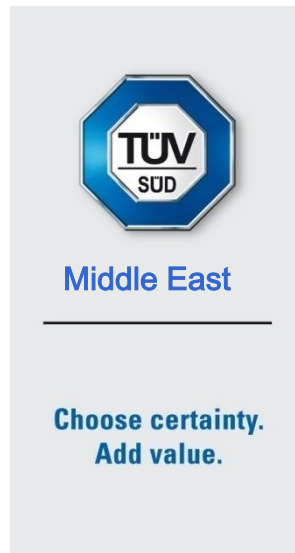




PROCEDURE FOR USE OF HALAL CERTIFICATION MARK

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TITLE:	PROCEDURE FOR USE OF HALAL CERTIFICATION MARK		

Prepared by:	Reviewed by:	Approved by:
Ms. Mai Zammam- Quality Manager	Mr. Muhammad Zammam- Regional Manager	Mr. Salah Safah – Managing Director



PROCEDURE FOR USE OF HALAL CERTIFICATION LOGO & MARK

**PROCEDURE FOR USE OF HALAL CERTIFICATION MARK**

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1. Purpose:

This procedure puts forward the guidelines and general terms and conditions to the use of the Halal Product Certification mark (logo) on upon successful attainment of certification as shown in Appendix 1 owned by TUV SUD. This guideline should help the certificate holders use the TUV SUD logo & certificates correctly when producing printed materials.

Use of the TUV SUD Halal Product Certification Mark for a renewable period of **three years** with successful surveillance audits during this period is strictly limited to the Client whose Designated Products have been successfully certified by the Certification Body.

TUV SUD exercises proper ownership and shall take necessary action to deal with incorrect references to certification status or misleading use of certification documents, marks or audit reports.

2. DEFINITIONS

In these Regulations:

- "Certificate" means the certificate of conformity issued by the Certification Body in respect of the Designated Products.
- "Certification Scheme Identity" means the name or number indicated in the relevant standard(s)
- "Client" means the company to whom a Certificate is issued.
- "Codes of practice" means a technical document describing TUV SUD Middle East conditions under which the Certificate and the Halal Mark may be delivered, renewed, suspended or cancelled
- "Communication Media" means Client's advertising such as advertisements, displays, posters, TV advertisements, promotional videos, web sites, brochures, delivery slips.
- "Designated Products" means the products to which it is proposed to apply the Halal Mark.
- "Improper Use" of the Halal Mark means any use which infringes these Regulations. It also means imitation, counterfeiting and dilution of the Halal Mark.
- "Standard" means a technical document validated by the independent committee based within the Certification Body describing the specifications that the products should present, as well as the means of controlling the compliance of the products to these specifications.
- "Use" means the lawful, authorized, restricted, non-exclusive, limited and revocable right to use the Halal Mark.
- Mark of Conformity means legally registered certification mark applied by or issued under the procedures of a third-party certification system for a product or service which is in conformity with specific standards or other technical specifications.
- Certificate of conformity means as document issued under the procedures of a third –party certification system and attesting that a product or service is in conformity with specific standards or other technical specifications.

3. REFERENCE

- UAE.S 2055-2:2016- Halal Products – Part two: General Requirements for Halal Certification Bodies
- GSO 2055-2:2016 – Halal Products – Part two: General Requirements for Halal Certification Bodies.
- OIC/SMIIC 2:2011 Guidelines for Bodies Providing Halal Certification.
- ISO 17065:2012 – Conformity assessment – Requirement for bodies certifying products, processes and services

4. TERMS AND CONDITIONS FOR THE USE OF HALAL MARK

The Client specifically agrees that:

- They will use the Halal Mark on or in association with the designated Products only in the manner prescribed in the Standard and in Appendix 2 and Appendix 3.



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- They will use the Halal Mark on its Communication Media in such a way as to create no confusion between the Designated Products and other products or services.
- When used on the Client's web site, the Halal Mark shall be used as a hypertext link from its web site to the following URL address of TÜV SÜD Middle East web site <http://www.tuvsudme.com/> and the Client shall sign a Link and Product Certification Mark Use Agreement that will be provided by the Certification Body.
- They will not during the period of validity of the Certificate or thereafter, register or attempt to register the Halal Mark or any imitation thereof, make or assert any claim of ownership to the Halal Mark, dispute the right of the Certification Body, its successors or assignees, to authorize the use of the Halal Mark as provided herein.
- They will, upon the suspension, withdrawal, or cancellation of the Certificate, forthwith discontinue the use of the Halal Mark on the Designated Products and its Communication Media and will not thereafter use, register or attempt to register any copy or imitation thereof.
- In case of take-over, merger or transfer of activities related to the Designated products, written permission from the Certification Body is mandatory in order to transfer the right to use the Halal Mark.
- When used on flags, on vehicles, on large boxes or on over-packing not reaching end users, on window stickers, on promotional goods such as pocket diaries, coffee mugs, coasters, doormats, the Halal Mark shall be used without the Accreditation Mark.
- Where the accreditation body permits use of its mark by the Client it may only be used in combination with either Halal Mark as supplied by the Certification Body and shown at Appendix 1 below on stationery and publicity material only where relevant to the scope of certification.
- It will not use the Certification Mark or the Accreditation Mark on test reports or certificates of compliance such as calibration certificates or certificates of analysis.

Use of the Halal Mark does not exonerate the Client from any liability imposed by law regarding the performance, design, manufacturing, shipment, sale or distribution of the Designated Products.

5. CRITERIA FOR OBTAINING HALAL CERTIFICATION MARK BY TÜV SÜD MIDDLE EAST LLC

The certification mark is issued to the companies that have successfully completed Halal certification. However, a mere statement by the auditor that the company has passed the audit is not enough. The company must also have a valid Halal Certificate

6. GRANTING RIGHTS TO USE

During their certificates' terms of validity clients are entitled to use their certificates in their business transactions as set forth in these Certification Regulations. Halal certification criteria and procedures provides for the issue of a certification mark, clients will also be granted the limited, non-exclusive right to use the certification mark in their business transactions and in particular their advertising during the period of validity of the underlying certificate. In this context, clients may only use the certification mark assigned to the respective certification. The right of use will expire on expiry, withdrawal, revocation, restriction or suspension of the underlying certificate.

7. Access to the Certification mark by the client

After receiving Halal certificate, the client can use the Download Center for Certification Marks of Halal TÜV SÜD Middle east to download the certification mark matching their certificate. Client can now use the mark to communicate their successful certification in their brochures, website, on posters and many other types of marketing collateral. The Download Center for Certification Marks of TÜV SÜD

www.tuev-sued.de/management_systems/our_company/certification_marks



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8. MONITORING OF THE CLIENT

Throughout the period of validity of the right to use the Halal Mark the Client will at all times comply with the requirements indicated in the Regulations and in the Standard connected to each service. Particularly, it must give the Certification Body written notification of all changes in its operating conditions as well as all changes in its legal status.

The Certification Body may during the entire period of validity of the Certification Mark make or entrust a representative to make all checks deemed necessary using the methods and frequencies indicated in the Standards. Checks will ensure that the Standard inherent to each product is applied and that conformity to these Regulations and to the Codes of Practice is maintained.

Methods used to Monitoring for use of mark

- Market Surveillance- Picking Samples from the market
- Performing Unannounced Client audits to check integrity
- Monitoring client's website
- Monitoring client's new products and registration

9. PENALTIES AND APPEAL

In case of Improper use of the Halal Mark, the Certification Body may forthwith suspend or withdraw the certification and the right to use the Halal Mark in accordance with the sanctions procedures that will be provided by the Certification Body upon request. The Client may appeal the Certification Body's decision in accordance with the appeal procedures that will be provided by the Certification Body upon request.

10. RENUNCIATION

The Client may renounce or suspend the use of the Halal Mark for a certain period of time. It will give the Certification Body written notification and make all changes regarding the affected products to its Communication Media. Based on this information the Certification Body shall inform the Client of the terms and conditions for temporary or definitive termination of use of the Halal Mark.

11. CONFIDENTIALITY

Unless otherwise agreed by the Certification Body, the Client shall keep confidential all documents received from the Certification Body with the exception of the Certificate, these Regulations and the Appendixes thereof.

12. FINANCIAL CONDITIONS

The financial conditions for authorization to use the Halal Mark are included in the contract between the Certification Body and the Client.

13. CHANGES TO THE LEGISLATION

The Certification Body complies with all national and international laws, regulations and standards in force concerning the right to use the Halal Mark or the conditions for obtaining said right. The Certification Body will give the Client notification of any changes thereto and the Client will be obligated to apply all modifications resulting from said changes.

14. CHANGES TO THE REGULATIONS

The Certification Body reserves the right to modify these Regulations at any time. It will give the Client written notification of all changes thereto and the Client will be obligated to apply said changes.

15. TECHNICAL DETAILS



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- The Halal Mark shown in Appendix 1 depending on the relevant regional standard and the Certification Body will provide the Client with the right logo to be used.
- The Client may print colored mark as long it remains legible and not changing the specification(s) of the mark,
- On documents printed in one color exclusively, the Client may use the Halal Mark in the exclusive printing color.
- The Certification mark can be enlarged as well as reduced as long as it remains legible.

16. ACCEPTABLE USE OF THE LOGO AND CERTIFICATE

- The Halal mark should meet the required specifications.
- The Halal Mark may be exhibited at the entrance of the certified establishment.

- The Halal Mark may be printed clearly on all the certified halal products and labeled on each box/package.
- Halal Certification mark can be used in a host of different ways in Internal and External communications. Various printed format and design versions ensure flexible, targeted and effective use in a wide range of areas and media, including:
 - ❖ Outdoor advertising/ reception areas.
 - ❖ Company vehicles
 - ❖ Corporate videos
 - ❖ Corporate presentation/brochures
 - ❖ Shop Windows
 - ❖ Business Stationery
 - ❖ Advertisements and catalogues
 - ❖ Posters
 - ❖ Trade fair stands
 - ❖ Marketing campaigns
 - ❖ Events
 - ❖ Entries in telephone directories
 - ❖ Websites and intranets
 - ❖ Newsletter to client and staff
 - ❖ Press releases

17. UNACCEPTABLE USE OF THE LOGO AND CERTIFICATE

- The certificate holder shall not copy the granted halal certificate in a way that would hinder its legibility, nor shall tamper.
- The Certificate holder shall not translate the certificate and/or test report to other languages without prior review and consent from the TÜV SÜD Middle East LLC
- Halal Certificate owners who failed to renew their halal certificates will not be allowed to use the halal mark at the premises or on the manufactured Halal Products/services or inside the grocery shop or supermarkets.
- The certificate is put as a part of the brochure or pamphlet or any marketing literature with misleading statement regarding certification.
- The certificate is used in the manner which will imply that TÜV SÜD certifies a product (including service) or process,
- The Marketing documents or literature is used which implies that the activities which are not a part of the scope are also certified. (All relevant advertising material shall be amended if the scope of certification is reduced).
- Certificate in such a manner that would bring the certification body and/or certification system into disrepute and lose public trust.
- This does not conform to the requirements of the certification body when making reference to the certification status in communication media.
- The clients under suspension or withdrawal shall discontinue the use of advertising matter that contains a reference to certification. This includes Use of Certificate and Logo.



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18. TUV SUD ME CORRECTIVE ACTION

- The concerned Manager will initiate the necessary corrective and preventive action. The details of the actions will be recorded in the Corrective and Preventive Action Report – F/8.5/R1 and approved by Management.
- The TUV SUD ME has the right in its to take corrective measures, such as the suspension or withdrawal of certification, publication of the infraction and, if appropriate, additional legal action.

CROSS REFERENCES

UAE.S 2055-2:2016

BS EN ISO/IEC 17065:2012

BS EN ISO/IEC 17021-1:2015

Reference Documents:

Certification marks by TUV SUD ME, Important information for use

- 1- The TUV SUD Middle East Logo which will be used to Certified the Halal Product Under the requirements of the standard GSO 2055-1 will be as below:



- 2- The TUV SUD Middle East Logo which will be used to Certified the Halal Product Under the requirements of the standard GSO 993:2015 will be as below:



- 3- The TUV SUD Middle East Logo which will be used to Certified the Halal Product Under the requirements of the standard UAE.S GSO 2055-4 will be as below:



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Appendix 2

Information that must appear below the Product Mark on Communication Media,

- a. the Certification Scheme Identity incorporating the ISO country code of the issuing Certification Body followed by:
- b. the standard particular name or code and
- c. the serial number of the certification standard and
- d. the serial number attributed to the Client.

Appendix 3

Information that may appear below the Product Mark on Communication Media

- (a) The major certified characteristics of the product in a separate text box as agreed by the Certification Body;
- (b) The full name and address of the certified product manufacturer;
- (c) The wording "list of certified characteristics available upon request" or "list of certified characteristics available on www.tuvsudme.com";
- (d) The full name and address of the Certification Body or the full name of the Certification Body with its abbreviated address or its telephone number.