

1. Purpose

This document defines the audit scheme applied by the HCB for halal certification activities limited to Processed Food and Beverage Products. The scheme is structured based on scope of competence, risk-based methodology, and product-specific halal critical points in alignment with the Scope of Competence requirements as regulated under KMA 748/2021 and in accordance with ISO/IEC 17065 principles.

2. Scope

Product Category	Risk Level	Base Audit Duration	Scope Description
Processed Food Manufacturing	Medium–High	1.5 days	Manufacturing of processed food products including additives
Beverage Products	Medium	1.5 day	Preparation of dairy products

3. Responsibilities

3.1 Processed Food

- **Education:** Food Technology, Biology, Food Science, Chemistry or equivalent
- **Experience:** Experienced in food manufacturing industry
- **Technical Knowledge:** Additives, emulsifiers, enzymes, cross-contamination control
- **Halal Knowledge:** Understanding halal critical points and Halal Assurance System requirements, Ingredient rulings and traceability requirements

3.2 Beverage Products

- **Education:** Food Science, Biology, Nutrition or equivalent
- **Experience:** Experienced in catering or restaurant operations
- **Technical Knowledge:** Knowledge of beverage processing, alcohol control, cleaning systems, traceability, and risk-based auditing.
- **Halal Knowledge:** Understanding of halal/haram principles, najis, alcohol rulings, animal-derived ingredients, halal critical points, and Halal Assurance System requirements .

4. Product-Specific Halal Critical Points

4.1 Processed Food

No.	Type of Products	Halal Critical Points
1	Milk and its analogue	<ul style="list-style-type: none"> – Source verification (cow, goat, plant-based; no non-halal additives) – Processing aids (enzymes, stabilizers, flavors) – Equipment sanitation (avoid cross-contact with non-halal products)
2	Meat and its processed products	<ul style="list-style-type: none"> – Halal-certified slaughtering – Storage and handling (no contact with non-halal meat) – Additives and preservatives (no porcine or non-halal sources)
3	Poultry and its processed products	<ul style="list-style-type: none"> – Slaughter method (ritual halal) – Feed verification (no presence of non-halal animal by-products) – Processing aids and packaging
4	Fish and its processed products	<ul style="list-style-type: none"> – Species must be halal-permissible – Processing (no alcohol, no presence of non-halal flavors) – Equipment shared with non-halal products
5	Eggs and processed egg products	<ul style="list-style-type: none"> – Source verification (halal-fed poultry) – Additives in processed forms (gelatin, emulsifiers, flavors) – Processing and storage hygiene
6	Fats, oils, and oil emulsions	<ul style="list-style-type: none"> – Source of fat (no porcine or non-halal animal fat)

		<ul style="list-style-type: none"> – Emulsifiers and additives from non-halal source – Cross-contamination prevention in storage
7	Fruits and vegetables and their processed products	<ul style="list-style-type: none"> – Additives, preservatives, and flavorings (no alcohol or non-halal ingredients) – Equipment sanitation – Storage (avoid contact with non-halal products)
8	Nuts and seeds and their processed products	<ul style="list-style-type: none"> – Roasting or processing oils (ensure halal) – Flavorings, coatings, and additives – Equipment and storage
9	Confectionery	<ul style="list-style-type: none"> – Gelatin, emulsifiers, and flavorings (must be halal) – Shared production lines with non-halal ingredients – Packaging materials
10	Cereals and cereal products	<ul style="list-style-type: none"> – Enzymes, improvers, and additives from halal sources – Storage (prevent contamination with non-halal products)
11	Bakery products	<ul style="list-style-type: none"> – Ingredients (gelatin, emulsifiers, flavors, dairy, and eggs) – Additives and preservatives – Equipment cleaning (shared lines risk)
12	Sugar and sweeteners	<ul style="list-style-type: none"> – Source of sugar (avoid bone char from non-halal animals) – Additives, colorings, and flavorings

		<ul style="list-style-type: none"> – Processing aids
13	Honey and honey products	<ul style="list-style-type: none"> – Purity (no alcohol, no non-halal additives) – Processing and packaging equipment
14	Salt, spices, herbs, and seasoning	<ul style="list-style-type: none"> – Additives (anti-caking agents, flavor enhancers) – Processing environment (no contamination)
15	Soups, sauces, and condiments	<ul style="list-style-type: none"> – Ingredients (meat, poultry extracts, alcohol, flavors) – Preservatives and additives – Production line contamination control
16	Protein products	<ul style="list-style-type: none"> – Source of protein (halal animal, plant-based, or seafood) – Processing enzymes and flavorings – Cross-contamination control
17	Food additives	<ul style="list-style-type: none"> – All additives (stabilizers, coloring, flavoring) must be halal – Alcohol or non-halal enzyme use – Storage and handling
18	Other processed food products	<ul style="list-style-type: none"> – Verify all raw materials and additives – Ensure no cross-contact with non-halal products – Production process and equipment sanitation

Risk Level: MEDIUM

Reviewed By: Coordinator - MRU

Approved By: Chairman - MRU

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Risk Multiplier: 1.5

4.2 Beverage Products

No.	Type of Products	
1	Beverages with processing	<ul style="list-style-type: none"> – Water source and quality and the filters used must be from halal ingredients. – Flavorings, sweeteners, colorings (no alcohol or non-halal derivatives) – Preservatives and additives – Equipment and storage (avoid cross-contamination)
2	Beverage substances group	<ul style="list-style-type: none"> – Raw ingredients (herbs, coffee, tea, concentrates) must be halal – Processing aids (enzymes, stabilizers, emulsifiers) – Alcohol and non-halal derivatives strictly prohibited – Storage and packaging

Risk Level: Medium

Risk Multiplier: 1.2

4. Risk-Based Audit Duration Formula

Audit Duration = Base Duration × Risk Multiplier × Complexity Factor

- Complexity Factors:
- Number of employees
- Number of production lines
- Number of shifts
- Outsourced processing
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Example:

- Processed Food
- Base = 1.5 days
- Complexity factor = 1.3
- Final Duration = 2.925 days

5. Audit Process Flow

1. Application Review
2. Scope Classification
3. Competence-Based Auditor Assignment
4. Stage 1 – Document Review
5. Stage 2 – On-Site Audit
6. Nonconformity Classification
7. Technical Review (Independent)
8. Certification Decision (Independent Committee)
9. Surveillance Audit (Annual)
10. Recertification

6. Nonconformity Classification

Category	Example	Required Action
Critical	Use of non-halal ingredient	Immediate suspension
Major	Failure in segregation control	Correction within 30 days
Minor	Incomplete documentation	Correction within 60 days

7. Certification Decision and Impartiality

Certification decisions are made independently by the Certification Committee. Auditors shall not participate in certification decisions for audits they performed. All decisions are based on objective evidence and closure of nonconformities.

Approved by:

Tomasz Miśkiewicz

Mufti of Poland

Chairman of the Muslim Highest Board

Muslim Religious Union in Poland