



Kenya Bureau of Halal Certification (KBHC)

Halal Certification Procedure for Slaughterhouses and Butcheries

1. INTRODUCTION

This document is called the KBHC Halal Certification procedure for slaughterhouses and abattoirs. 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 abattoirs and butcheries to be clearly identified as halal and that it has demonstrated fulfilment of the religious requirements of the Shariah.
- to allow individual consumers the level of confidence that the meats 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 poultry abattoirs, ruminant abattoirs and butcheries.

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 shall:

- i. Have a registered slaughterhouse/butchery and hold a business license from the Local Authorities
- ii. Be in full operation before an application is made
- iii. Slaughter/store/sell only halal animals which are in compliance with the specified halal standard
- iv. The meat shall in other aspects comply with legislation including other relevant requirement currently in force in Kenya.
- v. Every person who owns, operates or is in charge of a slaughterhouse or butchery 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 slaughterhouse/butchery in any capacity where there is a reasonable possibility of the meat 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) Meat 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 slaughterhouses.
 - d) Systems should be in place to prevent: -
 - Contamination of meats 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 value added products.

- e) The organization establishes and applies a traceability system that enables the identification of meat in relation to the origin of animals, additives, meat production and delivery records.
- f) The organization has a proper file to keep relevant documents (such as slaughtering records, updated halal certificates, delivery notes and receipts) which can be referred to when halal audit is conducted.

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

- a) Abattoirs slaughtering non-halal animals and butcheries selling non-halal meats.
- b) Premises that slaughter halal and non-halal animals at the same premises or using the same equipment or delivery trucks
- c) Slaughterhouses which conduct machine slaughter
- d) Usage of similar branding for halal and non-halal products

4. SLAUGHTER REQUIREMENTS

- i. The Slaughter man must be a Muslim, of sound mind and character, practicing Islam and registered with **KBHC**.
- ii. The animal should be slaughtered by a sharp object, like Sharp stainless-steel knife, which is capable of making it bleed by severing blood vessels. Other sharp objects such as stone or wood are also permitted in some circumstances. The Prophet Muhammad (peace be upon him) said; *“The object to make it bleed with whatever you have and mention name of Allah over it”*.
- iii. No name other than Allah’s should be mentioned over the animal at the time of slaughtering the animal in the following way: **“Bismillah, Allahu – Akbar”**
- iv. The throat must be severed with a single cut, the knife must not be lifted and the cut must be below Adam’s apple (Adam’s apple to be in head portion),
- v. The head is to remain on the animal’s body.
- vi. The animal must be slaughtered in such a way that the respiratory tract, the esophagus, the carotid arteries and the jugular veins are quickly cut to hasten the bleeding and death of the animal.
- vii. The bleeding shall be spontaneous and complete.
- viii. A trained Muslim Inspector is appointed and attached at the respective abattoir by **KBHC** to check that the animals are slaughtered properly according to Shari’ah law.

- ix. All slaughter men must be approved by the **KBHC**. All slaughter men must carry their Identity Card at all times.
- x. **KBHC** approved slaughter men / Halal Inspectors are required to make sure that in case stunning of animal is taking place the following conditions are rigidly enforced: -
 - a) We recommend slaughtering without stunning. However, stunning of stock may be carried out prior to slaughter so long as the animal's heart continues to beat after stunning. The organization shall ensure that the types of stunning allowed to be used are electrical or pneumatic percussive stunning. The head of the stunner shall be flat or slightly convex, a protective collar should be placed around the head of the stunner not to protrude more than 3mm beyond it.
 - b) The head of the animal should be held still before the stunner can be applied and should be in contact with the animal at a point of intersection of lines drawn from the medial corners of the eyes and the base of the ears.
 - c) The stunner shall be applied such that the head of the stunner is perpendicular to the frontal bone and the animal shall be stunned only once.
 - d) It is necessary that all animals receive a head-only stun.
 - e) In case of poultry, electrical stunning can be induced using a water bath. Individual birds are conveyed into a water bath where their heads are temporarily submerged, completing an electrical circuit and causing stunning. The current should be between 0.20 – 0.60A and a current of 2.50 – 10.50 depending with the size of bird.
 - f) The animal must be able to regain consciousness, if need be, before the Halal cut is made. The cut has to be done immediately after stunning.
 - g) Processing of carcasses may not commence until the animal has completely bled and there are no signs of life.
- xi. In case of poultry, temperature of scalding water should not exceed 56 degrees celsius.
- xii. In the boning room, **KBHC** does not allow processing of non-Halal carcasses whatsoever.

4.1 Records: -

- i. Have a veterinary inspection certificate/testimonial from the department of veterinary services/ Certificate of transport.
- ii. Have relevant records for slaughtering operations
- iii. Monitoring records on use of stunning where applicable.

4.2 Transportation

- i. All Halal products that are to be transported should be carried in separate designated trucks.
- ii. All the meat loaded onto the trucks is supervised by an inspector/supervisor.

- iii. A delivery note/certificate of transport must accompany every halal load transported from the abattoir to the halal outlets or boning room or cold storage.

Delivery note/ certificate of transport will indicate;

- i. Truck number
- ii. Number of carcasses
- iii. Total weight of the carcasses
- iv. Date processed
- v. Seal number

4.3 Freezer facility

- i. All Halal loads must be received with an original copy of the delivery note/certificate of transport issued at the respective abattoir.
- ii. There must be a separate freezer for Halal products and non-Halal products to eliminate chances of contamination.
- iii. Halal product will be loaded out separate from non-Halal product under the supervision of a Muslim Inspector. The carriage vehicles must also be fully dedicated to transport Halal products only.
- iv. All Halal products loaded for export must be accompanied by a halal export consignment letter.
- v. The Halal cartooned product is stamped/labeled halal, conveyed to the blast chiller for chilling or transported product will be palletized in the blast chiller and during transit to freezer stores.
- vi. Halal product shall be identified by a clear impression of Halal brand.

5. BUTCHERIES REQUIREMENTS

- i. Only halal meat shall be sold at the butchery.
- ii. The meat shall only be sourced from halal compliant abattoirs where the slaughtering is done by a Muslim. This shall be confirmed by the delivery notes, invoices and certificates of transport which should be retained by the managers of the butcheries.
- iii. Freezers and chillers should only store halal meat.
- iv. All equipment's used at the butchery should be clean and in good condition.
- v. The general hygiene of the butchery and the workers should be good.

6. 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 shariah auditor interviews the slaughterers (either physically or by tele interview)
- f) KBHC sends its auditors to conduct a physical audit of the slaughterhouse/butchery and make a report on the findings.
- g) The audit report is reviewed and a certification decision made by the decision makers.
- h) Once a client is eligible for certification, they are issued with an agreement for signing.
- i) The client is then issued with a soft copy of the halal logo which can be printed on the package and a halal certificate which is to be displayed at the certified slaughterhouse/butchery only.
- j) 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.

7. AUDIT PROCEDURES

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

7.1 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

7.2 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) Equipment
- d) Packaging and labelling
- e) Storage
- f) Processing
- g) Transportation
- h) Workers
- i) Sanitation system and premise cleanliness
- j) Waste disposal management

7.2.1 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.

7.3 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.

8. 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.

9. 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 slaughtermen who have not been approved by 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. Letting non-Muslims or incompetent slaughterers conduct the slaughter.
- iii. Mixing/ storage of halal and haram material together
- iv. Equipment used are interchangeable between halal and haram

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

1. Relocation of premise/ factory without informing KBHC
2. Change of management and name of company without informing KBHC

3. Bringing in haram material into the premise or company which holds KBHC's Halal Certificate
4. 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

10. COMPLAINTS AND APPEALS

These will be handled by the relevant committee.

10.1 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.

10.1.1 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.

10.1.2 Decision on Complaint

Complainant will be informed on all decisions or action taken.

10.2 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.

11. PRODUCT RECALL

Slaughterhouse/ butchery shall recall meats in the market upon:

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

FLOW CHART

