KENAS
Delivering Trust

KENYA
ACCREDITATION
SERVICE

ACC-CD-48-01

Criteria for Halal Product Certification

Table of Contents

1 Background Information 2
1.1 Purpose 2
1.2 Scope 2
1.3 Role(s) and Responsibility 2
2 Terms and Definitions 2
2.1 Acronyms and Abbreviations 2
2.2 Definition of Terms 3
3 Criteria 4
3.1 Process Detail 4
3.2 Determination of Scope 4
3.3 Determination of audit time 4
3.4 Product Certification Schemes 4
3.5 General Scheme Requirements 4
3.6 Human Resource Requirements 5
3.7 Selection of the audit team 6
3.8 On-site Assessment 6
3.9 Witnessing audit for initial / reassessment 7
3.10 Selection of witness audits 7
3.11 Maintenance of accreditation 8
3.12 Appeals Handling 9
3.13 Scope extension 10
3.14 General remarks on witnessing 10
3.15 Specific assessment issues 11
3.16 Accreditation Standards 11
3.17 Witnessing 11
3.18 Certification Documentation 11
3.19 Revision 12
3.20 Normative Documents 12
4 Associated Documents 12
5 Revision/ Amendment Record 12

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1 Background Information

1.1 Purpose

This criterion sets out the additional accreditation requirements for Products Certification Bodies providing product certification in line with ISO/IEC 17065 Conformity assessment -- Requirements for bodies certifying products, processes and services, scheme specific standards, related IAF mandatory documents, related KENAS policies, procedures and guidance documents, HALAL regulations and the relevant general rules for schemes of certification.

1.2 Scope

This document spells out the additional requirements to ISO/IEC 17065 and KENAS criteria for product certification bodies for the execution of Halal certification activities, such as certification of Halal product/service and/or management systems for bodies providing these activities.

1.3 Role(s) and Responsibility

Role	Responsibility
Certification Department	Process owner
Manager Certification	Reviewer
Chief Manager Inspection & Verification	Recommender
Chief Executive Officer	Approval
Halal Product certification Bodies	Compliance

2 Terms and Definitions

For the purpose of this manual, the following terms and definitions shall apply in addition to those given in ISO/IEC 17000 and the Kenya Accreditation Service Act 2019.

2.1 Acronyms and Abbreviations

CEO	Chief Executive Officer
IEC	International Electrotechnical Commission
ISO	International Organization for Standardization
KENAS	Kenya Accreditation Service
MC	Manager Certification

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2.2 Definition of Terms

2.2.1 Product certification.

Procedure by which a third party gives written assurance that a product, process or service conforms to specified requirements. 'Product' is used here to include product, process or service.

2.2.2 Product certification scheme

Product certification system as related to specified products to which the same particular standards and rules, and the same procedure, apply.

2.2.3 Certification Mark

A protected mark, applied or issued under the rules of a certification scheme, indicating that confidence is provided that the relevant product, process or service is in conformity with specific standards or normative documents

2.2.4 Islamic rules

Specific Quranic or Hadith rules, or to the legal rulings derived using the methodology of fiqh. Hukumu are divided into five: fard/wajib- compulsory, obligatory; mustahabb/mandub - recommended; mubah – neutral, not involving God's judgement; makruh – disliked, reprehensible; haram/mahzur – forbidden.

2.2.5 Halal Islamic affairs expert

A Muslim with and comprehensive knowledge and understanding of Islamic jurisprudence and competent in Islamic affairs.

2.2.6 Halal logo/mark

An approved mark/ logo that is granted to the Halal product/service which comply with this standard.

2.2.7 Islamic jurisprudence (fiqh)

The knowledge and the understanding of the guidance, the rulings, and the way of life Allah prescribed for man.

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3 Criteria

3.1 Process Detail

3.1.1 The requirements for product certification system implemented by the product certification body including requirements for management system manual; document and record control; preventive actions, nonconformities and corrective actions; internal audits; management reviews; complaints shall be as outlined in ISO/IEC 17065 Regulations and the relevant general rules for schemes of certification.

3.2 Determination of Scope

3.2.1 Where there is no specified requirement for a Halal certification scheme under review, the Halal certification body shall make reference to Annex A of ISO 22003-2:2022 to determine the scope of certification for Food safety system product certification. For non-food products the certification body shall apply IAF ID 1 to determine the certification scope.

3.3 Determination of audit time

3.3.1 Where there is no specific requirement for a given Halal certification scheme, The Halal certification body shall apply ISO 22003-2 Annex B to calculate minimum audit time for Halal certification for a Food Safety system. The CB shall apply IAF MD 5 for certification scope that is not a Food Safety System.

3.4 Product Certification Schemes

3.4.1 The certification bodies shall develop at least one product certification scheme in line with Halal regulation and applicable Halal Standards E.g. Malaysian Halal Standard, GSO standards, Indonesian Halal standards, Singapore Halal standard.

3.4.2 Whenever the certification body intends to extend its certification activities to a new scope the certification body shall confirm the applicability of a new standard (if required) .

3.4.3 The certified client shall be awarded certification for the product and is allowed to use the Halal mark/logo. The confidence that the certification body has to allow use of their mark in this way shall be established via the satisfactory audit of the certified client and ongoing surveillance visits to the client along with independent selection and testing/inspection of audit samples.

3.5 General Scheme Requirements

3.5.1 All the requirements given in Clause 4.1 of ISO/IEC 17065:2012 shall apply.

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3.5.2 In addition to the requirements of ISO/IEC 17065, the Halal CB shall be a Muslim entity with understanding of Islamic requirements for handling products subject to Halal requirements and shall take appropriate steps to ensure Islamic responsibilities are fulfilled in all Islamic activities.

3.5.3 The halal certification body shall be responsible for all certification decisions and comply with all halal Islamic requirements as applicable.

3.6 Human Resource Requirements

3.6.1 All the requirements given in Clause 6.2 of ISO/IEC 17065:2012 and the following shall apply.

3.6.2 The total competencies of the audit team for the CB shall be such that there is competence in Islamic rules, Halal requirements, and competence in the technical knowledge of the technical field under review

3.6.3 In order to ensure that the audit and certification procedures are carried out effectively and uniformly, the minimum criteria for the competence of personnel shall be defined by the Halal certification body. These criteria shall include training on Halal standard and related documents application as well as quality management system, product certification conformity and applicable management systems.

3.6.4 Additionally, based on the mode of evaluation in the certification process the personnel shall have knowledge of requirements of ISO/IEC 17020; ISO/IEC 17021-1; ISO/IEC 17025.

3.6.5 A technical expert who provides technical support to an audit team shall work under the direction and close supervision of a competent lead auditor or auditor. For example, the technical expert should;

a) Have an appropriate knowledge and understanding of the relevant industry;
b) Have adequate knowledge in the design and production of the product to be evaluated;
c) Be familiar with the product standard(s) and applicable regulatory requirements;
d) Have sufficient understanding of the technical aspect of the product certification scheme and be able to effectively evaluate the client's conformity with the product certification scheme.

3.6.6 The certification body shall define the mechanism for certification decisions that shall be independent of the personnel carrying out the other certification activities.

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3.6.7 The KENAS assessment team shall have competence as outlined for the relevant Halal certification scheme requirements; ISO/IEC 17065 standard requirements; ISO/IEC 17020, ISO/IEC 17025, ISO/IEC 17021-1 requirements as applicable; Knowledge of the relevant industry under scope of accreditation.

3.7 Selection of the audit team

3.7.1 The Halal certification body shall ensure that the Halal certification audit team have competencies in the specific sector required by the audit.

3.7.2 The audit team shall consist of at least two (2) personnel. One of them shall be technical auditor and the other one shall be a Halal Islamic affairs expert.

3.7.3 Additionally, all requirements for individual technical experts shall also apply for Halal Islamic affairs experts.

3.8 On-site Assessment

3.8.1 During the initial assessment, the implementation of policies and procedures is assessed at the office(s) of the Certification body.

3.8.2 The on-site assessment shall be conducted at the head office and any other locations based on a risk evaluation.

3.8.3 The initial on-site assessment comprises two mandatory components to determine if the certification body should be granted accreditation:

a) Assessment of the applicant's implementation of its management system in an office assessment.
b) Assessment of the applicant's auditors – witnessed assessment

3.8.4 During the office assessment the team samples the files of clients and personnel to cover the scope for which accreditation is sought. This is to be determined by the Team Leader, who should apply the following guidelines:

a) Files from each of the scopes certified that are a representative of the scope requested.
b) The files to be reviewed shall include at least an initial, surveillance and recertification audit for the certification body.
c) Sectors, which are included in the program for witnessing, may be excluded.
d) Only the non-critical sectors may be omitted.

3.8.5 The Team Leader shall verify the composition, operations and records of the Impartiality committee (if in place) to demonstrate how they are handling impartiality.

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3.8.6 The Team Leader shall interview the chair of the impartiality committee of the certification body or a committee meeting is witnessed or the minutes of the meeting verified.

3.8.7 In case the CB has any engagement with a consultancy body, KENAS shall verify files of this consultancy body to confirm the effectiveness of measures taken to mitigate any identified risks to impartiality.

3.9 Witnessing audit for initial / reassessment

3.9.1 At least two weeks before witnessing of audits the KENAS team shall be provided with the following information:

a) Documented information (e.g. Quality Manual and key procedures) of the organization to be audited by the CB
b) Duly filled application form
c) Competence profile of the auditors to be witnessed
d) CB Audit Plan;
e) Previous Audit report (including notes), required actions and responses from the previous audit activity;
f) In case a surveillance or recertification audit is witnessed, a copy of the Halal certificate issued by the CB.

3.10 Selection of witness audits

3.10.1 When deciding how many and which audits are to be witnessed, a balanced selection, based on the scopes applied will be made covering the scopes to be accredited. In general, KENAS shall take into account factors such as:

a) the Certification Bodies' overall performance;
b) factors such as process complexity or legislation etc. which influence the ability of the certification body to demonstrate its ability to meet the intended outcomes of the Management System;
c) feedback from interested parties including complaints about certification bodies;
d) the results of the Certification Bodies 's internal audits;
e) scheme owner requirements, etc.;
f) changes in Certification Bodies work patterns – growth of work within a specific region or technical area;
g) previous or other office or witnessing assessment results, etc.
h) complaints, customer surveys;
i) interested parties and regulators requests;
j) experience from other types of accreditation of the Certification Bodies;
k) previous history of the Certification Bodies' ability to manage its operations;

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l) level of controls exercised by a Certification Bodies over its certification activities;
m) specific scheme requirements; and
n) national agreements with clients.

3.10.2 In addition to the office audit activities, the following witness selection rules apply for the granting and extension of accreditation of Halal Certification to guarantee the appropriate coverage of the applicant scope:

3.10.2.1 In the initial accreditation cycle (meaning from first surveillance to the first reassessment), KENAS shall perform at least one witnessing activity in each accredited scope. This programme will continue until the CB has demonstrated sufficient experience and performance for an enhanced programme. When this happens, KENAS shall perform at least one witnessing activity in each accredited scope, during two successive accreditation cycles. This shall be complemented with other assessment activities to guarantee that each scope is assessed at each cycle. KENAS shall justify why the witnessing programme was reduced. Normally, the witnessing frequency established for a 1st cycle would be reinstated if significant changes occur in the CBs' auditor qualification process, auditing practices or results and audit personnel.

3.10.2.2 The first and last witnessed audits should normally not be more than 6 months apart.

3.10.2.3 The auditee for the audit, which will be observed, should be a reasonable representation for the requested scope of accreditation.

3.11 Maintenance of accreditation

3.11.1 The implementation of the accredited certification scheme shall be verified during surveillance assessment by KENAS.

3.11.2 The files reviewed during the maintenance of accreditation in a four years' period (accreditation cycle) shall cover all the scopes mentioned for which the CB is accredited.

3.11.3 The number of files to be reviewed for each assessment is calculated from the number of valid certificates under accreditation for each scope (approximately one fifth of the square root of the number of certificates with a maximum of fifteen (15) files).

3.11.4 For each four (4) year period, the number of witnessed audits shall be determined based on the following factors:

a) for each scope of sectors included in the accredited scope of the CB; or
b) 1 per √ (number of auditors qualified for Halal certification).

(Whichever gives the higher number, with a maximum of 10)

3.11.5 When the second factor gives the higher number of witnessed audits, these shall also be spread over all scopes. This formula ensures that both a higher diversity in technical areas and a higher number of auditors will increase the number of witnessed audits.

3.11.6 In the application of the above guidelines, it shall be considered whether witnessed audits may serve for multiple scopes (e.g. by witnessing combined audits) and how many witnessed audits are performed in the other scopes.

3.11.7 The functioning of the impartiality committee (if constituted) of the Certification body is reviewed in-depth at least once during the accreditation cycle.

3.11.8 The KENAS Assessment Team Leader shall determine the method, which may include an interview (face-to-face, or telephone conversation) with a representative (non-CB) of the Committee, or the attendance to (part of) one of their meetings.

3.12 Appeals Handling

3.12.1 An accredited body that is aggrieved by a decision of KENAS may, by notice in writing to the Chief Executive Officer and upon payment of the prescribed fees, appeal against the decision within twenty-one days of being notified of the decision.

3.12.2 A notice of appeal under this section shall set out the grounds of the appeal.

3.12.3 The Chief Executive Officer shall, within seven days of receipt of the notice under sub-section (2), forward the notice to the Accreditation Appeals Tribunal.

3.12.4 The Accreditation Appeals Tribunal shall consider the notice of appeal and the response of the Service before making an award.

3.12.5 An award of the Accreditation Appeals Tribunal may —

a) Confirm the decision of the service;

b) Vary the decision of the Service;

c) Direct the Service to carry out a fresh evaluation of the application or undertake a fresh assessment of the conformity assessment body; or

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d) issue other orders it may consider necessary including an order as to costs.

3.13 Scope extension

3.13.1 The assessment by KENAS in case of an application for an additional scope sector consists of one or more of the following assessment methods:

a) A review of documents and records;
b) A visit to the office of the CB, to verify documents and records and to interview relevant staff;
c) A witnessed audit or inspection.

3.13.2 At least the defined requirements for competence in that sector, records of the qualification process of auditors / inspectors for that sector, and a complete certification or inspection dossier in that sector will be verified in a scope extension assessment.

3.13.3 Extension assessments: a witnessed audit or inspection shall ordinarily be performed in each critical code for or the applied scope.

3.14 General remarks on witnessing

3.14.1 Besides the above-mentioned considerations for selection of audits/ inspections to be witnessed, KENAS will consider the following:

3.14.1.1 KENAS will ordinarily not witness the same auditors/inspectors that have been witnessed in the same scheme before;

3.14.1.2 KENAS will ordinarily not witness an audit or inspection at the same organization repeatedly;

3.14.1.3 In an accreditation cycle at least one third (with a minimum of 1) of the audits to be witnessed should be initial or recertification audits;

3.14.1.4 Witnessing of audits shall include the review of the audit report.

3.14.1.5 To be able to select the audits to be witnessed, the CB shall on request of KENAS provide a planning for the audits to be conducted in a certain period.

The information on these audits shall include as a minimum:

a) type of audit (initial, recertification or surveillance);
b) name and address of auditee;
c) audit standard(s);
d) scope of certification;
e) name(s) of auditors(s) and expert(s);
f) date(s) of the audit.

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3.15 Specific assessment issues

3.15.1 During witness assessments, KENAS assessment teams will pay special attention to good auditing practices, such as sampling and the application of audit trails, especially when it comes to the audit of:

a) the internal audit and management review functions;
b) the Halal certification documentation;
c) the recording and evaluation of continual improvement;
d) the organization's systems for achieving statutory and regulatory compliance

3.15.2 During the witness of a stage I audit, special attention will be given to (ref. ISO/IEC 17021-1, cl. 9.2.3.1.1):

a) Planning for stage II;
b) Scope determination;
c) Key elements of the system (e.g. determination of significant aspects);
d) Review of allocation of resources

3.15.3 Where the Halal Certification Body undertakes assessment of the production process to issue the certificates, a witnessed inspection shall be planned and executed by KENAS

3.16 Accreditation Standards

3.16.1 For serving national and international demands, KENAS chooses to have the following Standards to serve as the accreditation standards under the KENAS Halal Certification Accreditation Scheme:

a) ISO/IEC 17065:2012 Conformity assessment -- Requirements for bodies certifying products, processes and services,
b) ISO/IEC 17021-1 Conformity assessment – Requirements for bodies providing audit and certification of management systems.
c) ISO/IEC 17020 Conformity assessment – Requirements for the operation of various types of bodies performing inspection
d) Applicable Halal Certification Scheme rules.

3.17 Witnessing

3.17.1 During an accreditation cycle, the certification activities, certification schemes, and product groups shall be covered by adequate witnessing as captured in the certification programme.

3.18 Certification Documentation

3.18.1 The certification document shall take into consideration the requirements for respective Halal certification schemes.

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3.19 Revision

3.19.1 This document shall be revised/amended after every four (4) years

3.20 Normative Documents

3.20.1 A CB shall satisfy the following normative documents for Halal Certification Accreditation scheme:

Ref	Document Identifier	Document Title
1.	ISO/IEC 17065	Conformity assessment -- Requirements for bodies certifying products, processes and services,
2.	ISO/IEC 17021-1	Conformity assessment — Requirements for bodies providing audit and certification of management systems — Part 1: Requirements
3.	ISO/IEC 17020	Requirements for the operation of various types of bodies performing inspection

4 Associated Documents

Ref	Document Identifier	Document Title
1.	ISO/IEC 17030	Conformity assessment - General requirements for third-party marks of conformity
2.	ISO/IEC TR 17026	Conformity assessment — Example of a certification scheme for tangible products
3.	ISO/IEC TR 17028	Conformity assessment — Guidelines and examples of a certification scheme for services
4.	ISO/IEC TR 17032	Conformity assessment — Guidelines and examples of a scheme for the certification of processes
5.	ISO/IEC 17067	Conformity assessment — Fundamentals of product certification and guidelines for product certification schemes
6.	ISO/IEC 17065	Conformity assessment — Requirements for bodies certifying products, processes and services

5 Revision/ Amendment Record

Date	Ver	Revised By	Reason for Revision
19/09/2023	01	SDE	Newly developed document