

1.0 Purpose

This section describes the application of the requirements of PS 4992/OIC SMIIC-2 and aims to describe in detail the internal operations concerning termination, reduction, suspensions and withdrawals of the Halal certification.

Such actions may be classified as:

- Termination of the right to use the certificate, license and Halal Mark;
- Warnings;
- Reduction in scope of certification to remove nonconforming product category;
- Suspension of the right to use the certificate;
- Withdrawal of the right to use the certificate;
- Lifting of a suspension of the right to use the certificate (reinstatement).

2.0 Scope

This document covers the procedures & guidelines for maintaining, suspension, withdrawal and reduction of scope of Halal Certification for already certified clients as per PS 4992/OIC SMIIC-2 & PNAC guidelines.

3.0 Responsibilities

Technical Manager / Certification Manager will provide, on request, specific support for cases concerning warnings, suspensions and withdrawals.

4.0 Procedure

4.1 Termination

Deed whereby USB PAKISTAN LLP terminates or cancels the right to use the Halal certificate, license and Halal Mark when the licensee:

- Goes out of business.
- Permanently stopped producing the Halal certified product.
- Not complying with the requirements of the relevant standards as found during surveillance.
- Cannot ensure compliance to a new requirement brought about by change in the certification scheme or applicable standards.
- Requested for the cancellation.

4.2 Reduction

Deed whereby USB PAKISTAN LLP reduces the scope of Halal certification such that non-conforming product(s) are excluded.

4.3 Warning

Deed whereby USB PAKISTAN LLP promptly informs the licensee, after an immaterial technical or administrative breach of the contract, or a breach potentially leading to serious situations, as determined by USB PAKISTAN LLP, and likely to involve a suspension or a withdrawal.

4.4 Suspension

Deed whereby USB PAKISTAN LLP suspends the license to use Halal certificate and Halal Mark for one or more products, after verifying a technical or administrative breach of contract, failure to meet the terms of an issued warning, or nonconformance found during surveillance such as:

- defects in certified products caused by a temporary problem in the production process

- improper use of Halal Mark on certified products that cannot be solved by remedial measures on the part of manufacturer or trader

The suspension usually applies for a maximum of 6 months and gives the licensee the opportunity to take action in order to avoid Halal certification withdrawal by USB PAKISTAN LLP.

4.5 Lifting of Suspension (Reinstatement of Certification)

Deed whereby USB PAKISTAN LLP, after verifying complete fulfillment of contract obligations, notifies the licensee of the reinstatement of its right to use the certificate.

4.6 Withdrawal

Deed whereby USB PAKISTAN LLP withdraws the licensee's right to use certificate, license and Halal Mark for one or more products (or for one or several company plants or units), consequent to a serious technical or administrative breach of contract, failure to meet the terms of an issued warning, or following a further breach of contract when certification is already under suspension. The following are also grounds for withdrawal of certification:

- Product defect found during surveillance is not corrected within the agreed period
- The Halal Mark is being used for non-certified products
- Failure to settle financial obligation to USB PAKISTAN LLP
- Inadequate corrective actions taken to rectify the reasons for suspensions

4.7 Action Taken By USB PAKISTAN LLP

Nonconformity reports from surveillance activities conducted by USB PAKISTAN LLP on certified products are evaluated by the Technical Manager for any breach of contractor noncompliance to requirements of the Halal certification scheme. The severity of violation, once substantiated, shall determine whether it merits a warning, suspension or withdrawal of the licensee's certification. The final recommendation of the Technical Manager is subject to approval by the CERTIFICATION MANAGER.

The licensee is formally notified once the Halal certification is under warning, terminated, reduced in scope, suspended or withdrawn. The CERTIFICATION MANAGER and/or Technical Manager shall formulate and communicate the following:

- Substantiated nonconformity to the certification requirements resulting to the warning, termination, reduction, suspension or withdrawal of the right to use the Halal certificate;
- actions needed to end suspension, when applicable, and restore certification for the products/ services in accordance with the Halal certification scheme;
- nonconforming product(s) excluded from the scope of Halal certification, when applicable;
- any other actions required by the Halal certification scheme.

Termination, suspension and withdrawal of Halal certification require immediate termination of the right to use the Halal Mark as well as all types of advertising related to Halal certification of the product(s). USB PAKISTAN LLP makes all necessary changes to certification documents referred to in Directory of Certified Clients and public information (website, etc.) to ensure that these provide no indication that the product(s) are still certified.

If certification is reinstated after a suspension, USB PAKISTAN LLP will make all necessary changes to certification documents referred to in Directory of Certified Clients and public information to ensure appropriate indications that the product(s) continues to be certified. In cases where reduction of scope is made a condition of reinstatement, the procedure below for limiting scope of certification applies. All decision relating to reinstatement of certification is formally communicated to the licensee.

Actions taken by USB PAKISTAN LLP may be confined to limiting the scope of Halal certification. Reduction in scope may also be made as a condition to reinstatement. In any case, all certification documents and public information are revised accordingly specifying the change in scope such that nonconforming products are

excluded. During this stage, USB PAKISTAN LLP monitors compliance with the stipulated conditions and takes legal action in case of further breaches of contract. Withdrawal of right to Halal certification may lead to legal actions by USB PAKISTAN LLP, when necessary.

4.8 Evidence of Suspensions, Reinstatements and Withdrawals

Issues related to suspension, reinstatement and withdrawal of Halal certification are formally covered during technical meetings. The lists of withdrawals and suspensions, as well as of reinstatements, are periodically published in the official website of USB PAKISTAN LLP.

All evaluations, reviews or decisions needed as required by the Halal certification scheme to resolve suspensions are completed. With regard to accreditation status or other mutual recognition agreements, USB PAKISTAN LLP promptly informs the Bodies according to the stipulated agreements.

5.0 Records

Document Number	Title or Description
UHMS-PK-FRM-3012	Notification Letter
UHMS-PK-FRM-3034	Directory of Certified Clients

Reviewed By:

Technical Manager

Signature:



Reviewed By:

Shariah Expert

Signature:



Endorsed By:

Certification Manager

Signature:

