

1. PURPOSE

The purpose of this procedure is to ensure a consistent, fair, and transparent process for the suspension, reduction, termination, or withdrawal of Halal certification granted by the Muslim Religious Union in Poland (MRU) for cases where any critical issue and serious problem found in Halal status of certified products.

2. SCOPE

- a. This procedure applies to all MRU certification activities and covers situations where:
 1. Certification requirements are not met or maintained.
 2. Nonconformities are identified through audits, surveillance, or complaints.
 3. Clients voluntarily request suspension or termination.
 4. Changes in ownership, scope, or organizational structure occur.
 5. Evidence arises that the certified product, process, or service no longer complies with Halal and Sharia requirements.
- b. It also applies to all MRU personnel, contractors, and associated bodies involved in certification decisions.

3. RESPONSIBILITIES

Top Management

1. Approves and enforces this procedure.
2. Ensures that actions related to suspension or withdrawal are impartial, justified, and properly documented.
3. Confirms that public information and certification records are updated following any decision.

Decision Committee

1. Holds final authority for decisions on suspension, reduction, withdrawal, or termination of certification.
2. Reviews evidence, audit findings, and recommendations from auditors or the Management Representative before making a decision.

Management Representative (MR)

1. Initiates and coordinates all communication regarding suspension, termination, reduction, or withdrawal.
2. Ensures affected clients are notified and that decisions are properly recorded.

3. Monitors corrective and preventive actions aimed at restoring certification.

Auditors / Technical Experts

1. Provide audit findings and objective evidence that may lead to suspension or withdrawal.
2. Verify effectiveness of corrective actions during follow-up audits.

Client

1. Cooperates with MRU, implements corrective measures within the specified timeframe, and immediately ceases the use of certification marks if certification is suspended or withdrawn.

Sharia Committee

1. Advises MRU on any case where suspension, reduction, or withdrawal is linked to non-compliance with Islamic Sharia principles or Halal integrity.
2. Reviews critical cases and ensures all certification actions respect Halal law.

4. PROCEDURE

4.1 Initiation of Action

Certification action (suspension, reduction, or withdrawal) may be initiated when:

- a. The certified client fails to meet or maintain MRU Halal certification requirements.
- b. Serious nonconformities are identified during audits or surveillance activities.
- c. Misuse or misrepresentation of the MRU certification mark or documents occurs.
- d. Surveillance or re-certification audits are delayed by more than two months beyond the due date.
- e. Non-payment of certification or renewal fees persists.
- f. Client voluntarily requests suspension or termination.
- g. Complaints or information from authorities or consumers indicate that certified products may not comply with Halal or regulatory requirements.
- h. Evidence of non-effective Halal management systems or Sharia non-compliance is confirmed by the Sharia Committee.

4.2 Suspension of Certification

Decision and Notification:

- a. The Decision Committee approves the suspension based on MR's recommendation.
- b. MR issues an official Suspension Notice Letter to the client including:
 1. The reason for suspension and supporting evidence.
 2. The date of effect and suspension duration (maximum six months).
 3. Corrective actions required and deadlines for completion.
 4. The client's right to appeal.

Conditions During Suspension:

- a. The certificate is temporarily invalid.
- b. The client must cease using the MRU certification mark and must not claim certification in any advertising material.
- c. MRU updates public information to reflect the suspension status.

Lifting Suspension:

- a. Suspension may be lifted once MRU verifies that corrective actions have been implemented and found effective.
- b. Verification may involve document review or an on-site follow-up audit.
- c. A Reinstatement Letter is issued confirming certification reactivation.

4.3 Reduction of Scope

When nonconformities affect only part of a client's certified activities, MRU may **reduce the certification scope** instead of withdrawing it entirely.

- a. The Decision Committee reviews evidence and approves a revised certificate reflecting the reduced scope.
- b. The client's public information is updated accordingly.
- c. The previous certificate is invalidated.

4.4 Withdrawal or Termination

Certification withdrawal or termination occurs when:

- a. Nonconformities remain unresolved after the suspension period.
- b. The client fails to meet conditions for reinstatement.
- c. The client ceases trading or requests cancellation.
- d. Serious violations of Halal integrity or Sharia compliance are confirmed by the Sharia Committee.
- e. The client brings MRU or its certification scheme into disrepute.

Actions Taken:

- a. The MRU issues a Withdrawal Letter specifying the effective date and reason.
- b. The client must:
 - Return all certificates and copies to MRU.
 - Stop all use of the MRU logo or Halal certification references.
 - Remove the certification mark from products, packaging, and promotional material.
- c. MRU updates its public directory and informs relevant stakeholders or authorities.

4.5 Follow-Up and Restoration

- a. MRU verifies whether the client has fulfilled all post-decision obligations (return of certificates, removal of marks, corrective actions).
- b. If all requirements are satisfied, MRU records closure of the case.
- c. If unresolved, MRU may take further legal or contractual action.

4.6 Communication and Appeals

- a. All decisions on suspension, reduction, or withdrawal are formally communicated in writing by the MR.
- b. Clients have the right to appeal any decision through the **MRU-HAL-SOP-003: STANDARD OPERATING PROCEDURE FOR COMPLAINTS / APPEALS DISPUTE AND INFORMATION**. The appeal must be submitted within 20 working days from receipt of the decision letter.
- c. During the appeal process, the certification status remains as declared (suspended or withdrawn).

4.7 Records and Publication

- a. All records related to suspension, reduction, termination, or withdrawal are:
 1. Maintained securely for a minimum of **2 years**.
 2. Controlled in accordance with MRU's Records of Certification Process Policy.
 3. Made available to accreditation bodies upon request.
 4. Publicly updated on MRU's official website or public certification directory.

5. RELATED DOCUMENTS & RECORDS:

- a. **MRU-HAL-QM-016**: Termination, Reduction, Suspension or Withdrawal of Certification Policy
- b. **MRU-HAL-SOP-003**: Complaints and Appeals Procedure
- c. **MRU-HAL-QM-004**: Confidentiality
- d. MRU Records of Certification Process Policy
- e. MRU Use of Marks and Logos Policy

6. REVISION HISTORY

Revision History				
Document Change Request Form No.	Page No.	Revision No.	Date Revised	Changes

Reviewed By:

Coordinator

Approved By:

Chairman