



Rules for the issue of the certificate of conformity for Halal products and relative license for the use of the EML and RINA Halal logo

*Approved on: 17/03/2015
Revision: 01
Effective from: 17/03/2015*

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Technical rules



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CHAPTER 1 OVERVIEW

1.1

These Rules illustrate the procedures applied by RINA for the certification of products specifically identified on the basis of the EML-RINA "Reference standard for Halal certification – Product and system requirements" and the procedures for the Organisations to request, obtain, maintain and use such certification, as well as the possible suspension and withdrawal thereof.

For any issues not covered in this document, please consult the "GENERAL CONTRACT CONDITIONS GOVERNING SYSTEM, PRODUCT AND STAFF CERTIFICATION" which can be downloaded at www.rina.org.

1.2

RINA issues the certificate to Organisations conforming to the "Reference standard for Halal certification – Product and system requirements".

1.3

The certificate may be issued to any kind of Organisation and RINA applies the tariff currently in force, ensuring fair and equal treatment.

RINA reserves the right to reject certificate requests from Organisations whenever the same, or their production or activity, have been subjected to restrictions, suspension or disqualification by a public authority.

In the event that RINA should reject a certificate request, the relevant reasons shall be provided to the client.

1.4

The certificate issued by RINA pertains exclusively to a single Organisation, where Organisation means a group, company, enterprise, body or institution, or parts and combinations thereof, whether associated or not, public or private, with its own functional and administrative structure.

For Organisations with more than one operating unit, each unit may be defined as an Organisation.

1.5

Attendance of observers at surveys must be previously agreed upon between RINA and the Organisation.

1.6

The terminology of these Rules conforms to the UNI CEI EN ISO/IEC 17000:2005 standard.

CHAPTER 2 REFERENCE STANDARD / CERTIFICATION REQUIREMENTS

2.1

In order to obtain the Halal certificate in accordance with the EML-RINA standard, an Organisation must meet the requirements under the reference standard and under these Rules.

2.2

In particular, in order to obtain the Halal certificate according to the EML-RINA standard, the Organisation must:

2.2.1 Establish and keep operative a Halal Management System and meet the Halal product requirements, in full compliance with the requirements of the reference standard. The management system shall be considered fully operative when it has been completely developed and applied for at least 3 months.

2.2.2 Have arranged and implemented the procedures under the reference standard and all those required for compliance with the standard requirements.

Such procedures may be documented through:

- descriptions,
- flow charts,
- other.

2.3

The compliance of the Organisation with the reference standard shall be assessed by an audit programme comprised of, at least:

- a) a two-step certification assessment,
- b) a complete assessment for the first year,
- c) a complete assessment for the second year,
- d) a renewal of the certificate in the third year,
- e) eventual extra audits,
- f) possible unannounced audit.

The following is considered in order to set the audit program:

- the Organisation size,
- the scope and complexity of the Halal Management System,
- the products and processes,

- the level of effectiveness of the Halal Management System,
- the results of previous controls,
- the certificates already acquired or other audits carried out.

2.4

In the event that the assessment procedure is interrupted, the Organisation shall pay the contractual fees relevant to the Stages of activity carried out before such interruption.

In the event of cancellation of an on-site audit with notice given less than 7 days before the scheduled date, a lump-sum compensation of Euro 1,000 shall be charged to cover the costs resulting from the non-performance of such activity.

CHAPTER 3 INITIAL CERTIFICATION

3.1

In order to obtain the Halal certificate of EML–RINA, an Organisation must provide the main data of the firm and of the sites by filling and sending RINA, duly signed, the "Halal Informative Questionnaire" (available on the website www.rina.org) for the preparation of the relevant quotation by RINA.

3.2

Before carrying out the audit, RINA shall ensure that:

- a) there is enough information on the requesting Organisation and its Halal Management System for the conduction of the audit;
- b) RINA has the expertise and skills to carry out the certifying activities;
- c) the certificate application field is clearly indicated, the location of the applying Organisation's business, the time required to complete the audit and any other element affecting the certification activity are taken into account (language, safety conditions, threats to objectivity, etc.).

3.3

On acceptance of the economic offer, the Organisation must send RINA, together with such offer, the "Certification request" form, duly signed.

On receipt of the "Certification request" and the relative annexes and having ensured they are complete, RINA will send the Organisation a written confirmation of acceptance of its application.

The "Certification request", accepted by RINA, formalises the relationship between RINA and the Organisation for the purposes of the Halal certification, as mentioned in the same form.

The agreement signed by RINA and the Organisation includes:

- the certification audit, comprising two stages, and, in case of successful completion, the issue of the certificate;
- the subsequent maintenance and re-certification audits;
- any additional services specified in the offer, including pre-audit, if requested by the Organisation.

During the certification audit, the Organisation must prove that the Halal Management System has been fully operative for at least three months and that such system and the relevant procedures are effectively implemented.

3.4

Together with or following the "Certification request", the Organisation must make the following documents available to RINA:

- the Halal Management System Manual, accompanied by other management or product manuals of the Organisation, where applicable;
- the Organisation's management procedures (latest valid revision), copy of the Chamber of Commerce certificate or an equivalent document certifying the existence of the Organisation and the activity it performs;
- organisational chart;
- plan of the establishment and of any other locations to be certified;
- internal audit planning;
- list of the main applicable laws and/or rules.
- where applicable, list of the locations, with description of the activities performed.

Apart from those mentioned above, RINA may request, at its discretion, other documents it considers relevant for the assessment of the Halal Management System.

Such documents are examined for compliance with the Halal reference standard and with these Rules.

3.5

The certification audit is comprised of two stages:

- Stage 1: which may be entirely carried out through documents or, if RINA so deems appropriate, depending on the characteristics and critical aspects of the Organisations and the products to be certified, partly through documents and partly at the Organisation's site.
- Stage: carried out on site.

During the certification audit, the Organisation must prove that the Halal Management System and the relevant procedures have been operative and effectively implemented for at least three months.



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3.6

After the successful completion of the certification audit and the validation by RINA, a certificate of conformity to the reference standard is issued, with three years validity.

The certificate shall include the name and address of the company, the address of the operating unit/s included in the certification, the scope of application of the certificate, the date of first issue, the current date of issue and the date of expiry.

The validity of the certificate is subject to the result of the annual surveillance audits and the three-yearly recertification of the Halal Management System.

Surveillance audits will be performed annually, consisting in complete audits such as for certification, to maintain certification and RINA will draw up a three-year audit program which is sent to the Organisation.

In any case the audit team at the conclusion of each audit may introduce an extra audit at short frequency in relation to the audit result.

For details on the management and validity of the certificates of conformity issued by RINA, see Chapter 7.

CHAPTER 4 MAINTAINING THE CERTIFICATE

4.1

The Organisation shall ensure to maintain over time the conformity of its Halal Management System to the reference standard and to these Rules.

4.2

The Organisation must record any claims and the relative corrective actions implemented and must make these records available to RINA together with the corrective actions undertaken further to observations made during the annual audits.

4.3

RINA will perform annually complete audits on the Halal Management System in order to evaluate whether it remains compliant with the requirements of the reference standard, as described in Chapter 6.

4.4

RINA also reserves the right to perform unannounced audits at the Organisation, in addition to those established in the three-year program:

- if it receives claims or reports, considered to be particularly significant, relative to the non-compliance of the Halal Management System with the requirements of the reference standard and with these Rules;

- in relation to significant changes taking place in the Organisation;
- in case of suspension of the certificate.

If the Organisation refuses, without a valid reason, RINA may decide to suspend/withdraw the certificate.

If RINA considers the claims and reports to be justified, the cost of the additional audit shall be borne by the Organisation.

4.5

After a successful surveillance audit, the certificate validity is confirmed.

4.6

In the case of major non-conformities or of minor non-conformities whose number in the opinion of the audit team is such as to impair the correct functioning of the system, the Organisation will be subject to a supplementary audit within the time limits established by RINA in relation to the importance of the non-conformities and, in any case, not more than three months after the end of the audit, in which the non-conformities were found.

The supplementary audit is aimed at verifying the effective implementation of the corrective actions proposed by the company to close the non-conformities found.

If the non-conformities are not timely remedied, RINA may suspend the certification until they are removed and, in any event, in accordance with the indications of Chapter 10.

All costs relative to any supplementary audits deriving from shortcomings in the Halal Management System will be charged to the Organisation.

CHAPTER 5 RECERTIFICATION

5.1

For the recertification audit of the Halal Management System, the Organisation must contact RINA every three years, about four months before the date indicated on the three-year audit program in its possession, and send an updated and complete copy of the "Halal Informative Questionnaire" (available at www.rina.org) in order to allow RINA to plan the activity and agree on the date of the recertification audit.

5.2

The recertification audit aims at confirming that the Halal Management System remains conforming and effective in its entirety, and consists in a complete assessment, such as certification and surveillance audits.

5.3

The recertification procedure must be completed within the date of expiry indicated on the certificate.

5.4

In the case of non-conformities whose number, in the opinion of the audit team, is such as to impair the correct functioning of the system, the Organisation must effectively implement the relative remedies and corrective actions before the date of expiry of the certificate of conformity.

This means that RINA must perform a supplementary audit to verify the elimination of these non-conformities in sufficient time for the subsequent issue of the certificate.

The established times within which the supplementary audit is to be performed are indicated in the recertification audit report.

The audit team may decide to carry out the supplementary audit on site or through documents, depending on the proposed corrective action.

All costs relative to any supplementary audits deriving from shortcomings in the Halal Management System will be charged to the Organisation.

5.5

Further to the successful completion of the recertification audit, of the review of the Halal Management System during the certification period and of any claims received from the Organisation, RINA shall issue the certificate of conformity.

A confirmation of the approval, with consequent new issue of the certificate by RINA, shall be sent in writing.

For details on the management and validity of the certificates of conformity issued by RINA, see Chapter 7.

CHAPTER 6 CONDUCTION OF THE AUDIT

6.1 OVERVIEW

6.1.1

The dates of audits are agreed upon with the Organisation.

An "Audit Plan" is drafted for each audit and timely sent to the Organisation.

RINA uses the Audit Plan also to inform the Organisation of the names of the auditors and technical experts appointed to carry out the audit, who are chosen on the basis of the necessary expertise to carry out the survey activities.

The Organisation may, for valid reasons, raise objections regarding the appointment of such auditors and technical experts.

In particular, according to the requirements under the Halal standard, the audit team in its entirety must be competent in:

- Islamic Sharia - through a qualified Muslim auditor or technical expert on the rules regarding permissible food.
- Food hygiene – through a qualified auditor or a technical expert.

The audit is aimed at:

- a) verifying the compliance of the client's Halal Management System, or part of the same, with the reference standard;
- b) assess the ability of the Halal Management System to ensure that the client's Organisation meets the applicable legal, regulatory and contractual requirements;
- c) assess the efficacy of the Halal Management System to ensure that the Organisation meets the specific objectives in a continuous manner.

The audit plan indicates the duties assigned to each audit team member.

In particular:

1. the structure, policy, processes, registers and documents relevant to the Halal Management System must be examined and checked;
2. their compliance with the prescriptions relevant to the scope of application of the certificate is to be verified;
3. it is necessary to verify whether the processes and procedures are worked out, implemented and kept efficient, in order to create confidence in the Organisation's Halal Management system;
4. any inconsistency between the client's policy, the objectives, targets, and results obtained is to be notified to the client to allow him take adequate measures.

6.1.2

Each member of the audit group shall be accompanied by a guide appointed by the Organisation to facilitate the conduction of the audit. The guide may be responsible for:

- a) establishing contacts and timing for the interviews;
- b) organising the visit to specific parts of the site or the Organisation;
- c) ensuring that hygiene and safety standards and safety procedures are known to and observed by the audit team members;
- d) attending the survey on behalf of the Organisation;
- e) providing explanations or information, as requested by the auditors.

6.1.3

At the end of each audit a report is drafted, indicating any non-conformities and improvement recommendations.

A copy of such report is sent to the Organisation, while RINA shall keep the original report.

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The Organisation may record any qualifications or comments regarding the findings of RINA's technical experts in the proper space of the audit report.

The contents of the report shall be subsequently confirmed by RINA in writing. If there is no written communication from RINA, the report may be considered as confirmed three days after delivery of the relevant copy to the Organisation.

NOTICE: Classification of non-conformities/findings:

Major non-conformity – a substantial shortcoming in meeting one or more requirements under the reference standard.

Minor non-conformities – partial non-conformities to a requirement under the reference standard.

Observation – improvement recommendation regarding a specific requirement of the reference standard.

6.1.4

After analysing the causes of any non-conformities and/or observations contained in the above report, the Organisation must indicate to RINA, by the date defined in the report, its proposals for handling such non-conformities, and/or its observations, and propose the necessary corrective action as well as the time expected to be necessary for their implementation.

In order to submit its proposed corrective actions, the Organisation shall fill in the relative forms available in the "Member Area"• of the RINA website (www.rina.org).

RINA shall examine the corrective actions proposed by the client's Organisation and notify its acceptance via the RINA website.

Notice: If it is impossible to access the Internet, the Organisation may fill in a paper form and send it to the pertinent RINA Office.

6.1.5

In case of major non-conformities, the certification process is suspended.

In case of minor non-conformities whose number, in the opinion of the audit team, may impair the efficacy of the Halal Management System, the certification process is likewise suspended.

In such events, a supplementary audit is to be conducted within three months, in order to verify the efficacy of the proposed remedies and corrective actions, if such audit is successfully concluded, the certification process may be resumed.

The audit team may decide to conduct such supplementary audit on site or through documents, depending on the nature of the proposed corrective action.

All costs deriving from any supplementary audits consequent to shortcomings in the Halal Management System, will be charged to the Organisation.

6.2 CERTIFICATION AUDIT

The initial certification is comprised of two stages.

6.2.1 – Stage 1

The audit Stage 1 may consist of one or two steps: the documentary step and the on-site step. The person in charge of the audit shall decide, depending on the Organisation and of the products handled, whether the Stage 1 is to be conducted on site, or only through documents.

• Audit Stage 1 – documentary: aimed at evaluation of the Halal Management System and other documents in order to:

- a) obtaining the necessary information concerning the scope of the Halal Management System, the processes and the relevant features of the Client and his suppliers;
- b) reviewing the allocation of resources for the audit Stage 2 and agree on the details of the audit Stage 2 with the Client;
- c) assessing whether the internal audits and management review have been planned and performed and whether the level of implementation of the Management System proves that the customer is ready for the audit Stage 2.

• Audit Stage 1 - on site: preliminary visit required in the Organisation that operates in the animal supply chain, or in supply chains with high risk of contamination with haram products, aimed at:

- a) having a general view of the production methods, the plant layout, the warehouses, transport and relevant services and facilities;
- b) assessing the company's hygiene safety system;
- c) identifying all raw materials and ingredients affecting the finished product's Islamic lawfulness, and collecting samples for the laboratory analyses;
- d) gathering information on the suppliers, and identifying the critical suppliers, to be subjected to audit as well;
- e) collecting the technical data sheet and any other information on the above.

The Organisation is notified of the result of the audit Stage 1 through forwarding of a copy of the report with the relevant conclusions, including the findings, duly classified. If non-conformities are found during the audit Stage 1, the relevant corrective actions must be proposed by the Organisation and accepted before starting the audit Stage 2.

The actions taken by the Organisation to eliminate the shortcomings found are generally checked during the audit Stage 2 referred to in point 6.2.2.

If major non-conformities are found during the audit Stage 1, the Organisation must implement suitable corrective actions to remove them, before moving on to Stage 2: if the Stage 1 and the Stage 2 have been consecutively planned, the Stage 2 must be rescheduled further to such resolution.

6.2.2 – Stage 2

The audit Stage 2 is conducted at the premises of the Organisation, in order to verify the correct and effective implementation of the Halal Management System.

The inspection is extended to the Organisation's suppliers, if they are critical.

The audit Stage 2 must be conducted within 6 months of the end of Stage 1, otherwise this latter must be repeated. In particular cases, RINA may extend such period to 12 months.

At least five days before the audit Stage 2, RINA shall send an audit plan with a detailed description of the activities and of the requirements for the conduction of the audit.

If the Organisation carries out its activity in more than one operating offices, the audit is conducted according to criteria established by RINA and notified to the Organisation.

The audit Stage 2 is carried out by qualified RINA experts, on the basis of the Stage 1 audit.

The Stage 2 inspection includes the following main steps:

- an initial meeting with the Organisation's representatives, in order to explain and confirm the control objectives and the audit methods indicated in the plan;
- assessment of whether the corrective actions relative to the findings of Stage 1 have been actually implemented;
- an inspection of the production site of the Organisation to verify conformity of the Halal Management System with the reference documents and its complete implementation;
- a closing meeting to explain the outcome of the audit.

In case of one or more major non-conformities and in case of minor non-conformities whose number, in the opinion of the audit team, may impair the efficacy of the Halal Management System, the certification process is suspended.

In such events, a supplementary audit is to be conducted within three months, in order to verify the efficacy of the handling and of the proposed corrective actions, if such audit is successfully concluded, the certification process may be resumed.

The audit team may decide to carry out the supplementary audit on site or through documents, depending on the kind of corrective action proposed.

All costs deriving from any supplementary audits in consequence of shortcomings in the Halal Management System, will be charged to the Organisation.

If the above period is exceeded, the Halal Management System is completely re-examined within six months of the end of the audit Stage 2:

After the six month period has elapsed without an effective resolution being taken, RINA reserves the right to definitively close the certification file and charge the time spent and expenses incurred up to that moment. In such event, if the Organisation intends to continue the certification process, a new request shall be submitted to RINA and the process will be entirely repeated.

In particular cases, the above deadlines may be changed on a request from the Organisation, deemed justified by RINA.

6.3 SURVEILLANCE AUDIT

6.3.1

Every 12 months, RINA performs complete audits on the Halal Management System in order to assess whether it remains compliant with the requirements of the reference standard.

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The date of the surveillance visit following the initial certification shall not exceed 12 months of the last day of the Stage 2 audit.

The dates, within which the surveillance audits are to be carried out, shall be indicated in the three-year audit plan defined by RINA further to the certification audit and delivered to the Organisation.

Such program may be amended by RINA, depending on the outcome of the previous surveillance audits.

In order to extend the surveillance audit deadlines for justified reasons, an agreement is to be previously reached with RINA, and the surveys are to be recovered through the subsequent audit.

6.3.2

Surveillance audits consist of the same process as the certification audit.

Details and information on the surveillance audit activities are described in the audit plan that is sent by RINA to the Organisation before the audit.

6.4 Recertification Audit

6.4.1

The recertification audit consists of the same process as the certification audit, such as surveillance, and is conducted in order to confirm that the Halal Management System remains compliant and effective, and that the certification scope remains pertinent and applicable. consists of the same process as the certification audit.

CHAPTER 7 MANAGEMENT OF CERTIFICATES OF CONFORMITY

7.1

The certificate of conformity issued by RINA is valid for three years starting from the date of approval of the initial certification or recertification proposal.

7.2

From the moment of issue of the certificate by RINA, the same and the relative three-year audit plan are made available to the Organisation in the "Member Area"• on RINA website (www.rina.org). The Organisation may therefore download such documents directly from this area of the RINA website.

If it is not possible to access the Internet, the Organisation may request a paper copy from the competent office of RINA.

7.3

The validity of the certificate for a three-year period is subject to the outcome of the annual surveillance audits.



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The certificate of conformity is reissued following the successful outcome of each recertification audit, as indicated in chapter 5 of these rules.

The validity of the certificate may be suspended, withdrawn or renounced in accordance with the provisions of Chapters 10 and 11.

RINA publishes and updates the following directly on its website www.rina.org:

- a) list of certified Organisations;
- b) status of validity of the certificates issued, indicating valid, suspended or invalid for each certificate;

On request, RINA provides information on the reasons for the invalidity of the certificate.

CHAPTER 8 AMENDMENTS TO THE CERTIFICATE AND NOTICE OF CHANGES

8.1 CHANGES IN THE ORGANISATION

8.1.1

An Organisation in possession of certification may request a modification or extension by presenting a new certification application, accompanied by the duly updated documentation indicated in point 3.4.

RINA reserves the right to examine the requests case by case and decide the assessment methods for the issue of a new certificate in accordance with the "GENERAL CONTRACT CONDITIONS GOVERNING SYSTEM, PRODUCT AND STAFF CERTIFICATION" and the reference standard or the documents that regulate the management system.

8.1.2

The Organisation must promptly inform RINA of any changes in factors that may affect the capacity of the Halal Management System to continue to meet the requirements of the reference standard. This regards, for instance, changes in:

- a) the legal, commercial, organisational or ownership status;
- b) Organisation and management (e.g.: key managers or technical staff, decision-making process);
- c) addresses of the contact persons and websites;
- d) scope of application of the activities covered by the certified Halal Management System;
- e) significant changes in the management system and processes;
- f) changes in ingredients, products, etc., including items received from suppliers.

RINA reserves the right to perform additional audits on the Organisation if the modifications communicated are considered particularly significant as regards maintaining the conformity

of the Halal Management System to the requirements of the reference standard and to these Rules, or to review the economic conditions for the possible modification of the contract.

8.2 AMENDMENTS TO THE REFERENCE STANDARD AND THE CERTIFICATION RULES

RINA shall timely inform the Organisation of any change in the reference standards or in the certification rules of RINA.

CHAPTER 9 SPECIAL REQUIREMENTS FOR MULTI-SITE ORGANISATIONS

9.1

If an Organisation operates in various permanent locations and a single certificate is requested, the audit may be conducted by sampling the sites subject to verification, provided that:

- The processes of all sites are substantially of the same type and are performed using similar methods and procedures; if different processes are carried out at different locations, such locations may be connected;
- the management system is managed, handled and re-examined at central level.

The Organisation must also demonstrate that the central office has established a management system compliant with the reference standard and that the entire Organisation meets the pre-set requirements.

In particular, at least the following activities must be managed by the central function of the Organisation:

- training assessment;
- control and review of documentation;
- review of the Halal Management System handling;
- claims management
- assessment of the effectiveness of corrective and preventive actions;
- planning and execution of internal audits and assessment of results;
- presence of the requirements under Law.

Prior to the initial audit by RINA, the Organisation must have performed an internal audit on each site and verified the conformity of its Halal Management System to the reference standard.

9.2

If the Organisation meets the above requirements, RINA will verify whether it is possible to proceed to a sampling of the sites, whose size will depend on:

- requirements linked to variable local factors;

- sectors or activities falling within the certification scope
- size of the locations suitable for a multisite audit;
- use of temporary locations.

For Organisations providing services, if the sites with activities subject to audit are not ready to be audited at the same time, the Organisation shall promptly notify RINA of the sites to be included and those to be excluded.

9.3

Based on the information provided by the Organisation, RINA will establish the applicable sampling plan and will inform the Organisations of the sites to be included in the sample.

9.4

RINA issues a single certificate with the name and address of the headquarters of the organisation. A list of the sites included in the certificate shall be annexed to the certificate, or reported on the certificate itself. An abstract may be taken from the certificate for each site included in the certification, provided that it indicates the same purpose or part of the same Halal Management System and includes a clear reference to the main certificate.

9.5

For any non-conformities found on one site during audits, the Organisation must evaluate whether they are due to shortcomings common to more than one site and, if so, it must adopt corrective actions both at the headquarters and at the other sites.

If, instead, the non-conformities and/or observations are not of the same type, the Organisation must provide suitable evidence and reasons for limiting its corrective follow-up actions.

In case of major non-conformities, even if found only on one site, the certification process will be suspended for the entire network of sites included in the list until they are resolved and, in any event, in accordance with point 10.1.

9.6

The Organisation shall notify RINA if any site included in the certification is closed. Failing such notice, RINA may decide whether to issue, suspend or withdraw the certification, depending on the contents under point 10.1.

Additional sites may be included in an existing certificate further to a surveillance or recertification audit.

CHAPTER 10 SUSPENSION, REINSTATEMENT AND WITHDRAWAL OF CERTIFICATION

10.1

The validity of the certificate of Conformity may be suspended in accordance with the "GENERAL CONTRACT CONDITIONS GOVERNING SYSTEM, PRODUCT AND STAFF CERTIFICATION" as well in the following specific cases:

- if the Organisation does not allow scheduled audits to be performed at the requested rate of recurrence;
- if non-conformities are found in the Halal Management System which have not been corrected within the time limits established by RINA
- if the Organisation does not observe the deadlines established for the communication of corrective actions, following non-conformities/observations indicated on the audit report;
- if the Organisation has made far-reaching changes to its Site(s) or moves to another site, opens new sites or closes existing sites without informing RINA of such changes;
- if the Organisation has made modifications to its Halal Management System that have not been accepted by RINA;
- if it refuses or obstructs the participation in audits of the observers of an Accreditation Body;
- for evidence that the Halal Management System does not guarantee the respect of the mandatory laws and regulations applicable to the products/services provided, activities and/or the site/s;
- if any justified and serious claims received by RINA are confirmed.

The Organisation may also make a justified request to RINA to suspend certification, normally for not more than six months and in no case after the certification expiry date.

This suspension will be notified in writing, stating the conditions for re-instating certification and the date by which the new conditions are to be complied with.

Suspension of the validity of the certificate is made public by RINA directly on the website www.rina.org as indicated in point 7.3.

10.2

Reinstatement of certification is subject to verification that the shortcomings which led to the suspension itself have been eliminated. This is achieved by means of an analytical audit checking the compliance of the Management System with all the requirements of the reference standard.

It is notified to the Organisation in writing and made public by RINA on its website www.rina.org as established in point 7.3.

10.3

Failure to fulfil the conditions as per point 10.2 above by the established date will lead to withdrawal of the Certificate of Conformity.

Withdrawal of the Certificate of Conformity may be decided as indicated in "GENERAL CONTRACT CONDITIONS GOVERNING SYSTEM, PRODUCT AND STAFF CERTIFICATION"• and in the following specific cases:

- a) when there are reasons such as those indicated in point 10.1 for suspension, which are held to be particularly serious;
- b) if the Organisation stops the activities or services covered by the certified Management System for over six months as a rule;
- c) if the Organisation does not accept the new economic conditions established by RINA through an amendment to the contract;
- d) for the case of a multi-site Organisation, if the headquarters or one of the sites does not comply with the criteria required to maintain certification;
- e) for any other reason that RINA deems to be serious for purposes of assurance of the system and product conformity, including but not limited to the proven failure of the system to pursue its objectives in compliance with legislative or contractual provisions or with product safety.

Withdrawal of the Certificate of Conformity is notified in writing to the Organisation and made public by RINA as indicated in point 7.3. Any organisation which, following revocation of its Certificate, wishes to be re-certified, must submit a new application and follow the entire procedure all over again.

CHAPTER 11

RELINQUISHMENT OF CERTIFICATION

11.1

A certified Organisation may send formal communication of waiver of certification to RINA, before the expiry of the Certificate, including in the event that the Organisation does not wish to – or cannot – conform to new provisions established by RINA.

Upon receipt of this communication, RINA initiates the procedure to invalidate the certificate. Generally speaking, RINA updates the validity status of the certificate within one month from the date of the communication.

CHAPTER 12

PUBLICATIONS ON THE RINA AND EML WEBSITES

12.1

RINA will issue and update on its internet site (www.rina.org), the list of the certified Organisations and types of products. Information on the validity of the certificate is included in such list, which contains:

- the name and address of the Organisation;



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- list of products certified and related standard documents;
- the status of validity of the certificate;
- date of expiry of the certificate, where applicable.

CHAPTER 13 USE OF MARK

After the issue of the Certificate of Conformity, the licensee is entitled to mark the certified products with the EML - RINA logo for the Halal certification.

13.1

The licensee is entitled to make public the acquisition of the licence to use the EML-RINA mark for the Halal certification.

13.2

Such publicity must be accurate and leave no room for doubts or misinterpretations concerning the type, category, features and performance of the products in question. In addition, it must be made so as to avoid any misunderstanding between marked and unmarked products.

13.3

The Halal certification mark may be reproduced in any size provided that it is clearly legible, in the opinion of RINA, and provided that the reproduction is faithful to the original.

13.4

Use of the Halal Certification mark shall immediately cease upon expiry, suspension or withdrawal of the certificate. In such events, the Organisation shall immediately remove the mark from all documents and products on which it is affixed. In particular, as regards marks affixed on products, no Halal-marked products shall be marketed with a production date (lot number/date) equal or subsequent to the date of certificate suspension, withdrawal or renounce..

13.5

The number of the Certificate of Conformity shall always be visualized next to the Halal certification mark or to the certification logo. Also, the licensee shall ensure that detailed information on the reference document (including its edition), under which the product has been certified be clearly indicated next to the mark.

13.6



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The method for affixing the Halal Certification Mark must be previously approved by RINA.

13.7

RINA carries out controls on the use of the Halal Certification Mark, verifying the licensee's documents, catalogues, packaging, and products, both on the production site and on the market. RINA will also audit the licensee's advertising.

13.8

When using the EML – RINA mark for the Halal certification, the licensee shall guarantee that the certification does not refer to products, other than those indicated in the scope of the certificate.

13.9

The EML –RINA logo for the Halal certification does not apply to laboratory tests, calibration or inspection reports

CHAPTER 14 CONFIDENTIALITY

14.1

The Organisation shall provide all necessary support for the conduction of audits. Also, the Organisation shall allow safe access to all areas where activities are carried out, which are relevant for the object of the certification/declaration.

Any and all information acquired by the audit staff shall be subject to a duty of confidentiality.

If any information concerning the Organisation is to be disclosed due to legal obligations or enlistment requirements, RINA shall notify the Organisation thereof.

CHAPTER 15 CLAIMS

15.1

Rina has a process for handling claims referred to certified clients in order to receive, assess and decide them, as well as keep track of and register them, including the actions taken in that regard.

15.2



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Any claim concerning a certified client shall be reported by RINA to the client in due time.

15.3

Claims by consumers regarding a certified product shall be decided after completing the necessary investigations.

15.4

Therefore, RINA requests that Organisations already certified or under certification:

- keep a register of all claims regarding the conformity of their products to the reference standard and make such registers available to RINA;
- adopt appropriate actions with respect to the claims received;
- document the actions undertaken.

CHAPTER 17 CONTRACTUAL CONDITIONS

For contract conditions, the contents of the current edition of RINA document "GENERAL CONTRACT CONDITIONS GOVERNING SYSTEM, PRODUCT AND STAFF CERTIFICATION" apply.



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Publication: RC/C 110
Italian edition

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Technical rules