

Application Form

Halal Certification

USB PAKISTAN LLP,

A-46, Block 10-A, Rashid Minhas Road, Gulshan-e-Iqbal 75300 Karachi – PAKISTAN

E-Mail: pakistan@usbcertification.com

Phone: +92 021 349 63 04

Fax: +92 021 349 63 05

Before we can prepare a written estimate of costs, we need certain information about your organization and staff, so if you will please complete the application form and return it to the address shown on the accompanying letter, we will then submit a quotation tailored exactly to your situation. All information supplied will be treated with strict confidence.

Your application does not commit you to using our services in any way, and no application fee will be charged.

please state which certification/registration you require:

	HALAL-FOOD PS-3733/ OIC/SMIIC 1		HALAL-COSMETICS PS-5319/ OIC SMIIC-4		Other
Type of application:					
	New		Renewal		Extension
					Reduction
We look forward to helping you to obtain this increasingly important halal food certification in the near future.					

SECTION A

Company details

Company name:

Company address:

Site address (if different)n/a

2.

3.

4.

Postcode:	
Tel no:	
Contact name:	
E-mail:	

Products and services (please detail the products you produce and the services you provide)

Scope (please note that this description will be the certification scope shown on the certificate of approval issued by USB PAKISTAN LLP.)

Number of employees:

1 Administration/Management,	
2. Process/Manufacturing/Production,	
3. Maintenance/Service/Sale, etc.	
Total	
Seasonal:	
Temporary:	
Subcontracted:	

Work pattern:

1 st shift: Number -	<input type="text"/>	2 nd shift: Number	<input type="text"/>	3 rd shift: Number:	<input type="text"/>	4 th shift: Number:	<input type="text"/>
------------------------------------	----------------------	----------------------------------	----------------------	-----------------------------------	----------------------	-----------------------------------	----------------------

If the company is part of a group of companies, please give details

Location:

Please give information and/or enclose a site plan showing the following:

Location of site including details of neighbors, layout of site including size, storage, process and administration facilities, site services including drainage, access routes, etc.,

SECTION B

Activities and processes on site:

Please list here (or attach) information relating to all site activities including number of personnel involved and the extent of activity:

1. Incoming materials/ingredients

2. Processes

3. Specific activities (tick off please)

<input type="checkbox"/>			
<input type="checkbox"/>	Number of product types		
<input type="checkbox"/>	Number of products		
<input type="checkbox"/>	Number of production lines		
<input type="checkbox"/>	Number of buildings		
<input type="checkbox"/>	Number of warehouses		
<input type="checkbox"/>	In house laboratory		
<input type="checkbox"/>	Logistic & transport (not outsourced)		
<input type="checkbox"/>	External warehouse (under direct responsibility of your factory)		
<input type="checkbox"/>	Product development		

Please explain if needed:

4. List of subcontracted activities (i.e.: machining, calibration, delivery, etc.).

SECTION C

C-1 the number and type of Halal study

A halal study corresponds to a hazard analysis for a family of products/services with similar hazards and

similar production technology and, where relevant, similar storage technology.
 example; if a factory is producing liquid food (pasteurized and packed aseptic) and solid food (other process type), the factory has two halal studies. Another example is production of two not-related products (e.g. Ice cream and cheese).

Number of Halal / HACCP Study	
-------------------------------	--

Halal /HACCP study 1:	
Halal /HACCP study 2:	
Halal /HACCP study 3:	
Halal /HACCP study 4:	
Halal /HACCP study 5:	
Halal /HACCP study 6:	

C-2 HALAL/HACCP ANALYSIS AND CRITICAL CONTROL POINT ASPECTS (HCP'S) & PREREQUISITE PROGRAMME (PRP'S)

(please list the principal CCPs / HCPs for aspects/hazards/risks of your activities)

1	
2	
3	
4	

C-3 CONSENTS, LICENCES, PERMITS, AUTHORISATIONS, AGREEMENTS, CODES OF PRACTICE, ETC. (PLEASE LIST)

1	
2	
3	
4	

SECTION D

OTHER MANAGEMENT SYSTEMS:

APPLICATION FORM

Please inform about other existing certified management system (name of the standard, type of certification)	
---------------------------------------------------------------------------------------------------------------------	--

If you have any other or ISO certificate, please complete below: N/A

CERTIFICATION BODY:	APPROVAL DATE:	VALID UNTIL:	COPY OF CERTIFICATE ATTACHED? (Yes/No)

PLEASE GIVE THE NAME OF THE MANAGEMENT REPRESENTATIVE

TARGET DATE FOR AUDIT:

COMPANY REGISTERED NUMBER/ VAT NUMBER:

LIMITED BY GUARANTEE

PLC

SOLE TRADE/PARTNERSHIP

AUTHORISED SIGNATORY:

POSITION

DATE

THANK YOU FOR COMPLETING THIS APPLICATION FORM

USB Pakistan LLP - ACTION ONLY

This part has to be completed by a trained Application Reviewer / Auditor / Lead Auditor, or in cooperation with the Halal Shariah Board.

CERTIFICATION/REGISTRATION REQUIRED

Code allocation:

Cluster	Category		Subcategory		Examples of included activities
Farming	A	Farming of Animals	AI	Farming of Animals for Meat/ Milk/ Eggs/ Honey	Raising animals (other than fish and seafood) used for meat production, egg production, milk production or honey production Growing, keeping, trapping and hunting (slaughtering at point of hunting) Associated farm packing ^b and storage
			All	Farming of Fish and Seafood	Raising fish and seafood used for meat production Growing, trapping and fishing (slaughtering at point of capture) Associated farm packing and storage
	B	Farming of Plants	BI	Farming of Plants (other than grains and pulses)	Growing or harvesting of plants (other than grains and pulses): horticultural products (fruits, vegetables, spices, mushrooms, etc.) and hydrophytes for food Associated farm packing and storage
			BII	Farming of Grains and Pulses	Growing or harvesting of grains and pulses for food Associated farm packing and storage
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
			CIII	Processing of perishable animal and plant products (Meat based food, mixed products)	Production of mixed animal and plant products including pizza, lasagna, 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	Animal Feed Production	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

	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
			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
Auxiliary services	H	Services	HI		Provision of services related to the safe production of food, including water supply, pest control, cleaning services, waste disposal.
			HI	Financial services	Banking, insurance, investment funds, leasing, barter etc.
			HI	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, flavorings, 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)	-----
<p>^a Clusters are intended to be used for accreditation scope of accredited certification bodies, and for accreditation bodies witnessing certification bodies.</p> <p>^b "Farm packing" means packaging without product modification and processing.</p> <p>^c "Associated packaging" means packaging without product modification and processing and without altering the primary packaging.</p>					

HALAL Food and Non-Food Leg. Covered by (Audit Team shall cover Halal Food and Non-Food Legislation and Halal Food and Non-Food Code, plus any other requirements specific to the company. Please allocate Audit Team):

Halal Food / Cosmetics code covered by (name):		Country:		Approval Status:	
Recommended team and Team Leader:	Approved Halal Lead Auditor and Team members (if any), and covering the needed codes				

CALCULATION

1. Calculation of MD for initial audit:

Minimum audit time for single site, Ta: $T_s = TD + TH + (TPV + TFTE) * CC$

*TH is applied only for products/services in food-chain; TPV is used for only products not services; TFTE is the audit days per number of employees.

2. MD allocation:

Subject	Audit Time - Manday(s)
Stage-1 (1/3 of Ta)	
Stage-2 (2/3 of Ta)	
Recertification (2/3 of Ta)	
Surveillance-1 (1/3 of Ta)	
Surveillance-2 (1/3 of Ta)	
Total Audit Time	

Note: The minimum time includes stage 1 and stage 2 of the initial certification audit but does not include the time for preparation of the audit nor for writing the audit report.

It's recommended to prepare a plan for the audit on all sites during this certification period. This plan shall be attached to with this application before it's forwarded to the HDT.

Comments:

The MD- and code allocation is performed by:	
Name:	
Position:	
Sign & date:	
Approval By Application Reviewer	
Name:	
Position:	
Sign & date:	