



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

Initial Halal Certification Audit (Stage-1)

Bismillahir Rahmanir Rahim

Client ID :

Name and address of the Company with contact details : (Please attach KYC Form)	
Name of the product :	
Brand Name :	
Name of Inspecting Officer: i. ii. iii.	
Audited Standards :	GSO 2055-1 :2015, MS 1500:2019 and OIC/SMIIC 1:2019
Product Category :	
Product Category Code :	
Date of Inspection :	

Reported results (Related to):

(1)	Specific conditions of the site with legal status :																					
(2)	Necessary information related to production (Number of work shift and number of employee pershift, production capability, actual production year)																					
(3)	Process and equipment used (Process flowchart, type of machinery used, country origin and brand name of the machinery)																					
(4)	In house testing and calibration facilities																					
(5)	Raw materials and ingredient list Product Name :..... <table border="1"> <thead> <tr> <th>Raw materials/ingredients</th> <th>Composition in product % or product recipe</th> <th>Animal, plant, microbial, synthetic or chemical origin</th> <th>In case of animal source please mention the species of origin e.g. bovine, caprine, avian, cervidae, fish</th> <th>Country of origin</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> (Please attach a list with the same format if the space provided is insufficient)		Raw materials/ingredients	Composition in product % or product recipe	Animal, plant, microbial, synthetic or chemical origin	In case of animal source please mention the species of origin e.g. bovine, caprine, avian, cervidae, fish	Country of origin															
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(6)	Raw materials Supplier's certificate (Please attach Supplier's certificate)																					

(7)	Operational personnel capability (Please attach training certificate)	
(8)	Statutory and regulatory requirement (Relevant licenses/standard/food safety management system issues)	
	a.Trade License	
	b.Food Safety License from BFSA (Bangladesh Food Safety Authority)	
	c.Vat registration	
	d.Factory License from the department of Inspection for Factories and Establishments (DIFE)	
	e.TIN certificate	
	f.Fire License	
	g.Environmental Clearance certificate	
	h.HACCP Plan	
	i.Good manufacturing practices (GMP)	
	j.Halal Standard followed	
(9)	Details of quality control system a. Quality policy (document outlining the organization's commitment to quality) [Please attach Quality policy and Quality objectives] b. Halal assurance committee (developing halal assurance system, internal halal training and awareness programme) [Please attach Halal assurance committee team member's name with designation] c.Product recall and withdrawal process flowchart [Attach flowchart]	
(10)	Record related a) CIP record, floor cleanliness records b) Swab test record for equipments c) Employee Health record d) Waste disposal record e) Pest control record (attach bait station map) f)Third party lab test report	

(11)	Information regarding internal audit	
(12)	Client's status regarding to the preparedness for stage -2 (Findings and required corrective action)	

Signature and Name of the Client

Signature and Name of the Inspecting Officer

1.

2.

3.