



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

Non-Conformity Summary Sheet

Client ID (My gov Application No) :

Name and address of the Company :

No	Major nonconformity	Area/Process	Date
01.			
02.			
03.			
04.			
No	Minor nonconformity	Area/Process	Date
01.			
02.			
03.			

04.			
05.			
06.			
07.			
08.			
09.			
10.			

In case of major non conformities follow up audit or action plan and submission of document should be needed. Generally follow up audit/visit is not mandatory for minor nonconformity.

A scheduled plan of actions with the serial number of findings (major non conformity), corrections (to eliminate the non-conformity), root cause analysis (determine why it arose) and corrective action plan (to eliminate the cause of non-conformity, 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). Same schedule also need for minor nonconformity. But follow up visit/audit is not essential for minor nonconformity.

Signature and Name of Applicant's Representative	Signature and Name of Halal Auditor
	1. 2. 3.

