



GENERAL PROVISIONS

Product certification includes the following procedures:

- submitting an application for certification;
- registration and review of the application;
- making a decision on the application, including the choice of certification scheme;
- conclusion of a contract for certification;
- obtaining from the applicant set of papers necessary for the documentation analysis;
- conducting the first stage of certification audit, analyzing documentation,
- determination of study parameters in the laboratory;
- preparation of a conclusion on the results of the analysis;
- drafting of the act based on the results of the first stage of certification audit;
- analysis of elimination of nonconformities (if any) based on the results of the first stage of certification audit;
- carrying out the second stage of certification audit, inspection and assessment of production with an on-site visit to the applicant;
- identification, sampling in production, sending samples to an accredited testing laboratory and cooperation with it in the certification testing process (if necessary);
- carrying out by the testing laboratory (center) of researches (tests) and measurements of selected samples of products, if it is provided by the certification scheme (if necessary);
- drafting of the act on the results of the second stage of certification audit;
- analysis of the obtained results and making a decision on issuance or refusal to issue a certificate of conformity;
- execution, registration and issuance of a certificate of conformity and authorization to use the conformity mark of the certification body;
- inspection control of certified products.

The schedule for each stage of work is summarized in the table below:

Certification stage	Due date
Submitting an application for certification	-
Registration and review of the application	no more than 5 working days
Decision-making on the application, selection of certification scheme	no more than 5 working days
Contract conclusion for certification	no more than 5 working days
Receipt of documents from the applicant for analysis	No more than 14 working days
Conducting the first stage of certification audit, analyzing documentation, opinion writing	No more than 14 working days
Identification, sampling, sending samples to an accredited laboratory	No more than 3 working days
Conducting research (tests) and measurements of product samples	Within the timeframe established by the testing laboratory
Drafting of a report on the results of the first stage of certification audit	No more than 3 working days
Analysis of non-conformities elimination (in case of identification of non-conformities) on the first stage of certification audit	7 working days
Conducting the second stage of certification audit	No more than 7 working days
Formation of a report on the results of the second stage of certification audit	No more than 3 working days
Analyzing the results and making a decision on issuing a certificate	No more than 5 working days
Registration, registration and issuance of a certificate of conformity	No more than 3 working days
Inspection control of certified production	No more than 30 working days

APPLICATION TO THE CERTIFICATION BODY

Drafting the text of the Application

The applicant, who has expressed a desire to certify products for compliance with halal requirements, initially applies to the certification body (hereinafter - CB), where he receives the necessary information and application forms for certification.

The application form is given in Appendix No. 1.

The Applicant shall send an application for product certification to the CB in electronic form or on paper. The application for product certification may be executed by the Applicant's representative who has a power of attorney to represent the Applicant's interests when carrying out works on confirmation of conformity.

The application is accompanied by a list of documents and information to be submitted to the CB for preliminary assessment of production of the applied products.

The list of required documents is given in the Application template - Annex No. 1 and in Annex No. 2.

All documents (except for the Extract from the Unified State Register of Legal Entities) must be certified by the official seal of the applicant with the date of certification and the signature of the Head (General Director, Director, etc.) or a person authorized to act on behalf of the applicant on the basis of a power of attorney. In the latter case, the original power of attorney for the authorized person must be attached to the documents.

The certification body has the right to request from the applicant any additional documents of the applicant necessary for the halal certification procedure.

If the Applicant's documents include certificates and testimonies issued by international organizations, the decision on acceptance or rejection of these documents shall be based on the results of their analysis for compliance with Russian standards and standards of the certification body.

Analysis of the application

The application shall be registered in the Certification Application Log with the assignment of the appropriate number.

Head of the CB analyzes the application, according to the scope of accreditation and determines the composition of the commission consisting of experts to carry out works on certification.

The composition of the commission is fixed by the order of the Head of the CB. The order specifies the number of the application, the Applicant's data and the responsible experts appointed to the commission. Each expert is assigned a certain stage of work.

The Head of the CB appoints experts to analyze all the submitted documentation from the applicant and for the results of the assessment of the production of the declared products.

In order to consider the conflict of interest when selecting the composition of the expert group, the Head of the CB analyzes information on current and past connections of experts with applicants, as well as on all financial and personal interests that may affect their independence and objectivity, study

of work experience, analysis of the absence of personal and professional connections with the applicant, as well as non-involvement in the development of products subject to certification.

Analysis of the application by an expert

The CB expert analyzes the received Application for certification, considers the documents attached to it, determines the possibility of conformity verification of the specified products based on the CB accreditation area. When considering the application:

- the correctness of the Application form, compliance of the declared products with the accreditation area of the CB is checked;
- the documents submitted with the application are checked for the purpose of product identification;
- determines the possibility of using the normative documents specified in the application to carry out confirmation of conformity;
- request from the Applicant (if necessary), additional information on the quality, output and conditions of its production.

The examiner conducts an analysis to ensure that:

- information about the Applicant and the products is sufficient to carry out the certification work;
- any divergence of understanding between the CB and the applicant is resolved, including agreement on a normative document;
- the required scope of certification is defined;
- Funds are available for all assessment work;
- CB has the competence and ability to perform all work.

Decision on the results of the analysis of the received application

In case of a positive decision on the application, the CB expert responsible for reviewing the application sends to the applicant the decision on the application and the draft contract for carrying out works on product certification.

If significant non-compliance of the application with the established requirements, absence of necessary documents is revealed, it shall be returned to the Applicant for revision.

Specific terms of application review depend on the type of products, the chosen certification scheme and the set of submitted documents. In case of impossibility to carry out certification, the certification body shall notify the applicant in writing about the refusal with the motivation of the decision.

Denial of certification shall not be discriminatory and may be due to objective reasons only.

Selection of certification scheme

The certification scheme is a defining part of the certification procedure, characterizing the necessary level of proof of conformity of products to the established requirements.

The main actions in certification schemes, the results of which are used to make a certification

body decision on conformity (nonconformity) of products to the established requirements, are considered:

- analyzing the submitted documentation;
- product testing;
- production estimation or without production estimation;
- inspection control.

The¹ choice of certification scheme is made by the applicant.

The certification schemes are summarized in the table below:

Scheme No.	Research, product testing	Assessment of production (qualitysystem)	Inspection control
	Testing of product	Analysis of the state of	Testing of product samples and analysis of production status
2	Testing of samples	Condition analysis	-

The product certification schemes used for conformity verification comply with the requirements of GOST R 53603-2020 "Conformity assessment. Schemes of product certification in the Russian Federation".

Conclusion of the Contract

Certification is carried out under the terms of an agreement between the applicant and RusQuality, CB is included in the structure. The contract is concluded in accordance with the current civil legislation.

The rights and obligations of the Applicant under the Agreement are separately presented on our website.

The procedure for calculating the cost of works is also presented in a separate file on the main page of the certification body's website.

First stage of the audit

After the conclusion of the contract with the applicant to carry out works on certification of production, a preliminary (correspondence) assessment of certification is carried out without visiting the applicant, according to the documents and information submitted by the applicant in accordance with Annex No. 1.

Preliminary assessment is carried out by the expert who reviewed the application from the Applicant submitted to the CB.

Documents and information may be submitted both in hard copy and electronically. Documents and information may be specified depending on the production applied for certification.

The received documents remain in the CB as control documents.

The requested information shall be submitted in Russian or in the language used by the applicant in agreement with the CB with translation into Russian.

First stage includes :

- Familiarization with the Applicant's submitted documents, information on the Applicant's products, processes and management system;
- Assessment of compliance of the Applicant and its management system with the requirements of standards and certification schemes;
- Verification of qualification, experience and competence of the Applicant's personnel responsible for product quality and Halal status of certified products;
- Analysis of documentation related to the processes of production, quality control, monitoring and testing of products for compliance with the established requirements for Halal products. For example, analyzing the composition of food products for the presence of components that are not allowed for the production of Halal products;
- Assessment of equipment used in the production and quality control process, its compliance with Halal requirements and standards, as well as the availability of calibration and verification certificates.
- Verification of the system of identification, labeling and accounting of materials and finished products at all stages of production and delivery. The inspection shall necessarily include a study of the Applicant's transportation logistics in order to identify critical points of intersection of Halal products with other types of products/raw materials;
- Assessment of the system of internal audit and product quality control, efficiency of management and production processes, as well as their compliance with the requirements of standards

and certification schemes;

- The Islamic expert together with the audit team leader determines the list of indicators to check the samples for compliance. When certifying Halal products, the indicators that affect the canonical permissibility of the final product are considered. To identify additional indicators, the expert on Islamic issues studies all technological and regulatory documentation, technological scheme of production of the certified product. Considering the identified critical points, a referral to the laboratory is made. An example of an additional indicator can be the examination of the product for the presence of pig DNA. For each product the indicators for which it is tested are drawn up separately.

- Preparation of a written report on the results of the first stage of certification audit.

The preliminary (extramural) assessment is completed by a written report, in which, along with the identified observations formulate a conclusion on the possibility or impossibility of conducting the second stage of product certification.

The second stage of the audit

The second stage of certification audit - production analysis with a visit to the applicant's premises

After a written report on the possibility of conducting the second stage of product certification is issued, the Head of the CB develops a program of production analysis and assigns responsibilities among the previously identified experts.

When analyzing the production of a product, the production of the product is evaluated:

- completeness of documentation establishing product requirements;
- sources of raw materials used in the production of products;
- assortment, composition of products;
- equipping with production facilities, necessary equipment, tools, measuring (testing, control) instruments, materials, as well as their compliance with the established requirements;
- technological processes of product manufacturing;
- metrological, methodological, organizational, software, information, material, legal, technical and other support;
- professional competence of performers, maintenance and production personnel; The Production Analysis Program shall be placed in the Applicant's certification file.

The production analysis program is approved by the head of the CB.

The program of the production analysis shall be communicated to the applicant prior to the visit to the applicant's enterprise by e-mail. Any objections of the applicant shall be resolved prior to the commencement of the production analysis by the Chairman of the Commission and a duly authorized representative of the applicant.

In the course of the production analysis, the head of the expert group shall have the right to make changes to the production analysis program, which shall be agreed with the Applicant.

During the inspection, the commission must be given free access to the applicant's

documentation and to all rooms at the production facility. The applicant shall provide any information necessary for the purposes of the inspection during the inspection.

The Commission collects and verifies information related to the area and objects of production analysis, including information on the interaction of the enterprise's units and production processes.

Verification methods include:

- Interviews with the applicant's employees;
- experts' own observations of staff performance;
- experts' own observations of the functioning of processes, the state of equipment, tools used, etc;
- Analyzing documentation and records. Sources of information may include :
 - explanations received from the applicant's employees;
 - documents containing data on production processes;
 - data collected from consumers.

Sampling

Before the selection of product samples, identification (identity of characteristics) is carried out according to the features established for this product technical documentation and product description. Selection of samples is carried out by the head of the expert group of the CB.

The results of work on product identification shall be reflected in the product identification protocol, which shall be drawn up and signed by the expert.

Sampling shall be carried out in accordance with the requirements established in the documents of the national standardization system containing rules and methods of research (tests) and measurements, including the rules of sampling.

The selected samples shall be sent to the testing laboratory together with the referral. The referral shall be signed by: the Islamic expert, the head of the expert group, the representative of the Applicant.

Tests are carried out in testing laboratories (centers) accredited in the national accreditation system with the appropriate field of accreditation.

Sampling is done as follows:

- 1) Planning the sampling procedure (deadline: at the time of drafting the audit plan);
- 2) Sampling in production (due date: at the time of audit);
- 3) Making a referral to a testing laboratory (due date: at the time of the audit).

Corrective actions

In case of identification of nonconformities by the CB experts, the applicant analyzes the causes of nonconformities and develops a plan of corrective actions with the establishment of deadlines for their implementation.

The corrective action plan shall be agreed with the CB.

The commission verifies the implementation of planned corrective actions with or without visiting the applicant (by analyzing the applicant's report).

Reporting the results of production evaluation and analysis

The results of assessment and analysis of production, the Commission formalizes the Act of analysis of the Applicant's production, which provides assessments of all items of verification and contains conclusions, including a general assessment of the state of the process, the need for corrective measures, with the indication of nonconformities, their category and with recommendations of the CB to make a decision on the issuance (non- issuance) of the Halal certificate of conformity.

The act shall be signed by the head of the commission. The head of the Applicant organization shall be familiarized with the content of the Production Analysis Act.

Decision-making on issuance of the certificate

The decision to issue or refuse to issue a certificate of conformity shall be made by the Head of the CB on the basis of consideration of the act on the results of the production analysis, the results of the corrective action plan, as well as the results of tests of selected samples in an accredited testing laboratory, if such sampling was carried out.

Reasons for denial of a certificate may include:

- Non-compliance of products or processes with the requirements of standards, norms and rules applicable under voluntary certification;
- Incomplete or incorrect submission of documentation by the applicant required for analysis and certification;
- Identification of serious irregularities in the production process that may affect the quality and safety of products;
- Non-compliance of test and measurement results of product samples with the requirements of standards;
- Lack of or insufficient corrective action by the applicant in case of nonconformities identified during the certification audit phase;
- Violation by the applicant of the terms and conditions of the contract for certification, including payment and deadlines for providing information;
- Failure of the applicant to provide access to the enterprise for certification audit or inspection control;
- Applicant's disagreement with the proposed certification schemes or failure to fulfill mandatory requirements related to the selected scheme;
- Determination that the applicant knowingly provided false information as part of the certification process;
- Improper influence of the applicant on the work of experts, auditors or laboratories in order to obtain a loyal attitude and issue a certificate.

The refusal to issue a certificate shall be justified and documented, and the applicant shall be informed of the reasons for the refusal and the proposed corrective measures.

The decision to issue a Certificate of Conformity is made by the person(s) who did not participate in the evaluation process.

The decision to issue a certificate of conformity shall be made in the case of positive results of the analysis of all evidentiary materials obtained in the process of certification.

In case of negative results, the expert of the CB makes a decision to refuse to issue a certificate of conformity and brings it to the attention of the applicant.

In case of refusal to issue a certificate of conformity the applicant has the right within one month after receiving the decision on refusal to issue a certificate of conformity to send to the CB Appeals Commission a statement of disagreement with the conclusion of the Certification Commission and/or the decision of the CB.



VOLUNTARY PRODUCT CERTIFICATION SYSTEM AND SERVICES "RUSQUALITY-HALAL"

APPLICATION

_____ (name of manufacturer, service provider)

_____ (number of the registration document)

Legal address _____

Bank details _____

Phone/Fax _____ E-mail _____

_____ (surname, first name, patronymic of the manager)

Requests voluntary certification of products (processes, services)

_____ (name of products (processes, services))

OK 034-2014 code (OKPD2) and (or) TN VED CIS code _____ (batch production, or batch of a certain size)

produced by

_____ designation of documentation on products (food raw materials), processes, rendered services (standards, technical conditions, recipe, technical description and other)

according to the scheme _____ for compliance with the SDS requirements of products and services "RusQuality-Halal"

The applicant undertakes to fulfill the requirements of the SDS of products and services "RusQuality-Halal"

Head of the organization _____

Chief Accountant _____

The applicant is responsible for the accuracy of the information reflected in the application and attached documents. We welcome paperless document flow and readily accept documents certified by EDS.



LIST OF ATTACHED DOCUMENTS

1.	Copy of the certificate of entry in the Unified State Register of Legal Entities, sealed with the applicant's seal
2.	Copy of the certificate of registration with the tax authority of the legal entity formed in accordance with the laws of the Russian Federation, at the place of location in the territory of the Russian Federation, extract from the Unified State Register of Legal Entities, sealed with the applicant's seal
3.	Originals or copies, certified in the manner prescribed by law, of normative documents for the services provided: national standards, technical regulations, other normative documents
4.	Originals or copies, certified in legal order, of technical documents: technical specifications and descriptions, technological instructions organization standards, other technical documents
5.	Description of professional activity, confirmation of the fact of rendering certified services and works
6.	Documents confirming that the organization has the necessary technical equipment
7.	List of types of products or services subject to certification for compliance with halal requirements
8.	Decision of the management body on appointment of the manager (minutes or decision depending on the management body that made the decision)
9.	Powers of attorney for all representatives of the organization, who are authorized to sign the contract with ANO "Russian Quality System" and other documents to this contract
10.	Actual address of the organization for sending notifications under the contract with ANO "Russian Quality System" (in case it differs from the legal address)

The above documents must be certified by the seal of the organization, with the date of certification and the signature of the head (CEO, director, etc.) or a person authorized to act on behalf of the organization on the basis of a power of attorney.

In the latter case it is necessary to attach to the documents the original power of attorney for the authorized person.

The applicant is responsible for the accuracy of the information reflected in the application and attached documents.