

**Title: Rules and Procedures for
Granting, Maintaining, and
Extending Certification
Doc. # (RPGME - 002)**

Revision # 1

Effective Date: 08-20-2023



AMERICAN HALAL FOUNDATION

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Rules and Procedures for Granting, Maintaining, and Extending Certification

1.0 Introduction

1.1 This document sets forth the rules and procedures that should be adhered to by American Halal in granting, maintaining, and extending certifications.

1.2 It reflects our commitment to impartiality, transparency, and compliance with international standards, including ISO 17065.

2.0 Granting Certification

2.1 Application Process

2.1.1 Submission of a completed application form.

2.1.2 Assessment of compliance with eligibility criteria.

2.1.3 Conducting an initial assessment or audit.

2.1.4 Review and decision by the Certification Committee.

2.2 Certification Agreement

2.2.1 Execution of a formal certification agreement outlining rights, responsibilities, terms, and conditions.

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2.2.2 Payment of applicable fees.

2.3 Issuance of Certification

2.3.1 Providing a certificate upon successful completion of the process.

2.3.2 Listing in the certified entities directory on AHF's website.

3.0 Maintaining Certification

3.1 Ongoing Compliance

3.1.1 Continuous adherence to certification requirements and standards.

3.1.2 Periodic surveillance audits to verify compliance.

3.2 Reporting Changes

3.2.1 Prompt notification to AHF of any significant changes affecting compliance.

3.3 Renewal

3.3.1 Submission of renewal application prior to certification expiry.

3.3.2 Successful completion of a renewal audit.

4.0 Extending Certification

4.1 Application for Extension

4.1.1 Submission of a detailed application outlining the scope and rationale for extension.

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4.2 Assessment and Decision

4.2.1 Evaluation of extension request in accordance with established criteria.

4.2.2 Formal decision by the Certification Committee.

4.2.3 Issuance of revised certification, if approved.

5.0 Suspension, Withdrawal, and Reduction of Certification

5.1 AHF reserves the right to suspend, withdraw, or reduce the scope of certification in cases of non-compliance, misrepresentation, failure to meet obligations or other breaches of the certification agreement.

6.0 Appeals and Complaints

6.1 Procedures for appeals and complaints are outlined in our separate Complaints and Appeals Handling Policy.

7.0 Confidentiality

7.1 All information received during the certification process will be treated as confidential, except where required by law or agreed upon in writing.

8.0 Contact Information

8.1 For further inquiries or assistance, please contact info@halalfoundation.org