

**PURPOSE**

To establish a formal procedure ensuring that all certification activities of the Muslim Religious Union in Poland (MRU) are conducted with complete impartiality, free from conflicts of interest or undue influence.

This procedure fulfils the requirements of ISO/IEC 17065 (Clause 5.2), and supports continual confidence in MRU's Halal certification services.

**1. SCOPE**

This procedure applies to:

- a. All MRU personnel, management, committees, and external bodies involved in Halal certification;
- b. All processes and decisions affecting certification impartiality.

**2. RESPONSIBILITIES****Top Management**

1. Approves and maintains this procedure.
2. Ensures impartiality principles are embedded in all certification activities.
3. Authorizes the composition and terms of reference of the CSI and Sharia Committee.
4. Acts on recommendations received from both committees and records the actions taken.

**Management Representative (MR)**

1. Serves as liaison between MRU and both committees.
2. Coordinates meetings, maintains records, and ensures implementation of committee decisions.

**Committee for Safeguarding Impartiality (CSI)**

1. Reviews MRU certification activities and identifies potential threats to impartiality.
2. Provides input on policies, risk assessments, and actions required to safeguard impartiality.
3. May take independent action if its recommendations are ignored and impartiality is compromised.

**Sharia Committee**

1. Examines MRU's certification processes to ensure full compliance with Islamic principles.
2. Provides rulings and advice on Shariah matters that may affect impartiality or credibility.

3. Reports conclusions and recommendations to CSI and Top Management.

**All Personnel and Auditors**

1. Declare any personal or organizational relationships that may pose a conflict of interest.
2. Uphold MRU's impartiality policy and confidentiality obligations.

**3. PROCEDURE**

**4.1 Formation of the Committee for Safeguarding Impartiality (CSI)**

- a. MRU invites representatives from diverse sectors to ensure balanced interests, including:
  1. MRU clients;
  2. Conformity-assessment experts;
  3. Halal Islamic affairs experts;
  4. Industry associations;
  5. government regulatory bodies; and
  6. non-governmental or consumer organizations.
- b. The list of members is maintained by the MR and reviewed annually.
- c. No single interest group shall dominate the committee.
- d. Members sign confidentiality and conflict-of-interest declarations.

**4.2 CSI Meetings and Functions**

- a. Meetings are held at least once per year and additionally if significant impartiality risks arise.
- b. The CSI provides documented input to MRU on:
  1. policies and principles relating to impartiality;
  2. risks of commercial, financial, or other pressures;
  3. openness and public confidence in certification.
- c. Meeting minutes, attendance lists, and follow-up actions are maintained as controlled records.
- d. When MRU chooses not to follow CSI advice, the reasoning must be documented and retained for review.

**4.3 Identification and Assessment of Impartiality Risks**

- a. Risks are identified through periodic reviews, staff declarations, complaints, or external feedback.
- b. Typical sources include prior consultancy relationships, ownership links, shared facilities, or financial dependencies.

- c. Each risk is recorded in the Impartiality Risk Register and evaluated for significance.
- d. The CSI reviews all risk entries and recommends mitigation actions.

#### **4.4 Control of Relationships and Activities**

- a. MRU shall not:
  - 1. Offer consultancy or internal-audit services to any organization it certifies;
  - 2. Certify another certification body for management-system activities;
  - 3. allocate auditors or decision-makers to clients where a past relationship existed within two years, unless risk-assessed and approved by CSI;
- b. Have ownership or financial interests in entities that could compromise impartiality.
- c. All subcontractors and external experts must declare any current or past relationships that may pose conflicts of interest. Such relationships are reviewed by CSI before engagement.

#### **4.5 Independent Action of the CSI**

If Top Management disregards CSI recommendations in a way that threatens impartiality, CSI may—while maintaining confidentiality—inform relevant authorities, accreditation bodies, or stakeholders.

#### **4.6 Sharia Committee**

- a. The Sharia Committee consists of at least two qualified Islamic scholars or Halal experts independent of certification operations.
- b. The committee reviews MRU's certification system annually to verify adherence to Islamic law and Shariah principles.
- c. It provides religious guidance, approves interpretations on doubtful matters, and evaluates certified products/services for Shariah compliance.
- d. Decisions are taken unanimously; if disagreement occurs, HIAC refers the matter to the CSI for impartiality evaluation.
- e. Sharia Committee meeting minutes and rulings are kept as controlled records.

#### **4.7 Record Management**

All records related to impartiality and Shariah oversight—including risk registers, declarations, meeting minutes, correspondence, and decisions—are maintained for a minimum of five years under MRU's Records Control Procedure.

**5. RELATED DOCUMENTS AND RECORDS**

- a. **MRU-HAL-QM-007:** Mechanism for Safeguarding Impartiality
- b. **MRU-HAL-QM-001:** Management of Impartiality
- c. **MRU-HAL-QM-004:** Confidentiality
- d. **MRU-HAL-SOP-004:** Internal Audit Procedure
- e. Impartiality Risk Register Form
- f. **CSI Terms of Reference**
- g. **Sharia Committee Terms of Reference**
- h. **ISO/IEC 17065 Clause 5.2**

**6. REVISION HISTORY**

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

<b>Reviewed By:</b>
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