eat shall be served separate from each other using separate equipment.
- g) If they deal with only those products and product groups and materials which satisfy the provisions of clause 4.1. General requirements.
- h) If the tools and utensils used during the service and sale of products are in total isolation and only be in use for Halal food.
- i) If a plant normally produces non-Halal, but intends to switch to Halal production, it shall go through cleaning process according to Islamic rules before commencing Halal production. Repetition in converting the production to non-Halal and back to Halal production shall not be permitted.

- j) They are not allowed to serve alcoholic beverages at all.
- k) Patrons shall also not be allowed to bring such liquor beverages into the Halal certified premises.
- l) Clear signage be displayed in the restaurant stating that “Alcoholic beverages are not allowed on these premises”. All kinds of alcoholic/liquor beverages shall not be used, stored, consumed or brought onto any part of the halal certified establishment for any reason whatsoever.

4.2.4 Toilets

Toilets shall satisfy the following requirements:

- a) Toilets that have the appropriate hygienic design and the means for hand washing, drying and sanitation when required, shall be provided in adequate numbers.
- b) Toilets shall provide adequate facilities for personal hygiene and water cleaning required according to Islamic rules.
- c) Doors of the toilets shall be identified appropriately during cleaning service.
- d) Men and women toilets shall be provided separately.
- e) Toilets shall be located at the appropriate places of dining and serving sections and their doors shall not directly open to food cooking, preparation and dining sections.
- f) Toilets shall be designed odour so that the waste is removed in accordance with the hygienic requirements.
- g) Washing basins shall be designed with appropriate height and width for ablution.
- h) Doors of toilets shall not be transparent.

4.2.5 Changing rooms

Changing rooms shall satisfy the following requirements:

- a) Lockers as many as the number of employees actively working at the facility and adequate means for clothes changing shall be provided.
- b) Necessary hygiene precautions and warnings shall be available.
- c) Men and women changing rooms shall be provided separately and contain spaces for individual use.
- d) The changing rooms shall not be monitored and shall maintain privacy of users.

4.3 Supply of food materials

- a) All food materials including but not limited to bakery products, candies, cereals and cereal products, dry legumes, meats, vegetables and fruits, seasonings, drinking water, beverages, food additives, that are used shall be in accordance with OIC/SMIIC 1 and cold chain shall be ensured in the whole process if applicable.
- b) All frozen foods shall be stored under -18 °C and all vegetables and fruits other than those can be kept in the room temperature and the products within the cold chain shall be stored between 0 to 4 °C unless indicated otherwise in national legal regulations.
- c) Handling of halal food and beverages with non-halal food and beverages shall be done separately.
- d) Containers of drinking water and beverages shall be at least 60 cm above from the floor.
- e) Food materials (raw materials, ancillary materials and additives) shall be stored in conditions that will prevent deterioration and contamination.
- f) Raw materials, ancillary materials and additives shall be used in the order they were admitted to the storage.

4.4 Processing requirements

4.4.1 Preparation and cooking

Preparation and cooking shall satisfy the following requirements:

- a) Preparation and cooking, and their benches shall be at least 60 cm above the floor.
- b) Meals shall be heated or cooked at appropriate temperatures.
- c) If prepared food will be hold in the kitchen before service, it shall be kept in appropriate condition till served.
- d) During preparation, addition of any non-halal material shall be avoided and means to prevent their mixture shall be provided.
- e) Food and beverages shall be prepared, processed or produced using equipment, tools and utensils that are not contaminated with non-halal materials. Equipment, tools and utensils shall be in accordance with Clause 4.6.

4.4.2 Preservation of food

Preservation of food prior to serve shall satisfy the following requirements:

- a) Food shall be stored in closed condition and in such a way that prevents the contamination and/or development of harmful micro-organisms and protects the packaging against damage.
- b) Food materials shall be stored in such a way that they won't get mixed, deteriorated or affected by each other and shall be stored apart from the chemicals except foods.
- c) Ready-to-eat foods shall be stored in appropriate temperatures so as not to break the cold chain. Deep frozen products shall be stored at temperatures below -18 °C considering the product characteristics. Cooked meals shall not be held for more than 2 hours at room temperature.
- d) Storage containers shall not lead to any contamination.
- e) Storage method shall be suitable for the type and the characteristics of the stored food in order to prevent its deterioration.
- f) Halal and non-halal foods shall be stored separately.
- g) Food materials shall not be in contact with the floor and the walls and shall be stored at least 10 cm above the floor.
- h) Products shall be consigned in the order they were admitted to the storage. Regular checks according to the product characteristics shall be made during distribution.
- i) An effective feedback and information system shall be established, batch or batches that endanger food safety and halal chain shall be withdrawn from stores, those products shall be destroyed and their records shall be maintained regularly.

4.4.3 Presentation and serving of food

Presentation and serving of food shall satisfy the following requirements in the facilities that have a physically separate halal section and in transport-travel services:

- a) Presentation and serving of halal and non-halal foods shall not be conducted at the same time and/or together.
- b) Halal products shall be grouped separately under the title of 'halal menu'.
- c) Tools and utensils used during production, service and sale of the products related to presentation and serving of food shall be used only for halal service and efficient precautions to prevent mixing shall be provided.

4.5 Employees

4.5.1 General

4.5.1.1 Every person at the facility shall give attention to personal care and cleanliness while on duty. Work uniforms shall preferably be in light colour and provide adequate

protection for substances such as hair, sweating, etc. not to contaminate the product, they shall be washed regularly and not be used out of purpose.

4.5.1.2 When the employees have communicable and infectious diseases, they have to notify the top management and top management shall take necessary precautions.

4.5.1.3 All employees are required to present a health certificate before being employed and the top management shall take necessary precautions.

4.5.1.4 Attitudes expected from employees at the production, presentation, packaging and storage areas shall be documented and the documents shall be delivered to related personnel. This documentation shall at least include the following:

- a) Smoking cigarettes etc. shall only be allowed in designated area;
- b) Precautions shall be taken for minimizing the hazards that may be caused by jewellery permitted after consideration of medical and cultural requirements;
- c) Any kind of precaution on usage of make-up and beautification materials;
- d) Carrying any item (e.g. pen) at the back of the ear cartilage shall not be allowed;
- e) Personal lockers shall be maintained tidy and clean;
- f) Tools and equipment that get in contact with the product shall not be kept in the personal lockers.

4.5.2 Employees working in food production

Employees working in food production shall satisfy the following requirements:

- a) They shall wear clean work uniform which is designed according to risk analysis.
- b) Appropriate personal protective equipment such as headgears, masks, glasses, gloves, gowns, caps, boots etc. shall be worn as required by the job done. Work uniform and personal protective equipment shall be preferably for single use only or shall be easy to clean, wash and disinfect.
- c) Employees shall be healthy, shall not carry any contagious or dermatological sickness and shall not have any untreated wound or cut.
- d) It shall be ensured that they give attention to body care and cleanliness aspects such as personal hygiene, hair and nail care.
- e) Records shall be maintained for their hygiene and medical checks that are conducted with a frequency that is stipulated in the relevant legislation.
- f) They shall avoid behaviours such as eating something, using tobacco products, chewing gums, spitting and sneezing, coughing towards foods.

- g) Unless specified otherwise in hazard analysis, hair, moustache and beard shall be protected with masks.
- h) Employees shall have a proven knowledge of using the tools and utensils they would need during the food processing.
- i) There shall be a record that proves the employees have taken food hygiene training.
- j) There shall be a registry that proves the employee has taken halal food training in the relevant subject.

NOTE No employees or visitors shall be admitted to food processing area except those assigned in that area. Entrance of unauthorized persons shall be allowed in case of necessity only if protective clothing and necessary hygiene precautions are provided.

4.5.3 Serving personnel

Serving personnel shall satisfy the following requirements:

- a) Their clothing shall be clean, tidy and modest.
- b) There shall be a record that proves the personnel have taken food hygiene training.
- c) There shall be a registry that proves the employee has taken halal food training in the relevant subject.

4.6 Requirements for servicing equipment

4.6.1 General

4.6.1.1 Tools and equipment used in activities such as food processing, evaluation, stabilizing, and packaging, sifting, heating and mixing shall be made of food grade material which has the structure and the qualification to not affect the raw material and the product, and not get affected by them. Rusty, dirty and damaged tools shall not be used.

4.6.1.2 Machines, tools, utensils and production lines shall comply with the requirements of OIC/SMIIC 1. They shall not be used for non-halal services.

4.6.1.3 Maintenance shall be carried out regularly. Any kind of chemicals used for repair, maintenance or cleaning purposes shall be prevented from contacting raw material, semi-product or the final product.

4.6.2 Cleaning of equipment and materials

During cleaning of equipment and materials the following requirements shall be satisfied:

- a) Water used during cleaning shall be clean, unused and free of any waste in compliance with OIC/SMIIC 1.
- b) Equipment and materials shall be washed in restricted areas.
- c) Tools and utensils shall be washed with washing machines (if any) which are appropriate according to Islamic rules; in absence of washing machines the following requirements shall be met.
 - Clean hot water and soap or washing detergent appropriate for halal purpose shall be used.
 - For rinsing they shall be washed with clean water and then rinsed under running water.
- d) In case of contagious digestive system sicknesses, equipment and tools shall be disinfected and/or sterilized using appropriate methods.
- e) Equipment shall be disinfected after cleaning if required and shall be kept dry in a suitable place.

4.6.3 Storage of equipment and materials

Storage of equipment and materials shall satisfy the following requirements:

- a) Equipment and materials shall be kept in clean areas with appropriate conditions.
- b) All clean materials shall be kept at least 60 cm above from floor, preferably in closed cabinets.

4.7 Packaging

Packaging shall satisfy the following requirements:

- a) It shall be suitable for use in halal food in compliance with OIC/SMIIC 1.
- b) Packaging material shall be provided from businesses that are authorized by the competent authority.
- c) Packaging material shall be suitable for use in foods and hygienic. Packaging material shall not affect the product and shall not be affected by it.
- d) When required, packaging materials shall be cleaned without affecting halal characteristic and/or be disinfected, before use.
- e) All packaging materials shall be stored in hygienic conditions, only the packaging materials to be used shall be available in the packaging or filling area.
- f) Labelling information to be available on the packaging used for service delivery shall be in accordance with OIC/SMIIC 1.

g) Packaging shall be carried out in a healthy medium and in appropriate temperature so as to protect products' safety and quality in a clean and hygienic way.

h) Traceability of packaging shall be fulfilled.

4.8 Requirements for cleaning, disinfection and sterilization

During cleaning, disinfection and sterilization the following requirements shall be satisfied:

a) Hygiene check programs shall be organized, responsible persons shall be assigned, the style and program of cleaning, disinfection and sterilization of critical areas, materials, equipment and tools along with the whole area shall be in compliance with ISO 22000.

b) Hygiene check programs shall be put up on relevant parts of the workplace and the procedures and the responsible persons on cleaning, sterilization and disinfection shall be specified.

c) Halal cleaning materials and/or disinfectants which were permitted by competent authority shall be used.

d) Floor and the ceiling of the production area, any kind of material used in production, equipment and tools, doors, manholes (drainage systems), channels and walls shall be cleaned at the end of daily work or suitable times.

4.9 Wastes

Wastes shall satisfy the following requirements:

a) All domestic wastes including food waste shall be sorted and stored in a separated clean suitable place.

b) Leak-proof waste bins with covers shall be used.

c) Manholes, outlet pipes and water gullies shall be in good shape.

d) Waste water shall not be discharged to any water body that is open to public.

e) Waste water shall be filtered using waste traps before discharge.

f) Vegetable waste oil shall not be discharged to outlets, instead a waste oil collection unit shall be available and the disposal shall be carried out according to relevant legislation.

g) Waste must not be allowed to accumulate in food handling, food storage, and other working areas and the adjoining environment except so far as is unavoidable for the proper functioning of the business.

4.10 Transportation

The following requirements shall be satisfied for transportation:

- a) Transportation shall be carried out without affecting the halal characteristic of the food (including packaging).
- b) Transportation vehicles shall be in accordance with the hygiene and sanitation requirements.
- c) Food shall be transported in appropriate hygienic conditions and, when required, without breaking the cold chain.

5 LEGAL REQUIREMENTS

Beside requirements given in this standard, the facility shall also comply with the relevant legislation effective in the country it resides.

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