# 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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| * 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) | | | | | | | | | | | | |
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| 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 | | |  |
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| * **Any other relevant information on production lines:** | | | | | | | | | | | | |
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| * **Please indicate if you have a timescale(s) for the following:** | | | | | | | | | | | | |
| Implementation date of the system | | |  | | | | Audit language | | |  | | |
| Pre-audit(if applicable) | | |  | | | | Certification audit | | |  | | |

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

**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; horticultural  products |  |
| **C** | **Processing 1 (Perishable animal**  **products)** | includes all activities after farming, e.g. animal  slaughtering , poultry, eggs, dairy and fish  products |  |
| **D** | **Processing 2**  **(Perishable vegetable products)** | fresh fruits, fresh juices; preserved fruits; fresh  vegetables; preserved vegetables |  |
| **E** | **Processing 3**  **(Products with long shelf life at**  **room temperature)** | canned products; biscuits; snacks; oil; drinking  water; 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; cleaning  agents; 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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| Poultry: | | | | | |
| No of house | Activity | | | | |
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|  |  | | | | |
| 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.** |