Issue Date	Rev. No.	Summary Of Amendments
12/06/2017	0	First draft for comments
22/06/2017	0	Final draft for review and comments
02/07/2017	1	Issue for use
21/05/2019	2	Updated as per new DM template and logo

1. INTRODUCTION

1.1 The Halal certification body shall conduct surveillance at least once a year, with the first surveillance audit within 12 months from the last day of the initial on-site audit; in order to ensure continued compliance of Halal product/service with the requirements of the certification, giving due regard to the requirements of the Halal product/service standard to which the certification has been conducted and taking account of the nature of Halal product/service in question, requirements of the certification, any nonconformities detected in the Halal product/service or Halal production/service premises or any complaints received with regard to certified Halal product/service.

2. SCOPE

2.1 This procedure applies to all existing all establishments granted the DCL Halal Conformity Certificate and DCL Halal Conformity Mark

2.2 This reference document covers both on-site surveillance audit of the establishments and surveillance of the certified product in the market, if applicable.

3. REFERENCE DOCUMENTS

3.1 RD-DP34-7001 (IC) General Rules for DM Third Party Halal Conformity Certification

3.2 RD-DP34-7*nnn* (IC) The applicable Specific Rules

4. RESPONSIBILITIES

4.1 PCASM – Products Conformity Assessment Section Manager – responsible for the approval of the final recommendation on the action to be taken based on the results of the surveillance activity

4.2 HCAU – Head Conformity Assessment Unit – responsible for the designation and appointment of auditors who will conduct the surveillance audit. He is also responsible for the evaluation of the surveillance audit report.

4.3 PQE/PQO – Product Quality Engineer/Officer – responsible for preparing and monitoring the certified client's surveillance schedule

4.4 PCAS Auditor – responsible for conducting the surveillance audit of DCL Halal Conformity Certified Establishment including market monitoring of certified product.

5. PROCEDURE

5.1 Preparation and implementation of surveillance plan

5.1.1 HCAU shall designate the PQE/PQO for the preparation of a comprehensive surveillance plan covering all the Halal certified clients under the Halal Conformity Certification system.

5.1.2 The surveillance plan shall commence from the date of the last certification audit, regardless of the date of issuance of the certificate.

5.1.3 The PQE/PQO shall monitor the plan and inform the HCAU regarding the licensees that are due for surveillance audit.

5.1.4 Surveillance plan is subject to constant change based on the result of the previous surveillance conducted. Updating of the surveillance plan is done at the end of every quarter.

5.1.5 HCAU shall appoint an PCAS auditor who will conduct the surveillance audit

5.1.6 The PCAS auditor shall coordinate and confirm with the company regarding the schedule of the surveillance audit a few days prior to the audit date.

5.1.7 Appointed PCAS auditor shall prepare all the necessary documents and forms for the conduct of the market and factory surveillance.

5.2 Factory Surveillance Audit

5.2.1 The factory surveillance audit shall be conducted based on the agreed schedule date and audit plan sent by the appointed PCAS auditor.

5.2.2 During the actual visit to the factory, effectiveness of implementing the company's food safety and halal assurance management system based on the documented procedures shall be verified.

5.2.3 Company's compliance to the implementation of the internal halal assurance plan shall also be verified and historical records of internal testing and internal auditing shall be cross checked against the requirements of the standard.

5.2.4 Any non-compliance raised during the factory surveillance audit shall be addressed to the company for corrective action to be submitted to the Certification Body within 1 month from the date of the audit. The completion date for the submitted corrective action shall be as per agreed period of time but not exceeding 6 months from date of issue. Under certain situation, and with the agreement of the Certification Body, the NCR may be re-issued (with a new completion date) at the end of the 6 months period. Non-compliance with these provisions may result in the cancellation of the application.

5.2.5 If applicable, samples of products covered by the scope of certification shall also be drawn randomly by the PCAS auditor either from the production line or warehouse for independent test.

5.2.6 Collected samples shall be properly identified by the sender number and signature of the PCAS auditor.

5.2.7 If applicable, one set shall be sent to DCL for independent tests while the other set will be kept by the company for future reference.

5.2.5 Surveillance audits shall be conducted at least once a year. The date of the first surveillance audit following initial certification shall not be more than 12 months from the last day of the stage 2 audit.

5.3 Market Surveillance (if applicable)

5.3.1 The market surveillance shall be conducted based on the scheduled plan and confirmation made by the client.

5.3.2 The client shall notify PCAS the location or site where the certified products are available for sampling.

5.3.3 Upon arrival on the site, samples shall be drawn randomly by PCAS Auditor in the presence of company's representative.

5.3.4 Collected samples shall be properly identified by the sender number and signature of the PCAS auditor for submission to DCL.

5.4 Sampling

5.4.1 Sampling arrangement should be implemented in such a manner that it ensures the impartiality of selection and integrity of the samples cannot be compromised.

5.4.2 Implementation of the sampling arrangements shall take into consideration the complexity of the production process, experience of the supplier, life cycle of the product, and changing technology.

5.6 Independent testing (if applicable)

5.6.1 Independent tests shall be carried out by DCL or any other recognized independent laboratory.

5.6.2 Results of independent testing shall be evaluated against the requirements of the standard specification and the relevant specific rules.

5.6.3 If the result of independent testing is satisfactory, the licensee shall be informed accordingly and no further action is required.

5.6.4 If the result shows non-compliance with the requirements, an NCR shall be issued and shall be submitted to the Certification Body with proposed corrective action within 1 month from the date of the issuance. The completion date for the submitted corrective action shall be as per agreed period of time but not exceeding 6 months from date of issue. Under certain situation, and with the agreement of the Certification Body, the NCR may be re-issued (with a new completion date) at the end of the 6 months period. Non-compliance with these provisions may result in the cancellation of the application.

5.7 Reporting

5.7.1 The auditor shall prepare the final surveillance audit report together with the recommendation.

5.7.2 PCASM shall evaluate the final report and review the auditor's recommendation prior to submission to the PCASM for final approval.

5.7.3 PCASM shall notify the licensee regarding the official result of the surveillance audit.