Procedure for Suspending, Withdrawing, Reducing or Extending the Scope of Halaal Certification

Revision History

Revision	Date	Author	Brief Description of Changes
1	16/07/2018	K Guffar	First Revision
2	30/04/2020	CEO	Added in “In the event that the client wishes to increase the scope of certification or wants to introduce a new product, the client will sent an email to the COO and communicate details of the increase to the NIHT.” Added in ”If the client wishes to decrease the scope of certification or wishes to discontinue the production of a certified product the same needs to be communicated to the NIHT”
3	01/04/2026	Quality Department	Changed the Document name, Revision Number and Revision Date. Changed Prepared and Authorised by details. Changed Operations Manager to Audit Department Manager and Quality & Technical Manager to Technical & Quality Manager.

Approval

Name	Signature	Date
Technical & Quality Manager		10/06/2021
Chief Executive Officer		10/06/2021

1. Purpose

The purpose of this procedure is to ensure the correct procedure is followed when client’s certification is reduced suspended or withdrawn.

2. Scope

This procedure applies to all personnel at NIHT who carry out audit process according to Halaal requirements.

3. Applicable Documents

The following documents were used as guidelines in the establishing of this procedure:

- UAE.S 2055 – 2:2016 Halaal Products - Part Two: General requirements for Halaal Certification Bodies
- ISO 17065:2012 Standard - Requirement for Bodies Certifying Products, Processes and Services.
- ISO 17021-1:2015 Requirements for bodies providing audit and Certification of Management System Requirements.

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- ISO 9000:2015 Standard - Quality Management System – Requirements

4. Definitions and Abbreviations

Non Conformance	Non fulfilment of a requirement
Corrective Action	Action taken to eliminate the cause of an existing non-conformity, defect or other undesirable situation in order to prevent recurrence
Client	Organisation whose management system is being audited for certification purposes

5. Responsibility

It is the responsibility of the CEO or the Audit Department Manager of NIHT to suspend or withdraw a certificate from the client.
It is the responsibility of Audit Department Manager to ensure the Halaal certificate and any logo of NIHT is removed from the client's premises when a certificate is withdrawn, terminated or suspended.
It is the responsibility of the Financial Administrator to remove the client's certification information from the web site.

6. Procedure

When a client violates any of the Islamic Shariah i.e. use or storage of pork, alcohol, or any non Halaal meat or chicken etc the certification is suspended or withdrawn immediately.

NIHT will issue a non-conformance report NIHT-QF-FM-016 immediately to the client.
The client must complete the investigation, immediate corrective action and root cause section of the non-conformance report within 24 hours and submit to NIHT.

The Audit Department Manager and the Technical & Quality Manager must review the corrective action and the root cause and ensure that action is taken to eliminate the detected root cause of the nonconformity.

The following are the reasons for suspending or withdrawing the client's certification:

1. The client is found to contravene the NIHT Halaal standard and related requirements
2. The client does not allow surveillance or recertification audit to be conducted at the required frequencies.
3. The client fails to resolve non-conformances within the define time
4. The client contravenes any terns and condition of the agreement contract
5. Clients persistently or seriously fails to meet Halaal requirements
6. The client requests voluntary withdrawal of the certificate must notify NIHT in writing or
7. The clients do not pay his certification fees. Initially a telephonic call is made to the client to pay for the certification fees.

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If there is no response from the client, then a letter of demand is sent to the client Thereafter a letter is sent by the CEO informing him /her that certification is withdrawn
NIHT will only restore the suspended certification if the corrective action and root cause has been resolved to NIHT requirements.

The client will be informed in writing by the CEO or the Audit Department Manager when the certification will be restored.

In the event that the client wishes to increase the scope of certification or wants to introduce a new product, the client will sent an email to the ADM and communicate details of the increase to the NIHT.

If the client wishes to decrease the scope of certification or wishes to discontinue the production of a certified product the same needs to be communicated to the NIHT.

7. Records

The records of withdrawing and suspending certification will be maintained in the clients file until the duration of the contract.