

HALAL ASSURANCE MANAGEMENT SYSTEM –

PART 1: GENERAL REQUIREMENTS FOR ORGANIZATIONS SUPPLYING HALAL PRODUCTS AND SERVICES

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Foreword

With a view to have a comprehensive set of Dubai Municipality Standards which would be consistent and fulfill local needs and yet be at par with international requirements, Dubai Central Laboratory is developing standards taking guidance as much as possible from international and regional norms.

This Dubai Municipality Standard (DMS) describes the requirements for the management system and operation of an organization supplying Halal products/services. This standard may be used as a basis for certification of the organization as a supplier of Halal assured products/services.

The Halal religious requirements are based on Halal guidelines according to Shariah Law while the management system requirements are patterned in accordance with established management system standards such as ISO 9001 for quality and ISO 22000 for food safety.

This standard is prepared by the Dubai Municipality - Dubai Central Laboratory Department and is issued after consultation, feedback, and validation involving various stakeholders, including the industry (Halal food and other Halal products/services), government regulators, Islamic Affairs bodies, and consumer groups.

This standard combines essential features and specification requirements of international practices. It has been developed in such a way as to provide as much information about the Halal assurance management systems. Attempts have been made to make the contents user friendly.

This standard consists of several parts as follows:

Part 1: General requirements

Part 2: Specific requirements for slaughterhouse and meat processing operation

Part *n*: *Specific requirements for other Halal related activities are under development*

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1 Scope

- 1.1 This standard specifies the requirements for a management system that an organization shall implement in order to assure the Halalness of the product/services that they produce or supply, however for food and food-related products/services, the Halal assurance management system shall be implemented in combination with a food safety management system (such as HACCP or ISO 22000).

Note: The requirements of food safety management system are not covered by this standard.

- 1.2 These requirements provide a systematic approach for ensuring the Halalness of a product based on the concept of a management system that focuses on preventive actions rather than end product quality control.
- 1.3 This Standard shall be used together with other Halal reference documents as defined herein.

2 References

- 2.1 This standard incorporates provisions from other references. These references are cited undated at the appropriate points in the text, but latest edition of these references applies (including amendments). In case any reference is shown as dated, then that specific edition shall be used. The titles of these references are listed on the last page.

3 Definitions

- 3.1 Islamic Shariah – Allah's ordinance to Muslims, derived from the Holy Quran, Sunnah and unanimous views of Islamic Scholars.
- 3.2 Halal – Permissible in accordance with Islamic Shariah.
- 3.3 Halal threat – Anything that has the potential to render a product as non-Halal.
- 3.4 Halal assurance management system (HAMS) – A set of interrelated or interacting components, including policies, objectives, controls and procedures, that are to be implemented by an organization with the ultimate aim of assuring that a product is Halal.

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- 3.5 Halal Assurance Team (HA Team) – A team established by top management responsible for managing all Halal assurance activities (see [5.3]).
- 3.6 Halal assurance control points (HACP) – A step in the process where control can be applied and is essential to prevent or eliminate Halal threat.
- 3.7 Halal Prescribed Practice (HPP) – A religious procedure and/or norm that should be carried out and/or complied with in order to make the product Halal.
- 3.8 Control measure – Any action or activity to eliminate a Halal threat.
- 3.9 Halal Assurance Standard Operating Procedure (HSOP) – A documented step-by-step set of instructions to complete a certain routine process to ensure that the output of that process is Halal.
- 3.10 Najs:
- 3.10.1 Najs according to Shariah law are:
- Dogs and pigs and their descendents;
 - Halal food that is contaminated with things that are non-Halal;
 - Halal food that comes into direct contact with things that are non-Halal;
 - Any liquid and objects discharged from the orifices of human beings or animals such as urine, blood, vomit, pus, placenta and excrement, sperm and ova of pigs and dogs except sperm and ova of other animals;
- NOTE: Milk, sperm and ova of human and animals, except dog and pig, are not najs.*
- Carrion or Halal animals that are not slaughtered according to Shariah law;
 - Khamar (Alcohol) and food or drinks which contain or mixed with khamar (Alcohol).
- 3.10.2 There are three types of najs:
- Mughallazah which is considered as severe najs which are dogs and pigs (khinzir, including any liquid and objects discharged from their orifices, descendants and derivatives. ;

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- b. Mukhaffafah which is considered as light najas. The only najas in this category is urine from a baby boy at the age of two years and below who has not consumed any other food except his mother's milk; and
 - c. Mutawassitah which is considered as medium najas which does not falls under severe or light najas such as vomit, pus, blood, khamar (Alcohol), carrion, liquid and objects discharged from the orifices, etc.
- 3.11 Products: wherever products is mentioned in this standard it means products / services (services include: slaughterhouse, hospitality, logistics...etc).
- 4 Halal Assurance Management System (HAMS)**
- 4.1 General requirements*
- 4.1.1 The organization shall establish, document, implement and maintain an effective Halal Assurance Management System (HAMS) that meets the requirements as stated in this Standard.
- 4.1.2 The scope of the HAMS shall be defined and shall include the products, processes and production sites that are covered by the HAMS.
- 4.1.3 The organization shall:
- 4.1.3.1 Ensure that all Halal threats that may be expected to occur (in relation to the products within the scope of HAMS) are identified, evaluated and controlled in such manner that will assure customers on the Halalness of the product;
 - 4.1.3.2 Provide the necessary resources for the implementation of HAMS.
 - 4.1.3.3 Communicate appropriate information to all concerned parties within and outside the organization regarding Halal issues related to the products of the organization.
 - 4.1.3.4 Verify and evaluate periodically the implementation of the HAMS and update or improve the system if necessary.
- 4.2 Documentation requirements*
- 4.2.1 The organization shall maintain documentation of the Halal assurance management system through the following:
- 4.2.1.1 Halal assurance manual

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The entire HAMS (including the policy statement and commitment of top management) and its implementation shall be documented in a Halal assurance manual.

4.2.1.2 Halal Assurance Standard Operating Procedures (HSOP)

HSOP are work procedures that are established for all activities in the entire production process (i.e., purchasing, receiving incoming materials, incoming storage, production, packaging, finished product storage, delivery, etc.). It is possible that several HSOP may be established for sub-processes under one main process. For example, in production, there may be several HSOPs. The HSOP shall identify and include procedures to deal with:

- d. Halal threats for each product or product category
- e. Halal control flow charts and control points (HACP)
- f. Allowable limits for control points
- g. Control measures for each HACP
- h. Corrective and preventive actions

4.2.2 The organization shall maintain records, including:

4.2.2.1 Records of implementation of the HSOP

4.2.2.2 Records of validations, internal audits, management reviews

4.2.2.3 Records of analysis and improvements

4.2.3 The organization shall establish a document control procedure to define the controls needed to:

4.2.3.1 Approve documents for adequacy prior to use;

4.2.3.2 Review and update documents when necessary;

4.2.3.3 Changes and current revision status are identified;

4.2.3.4 Ensure that latest versions are available at points of use;

4.2.3.5 Prevent use of obsolete documents.

4.2.4 The organization shall establish records control procedures to define the controls needed for the identification, storage, retrieval, retention and disposition of records as mentioned in (4.2.2).

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5 Management responsibility

5.1 Management commitment

5.1.1 The success of the Halal assurance system is dependent on the full involvement and commitment of the management. Management shall declare their commitment to the Halal assurance system within the documented Halal assurance policy of the organization.

5.2 Halal assurance policy

5.2.1 The organization shall declare and document its Halal assurance policy.

5.2.2 Halal assurance policy is a written statement of the organization's commitment to produce Halal products continuously and consistently, including consistency in using and providing raw materials and other product components, as well as consistency in Halal production process. The Halal assurance policy and commitment shall be documented in the Halal assurance manual.

5.3 Halal assurance team

5.3.1 The top management shall create within the organization a Halal Assurance Team (HA Team) that will have the authority and responsibility for managing the entire Halal assurance related functions and activities. The Halal Assurance Team shall involve representatives from all related departments/divisions in the Halal production system.

5.3.2 The Terms of Reference of the HA Team shall be established and fully documented and the roles and responsibilities of each member shall be clearly defined. Members shall be selected from different departments involved in the Halal assurance process and shall be fully committed in developing, implementing, maintaining and monitoring an effective Halal assurance system.

Note: External experts may be engaged whenever necessary.

5.3.3 Responsibility and authority

5.3.3.1 The top management of the organization shall define the responsibilities and authorities of the HA Team and communicate them within the entire organization

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to ensure smooth implementation of the Halal assurance system. Among other tasks, the HA Team shall be responsible for:

- a. Planning and setting up the HAMS
- b. Coordinating and monitoring the implementation of HAMS
- c. Reporting to the top management on the HAMS implementation
- d. Communicating and coordinating with Halal certification body
- e. Reviewing and updating the HAMS

5.4 *Communication*

5.4.1 External communication

5.4.1.1 The organization shall establish, implement and maintain effective arrangements for communicating information on Halal-related issues with:

- a. Suppliers and contractors;
- b. Customers and consumers;
- c. Islamic affairs bodies and Halal certification bodies;
- d. Other stakeholders

5.4.2 Internal communications

The organization shall establish, implement, and maintain effective arrangements for communicating with personnel of the organization on issues that have impact on the implementation of the HAMS.

5.5 *Management review*

The top management shall review the implementation of the HAMS at planned intervals (at least once per year) to ensure its continuing suitability, adequacy and effectiveness. The review shall include results of internal and external audits; Records of management review shall be maintained.

6 **Resource management**

The organization shall provide adequate resources for the establishment, implementation, maintenance, monitoring, and updating of the HAMS.

6.1 *Human resources*

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- 6.1.1 The HA Team and other personnel involved in Halal activities shall be competent and shall have appropriate related qualification, training, skill and experience.
- 6.1.2 Where the services of external Halal experts are engaged, records of agreements or contracts shall be available, covering the extent of their responsibilities and authorities.
- 6.1.3 Halal Assurance Team Leader
The HA Team Leader:
- 6.1.3.1 Must be a permanent employee of the organization working in related department involved in the production process (such as QA/QC, production, purchasing, warehouse, R&D);
- 6.1.3.2 Must be a Muslim who practices Islamic Rules and understands the Halal assurance control points of materials and production process;
- 6.1.3.3 Must be formally appointed by top management;
- 6.2 *Training*
- 6.2.1 The organization shall provide training on Halal-specific topics for its personnel involved in Halal related activities in order to improve the personnel's knowledge on the Halalness of the product and to make the personnel understand the HAMS.
- 6.2.2 Training plans and training records shall be maintained.
- 6.3 *Infrastructure, facilities and premises*
- 6.3.1 The top management shall provide resources for the establishment of infrastructure, facilities and premises that will enable the implementation of HAMS.
- 6.3.1.1 Layout of premises shall permit effective process flow, proper employee flow, good hygienic and safety practices, including protection against pest infestation and cross contamination between and during operations;
- 6.3.1.2 Product process flow (from receipt of raw materials to finished product) shall prevent cross contamination;
- 6.3.1.3 The premises shall be designed to facilitate cleaning and proper supervision of food hygiene. Adequate sanitary facilities shall be provided and maintained;

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- 6.3.1.4 The Halal production premises shall be adequately separated and insulated from non-Halal production premises to prevent cross contamination through personnel and equipment;
- 6.3.1.5 Slaughtering and processing (deboning, cutting, packing, and storing) premises shall be dedicated for Halal slaughtering and Halal processing only;
- 6.3.1.6 Machines, devices, utensils, and other processing equipment used for processing Halal food shall be designed and constructed to facilitate cleaning and shall not be made of or contain any material decreed as najis by Shariah law. They shall be used for Halal products only.
- 6.3.1.7 Machines, devices, utensils, and other processing equipment which were previously used in contact with najis shall be washed and ritually cleaned in accordance with Shariah law.
- 6.3.1.8 In case of converting line processing equipment containing najis al-mughallazah into Halal production line, the line shall be washed and ritually cleaned in accordance with Shariah law. For the same line processing equipment, this procedure can be implemented once only (i.e. after conversion, the equipment cannot be used for non-Halal products and re-converted again to Halal);

6.4 *Work environment*

- 6.4.1 The organization shall provide resources for the establishment, management and maintenance of a work environment needed for the implementation of the HAMS.
- 6.4.2 Hygiene, sanitation, and food safety shall be the main considerations in providing the appropriate work environment. The organization shall implement good hygienic practices (GHP) and good manufacturing practices (GMP).

7 **Planning and realization of Halal assured products**

- 7.1 An effective Halal assurance system is based on proactive, cost effective, and reliable approach that focuses on prevention and minimizes reliance on end product testing.

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- 7.2 The organization shall plan, develop, document, and implement the processes needed for the realization of Halal assured products. The effectiveness of the implemented processes shall be monitored and updated or improved if necessary.
- 7.3 The following sequential steps are crucial to the implementation of an effective Halal assurance system:
- 7.3.1 *Step 1 : Defining the products*
- The HA Team shall declare the products that are to be assessed under the HAMS. The starting and finishing point of the products shall be determined, from selection of raw materials up to the sale of the finished products. The following product characteristics shall be defined and included in the documentation:
- 7.3.1.1 Raw materials, ingredients, and their packaging or contact-materials
- Physical, chemical, biological characteristics
 - Composition of formulated ingredients
 - Origin
 - Production method
 - Packaging and delivery method
 - Storage conditions
 - Relevant handling information
 - Halal compliance information (in accordance with Shariah law)
- 7.3.1.2 Finished product
- Product name or identification
 - Intended use
 - Physical, chemical, biological characteristics
 - Packaging and intended storage conditions
 - Method of handling, distribution and delivery
 - Labeling information (including Halal compliance)
- 7.3.2 *Step 2 : Establishing the flow chart for each product*
- For each product that is subject to assessment, the HA Team shall identify each step of the production process from raw materials to finished product and

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incorporate these steps into a flow chart for that product. The HA Team shall carry out verification of the accuracy and completeness of the process flow through actual on-site inspection. The flow chart shall be constructed with details to such extent necessary for the identification and control of Halal threats.

7.3.3 *Step 3 : Identify Halal threats and their control measure*

Using the flow chart, the Halal team shall identify and list all possible Halal threats at every step in the process. The HA Team shall also identify and list the necessary control measures to eliminate these Halal threats.

7.3.4 *Step 4 : Determine HACP and corresponding HPP or allowable limits*

7.3.4.1 Using the identified Halal threats, the HA Team shall determine Halal assurance control points (HACP) and establish corresponding Halal prescribed practices (HPP) and allowable limits (if applicable).

7.3.4.2 The HA Team shall identify the HACP in all operations and processes that are critical for the assurance of the Halalness of products. HACPs are critical points in the process wherein an action (control measures) can be taken to prevent, eliminate or reduce to acceptable level the identified Halal threats at these points.

7.3.5 *Step 5 : Establish monitoring system for each HACP*

7.3.5.1 The HA Team shall establish a monitoring system for each HACP, identifying *who* should act, *when*, *how*, and *what* corrective action shall be taken should there be a deviation from the HPP and/or the allowable limits.

7.3.5.2 The monitoring system should be able to detect any sign of 'loss of control' at the HACP. The monitoring may be through measurement (e.g. voltage of stunning) or through visual observation. The monitoring results shall be documented.

7.3.6 *Step 6 : Establish corrective actions for "out of control" HACP*

Whenever monitoring indicates that a deviation from prescribed practice (HPP) and allowable limit has occurred, the HA Team shall develop and implement corrective actions and to restore control.

7.3.6.1 Corrective actions

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- a. HA Team shall designate persons with sufficient knowledge and authority to evaluate the monitoring data and to initiate corrective actions when critical limits are exceeded, or, when there is non-conformance with Halal Prescribed Practices (HPP).
- b. The HA Team shall establish and maintain documented procedures that specify appropriate actions to identify and eliminate the cause of the non-conformities, prevent its recurrence and bring the process or system back into control.

7.3.6.2 Dealing with non-conforming (non-Halal) products

After full investigation and evaluation, products that are deemed as non-Halal shall be dealt with as follows:

- a. Destruction or disposal as waste;
- b. Released to the market as non-Halal products, provided other requirements are satisfied (example: food safety requirements);

7.3.7 Step 7 : Establish documentation and record keeping

7.3.7.1 In addition to the documentation required in clause [4.2], the organization shall maintain full records of the entire Halal assured product realization process.

7.3.7.2 All identified HACCP (and their corresponding HPP and control measures) for each process shall be documented in a comprehensive Halal Standard Operating Procedure (HSOP).

Note: see Annex A for Examples

8 Validation, verification, analysis and improvement of the HAMS

8.1 Validation of control measures

Before including and implementing control measures into the documented HSOP, the HA Team shall validate that the control measures are effective and are capable of eliminating (or reducing to acceptable levels) the Halal threats for which they are intended to eliminate or control. If the results of validation show that a control

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measure is not able to achieve the expected result, that control measure shall be revised and re-validated.

8.2 *Control of monitoring and measuring devices*

Whenever applicable, monitoring and measuring equipment shall be calibrated or verified against internationally traceable measurement standards at regular intervals. In case it is out of calibration, they shall be re-adjusted and brought back to within acceptable tolerances. If possible, measures shall be implemented to safeguard against unintended adjustments that would invalidate measurement results.

Example: Stunning equipment shall be calibrated for electrical current output and timers for measuring time or duration of stunning.

8.3 *Internal Audit*

8.3.1 The organization shall conduct internal audit at planned intervals to determine whether the HAMS:

8.3.1.1 Conforms to the organization's planned arrangements and to the requirements of this Standard

8.3.1.2 And is effectively implemented and updated.

8.3.2 The HA Team shall take overall responsibility for the conduct of the audit including the planning, reporting of results and maintaining the records. The audit shall be planned, and the plan shall specify the following:

8.3.2.1 Audit criteria (as per the organization's planned arrangements and procedures, and as per the requirements of this Standard);

8.3.2.2 Scope and auditees (all departments that are related to the process of Halal production);

8.3.2.3 Frequency (at least once every 6 months);

8.3.2.4 Methods (interview and crosschecking, documents and records verification);

8.3.3 Selection of auditors and the conduct of the audit shall ensure objectivity and impartiality. Auditors shall not audit their own work.

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8.3.4 When non-conformities are detected, the responsible person shall take immediate action to eliminate the non-conformity and their causes. Follow up verification shall be carried out to confirm that the corrective action implemented is effective.

8.4 Analysis of results of audits and other verification activities

The HA Team shall analyze the results of Internal Audits (and external audits and verification activities if available) in order to:

8.4.1 Confirm that the overall performance of the HAMS is in accordance with the organization's planned arrangements and meets the requirements of this Standard;

8.4.2 To identify the needs for updating or improving the HAMS;

8.4.3 To provide evidence that the corrective and preventive actions are effective.

8.5 Review of the HAMS and Improvement

8.5.1 The Halal management system shall be reviewed at least once per year (refer to clause 5.5). However, an immediate review of the system is necessary when any of the following occurs:

8.5.1.1 Controls are found ineffective;

8.5.1.2 Changes in the Halal Team;

8.5.1.3 Changes in the operations of the organization.

8.5.2 Whenever there is an opportunity, the top management shall ensure that the organization continually improves the effectiveness of the HAMS, through the use of communication (5.4), management review (5.5), internal audit (8.3), validation of control measures (8.1), corrective actions (7.3.6.1) and updating of the system (8.6).

8.6 Updating of the HAMS

8.6.1 The HA Team shall evaluate the HAMS at planned intervals (at least once per year) to ensure that it is current and continually updated. The evaluation and updating shall be based on:

8.6.1.1 Input from communication both internal and external;

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- 8.6.1.2 Input from other information such as updated standards, updated requirements from certification body, and current worldwide best practice;
- 8.6.1.3 Output from analysis of results of internal audit;
- 8.6.1.4 Output from management review;
- 8.6.2 Halal management system updating shall be documented in accordance with the organization's document control procedures.

Annex A

Examples

Below are 2 examples that can be included in a comprehensive HSOP for the process of “Animal Slaughtering” showing Steps 3-5 (clauses 7.3.3-7.3.5):

A.1 Example 1:

HSOP Process: Animal Slaughtering

Sub-Process: Slaughtering

HACP: Slaughterer personnel requirements

HPP: As per DMS 032 part 02

A.1.1 The slaughterer and post slaughter inspector shall be an adult (male/female) Muslim who is mentally sound and stable mind and fully understands the fundamental rules and conditions related to the Halal slaughter of animals.

A.1.2 The slaughterer shall have an appropriate qualification and training on matters related to hygiene, sanitation, and rules of Halal slaughtering.

A.1.3 Control Measure

Prepare approved list of qualified slaughterer and allow only those on the list to carry out slaughtering.

A.1.4 Monitoring System:

Establish log and maintain records of daily slaughter activities showing the name of slaughterer assigned.

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A.2 Example 2:

HSOP Process: Animal Slaughtering

Sub-Process: Stunning

HACP: Current and duration of electric shock

Allowable limits: Shall be validated and determined by the organization, taking into account the type and weight of the animal and other varying factor.

A.2.1 Control Measure:

Provide limiting device in equipment used for stunning

A.2.2 Monitoring System:

Check and keep records of voltage/current output of stunning equipment at the start and at the end of daily operation

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Publications referred to

UAE.S OIC/SMIIC 1: 2011	General guidelines on halal food
CODEX CAC/GL 24-1997	General guidelines for the use of the term “Halal”
ESMA Regulation:	The UAE Scheme for Halal Products
MS 1500 : 2009 Halal Food	Production, Preparation, Handling And Storage -General Guidelines (Second Revision)
IHIAS 0600 : 2010	ICCI-IHI Alliance Halal Standard Slaughtering and Processing –First edition