




Halal Quality Control

Application Form

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Notes:

- Please fill in corresponding question.
- Don't fill it if not exists or requirement.
- * This sign filled by the Quality Management of HQC.
-  This symbol mean that "Attached file(s) nedded", and the number mentioned inside is the name of the required document.



1- General Information	1	Client ID (if you are a customer)	
	2	Company name	
	3	Sector or Industry	
	4	Category Code (1)	please see Annex 1
	5	Please describe the Scope of Activities	
	6	Plant / EG Number (if any)	
	7	Does the company have more than one EG Number (if any)?	Yes No
	8	Country	
	9	Registered Name	
	10	Registration No	
	11	Operation type / industry (Scope of Activities)	<input type="checkbox"/> Trading <input type="checkbox"/> Production / Processing <input type="checkbox"/> Meat Processing <input type="checkbox"/> Slaughtering <input type="checkbox"/> Bakery <input type="checkbox"/> Beverages <input type="checkbox"/> Cosmetics <input type="checkbox"/> Non-Edible Foods <input type="checkbox"/> Other
2- Head office	1	Address	
	2	Contact person	
	3	phone number	
	4	Email address	
	5	Website	
3- Production plant	1	Address	
	2	Contact person	
	3	phone number	
	4	Email address	
	5	Name of the contact person	
	6	Number of employees	Total % of whom on payroll % of whom freelance or external
	7	Please attached a simple plan of company area and buildings	
	8	Total production in Kilograms per year?	Total % of whom is Halal
	9	How many production sites does the company have?	
4- Last Halal Certificate	<i>Previously or Existing Halal Certification activities</i>		
	1	Did you or do you have a system / procedures for Halal activities?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially
	2	If yes, is this system designed for the entire company / products range?	<input type="checkbox"/> Yes. <input type="checkbox"/> No. <input type="checkbox"/> Only for specific products
	3	If yes, by which Halal Certification Body was this reviewed?	
	4	Last or latest expiry date	
	5	Last or latest Halal inspection date	
	<i>In case you have a previous or existing Halal Certification, is there additional of the following:</i>		
	1	New product(s)	<input type="checkbox"/> No, <input type="checkbox"/> Yes; Please specify
	2	New production facility building(s)	<input type="checkbox"/> No, <input type="checkbox"/> Yes; Please specify
	3	New internal or external warehouse(s)	<input type="checkbox"/> No, <input type="checkbox"/> Yes; Please specify
4	New production facility line(s)	<input type="checkbox"/> No, <input type="checkbox"/> Yes; Please specify	

5- Actual Halal situation issues	1	What is the current status of your production facility?	<input type="checkbox"/> Halal suitable ¹ (free from forbidden and critical materials) <input type="checkbox"/> Haram ² products/materials are or might be present <input type="checkbox"/> Mixed productions or unknown		
	2	Is your company the rightful owner of all the products?	Yes	No	
	3	Are all formulas and recipes owned by your company?	Yes	No	
	4	Do you have flow charts and an overview of the production process?	If yes, please send this separately.		
	5	Do you use animal derived material like (dairy, enzymes, or gelatin)?	Yes	No	
	6	Is there any pork or its derivatives processed / handled / stored on-site?	Yes	No	
	7	Has the production facility and/or equipment ever been used to produce product that contain porcine or its derivatives?	Yes	No	
	8	Are separate lines used when critical or forbidden materials enter the production?	Yes	No	
	9	Are genetically modified products used in the production?	Yes	No	
	10	Do you have segregated production line(s) for allergens, vegans / vegetarians?	Yes	No	
	11	Do you have subcontract toll manufacturers for your production?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	12	Are your suppliers Halal certified?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Some of them		
	13	Export Region (the countries you may sell your products to)			
	14	Number of expected products for Halal Cert.			
	15	Do you prefer to use our Halal Mark on your packaging?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	16	Do you prefer to have a Batch Certification (per each shipment)?	Yes	No	For critical activities, a Batch Certification may be required. You will be contacted in this case.
		Was Halal Certification ever rejected?	Yes	No	
		Do you currently hold quality certifications, such as ISF, FSSC, BRC and others?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	17	Name of the certification Agency			
	18	Are Private Labeling or repacking activities conducted on behalf of third parties?	Yes	No	
19	Do you conduct any trading of products whom you are not the manufacturer?	Yes	No		
20	How have you heard about us?				

Note : You will be contacted shortly by an auditor from HQC after reviewing the application.

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Name and postion of the signatory

Date:

<p>Data Confidentiality Commitment</p> <p>All the above information is confidential and will be used as such and only for the official purpose of applying a request for Halal Certification trough Halal Quality Control</p>
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Annex (1) (Halal product / service categories)

Category		Subcategory		Examples of included activities
A	Farming 1 (Animals)	AI	Farming of Animals for Meat/ Milk/ Eggs/ Honey	Raising animals (other than fish and seafood) used for meat production, egg production, milk production or honey production. Growing, keeping, trapping and hunting (slaughtering at point of hunting) Associated farm packing and storage.
		AII	Farming of Fish and Seafood	Raising fish and seafood used for meat production. Growing, trapping and fishing (slaughtering at point of capture) Associated farm packing and storage.
B	Farming 2 (Plants)	BI	Farming of Plants (other than grains and pulses)	Growing or harvesting of plants (other than grains and pulses): horticultural products (fruits, vegetables, spices, mushrooms, etc.) and hydrophytes for food. Associated farm packing and storage.
		BII	Farming of Grains and Pulses	Growing or harvesting of grains and pulses for food Associated farm packing and storage.
C	Processing 1 (Perishable animal products)	CI	Processing of perishable animal products	Production of animal products including fish and seafood, meat, eggs, dairy and fish products and Gelatin.
D	Processing 2 (Perishable vegetable products)	DI	Processing of perishable vegetable products	Production of plant products including fruits and fresh juices, vegetables, grains, nuts, and pulses.
		DII	Processing of perishable animal and plant products	Production of mixed animal and plant products including pizza, lasagna, sandwich, dumpling, ready- to-eat meals.
E	Processing 3 (Products with long shelf life at room temperature)	EI	Products with long shelf life at room temperature	Production of food products from any source that are stored and sold at ambient temperature, including canned foods, biscuits, snacks, oil, drinking water, beverages, pasta, flour, sugar, food-grade salt
F	Animal Feed Production	FI	Production of Feed	Production of feed from a single or mixed food source, intended for food-producing animals
		FII	Production of Pet Food	Production of feed from a single or mixed food source, intended for non-food producing animals.
G	Catering,	G	Catering, Hotels, Restaurant	
H	Distribution	HI	Retail / Wholesale	Provision of finished food products to a customer (retail outlets, shops, wholesalers).
		HII	Food Broking / Trading	Buying and selling food products on its own account or as an agent for others Associated packaging.
I	Services	I	Services related to safe production of food, incl. water supply, pest control, cleaning services, waste disposal	Provision of services related to the safe production of food, including water supply, pest control, cleaning services, waste disposal.
J	Transport and Storage Services	JI	Transport and Storage for Perishable Food and Feed	Storage facilities and distribution vehicles for the storage and transport of perishable food and feed Associated packaging.
		JII	Transport/Storage for Ambient Stable Food/Feed	Storage facilities and distribution vehicles for the storage and transport of ambient stable food and feed Associated packaging.
K	Equipment manufacturing	K	Equipment manufacturing	Production and development of food processing equipment and vending machines
L	Chemical and Biochemical manufacturing	L	Production of (Bio) Chemicals	Production of food and feed additives, vitamins, minerals, bio-cultures, flavorings, enzymes and processing aids ³ Pesticides ⁴ , drugs, fertilizers, cleaning agents.
M	Packaging and wrapping material manufacturing	M	Production of Food Packaging and Packaging Material	Production of food packaging material.
N	Other materials manufacturing	N	Another materials manufacturing	cosmetics, textile, leather products etc.

ANNEX (2) (Examples of linkage between business sectors and complexity classes).

Complexity Class	Business Sector
Very High	Chemicals and pharmaceuticals “not elsewhere classified”, processed meat products, genetically modified products, food additives, bio cultures, cosmetics, processing aids and microorganisms.
High	slaughtering animals and poultry; cheese products; biscuits; snacks; oil; beverages; hotels; restaurants; dietary supplements; cleaning agents; packaging and wrapping material, textile.
Medium	Dairy products; fish products; egg products; beekeeping; spices; horticultural products; preserved fruits; preserved vegetables; canned products; pasta; sugar; animal feed; fish feed; water supply; development of product, process and equipment; veterinary services; process equipment; vending machines, leather products.
Low	fish; egg production; milk production; fishing; hunting; fruits; vegetables; grain; fresh fruits and fresh juices; drinking water; flour; salt; retail outlets; shops; wholesalers, transport and storage.

Terminology Definitions

¹ **HALAL**: means permissible according to Islamic law, the opposite of Halal is Haram (non Halal), For example: Permitted Animals (Annex 1) like: Ruminants: cow, buffalo, bull, goat, and sheep; Poultry: chicken, duck, turkey; which is slaughtered, processed and stored on Halal Approved Establishment slaughterhouse

² **HARAM** (pork and its derivatives and alcohol from beverage industry);

Haram (unlawful) animal: Pigs and boars, Dog, Donkey, Wild animal, Animal which has canine and claws, Animal which lives on land and water, Animal forbidden to be killed, Animal urged to be killed, Disgusting animal.

Note :

- Haram animal can not be acceptable even though slaughtered according to Islamic law.
- Animal must be alive or deem to be alive before slaughtered.
- Animal must be healthy and fulfill the principle of animal welfare.

³ **Processing Aid** means any substance or material, not including apparatus or utensils, and not consumed as a food ingredient by itself, intentionally used in the processing of raw materials, foods or its ingredients, to fulfil a certain technological purpose during treatment or processing and which may result in the non-intentional but unavoidable presence of residues or derivatives in the final product.

⁴ **Pesticide** means any substance intended for preventing, destroying, attracting, repelling, or controlling any pest including unwanted species of plants or animals during the production, storage, transport, distribution and processing of food, agricultural commodities, or animal feeds or which may be administered to animals for the control of ectoparasites. The term includes substances intended for use as a plant growth regulator, defoliant, desiccant, fruit thinning agent, or sprouting inhibitor and substances applied to crops either before or after harvest to protect the commodity from deterioration during storage and transport. The term normally excludes fertilizers, plant and animal nutrients, food additives, and animal drugs.

Pesticide Residue means any specified substance in food, agricultural commodities, or animal feed resulting from the use of a pesticide. The term includes any derivatives of a pesticide, such as conversion products, metabolites, reaction products, and impurities considered to be of toxicological significance.