# HALAL APPLICATION FORM

**Section 1: Company/Organisation Details**

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| Name of Company or Organization ( please enter the wording of your Company name EXACTLY as you wish it to appear on the certificate) |       |
| Address |  |
|  | Postcode |  |
| **ADDRESS FOR INVOICE:** *if above, enter “same”* |  |  |
| **Trade License Number:** |  |  |
| If company is part of a group, please specify group |  |
| Management Representative (Contact) |  |
| Position |  |
| Food safety Manager |  |
| E-mail address |  |
| Tel No: |       | Fax No: |       |
| Date of Application |  |       |

Section 2: Certification (s) Required (please tick):

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| Halal products - Part one: General Requirements for Halal Food (GSO 2055-1:2015) |  [ ]  |
| Animal Slaughtering Requirements according to Islamic Rules (GSO 993 :2015) |  [ ]  |
| Others (please indicate below): |  [ ]  |
| **More details (if others selected above):**       |
| * **Type of request:**
 |
| Certification issue | [ ]  | Renewal of existing certification | [ ]  |
| modification | [ ]  | HALAL Logo Request | [ ]  |
| In Details:       |

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| * **Does your company already have third party certification? If yes, please indicate below:**
 |
|  Standard (s) :  | [ ]  ISO 9001 [ ]  ISO 14001 [ ]  OHSAS 18001 [ ]  ISO 22000 [ ]  FSSC 22000 [ ]  HACCP/GMP [ ]  SQF 1000/2000 [ ]  BRC [ ]  IFS [ ]  GAP / Global GAP [ ]  Halal Requirements [ ]  ISO 22716[ ] Others | CB (Certification Body) CB CB  CB  CB CB CB CB CB Please indicate  |
| * **Results of any previous Halal’s audit(s) you have received**
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Section 3: Scope/Processes

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| * Please define the scope of registration e.g. product produced (please complete this question in detail or attach/send supporting information)
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| * Exclusions: Are there any local activities that are not included within the scope of the certification? If so, please describe the exclusions (if any)
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|       |

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| * Give details if any specialist operations or services carried out by a sub contractor (Outsourced).
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| * **Give details if any consultancy relating to the management system to be certified has been provided.**
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| Product/Process Information:       |
| Please list below each product family (ies) and product types. (A product family shown common process or technology) Exp. of product family: production of canned fruit juices and frozen fruit juices (2 product families)Exp. of product types: canned mango juice, canned pineapple juice, canned guava juice and canned strawberry juice. (4 product types) |
|  |
| Product Type |  Product Family |
|       |       |       |       |
|        |        |        |       |
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| * **Total number of production lines:**       **\***
 |
|  Number and type of HACCP study :       *A HACCP study corresponds to a hazard analysis for a family of products/services with similar hazards and similar production technology and, where relevant, similar storage technology. E.g. Production of ice-cream and cheese = 2 HACCP studies*  |
| * **List of raw materials:**
 |
| * **Please check off any of the following that apply to your business:**
 |
| Labour intensive environment | [ ]  | Repetitive Tasks  | [ ]  | Simple process &/or Process automation  | [ ]  |
|  |
| * **Any other relevant information on production lines:**
 |
|       |
| * **Please indicate if you have a timescale(s) for the following:**
 |
| Implementation date of the system |  | Audit language |  |
| Pre-audit(if applicable) |  | Certification audit |  |

|  |  |
| --- | --- |
| Total Number of Employees (working on production lines of Halal products only) |        |
| Permeant |        |
| TemporaryNo. of Shifts  |

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| In case of seasonal product(s), please indicate the period(s) of production for each category of product including number of employees (permanent & temporary) included in the scope.  |
|       |
| Production floor area (ft2) or (m2) |
| [ ]  < 107,000 ft2 | [ ]  108,000 - 323K ft2 | [ ]  324,000 - 538K ft2 | [ ]  > 538,000 ft2 |
| [ ]  < 10,000 m2 | [ ]  10,001- 30,000 m2 | [ ]  30,001- 50,000 m2 | [ ]  >50,000 m2 |
|  |
| Gross annual turnover (Revenue) of your business (Required for SQF applicants only) ($):  |
|         |
| If additional sites, provide details; site/company name and address. | Products or activities | # of staff | Documentation at this is site same as the main office? Does it follow the same system? |
| 1 |       |       |       |       |
|  |       |       |       |       |
|  |       |       |       |       |
|  |       |       |       |       |
|  |       |       |       |       |

**Section 4. Operations**

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| Please provide brief details about your operations, so that we can provide a more accurate quote and be better prepared for the audit. Please include the following:1. A **process diagram of your whole operation** and submit it with this form. This should include main processes and aspects of your operations
2. A list of **main equipment** utilized
3. A list of **other sites** utilized such as off-site warehouses, processing facilities, storage & transport.
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**Section 5. Sales**

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| For the products you wish certified, please indicate the intended countries for marketing and sales? |  |

**Section 6. Visit Cost**

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| **Will the facility provide the Technical team Visit Costs****Arrangements** **Yes** [ ]  **NO** [ ]  | If you apologize for making the previous arrangements, the cost of the technical team visit shell be added to the financial offer plus 20% service charges on the customer invoice |

**Appendix 1**

**Classification of Halal product/service categories**

Please indicate with tick products produced (Internal use only if indicate in proposal worksheet no need to submit this part)

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| --- | --- | --- | --- |
| **Category****Codes** |  **Categories** | **Examples of sector** | **Tick** |
| **A** | **Farming 1 (Animals)** | animals: fish; egg production; milk production;beekeeping; fishing; hunting; |  |
| **B** | **Farming 2 (Plants)** | fruits; vegetables; cereals; spices; horticulturalproducts |  |
| **C** | **Processing 1 (Perishable animal****products)** | includes all activities after farming, e.g. animalslaughtering , poultry, eggs, dairy and fishproducts |  |
| **D** | **Processing 2****(Perishable vegetable products)** | fresh fruits, fresh juices; preserved fruits; freshvegetables; preserved vegetables |  |
| **E** | **Processing 3****(Products with long shelf life at****room temperature)** | canned products; biscuits; snacks; oil; drinkingwater; beverages; pasta; flour; sugar; salt |  |
| **F** | **Feed production** | animal feed; fish feed |  |
| **G** | **Food Service** | hotels; restaurants; catering |  |
| **H** | **Distribution** | retail outlets; shops; wholesalers |  |
| **I** | **Services** | water supply; cleaning; sewage; waste disposal;product development , process and equipment;veterinary services, Islamic financial services |  |
| **J** | **Transport and storage** | Transport and storage |  |
| **K** | **Equipment manufacturing** | Industrial equipment, Vending machines |  |
| **L** | **Chemical and Biochemical****manufacturing** | Food additives; dietary supplements; cleaningagents; processing aids, microorganisms |  |
| **M** | **Packaging and wrapping****material manufacturing** | packaging and wrapping material |  |
| **N** | **Other materials manufacturing** | cosmetics, textile, leather products etc. |  |

**Appendix 2**

**Primary Sector**

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| **In case of primary sector, please indicate the following information:** |
| **Cattle Breeding:** |
| **Type of cattle** | **Nº of producers** | **Activity** | **Number of animals** |
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|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
| Poultry: |
| No of house | Activity |
|  |  |
|  |  |
|  |  |
| Vegetables producers: |
| Type of vegetable | Nº of producers | Activity | Surface |
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**Notes:**

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| 1. **Following the completion of your application, SFDA will prepare a proposal, which include details of the scope and duration of audit, certification process and costs.**
2. **Please provide all required documents in 10 days.**
3. **Complete the application form in English language.**
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