HQC PROCEDURE 04
EDITION 2026

HALAL CERTIFICATION SCHEME

Version 3.0

Created and managed by HQC Headquarters
in the Netherlands

Publicly available document
www.halalqualitycontrol.com
Purple ribbons represent procedures.
Copyright COHS and HQC B.V.

HALAL CERTIFICATION SCHEME

Version:
3.0

Authored and managed by:
Halal Quality Control Headquarters, The Netherlands

Target Audience:
Applicable to organizations and stakeholders across all relevant industry sectors.

How to Use This Scheme

This document explains how HQC conducts Halal certification.
If you are a client, focus on Sections 5 to 9.
If you are an auditor or assessor, review Sections 6 to 9.
If you need technical details, refer to the applicable HQC Guidelines.

This Scheme is supported by additional HQC Guidelines and Schemes to ensure clarity, consistency, and ease of use.

Copyright
© Control Office of Halal Slaughtering and Halal Quality Control BV [COHS and HQC] and Chamanco BV 2026
© Registered trademark symbols: Halal Quality Control Mark and the HCS by HQC Logo
All rights reserved. No part of this publication may be transmitted or reproduced in any form (including photocopying or storage in any medium by electronic means) without the written permission of the copyright owner. Application for permission should be addressed to the Writer of the Management Department (contact details below). Full acknowledgment of the author and sources must be given.
The contents of this publication cannot be reproduced for training or any other commercial activity.
No part of this publication may be translated or reproduced without the permission of HQC, except where HQC provides authorized translations.
Warning: Any unauthorized act in relation to a copyrighted work may result in both a civil claim for damages and criminal prosecution.
Published by: COHS and HQC BV (HQC Headquarters)
Laan van Meerdervoort 53d, 2517AE, The Hague, The Netherlands
Tel: +31 (0) 70 346 97 95 | Email: info@halalqualitycontrol.com | Website: www.halalqualitycontrol.com
Edited and typeset by: Wasim al Shaman | Quality Control conducted by: Kinda al Kassab and Laila al Chaman

Table of Contents

1. Introduction
2. General Information
3. References & Definitions
4. Certification Scope & Categories
5. Certification Process
6. Applications, Contractual Arrangements, and Responsibilities
7. Assessment Types and Methods
8. Certification Decision & Outcomes
9. Surveillance & Re-Certification
10. Impartiality & Confidentiality
11. Use of Certificates & Marks
12. Complaints, Appeals & Fees
13. Transition & Validity

14. Appendices
    - Appendix A: Applicable HQC Guidelines
    - Appendix B: Access to HQC Documentation
    - Appendix C: Relationship to Other HQC Schemes
    - Appendix D: HQC Academy
    - Appendix E: Document Control and Updates
    - Appendix F: HQC Certification Flow Process
    - Appendix G: Language and Translation
    - Appendix H: Executive Summary of this Scheme
    - Appendix I: Revision History

1. Introduction

Halal Quality Control (HQC) provides Halal certification services for products, processes, and services in accordance with Islamic principles and applicable Halal standards.

This Halal Certification Scheme explains how HQC conducts Halal certification, including:

I. the rules for certification,
II. the certification process,
III. the types of Halal certificates issued, and
IV. the responsibilities of applicants and certificate holders.

The Scheme is designed to reduce complexity, avoid duplication, and support clear, consistent, and transparent certification decisions.
This Scheme applies to all HQC offices and is supported by additional HQC Guidelines and Procedures, which provide further technical or sector-specific details.

The HQC Halal Certification Scheme explains the general process of obtaining Halal certification.
It does not describe in detail how organizations shall design a Halal system, implement Halal controls, or prepare for audits. These aspects are covered under other HQC Schemes (see Appendix C), available on our website **www.halalqualitycontrol.com**

2. General Information

This document applies to all applicants and certified clients seeking Halal certification from HQC.
The Scheme defines:

I. the structure of HQC Halal certification,
II. the steps of the certification process,
III. the applicable scopes and product categories, and
IV. the governance principles applied by HQC.

The Scheme shall be read together with:

I. HQC Procedures,
II. HQC Guidelines,
III. Applicable Halal standards,
IV. Relevant regulatory or export requirements.

Where detailed technical guidance is required, HQC refers to separate Guidelines or Appendices, ensuring this Scheme remains clear and easy to read.
The following referenced documents are in support for the application of this scheme and during the Halal certification process.

Please note that the latest version of the referenced documents applies.

3. References & Definitions

International Standardization Organisation:
ISO/IEC 17000: Vocabulary and general principles
ISO/IEC 17065: Requirements for bodies certifying products, processes and services
ISO/IEC 19011: Guidelines for auditing management systems
ISO/IEC 17021: Requirements for bodies providing audit and certification of management systems

Standards for Halal Certification Bodies to adhere to:
OIC/SMIIC 2:2019: Requirements for Bodies Providing Halal Certification (OIC)
UAE.S 2055-2:2016: General Requirements for Halal Certification Bodies (UAE)
GSO 2055-2:2021: General Requirements for Halal Certification Bodies (Gulf)
Applicable BPJPH Regulations and Decrees (Indonesia) (e.g. SJPH PP42/2024 or Reg. 3/2023)
Applicable Malaysian Standards (MS) (Malaysia)

The full list of referenced standards and official sources is provided in the Appendices.

For the purpose of this Scheme, the following definitions apply.
Where additional interpretation is required, reference is made to applicable HQC Guidelines.

Halal
Permissible/allowed
Haram
Forbidden

General Haram Terms

i. **Pork and its by-products:** All parts of the pig, including pork meat, ham, bacon, lard, and certain types of gelatin, among others, are haram.
ii. **Alcohol and intoxicants:** All types of alcoholic beverages, including beer, wine, whiskey, vodka, and any foods or drinks containing alcohol, are haram. Drugs that are used for recreational purposes and cause harm are also haram.
iii. **Carnivorous animals and birds of prey:** Animals with fangs, such as lions, dogs, wolves, and cats, and birds with sharp claws, such as eagles and hawks, are considered haram.
iv. **Dead animals and blood:** Animals that have not been slaughtered according to Islamic law, have died of natural causes, or were killed by other animals are haram. Blood is also considered haram.
v. **Animals slaughtered in the name of anything other than God:** If an animal is slaughtered in the name of anything or anyone other than God (Allah SWT), it is considered haram.

Risks
This term refers to anything that might jeopardize the halal status of a product or service. It includes harmful products, services, machines, suppliers, processes, or activities that could cause a halal product or service to be considered haram or non-halal. This could be due to contamination or any other factor that makes the product or service unacceptable according to Halal standards.

Halal Product Awareness Training

This is an educational program provided by the **HQC Academy**.

The sessions are designed to educate a company on how to set up the Halal Assurance System (HAP) and other relevant systems related to your industry. The goal is to ensure that the company understands and can effectively implement the standards and controls needed to maintain Halal status for its products or services.

General Impurities, also known as Najis

i. **Pork and its by-products:** This includes all parts of the pig, as well as any food products made from pig-derived ingredients (like certain types of gelatin or lard).
ii. **Dead animals:** Animals that have died without being properly slaughtered according to Islamic law (Dhabihah) are considered impure. This also includes animals that died of natural causes or were killed by other animals.
iii. **Blood:** Consuming blood is considered impure. This includes any food products that contain blood.
iv. **Carnivorous animals and birds of prey:** Animals that have fangs and birds that have talons are generally considered impure and are not to be eaten.
v. **Alcohol and intoxicants:** Any substance that causes intoxication is considered impure, and this includes alcohol. Even foods that contain small amounts of alcohol (such as certain flavor extracts) can be considered impure. [Please refer to Work Instruction W0415].
vi. **Animals not sacrificed in the name of God:** Animals must be slaughtered while invoking the name of God (Allah SWT). If the name of anything or anyone other than God is invoked at the time of slaughter, the animal is considered impure, but not deemed as Haram when meats other than pork are present within the production facility.
vii. **Idolatry:** Anything that is directly associated with idolatry is considered impure.

Halal Control Points

These are checkpoints where additional control can be applied to ensure halal compliance. This might involve checking the ingredients used, the cleanliness of the equipment, the method of production, and so on.

Halal Critical Control Points

These are steps in the production or handling process where visual control is essential to prevent or eliminate any risk that could compromise the halal status of the product or service. This might involve inspecting the product or the process to ensure there's no contamination or other issues that could make the product haram.

Equipment and Utensils

This term refers to all the tools and items used in the manufacturing process that come into contact with the end product or any of its raw materials. This includes machinery, production lines, clothing, pipelines, crates, and so on. These items must be properly cleaned and maintained to avoid any contamination that might compromise the halal status of the product.

Product / Service

i. An item composed of multiple or singular ingredients.
ii. A manufacturing process or a central kitchen.
iii. A slaughtering plant.
iv. Logistics and storage facilities.
v. Trading and labeling activities

Private Label

This refers to products that are manufactured by a third party (also known as a toll manufacturer), but are owned or copyrighted by a company that does not have its own manufacturing site. The company that owns the brand and copyright sells the product under its own label.

Halal Certificates [multiple definitions could apply]

i. A certificate of conformity issued by a competent and accredited third party.
ii. A statement of conformity.
iii. Licensing the rights to make use of the Halal mark/logo.
iv. A certificate of conformity for a single batch of products.

Third-Party Halal Certificates

These are Halal certificates that are issued by organizations other than the Halal Quality Control Group. These certificates serve as proof that a product or service meets the necessary Halal standards, as determined by the issuing organization.

Halal Certification Bodies

These are entities that have been accredited or recognized with the authority to issue Halal certificates to manufacturing sites. They assess whether a product or service complies with Halal standards and, if it does, provide a certificate to attest to its halal status.

Halal Mark or Logo

This is an approved and protected Halal mark or logo under the ownership of Halal Quality Control that is granted to a product, service, or system that has been successfully certified as halal. The presence of this mark or logo on a product's packaging indicates to consumers that the product is halal certified.

Fatwa

A legal ruling on a point of the Islamic Law provided by a qualified Islamic jurist.

4. Certification Scope and Categories

HQC provides Halal certification for products, processes, and services within defined certification categories and subcategories, and HQC only provides Halal certification within the scope of its accreditation and authority recognition.

The certification scope of each applicant or certified client is defined by:

I. the applicable Certification Category Index,
II. HQC's accreditation and authority recognition, and
III. the approved certification scope stated on the Halal certificate.

HQC only certifies activities that fall within its authorized and accredited scope, which may vary per each Halal authority.

For a full overview of the accreditation scopes of HQC, we refer to Global Accreditation Overview Guideline (see Appendices).

Detailed definitions of categories, subcategories, and examples of applicable activities are provided in the Certification Category Index (see Appendices).

Some Halal authorities may apply different interpretations to certification categories.
In such cases, HQC applies the relevant Halal standards and authority guidelines applicable to the intended market.
HQC supports applicants and certified clients in clarifying and applying these requirements during the application and certification process.

Material, product, and supplier acceptance within a certified scope is further governed by the Material and Product Approval Guideline (see Appendices).

5. Certification Process

The HQC Halal Certification Process follows a clear, structured sequence to ensure consistent, transparent, and reliable certification decisions.

The process applies to:

I. initial certification,
II. surveillance,
III. re-certification,
IV. scope extensions.

5.1 Overview of the Certification Process

The HQC Halal Certification Process consists of the following main steps:

1. Application
2. Application Review
3. Contractual Arrangements
4. Assessment
5. Corrective Actions (if applicable)
6. Certification Decision
7. Issuance of Halal Certificate
8. Surveillance
9. Re-Certification

Each step must be successfully completed before proceeding to the next.
Where applicable, the assessment process may include a Stage 1 and Stage 2 assessment approach.

5.2 Application

The applicant submits an application for Halal certification to HQC.

The application shall include:

I. company and site details,
II. product or service scope,
III. intended markets (if applicable),
IV. requested certification type.

Incomplete applications may delay the certification process.

5.3 Application Review

HQC reviews the application to confirm:

I. certification scope and category,
II. product and risk classification,
III. applicable Halal standards,
IV. audit feasibility and resources.

HQC may request additional information before proceeding.

5.4 Contractual Arrangements

Once the application is accepted, HQC establishes contractual arrangements with the applicant.

These arrangements define:

I. certification scope,
II. applicable rules and schemes,
III. fees and payment terms,
IV. rights and obligations of both parties,
V. non-disclosure agreements where applicable and confidentiality agreements

Certification activities may only start after contractual acceptance.

5.5 Assessment

HQC conducts an assessment to verify Halal compliance.
Depending on the scope, the assessment may include:

I. document review,
II. on-site audit,
III. remote or hybrid assessment,
IV. sampling or testing (if applicable).

Assessments are conducted by qualified and approved HQC auditors.

5.6 Corrective Actions

If non-conformities are identified, the applicant shall:

I. analyse the cause,
II. implement corrective actions,
III. provide evidence within the agreed timeframe.
IV.

HQC reviews corrective actions before continuing the certification process.

5.7 Certification Decision

The certification decision is made by HQC based on:

I. assessment results,
II. corrective actions (if applicable),
III. compliance with the HQC Halal Certification Scheme.

The decision is taken by authorized HQC personnel independent from the audit activity.

5.8 Issuance of Halal Certificate

Upon a positive certification decision, HQC issues the applicable Halal certificate.

The certificate defines:

I. certified scope,
II. products or services,
III. validity period,
IV. applicable Halal standards.

Only certified products or services may bear the HQC Halal mark.

5.9 Surveillance

During the certificate validity period (if the cycle is longer than one year), HQC conducts surveillance activities to ensure ongoing compliance.

Surveillance may include:

I. periodic audits,
II. documentation review,
III. product or process verification.

Failure to maintain compliance may result in suspension or withdrawal.

5.10 Re-Certification

Before certificate expiry, HQC conducts a re-certification assessment.

Re-certification confirms:

I. continued compliance,
II. updated scope or processes,
III. effectiveness of the Halal Assurance System.

Timely re-certification is required to maintain certification validity.

6. Application, Contractual Arrangements, and Responsibilities

6.1 Application Submission, Review, and Scope Determination

Applicants seeking Halal certification shall submit an application to HQC using the approved application format or HQC Portal.

The application shall clearly define:

I. legal entity and site location(s),
II. certification scope and category,
III. products, processes, or services to be certified,
IV. intended export markets (where applicable).

The applicant is responsible for ensuring that all submitted information is complete, accurate, and up to date.

HQC reviews each application to determine whether:

I. the requested scope falls within HQC's accreditation and authorization,
II. applicable Halal standards and regulatory requirements are identified,
III. sufficient resources are available to conduct the assessment.

HQC may request additional information before accepting the application.
HQC reserves the right to accept, defer, or reject an application based on feasibility or compliance considerations.

The certification scope shall be clearly defined and agreed prior to assessment.
The scope includes:

I. product categories and activities,
II. site(s) and processes,
III. applicable Halal standards,
IV. certification type and validity.

Only activities and products within the agreed scope are eligible for certification.

6.2 Contractual Arrangements and Responsibilities

Upon acceptance of the application, HQC and the applicant enter into a contractual agreement.

The agreement defines:

I. certification scope and services,
II. applicable HQC Scheme and Guidelines,
III. financial conditions and fees,
IV. use of Halal marks and certificates,
V. confidentiality and data protection,
VI. suspension, withdrawal, and termination conditions.

Certification activities may only commence after contractual acceptance by both parties.
The applicant shall:

I. comply with the HQC Halal Certification Scheme and applicable Guidelines,
II. grant access to facilities, records, and personnel,
III. implement corrective actions where required,
IV. inform HQC of any changes affecting Halal compliance.

Failure to meet these obligations may affect certification status.

HQC is responsible for:

I. conducting certification activities impartially and independently,
II. assigning qualified personnel,
III. safeguarding confidential information,
IV. issuing certification decisions in accordance with the Scheme.

HQC maintains final authority over certification decisions.

6.3 Changes Affecting Certification

The applicant shall notify HQC without delay of any changes that may affect Halal compliance, including:

I. changes in raw materials or suppliers,
II. changes in processes or equipment,
III. changes in ownership or legal structure,
IV. changes in certified scope or sites.

HQC evaluates such changes and determines whether additional assessment is required.

7. Assessment Types and Methods

7.1 General Principles

HQC assesses Halal compliance using risk-based and scope-appropriate assessment methods.

The assessment method applied depends on:

I. product or service category,
II. Halal risk level,
III. certification scope,
IV. applicable regulatory or export requirements.

HQC determines the appropriate assessment method prior to conducting the assessment.

7.2 Assessment Types

Depending on the certification scope, one or more of the following assessment types may be applied.

7.2.1 On-Site Assessment

An on-site assessment is conducted at the applicant's facility.
It may include:

I. verification of processes and production lines,
II. review of Halal control measures,
III. inspection of storage and handling practices,
IV. interviews with personnel.

On-site assessments are mandatory where required by:

I. product risk level,
II. Halal standards,
III. regulatory authorities.

7.2.2 Remote Assessment

A remote assessment may be conducted where permitted.

Remote assessments may include:

I. document review,
II. live video inspection by Islamic Affairs Experts (if the product is low risk)
III. interviews via digital platforms.

Remote assessments are only applied where Halal risks can be adequately verified without physical presence by applicable auditors and only when the applicable Halal standard permits to do so.

7.2.3 Hybrid Assessment

A hybrid assessment combines:

I. on-site activities, and
II. remote assessment elements.

This method may be applied to optimize efficiency while maintaining certification integrity.
Hybrid assessments are only applicable where Halal risks can be adequately verified without physical presence by all auditors simultaneously and only when the applicable Halal standard permits to do so.

7.2.4 Stage 1 and Stage 2 Assessments

HQC applies a two-stage assessment approach where appropriate, particularly for initial certification and complex scopes.

The Stage 1 assessment is conducted to:

I. review the applicant's preparedness for certification,
II. verify documentation and scope definition,
III. identify potential Halal risks and gaps,
IV. confirm assessment feasibility and planning.

Stage 1 may be conducted:

I. on-site,
II. remotely,
III. or as a document-based review.

Findings from Stage 1 are used to plan the Stage 2 assessment.

The Stage 2 assessment is conducted to:

I. verify full implementation of Halal requirements,
II. confirm effective Halal control measures,
III. assess operational compliance at site level,
IV. evaluate corrective actions from Stage 1 (if applicable).

Stage 2 assessments are typically conducted on-site, unless otherwise justified and permitted.

The use of Stage 1 and Stage 2 assessments depends on:

I. certification scope and complexity,
II. Halal risk classification,
III. applicable Halal standards and authority requirements.

7.3 Documentation Review

HQC reviews relevant documentation to verify Halal compliance.

Documentation may include:

I. ingredient and raw material lists,
II. supplier approvals,
III. Halal assurance procedures,
IV. records and declarations.

Incomplete or unclear documentation may result in additional assessment activities.

7.4 Sampling and Testing (where applicable)

Where required, HQC may request:

I. product samples,
II. laboratory analysis,
III. additional verification testing.

Sampling and testing are applied based on:

I. product category,
II. identified risks,
III. regulatory or customer requirements.

7.5 Audit Duration and Frequency

Audit duration and frequency are determined by HQC based on:

I. scope and complexity,
II. number of products or processes,
III. Halal risk classification,
IV. certification history.

HQC reserves the right to adjust audit duration where justified.

7.6 Use of Third-Party Information

HQC may consider third-party information such as:

I. external Halal certificates,
II. supplier declarations,
III. laboratory reports.

Acceptance of such information is subject to:

I. HQC verification,
II. applicable HQC Guidelines,
III. final HQC decision authority.

7.7 Supplier Audits (non-certification activities)

7.7.1 Purpose of Supplier Audits

HQC may conduct supplier audits to verify Halal compliance of suppliers used by HQC-certified clients.

Supplier audits are conducted to:

I. verify compliance with Halal requirements,
II. support material and product approval,
III. assess Halal risks within the supply chain.

Supplier audits are not certification audits and do not result in the issuance of a Halal certificate.

7.7.2 When Supplier Audits Are Applied

Supplier audits may be required where:

I. a supplier is not Halal certified,
II. the supplier provides critical raw materials or ingredients,
III. Halal risk cannot be sufficiently verified through documentation alone,
IV. required by applicable Halal authorities or standards.

The need for a supplier audit is determined by HQC based on risk and scope, or upon request of the applicant or customer.

7.7.3 Scope of Supplier Audits

Supplier audits may include:

I. review of raw materials and sourcing,
II. verification of processing steps,
III. assessment of segregation and contamination controls,
IV. review of documentation and traceability.

The audit scope is limited to **Halal compliance verification only**.

7.7.4 Outcome of Supplier Audits

Supplier audits may result in:

I. approval of the supplier for a defined scope,
II. approval with conditions or corrective actions,
III. rejection of the supplier for Halal purposes.

Supplier approval is:

I. scope-specific,
II. time-limited,
III. subject to re-evaluation.

7.7.5 Relationship to Certification

Supplier audits:

I. do not constitute Halal certification by default,
II. do not grant the right to use HQC Halal marks by default,
III. do not replace mandatory Halal certification where required.

7.8 Outsourced Activities

Where assessment activities are outsourced, HQC remains fully responsible for their conformity, competence, and impartiality.

8. Certification Decision and Outcomes

8.1 General Principles

Certification decisions are made by Halal Quality Control (HQC) based on objective evidence obtained during the assessment process.

The certification decision is:

I. independent from the assessment activity,
II. based on documented results,
III. taken by authorized HQC personnel.

HQC retains full and final authority over all certification decisions.

8.2 Basis for Certification Decision

The certification decision is based on:

I. assessment results (Stage 1 and/or Stage 2, where applicable),
II. review of corrective actions and evidence,
III. compliance with the HQC Halal Certification Scheme,
IV. applicable Halal standards and regulatory requirements.

Incomplete or insufficient evidence may delay or prevent certification.

8.3 Possible Certification Outcomes

Following the decision process, one of the following outcomes applies:

a) Certification Granted

Halal certification is granted where full compliance is demonstrated.
HQC issues the applicable Halal certificate defining:

I. certified scope,
II. products or services,
III. validity period,
IV. applicable standards.

b) Certification Granted with Conditions
Certification may be granted subject to defined conditions.
Conditions may include:

I. limited scope,
II. additional monitoring,
III. specific corrective actions.

Conditions are documented and communicated to the client.

c) Certification Withheld
Certification is withheld where:

I. major non-conformities remain unresolved,
II. critical Halal risks are identified,
III. required information is not provided.

Certification may be reconsidered once conditions are met.

8.4 Validity of Certification

Halal certificates issued by HQC are valid for a defined period as specified on the certificate.

Certification validity is subject to:

I. ongoing compliance,
II. successful surveillance activities,
III. timely communication of changes by the client.

General Halal certificates are issued with a defined validity period as stated on the certificate, typically ranging from one to four years, depending on applicable authority and scope.
Shipment certificates are only valid for the shipped consignment

8.5 Suspension of Certification

HQC may suspend certification where:

I. serious non-compliance is identified,
II. misuse of Halal certificates or marks occurs,
III. surveillance requirements are not fulfilled,
IV. contractual obligations are breached.

During suspension:

I. use of the Halal certificate and mark is prohibited,
II. corrective actions must be implemented within the defined timeframe.

8.6 Withdrawal of Certification

HQC may withdraw certification where:

I. suspension conditions are not resolved,
II. repeated or critical non-compliance occurs,
III. Halal integrity is compromised,
IV. the client requests withdrawal.

Upon withdrawal:

I. Halal certificates become invalid,
II. QR codes automatically become invalid
III. use of Halal marks shall cease immediately.

8.7 Scope Reduction

HQC may reduce the certified scope where:

I. part of the scope no longer complies,
II. changes affect only specific products or activities.

Scope reduction does not invalidate compliant parts of the certification.

8.8 Appeals and Complaints

Applicants and certified clients have the right to submit:

I. appeals against certification decisions,
II. complaints related to certification activities.

Appeals and complaints are handled according to HQC procedures to ensure impartiality and fairness.

9. Surveillance & Re-Certification

9.1 Surveillance

During the validity period of a Halal certificate, HQC conducts surveillance activities to verify continued compliance.

Surveillance may include:

I. periodic on-site or remote assessments,
II. supervisions at slaughtering plants or meat processing facilities
III. document and record reviews,
IV. verification of Halal control measures.

Surveillance frequency and scope are determined by HQC based on:

I. Halal risk classification,
II. certification scope,
III. certification history,
IV. applicable regulatory requirements.

Failure to maintain compliance may result in corrective actions, suspension, or withdrawal of certification.

9.2 Re-Certification

Prior to certificate expiry, HQC conducts a re-certification assessment.
Re-certification confirms:

I. continued Halal compliance,
II. effectiveness of the Halal Assurance System,
III. updates to scope, processes, or products.

Re-certification shall be completed within the defined timeframe to avoid interruption of certification validity.

A temporary extension for a maximum period of three (3) months may be granted if the certified customer meets all conditions and has committed to conducting the audit within the specified period.

9.3 Changes Affecting Certification

The certified client shall inform HQC without delay of any changes that may affect Halal compliance.
Such changes may include:

I. changes in raw materials or suppliers,
II. changes in products, processes, or equipment,
III. changes in site location or ownership,
IV. changes in certified scope or activities.

HQC evaluates the impact of reported changes and determines whether additional assessment or scope modification is required.

9.4 Unannounced and Special Assessments

HQC reserves the right to conduct:

I. unannounced assessments for specific sectors,
II. special or follow-up assessments.

Such assessments may be initiated where:

I. significant Halal risks are identified,
II. complaints or concerns are received,
III. regulatory or authority requirements apply.
IV. Accreditation authorities require witnessing on-site audits with HQC at their customers.

10. Impartiality & Confidentiality

HQC conducts all certification activities in an independent, impartial, and objective manner.

Measures are in place to:

I. prevent conflicts of interest,
II. ensure separation between assessment and decision-making,
III. safeguard confidential information.

All information obtained during certification activities is treated as confidential and used solely for certification purposes, unless disclosure is required by law or agreed with the client.

HQC permits accreditation bodies, Halal authorities, and impartiality committee members to conduct witnessing, audits, and evaluations as required.

11. Use of Certificates & Marks

Certified clients may use HQC Halal certificates and marks only within the approved scope and validity period.

Use of Halal marks shall:

I. comply with HQC rules and instructions,
II. not be misleading or incorrect,
III. cease immediately upon suspension or withdrawal.

Misuse of certificates or marks may result in corrective actions, suspension, or withdrawal of certification.

12. Complaints, Appeals & Fees

Certification and other fees are defined separately. The fee policy is publicly available on www.halalqualitycontrol.com or mentioned within the contractual arrangements.

Applicants and certified clients have the right to:

I. submit complaints related to HQC certification activities,
II. file appeals against certification decisions.

Complaints and appeals are handled according to HQC procedures to ensure fairness, transparency, and impartiality.

13. Transition and Validity of the Scheme

This Scheme supersedes previous versions of the HQC Halal Certification Scheme.
Transition arrangements, where applicable, are communicated by HQC.
This Scheme remains valid until replaced or revised by HQC.

14. Appendices

Appendix A: Applicable HQC Guidelines

HQC Halal certification activities are supported by a set of HQC Guidelines and reference documents. These documents provide technical and sector-specific guidance to assist applicants and certified clients in meeting Halal requirements.

The HQC Halal Certification Scheme defines how certification is conducted.
The HQC Guidelines explain how specific Halal requirements are assessed and applied.

Examples of applicable HQC Guidelines include, but are not limited to:

I. **Material and Product Approval Guideline (W0438)**
Guidance on raw material approval, product composition, and Halal risk assessment.

II. **External Halal Certificate Acceptance Guideline (W0405)**
Rules for acceptance and verification of third-party Halal certificates.

III. **Ethanol Usage Guideline (W0415)**
Guidance on the use, limits, and acceptability of ethanol in Halal products.

IV. **Certification Category Index**
Definition of certification scopes and applicable product, process, and service categories.

V. **Halal Suitable Materials Guideline (W0457 Series)**
Identifies substances, including chemicals, flavourings, and fragrance materials, that are Halal by default and do not require additional Halal documentation.

VI. **E-Number Status Guideline (0463)**
Provides Halal status information for food additives and E-numbers used in products.

VII. **Supporting Documents for Critical Materials (W0438-1)**
Specifies the required supporting documentation for raw materials and ingredients classified as Halal-critical.

VIII. **Risk Classification Table**
Defines Halal risk levels used for material, product, and supplier assessment.

IX. **Global Accreditation Overview**
Defines all the accreditation HQC has obtained throughout its offices and specific requirements for the export destinations.

And many more.

Additional HQC Guidelines, Schemes, or reference documents may apply depending on product type, process, and export destination.
The latest applicable versions shall apply.

Appendix B: Access to HQC Documentation

HQC Guidelines and Procedures are made available based on document purpose and client status.
HQC always does its best to keep all documents up to date and available.
All Guidelines can be requested at any time by contacting your HQC office.

Publicly Available Documents
Certain HQC Guidelines, Procedures, and Schemes are publicly available via:
www.halalqualitycontrol.com and the main tab is called **Useful Documents.**

These documents are intended to explain general Halal principles, support transparency, and assist applicants during the preparation phase.

Restricted Documents
Some HQC Guidelines, Forms, and Procedures are provided exclusively to HQC-certified clients, or applicants and customers with signed contractual arrangements and are not publicly available.

Restricted documents may include (but are not limited to) internal assessment tools, approval tables and forms, audit templates, audit reports, and risk-based evaluation tools

Access to restricted documents may be granted once a contractual relationship exists.

Appendix C: Relationship to Other HQC Schemes

The HQC Halal Certification Scheme explains the general process of obtaining Halal certification.
It does not describe in detail how organizations shall design a Halal system, implement Halal controls, or prepare for audits.

The Schemes are publicly available on www.halalqualitycontrol.com
All Schemes have corresponding checklists that are used during the assessment.

These aspects are covered under other HQC Schemes, including:

I. **Halal Assurance Program (HAP) Scheme**
   Defines requirements for establishing, implementing, and maintaining a Halal Assurance System.
II. **Animal Welfare and Slaughtering (AWS) Scheme**
   Defines requirements for animal handling, slaughtering, and post-slaughter operations to ensure compliance with Islamic principles, animal welfare, and applicable regulatory standards.
III. **Service Providers Scheme**
   Defines Halal requirements for organizations providing services related to Halal products, including logistics, storage, cleaning, pest control, and other outsourced activities that may impact Halal integrity.
IV. **Cosmetics Scheme**
   Defines Halal requirements for the production, formulation, and packaging of cosmetic and personal care products, including raw material acceptance and contamination control.

V. **Laboratory Testing Scheme**
Defines requirements for laboratories performing Halal-related testing, including sampling, analytical methods, result interpretation, and reporting to HQC where applicable.

VI. **Supervision Scheme**
Defines the rules for on-site Halal supervision by HQC personnel, including the roles and responsibilities of Halal supervisors, monitoring activities, and reporting obligations.

VII. **Special Export Guideline Schemes**
Provides country-specific Halal and regulatory requirements for export markets such as Saudi Arabia, Indonesia, and Malaysia, including special requirements for documentation, formats, fees, and authority compliance rules.

Any special or additional Halal and regulatory requirements imposed by specific countries or authorities are described in the applicable Special Export Guideline Scheme.

Where such requirements apply, HQC will provide guidance and support to applicants and certified clients. Clients may also contact HQC at any time for clarification or assistance.

Appendix D: HQC Academy

The HQC Academy is the training and competence development division of Halal Quality Control.
The HQC Academy provides structured training, awareness programs, and technical courses to support organizations, auditors, and other stakeholders in understanding and applying Halal requirements.

In certain cases, applicants or certified clients may be required to complete specific awareness or training programs prior to or during the certification process in order to ensure proper understanding of Halal risks, control measures, and compliance obligations.

Details of available courses, eligibility, fees, and application procedures are defined in the HQC Academy Scheme and are available via the HQC website.

Appendix E: Document Control and Updates

HQC maintains control over all Schemes, Guidelines, Forms, and Procedures.
Documents may be revised, replaced, or withdrawn to reflect regulatory updates, accreditation requirements, or operational improvements.
HQC retains records for a period consistent with accreditation and regulatory requirements.

Clients are responsible for ensuring that the latest applicable versions are used.
Updates are communicated through official HQC channels, the main HQC website, newsletters, or direct client communication, where applicable.

Appendix F: HQC Certification Flow Process

A detailed flow process can be found on the Useful Documents page at **www.halalqualitycontrol.com**
The certification flow process provides a visual overview of the HQC certification process.

Appendix G: Language and Translation

The official version of the HQC Halal Certification Scheme is the English language version.
HQC may provide unofficial translations of this Scheme and related documents for convenience and accessibility.

Such translations are generated using advanced translation technologies and internal quality controls to achieve the highest possible accuracy.
However, in case of any difference in meaning, interpretation, or application, the English version shall prevail. Applicants and certified clients may request translated versions of HQC Schemes or Guidelines through their HQC office.

These translations are provided as a supporting tool and do not replace the official English version.

Appendix H: Executive Summary of this Scheme

What this document is
The HQC Halal Certification Scheme explains how Halal Quality Control (HQC) conducts Halal certification for products, processes, and services worldwide.
It provides a transparent, structured, and internationally recognised framework that ensures Halal integrity, regulatory compliance, and consistent certification decisions.

What HQC Certifies
HQC provides Halal certification for organizations involved in:

I. food and beverage production,
II. slaughtering and animal processing,
III. ingredients, chemicals, and additives,
IV. cosmetics and personal care,
V. logistics, storage, and services,
VI. laboratories and testing,
VII. export-oriented Halal production.

Certification scope is defined by:

I. HQC's accreditation and authority recognition,
II. the HQC Certification Category Index,
III. and the scope stated on each Halal certificate.

How Certification Works
HQC follows a clear and structured certification process:

1. Application
2. Application Review
3. Contractual Agreement
4. Assessment (Stage 1 and/or Stage 2 where applicable)
5. Corrective Actions (if needed)
6. Certification Decision
7. Issuance of Halal Certificate
8. Surveillance
9. Re-Certification

What HQC Assesses
HQC verifies Halal compliance by evaluating:

I. raw materials and ingredients,
II. suppliers and sourcing,
III. production and processing,
IV. storage and handling,
V. documentation and traceability,
VI. Halal control systems.

Where necessary, HQC may also conduct supplier audits to verify Halal compliance of upstream suppliers, even when those suppliers are not Halal certified.

What the Certificate Means
An HQC Halal certificate confirms that:

I. the approved products or services comply with Halal requirements,
II. the organization operates under controlled Halal processes,
III. compliance is monitored through surveillance and re-certification.

Certificates are valid for a defined period and remain valid only if compliance is maintained.

How HQC Supports You
HQC provides structured guidance through:

I. technical HQC Guidelines (ingredients, ethanol, suppliers, categories),
II. Halal Assurance Program (HAP) Scheme,
III. slaughtering, laboratory, and export schemes,
IV. HQC Academy training and awareness programs.

This ensures organizations are not only certified, but properly prepared.

Export and Authority Requirements
Special Halal or regulatory requirements imposed by authorities such as Saudi Arabia, Indonesia, Malaysia, and others are defined in the applicable Special Export Guideline Schemes.

HQC supports clients in identifying and applying all such requirements.

Why HQC
HQC operates under international accreditation, independent decision-making, transparent governance, and global Halal authority recognition.

This ensures your Halal certification is accepted, trusted, and respected worldwide.

Appendix H: Version History

Issue Date	Revision	Revision Description
Aug 2022	1	Initial updates including integration of the Fee Policy Work Instruction and reference to the Halal Assurance Program Scheme.
Dec 2022	2	Updates to reporting and review requirements; company information, logos, and training program references revised.
May 2023	3	HQC Certification Scheme Version 2.0 released.
April 2024	4	Updates to audit and certification tables; additional references added.
May 2024	5	Version 2.2 released; updates to Indonesian reference standards and scope-related sections.
July 2024	6	Updates to reference section and additional guidance for exports to Indonesia; links to approved Halal standards added.
December 2024	7	Version 2.3 released; training requirements updated.
January 2025	8	Version 2.4 released; audit time calculation and surveillance requirements updated.
February 2025	9	Reference to HQC Guideline on Halal Statements added.
May 2025	10	Version 2.5 released; updates to Stage 1 assessment, sampling, audit time calculations, and product category references.
January 2026	11	Version 3.0 released; replaces Version 2.5 and reflects the updated HQC Scheme structure for 2026.

Need Help?

Your HQC contact or office partner can guide you through the this scheme or answer any of your questions.

You may contact us by emailing info@halalqualitycontrol.com or call/message us on +31 70 346 97 95 (Whatsapp available for multi-language communications).