



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

HALAL PRODUCT CERTIFICATION SCHEME

Bismillahir Rahmanir Rahim

Audit Report (Surveillance-2)

1. Client ID (My gov Application No) :
2. Name and address of the Company :
3. Contact person's name, position and phone :
4. Scope description (Products that are covered by Quality management system) :
5. Name of the product:
6. New Product Name (If included):
7. Brand Name :
8. Product Category Code or Sub-category according to GSO 2055-2:2021 :
9. Audited Standard and Audit type : GSO 2055-1:2015, MS 1500:2019 and OIC/SMIIC 1:2019, Surveillance audit-2
10. Previous audit record (**Surveillance-1**):
11. Surveillance mode : Yearly surveillance.
12. Audit team Leader:
13. Halal Islamic Affairs Expert :
14. Technical Expert :
15. Audit date and duration :
16. Incase of Remote auditing ICT tools used if any : Google Meet/Zoom/MS teams/Skype or others

17.Detailed Results : (Audited Standard GSO 2055-1:2015/MS 1500:2019 / OIC/SMIIC 1:2019)

No	Major Nonconformity	Area/Process	Date
No	Minor Nonconformity	Area/Process	Date

18.Management of nonconformities :

In case of major nonconformity action plan with follow-up audit or action plan and submission of document should be needed.

Action plan and follow-up audit or submission of document :

A scheduled plan of actions with the serial number of the findings, root cause analysis (determine why it arose), correction (to address immediate issue) and corrective action plan (action to prevent repeat, person responsible and due date for completion) have to be submitted to the auditors for reviewing (deadline: within 6 weeks after the last audit day). Sometimes, follow-up visits are required for major nonconformities. In case of minor nonconformity a scheduled plan of actions with the serial number of the findings, root cause analysis, corrections and corrective action plan have to be submitted to the auditors for reviewing (deadline : within 6 weeks after the last audit date). If necessary please submit the documents only. Generally follow-up visit is not mandatory for minor nonconformity.

Serial No. of the findings	Type of NC		Corrective action
	Major	Minor	
Details of observations :			

19. Comments for next audit (Recertification visit):

Signature and Name of Applicant's Representative

Signature and Name of Halal Auditor

1.

2.

3.