



Kenya Bureau of Halal Certification (KBHC)

Halal Certification Procedure for Food processing companies

1. INTRODUCTION

This document is called the KBHC Halal Certification procedure for Food processing companies. The procedure Owner has established the procedure to provide applicants with an understanding of the procedure, and with transparency regarding the Certification Requirements.

Purpose

The purpose of the procedure is to allow businesses or organizations to demonstrate to an independent third party that they fulfil the Halal requirements.

A Halal Certificate is issued upon fulfilment of the Certification Requirements and which indicates the product being certified, and which provides authorization to the applicant to use the KBHC Logo.

Objective

The objectives of the procedure and its associated Logo are:

- To enable certified facilities and/or certified products to be clearly identified as halal and that it has demonstrated fulfilment of the religious requirements of the Shariah.
- To allow importers, purchasers and individual consumers the level of confidence that the product or goods have been independently assessed as halal and thereby fit for consumption by Muslims.

This document must be read together with the standards and regulations which are in force, in managing the Kenyan Halal Certification

Scope

This procedure applies to all food processing companies.

Basic reference

Certification shall comply with:

- i. MS 1500:2019 Halal Food –General requirements (Third Revision)
- ii. Other related guidelines and regulations.

2. GENERAL PRINCIPLES

a) Confidentiality

All information obtained from the application will remain confidential.

KBHC has policies and procedures in place regarding its management of confidential information. KBHC ensure that its employees and contractors maintain the confidentiality of information acquired as a result of their agreement with the client.

The client shall maintain confidentiality regarding all commercial terms and conditions with KBHC for certification services.

Information about a particular client or individual shall not be disclosed to any third party without the written consent of the client or individual concerned.

b) Impartiality

KBHC Management, Staff and Sub-contractors fully understand the importance of impartiality in undertaking its certification activities. KBHC will therefore ensure that in all its dealings with clients or potential clients all employees and/or sub-contractors are and will remain impartial.

c) Non-discriminatory policy

The procedure is accessible to all applicants whose activities fall within its scope of operation. All applications will be treated fairly and without prejudice or discrimination of any applicant, due to its size, type of business, financial position or political background.

KBHC can decline to accept an application or maintain a contract for certification from a client when fundamental or demonstrated reasons exist, such as the client participating in illegal activities, having a history of repeated non-compliances with certification/product requirements, or similar client-related issues.

3. REQUIREMENTS FOR HALAL CERTIFICATION BY KENYA BUREAU OF HALAL CERTIFICATION

3.1 Applicant or manufacturer shall:

- i. Hold a business license from the Local Authorities
- ii. Be in full operation before an application is made
- iii. Produce and/ or handle only halal products and in compliance with the specified halal standard
- iv. Ensure sources for ingredients are halal and choose suppliers who supply halal materials or have obtained recognized halal certificate
- v. The product is prepared, processed or manufactured using equipment that are free from contamination with najis; and during its preparation, processing, packaging, storage and transportation, it shall be physically separated from any other food that are haram or any other things that are decreed as najis by Shariah law.
- vi. Apply for all products which are produced by the factory/premise
- vii. Applications for repackaging must be accompanied with recognized halal certificate for the said products from the country of manufacture
- viii. The product shall in other aspects comply with legislation including other relevant requirement currently in force in Kenya.
- ix. Every person who owns, operates or is in charge of a food plant shall take reasonable measures to ensure that: -
 - a) No person suffering from any communicable disease or having boils, sores or infected wounds works in a food plant in any capacity where there is a reasonable possibility of food ingredients becoming contaminated by such person or disease being transmitted to the other employees;
 - b) Thorough medical examination is carried out in a government medical institution or by a medical officer on all employees prior to their employment and at regular intervals of not more than six months, and the health certificate and health records of each employee showing the dates and results of the health examination are kept at the food plant.

- c) Halal food is processed, packed and distributed under strict hygienic condition in premises practicing good manufacturing practices (GMP) or good hygiene practices (GHP) and HACCP for small and medium scale food industries.
- d) Systems should be in place to prevent: -
 - Contamination of foods by foreign matters such as plastic, glass or metal shards from machinery, dust, harmful gas or fumes and unwanted chemicals; and
 - Excessive use of permitted food additives in manufacturing and processing, suitable detection or screening devices should be used where necessary.
- e) Labeling material are marked clearly or label is attached to container, with the following information: -
 - Name of the product
 - Net content expressed in metric system (SI units)
 - Name and address of the manufacturer, importer and or distributor and trademark;
 - List of ingredients
 - Code number identifying date and or batch number of manufacture and expiry date
 - Country of origin.
- f) The organization establishes and applies a traceability system that enables the identification of prepared food in relation to the batches of raw materials, food preparation and delivery records.
- g) The company has a proper file to keep related documents (such as updated halal certificates, data sheets and COAs, production records etc.) which can be referred to when halal audit is conducted.

3.2 Applications which are not eligible for certification are as follows:

- a) Non-halal products
- b) Any application with no standard reference/ guideline
- c) Companies that produce and distribute halal and non-halal products at the same premises or using the same delivery trucks
- d) Usage of similar branding for halal and non-halal products

- e) Product/ food premise which gives negative implication towards religion (example: karaoke Centre, entertainment Centre, drug, cigarette, hair dye, nail polish and others).

3.3 Other products that may be considered for halal certification are:

- a) Those having direct contact with food
- b) Those having uncertainty on the sources of manufacturing materials/ ingredients may be from halal or non-halal sources
- c) Those used as processing aids in food manufacturing
- d) Those that do not raise confusion if certified e.g., water filters, detergents, surface sanitizer, lubricant (food grade), bleaching earth, alum and gas.

4. HALAL APPLICATION PROCESS

- a) In order to obtain halal certification from KBHC, all applicants and clients must abide by all requirements of KBHC and the Certification Agreement.
- b) The client shall ensure that the responsibility for the certification application is clearly defined by appointing an authorized representative who will be the main contact with KBHC and ensure that the requirements are observed.
- c) All information deemed necessary by KBHC in order to complete the assessment should be made available by the applicant through the completion of their application form and that all annexures shall be duly completed as this form an important part of the certification system.
- d) On receipt, all applications are checked for eligibility and completeness. A quotation is prepared which includes the scope verification and all of the fees for review and reporting.
- e) KBHC sends its auditors to conduct a physical audit of the company and makes a report on the findings.
- f) The audit report is reviewed and a certification decision made by the decision makers.
- g) Once a client is eligible for certification, they are issued with an agreement for signing.
- h) The client is then issued with a soft copy of the halal logo which can be printed on the packaging and a halal certificate which is to be displayed at the certified company only.

- i) KBHC shall be responsible for all certification activities, from the initial document review, audit/evaluation of the process through periodic surveillance audits and renewal audits/evaluations.

5. AUDIT PROCEDURES

Auditing will be carried out after all the required application procedures are fulfilled.

5.1 Auditor

- i. The auditors shall be those who are not in the Halal Certification Panel;
- ii. The auditor has the right to access into the entire premise and can be authorized to snap photos for evidence purposes.
- iii. Auditing shall be carried out by minimum of two officers, who are competent in:-
 - a) Islamic education
 - b) Technical matters

5.2 Scope of Auditing

The audit covers general and specific requirements of certification including the following items:

- a) Documentation and company profile
- b) Internal halal control system
- c) Raw material/ ingredient and processing aid
- d) Equipment
- e) Packaging and labelling
- f) Storage
- g) Processing
- h) Transportation
- i) Workers
- j) Sanitation system and premise cleanliness
- k) Waste disposal management

- l) Premise compound

5.2.1 The on-site audit will cover the followings:

- a) Opening meeting
- b) Review of documents
- c) Site inspection
- d) Final evaluation
- e) Closing meeting

The auditors will then prepare a report which will be shared with the applicant for action and auditors can conduct follow-up audit after the corrective action has been implemented for verification purposes.

5.3 Sampling

- a) Auditor is authorized to take samples of product, raw material/ ingredient or other products with doubtful halal status for laboratory analysis according to the standard operating procedures.
- b) Sample of product, packaging materials, labels or others deemed necessary shall be taken for scrutiny of the halal decision making committee.
- c) All costs incurred for any study or laboratory analysis on product ingredient will be borne by the applicant or the said company
- d) The laboratory analysis shall be carried out at laboratories which are accredited based on ISO/ IEC 17025 for the related analytical scope.

5.4 Procedures for Re-auditing

- Re-auditing is conducted solely based on decision of the Halal decision making committee
- Re-auditing is only carried out once.

6. HALAL AUDITS

Types of Audits

a) **Scheduled/ Annual audit**

This is a continuous and planned audit by Kenya Bureau of Halal Certificate to verify the compliance to certification requirements by certified clients.

b) **Follow-up Audit**

This is an audit on any company which failed to comply with the Halal Certification procedures based on the earlier inspections

c) **Audit based on complaint**

This audit is conducted after receiving a public complaint pertaining to abuse of halal logo/ certificate or doubts on products which have been certified as halal by KBHC.

7. NONCONFORMITIES

Category of non-conformities

a) **Minor non-conformities**

These are issues which do not pose a major risk to halal certification of the company. The auditors can give a warning and corrective actions can be done to rectify the situation. Examples include:

- i. Premise cleanliness
- ii. Equipment's cleanliness
- iii. Workers' hygiene
- iv. Environment cleanliness
- v. Pest control
- vi. Changes and additions of raw material manufacturers which has halal certification. Manufacturers continue production without informing in writing to KBHC.

Action:

- A copy of the non-conformance notice will be issued by KBHC.
- Warning for immediate remedial action or within 14 days or any duration deems relevant;
- Auditors will conduct follow-up inspection after the due date (if necessary). If the company fails to do the corrective action within the stipulated time, notice of suspension will be issued and the status of the suspended halal certificate will be determined by the Halal Certification decision making committee.

b) Major non-conformities

These are issues which involve Shariah and Technical matters which lead to immediate revocation of KBHC halal Certificate by the Auditor and need to be presented to the Halal Certification Committee for the final decision.

Shariah offences are offences involving Shariah laws such as: -

- i. Confirmation of haram status by KBHC or other Islamic authority agencies on product/ingredient/equipment etc.
- ii. Using haram material after receiving KBHC Halal Certificate
- iii. Mixing/ storage of halal and haram material together
- iv. Storage of halal product with haram product
- v. Equipment used are interchangeable between halal and haram

Technical issues are those which do not involve Islamic laws, for example:

- i. Relocation of premise/ factory without informing KBHC
- ii. Change of management and name of company without informing KBHC
- iii. Bringing in haram material into the premise or company which holds KBHC's Halal Certificate
- iv. Using prohibited material under the Food Act and Kenyan laws.

Action

- The Halal certificate shall be revoked immediately
- Notices on monitoring and revocation of halal certificate will be issued by KBHC to the company
- Report on revocation of halal certificate will be presented to the halal certification decision making committee for the final decision
- KBHC may list out the companies which have their certificates revoked in its halal portal

8. COMPLAINTS AND APPEALS

These will be handled by the relevant committee.

8.1 Complaints

Complaint can be made through:

- a) Complaint form
- b) Letter
- c) E-mail/ complaint on-line
- d) Telephone.

Complaints received shall be related to halal only such as logo forgery, doubtful halal status of ingredient or any non-conformity categorized as minor or major.

All complaints will be channeled to KBHC for further action.

8.1.1 Receiving Complaints

- i. All complaints will be recorded
- ii. Only complete complaints will be acted upon
- iii. Complaints will be classified according to type, either related to procedures of KBHC certification or not within the jurisdiction of KBHC.
- iv. If the complaint can be resolved, an explanation shall be sent to the complainant through e-mail, telephone, SMS, letter and others.

8.1.2 Decision on Complaint

Complainant will be informed on all decisions or action taken.

8.2 Appeals

- a) Appeal shall be made in writing to KBHC. Duration of submitting an appeal shall be within two weeks after the decision has been communicated to the client.
- b) Appeals submitted shall only be related to procedures of halal certification and not involving major non-conformities.
- c) Appeals shall be examined to identify type of appeal and responsible person(s).
- d) Decision of the Appeal Panel is final and any re-appeal shall not be entertained.

9. PRODUCT RECALL

Companies shall recall products in the market upon:

- a) Contamination of haram material; and
- b) As directed by KBHC