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Criteria for Halal Accreditation Body

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I. Foreword

The International Halal Accreditation Forum (IHAF) is an independent, non-government network of accreditation bodies all mandated to enforce Halal standards in their countries and regions. It has been established with the aim of unifying and harmonizing Halal accreditation practices on global level to comply with Islamic principles (halal requirements), and to develop and maintain Halal Multi-Lateral Recognition Arrangements (MRA) among IHAF member accreditation bodies, this will result in removing technical barriers facing halal products and services, and facilitating international halal trade, hence protecting the growing number of halal consumers.

This document provides the requirements for accreditation bodies willing to be IHAF signatories in the field of halal. IHAF General Secretariat drafts the requirements with involvement of all IHAF full members through the Technical Affairs Committee. The final draft was forwarded to members for comments and then reviewed by Board of Directors before finally being endorsed by IHAF General Assembly.

This document is a reference document for halal compliant accreditation process. It is prepared based on the requirements of the international standard ISO/IEC 17011 - General requirements for accreditation bodies accrediting conformity assessment bodies. It includes criteria for the application of ISO/IEC 17011 requirements for IHAF member accreditation bodies.

The effective date for implementation of this document is the date of endorsed by IHAF General Assembly. The document shall be published on IHAF website www.ihaf.org.ac.

II. Introduction

One of IHAF main roles is to provide and maintain confidence in halal certificates and marks issued by Conformity Assessment Bodies through mutual acceptance between member accreditation bodies in the field of halal.

The purpose of this document is to address the implementation of the requirements of ISO/IEC 17011 as they relate to the requirements of halal by accreditation bodies (ABs) working in this field.

1. Scope

Accreditation Bodies offering accreditation services complying with halal requirements shall perform their activities in accordance with the requirements of ISO/IEC 17011: 2017 and this document.

2. Normative References

References contained in clause 2 of ISO/IEC 17011:2017 are applied for halal compliant accreditation process in addition to IHAF Rules Document; IHAF/RD 04: 2018 “Criteria for Evaluating Halal Schemes - Part 1: Halal Product Certification”.

3. Terms and Definitions

Terms and definitions contained in clause 3 of ISO/IEC 17011:2017 are applied for halal compliant accreditation process in addition to:

- a. Halal:
The term used for products, services or systems which are considered lawful (Tayeib) under the Islamic law/Islamic that do not consist of or contain any part that is considered as unlawful (haram) according to Islamic law.
- b. Halal compliant Conformity Assessment Body:
Conformity assessment body performs activities that are fully complying with the halal requirements. The term “Halal” covers products/services.
- c. Whenever “accreditation” is mentioned in this document, it means “Halal Compliant Accreditation Process”.

4 General Requirements

4.1 Legal Responsibility

Requirements of clause 4.1 of ISO/IEC 17011:2017 shall be applied. In addition:

Accreditation body shall have a mechanism and structure to perform its halal compliant accreditation services. The structure could be a unit, a team, a committee or any other suitable structure decided by the accreditation body.

4.2 Accreditation Agreement

Requirements of clause 4.2 of ISO/IEC 17011:2017 shall be applied.

4.3 Use of Accreditation Symbols and Other Claims of Accreditation

Requirements of clause 4.3 of ISO/IEC 17011:2017 shall be applied. In addition:

Accreditation bodies complying with halal requirements who are signatories of IHAF MRA shall comply with the requirements set in document IHAF/RD 01:2017 “Rules for Using IHAF MRA Mark”.

4.4 Impartiality Requirements

Requirements of clause 4.4 of ISO/IEC 17011:2017 shall be applied.

4.5 Financing and Liability

Requirements of clause 4.5 of ISO/IEC 17011: 2017 shall be applied.

4.6 Establishing accreditation schemes

The accreditation body shall establish halal compliant accreditation schemes that define rules and processes of accrediting conformity assessment bodies as per the requirements of clause 4.6 of ISO/IEC 17011: 2017 and this document.

5 Structural Requirements

Requirements of clause 5 of ISO/IEC 17011:2017 shall be applied. In addition:

5.9 The accreditation body shall:

- a. Have the authority and be responsible for its halal compliant accreditation decisions, which shall not be subject to approval by any other organization or person.
- b. Document the duties, responsibilities and authorities of top management and other personnel associated with the halal compliant accreditation body who is involved in the accreditation process.
- c. Develop policies related to halal conformity assessment practices.
- d. Identify requirement for decision making for halal compliant accreditation process.
- e. When authorities are delegated to other committees or individuals, the accreditation body shall ensure competency of such parties in halal principles and practices.
- f. Have access to needed expertise in the field of halal.
- g. For committees formed to be involved in halal compliant accreditation, the accreditation body shall ensure the competency of committee members including expertise in Islamic affairs matters.
- h. Comply to halal regulation within their territory.

6. Resource Requirements

6.1 Competence of Personnel

6.1.1 General

Requirements of clause 6.1 of ISO/IEC 17011:2017 shall be applied.

6.1.2 Determination of Competence Criteria

Requirements of clause 6.1.2 of ISO/IEC 17011:2017 shall be applied. In addition; the accreditation body shall:

- a. Have a documented process for determining and documenting the competence criteria for personnel involved in the management and performance of halal compliant assessments and other halal compliant accreditation activities. Competence criteria shall be determined with regard to the requirements of halal accreditation schemes and shall include the required knowledge and skills for performing halal compliant accreditation activities.
- b. Ensure that its personnel who work in the field of halal are having the needed knowledge in halal' compliant conformity assessment practices.

- c. Ensure the assessment team, and the accreditation body personnel who review documents, review assessment reports, and make accreditation decisions includes personnel who demonstrate knowledge of halal compliant, and qualified as per halal requirements set within the halal conformity assessment schemes shall be reviewed by the accreditation body, see ISO/IEC 17065 clause 4.6.3.
- d. Ensure the assessment team, and the accreditation body personnel who review assessment reports, make accreditation decisions and manage accreditation schemes, demonstrate knowledge of risk-based assessment principles related to halal' compliant accreditation activities/practices.
- e. Ensure the assessment team has personnel who demonstrate(s) knowledge of halal compliant practices and processes of the conformity assessment body's business environment.
- f. Ensure that the group or individual that takes the accreditation decisions totally understand the applicable halal compliant accreditation scheme requirements and shall have competence to evaluate the outcomes of the halal compliant assessment, including where appropriate related recommendations of the assessment team related to halal compliant.

Annex A in ISO/IEC 17011 is applied in halal compliant accreditation process. Additional competency requirement is added for assessors working on halal field as below:

Table A.1 — Table of knowledge and skills

| Knowledge and skills | Accreditation activities | | | | |
|--|--|-----------------|------------|---|-------------------------------------|
| | Application review including selection of team members | Document review | Assessment | Reviewing assessment reports and making accreditation decisions | Management of accreditation schemes |
| Adequate knowledge of halal requirements | | X | X | X | |

6.1.3 Competence Management

Requirements of clause 6.1.3 of ISO/IEC 17011:2017 shall be applied. In addition:

- a. The accreditation body shall have access to expert personnel who can evaluate assessors conducting assessments in the field of halal.
- b. Each assessor working in halal compliant assessment shall be observed during an assessment at regular intervals. This shall be at least every three years, unless there is sufficient supporting evidence that the assessor is continuing to perform competently.

6.2 Personnel Involved in the Accreditation Process

Requirements of clause 6.2 of ISO/IEC 17011:2017 shall be applied. In addition, the accreditation body shall:

- a. Describe the qualifications, experience, knowledge, competence and training required for personnel who are working in halal compliant conformity assessment practices.
- b. Have access to experts in halal who can carry out halal compliant assessments, review halal' compliant schemes and documents, and can be involved in decision making process of halal compliant accreditation.
- c. Ensure that assessors and, where relevant, experts who will work in the field of halal compliant accreditation:
 - i. familiar with halal, competent and well trained on different aspects of the halal regulation and halal requirements in the specific area of specialization.
 - ii. familiar with halal compliant accreditation procedures, IHAF requirements for halal conformity assessment schemes, halal compliant accreditation criteria, and other relevant requirements,
 - iii. have undergone a relevant assessor training related to halal compliant.
- d. Have access to at least one assessor/expert and one Islamic affairs expert for each halal discipline that is within its scope of work.

6.3 Personnel Records

Requirements of clause 6.3 of ISO/IEC 17011:2017 shall be applied. In addition:

The accreditation body shall maintain records of relevant qualifications, training, experience and competence of each person involved in the accreditation process related to halal' compliant.

6.4 Outsourcing

Requirements of clause 6.4 of ISO/IEC 17011:2017 shall be applied. In addition:

If the member accreditation body outsources any of its IHAF recognized accreditation activities, then it shall have a policy describing the conditions under which outsourcing may take place, and any outsource of service or part of service shall be done with an IHAF MRA signatory accreditation body.

7 Process requirements

7.1 Accreditation Requirements

Requirements of clause 7.1 of ISO/IEC 17011:2017 shall be applied. In addition:

Halal compliant conformity assessment scheme shall comply with accreditation rules and procedures related to halal field and to IHAF/RD 04: 2018 - Criteria for Evaluating Halal Compliant Schemes - Part 1: Halal Product Certification.

7.2 Application for Accreditation

Requirements of clause 7.2 of ISO/IEC 17011:2017 shall be applied.

7.3 Resource Review

Requirements of clause 7.3 of ISO/IEC 17011:2017 shall be applied.

7.4 Preparation for Assessment

Requirements of clause 7.4 of ISO/IEC 17011:2017 shall be applied. In addition:

The accreditation body shall appoint an assessment team consisting of a team leader and a suitable number of assessor(s)/expert(s) who is/are qualified in halal and competent enough in halal products and services requirements as per the accredited scope of the halal certification scheme.

When selecting the assessment team, the accreditation body shall ensure that the expertise brought to each assignment is appropriate. In particular, the team as a whole:

- a) shall have appropriate expertise in the specific scope of halal compliant accreditation;

- b) shall have sufficient understanding to make a reliable assessment of the competence of the conformity assessment body to operate within its halal' compliant scope of accreditation.

7.5 Review of Documented Information

Requirements of clause 7.5 of ISO/IEC 17011:2017 shall be applied.

7.6 Assessment

Requirements of clause 7.6 of ISO/IEC 17011:2017 shall be applied. In addition:

- a. Due care shall be provided to the competences of the staff under assessment. This shall be adequately recorded in the assessment report.

7.7 Accreditation Decision-Making

Requirements of clause 7.7 of ISO/IEC 17011:2017 shall be applied. In addition to:

- a. The accreditation body shall ensure that personnel involved in halal compliant accreditation decision making are competent in halal and well trained on halal requirements including expertise in Islamic affairs.
- b. The accreditation body shall define the criteria of competency for personnel involved in halal compliant accreditation decision making.
- c. It is recommended that accreditation assessment results should be accepted between the IHAF signatory members. And this is subjected to further arrangements between members.

7.8 Accreditation Information

Requirements of clause 7.8 of ISO/IEC 17011:2017 shall be applied.

7.9 Accreditation Cycle

Requirements of clause 7.9 of ISO/IEC 17011:2017 shall be applied.

7.10 Extending Accreditation

Requirements of clause 7.10 of ISO/IEC 17011:2017 shall be applied.

7.11 Suspending, Withdrawing or Reducing Accreditation

Requirements of clause 7.10 of ISO/IEC 17011:2017 shall be applied.

7.12 Complaints

Requirements of clause 7.12 of ISO/IEC 17011:2017 shall be applied. In addition:

The decision to be communicated to the complainant shall be made by, or reviewed and approved by, individual(s) not involved in the activities in question and knowledgeable in Halal' compliant accreditation process and halal requirements as per Halal' definition.

7.13 Appeals

Requirements of clause 7.13 of ISO/IEC 17011:2017 shall be applied. In addition:

The decision to be communicated to the appellant shall be made by, or reviewed and approved by, individual(s) not involved in the activities in question and knowledgeable in halal' compliant accreditation process and halal requirements as per halal definition.

7.14 Records on Conformity Assessment Bodies

Requirements of clause 7.14 of ISO/IEC 17011:2017 shall be applied.

8 Information Requirements

8.1 Confidential Information

Requirements of clause 8.1 of ISO/IEC 17011:2017 shall be applied.

8.2 Publicly Available Information

Requirements of clause 8.2 of ISO/IEC 17011:2017 shall be applied.

9 Management System Requirements

9.1 General

Requirements of clause 9.1 of ISO/IEC 17011:2017 shall be applied.

9.2 Management System

Requirements of clause 9.2 of ISO/IEC 17011:2017 shall be applied. In addition to:

Accreditation body shall ensure having all needed procedures and policies that enables it to fulfill requirements related to halal accreditation in conformity assessment practices.

9.3 Document Control

Requirements of clause 9.3 of ISO/IEC 17011:2017 shall be applied.

9.4 Records Control

Requirements of clause 9.4 of ISO/IEC 17011:2017 shall be applied.

9.5 Nonconformities and Corrective Actions

Requirements of clause 9.5 of ISO/IEC 17011:2017 shall be applied.

9.6 Improvement

Requirements of clause 9.6 of ISO/IEC 17011:2017 shall be applied.

9.7 Internal Audits

Requirements of clause 9.7 of ISO/IEC 17011:2017 shall be applied.

9.8 Management Reviews

Requirements of clause 9.8 of ISO/IEC 17011:2017 shall be applied. In addition:

- a. Inputs to management reviews shall include:
 - i. Considering results of peer evaluations done under IHAF.
 - ii. Feedback from interested parties in field of halal.