



Islamic Foundation

Ministry of Religious Affairs

Department of Halal Certification

Plot:E-4/A, Block : Civic Sector, Section : Agargaon, sher-E-Bangla Nagar,
Dhaka-1207

Phone :02-222218298, 02-222218299

PRODUCT CERTIFICATION SCHEME

Bismillahir Rahmanir Rahim

Formal Audit Report (Stage-2)

Client ID :

1. Name and address of the Company with contact details:	
2. Name of the product :	
3. Brand Name :	
4. Name of Inspecting Officer:	
i. ii. iii.	
5. Audited Standards :	GSO 2055-1 :2015, MS 1500:2019 and OIC/SMIIC 1:2019
6. Product Category :	
7. Product Category Code :	
8. Date of Inspection :	

7. Details for Stage-1 Audit (date of previous audit, Stage 1 performed On Site or off site, audit duration and audit findings) :

.....

.....

.....

.....

8. Reported results:

(Please write the present status and progress on deficiencies identified during Stage-1 audit related to the following items and collect relevant evidence or information)

- ❖ Verification to the compliance with the international Halal standards such as GSO 2055-1:2015, MS 1500:2019 and OIC/SMIIC 1:2019.

A. Top management capability and commitment to ensure the requirement of Halal standard and customer satisfaction:

i. Establish Food Safety Management System Policy

Yes

No

If yes please attach the copy of food safety policy.

ii) Statutory and regulatory requirements (Trade license, Tax identification Number, Vat registration number, food safety license, fire safety certificate, factory license, Phyto sanitary certificate, environmental clearance certificate, import/Export registration certificate, HACCP Plan, Halal Standard, labelling regulations etc.) document in place.

Yes

No

iii) Facility has conducted overall SWOT Analysis (strategic planning technique used to identify the strengths, weaknesses, opportunities and threats of an organization) to identify potential risks and opportunities so that they can take control measures to mitigate risks and grab opportunities.

Yes

No

iv) The infrastructure and work environment (workspace, general lighting condition, temperature, humidity, equipment) of the client's premises seems to be satisfactory

Yes

No

v. Use of tools (internal audit, management review, corrective and prevent action system, training of employee especially for food safety staff, utilizing updated technology, research and development wing) for continuous improvement.

Yes

No

VI. Hazard analysis worksheet for process step is available

Yes

No

If yes, attach the HACCP Plan

vii. Does the company have a Internal Halal Assurance Committee?

Yes

No

If yes , attach Halal Critical Control Points (HCP) Plan.

Viii. Does the company ensure their products meet the requirements of Sanitary and Phytosanitary Standards (e.g. prevent foodborne illness and contaminants, setting safe levels of pesticide residues, protect plant products from pests and diseases)

Yes

No

ix. Regular maintenance system is in the place to avoid cross contamination (tested for yeast, mold at planned interval, only approved food grade lubricant and greases are used, allergen management procedure well documented, bacteriological examination for water and ice, maintenance and calibration of equipment).

Yes

No

X. Does the company have a product recall system?

Yes

No

(If yes please attached product recall flow chart)

xi. Does the company have a customer complaint management cell?

Yes

No

(If yes please attach the copies of the latest record)

xii. Arranging management review meeting at least once in a year.

Yes

No

B. Facility Inspection (key areas of focus include)

i. Storage area requirements:

(put a tick mark if the observation is correct during inspection).

- Storage is well maintained, clean, dry and well ventilated during inspection. ☐
- FIFO in place. ☐
- Properly Stacked. ☐
- Products on pallets. ☐
- Store all food at least 6 inches off the floor to avoid contamination and allow for cleaning. ☐
- Store all food at least 18 inches away from the outer walls. ☐
- Foods on shelves should be at least 6 inches from the ceiling and store food at room temperature between 50 to 70° F. ☐
- Keep perishable food at safe temperature (41° F or below in refrigerator or frozen. ☐
- Store raw foods below cooked foods to prevent cross-contamination. ☐
- Use food grade container. ☐
- Label your package with product name and date during freezing. ☐

ii. Production lines Requirement :

Give a tick mark (✓) if the production line fulfill the following halal requirement during formal inspection :

- a) Company ensure that production lines are free from non halal substances (such as blood, alcohol and products from prohibited animals).
- b) Dedicated equipment used for halal production to avoid contamination.
- c) Production line and equipments thoroughly cleaned and decontaminated to remove any non halal residues or harmful substances.
- d) Use food grade chemical (such as food grade NaOH) for cleaning pipelines and equipment.
- e) Equipment or production line must be designed to be easily clean and disinfected.
- f) Production lines and equipments constructed from corrosion resistant materials like stainless steel.
- g) At the end of each production cycle production line should be pre rinsed, wash with detergent and rinsed again.
- h) Production line require routine disinfection often fortnightly using appropriate chemicals like caustic soda. In the same time production floor should be easily cleanable, chemical resistant, free from dirt and bacterial buildup; Epoxy production floor fulfill these needs . ISO 22000 recommend this type of floor.

(If the above mentioned items are found to be correct as per halal standards during formal inspection, attach evidence thereof.)

iii. Cleaning station's requirement

- a. Checking the availability and use of dedicated cleaning tools for Halal production. If the facility is

available please attach detailed logs of all cleaning activities, including the date, time, areas cleaned and the personnel involved.

- b. Verifying that all cleaning and sanitizing agents are free from haram (non halal) substances like alcohol or prohibited animal derived ingredients and they must meet both Islamic principles and conventional safety standards. please attach the list of chemicals used for cleaning and sanitation process including trade name/brand name, generic or chemical name.
- c. Is SWAB test done to check the effectiveness? If yes, attach the records of SWAB test.

C. Process Verification :

(This involves confirming that the entire process-from raw material management to production, storage, distribution and transportation complies with Islamic rules and conventional safety standards)

i. Raw material handling :

During formal inspection, it is mandatory to confirm that only Halal certified ingredients are used. GSO/SMIIC/JAKIM requirements for raw materials are given below if they meet the requirements during formal inspection then put the tick mark inside the box.

- Raw materials are fit for Halal food production. ☐
- Free from contamination. ☐
- properly sorted and inspected
(Halal Raw Materials stored separately from non Halal). ☐
- Stored effectively. ☐
- Dedicated Halal transportation. ☐
- Raw materials free from parasites, toxin and decomposition. ☐
- Using appropriate Laboratory test. ☐
- Check supplier's halal certificate or certificate of analysis (COA). ☐
- Food additives (enzyme, chemicals) are Halal/ Food grade certified. ☐
- Ensure proper segregation of raw materials from finished products to prevent cross contamination. ☐

ii. Processing :

- Ensure that process comply with Halal standards (e.g GSO2055-1:2021,OIC/SMIIC 1:2019 and MS 1500:2019) [**Ensure dedicated Halal production line**]
- Verify process flow charts of each product. Attach process flowcharts of each products as a documentary evidence.
- Attach list of equipment (types, brand and manufacturer) used.

iii. Food safety programs :

- Whether based on ISO 22000:2018 or equivalent : (Yes/No)-----

(If yes, attach food safety policy).

- Verification of records of quality control test : (State whether testing done in house or provided by a service laboratory. If in house list facilities and tests or take a record as a documentary evidence.)

.....

- Details of samples taken by audit team for analysis.

.....

iv. **Packaging :**

- Verifying that packaging materials are Halal Compliant and free from contamination. (Check for food grade certificate. If yes, please attach the certificate as a proof).
- Verification to the compliance with Goods Packaging Rules-2021, BD
- Verify that finished product ensure following mandatory labelling information
 - a. Product identification
 - b. Packer/Importer details
 - c. Batch and date information
 - d. Expiry and quantity
 - e. Maximum retail price
 - f. Storage and use instructions.
 - g. Allergen
 - h. Country of origin
 - i. List of ingredients
 - j. Nutritional information.

iv. **Assess Supply Chain integrity :**

- Ensure that raw material, suppliers and transportation methods maintain halal integrity. (Check Supplier's Halal certificate is valid or expired, if Halal certificate is not available then check for certificate of analysis-COA, Check the process and equipment are free from haram contamination, verifying that transportation and storage methods are shariah-compliant and do not lead to cross contamination, In case of distribution and warehousing ensure proper segregation and handling of halal products from non halal items, proper labeling and packaging to indicate the Halal status of the product, maintain cool chain during transportation if necessary.)

D. Verify the following records.

- i) Records of internal audit :
- ii) CIP record, floor cleanliness record :
- iii) Waste disposal record(ETP, WTP):.....

iv) Pest control record (Bait station map):

v) Third party lab test report :

vi) Swab test record for equipment :

vii) Swab test for personnel hand :

vii) Food plant air quality record :

viii) Employee health record :

E. **Summary of Audit Findings**

a. Number of non-conformance (attach NC Format):

Signature and Name of the Client

Signature and Name of the Inspecting Officer

1.

2.

3.

Stage-2