



Certification Decision Procedure

AHF-P-04
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 Version No. & Date	New Version No. & Date	Amendment Brief	Reason for Amendment	Sign
17th Octo ber 2024	First draft	First draft	-	--	—	

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1.Purpose

The purpose of this procedure is to explain the process for reviewing final audit deliverables and making certification decision(s).

2.Scope

This procedure applies to all certification audits and for all decisions on granting, refusing, suspending, withdrawing, and expanding/reducing Halal Certification and its scope undertaken by AHF.

3.Responsibility

- Halal Certification Decision Committee

4.Description of Activity

AHF Halal Certification Committee is responsible for all decisions on granting, refusing, suspending, withdrawing, and expanding/reducing the Halal certification and its scope. The procedure includes the assessment of the sufficiency of information provided by the audit

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team, assessment of the content of all audit reports and application documents, critical evaluation of all risks and information received from the Halal Certification Unit and the Shariah Committee. The information provided to the certification decision committee includes, as a minimum the audit reports, comments on the nonconformities, the correction and corrective actions taken by the client, confirmation of the information provided to the certification body used in the application review, and a recommendation whether or not to grant certification, together with any conditions or observations. AHF ensures that personnel granting halal certificates fulfill all the competency requirements. The team taking the certification decision is not less than 3, including two Islamic affairs experts and the decisions are taken unanimously, not by majority of votes. The procedure for making the decision is as follows.

1. Halal Certification Decision Committee analyzes all the information, reports and feedback provided by the Halal Certification Unit. It critically reviews this information in terms of a client's production compliance with Halal production and certification standards, requirements and regulations by applying the critical analysis technique and knowledge of these standards, requirements and regulations. After the review of all provided information, the voting takes place.
2. After the vote the decision on granting/refusing Halal Certificate is protocolled and the official conclusion including the decision and the reason for this decision is provided to the Halal Certification Unit. Decisions are taken unanimously, not by majority of votes.
3. If the decision is negative, the Halal Certification Unit informs the Client about the decision and reason for it. In this case the Halal Certification process ends at this point.
4. If the decision is positive, the Certification Department will prepare Halal certificate with all the relevant information related to the product.
5. Upon completion of the certificate the same is given to the Technical Committee for the approval.


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6. Upon completion of the above, AHF will issue a Halal certificate with a validity period of 01 to 03 years, starting as of the date on which certification is granted. Halal certificate is issued to the client after approval of the Technical Committee. The time to issue a Certificate is a maximum of 21 working days.

7. The Certificate specifies the name and address of the certification body, the date of granting certification, the name and address of the client, the scope of certification, the expiry date of certification, the signature or other defined authorization of the person(s) at AHF assigned such responsibility.

8. The AHF Halal Logo is issued at this stage for use.

5.Formats

Halal Certification Decision Committee Form (See AHF-F-020)

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