

Procedure: P010 Revision Date: 20.02.2017 Modification Date: Page: 1 from 4		Certification Decision Outcomes
--	---	------------------------------------



## Halal Quality Control Group

### Procedures for Certification Decision Outcomes

#### 1. Purpose

This procedure outlines the framework for granting, refusing, maintaining, renewing, suspending, restoring, withdrawing, expanding, or reducing the scope of certification within the Halal Quality Control Group.

#### 2. Granting Certification

HQC grants certification only when the assessment team submits the Audit Report (with its objectives fulfilled and passed), non-conformities (minor or major) have been resolved with objective evidence from the client, the technical review of the Audit Report confirms compliance and approval of the Decision-Making Committee.

Certificates are typically valid for 1 to 4 years.

Created by: Wasim al Shaman	Reviewed by: Shadi Dabcheh	Approved by: Ibrahim Salama	Revision Nr.: 01	Retention Period: 5 years
--------------------------------	-------------------------------	--------------------------------	---------------------	------------------------------

Procedure: P010 Revision Date: 20.02.2017 Modification Date: Page: 2 from 4		Certification Decision Outcomes
--	---	------------------------------------

### 3. Refusing Certification

HQC may refuse certification applications under the following circumstances:

- a) Lack of competent resources, approval, accreditation, or local availability for the required scope of the applicant
- b) If the requested scope of the applicant is not covered or accredited within the importing country.
- c) Legal ambiguities or unwillingness of the applicant to adhere to the certification requirements set by HQC.
- d) If significant issues arise or have been detected during the application process.

In such cases, the Decision-Making Committee is responsible for such refusals.

### 4. Renewing Certification

Certification renewals may be valid for 1 to 4 years.

If a certificate is renewed and/or valid for longer than 1 year, the certification cycle must include the dates for the surveillance(s).

A 4-year certification cycle will include the following information:

- a) First Surveillance Audit – 12 months after initial certification
- b) Second Surveillance Audit – 12 months after the first surveillance audit
- c) Recertification Audit – 12 months after the second surveillance audit or before the expiry date has been reached

In such cases, the Decision-Making Committee is responsible for certification renewals.

Created by: Wasim al Shaman	Reviewed by: Shadi Dabcheh	Approved by: Ibrahim Salama	Revision Nr.: 01	Retention Period: 5 years
--------------------------------	-------------------------------	--------------------------------	---------------------	------------------------------

Procedure: P010 Revision Date: 20.02.2017 Modification Date: Page: 3 from 4		Certification Decision Outcomes
--	---	------------------------------------

## 5. Suspending Certification

HQC may suspend certification in cases where:

- a) The certified facility persistently or seriously fails to meet certification requirements
- b) The certified facility does not permit access to staff members of HQC during announced assessments
- c) Payment obligations for certification are unmet despite repeated reminders
- d) The client voluntarily requests a suspension

Suspension may also be related to certified products and does not necessarily suspend the certified facility as a whole.

Suspension results in temporary certification invalidation, which is written to the certified facility.

## 6. Restoring Certification

Certification may be restored if the client addresses the non-conformities as follows:

- a) Minor non-conformities: Corrective action within 30 days
- b) Major non-conformities: Corrective action within 90 days, including a re-assessment for verification
- c) For suspensions due to non-payment, certification can be reinstated within 15 days of payment verification.

## 7. Withdrawing Certification

If the issues leading to suspension are not resolved within the set timeframe, HQC may withdraw the certification.

Withdrawal decisions are communicated to the certified facility in writing, and the certified facility must discontinue making use of any certification-related materials.

Created by: Wasim al Shaman	Reviewed by: Shadi Dabcheh	Approved by: Ibrahim Salama	Revision Nr.: 01	Retention Period: 5 years
--------------------------------	-------------------------------	--------------------------------	---------------------	------------------------------

Procedure: P010 Revision Date: 20.02.2017 Modification Date: Page: 4 from 4		Certification Decision Outcomes
--	---	------------------------------------

## 8. Reducing Scope of Certification

HQC may reduce the scope of certification when specific areas fail to meet certification requirements.

Any reduction aligns with the relevant certification standard or applicable schemes, and affected certified facilities are notified in writing.

## 9. Expanding Scope of Certification

Certification scope expansion is granted only after an auditor confirms compliance with the extended scope.

A new certificate reflecting the updated scope is then issued.

## 10. Responsibility and Authority

The Decision-Making Committee holds final authority over all certification decisions, including granting, renewing, refusing, suspending, restoring, withdrawing, and modifying the scope of certification.

Created by: Wasim al Shaman	Reviewed by: Shadi Dabcheh	Approved by: Ibrahim Salama	Revision Nr.: 01	Retention Period: 5 years
--------------------------------	-------------------------------	--------------------------------	---------------------	------------------------------