

MANUAL

SISTEM JAMINAN PRODUK HALAL

HALAL PRODUCT ASSURANCE SYSTEM

(SJPH)

XXXXX CO., LTD.

Edit by	Review by	Review by	Approve by
(XXX XXXX) Document Control	(XXX XXXX) Halal Supervisor	(XXX XXXX) Halal Team Leader	(XXX XXXX) Business Owner/Managing Director
Name	Name	Name	Name
Sign	Sign	Sign	Sign
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This halal manual is courtesy of (XXXXXXX) Business Owned/Managing Director which contains policies and regulations implemented in order to fulfill the halal certification requirements set by the Halal Product Assurance Organizing Body (BPJPH). This halal manual is only valid if it has been filled in completely with its appendices and signed by the business owner. This halal manual may not be duplicated/edited without the permission of the business owner. (Fill in the name of the business).

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Document Amendment

Revision	Date	Amendment description
0		

LEGAL BACKGROUND

1. Regulation of the Central Islamic Council of Thailand on the management of Halal Affairs B.E. 2558
2. The requirements for certification and process of Halal products B.E. 2559
3. The requirements for terms requesting the use of Halal certification logo and the use of Halal certification logo on the product and packaging B.E. 2559
4. Law Number 33 of 2014 Concerning Halal Product Guarantee
5. Law Number 11 of 2020 Concerning Job Creation
6. Government Regulation Number 39 of 2021 Concerning Implementation of Halal Product Assurance Sector
7. Minister of Religious Affairs Regulation Number 26 of 2019 Concerning Implementation of Halal Product Assurance
8. Decree of the Minister of Religious Affairs Number 982 of 2019 Concerning Halal Certification Service
9. Decree of the Minister of Religious Affairs Number 748 of 2021 Concerning Types of Products That are Mandatory Halal Certified
10. Decree of the Head of The Halal Product Assurance Organizing Body Number 57 of 2021 Concerning the Criteria of Halal Product Assurance System

OBJECTIVE

Halal Product Assurance System (SJPH) The manual is prepared to serve as a guideline in implementing SJPH for micro and small businesses, in order to maintain the continuity of halal production in accordance with the established halal certification requirements by the Halal Product Assurance Organizing Body (BPJPH) and the decision to determine the halal status of the product by the Indonesian Ulema Council (MUI).

SCOPE

The SJPH Manual is a document that guides the implementation of SJPH in a company. This SJPH manual applies to all company facilities related to the halal product process (PPH), including outlets, contract manufacturing, and rental warehouses.

COMPANY PROFILE

XXX Co., Ltd. was established on XXXXXX

Company Name	
Founder	
Established	
Address	
Telephone and Telefax	
Email	
Company coordinator	
Factory address	
Factory phone	
Factory email	
Factory coordinator	
Business	
Our standard	
Factory area	
Employees	
Musalim employee	
Capacity/Year	

Products	
Customer	
Halal customer	
Halal representative	

HALAL POLICY

Company Limited. with standard quality, clean, safe for consumers, committed to producing products. Legal, in accordance with Islamic provisions.

To achieve the Halal policy, the company will proceed as follows:

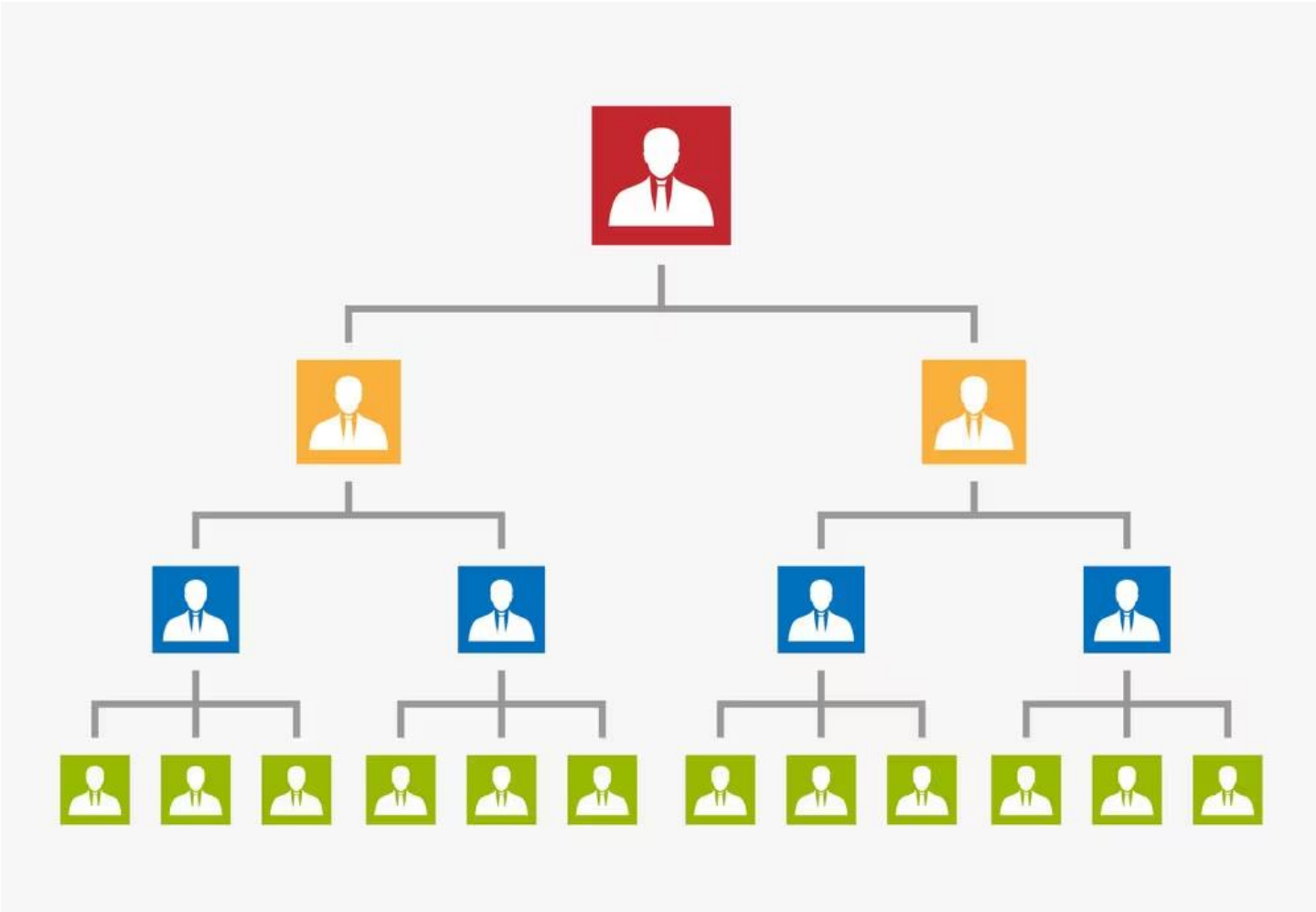
1. Produce products.....with quality and in accordance with the provisions of Islamic.
2. Follow the law Rules and regulations of the Central Islamic Council of Thailand related to product safety.
3. Ensure the employees receive appropriate training, skills, experience, and qualifications on an ongoing basis. In order to have sufficient ability to control the production of Halal products of the company.
4. Continuously monitor, inspect, evaluate and improve the efficiency of the Halal quality system.
5. The dissemination of Halal Policy to all personnel in the company, to ensure that all personnel maintain halal integrity in the company, is carried out using various communication media (audio, visual, and audio-visual), including: (meetings, emails, social media, posters, banners, letters, contracts, etc.)
6. The company stores and maintains records / records of evidence of the results of Halal Policy Dissemination to all related parties, among others, in the form of (meeting minutes, meeting attendance lists, photos of activities, meeting materials, emails, social media screenshots, letters, contracts, etc.).
7. Display halal policy posters and halal education in offices, production areas and warehouses.

Announced on XXXXX

(Mr.....)

Business Owned/Managing Director

CORPORATE STRUCTURE



XXXXXXXXXXXX

ROLE RESPONSIBILITY AND AUTHORITY

Managing Director

Responsibility and Authority

- 1. XXXX
- 2. XXX
- 3. XX

Factory Manager

Responsibility and Authority

- 1. XXX
- 2. XXX
- 3. XX

Purchasing Department

Responsibility and Authority

- 1. XX
- 2. XX
- 3. XX

Warehouse Department

Responsibility and Authority

- 1. XX
- 2. XX
- 3. XX

Production Department

Responsibility and Authority

- 1. XX
- 2. XX
- 3. XX

Quality Control Department

Responsibility and Authority

1. xx
2. xx
3. xx

Engineering Department

Responsibility and Authority

1. xx
2. xx
3. xx

Human Resources Department

Responsibility and Authority

1. xx
2. xx
3. xx

Sale Department

Responsibility and Authority

1. xx
2. xx
3. xx

Halal Supervisor

Responsibility and Authority

1. Compiling Documents for the Implementation of the Halal Product Assurance System (SJPH) and its Completeness
2. Preparing Material List Documents and Supporting Documents
3. Supervising Halal Materials, Processes and Products
4. Handling products that do not meet halal criteria
5. Conducting Internal Audit Implementation of Halal Product Assurance System (SJPH)

6. Conducting Follow-up Evaluation of Internal Audit Results

Halal Assurance Controller

Responsibility and Authority

1. xx
2. xx
3. xx

Staff at all levels across the organization has been communicated to the responsibility and authority to ensure that the food safety management system and halal assurance system are conforms to the requirements of the International Standard

CRITERIA OF HALAL PRODUCT ASSURANCE SYSTEM

A. Commitment and Responsibility

8. HALAL POLICY

- 8.1. Halal Policy of XXX Co., Ltd. poured into **Appendix 1. Halal Policy**
- 8.2. The dissemination of Halal Policy to all personnel in the company, to ensure that all personnel maintain halal integrity in the company, is carried out using various communication media (audio, visual, and audio-visual), including: (meetings, emails, social media, posters, banners, letters, contracts, etc.)
- 8.3. The company stores and maintains records / records of evidence of the results of Halal Policy Dissemination to all related parties, among others, in the form of (meeting minutes, meeting attendance lists, photos of activities, meeting materials, emails, social media screenshots, letters, contracts, etc.).
- 8.4. Display halal policy posters and halal education in offices, production areas and warehouses as listed in **Appendix 2. Halal Policy Dissemination and Education Posters**

9. TOP MANAGEMENT RESPONSIBILITIES

The business owner/manager is committed and responsible for the following:

- Availability of adequate resources in the implementation of PPH in the company.
- Certainty and assurance of halal integrity from all personnel in the company.
- Establishment of halal management team and/or halal supervisor and their duties and responsibilities.

To implement SJPH and in order to maintain the consistency of halal products halal management team and/or halal supervisor as referred to in number 2 letter c is stipulated in the form of a **Decree** as listed in **Appendix 3**.

Duties and Responsibilities of Halal Management Team and/or Halal Supervisors are as follow:

Duties :

- Supervise PPH in the company;
- Determine corrective and preventive actions;
- Coordinating the halal product process; and
- Assist the halal auditor during the inspection.

Responsibilities:

- Implement SJPH and the provisions of laws and regulations related to Halal Product Assurance;
- Develop a Halal Product Process plan;
- Implement risk management of Halal Product Process control;
- Propose material/ingredient replacement;
- Propose the termination of production that does not meet the requirements of the Halal Product Process;
- Make reports on the implementation and supervision of the Halal Product Process;
- Conduct a review of the implementation of the Halal Product Process;
- Prepare inspection materials and samples for halal auditors; and
- Show evidence and provide accurate information during the inspection process by the Halal Auditor.

10. HUMAN RESOURCE DEVELOPMENT

The business owner or company manager provides mentorship through training and / or competence in the halal sector as necessary. The implementation of training and/or competencies is carried out with the permission of the business owner and submitted to an institution that organizes training activities in accordance with statutory provisions; and stores and maintains the integrity of all documents of activities that have been carried out.

Conduct internal training with **Internal Training Materials** as listed in Appendix 4, at least once a

year. Every new employee must receive this training before starting work. An attendance register must be created and kept for the duration of the halal certificate as proof of internal training.

B. MATERIALS (Ingredients)

XXXX Co., Ltd. is committed to consistently using ingredients that comply with the requirements of the Halal Product Assurance System as follows:

1. Using all types of halal ingredients (raw materials, additives, and auxiliary materials) as evidenced by halal certificates except non-critical ingredients in accordance with the Decree of the Director of The Assessment Institute for Foods, Drugs and Cosmetics, the Indonesian Council of Ulama (LPPOM MUI) Number 12/Dir/LPPOM MUI/VI/2020;
2. Use materials that comply with safety and health aspects in accordance with applicable laws and regulations;
3. Compile a list of halal ingredients that have been approved by BPJPH and the Halal Inspection Agency (LPH). If there is a change in ingredients, it is mandatory to report it to BPJPH and LPH. **Halal Ingredients List** Format are listed in **Appendix 5** and the **List of Ingredients Used in Each Product** format is listed in **Appendix 6**.
4. Purchase and use ingredients with the name, brand, and manufacturer as listed in the Halal Ingredients List approved by BPJPH and LPH;
5. Maintaining Ingredient Purchase Records / proof of purchase of materials (notes / receipts / etc.) and examples of packaging labels (if any) during the validity period of the halal certificate, except for materials that are rarely purchased, the last proof of purchase is kept. **Material Purchase Records** are listed in **Appendix 7**.
6. If the Company will use new ingredients outside the Halal Ingredients List (including old ingredients with new manufacturers), it will request approval for the use of these ingredients to BPJPH and LPH. New ingredients can be used only after obtaining written approval from BPJPH and LPH. Proof of approval for the use of new ingredients must be kept during the validity period of the halal certificate.
7. Checking the ingredient label on each purchase or receipt of ingredients to ensure that the name of the ingredient, the name of the manufacturer and the country of manufacture are consistent with those listed in the Halal Ingredient List. Ingredients that may be used are only ingredients whose names, the names of the producers and the manufacturer's country are in accordance with the Halal Ingredient List. The ingredient label review is written in the **Ingredient Review Form** as shown in **Appendix 8**.
8. Create raw product formulas/recipes that will be a reference for the production department in

producing products (for products that have formulas).

9. Conduct manufacturing using only the ingredients listed in the Halal Ingredients List.
10. If there is already the use of ingredients that are not listed in the Halal Ingredient List, the resulting product will not be sold to consumers. The product will then be destroyed and proof of product destruction must be kept.
11. Monitoring and maintaining supporting documents for materials including validity period.

C. HALAL PRODUCT PROCESS

1. LOCATION, SITE, AND EQUIPMENT

XXX Co., Ltd. committed to comply with the requirements of the Halal Product Assurance System regarding Location, Place and Equipment, as follows:

- 1.1. Establish a halal product process location that is distant from pig farms or processing activities, to prevent contamination through employees and equipment.
- 1.2. Prepare a statement letter of pork-free facility supported by the **Statement of Pork Free** facility listed in **Appendix 9**.
- 1.3. Design the production site to facilitate proper cleaning and supervision processes, and ensure that the location and place of the halal product process remain clean and hygienic, free from impurities, pets, wild animals, and from non-halal materials. **Production Site Layout/Design** is listed in **Appendix 10**.
 - Processing, including: the containment of materials, weighing of materials, mixing of materials, molding of products, cooking of products, and/or other processes that affect the processing of products.
 - Storage, including: reception of materials, reception of products after processing, and suggestions for storage of materials and products.
 - Packaging, including: packaging materials used to package the product and product packaging.
 - Distribution, including: transport facilities and transportation vehicles for product distribution.
 - Sales, including: the facilities and process of selling halal products.
 - Serving, including: the facilities and process of selling halal products.
- 1.4. Separating places and tools used for halal product processes which include:

- 1.5. Maintain all production facilities and equipment in a clean state (free from impurities) before and after use through washing in a separate place/facility, using washing materials that are not derived from non-halal or unclean materials, and verify the results of washing to prove the loss of color, odor and taste from impurities.
- 1.6. Storing ingredients and products in a clean place and keeping them free from impurities.

2. HALAL PRODUCT PROCESS EQUIPMENT AND APPLIANCES

XXX Co., Ltd. committed to fulfill the requirements of Halal Product Assurance System related to equipment and appliances, as follows:

- 2.1. Separating equipment and devices used to process halal and non-halal products including:
 - Processing, storage, packaging, distribution and sales tools.
 - Cleaning facilities, maintenance facilities, and storage areas for processing, storage, packaging, distribution, and sales equipment.
- 2.2. Maintain and ensure halal product process equipment remains clean and hygienic, free from impurities, and non-halal ingredients.
- 2.3. Using equipment, devices, and machinery that are in direct contact with the halal product process are not made of non-halal materials, as well as ensuring the use of maintenance materials and auxiliary tools are not made of non-halal materials.
- 2.4. Using equipment for sampling does not alternate between halal and non-halal ingredients and / or products.
- 2.5. Complete production facility documents for halal-certified products, if the production facility is also used to produce products that are not halal certified unless the ingredients come from prohibited ingredients, including:
 - Product Name
 - List of products and ingredients used
 - Product processing
 - Washing or tanning in production facilities that are used simultaneously.

3. HALAL PRODUCT PROCESS PROCEDURE

XXX Co., Ltd. committed to fulfilling the requirements of the Halal Product Assurance System related to the Halal Product Process procedure, as follows:

- 3.1. Establish, implement, and maintain **PPH procedures** that include:
 - 3.1.1. **The use of materials and products** that are submitted for halal certification are

not contaminated with impurities.

- Materials and products submitted for halal certification are inspected periodically and records of the inspection are kept for the duration of the product's use.
- Inspection of ingredients is carried out upon arrival, storage, and use.
- The company stores and maintains evidence of its implementation.

3.1.2. **Use of production facilities** that are in contact with materials and/or intermediate/final products are free from gross impurities

- All production facilities and equipment are washed with washing materials that are not derived from haram or impure materials before and after use so that they are always in a clean state (free from impurities);
- While the production facility is in use, it is always monitored to avoid exposure to unclean and/or hazardous materials.
- The company stores and maintains evidence of its implementation.

3.2. **Sanitization of production facilities** in accordance with Islamic law

3.2.1. Production facilities affected by uncleanliness must be re-purified in accordance with the provisions of Islamic law, namely:

- In the case of severe impurity (mughallazah), which is the impurity of pigs, dogs, and their derivatives or one of them, the method is dissuaded (washed with water seven times, one of which is with dirt/dust or a substitute that has the same cleansing power).
- In the case of moderate impurity (mutawassithah), which is the impurity of animal and human feces, alcohol, dead animals other than fish and locusts, the method is to wash it with running water until the impurity is completely removed, or by washing it, or by istijmar (using stones, wood, and the like), and by other means.
- If purification using water will damage the equipment and/or production process, it can be purified using something other than water.
- In the case of minor impurity (mukhoffafah), which is the impurity of the urine of a male infant who is not yet two years old and does not consume anything other than breast milk, then it should be washed with water (poured out and soaked).

3.2.2. The process of sterilization of impurity affected facilities by means of washing,

verified to prove the disappearance of color, odor and taste of impurities.

3.2.3. The company stores and maintains evidence of its implementation.

3.3. Material Arrival Inspection

3.3.1. The Halal Supervisor inspects the ingredient label on each purchase or receipt of ingredients to ensure the suitability of the ingredient name, manufacturer's name and country with those listed in the Halal Ingredient List as a condition for use in the halal product process.

3.3.2. Materials are stored with attention to material storage criteria related to the facilities and equipment used that can provide assurance of the integrity of halal ingredients.

3.3.3. The process of storing and using materials is recorded in a special format as attached in **Appendix 11. Material and Product Storage Record.**

3.3.4. The company stores and maintains evidence of its implementation.

3.4. Production Process

3.4.1. The Halal Supervisor ensures that the production process is clean and free from haram ingredients, by only using ingredients listed in the Halal Ingredients List.

3.4.2. The **Production Process Flow Chart** can be seen in **Appendix 12.**

3.4.3. Store ingredients and products in a clean place and keep them free from impurities.

3.4.4. Record production results on a regular basis, see **Appendix 13** format. **Production Result Record.**

3.4.5. The company stores and maintains evidence of its implementation.

3.5. Transportation and Distribution of Ingredients and Products

3.5.1. The Halal Supervisor regularly inspects the facilities for transportation of materials and products used to ensure that they can maintain the integrity of the halal products they transport.

3.5.2. The process of storage, use, and distribution of materials and products are recorded in a special format as attached in **Appendix 11. Material and Product Storage Record.**

3.5.3. The product distribution/sales process is recorded in a special format as attached in **Appendix 14. Product Distribution/Sales Record**

3.5.4. The company stores and maintains evidence of its implementation.

3.6. Halal Traceability

3.6.1. The Halal Supervisor checks and ensures halal traceability through:

- Product expiration dates are traced to production record data and then traced to purchase records, or
- Product sales records are traced to production records and then traced to ingredient purchasing records, or
- Records of available ingredients are traced against the product produced and then the use of stock ingredients against the recipe of the product, or
- The production code label is traced to the interpretation of the label and further traced to other information such as production line, person in charge, production date, and production hours.

3.6.2. The company stores and maintains evidence of its implementation.

3.7. Handling of Products that do not Meet Halal Criteria

The Halal Supervisor handles products that do not meet the halal criteria, referring to the following regulations:

3.7.1. Products that do not meet the halal criteria: products that have been produced but have already been produced from materials that do not meet the criteria for halal ingredients / criteria for using new materials / processed / produced with facilities, which do not meet the criteria for halal production facilities.

3.7.2. Non-halal products: items produced using ingredients that do not comply with halal standards, or those processed or manufactured in facilities that do not meet halal production criteria.

3.7.3. If a product is found that does not meet the halal criteria, the resulting product will not be sold to consumers, withdrawn by the business owner and / or through a seller who has authorized the business owner, and the destruction process will be carried out.

3.7.4. The company stores and maintains evidence of its implementation.

3.8. Product Launch/Sales

3.8.1. The Halal Supervisor ensures that the launch / sale of products with the halal logo is carried out after the issuance of a halal fatwa decree and halal certificate.

3.8.2. The company stores and maintains evidence of its implementation.

3.9. Product Formulation/New Product Development

The business owner submits an application for approval of the use of new ingredients to

BPJPH if there is a product that will use new ingredients outside the Halal Material List (including old ingredients with new producers);

3.9.1. The format of the application letter as attached in Appendix 15. Application Letter for Approval of the Use of New Ingredients.

3.9.2. The business owner makes raw product formulas/recipes that will be a reference for the production department in producing products (for products that have formulas);

3.9.3. The company stores and maintains evidence of its implementation.

D. PRODUCT

XXXX Co., Ltd. is committed to fulfilling the requirements of the Halal Product Assurance System related to products and identification and traceability, as follows:

1. Halal certified products are products that are registered with the Halal Product Assurance Organizing Body and approved by the Halal Inspection Agency;
2. To manufacture products from halal ingredients and processed in a manner that meets the requirements;
3. The facilities used and the products produced are not mixed with production processes and products that are not halal / not registered with the Halal Product Assurance Organizing Body;
4. The products produced do not contain names, shapes, and characteristics / sensory profiles that lead to haram products and / or products that are declared not halal based on Fatwa regulations;
5. Produce products or ingredients that are safe for consumption;
6. The implementation of the product packaging process is carried out by paying attention to using clean and impure-free, and the packaging design, signs, symbols, logos, names, and product packaging images are not misleading and do not lead to something that is prohibited, and the inclusion of the halal logo is only for certified product packaging;
7. If there are additions and / or product development outside of what has been registered for halal certification, it must be reported to Halal Product Assurance Organizing Body;
8. Ensure traceability of product halal status, that the product comes from materials that meet the criteria for ingredients, criteria for the use of new ingredients and is produced in facilities that meet the criteria for facilities (e.g. ingredient purchase records, production records, and sales records).

9. Register every new retail product under the same brand to be halal certified before marketing.
10. Ensure halal products do not use names that refer to something that is forbidden or worship that is not in accordance with Islamic law, and do not have a tendency to smell or taste that leads to haram products; for example, Valentine chocolate, devil noodles, beer-flavored drinks, pork-flavored bread, bikini pasta.

E. MONITORING AND EVALUATION

XXXX Co., Ltd. committed to fulfilling the requirements of the Halal Product Assurance System related to monitoring and evaluation, as follows:

1. Conduct monitoring and evaluation using internal audit procedures and management reviews.
 - Internal Audit and Management Review refers to the following conditions:
 - Internal audits are carried out at least once a year by inspecting the implementation of all operational procedures and filling in the Internal Audit Checklist Form in Appendix 16.
 - Internal audits are conducted by competent personnel with evidence of proper training;
 - Management review is carried out once a year to evaluate the implementation of the Halal Product Assurance System. The format of the management review minutes as attached in **Appendix 17. Management Review Minutes**.
2. Possess and maintain evidence of internal audits and management reviews.
3. If an internal audit discovers that the Halal Product Assurance System at a business does not match the required criteria and certification requirements (policies and procedures), corrective action will be taken immediately. Evidence of the corrections made must be retained for as long as the halal certificate is valid.
4. Report the results of internal audits and management reviews to Halal Product Assurance Organizing Body and the Halal Inspection Agency.

HALAL SCOPE

Our halal certification system of is covers production processes and products as following

1. The processing of Product

Halal Product Name List		
No.	Product Name (as define on packaging)	Brands

1		xxx
2		xx
3		xx
4		xx

2. The processing of xxxx

Halal Product Name List		
No.	Product Name (as define on packaging)	Brands
1		
2		
3		
4		

List of Income Materials and Ingredients

1. Products.....

Process Name	Product Name(s)	Raw Materials	Packaging Materials	Ingredients and Processing aid

2. XXXX

Process Name	Product Name(s)	Raw Materials	Packaging Materials	Ingredients and Processing aid

Product Description

1. PRODUCT NAME 1

รายละเอียดของผลิตภัณฑ์ (PRODUCT DESCRIPTION)	
PROCESS / PRODUCT TYPE NAME : XXXX	
PRODUCT NAME(S)	PRODUCT NAME 1
IMPORTANT PRODUCT CHARACTERISTICS (OF END PRODUCT such as a _w , pH, PRESERVATIVES,...)	XXX
HOW IS IT TO USED ?	XXX
PACKAGING	XX
SHELF LIFE	XX

WHERE WILL IT BE SOLD ?	XX
LABELING INSTRUCTIONS	XX
SPECIAL DISTRIBUTION CONTROL	XX

2. PRODUCT NAME 2

(PRODUCT DESCRIPTION)	
PROCESS / PRODUCT TYPE NAME : XXX	
PRODUCT NAME(S)	PRODUCT NAME 2
IMPORTANT PRODUCT CHARACTERISTICS (OF END PRODUCT such as a_w , pH, PRESERVATIVES,...)	XX
HOW IS IT TO USED ?	XX
PACKAGING	XX
SHELF LIFE	XX
WHERE WILL IT BE SOLD ?	XX

LABELING INSTRUCTIONS	XX
SPECIAL DISTRIBUTION CONTROL	XX

Standard Operating Procedure

Product Name:

No.	Process Step	Standard operating procedure	Documentation

Establish Halal Control Points or HCPs

No	Process Step	Haram or Najis	Control Measure

Halal control points according to the production process are ...XX... points.

Halal Control Points Plan

HCPs	HL Limits	Monitoring Procedures				Corrective Actions	Records	Validation and Verification
		What	How	Frequency	Who			

Halal Verification

Verification activities	How?	When?	Who?	Documented.
การประเมินความใช้ได้ของแผน Halal				
ทวนสอบ Factory Layout	ตรวจสอบหน้างาน / ประชุม	ทุก 6 เดือน	Halal Team	รายงานประชุมทีมงานฮาลาล
ทวนสอบ Halal Flow Diagram	ตรวจสอบหน้างาน / ประชุม	ทุก 6 เดือน	Halal Team	รายงานประชุมทีมงานฮาลาล
ทวนสอบ Halal Plan	ประชุม	ทุก 6 เดือน	Halal Team	รายงานประชุมทีมงานฮาลาล
ตรวจติดตามการทำงาน ณ จุด Halal	Internal Audit	ทุก 6 เดือน	Halal Team	รายงานประชุมทีมงานฮาลาล
ปัญหาที่พบและการแก้ไข	ประชุม	ทุก 3 เดือน	Halal Team	รายงานประชุมทีมงานฮาลาล
การประเมินระบบ GHPs				
ตรวจติดตามการทำงานตาม GMP Manual	Internal Audit	ทุก 6 เดือน	Auditor	รายงานประชุมทีมงานฮาลาล
ตรวจสอบการควบคุมสัตว์พาหะ	ประชุม / ตรวจสอบเอกสาร	ทุก 1 เดือน	หัวหน้า QC	บันทึกการตรวจสอบสุขลักษณะโรงงาน
ตรวจสอบระบบการควบคุมน้ำใช้	ประชุม / ตรวจสอบเอกสาร	ทุก 1 เดือน	หัวหน้า QC	บันทึกการตรวจสอบสุขลักษณะโรงงาน

HALAL PRODUCT ASSURANCE SYSTEM MANUAL

(Business Name)

ตรวจสอบการควบคุมสุขลักษณะส่วนบุคคล	ประชุม / ตรวจเอกสาร	ทุก 1 เดือน	หัวหน้า QC	บันทึกการตรวจสอบสุขลักษณะส่วนบุคคล
ทบทวนรายชื่อผู้จำหน่ายที่ได้รับการขึ้นทะเบียน	คัดเลือก/ประเมินผู้ขาย	ทุก 1 ปี	จนท.จัดซื้อ หัวหน้า QC	ตารางแสดงรายการวัตถุดิบที่ใช้ในการผลิต (HL.Cicot OC 08)
การตรวจประเมินผู้จำหน่าย	ตรวจเยี่ยมการผลิต	ทุก 6 เดือน	จนท.จัดซื้อ หัวหน้า QC	ใบประเมินผู้ขาย
ฝึกอบรมภายใน Halal Awareness Training	ฝึกอบรม	ทุก 6 เดือน	จนท.บุคคล หัวหน้า QC	บันทึกการอบรม

APPENDIX

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Appendix 1. Halal Policy

Appendix 2. Halal Education and Policy Dissemination Poster

A. Halal-Haram Poster

B. Halal Product Assurance System Implementation Practice Poster

Appendix 3. Decree on the Establishment of the Halal Management Team and / or Halal Supervisor

DECREE ON THE ESTABLISHMENT OF THE HALAL MANAGEMENT TEAM AND / OR HALAL SUPERVISOR

To implement the Halal Product Assurance System and in order to maintain the consistency of product halal status, the **Halal Management Team** and / or **Halal Supervisor(s)** are hereby appointed as follows:

No.	Name	Job Title	Job Position	Sign
1.			Halal Team Leader	
2.			Halal Assurance Controller	
3.			Halal Supervisor	
4.			Member	
5.			Member	
6.			Member	

HALAL PRODUCT ASSURANCE SYSTEM MANUAL

(Business Name)

The Halal Management Team and / or Halal Supervisor has read and understood the Halal Product Assurance System Manual and will seriously implement all Halal Product Assurance System criteria as written in this Halal Product Assurance System manual.

This decree is made to be implemented as intended.

Halal Management team responsibilities is following;

1. Create Halal manual according to Islamic regulations and continuously update.
2. Control the operation of the production process and related processes to be in accordance with the specified Halal manual.
3. Coordinate and communicate internally and externally about the company's Halal products.
4. Report progress and improvement of Halal quality system directly to the executives according to the company's quality system review plan.

Announced on XXXXX

Location/Date

Company Owner,

Sign
[Name]

Lampiran 4. Internal Training Materials

A. Halal-Haram Knowledge

1. Consuming halal food and drink is obligatory for Muslims.
2. Definition of halal-haram: (i) Halal is permitted. (ii) Haram is something that is prohibited by Allah SWT with a strict prohibition.
3. Examples of haram ingredients: (i) Pigs, including all their body parts and derivative products (fresh or processed), (ii) Khamr (alcoholic beverages), (iii) By-products of khamr obtained only by physical separation, (iv) Blood, (v) Carcasses, (vi) Parts of the human body, beasts, dogs.

B. Knowledge of Impure Objects

1. Definition of impurity: (i) linguistically is "every dirty thing", (ii) According to *Shara'* is uncleanness that must be avoided and cleaned by every Muslim when exposed to it.
2. There are three types of impurity: (1) *mukhaffafah* (mild impurity), which is the urine of male infants before the age of two who consume only breast milk, (2) *mughallazhah* (severe impurity), which is the impurity of pigs, dogs or their derivatives, and (3) *mutawassithah* (moderate impurity), which is the impurity of animal feces, *khamr* (liquor)
3. *Mutanajjis* are pure objects that are affected by impurities, which can be ingredients, products or production equipment. *Mutanajjis* objects can become pure again after being washed in a *shar'i* manner.
4. Washing solid *mutanajjis* objects affected by *mutawassithah* impurity in a *shar'i* manner is by draining it in water or washing it in a large amount of water or by soaking it until the taste, smell and color of the impure material disappear.
5. The *shar'i* method of washing solid *mutanajjis* objects affected by *mughallazhah* impurity is to wash them seven times with water and one of them with soil or other materials that have the ability to remove its taste, smell and color.

C. Halal Certification Knowledge

1. Halal product certificates in Indonesia are issued by the Halal Product Assurance Organizing Body (BPJPH) based on the Halal Decree of the Indonesian Ulema Council (MUI).
2. Companies that have received a halal certificate from the Halal Product Assurance Organizing Body must maintain the halal status of their products by implementing a Halal Product Assurance System (SJPH).
3. The halal label may not be used by a company if it does not possess a halal certificate from the Halal Product Assurance Organizing Body.

D. Implementation of Halal Product Assurance System (SJPH)

1. The essence of implementing the Halal Product Assurance System (SJPH) is to make a halal policy, form a halal management team and carry out all operational procedures listed in the Halal Product Assurance System (SJPH) Manual earnestly.
2. Halal policy is the company's commitment to produce halal products, using only ingredients that have been approved by the Halal Product Assurance Organizing Body and Halal Inspection Agency and produced using equipment that is free from impurities.
3. Ingredients that have been approved by the Halal Product Assurance Organizing Body and Halal Inspection Agency are listed in the Halal Ingredients List.
4. Purchase ingredients with brands and manufacturers that match those listed in the Halal Ingredients List.
5. When using new ingredients outside the Halal Ingredients List (including old ingredients with new manufacturers), the company requests approval for the use of these ingredients from the Halal Product Assurance Organizing Body and Halal Inspection Agency.
6. Inspecting the ingredient label on each purchase of ingredients or the receiving process of ingredients to ensure that the ingredient name, manufacturer's name and country of manufacture are consistent with those listed in the Halal Ingredient List. Ingredients that may be used are only ingredients whose names, names of producers and countries of manufacture are in accordance with the Halal Ingredient List.
7. In the production process, only use ingredients with the name / brand and manufacturer as listed in the Halal Ingredient List.

8. Keep all production facilities and equipment clean (impurity-free) before and after use.
9. Every worker maintains personal hygiene before and during work so as not to contaminate the products being produced.
10. Every worker must not bring non-halal products in the production area.
11. Every worker must not bring/keep pets in the production area.
12. Every worker must not use production equipment for other purposes, for example employees use production equipment to cook or store non-halal products owned by employees.
13. Store ingredients and products in a clean place and keep them free from impurities.
14. Ensure that vehicles used to transport halal products are in good condition and are not used to transport other products which halal status is in doubt.
15. Register every new product with the same brand to be certified halal before marketing.
16. Register any addition of new production facilities to be halal certified.

E. Internal Training Evaluation

Sample Questions for Internal Training

1. Examples of forbidden materials are ...
2. In the process of halal products only use ingredients with the name/brand and manufacturer as listed in ...
3. If a new ingredient outside the Halal Ingredient List is to be used (including an old ingredient with a new manufacturer), approval for the use of the ingredient will be requested to ...
4. In the production process, all production facilities and equipment must be ...
5. Internal audits are conducted at least ... times a year.

Note: This question is given to all trainees and assessed by the trainer. Trainers may change the questions according to the training material presented.

Appendix 5. Halal Ingredients List

INGREDIENTS LIST
Business Name

No	Name and Brand	Ingredient Type *) (Main/Additive /Auxiliary)	Manufacturer	Country	Supplier	Halal Certificate (Yes/No)	Halal Certificate Publisher Institution	Halal Certificate Reg. Number	Halal Certificate Validity Period	Supporting Documents
1	Flour/ Merpati	Main Ingredient	XYZ Ltd.	Indonesia	ABC Mart	√	Halal Product Assurance Organizing Body (BPJPH)	ID00110000133870 821	Sept. 2025	Halal Certificate
2										
3										
etc.										

*) main ingredients/ additional ingredients / auxiliary ingredients

Place and Date

Business Owner

Halal Supervisor

(.....)

(.....)

Appendix 6. List of Ingredients Used in Each Product

LIST OF INGREDIENTS USED IN EACH PRODUCT

No.	Ingredient List	Product Name					Description
1							1. Product X, 2. Product Y 3. Product Z, etc.
2							
3							
4							
5							
6							
7							
8							
9							

Place and Date

Business Owner

Halal Supervisor

(.....,.)

(.....)

Appendix 7. Ingredient Purchase Record

INGREDIENT PURCHASE RECORD

No	Ingredient – Brand Name	Amount	Time of Purchase	Person Responsible
1				
2				
3				
4				
5				
6				
7				
8				
9				

Place and Date

Business Owner

Halal Supervisor

(.....)

(.....)

Appendix 8. Ingredients Inspection Form

INGREDIENTS INSPECTION FORM

No.	Arrival Date/ Purchase Date	Ingredient/Brand/ Ingredient Code	Manufacturer Name & Location	Suitable/ Non-Suitable
1				
2				
3				
4				
5				
Etc.				

Place and Date

Business Owner

Halal Supervisor

(.....)

(.....)

Appendix 9. Pork-free Statement Letter

STATEMENT LETTER

The undersigned:

Name :
Position :
ID Number :
Company :

Declare that our company **does not use ingredients, facilities, and manufacture products that contain pork and its derivatives, impurities, and hazardous materials.**

This statement letter is made truthfully to be used as intended.

Place and Date

Business Owner,

(.....)

Appendix 10. Production Area Layout

PRODUCTION AREA LAYOUT

Place and Date

Business Owner

Halal Supervisor

(.....)

(.....)

Appendix 11. Ingredient and Product Storage Records

INGREDIENT AND PRODUCT STORAGE RECORDS

No	Ingredient	Product	Brand and Manufacturer	Date		Amount	Person Responsible
				In	Out		
1							
2							
3							
4							
Etc.							

Place and Date

Business Owner

Halal Supervisor

(.....)

(.....)

Appendix 12. Production Process Flowchart

PRODUCTION PROCESS FLOW CHART

Place and Date

Business Owner

Halal Supervisor

(.....)

(.....)

Appendix 13. Production Records

PRODUCTION RECORDS

No	Date/Month/Year	Name/Variant/Brand	Quantities	Production Code/ Expiration Date
1				
2				
3				
4				
5				
Etc.				

Place and Date

Business Owner

Halal Supervisor

(.....)

(.....)

Appendix 14. Product Distribution/Sales Record

PRODUCT DISTRIBUTION/SALES RECORD

No	Date	Product/ Variant/Brand	Amount	Destination
1				
2				
3				
4				

Place and Date

Business Owner

Halal Supervisor

(.....)

(.....)

Appendix 15. Application Letter for Approval of the Use of New Materials

BUSINESS NAME
Business Address
Email and Postcode

To : Head of Halal Product Assurance Organizing Body (BPJPH) and Head of Halal Inspection Agency (LPH) (.....)
Subject : Application Letter for Approval of the Use of New Materials
Attachments :

Referring to the terms and conditions of halal certification, hereby (Business Name) applies for approval of the use of new ingredients, namely:

1.	Ingredients :
	Brand : --
	Manufacturer – Country of Origin :
	Halal Certificate Registration Number - Halal Certificate validity period : --
2.	Ingredients : --
	Brand : --
	Manufacturer – Country of Origin : --
	Halal Certificate Registration Number - Halal Certificate validity period : --

For consideration, attached are supporting documents for the materials (halal certificate, ingredient specifications, flow chart).

Thank you.

Place and Date

Business Owner

Halal Supervisor

(.....)

(.....)

Appendix 16. Internal Audit Checklist Form

HALAL PRODUCT ASSURANCE SYSTEM CRITERIA		Proof of Compliance <i>(filled by auditee)</i>	Evaluation Result <i>(filled by auditor)</i>		
			Yes (1)	No (0)	Description
1	COMMITMENT AND RESPONSIBILITIES				
	Halal Policies				
	Is halal policy in place?				
	Has halal policy been disseminated?				
	Is there evidence of halal policy dissemination?				
	Add extra questions as needed				
	Duties and Responsibilities				
	Has a halal supervisor been assigned?				
	Has the halal supervisor conducted external training?				
	Is the halal supervisor registered with the Halal Product Assurance Organizing Body?				
	Are the duties of the halal supervisor written down?				
	Add extra questions as needed				
	Human Resource Development				
	Are there scheduled training activities at least once every two years?				
	Is there any evidence of training?				
	Add extra questions as needed				
2	Ingredients				
	Origin of Ingredients, Ingredients List				
	Does it use all types of halal ingredients and not use ingredients sourced from non-halal ingredients and not use ingredients derived from materials that contain unclean and / or harmful according to the provisions of the Qur'an, Hadith, and Ulama Fatwa?				

HALAL PRODUCT ASSURANCE SYSTEM CRITERIA		Proof of Compliance <i>(filled by auditee)</i>	Evaluation Result <i>(filled by auditor)</i>		
			Yes (1)	No (0)	Description
	Does it use materials that meet safety and health aspects according to applicable regulations?				
	Is there an ingredient list available?				
	Are ingredients purchased and use ingredients with the name/brand and manufacturer as listed in the List of Ingredients approved by the Halal Product Assurance Organizing Body and Halal Inspection Agency?				
	Are the storage of proof of purchase (notes / receipts) and examples of packaging labels (if any) during the validity period of the halal certificate, except for materials that are rarely purchased, the last proof of purchase is kept?				
	Are ingredient purchase records available?				
	Add extra questions as needed				
	Ingredient Supporting Documents				
	Are the supporting documents for the materials required for halal certification available?				
	Is there monitoring and maintenance of supporting documents for materials, including their validity?				
	Is there a supporting document in the form of a statement letter of pork-free facility issued by the producer, not by the distributor/supplier?				
	Add extra questions as needed				
3	Halal Product Processes				
	Location, Site, and Equipment				
	Is the establishments of halal product process locations that are the scope of certification located (location and place) and have been confirmed to be distant from pig farms or processing				

HALAL PRODUCT ASSURANCE SYSTEM CRITERIA		Proof of Compliance <i>(filled by auditee)</i>	Evaluation Result <i>(filled by auditor)</i>		
			Yes (1)	No (0)	Description
	activities, to prevent contamination through employees and equipment?				
	Is the design of the production site to facilitate proper cleaning and supervision processes and ensure that the location and place of processing of halal products remain clean and hygienic, free from impurities, pets, wild animals, and from non-halal materials?				
	Is there separation of places and tools used to process halal and non-halal products?				
	Is the maintenance of all production facilities and equipment in a clean state (free from impurities) before and after use through washing in a separate place / facility using washing materials that are not derived from non-halal or impure materials and verifying the results of washing to prove the loss of color, odor and taste from impurities?				
	Add extra questions as needed				
	Equipment and Tools				
	Is there a separation of equipment and tools used to process halal and non-halal products?				
	Is there safeguarding and assurance system for halal product process equipment to remain clean and hygienic, free from impurities, and non-halal materials?				
	Is the use of equipment, devices, and machinery that are in direct contact with the halal product process not made of non-halal materials and ensure the use of maintenance materials and auxiliary tools are not made of non-halal materials?				
	Does the use of equipment for sampling not interchange between				

HALAL PRODUCT ASSURANCE SYSTEM CRITERIA		Proof of Compliance <i>(filled by auditee)</i>	Evaluation Result <i>(filled by auditor)</i>		
			Yes (1)	No (0)	Description
	halal and non-halal ingredients and / or products?				
	Is the documentation for production facilities for halal-certified products completed if the production facility is also used to produce products that are not certified halal from materials that do not contain non-halal ingredients?				
	Add extra questions as needed				
	Halal Product Process Procedure				
	Is there implementation and maintenance of Halal Product Process procedures established?				
	Add extra questions as needed				
4	Product				
	Are halal certified products that are registered to the Halal Product Assurance Organizing Body and approved by the Halal Inspection Agency?				
	Is the product made from halal ingredients and processed in a way that meets the requirements?				
	Are the facilities used and the products manufactured not mixed with production processes and products that are not halal / not registered with the Halal Product Assurance Organizing Body?				
	Does the product not contain the name, shape, and characteristics / sensory profile that leads to haram products and / or products that are declared not halal based on Fatwa regulations?				
	Does the product contain ingredients that are safe for consumption?				
	Is the implementation of the product packaging process carried out by paying attention to using clean and impure-free, and the packaging				

HALAL PRODUCT ASSURANCE SYSTEM CRITERIA		Proof of Compliance <i>(filled by auditee)</i>	Evaluation Result <i>(filled by auditor)</i>		
			Yes (1)	No (0)	Description
	design, signs, symbols, logos, names, and product packaging images are not misleading and do not lead to something that is prohibited, and the inclusion of the halal logo is only for certified product packaging?				
	If there are additions and / or product developments beyond those that have been registered for halal certification, it must be reported to the Halal Product Assurance Organizing Body.				
	Are there assurances of product halal traceability, that products come from materials that meet the ingredient criteria, the criteria for using new ingredients and are produced in facilities that meet the facility criteria (e.g. ingredient purchase records, production records, and sales records)?				
	Add extra questions as needed				
5	Monitoring and Evaluation				
	Is monitoring and evaluation conducted using internal audit procedures and management reviews?				
	Is an internal audit conducted at least once a year to monitor the implementation of the Halal Product Assurance System?				
	Is there management review every one year to evaluate the implementation of the Halal Product Assurance System?				
	Is there maintenance of evidence of internal audits and management reviews available?				
	If an internal audit finds a mismatch in the implementation of the Halal Product Assurance System at the business with the Halal Product Assurance System criteria and				

HALAL PRODUCT ASSURANCE SYSTEM CRITERIA		Proof of Compliance <i>(filled by auditee)</i>	Evaluation Result <i>(filled by auditor)</i>		
			Yes (1)	No (0)	Description
	certification requirements (policies and procedures), will corrective action be taken immediately?				
	Is there a report on the results of internal audits and management reviews to the Halal Product Assurance Organizing Body and the Halal Examining Agency?				

Place and Date

Business Owner

Halal Supervisor

(.....)

(.....)

Appendix 17. Management Review Minutes

MANAGEMENT REVIEW MINUTES

No.	Materials	Discussion Results
1	Commitment and Management	
2	Ingredients	
3	Halal Product Processes	
4	Product	
5	Monitoring and Evaluation	

Place and Date

Business Owner

Halal Supervisor

(.....)

(.....)