

Guidelines for granting, refusing, renewing, suspending, restoring, withdrawing, expanding, reducing the scope of certification

1. Certification Decision

- 1.1. After satisfactory closure of non-conformities, the certification manager prepares a file for each applicant considering all relevant information gathered during the processing of the application and document review, the audit reports prepared by the audit team, additional information received from the applicant, and the consequent verification activities (if any).
- 1.2. The certification Committee discusses applicant's files, and the recommendation given by the audit team, and then makes its own decision on grant, suspend, withdraw, and reduce of scope of certification, all decision and its justifications are recorded.

2. Renewal of Certification

- 2.1. ICHS communicates with certificate holder in writing on the expiry of certification approximately 6 months in advance.
- 2.2. The certificate holder may also apply for renewal of certification by requesting renewal in Halal certification Platform. Along with this, a copy of the current documents of the certificate holder which describes the existing Halal management system in accordance with applicable standard should be made available. The request is accompanied with the prescribed renewal fee.
- 2.3. The procedure for processing of renewal of application is similar to the process prescribed before. In case of non-conformities found during the audit, certificate holder makes a declaration, before renewal of application, that he has completely removed all the non-conformities detected in the audit, In case of an unsuccessful certification process, the new application only is accepted if the client makes such a declaration.
- 2.4. If the result of re-certification audit is positive and all non-conformities are closed, a new certificate with a new unique number will be issued, and if scope is extended the certificate will be issued with new scope.

3. Reduction of the Scope

- 3.1. During audits by the ICHS, the certificate holder demonstrates its compliance with all certification criteria regarding the entire scope and proves that from the date on which certification was granted. The certificate holder provides records of the activities carried out during ICHS audits, and these records should demonstrate that the procedures for carrying out its activities have been applied effectively by qualified personnel.
- 3.2. During ICHS audit, the concerned part of the scope is withdrawn if records do not demonstrate its implementation. However, the certificate holder can request certification for withdrawn scope

after modifying management system and its implementation that can prove the capability of performing this scope services.

4. Extension of Scope

- 4.1. At any given moment, the certificate holder can request an extension of scope. For this, an application will be filled in Halal Certification Platform. An audit for extension of scope will not be initiated if nonconformities are currently open in related parts of the scope or in the general Halal management system of the certificate holder.
- 4.2. The certificate holder sends documents prove its implementation on needed extended scope, and audit will be planned after document review and corrective actions of nonconformities "if any". ICHS may propose that audit will be conducted with surveillance if its date is near, with approval of certificate ow holder.
- 4.3. Once extended scope is approved by certification committee, a new certificate will be issued with pervious date of certification, extended scope date, expiry date of certificate based of initial date of certification.

5. Suspension of Certification

- 5.1. ICHS will notify client of a proposed suspension in writing and update the client's directory to reflect the suspension status.
- 5.2. Certificates are suspended for a restricted period (usually a maximum of 90 days).
- 5.3. If the initiation of the certificate withdrawal process is related to containing major nonconformity or surveillance audit is not conducted on time, the certificate decision is to suspend the client certificate.
- 5.4. ICHS request the client to provide a corrective action plan within maximum of 20 working days of the notification to suspend.
- 5.5. If the reasons for the proposed suspension are not eliminated within 20 working days, ICHS will inform within a maximum 10 working days the client in writing of the suspension of the certificate stating the reasons as well as the corrective actions necessary for the certification to be reinstated.
- 5.6. Records of suspension decision and the justification of suspension or stop suspension the certificate is maintained.
- 5.7. In the case of a suspension within a multiple site the suspension is only apply to the affected site(s).
- 5.8. In situations where the certificate holder appeals against the suspension decision ICHS follow the appeals process.
- 5.9. During the suspension period, the certificate holder is not allowed to use the Halal mark or Halal certificate or in any other way actively refer to the certification status.

5.10. The certificate holder may request a voluntary suspension from the ICHS if it is temporarily unable to comply with the certification scheme for maximum period (3) months, and provide evidence of corrective action taken for complying with certification scheme. During this period certificate holder is not permitted to use the Halal mark or refer to the certification status. It is not possible to submit a request for a voluntary suspension during the period that an ICHS audit is being conducted.

6. Withdrawal of Certification

6.1. ICHS can withdraw certification and thus cancel the certification agreement. From the moment of withdrawal, the certificate holder has to refrain from using the certification or Halal certification mark or otherwise referring to the certification status.

6.2. ICHS is entitled to withdraw certificates or to declare them invalid upon written notice to client if:-

- a. The suspension period of the certificate has been exceeded.
- b. The conformity of the management system with the standard or specification on which it is based is not ensured or client is not willing or able to eliminate nonconformities.
- c. Client continues to use the certification or Halal certification mark for promotion following the suspension of the certificate.
- d. Client uses the certification or Halal certification mark in such a way as to undermine the reputation of ICHS.
- e. The preconditions which led to issuing the certificate no longer apply.
- f. Client files any voluntary or involuntary petition in bankruptcy;
- g. Client effectively terminates its contractual relationship with ICHS.

23.3 If certificate holder desires, for whatever reason, to end its certification, he submits a request to the ICHS for voluntary withdrawal in writing. Withdrawal may apply to a part of the scope or the entire scope. The ICHS confirms the withdrawal in writing.

23.4 ICHS updates the client directory with withdrawal decision once it's taken by certification decision committee.