

APPLICATION AND CONTRACTS



MR

Prepared by



CEO QESI

Approved by

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1 Purpose

To ensure the efficient issue of Quotations, Contracts and Re-tenders adopting a consistent approach to content and price structure with adherence to strict deadlines.

2 Scope

The Quality Management System operated by the QESI.

3 Definition

None

4 Procedure

Customer will contact QESI through any suitable means & fills his/ her application on the Application form FMP01/01, along with list of Ingredients FMP02/05 Upon receipt of the customer completed application QESI shall review the relevant section of the application and determine if the auditees operation as determined by the categories of the business sectors as defined in the below table ,

Classification of Halal Product/Service Categories

The Halal CB shall use Table A-1:

- to define the scope that it undertakes,
- to identify if any technical qualification of its auditors is necessary for that particular category or sector, and
- to select a suitably qualified audit team.

The examples given in Table A-1 are not exhaustive but are only an indication of relevant topics. The scope of one specific client organization may cover more than one category;

1 Table A.1 — Halal product/service/process and/or management system categories:

Cluster ^a	Category		Subcategory		Examples of included activities
Farming	A	Farming of Animals	AI	Farming of Animals for Meat/ Milk/ Eggs/ Honey	<p>Raising animals (other than fish and seafood) used for meat production, egg production, milk production or honey production</p> <p>Growing, keeping, trapping and hunting (slaughtering at point of hunting)</p> <p>Associated farm packing^b and storage</p>

			All	Farming of Fish and Seafood	<p>Raising fish and seafood used for meat production</p> <p>Growing, trapping and fishing (slaughtering at point of capture)</p> <p>Associated farm packing^b and storage</p>
	B	Farming of Plants	BI	Farming of Plants (other than grains and pulses)	<p>Growing or harvesting of plants (other than grains and pulses): horticultural products (fruits, vegetables, spices, mushrooms, etc.) and hydrophytes for food</p> <p>Associated farm packing^b and storage</p>
			BII	Farming of Grains and Pulses	<p>Growing or harvesting of grains and pulses for food</p> <p>Associated farm packing^b and storage</p>
Food and feed processing	C	Food Manufacturing	CI	Halal slaughtering & Processing of perishable animal products	Production of animal products including fish and seafood, meat, eggs, dairy and fish products including cutting and packaging.
			CII	Processing of perishable plant products	Production of plant products including fruits and fresh juices, vegetables, grains, nuts, and pulses

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			CIII	Processing of perishable animal and plant products (Meat based food, mixed products)	Production of mixed animal and plant products including pizza, lasagne, sandwich, dumpling, ready to-eat meals
			CIV	Processing of ambient stable products	Production of Halal food products from any source that are stored and sold at ambient temperature, including canned foods, biscuits, snacks, oil, drinking water, beverages, pasta, flour, sugar, food-grade salt
		D	DI	Production of Feed	Production of feed from a single or mixed food source, intended for food-producing animals
			DII	Production of Pet Food	Production of feed from a single or mixed food source, intended for non-food producing animals
Catering	E	Catering			Preparation, storage and, where appropriate, delivery of Halal food for consumption, at the place of preparation or at a satellite unit, restaurants
Retail, transport and storage	F	Distribution	FI	Retail / Wholesale	Provision of finished food products to a customer (retail outlets, shops, wholesalers)
			FII	Food Broking / Trading	Buying and selling food products on its own account or as an agent for others Associated packaging ^c
	G	Provision of Transport and Storage Services	GI	Provision of Transport and Storage Services for Perishable and ambient stable Food and Feed	Storage facilities and distribution vehicles for the storage and transport of perishable food and feed Associated packaging ^c
			GII	Provision of Transport and Storage Services for Ambient Stable Food and Feed	Storage facilities and distribution vehicles for the storage and transport of ambient stable food and feed Associated packaging ^c
Auxiliary services	H	Services	HI		Provision of services related to the safe production of food, including water supply, pest control, cleaning services, waste disposal.
			HIH	Financial services	Banking, insurance, investment funds, leasing, barter etc.
			HIHII	Muslim friendly tourism and travel related services	Resorts, Hotels, Tourism and travel agency services, e.g., bookings etc.
	I	Production of Food Packaging and Packaging Material			Production of food packaging material
	J	Equipment manufacturing			Production and development of food processing equipment and vending machines
Biochemical	K	Production of (Bio) Chemicals			Production of food and feed additives, vitamins, minerals, bio-cultures, flavourings, enzymes and processing aids Pesticides, drugs, fertilizers, cleaning agents
Others	L	Other materials manufacturing	LI	Cosmetics	-----
			LII	Textile and textile products	-----
			LIII	Leather and leather products	-----
			LIV	NEC (Not elsewhere classified)	-----

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- ^a Clusters are intended to be used for accreditation scope of accredited certification bodies, and for accreditation bodies witnessing certification bodies.
^b "Farm packing" means packaging without product modification and processing.
^c "Associated packaging" means packaging without product modification and processing and without altering the primary packaging.

However categories of scope from above will be only as below :
AI, BI, CII, CIV, E, FI, FII, I LI

The QESI Scheme Manager then ensures that the client completed application form is analysed by competent person

Preparation of Quotation and Contract

From the results of the Application Review, the quotation is prepared (FMP01/03) by Manager Certification in consultation with MR. The Quotation is dispatched/mailed as required to the client with the Contract (form FMP01/04), which is to be returned with the signed contract through suitable means. Signed quotation and contract shall be saved in soft data by MR.

Renew Contract

If third year review identify the need for the amended quotation the information for the quotation is prepared through a contract review based upon the customer's history found in the CDB/customer file.

5 Application Review

Before proceeding with the audit, the QESI shall conduct a review of the application and supplementary information for certification to ensure that:

- a. the information about the applicant and its product(s) / service(s) and / or management system is sufficient for the conduct of the audit
- B. the requirements for Halal certification are clearly defined and documented, and have been provided to the applicant;
- C. any known difference in understanding between the Halal CB and the applicant is resolved;
- d. the Halal CB has the competence and ability to perform the Halal certification activity;
- e. the scope of certification sought, the location(s) of the applicant organization's operations, time required to complete audits and any other points influencing the certification activity are taken into account (language, safety conditions, threats to impartiality, etc.);
- F. records of the justification for the decision to undertake the audit are maintained

Following the review of the application, the QESI shall either accept or decline an application for certification. When the QESI declines an application for certification as a result of the review of application, the reasons for declining an application shall be documented and made clear to the client. Via email by MR

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6 Quality Records

Quality Record Number	Quality Record Title:	Retention Time
FMP01/01	Application Form	indefinite
FMP01/02	Application Review	indefinite
FMP-01/03	Client Quotation	Indefinite
FMP01/04	Client Contract	Indefinite
FMP01/05	List of Ingredients	Indefinite

Revision History

Issue number	Revision Date	Reason
01	1 st Jan 2024	New issue
01	19 th July 2025	Revision date Updated & Date