

BCG Halal 1

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The Religious Council
Brunei Darussalam

GUIDELINE FOR HALAL CERTIFICATION

BCG Halal 1

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Committee Representation

The Technical Committee on the Development of National Halal Standards and Guidelines for Halal Food was entrusted by the Ministry of Industry and Primary Resources for the preparation of this standard. The members of the Technical Committee are as follows:

Permanent Secretary (Chairman)	Ministry of Industry and Primary Resources.
Secretary of the Religious Council (Joint Deputy Chairman)	Department of Religious Council, Ministry of Religious Affairs.
Director of Syariah Affairs (Joint Deputy Chairman)	Department of Syariah Affairs, Ministry of Religious Affairs.
Director of Islamic Legal Unit	Islamic Legal Unit, Ministry of Religious Affairs.
Director General of Health Services	Department of Health Services, Ministry of Health.
Acting Director of Agriculture	Department of Agriculture, Ministry of Industry and Primary Resources.
Head of Agro-Technology Development Division	Department of Agriculture, Ministry of Industry and Primary Resources.
Head of Livestock and Veterinary Services Division	Department of Agriculture, Ministry of Industry and Primary Resources.
Chief Religious Research Officer	State Mufti's Office, Prime Minister's Office.
Senior Religious Officer	Halal Food Control Division, Department of Syariah Affairs, Ministry of Religious Affairs.
Senior Project Officer	National Accreditation and Standards Centre, Ministry of Industry and Primary Resources.
Deputy Senior Counsel	Attorney General's Chambers, Prime Minister's Office.
Special Duties Officer	Ministry of Development.
Deputy Dean	University of Brunei Darussalam.
Manager	BMC Food Industries Sdn. Bhd.
Executive Director	PDS Abattoir Sdn. Bhd. And PDS Meat Industries Sdn. Bhd.
Manager	Mulaut Abattoir Sdn. Bhd.
Manager	Sabli Food Industries (B) Sdn. Bhd.

Working Group representation

The Working Group on Guideline for Halal Certification, which prepared this Brunei Darussalam Certification Guideline for Halal Certificate and Halal Label, consists of the following representatives:

Pengiran Hajah Rosidah binti Pengiran Haji Metussin (Chairman)	Department of Agriculture, Ministry of Industry and Primary Resources.
Awang Haji Abdul Wahab bin Haji Sapar	Department of Religious Council, Ministry of Religious Affairs.
Awang Haji Kasim bin Haji Mohamad	Department of Syariah Affairs, Ministry of Religious Affairs.
Dayang Hajah Dahlia binti Haji Aliakbar	Department of Agriculture, Ministry of Industry and Primary Resources.
Pengiran Hajah Masliati binti PSJ Pengiran Haji Abdul Mumin	Department of Agriculture, Ministry of Industry and Primary Resources.
Dayang Hajah Rokiah binti Haji Omar	Department of Agriculture, Ministry of Industry and Primary Resources.
Dr. Kasumawati binti Haji Md. Ja'afar	Department of Agriculture, Ministry of Industry and Primary Resources.
Dayang Hajah Roainah binti Haji Abdul Rahman	Department of Agriculture, Ministry of Industry and Primary Resources.
Dayang Hajah Siti Raihani binti Haji Abdul Hamid	Department of Agriculture, Ministry of Industry and Primary Resources.

1 SCOPE

The aim of this guideline is to clarify the requirements to be complied to in order to obtain the Halal Certificate and Halal Permit issued by the Majlis Ugama Islam Brunei Darussalam (Majlis). The guideline is authorised under the Majlis, which requires the place of business to set up and implement *Halal* procedures that meet the Brunei Darussalam Standard for Halal Food PBD 24 : 2007, followed by the application and granting of the Halal Certificate and Halal Label. The certification process includes adequacy, compliance and any follow-up audits by appointed certified auditors. The Majlis will verify the maintenance of the certified *Halal* procedures through surveillance audit.

The issue of Halal Certificate is granted for each type of business or each place of business in respect of any business having more than one place of business and the issue of permit to use the Halal Label is granted for each type of food. The guideline is implemented through collaboration between the government, a pool of government auditors and the food companies.

2 DEFINITIONS

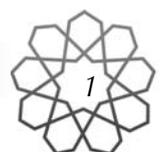
For the purpose of this guideline, the following definitions shall apply:

2.1 Adequacy audit

A desk-top/ document audit to examine the contents of all supportive documents as required by the Majlis : General Requirements for Halal Certification including Halal Certificates, records, list of ingredients and packaging materials are submitted to verify that all the requirements of the Halal Certificate and Halal Label Order, 2005, Brunei Darussalam Standard for Halal Food PBD 24 : 2007 and the Brunei Darussalam Certification Guideline for Halal Certificate and Halal Label - Guideline for Halal Certification (BCG Halal 1) has been addressed.

2.2 Audit

Systematic, independent and documented process for obtaining audit evidence (2.4) and evaluating it objectively to determine the extent to which the audit criteria (2.3) are fulfilled. An audit will be performed by trained auditors appointed as inspectors, under the Halal Certificate and Halal Label Order, 2005 to determine whether the *Halal* procedures and requirements and also the related results comply with planned arrangements and whether these arrangements are implemented effectively and are complied to ensure the foods produced are *Halal* in accordance to *Hukum Syara'*.



2.3 Audit criteria

Set of policies, procedures or requirements.

NOTE: Audit criteria are used as a reference against which audit evidence (2.4) is compared.

2.4 Audit evidence

Records, statements of fact or other information, which are relevant to the audit criteria (2.3) are verifiable.

NOTE: Audit evidence may be qualitative or quantitative.

2.5 Auditor

A person technically competent in auditing *Halal* procedures and requirements in a particular food processing technology or field, formally appointed by the Minister, with the approval of His Majesty the Sultan and Yang Di-Pertuan, as inspector under Halal Certificate and Halal Label Order, 2005.

2.6 Certificate holder

The holder of a Halal Certificate.

2.7 Certification

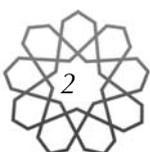
Procedure by which the Majlis as the officially recognised body provide written assurance that the *Halal* procedures conforms to Halal Certificate and Halal Label Order, 2005, Brunei Darussalam Standard for Halal Food PBD 24 : 2007 and the BCG Halal 1 requirements.

2.8 Committee

The Halal Certificate and Halal Label Inspection Committee appointed under the Halal Certificate and Halal Label, 2005.

2.9 Compliance

Compliance means the production activities and operations at the place or the place of business meet the Halal Certificate and Halal Label Order, 2005, Brunei Darussalam Standard for Halal Food PBD 24 : 2007 and the BCG Halal 1 requirements.



2.10 Compliance audit

An activity to obtain evidence that requirements of the Halal Certificate and Halal Label Order, 2005, Brunei Darussalam Standard for Halal Food PBD 24 : 2007 and the BCG Halal 1 have been complied. It includes adequacy, on site and follow-up audits. Compliance audit is conducted by means of an independent, impartial and objective audit to ascertain full compliance with the Halal Certificate and Halal Label Order, 2005, Brunei Darussalam Standard for Halal Food PBD 24 : 2007 and the BCG Halal 1 criteria and requirements.

2.11 Conformance

Conformance means activities are carried out according to the established procedures as laid out in the *Halal* procedures and requirements.

2.12 Corrective action request (CAR)

Non-conformance documented by the auditor which must be satisfactorily addressed or corrected by the applicant. All CAR(s) must be closed before a recommendation for the issue of Halal Certificates and Halal Permits can be made.

2.13 Follow-up audit

The follow-up activity to obtain evidence that the non-conformance given as CAR(s) are being satisfactorily corrected and implemented and that the *Halal* procedures and requirements have been maintained. A follow-up audit can be on-site or adequacy / document audit.

2.14 Food

Any substance, whether processed, semi-processed or raw, which is intended for human consumption, and includes drinks, chewing gum and any substance which has been used in the manufacture, preparation or treatment of 'food' but does not include cosmetics or tobacco or substance used only as drugs.

2.15 Food analyst

A person appointed under subsection (1) of section 3 of the Public Health (Food) Act (Chapter 182).

2.16 *Halal*

Things or actions permitted by *Hukum Syara'* without punishment imposed on the doer.

2.17 **Halal Certificate**

A Halal Certificate issued by the Majlis under the Halal Certificate and Halal Label Order, 2005.

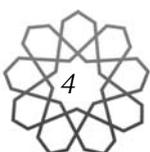
When exhibited in any place of business, the Halal Certificate shall mean that the food in relation to which the certificate is referring:

- a) neither is nor consists of or contains any part or matter of an animal that a Muslim is prohibited by *Hukum Syara'* to consume or that has not been slaughtered in accordance with *Hukum Syara'*;
- b) does not contain anything that is considered to be impure in accordance with *Hukum Syara'*;
- c) has been prepared using an instrument that is free from anything which is considered to be impure in accordance with *Hukum Syara'*; and
- d) has not in the course of preparation or storage, been in contact with or close proximity to any food that fails to satisfy paragraph (a), (b) or (c) and anything that is considered to be impure in accordance with *Hukum Syara'*.

2.18 **Halal Label**

When used in relation to food in the course of trade or business, the Halal Label shall mean that such food:

- a) neither is nor consists of or contains any part or matter of an animal that a Muslim is prohibited by *Hukum Syara'* to consume or that has not been slaughtered in accordance with *Hukum Syara'*;
- b) does not contain anything that is considered to be impure in accordance with *Hukum Syara'*;
- c) has been prepared using an instrument that is free from anything which is considered to be impure in accordance with *Hukum Syara'*;
- d) has not in the course of preparation or storage, been in contact with or close proximity to any food that fails to satisfy paragraph (a), (b) or (c) and anything that is considered to be impure in accordance with *Hukum Syara'*.



2.19 Lead Auditor

An auditor appointed as chief inspector by the Minister under the Halal Certificate and Halal Label Order, 2005.

2.20 Majlis

Majlis Ugama Islam constituted under section 5 of the Religious Council and Kadis Courts Act (Chapter 77).

2.21 Minister

Minister of Religious Affairs.

2.22 Non-conformance (NC)

Non-conformance means activities carried out not in accordance to the established procedures as laid out in the *Halal* procedures and requirements.

2.23 On-site audit

An audit that is conducted at the applicant's premises.

2.24 Package

Includes anything in which or any means by which any food is wholly or partly cased, covered, enclosed, contained, placed or otherwise packed, and includes a basket, pail, bottle, tray or receptacle of any kind, whether open or closed.

2.25 Permit

A Permit issued under the Halal Certificate and Halal Label Order, 2005. The permit authorises the applicant to use the Halal Label on the packages of the food concerned, subject to such conditions as the Majlis may think fit.

2.26 Permit holder

The holder of a permit.

2.27 Place

Any premises, building, room, erection and any defined or enclosed area or the other structure, whether permanent or otherwise, and includes vehicle.

2.28 Place of business

Any place where trade is carried on and includes :

- a) any place for the display, storage or packing of food, whether cooked or not, intended for human consumption, by way of trade or for the purposes of gain or distribution;
- b) any place at which, or within the curtilage or precincts of which, any manual labour is exercised or any plant or machinery is operated, for the preparation or manufacture of food, by the way of trade or for purposes of gain or distribution.

2.29 Prepare

Includes manufacture, processing and any form of treatment.

2.30 Pre-requisite programmes

Pre-requisite programmes shall mean the universal steps or procedures that control the operational conditions within a food establishment allowing for environmental conditions that are favourable to the production of safe and *Halal* food, as described in the Halal Certificate and Halal Label Order, 2005; Brunei Darussalam Standard for Halal Food, PBD 24:2007, and BCG Halal 1 or other related documents.

2.31 Surveillance audit

On-site audit of *Halal* certified place of business by the surveillance auditors to verify the effective and continuous maintenance of *Halal* procedures.

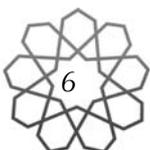
3 APPLICATION PROCEDURES FOR HALAL CERTIFICATE

3.1 APPLICATION

3.1.1 The applicant is required to make one application for :

- a) each type of business;
- b) each place of business in respect of any business having more than one place of business.

3.1.2 Anybody who intends to obtain the Halal Certificate for place of business can obtain the application form (**Appendix 1**) from the Halal Food Control Division, Department of Syariah Affairs, Ministry of Religious Affairs.



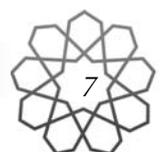
Application form must be completed and accompanied with relevant certificates and documents, as the following:

- a) Copy of Applicant's Identity Card / Passport.
- b) Company profile.
- c) Copy of Miscellaneous License of company (if any).
- d) Copy of Business License.
- e) Copy of Business Registration Certificate.
- f) Name and information of the type of business.
- g) Name and address of other place of business (if any).
- h) Name and information of product/menu for verification.
- i) Ingredients used.
- j) Name and address of producer / ingredient supplier.
- k) Halal status of ingredients and their *Halal* certifications or product specifications for critical ingredients (as appropriate).
- l) Type of packaging material (if any).
- m) Processing and production procedures.
- n) Product process flow.
- o) Other certificates or documents such as Hazard Analysis and Critical Control Point (HACCP) Plan, International Standard Organisation (ISO), Good Hygiene Practices (GHP) , Good Manufacturing Practices (GMP), Total Quality Management (TQM), Veterinary Health Mark (VHM), Veterinary Inspection Logo (LPV) and other (if applicable).
- p) Map of the place or the place of business.

3.1.3 Completed application form must be submitted to the Halal Food Control Division, Department of Syariah Affairs, Ministry of Religious Affairs.

3.1.4 Applicants must open a special file on "Halal Certification" to file all relevant documents for reference during audit.

3.1.5 Completed application form will be submitted to the Inspection Committee and the Committee will instruct the auditors to audit the place of business and ingredients being used by the applicant. The auditor may also take samples of any food therein for analysis by a food analyst, when or if required. The flow chart of application procedure is described in **Appendix 2**.



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- 3.1.6 All costs and expenses for auditing including travelling expenses, incurred on or incidental to an audit and analysis will be borne by the applicant or the certificate holder, and payment should be made to the Majlis.
 - 3.1.7 Auditing report accompanied by the certificate of laboratory analysis (if relevant), will be submitted to the Inspection Committee.
 - 3.1.8 The Committee will make a report to the Majlis within 14 days after studying the auditing report.

3.2 Issue of Halal Certificate

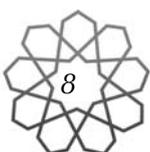
The Majlis, after giving due consideration to the report of the Committee and on being satisfied that the applicant has complied with any *Halal* procedures and requirements and upon payment of the fee, will issue a Halal Certificate (**Appendix 3**) to the applicant, subject to such conditions as the Majlis may think fit.

3.3 Changes requiring approval

- 3.3.1 No changes shall be made without the prior approval of the Majlis to the ownership of the business or to such other matters as may be stated in the conditions subject to which the Halal Certificate is issued.
- 3.3.2 The certificate holder may apply for such approval by the Halal Food Control Division, Department of Syariah Affairs, Ministry of Religious Affairs.
- 3.3.3 Upon receipt of such application, the Halal Food Control Division, Department of Syariah Affairs, Ministry of Religious Affairs may require auditors to conduct compliance audit to the place of business inspected and any food analysed, and a report to be submitted by auditors to the Committee.
- 3.3.4 The Majlis may, after giving due consideration to the report of the Committee, approve the proposed change.

3.4 Changes in the name of business etc.

Whenever any changes is made or occurs to the name of any business or of any address of any place of business, the certificate holder, shall within 30 days of such change furnish, by sending by post or delivering to the Halal Food Control Division, Department of Syariah Affairs, Ministry of Religious Affairs, a statement in writing specifying the nature and date of the change.



3.5 Changes in particulars of Halal Certificate

Where any of the changes referred to in subsection (1) of section 3.3 or in section 3.4 affects any particular that has been printed on the Halal Certificate, the Halal Certificate shall accompany the application referred to in section 3.4, as the case may be, to be surrendered to the Majlis for revocation and upon payment of the fee prescribed in section 5, the Majlis shall, as soon as practicable, issue a new Halal Certificate.

4.0 APPLICATION PROCEDURES FOR HALAL LABEL

4.1 APPLICATION

4.1.1 The applicant is required to apply for a permit to use Halal Label.

4.1.2 The applicant is required to make one application for each type of food product.

4.1.3 Anybody who intends to obtain a permit to use the Halal Label on the packages of the food concerned can obtain the application form (**Appendix 4**) from the Halal Food Control Division, Department of Syariah Affairs, Ministry of Religious Affairs. Application form must be completed and accompanied with relevant certificates and documents, as the following:

- a) Copy of Applicant's Identity Card / Passport;
- b) Company profile;
- c) Copy of Miscellaneous License of company (if any);
- d) Copy of Business License;
- e) Copy of Business Registration Certificate;
- f) Name and information of the type of business;
- g) Name and address of other place of business (if any);
- h) Name and information of product/menu for verification;
- i) Ingredients used;
- j) Name and address of producer / ingredient supplier;
- k) *Halal* status of ingredients and their *Halal* certifications or product specifications for critical ingredients (as appropriate);l) Type of packaging material (if any);
- m) Processing and production procedures;
- n) Product process flow;



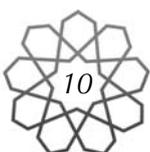
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- o) Other certificates or documents such as Hazard Analysis and Critical Control Point (HACCP) Plan, International Standard Organisation (ISO), Good Hygiene Practices (GHP), Good Manufacturing Practices (GMP), Total Quality Management (TQM), Veterinary Health Mark (VHM), Veterinary Inspection Logo (LPV) and other (if applicable); and
 - p) Map of the place or the place of business.
- 4.1.4 Completed application form must be submitted to the Halal Food Control Division, Department of Syariah Affairs, Ministry of Religious Affairs.
- 4.1.5 Applicants must open a special file on “Halal Certification” to file all relevant documents for reference during audit.
- 4.1.6 Completed application form will be submitted to the Inspection Committee and the Committee will instruct the auditors to audit the place of business and ingredients being used by the applicant. The auditor may also take samples of any food therein for analysis by a food analyst, when or if required. The flow chart of application procedure is described in **Appendix 5**.
- 4.1.7 All costs and expenses for auditing including travelling expenses, incurred on or incidental to an audit and analysis will be borne by the applicant or the permit holder, and payment should be made to the Majlis.
- 4.1.8 Auditing report accompanied by the certificate of laboratory analysis (if relevant), will be submitted to the Inspection Committee.
- 4.1.9 The Committee will make a report to the Majlis within 14 days after studying the auditing report.

4.2 Issue of Permit

The Majlis, after giving due consideration to the report of the Committee and on being satisfied that the applicant has complied with any *Halal* procedures and requirements and upon payment of the fee, will issue a permit (**Appendix 6**) authorising the applicant to use the Halal Label (**Appendix 7**) on the packages of the food concerned, subject to such conditions as the Majlis may think fit.

4.3 Changes requiring approval

- 4.3.1 No changes shall be made without the prior approval of the Majlis to the ownership of the business or to such other matters as may be stated in the conditions subject to which the permit is issued.



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- 4.3.2 The permit holder may apply for such approval by from the Halal Food Control Division, Department of Syariah Affairs, Ministry of Religious Affairs.
 - 4.3.3 Upon receipt of such application, the Halal Food Control Division, Department of Syariah Affairs, Ministry of Religious Affairs may require auditors to conduct compliance audit to the place of business inspected and any food analysed, and a report to be submitted by auditors to the Committee.
 - 4.3.4 The Majlis may, after giving due consideration to the report of the Committee, approve the proposed change.
 - 4.3.5 Where the application is with respect to changes in the ingredient of the food in respect of which a permit has been issued, upon payment of the fee prescribed in section 5, the Majlis shall issue a new permit as appears in Appendix 6 authorising the applicant to use the label on the package of the food subject to such conditions as the Majlis may think fit.

4.4 Changes in the name of business etc.

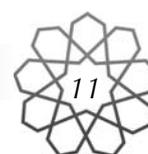
Whenever any changes is made or occurs to the name of any business or of any address of any place of business, the permit holder, as the case may be, may within 30 days of such change furnish, by sending by post or delivering to the Halal Food Control Division, Department of Syariah Affairs, Ministry of Religious Affairs, a statement in writing specifying the nature and date of the change.

5.0 FEES

- 5.1 Applicant approved by the Majlis would be charged \$30 for every Halal Certificate and \$50 for every Halal Permit. Payment could be made at the first floor of Ministry of Religious Affairs’s building, during the days and time stated below:

Monday to Thursday	8.00 to	11.30 morning
	1.30 to	2.30 afternoon
Saturday	8.00 to	10.30 morning

- 5.2 The Halal Certificate and the Halal Permit will be issued after the payment had been made.
- 5.3 The Halal Certificate will be valid for one year from the date of issue.



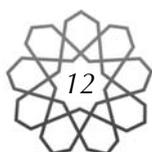
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- 5.4 Renewal of the Halal Certificate should be done not less than 30 days prior to the expiry date.
 - 5.5 Fees for renewal or replacement of Halal Certificate is \$30.00.
 - 5.6 Halal Label should be used on every package/box of the relevant food after the Halal Permit has been issued.

6.0 EXPENDITURE

- 6.1 All costs involving research or laboratory analysis regarding the *Halal* status of product ingredients will be borne by the applicant or the certificate holder or the permit holder.
- 6.2 All costs and expenses, including travelling expenses, incurred on or incidental to an audit will be borne by the applicant or the certificate holder or the permit holder.
- 6.3 Payment of fee will be charged for every issue, renewal or replacement of Halal Certificate.
- 6.4 Payment of fee will be charged for every issue of permit to use Halal Label.

7 GENERAL REQUIREMENTS FOR CERTIFICATION OF HALAL CERTIFICATE AND HALAL LABEL

- 7.1 Every manufacturer / place / place of business should produce / prepare only *Halal* products.
- 7.2 Every company applying for Halal Certificate and Halal Label must ensure that all raw ingredients used are *Halal* and suppliers or sub-contractors who supply only *Halal* materials or having Halal Certificates are selected.
- 7.3 Every company must comply to the *Halal* procedure and requirements as stated in the Halal Certificate and Halal Label Order, 2005; Brunei Darussalam Standard for Halal Food PBD 24:2007, and BCG Halal 1.
- 7.4 Companies which fall under Multinational and Medium Industry categories should form an Internal Halal Audit Committee to handle and ensure that *Halal* procedures and requirements are complied.



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- 7.5 During preparation, handling, processing, packaging or transportation, the product must be in clean condition and not containing any non halal ingredient according to *Hukum Syara'*.
- 7.6 The use of equipment or appliances at the premise must be clean and free from filth according to *Hukum Syara'* or not hazardous to health.
- 7.7 Transportation used must be for *Halal* products only.
- 7.8 Cleanliness of the equipments, manufacturing area and the surrounding must be controlled seriously and the factory should practice Good Manufacturing Practices (GMP).
- 7.9 Employees must practice good code of work ethics and good hygiene practices as the following:
- a. All employees must undergo medical examination at any health centre approved by the government before and during the course of employment;
 - b. All employees must be trained on the *Halal* Principles;
 - c. All employees must practice good personal hygiene, especially those who work as production operators;
 - d. Any employee who is not feeling well or having any open wound that can affect the quality of any product should not be allowed to work until the person has recovered;
 - e. Direct hand contact of the handlers with the raw material or half finished products should be avoided;
 - f. Smoking, eating, drinking or storing of food, drink, cigarette, medicine and other things must be kept at specified area and not allowed in the production area or any other places that can reduce the quality of products;
 - g. All individuals entering the production area should wear special factory attire or proper and clean clothing (if attire is not available) in accordance with procedures on health and personal cleanliness for permanent employees, temporary employees, management staff, visitors and others;
 - h. Employees should always maintain a high degree of personal cleanliness and, where appropriate, wear suitable protective clothing, head and mouth covers, gloves and footwear;

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- i. Employees must always wash their hands thoroughly using suitable detergent;
 - At the start of food handling activities;
 - Immediately after using the toilet; and
 - After handling raw food or any contaminated materials.
 - j. Employees are not allowed to wear or bring personal effects such as jewellery, watches, pins or other items into food handling areas if they pose a threat to the safety and suitability of food;
 - k. Employees must be committed and responsible for the assigned *Halal* policy.
- 7.10 Any form of deity or religious statues is prohibited in the premises or food processing area.

8 AUDITING PROCEDURES

8.1 Preparation for Auditing

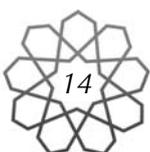
The Minister will appoint such number of persons as he may consider necessary to become auditors, one of whom will be the lead auditor under the Halal Certificate and Halal Label Order, 2005 for the preparation of auditing. The names of the auditors will be made known to the applicant. Audit arrangements will be made between the lead auditor and the applicant.

8.2 Compliance Audit Procedure

The procedure for compliance audit is documented under Brunei Darussalam Guideline for Halal Certification and Halal Label - Guideline for Halal Compliance Audit (BCG Halal 2). A summary of the procedure in the form of a flow chart is shown in **Appendix 8**.

8.2.1 Adequacy audit

On receipt of the complete documentations, the auditors will conduct an adequacy audit on the *Halal* procedures and Pre-requisite Programmes. The lead auditor collates comments on the adequacy audit and prepares an Adequacy Report on the *Halal* procedures and Pre-requisite Programmes for the applicant with a copy to the Committee.



8.2.2 On-site audit

Upon completion of an adequacy audit, an on-site audit is recommended. The lead auditor contacts the applicant for the on-site compliance audit appointment and sends out a formal on-site audit programme to the applicant and the appointed auditors. The programme will include entry (opening) meeting, plant visit, documentation comments, auditors meeting and exit (closing) meeting. The auditors will present corrective action requests (CAR) during the exit meeting. The applicant will respond to CAR(s) issued within three (3) weeks after the on-site audit depending on the type of non-conformance. The company shall rectify the CAR(s) given and submit the updated document within six (6) months from the on-site audit for follow-up audit.

8.2.3 Follow-up audit (FUA)

FUA shall be carried out within two (2) weeks of a request by applicant which can be on-site or document audit. The FUA consists of entry meeting, plant visit, document audit comments and exit meeting. When all the CAR(s) have been closed out, the lead auditor prepares final recommendation report.

8.2.4 Report of auditors

The Lead Auditor will make a report in respect of each inspection and submit it, accompanied by the certificate of laboratory analysis (if relevant), to the Committee not later than 14 days after the date of auditing.

9 AUDITOR

Auditors involved in this scheme consist of compliance auditors and surveillance auditors.

9.1 Compliance auditor

Compliance auditors will be selected from a pool of certified auditors from relevant government agencies (refer to Guideline for Certification of Halal Compliance Auditor - BCG Halal 3). The compliance auditor will conduct the compliance audit.

9.2 Surveillance auditor

Surveillance auditors will be selected from a pool of certified auditors from relevant government agencies, appointed by the Minister. The auditors will conduct the surveillance audits. The Compliance auditors should not be

appointed as surveillance auditor for the same company. Criteria for the surveillance auditor is as prescribed in the Guidelines for Halal Surveillance Audit (BCG Halal 4).

10 EVALUATION PROCESS

The Committee will make a report to the Majlis after studying the report of the lead auditor. The Majlis will issue a Halal Certificate and Halal Permit after considering the report of the committee.

11 MAINTENANCE OF THE CERTIFIED HALAL CERTIFICATE AND HALAL LABEL

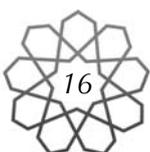
Surveillance audits will be conducted on the certified place or place of business in at least (6) six months, to determine whether the *Halal* procedure and requirements are being maintained. However, the frequency of the audits will vary according to the needs. More frequent audits will be conducted based on the recommendation of the compliance audit report and on cases such as rejection of products by importing countries and customer complaints.

12 RENEWAL

- 12.1 The certificate holder may apply to renew the Halal Certificate not less than 30 days prior to its expiry date.
- 12.2 The Halal Certificate can be renewed anytime before the expiry date for further periods not exceeding 1 year due to changes as stated in section 3.2 and section 4.2 .
- 12.3 The recommendation for renewal will be based on the reports of the surveillance audit team throughout the year. The Majlis will then decide on the approval for renewal.

13 CONFIDENTIALITY

It is the policy of the Majlis to require all committee members and auditors to maintain confidentiality of information and documentation belonging to the applicant. No auditor will be allowed to carry out audits unless he/she has signed an official letter of agreement on confidentiality. In addition, auditors are also required to abide by the Code of Ethics for Auditors.



14 ENQUIRY

Further information on this Halal Certification and Halal Label and on the application form, can be obtained from:

Halal Food Control Division,
Department of Syariah Affairs
Ministry of Religious Affairs
Brunei Darussalam
Tel : 673-2237405 / 673-8897681
Fax : 673-2223106
Web site : www.religiousaffairs.gov.bn

15 REFERENCES

Buku Panduan Prosedur Persijilan Halal dan Label Halal Negara Brunei Darussalam. Bahagian Kawalan Makanan Halal, Jabatan Hal Ehwal Syariah, Kementerian Hal Ehwal Ugama.

Codex Food Hygiene Basic Texts - Third Edition 2003. Codex Alimentarius (2004).

Codex Food Labelling Complete Texts - Revised 2001. Codex Alimentarius (2001).

Halal Certificate and Halal Label Order, 2005 (S 39/05). Brunei Darussalam.

Halal Meat Act (Chapter 183). Brunei Darussalam.

Halal Meat Rules (R1 of Chapter 183). Brunei Darussalam.

ISO 19011 - Guidelines for Quality and / or Environmental Management Systems Auditing.

Malaysian Certification Scheme for Hazard Analysis and Critical Control Point MCS1 - Guideline for HACCP Certification Food Quality Control Division, Department of Public Health, Ministry of Health Malaysia (2001).

Manual Procedure of Halal Certification Malaysia. Department of Islamic Development Malaysia (2005).

Public Health (Food) Act (Chapter 182). Brunei Darussalam.

Public Health (Food) Regulations (R1 of Chapter 182). Brunei Darussalam.

APPLICATION FORM FOR HALAL CERTIFICATE



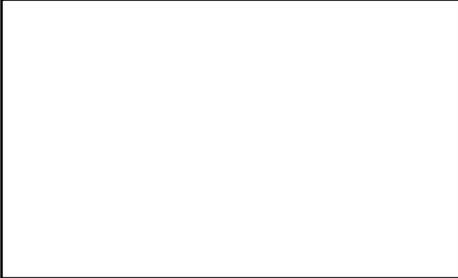
**THE RELIGIOUS COUNCIL
BRUNEI DARUSSALAM**

HALAL CERTIFICATE AND HALAL LABEL ORDER, 2005

APPLICATION FOR HALAL CERTIFICATE

[This application includes business branch and franchise]

1. Name of Business :

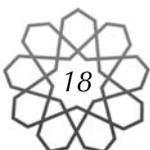
2. Business Mark (if any) : 

3. Address of Business :

4. Business License No. (if any) :

5. Business Registration Certificate No. (if any) :

6. Type of Business :



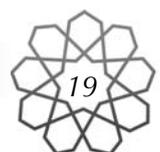
7. Particulars of Owner

Name	Home Address	Identity Card No. and Colour

8. Particulars of Food / Brand Name

Name of Food	Ingredients	Manufacturer / Supplier

9. Business Mark (if any)



10. Declaration

I / We declare that all particulars and information stated in this form are true.

Name and Signature of Owner / Group of Owner :

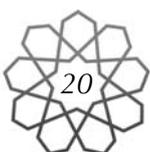
NAME :	SIGNATURE :
1.
2.
3.
4.
5.

If the space given is inadequate for the names, please add and attach names on a separate sheet of paper.

Date :(Hijriah)
.....(Masehi)

Copies which have been verified for the following must be attached :

- i. Business License;
- ii. Business Registration Certificate;
- iii. Copy of Applicant's Identity Card / Passport;
- iv. Company profile;
- v. Copy of Miscellaneous License of company (if any);



- vi. *Halal* status of ingredients and their Halal Certifications or product specifications for critical ingredients (as appropriate);
- vii. Type of packaging material (if any);
- viii. Processing and production procedures;
- ix. Product process flow;
- x. Other certificates or documents such as Hazard Analysis and Critical Control Point (HACCP) Plan, International Standard Organisation (ISO), Good Hygiene Practices (GHP), Good Manufacturing Practices (GMP), Total Quality Management (TQM), Veterinary Health Mark (VHM), Veterinary Inspection Logo (LPV) and other (if applicable); and
- xi. Map of the place or the place of business.



FOR OFFICIAL USE

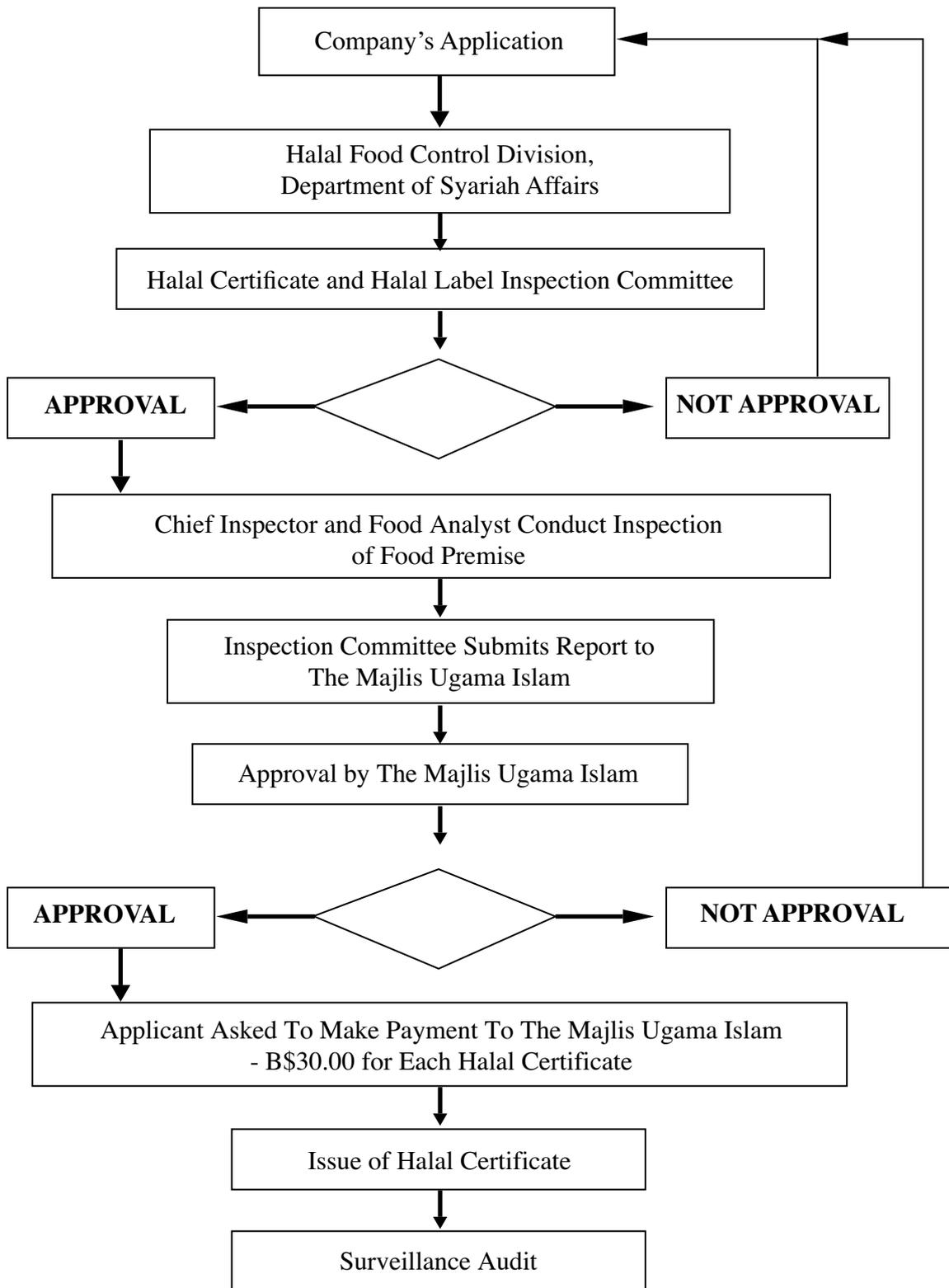
.....
.....

Stamp

Date :(Hijriah)
.....(Masehi) Secretary of Religious Council
Brunei Darussalam



**FLOW CHART FOR APPLICATION OF HALAL CERTIFICATE
[HALAL CERTIFICATE AND HALAL LABEL ORDER, 2005]**



HALAL CERTIFICATE

**THE RELIGIOUS COUNCIL
BRUNEI DARUSSALAM**

HALAL CERTIFICATE



Halal Certificate issued under Section 6 (1) of Halal Certificate and Halal Label Order, 2005

Name of Business :	
Detail of Place of Business :	
Address of Place of Business :	
Certificate of Business Registration :	Business License :

Issued on :

Valid until :

Date :(Hijriah)
.....(Masihi)

.....
**Signature and Seal
Secretary of Religious Council
Brunei Darussalam**

Halal Certificate and Halal Label Order, 2005
Permit under Section 6 (1)



APPLICATION FORM FOR HALAL CERTIFICATE



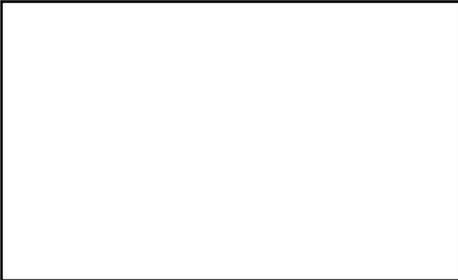
**THE RELIGIOUS COUNCIL
BRUNEI DARUSSALAM**

HALAL CERTIFICATE AND HALAL LABEL ORDER, 2005

APPLICATION FOR HALAL CERTIFICATE

[This application includes business branch and franchise]

1. Name of Business :

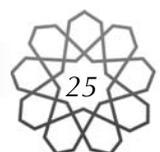
2. Business Mark (if any) : 

3. Address of Business :

4. Business License No. (if any) :

5. Business Registration Certificate No. (if any) :

6. Type of Business :



7. Particulars of Owner

Name	Home Address	Identity Card No. and Colour

8. Particulars of Food / Brand Name

Name of Food	Ingredients	Manufacturer / Supplier

9. Business Mark (if any)

NAME OF FOOD



10. Declaration

I / We declare that all particulars and information stated in this form are true.

Name and Signature of Owner / Group of Owner :

NAME :	SIGNATURE :
1.
2.
3.
4.
5.

If the space given is inadequate for the names, please add and attach names on a separate sheet of paper.

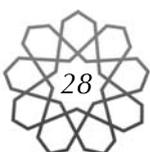
Date :(Hijriah)
.....(Masehi)

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- iii. Copy of Applicant's Identity Card / Passport;
- iv. Company profile;
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- ix. Product process flow;
- x. Other certificates or documents such as Hazard Analysis and Critical Control Point (HACCP) Plan, International Standard Organisation (ISO), Good Hygiene Practices (GHP), Good Manufacturing Practices (GMP), Total Quality Management (TQM), Veterinary Health Mark (VHM), Veterinary Inspection Logo (LPV) and other (if applicable); and
- xi. Map of the place or the place of business.



FOR OFFICIAL USE

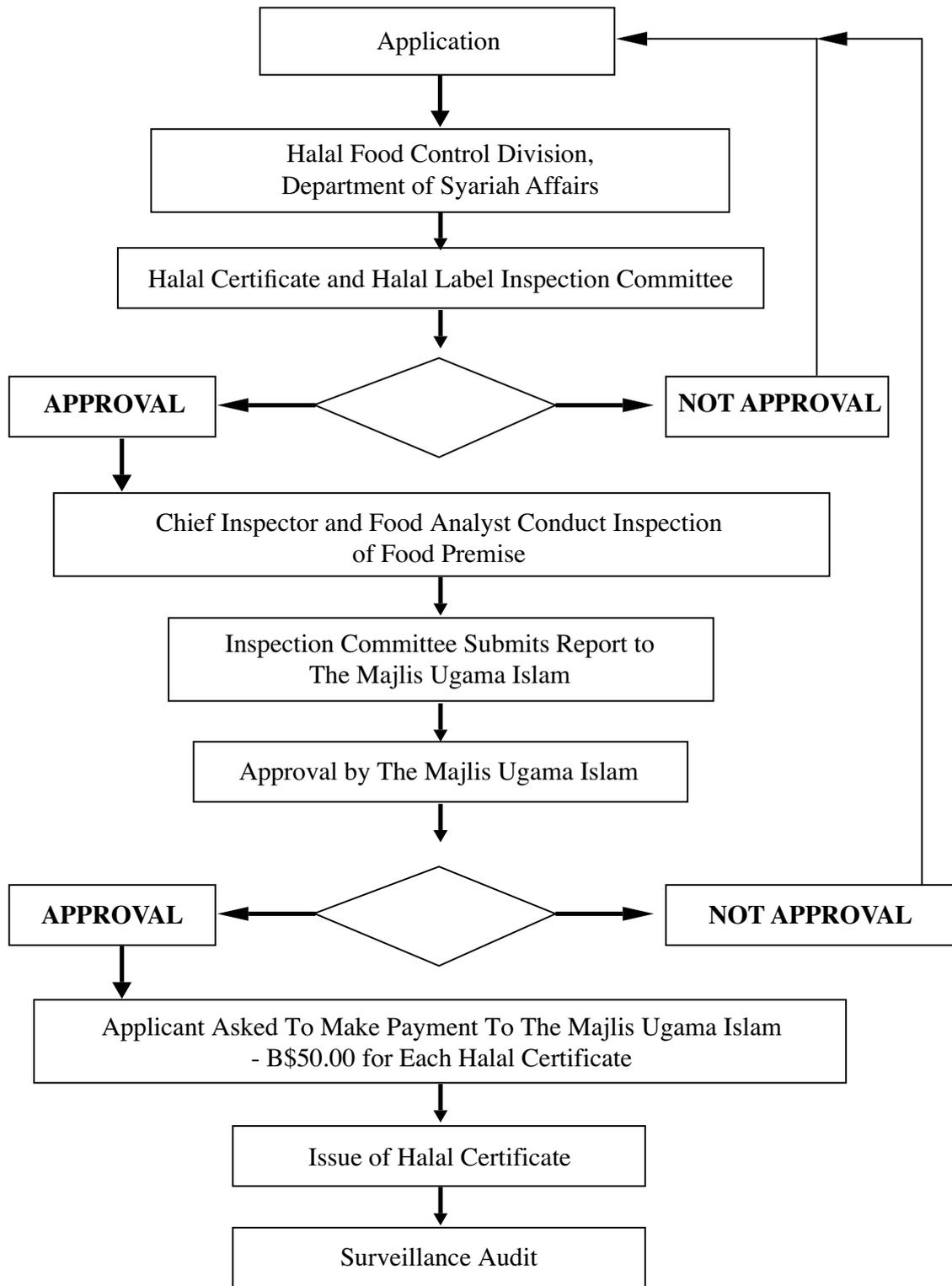
.....
.....

Stamp

Date :(Hijriah)
.....(Masehi) Secretary of Religious Council
Brunei Darussalam



**FLOW CHART FOR APPLICATION OF HALAL CERTIFICATE
[HALAL CERTIFICATE AND HALAL LABEL ORDER, 2005]**



PERMIT

HALAL CERTIFICATE AND HALAL LABEL ORDER, 2005
PERMIT UNDER SECTIONS 12 (1) / 43 (5)

.....

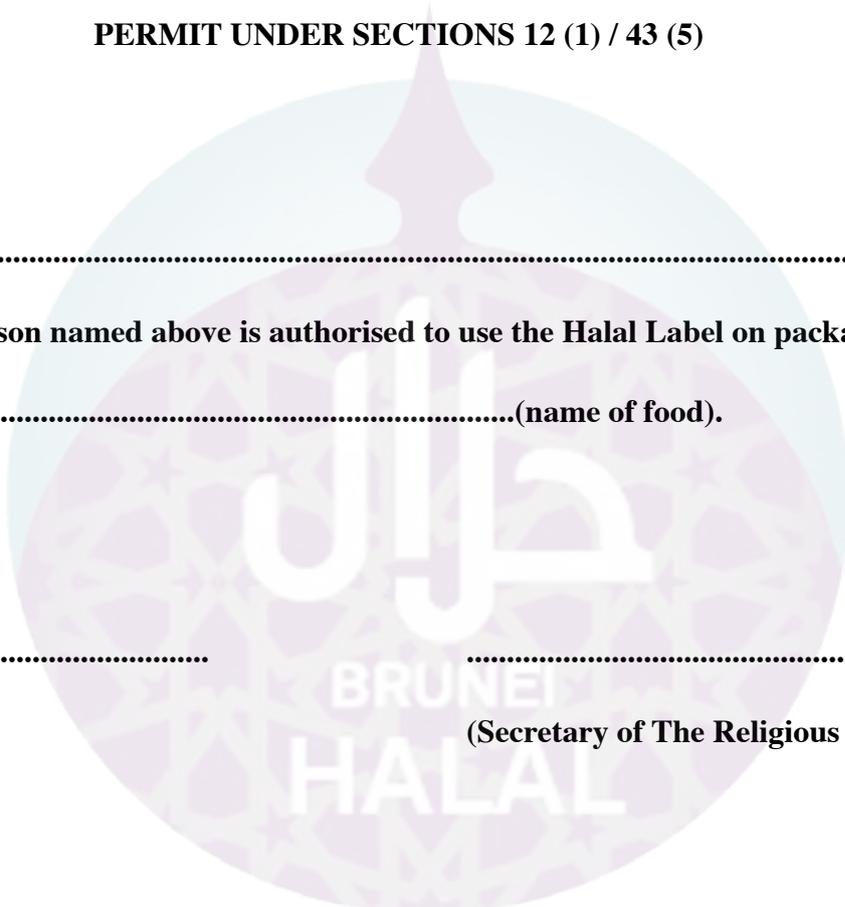
The person named above is authorised to use the Halal Label on packages of

.....(name of food).

Date :

.....

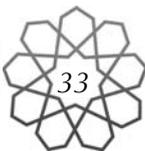
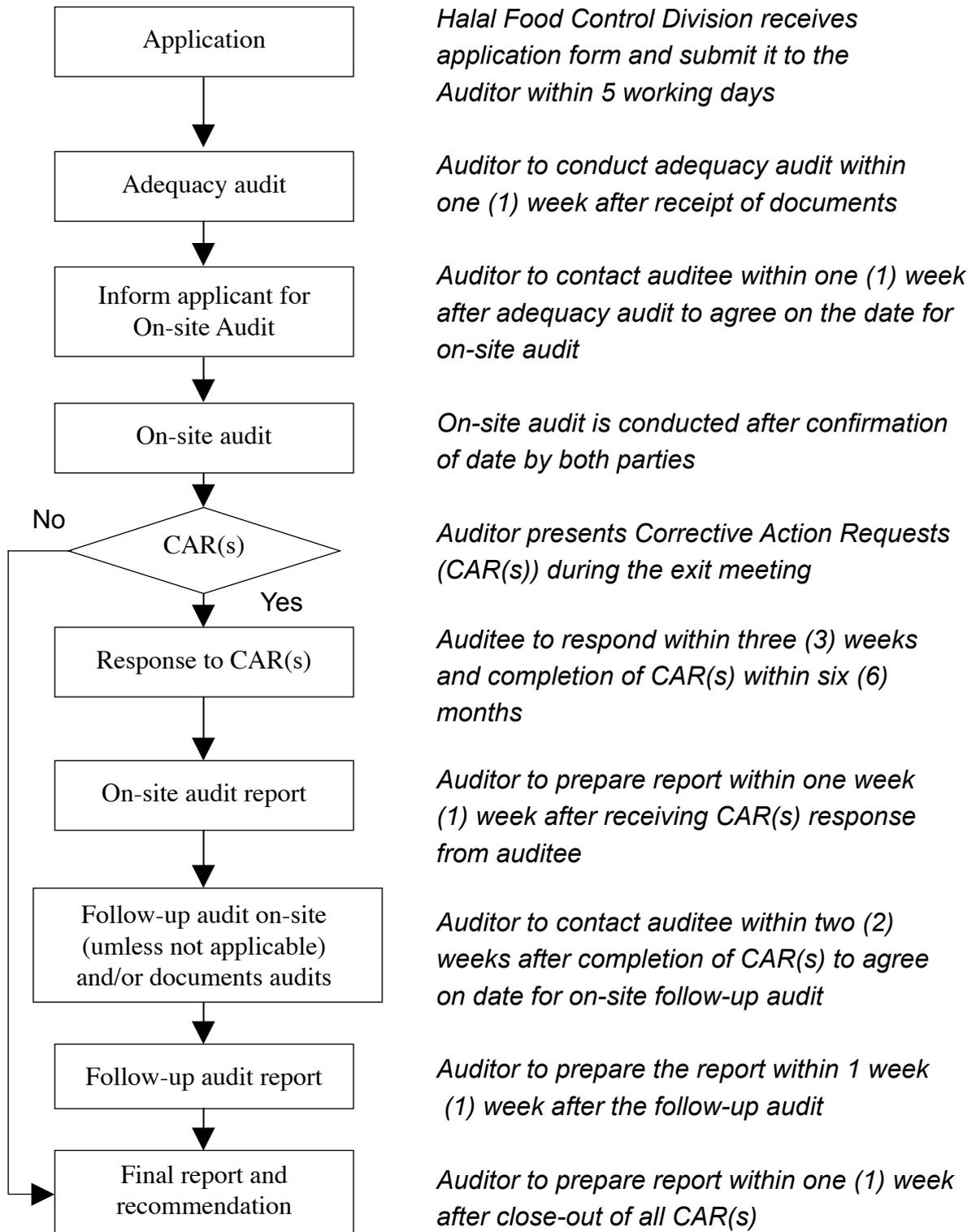
(Secretary of The Religious Council)



HALAL LABEL



COMPLIANCE AUDIT FLOW CHART



NOTE



NOTE



NOTE

