

BCG Halal 3

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The Religious Council
Brunei Darussalam

**GUIDELINE FOR CERTIFICATION
HALAL COMPLIANCE AUDITOR**

BCG Halal 3

First Edition

2007

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Committee Representation

The Technical Committee on the Development of National Halal Standards and Guidelines for Halal Food was entrusted by the Ministry of Industry and Primary Resources for the preparation of this standard. The members of the Technical Committee are as follows:

Permanent Secretary (Chairman)	Ministry of Industry and Primary Resources.
Secretary of the Religious Council (Joint Deputy Chairman)	Department of Religious Council, Ministry of Religious Affairs.
Director of Syariah Affairs (Joint Deputy Chairman)	Department of Syariah Affairs, Ministry of Religious Affairs.
Director of Islamic Legal Unit	Islamic Legal Unit, Ministry of Religious Affairs.
Director General of Health Services	Department of Health Services, Ministry of Health.
Acting Director of Agriculture	Department of Agriculture, Ministry of Industry and Primary Resources.
Head of Agro-Technology Development Division	Department of Agriculture, Ministry of Industry and Primary Resources.
Head of Livestock and Veterinary Services Division	Department of Agriculture, Ministry of Industry and Primary Resources.
Chief Religious Research Officer	State Mufti's Office, Prime Minister's Office.
Senior Religious Officer	Halal Food Control Division, Department of Syariah Affairs, Ministry of Religious Affairs.
Senior Project Officer	National Accreditation and Standards Centre, Ministry of Industry and Primary Resources.
Deputy Senior Counsel	Attorney General's Chambers, Prime Minister's Office.
Special Duties Officer	Ministry of Development.
Deputy Dean	University of Brunei Darussalam.
Manager	BMC Food Industries Sdn. Bhd.
Executive Director	PDS Abattoir Sdn. Bhd. And PDS Meat Industries Sdn. Bhd.
Manager	Mulaut Abattoir Sdn. Bhd.
Manager	Sabli Food Industries (B) Sdn. Bhd.

Working Group Representation

The Working Group on Guideline for Halal Certification, which prepared this Brunei Darussalam Certification Guideline for Halal Certificate and Halal Label, consists of the following representatives:

Pengiran Hajah Rosidah binti Pengiran Haji Metussin (Chairman)	Department of Agriculture, Ministry of Industry and Primary Resources.
Awang Haji Abdul Wahab bin Haji Sapar	Department of Religious Council, Ministry of Religious Affairs.
Awang Haji Kasim bin Haji Mohamad	Department of Syariah Affairs, Ministry of Religious Affairs.
Dayang Hajah Dahliana binti Haji Aliakbar	Department of Agriculture, Ministry of Industry and Primary Resources.
Pengiran Hajah Masliati binti PSJ Pengiran Haji Abdul Mumin	Department of Agriculture, Ministry of Industry and Primary Resources.
Dayang Hajah Rokiah binti Haji Omar	Department of Agriculture, Ministry of Industry and Primary Resources.
Dr. Kasumawati binti Haji Md. Ja'afar	Department of Agriculture, Ministry of Industry and Primary Resources.
Dayang Hajah Roainah binti Haji Abdul Rahman	Department of Agriculture, Ministry of Industry and Primary Resources.
Dayang Hajah Siti Raihani binti Haji Abdul Hamid	Department of Agriculture, Ministry of Industry and Primary Resources.

1.0 SCOPE

The Guideline for Certification for Halal Compliance Auditor (BCG Halal 3) is one of the guidelines under the Brunei Darussalam Certification Guideline for Halal Certificate and Halal Label (BCG Halal). The guideline is authorised under the Majlis Ugama Islam Brunei Darussalam (Majlis), which requires a place of business to set up and implement *Halal* procedures that meet the Brunei Darussalam Standard for Halal Food PBD 24 : 2007 and Brunei Darussalam Certification Guideline for Halal Certificate and Halal Label (BCG Halal 1), followed by the application and granting of the Halal Certificate and Halal Label.

This guideline applies to any persons who wish to be registered as a Halal Compliance Auditor under the Brunei Certification Guidelines for Halal Certificate and Halal Label (BCG Halal). The purpose of this registration is to provide a pool of qualified auditors with the relevant qualifications, skills and experience to perform the *Halal* audits.

The scope of this guideline is to establish the criteria and procedures for registration of Halal Compliance Auditors under the Majlis, Negara Brunei Darussalam.

2.0 DEFINITIONS

2.1 Audit

Systematic, independent and documented process for obtaining audit evidence (2.4) and evaluating it objectively to determine the extent to which the audit criteria (2.3) are fulfilled. An audit will be performed by trained auditors appointed as inspectors under the Halal Certificate and Halal Label Order, 2005 to determine whether the *Halal* procedures and requirements and also the related results comply with planned arrangements and whether these arrangements are implemented effectively and are complied to ensure the foods produced are *Halal* in accordance to *Hukum Syara'*.

2.2. Auditor

A person technically competent in auditing *Halal* procedures and requirements, Halal Compliance system and audit, and in particular, food processing technology or field formally appointed by the Minister, with the approval of His Majesty the Sultan and Yang Di-Pertuan, as inspector under Halal Certificate and Halal Label Order, 2005.



2.3 Audit criteria

Set of policies, procedures or requirements.

NOTE: Audit evidence are used as a reference against which audit evidence (2.4)is compared.

2.4 Audit evidence

Records, statements of fact or other information, which are relevant to the audit criteria (2.3) are verifiable.

NOTE: Audit evidence may be qualitative or quantitative.

2.5 Certification

Procedure by which the Majlis as the officially recognised body provide written assurance that the *Halal* procedures conforms to Halal Certificate and Halal Label Order, 2005, Brunei Darussalam Standard for Halal Food PBD 24 : 2007 and the BCG Halal 1 requirements.

2.6 Compliance

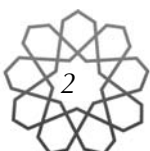
Compliance means the production activities and operations at the place or the place of business meet the Halal Certificate and Halal Label Order, 2005, Brunei Darussalam Standard for Halal Food PBD 24 : 2007 and the BCG Halal 1 requirements.

2.7 Compliance audit

An activity to obtain evidence that requirements of the Halal Certificate and Halal Label Order, 2005, Brunei Darussalam Standard for Halal Food PBD 24 : 2007 and the BCG Halal 1 have been complied. It includes adequacy, on-site and follow-up audits. Compliance audit is conducted by means of an independent, impartial and objective audit to ascertain full compliance with the Halal Certificate and Halal Label Order, 2005, Brunei Darussalam Standard for Halal Food PBD 24 : 2007 and the BCG Halal 1 criteria and requirements.

2.8 Conformance

Conformance means activities are carried out according to the established procedures as laid out in the *Halal* procedures and requirements.



2.9 Corrective action request (CAR)

Non-conformance documented by the auditor which must be satisfactorily addressed or corrected by the applicant. All CAR(s) must be closed before a recommendation for the issue of Halal Certificates and Halal Permits can be made.

2.10 Follow-up audit

The follow-up activity to obtain evidence that the non-conformance given as CAR(s) are being satisfactorily corrected and implemented and that the *Halal* procedures and requirements have been maintained. A follow-up audit can be on-site or adequacy/ document audit.

2.11 Food

Any substance, whether processed, semi-processed or raw, which is intended for human consumption, and includes drinks, chewing gum and any substance which has been used in the manufacture, preparation or treatment of 'food' but does not include cosmetics or tobacco or substance used only as drugs.

2.12 Halal

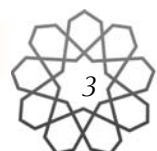
Things or actions permitted by *Hukum Syara'* without punishment imposed on the doer.

2.13 Halal Certificate

A Halal Certificate issued by the Majelis Ulama Islam under the Halal Certificate and Halal Label Order, 2005.

When exhibited in any place of business, the Halal Certificate shall mean that the food in relation to which the certificate is referring:

- a) neither is nor consists of or contains any part or matter of an animal that a Muslim is prohibited by *Hukum Syara'* to consume or that has not been slaughtered in accordance with *Hukum Syara'*;
- b) does not contain anything that is considered to be impure in accordance with *Hukum Syara'*;
- c) has been prepared using an instrument that is free from anything which is considered to be impure in accordance with *Hukum Syara'*; and
- d) has not in the course of preparation or storage, been in contact with or close proximity to any food that fails to satisfy paragraph (a), (b) or (c) and anything that is considered to be impure in accordance with *Hukum Syara'*.



2.14 Halal Label

When used in relation to food in the course of trade or business, the Halal Label shall mean that such food:

- a) neither is nor consists of or contains any part or matter of an animal that a Muslim is prohibited by *Hukum Syara'* to consume or that has not been slaughtered in accordance with *Hukum Syara'*;
- b) does not contain anything that is considered to be impure in accordance with *Hukum Syara'*;
- c) has been prepared using an instrument that is free from anything which is considered to be impure in accordance with *Hukum Syara'*;
- d) has not in the course of preparation or storage, been in contact with or close proximity to any food that fails to satisfy paragraph (a), (b) or (c) and anything that is considered to be impure in accordance with *Hukum Syara'*.

2.15 Lead Auditor

Any person appointed as chief inspector by the Minister under the Halal Certificate and Halal Label Order, 2005.

2.16 Majlis

Majlis Ugama Islam constituted under section 5 of the Religious Council and Kadis Courts Act (Chapter 77).

2.17 Minister

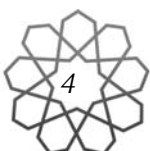
Minister of Religious Affairs.

2.18 Non-conformance (NC)

Non-conformance means activities carried out not in accordance to the established procedures as laid out in the *Halal* procedures and requirements.

2.19 Package

Includes anything in which or any means by which any food is wholly or partly cased, covered, enclosed, contained, placed or otherwise packed, and includes a basket, pail, bottle, tray or receptacle of any kind, whether open or closed.



2.20 Permit

A Permit issued under the Halal Certificate and Halal Label Order, 2005. The permit authorises the applicant to use the Halal Label on the packages of the food concerned, subject to such conditions as the Majlis may think fit.

2.21 Place

Any premises, building, room, erection and any defined or enclosed area or the other structure, whether permanent or otherwise, and includes vehicle.

2.22 Place of business

Any place where trade is carried on and includes:

- a) any place for the display, storage or packing of food, whether cooked or not, intended for human consumption, by way of trade or for the purposes of gain or distribution;
- b) any place at which, or within the curtilage or precincts of which, any manual labour is exercised or any plant or machinery is operated, for the preparation or manufacture of food, by the way of trade or for purposes of gain or distribution.

2.23 Trainee Auditor

A person who is technically competent in auditing *Halal* procedures and requirements in a particular food processing technology or field, but has yet to fulfill the requirement under clause 3.2.1.

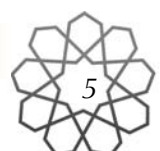
3.0 QUALIFICATION OF AUDITORS

3.1 TRAINEE AUDITOR

3.1.1 Candidates to be considered for registration as Trainee Auditor shall have the following:

- a) Be qualified in a relevant scientific or technological discipline, with either a degree or equivalent academic / professional qualification (see Note 1).

Note 1: A candidate with secondary or equivalent qualification should have a minimum of 3 years full time experience in the relevant fields.



Note 2: Secondary education is that part of the national educational system that comes after primary stage, but that is completed prior to a university or similar educational institution.

- b) Be technically competent in relevant specific field(s). For this reason, he or she should have a minimum of two (2) years full time working experience in food technology / food science, veterinary science or relevant areas.
- c) Have at least two (2) years of working experience in *Halal* inspection of places of business.
- d) Be competent in auditing system where he or she is required to exercise judgement during an audit with the application of *Halal* procedures and requirements.

3.2 AUDITOR

3.2.1 A registered Trainee Auditor to be considered as a *Halal* certification auditor shall have the following:

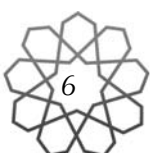
- a) Has met the requirements of clause 3.1.1 (a) to (d) above;
- b) Have participated in at least four (4) *Halal* audits (adequacy and on-site) as a Trainee Auditor under the leadership of a Lead auditor;
- c) Be familiar with and knowledgeable in *Halal* audit, regulations, procedures, requirements and certification procedures;
- d) Have a combination of qualifications and experience necessary to enable him / her to function effectively in auditing as a member of the audit team lead by the Lead Auditor;
- e) Have the ability to present audit findings / summary in writing in an objective way and to write formal audit reports;
- f) Have the ability and capability to communicate, both in writing and verbally.

Note: An auditor will not be allowed to carry out *Halal* auditing independently without the supervision of a Lead Auditor, and will be upgraded from the grade of Trainee Auditor as a result of sufficient and satisfactory practical auditing and experience.

3.3 LEAD AUDITOR

3.3.1 A Lead Auditor shall:

- a) Have met the requirements of clause 3.2.1 (b) to (f) above;
- b) Have completed five (5) *Halal* audits (adequacy and on-site) as an auditor under the leadership of qualified Lead Auditor;



-
- c) Have the ability and capability to communicate, both in writing and verbally. In particular, he / she shall have the ability to speak to the senior management of industries in a fair but firm manner regarding matters, which require the top management's attention.

Note: The Lead Auditor is normally upgraded from the grade of Auditor as a result of sufficient and satisfactory written and practical auditing experience.

4.0 CODE OF ETHICS FOR AUDITORS

4.1 Personal Attributes

Auditors should possess the following personal attributes to enable them to act objectively and effectively:

- a. Ethical - fair, truthful, sincere, honest and discreet;
- b. Open-minded - willing to consider alternative ideas or points of view;
- c. Diplomatic - tactful in dealing with people;
- d. Observant - actively aware of physical surroundings and activities;
- e. Perceptive - instinctively aware of and able to understand situations;
- f. Versatile - adjusts readily to different situations;
- g. Tenacious - persistent, focused on achieving objectives;
- h. Decisive - reaches timely conclusions based on logical reasoning and analysis;
- i. Self-reliant - acts and functions independently while interacting effectively with others.

4.2 Code of Ethics

An Auditor shall observe and comply with the following code of ethics:

- a) To act professionally, accurately and in an unbiased manner;
- b) Not to represent conflicting or competing interests and to disclose to any client or employer any relationships that may influence his / her judgement;
- c) Not to discuss or disclose any information relating to an audit unless required by law or authorized in writing by the auditee and the auditing organisation;



-
- d) Not to accept any inducement, commission, gift or any other benefit from auditee organisations, their employees or any interested party or knowingly allow colleagues to do so;
 - e) Not to communicate false or misleading information intentionally which may compromise the integrity of any audit or the auditor certification process;
 - f) Not to act in any way that would prejudice the reputation of the Majlis's register of auditors or the auditor certification process and to co-operate fully with an inquiry in the event of any alleged breach of this code;
 - g) Obtain and assess objective evidence fairly;
 - h) Remain true to the purpose of the audit without fear or favour;
 - i) Perform the audit process without deviating due to distractions;
 - j) Commit full attention and support to the audit process;
 - k) React effectively in stressful situations;
 - l) Remain true to a conclusion despite pressure to change that is not based on evidence;
 - m) Refrain from giving advice to the company being audited.

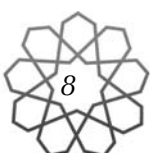
5.0 TERMS AND CONDITIONS FOR AUDITORS

Auditors shall:

- a) Maintain independence, confidentiality and integrity;
- b) Ensure that confidentiality is maintained for all records and documents related to the audited company;
- c) Keep their knowledge and skills up-to-date;
- d) Not to retain or reproduce any records and documentation received and generated by the auditee during the course of an audit;
- e) Not to audit any application of *Halal* procedures where he / she had been involved as a consultant.

6.0 SELECTION OF AUDITORS

This guideline shall be used by the Majlis in selecting *Halal* compliance auditors with the appropriate specialised technical knowledge that relates to specific industry experience within the food sector. Auditors will be registered according to their relevant qualification and experience.



Specialisation based on the applicant's experience may be recognised within the following food industry sectors. Other specific industry experiences not covered by the categories listed below may be applied by using category 6.17 (Others) on the Application Form (**Appendix 1**).

6.1 Live animals and animal feeds

Includes animal farms (e.g. poultry farms), game animals, as well as animal feed manufacturing industries (e.g. hay, compounded feeds and medicated feeds).

6.2 Slaughtering and boning operations

Includes all animal species and game animals and extends to all cuts of meat including minced meat.

6.3 Small goods manufacturing

Includes all value-adding operations (e.g. cook-chill, crumbing, curing, smoking, cooking, drying and fermenting) but not canning of meat products.

6.4 Seafood and seafood processing

Includes marine and fresh water species and extends to all value-adding operations (e.g. farming, shucking, crumbing, smoking, cooking, freezing) but not canning of fish products.

6.5 Dairy food processing

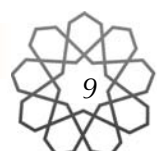
Includes all types of milk from all livestock for the purpose of collection and extends to all value-adding operations (e.g. pasteurization, clarification cheese-making, culturing, drying and ice cream making).

6.6 Bakery operations and cereal food processing

Includes breakfast cereals, extruded snack foods as well as baked items (e.g. bread, confectioneries, pastries, cakes, ingredient mixes).

6.7 Intensive horticulture operations

Includes fresh and pre-packed fruit and vegetables, hydroponic production, nursery operations and packaging.



6.8 Extensive broad care agriculture operations

Includes padi, cereal and other grain cropping and processing.

6.9 Drink and beverage processing

Includes non-alcoholic production as well as still and carbonated waters including juices and mineral water.

6.10 Fruits and vegetable processing

Includes drying and freezing operations but not canning of fruit and vegetables.

6.11 Catering and food service operations

Includes restaurants, fast food outlets, canteens, hospital and institution's meal service operations, mobile food service operations and home delivery operations.

6.12 Canning, UHT and aseptic operations

Includes fruit, vegetable and meat canning and pasteurized products not covered elsewhere.

6.13 Preserved foods and sauces

Includes dressings, mayonnaise, "cook-in" sauces, jams and fillings.

6.14 Fermented products

Includes product starter cultures not covered elsewhere.

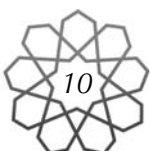
6.15 Food ingredient manufacturing

Includes grinding, blending and repacking operations.

6.16 Food retailing

Includes retail food processing such as seafood, meat and bakery operations and general food retailing.

6.17 Others



7.0 APPLICATION PROCESS FOR AUDITORS

7.1 Submission of Application

7.1.1 The application must be made using the prescribed Application Form as in **Appendix 1** and send to:

Secretary
The Religious Council
Brunei Darussalam

The completed form should be submitted together with the relevant certified copies of relevant certificate and recent photograph (passport size).

7.2 Evaluation Of Application

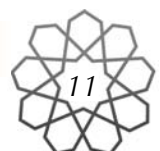
On receipt of an application, the Majlis secretariat checks all information for accuracy including documentary evidence of training and formal qualifications and verify the auditing and food safety experiences as claimed.

Applications are then evaluated by the Halal Auditor Certification Panel. The panel reviews the validation of the on-site auditing experiences (peer experience) and verification of the work and auditing experiences conducted by the applicant. The Panel will include members from the State Mufti's Office, Ministry of Religious Affairs, Ministry of Health, Ministry of Industry and Primary Resources, The chairperson and secretariat of the panel will be from the Majlis.

The Panel may request additional supporting information from the applicant or require an applicant to attend an interview. The Panel will decide whether to grant certification and the appropriate certification grade and scope.

7.3 Registration Of Auditors

Each successful applicant will be given a letter of appointment and certificate of registration as an auditor for *Halal* compliance by the Majlis. Certification is valid for a two (2) year period. A register of auditors will be maintained by the secretariat.



8.0. AUDITORS SCHEME

Under this scheme, the Trainee Auditors may qualify to become Auditors provided relevant qualification and experience has been obtained (see Qualification Criteria clause 3.2.1). To advance from Auditor to Lead Auditor, applicant will need to submit completed audit log (**Appendix 2**) demonstrating audit work undertaken that satisfies the criteria given in Clause 3.3.1. In addition, the applicant will be evaluated by the Lead Auditor using the “Procedure for evaluation of auditor” as prescribed in **Appendix 3**.

9.0 UNDERTAKING OF CONFIDENTIALITY

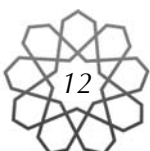
The Majlis is responsible for ensuring that confidentiality is maintained by all its registered auditors concerning all information and documents during audits. Successful applicants shall be required to sign a letter of undertaking of confidentiality (see **Appendix 4**).

10.0 SUSPENSION AND REVOCATION OF REGISTERED AUDITORS

A show cause letter will be sent to auditors who have been found to violate the code of ethics and the terms and conditions specified. The following actions will be taken against the auditor:

- 10.1 The auditor will be given fourteen (14) days to respond by letter;
- 10.2 A warning letter will be sent to the auditor if he / she do not respond to the show cause letter within the specified period;
- 10.3 The auditor will be given an additional fourteen (14) days to take the necessary action, failing which his / her auditor’s certificate will be revoked.

On revocation, the auditor shall return the original certificate of registration issued by the Majlis.



11.0 REFERENCES

Buku Panduan Prosedur Persijilan Halal dan Label Halal Negara Brunei Darussalam. Bahagian Kawalan Makanan Halal, Jabatan Hal Ehwal Syariah, Kementerian Hal Ehwal Ugama.

Halal Certificate and Halal Label Order, 2005 (S 39/05). Brunei Darussalam.

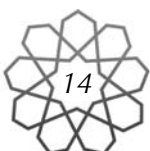
ISO 19011: 2002 (E) - Guidelines for Quality and /or environmental managements systems auditing.

Malaysian Certification Scheme for Hazard Analysis and Critical Control Point MCS 3 - Guideline for HACCP Certification Food Quality Control Division, Department of Public Health, Ministry of Health Malaysia (2001).

REGISTRATION OF HALAL COMPLIANCE AUDITORS

APPLICATION FORM

Full Name:	
Identity Card No:	Citizenship:
Date of Birth:	Sex:
Job Title:	
Address (Office):	
Post Code:	
Address for correspondence (if different from above):	
Post Code:	
Telephone (office):	Fax (office):
Telephone (home):	Mobile phone:
E-mail:	



2. PLEASE TICK (✓) THE GRADE TO BE APPLIED FOR:

<input type="checkbox"/>	TRAINEE AUDITOR	<input type="checkbox"/>	AUDITOR	<input type="checkbox"/>	LEAD AUDITOR
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3. DETAILS OF PRESENT POSITION

Name of Company / Organisation:

Date of present appointment:

4. ACADEMIC QUALIFICATIONS

Qualifications	Institution	Major Field	Year

5. HALAL AUDIT TRAINING COURSES ATTENDED

Name of Training Course	Course Organiser	Year Attended

6. WORK EXPERIENCE

- Please start with your most recent position.
- All applicants must refer to work experience as in QUALIFICATION CRITERIA, Section 3
- A verification signature from the employer or the referee is required for this application (only one person needs to verify all work experience).

FROM Month/Year	TO Month/Year	ORGANISATION Include name, phone and fax numbers of supervisor / manager	POSITION	RESPONSIBILITIES	FOOD SECTOR CATERGORY	VERIFICATION (SIGN & PRINT NAME)

7. FOOD INDUSTRY EXPERIENCE

Please indicate which food industry sectors are relevant to your work experience. You may indicate more than one industry sector outlined below including those which are not listed. Selections must correspond to work experience which has been verified as in part 6 of this form. Refer to Section 6 of the Guideline.

Live animals & animal feeds	Intensive horticulture operations	Preserved food and sauces
Slaughtering & boning operations	Extensive broadacre agriculture operations	Fermented products
Small good manufacturing	Drink and beverage processing	Food ingredient manufacturing
Seafood and seafood processing	Fruit and vegetable processing	Food retailing
Diary food processing	Catering & food service operation	Other: (indicate)
Bakery operation and cereal food processing	Canning, UHT & aseptic operations	

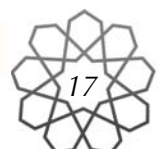
8. DECLARATION BY APPLICANT

I apply to be registered as a Halal compliance auditor and hereby undertake to comply with the following:

- a) Code of Ethics for Auditors (as in Section 4);
- b) Terms and Conditions for Auditors (as in Section 5);
- c) To undergo training and perform the audit as and when required by the Majlis;
- d) All information provided in this application is true to the best of my knowledge;
- e) Any additional condition that may be imposed by the Majlis when necessary.

Signature of Applicant:

Date:



9. REFEREES

Names of TWO (2) referees who can verify your application:

REFEREE 1

Full name:

Position:

Relationship to Applicant:

Company Address:

Tel:

Fax :

E-mail:

Signature :

Date :

REFEREE 2

Full name:

Position:

Relationship to Applicant:

Company Address:

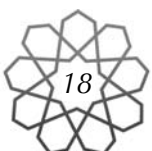
Tel:

Fax :

E-mail:

Signature :

Date :



Name:

Date:

HALAL COMPLIANCE AUDIT LOG

DATE OF AUDIT	COMPANY AUDITED (Auditee) (include contact name & phone / fax)	YOUR ROLE (TA) - Trainee (A) - Auditor (L) - Lead Auditor	AUDIT TEAM LEADER (include contact number & e-mail)	Total Number in Audit Team	*FOOD INDUSTRY SECTOR	**VERIFICATION OF LEAD AUDITOR (Sign & print name)

* Refer to Section 6 in this guideline

** Audit log verification - shall be verified by lead auditor from the same team

PROCEDURE FOR EVALUATION OF AUDITORS

1.0 PURPOSE

This procedure prescribe the processes necessary to qualify an individual to become a *Halal* compliance auditor.

2.0 SCOPE

This procedure is used as a guideline by the Evaluator who is the Lead Auditor appointed by the Majlis to evaluate the performance of:

- (1) Auditor to be certified as Lead Auditor; and
- (2) Trainee Auditor to be certified as Auditor.

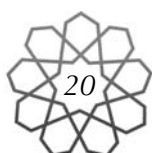
3.0 EVALUATION OF AUDITOR

Procedure of advancement shall be based on 3 steps:

- I. Performance evaluation by evaluator.
- II. Recommendation by Secretariat to Halal Auditor Certification Panel as prescribed in Section 7.2.
- III. Endorsement by Halal Auditor Certification Panel.

3.1 Evaluation of Trainee Auditor to Auditor

- 3.1.1 The trainee auditor shall have participated in at least TWO (2) Halal Compliance Adequacy Audits and submitted a written report on each adequacy audit to the Lead Auditor for evaluation (within 1 month).
- 3.1.2 Upon completion of TWO (2) satisfactory performances of Adequacy audits and TWO (2) 2on-site audits and submit written reports for each on-site audits as in **Appendix 3a & Appendix 3b** to the Lead Auditor for evaluation (within 1 month).
- 3.1.3 The Lead Auditor will evaluate the on-site audit performance and verify the written report and submit a feedback and recommendation to the Secretariat in accordance to Appendix 3b (within 2 weeks).



3.1.4 Based on the Lead Auditor's complete evaluation of the adequacy and on-site audit, the Secretariat will make a recommendation to the Halal Auditor Certification Panel (refer Section 7.2).

3.1.5 Upon endorsement by the Panel, the trainee auditor will be informed of the decision by the Secretariat.

1. The Trainee Auditor can have preliminary and on-going discussion before submitting the adequacy report.
2. Before the first on-site audit evaluation, the Trainee Auditor may request to be an observer.

3.1 Evaluation of Auditor to Lead Auditor

3.2.1 The Auditor shall have completed FIVE (5) Halal Compliance Audits (adequacy, on-site and follow-up audit) in accordance with the Majlis's certification standard under the supervision of a qualified Lead Auditor.

3.2.2 The Auditor shall have submitted an application complete with an audit log to the Secretariat to be verified by the respective Lead Auditors. The Auditor shall be evaluated on the leadership and communication skills by the Lead Auditor.

3.2.3 The Lead Auditor will submit a feedback to the Secretariat using the Format as in **Appendix 3c** (within 2 weeks).

**CERTIFICATION FOR HALAL COMPLIANCE EVALUATION REPORT ON
TRAINEE AUDITOR**

(ADEQUACY AUDIT)

AUDITOR:	EVALUATOR:
	(Assigned Lead Auditor)
Company:	

SUMMARY

1. Overall performance as auditor: **SATISFACTORY** **UNSATISFACTORY**

2. Overall comments:

3. Evaluated by:

Signature :

Name :

Date :



FINDINGS

4. Evaluation Criteria

No.	Evaluation	Adequacy	Non-adequate	Remarks
4.1	Knowledge of the relevant standards, guidelines and requirements ³			
4.2	Ability to perform audits in a systemic manner			
4.3	Technical knowledge on the scope of auditing			
4.4	Ability to assess the adequacy of company's Pre-Requisite Programmes (PRP)			
4.5	Presentation of Adequacy Reports (Coverage)			

³ Standard will be made available by the Lead Auditor

**CERTIFICATION FOR HALAL COMPLIANCE EVALUATION REPORT ON
TRAINEE AUDITOR**

(ON-SITE AUDIT)

AUDITOR:	EVALUATOR:
	(Assigned Lead Auditor)
Company:	

SUMMARY

1. Overall performance as auditor: **SATISFACTORY** **UNSATISFACTORY**

2. Overall comments:

3. Evaluated by:

Signature :

Name :

Date :



FINDINGS

4. Evaluation Criteria

No.	Evaluation	Adequacy	Non-adequate	Remarks
4.1	Ability to verify Pre-Requisite Programmes (PRP), <i>Halal</i> compliance records and documents			
4.2	Ability to assess validation data			
4.3	Ability to detect <i>Halal</i> compliance concerns for the products / process / facilities / technology to be certified			
4.4	Depth of questions and following points to conclusion			
4.5	Ability to state and explain clearly Non-conformances (NCs) in the Corrective Action Request (CAR)			
4.6	Presentation of the onsite Report			
4.7	Self conduct of trainee			

CERTIFICATION FOR HALAL COMPLIANCE EVALUATION REPORT ON AUDITOR

AUDITOR:	EVALUATOR: (Assigned Lead Auditor)
Company:	

SUMMARY

1. Overall performance as auditor: **SATISFACTORY** **UNSATISFACTORY**

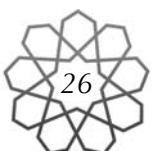
2. Overall comments:

3. Evaluated by:

Signature :

Name :

Date :



FINDINGS

4. Assessment Performance

No.	Evaluation	Adequacy	Non-adequate	Remarks
4.1	Overall planning for on-site audit			
4.2	Ability to conduct "Opening Meeting"			
4.3	Depth and structure of discussion and interaction with team members			
4.4	Ability to deal with unforeseen situations			
4.5	Ability to raise non-conformance on objective evidence			
4.6	Presentation of Corrective Action Requests (CAR(s)) and Position Statement			
4.7	Ability to communicate effectively with auditor and lead the audit team			
4.8	Ability to make correct judgement on Corrective Action Requests (CAR(s)) issued			
4.9	Ability to communicate objectively with auditee			
4.10	Ability to convey issues that need attention of company's top management			
4.11	Overall presentation of "closing meeting", presentation of Corrective Action Requests (CAR(s)) and Position Statement			
4.12	Written audit reports (on-site)			
4.13	Ability to perform evaluation on trainee auditor and auditor			

SECRETARY,
The Religious Council,
Brunei Darussalam.

UNDERTAKING OF CONFIDENTIALITY

I, _____,
a registered auditor for Brunei Halal Compliance Certification under the Majlis, undertake
not to disclose any information of any kind pertaining to the auditing process to any
person or organisation.

I acknowledge that during my appointment as an auditor, such information shall be
regarded as strictly confidential. I shall take all responsible steps to prevent unauthorised
persons from obtaining such information.

Signed :

Date :

Name :

I. C No. :

Address :

