



PROCEDURE FOR MANAGEMENT OF PERSONNEL AND ITS COMPETENCIES

AHF-MN-01
Rev: 1.0
Date: October 17 2024

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AMENDMENT HISTORY – VERSIONS

Amendments in this Certification Procedure in terms of versions so far are as shown in the following table:

SL No	Clause No	Old revision No. & Date	New revision No. & Date	Amendment Brief	Reason for Amendment	Sign
01						
02						

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Prepared By: Mazhar
Hussaini

Quality Manager

Approved By:
Mohammad
Hussaini

Vice President



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1						

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Prepared By: Mazhar
Hussaini

Quality Manager

Approved By:
Mohammad
Hussaini

Vice President



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1.Purpose

The purpose of this procedure is management of competencies of personnel involved in the certification process.

2.Scope

This procedure is applicable for all the existing employees and new recruits in the Organization area as well as subcontractors for the Human resource function.

3.Responsibility

Quality Manager

4.Description of Activity

4.1 General

AHF defines the criteria relating to the skills and knowledge that the persons involved in the certification process according to the UAE/ GSO 2055-2 standard.

COVERED FIGURE	KNOWLEDGE	SKILLS	WORKING EXPERIENCE
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Prepared By: Mazhar Hussaini	Quality Manager	Approved By: Mohammad Hussaini	Vice President
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<p>Personnel that Review contracts</p>	<ul style="list-style-type: none"> Knowledge corresponding to secondary education shall have successfully completed training(s) in: <ol style="list-style-type: none"> Relevant product safety Management (e.g. ISO 22000). Audit processes based on the guidance given in ISO 17056.. Relevant Halal standard and related documents required for halal certification. Quality management system and product conformity. 	<ul style="list-style-type: none"> have demonstrated ability to apply knowledge and skills in the following areas: <ol style="list-style-type: none"> classification of applicants in food chain categories and other sectors; assessment of applicant's products and/or services, processes and practices; deployment of halal certification auditor competences and requirements; determination of audit time (see Annex B) and duration requirements; Halal certification body's policies and procedures related to contract review. k) Ability to identify relevant to food chain category(ies): <ul style="list-style-type: none"> PRP; food safety hazards; legal requirements; Ability to determine if there are: 	<ul style="list-style-type: none"> At least 2-3 years of experience working with halal standards and certification processes. Participation in multiple halal certification audits or audit team involvement. Experience in evaluating products, services, processes, and practices for halal compliance. Experience in determining audit time and duration requirements. Experience in applying certification body policies and procedures during contract reviews.
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		<ul style="list-style-type: none"> — any specific seasonality factors related to the organization and its food category or products; — specific cultural and social customs related to the categories and geographic areas to be assessed; — specific factors required to audit the FSMS, food product, process or service 	
Technical Auditors	<ul style="list-style-type: none"> • Have the knowledge, corresponding to post-secondary education or higher, that includes courses in the relevant related industry categories in which they conduct halal certification audits. • The Halal certification body shall ensure that the technical auditors have successfully completed training in: <ul style="list-style-type: none"> • a) Audit methods based on ISO 19011, 	<ul style="list-style-type: none"> • demonstrate the ability to apply knowledge and skills in the following areas. <ul style="list-style-type: none"> • a) Audit principles, procedures and techniques: to enable the auditor to apply those appropriate to different audits and to ensure that audits are conducted in a consistent and systematic manner. A technical auditor shall be able; <ul style="list-style-type: none"> • to apply audit principles, procedures and techniques, • to plan and organize the work effectively, • to conduct the audit within the agreed time schedule, 	

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Prepared By: Mazhar Hussaini

Quality Manager

Approved By:
Mohammad Hussaini

Vice President



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	<ul style="list-style-type: none">● b) Principles for product safety management system (e.g. ISO 22000)● c) Procedures for granting Halal certificates on the basis of approved standards.● d) Principles related to management● e) Regulations and legislations of relevant subjects,● f) Approved standards for Halal products● Training in auditing	<ul style="list-style-type: none">● to prioritize and focus on matters of significance,● to collect information through effective interviewing, listening, observing and reviewing documents,● to keep records and data,● to understand the appropriateness and consequences of using sampling techniques for auditing,● to verify the accuracy of collected information,● to confirm the sufficiency and appropriateness of audit evidence to support audit findings and conclusions,● to assess those factors that can affect the reliability of the audit findings and conclusions,● to use work documents to record audit activities,● to prepare audit reports,	
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Hussaini

Quality Manager

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		<ul style="list-style-type: none">• to maintain the confidentiality and security of information, and• to communicate effectively, either through personal linguistic skills or through an interpreter.• b) Evaluation of product / service certificate and / or management system and other reference documents, such as approved standard.• c) Assess organizational structures.• d) Applicable laws, regulations, and other legal and Halal requirements relevant to the discipline.• The Halal certification body shall ensure that the technical auditors demonstrate their ability to apply terminology, knowledge and skills in sector specific and the following areas:<ul style="list-style-type: none">• a) products, processes and practices of the specific sector(s) (see Annex A);	
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Hussaini

Quality Manager

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- b) relevant management system requirements ,if applicable.
- c) relevant product/service standards.
- d) relevant Halal requirements.
- J) Ability to apply the application review requirements in ISO/IEC 17021, this Technical Specification, specific scheme rules and certification body procedures, including:
 - multisite sampling requirements and their application;
 - audit duration requirements and their application;
 - evaluate number of applicable HACCP studies;
 - ability to categorize an organization into a food category and subcategory
- k) Ability to identify relevant to food chain category(ies):
 - PRP;
 - food safety hazards;

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Quality Manager

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		<ul style="list-style-type: none">— legal requirements;● l) Ability to determine if there are:<ul style="list-style-type: none">— any specific seasonality factors related to the organization and its food category or products;— specific cultural and social customs related to the categories and geographic areas to be assessed;— specific factors required to audit the FSMS, food product, process or service● m) Ability to identify the competence required for the audit team, in accordance with this table and certification body procedures.● n) Ability to develop an audit plan that ensures:<ul style="list-style-type: none">— audit team members audit those products and processes that they are technically competent to audit; — audit time is optimized— audit objectives defined in this Technical Specification can be realized	
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Hussaini

Quality Manager

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		<p>— specific FSMS scheme requirements are met.</p> <ul style="list-style-type: none">o) Ability to interpret and apply normative documents relevant to the scope of certification sought and the food chain category, e.g. ISO 22000, ISO/TS 22002 and/or other scheme certification standards. Knowledge shall include all normative references and their technical terms and definitions.p) Ability to identify:<ul style="list-style-type: none">- Food-borne microbiological hazards;- Chemical hazards- Physical hazards- Allergens- Food safety labeling requirements- Food safety regulations that are relevant to the food chain category and their recognized control mechanisms.- Ability to evaluate the organization's capacity to identify and meet applicable (country of production/country of	
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Hussaini

Quality Manager

Approved By:
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		<p>destination) food safety regulation and labeling requirement</p> <ul style="list-style-type: none">• q) Ability to apply FSMS, HACCP, hazard assessment and hazard analysis principles as interpreted by ISO 22000, in the food chain category• r) Ability to apply food chain category and subcategory practices and vocabulary in relation to:<ul style="list-style-type: none">- Food chain relationships- Best practice with respect to PRP, OPRP, CCP- Common food chain processes- Production technologies and processing terms- Common equipment- Facility design- Packaging types and attributes- Microbiological terms and names- Chemical terms and names	
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Hussaini

Quality Manager

Approved By:
Mohammad
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		<ul style="list-style-type: none"> - Good laboratory practices - Local terminology • s) Ability to apply the requirements for reporting in ISO/ IEC 17021 and this Technical Specification, and any CAB and/or FSMS scheme reporting requirements. 	
Personnel Granting Halal certificates	<ul style="list-style-type: none"> • education, training on Halal certification, audit and work experience as required for an auditor of the given category (see Annex A) according to ISO 19011 	<ul style="list-style-type: none"> • Has demonstrated ability to apply knowledge and skills in the following areas: <ul style="list-style-type: none"> a) Standards' requirements for Halal products. b) Halal requirements in Islamic Sharia related to Halal certification. c) current principles and understanding of relevant management systems; d) identification and assessment of risks for Halal requirements; 	<ul style="list-style-type: none"> • Same as technical auditors

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Quality Manager

Approved By:
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- e) corrections and corrective actions to be taken with regards to Halal matters;
- f) laws and regulations relevant to the Halal product/services;
- g) products, processes and practices;
- h) relevant legislation and regulations;
- i) Evaluating and reviewing the audit report for accuracy and completeness
- j) Evaluating and reviewing of the effectiveness of corrective actions;
- k) the certification process;
- l) Good understanding of the basic laws and conditions related to Halal products, especially regarding the slaughter of animals according to the requirements of Halal in Islamic law and the requirements of the standard of Halal products.
- J) Ability to apply the application review

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Quality Manager

Approved By:
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requirements in ISO/IEC 17021, this Technical Specification, specific scheme rules and certification body procedures, including:

- multisite sampling requirements and their application;
- audit duration requirements and their application;
- evaluate number of applicable HACCP studies;
- ability to categorize an organization into a food category and subcategory

● k) Ability to identify relevant to food chain category(ies):

- PRP;
- food safety hazards;
- legal requirements;

● l) Ability to determine if there are:

- any specific seasonality factors related to the organization and its food category or products;
- specific cultural and social customs related to the

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Hussaini

Quality Manager

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		<p>categories and geographic areas to be assessed; — specific factors required to audit the FSMS, food product, process or service</p> <ul style="list-style-type: none">• m) Ability to apply FSMS, HACCP, hazard assessment and hazard analysis principles as interpreted by ISO 22000, in the food chain category• n) Ability to apply the requirements for reporting in ISO/ IEC 17021 and this Technical Specification, and any CAB and/or FSMS scheme reporting requirements.	
Technical Experts	<ul style="list-style-type: none">• Have the knowledge, corresponding to post-secondary education or higher that includes courses in the relevant related industry categories in which they conduct halal certification audits.	<ul style="list-style-type: none">• The Halal certification body shall ensure that the technical experts demonstrate the ability to provide expertise in their technical area. <p>Page 15 of 17</p>	Technical experts shall have at least four (4) years of work experience in their technical area.

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Quality Manager

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Halal Islamic Affairs Experts	<ul style="list-style-type: none">Halal Islamic affairs experts have the knowledge corresponding to at least equivalent to a diploma or Bachelor degree, in the same field and knowledge of the procedures that are being audited.	<ul style="list-style-type: none">demonstrate their ability to provide expertise in the Islamic rules related to Halal certification area.	<ul style="list-style-type: none">have at least four (4) years of work experience in the Halal Islamic rules related to Halal certification area.
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Overall Assessment Outcome:

- **Competent** ☐
- **Needs Improvement** ☐
- **Further Training Required** ☐

Assessed By:

Name: _____

Date: _____

Signature: _____

This competency assessment ensures that personnel have the necessary qualifications and experience to conduct halal certification audits and related tasks according to UAE/GSO 2055-2:2021.

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Hussaini

Quality Manager

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Hussaini

Vice President



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Vice President