

## 厦门广信隆技术服务有限公司

Al-Baqara Certification

### SMIIC 出口哈拉产品认证方案

#### SMIIC Export Halal Product Certification Scheme

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## SMIIC 出口哈拉产品认证方案

### SMIIC Export Halal Product Certification Scheme

#### 1 目的 (Purpose)

为规范本机构依据 OIC/SMIIC 系列标准开展出口哈拉产品认证工作,明确认证流程、要求及管理规范,确保认证活动的合法性、公正性、一致性和有效性,保障申请方、获证组织及相关方的合法权益,维护认证的权威性和公信力。

To standardize the export Halal product certification work carried out by the institution in accordance with the OIC/SMIIC series standards, clarify the certification process, requirements and management norms, ensure the legality, impartiality, consistency and effectiveness of certification activities, protect the legitimate rights and interests of applicants, certified organizations and relevant parties, and maintain the authority and credibility of certification.

#### 2 适用范围 (Scope)

2.1 本方案适用于本机构对全产业链出口哈拉产品相关主体的认证活动,涵盖农业生产、食品/饲料加工、餐饮、零售运输贮藏、辅助服务、生化产品、化妆品/纺织/皮革加工等领域的申请方及获证组织;

This scheme applies to the certification activities of the institution for all entities involved in the whole industrial chain of export Halal products, covering applicants and certified organizations in fields such as agricultural production, food/feed processing, catering, retail/transport/storage, auxiliary services, biochemical products, and cosmetics/textile/leather processing;

2.2 适用于认证申请、评审、审核、复核、发证、获证后监督、再认证、认证范围调整、认证资格暂停/撤销/恢复等全流程管理;

It applies to the whole-process management such as certification application, review, audit, re-review, certificate issuance, post-certification supervision, recertification, certification scope adjustment, and suspension/revocation/restoration of certification qualification;

2.3 适用于本机构认证人员、申请方、获证组织及其他相关方在认证活动中的行为规范。

It applies to the code of conduct of the institution's certification personnel, applicants, certified organizations and other relevant parties in certification activities.

### 3 职责 (Responsibilities)

#### 3.1 综合部 (General Department) :

- 负责本方案的编制、修订、发布、归档及解释工作；

Responsible for the compilation, revision, issuance, filing and interpretation of this scheme;

- 接收认证申请材料，组织申请评审，核定审核人天数；

Receive certification application materials, organize application review, and verify audit man-days;

- 协调审核组组建、审核计划制定及审核活动安排；

Coordinate the establishment of audit teams, formulation of audit plans and arrangement of audit activities;

- 负责认证证书制作、发放、变更及台账管理；

Responsible for the production, issuance, modification and account management of certification certificates;

- 跟踪获证后监督及再认证工作的组织实施。

Track the organization and implementation of post-certification supervision and recertification work.

#### 3.2 技术委员会 (Technical Committee) :

- 负责认证技术支持，包括认证依据标准的解读、技术难题解答；

Responsible for certification technical support, including interpretation of certification standards and solutions to technical problems;

- 审核认证单元划分合理性、审核时间核算准确性；

Review the rationality of certification unit division and the accuracy of audit time calculation;

- 参与重大认证事项评审及技术争议处理；

Participate in the review of major certification matters and the handling of technical disputes;

- 定期更新认证技术要求，确保与国际标准接轨。

Regularly update certification technical requirements to ensure alignment with international standards.

### 3.3 审核部 (Audit Department) :

- 组建专业审核组，选派符合资质的审核人员；

Establish professional audit teams and select qualified auditors;

- 组织实施第一阶段文件审核和第二阶段现场审核，提交审核报告；

Organize and implement Stage 1 document audit and Stage 2 on-site audit, and submit audit reports;

- 跟踪审核发现问题的整改验证情况；

Track the rectification and verification of problems found in the audit;

- 参与获证后监督审核及再认证审核工作。

Participate in post-certification supervision audits and recertification audits.

### 3.4 认证决定小组 (Certification Decision Team) :

- 由 3 名及以上未参与本次审核的人员组成，负责对认证全流程资料进行复核；

Composed of 3 or more personnel who have not participated in the current audit, responsible for reviewing the full-process certification materials;

- 依据审核结果及相关证据，作出授予/拒绝认证、暂停/撤销/恢复认证等决定；

Make decisions such as granting/refusing certification, suspending/revoking/restoring certification based on audit results and relevant evidence;

- 审核认证范围调整、证书变更等事项的合理性。

Review the rationality of matters such as certification scope adjustment and certificate modification.

### 3.5 总经理 (General Manager) :

- 批准本方案的发布、修订及重大变更；

Approve the issuance, revision and major changes of this scheme;

- 批准认证决定小组的最终认证结论及重大认证事项；

Approve the final certification conclusions of the certification decision team and major certification matters;

- 授权相关部门开展认证相关工作，协调解决认证过程中的重大问题。

Authorize relevant departments to carry out certification-related work and coordinate the resolution of major problems in the certification process.

### 3.6 申请方/获证组织 (Applicant/Certified Organization) :

- 如实提供认证申请材料及相关信息，配合认证机构开展审核、监督等活动；

Truthfully provide certification application materials and relevant information, and cooperate with the certification body in conducting audits, supervision and other activities;

- 建立并有效运行哈拉管理体系，确保产品符合认证依据标准要求；

Establish and effectively operate the Halal management system to ensure that products meet the requirements of certification standards;

- 按规定支付认证费用，规范使用认证证书及标志；

Pay certification fees in accordance with regulations and standardize the use of certification certificates and marks;

- 及时报告影响认证符合性的重大变更，接受认证机构的监督管理。

Timely report major changes affecting certification compliance and accept the supervision and management of the certification body.

## 4 认证依据 (Certification Basis)

### 4.1 核心标准 (Core Standards) :

OIC/SMIIC 系列标准,包括但不限于: OIC/SMIIC series standards, including but not limited to:

- OIC/SMIIC 1:2019 《清真食品的一般要求》 (General Requirements for Halal Food) ;

- OIC/SMIIC 2:2019 《合格评定-对提供清真认证机构的要求》 (Conformity Assessment

- Requirements for Bodies Providing Halal Certification) ;

- OIC/SMIIC 4:2018 《清真化妆品-通用要求》 (Halal Cosmetics - General Requirements) ;

- OIC/SMIIC 24:2020 《清真食品中食品添加剂和其他添加化学品的一般要求》  
(General Requirements for Food Additives and Other Added Chemicals in Halal Food) ;
- OIC/SMIIC 6:2019 《将 OIC/SMIIC 1 应用于清真食品和饮料制作、储存和供应场所的特别要求》 (Specific Requirements for the Application of OIC/SMIIC 1 to Premises for the Preparation, Storage and Supply of Halal Food and Beverages) ;
- OIC/SMIIC 50-1 《清真药品 - 一般要求》 (Halal Pharmaceuticals - General Requirements) 。

#### 4.2 配套准则 (Supporting Norms) :

- ISO/IEC 17021 《合格评定 - 管理体系审核认证机构要求》 ;
- ISO/IEC 17065 《合格评定 - 产品、过程和服务认证机构要求》 ;
- 伊斯兰教义法规 (Islamic Shariah and Regulations) ;
- 出口国相关哈拉产品认证要求及国家相关法律法规。

#### 5 认证模式 (Certification Mode)

文件审核 (第一阶段) + 现场审核 (第二阶段) + 获证后持续监督 + 抽样检测  
(必要时)

Document Audit (Stage 1) + On-site Audit (Stage 2) + Continuous Supervision after Certification + Sampling and Testing (when necessary)

#### 6 认证对象与单元划分 (Certification Objects & Unit Division)

##### 6.1 认证对象 (Certification Objects)

全产业链出口哈拉产品相关主体, 包括但不限于:

All entities involved in the whole industrial chain of export Halal products, including but not limited to:

- 农业生产类: 动物养殖、植物种植企业;

Agricultural production: animal breeding and plant planting enterprises;

- 食品和饲料加工类: 清真屠宰、动植物产品加工、饲料生产企业;

Food and feed processing: Halal slaughtering, animal and plant product processing, and feed production enterprises;

- 餐饮业类: 餐厅、餐饮服务机构;

Catering: restaurants and catering service institutions;

- 零售、运输和贮藏类: 食品分销、运输、仓储企业;

Retail, transport and storage: food distribution, transportation and warehousing enterprises;

- 辅助服务类: 食品安全生产配套服务、金融服务、穆斯林友好旅游服务企业;

Auxiliary services: supporting services for safe food production, financial services, and Muslim-friendly tourism service enterprises;

- 生物化学类: (生物) 化学品、食品添加剂、药品生产企业;

Biochemical: (bio) chemical, food additive, and pharmaceutical production enterprises;

- 其他类: 化妆品、纺织、皮革产品加工及未分类材料加工企业。

Others: cosmetics, textile, leather product processing and unclassified material processing enterprises.

## 6.2 认证单元划分原则 (Certification Unit Division Principle)

### 6.2.1 按行业集群 (Cluster) + 产品特性 (Product Characteristics) + 生产工艺

(Production Process) 进行划分, 确保同一认证单元内的产品具有相似的哈拉管控要求;

Divided by industry cluster + product characteristics + production process to ensure that products in the same certification unit have similar Halal control requirements;

### 6.2.2 具体划分参照表 1 《出口哈拉产品认证单元划分表》, 如动物养殖分为 AI

(产肉/蛋/奶/蜂蜜的动物养殖)、AII (鱼类和海产品养殖) 类, 食品加工分为 CI (清真屠宰及易腐动物产品加工) 至 CIV (常温产品加工) 类;

The specific division refers to Table 1 "Export Halal Product Certification Unit Division Table", for example, animal breeding is divided into AI (breeding of animals for meat/eggs/milk/honey) and AII

(breeding of fish and seafood), and food processing is divided into CI (Halal slaughtering and processing of perishable animal products) to CIV (processing of ambient stable products);

6.2.3 申请方存在多个生产场所或多种业务类型的，应按独立场所、独立业务类型分别划分认证单元。

If the applicant has multiple production sites or multiple business types, certification units shall be divided separately by independent sites and independent business types.

表 1 出口哈拉产品认证单元划分表/Table 1 Export Halal Product Certification

Unit Division Table

集群 (Cluster)	行业类别 (Category)	子行业类别 (Subcategory)	核心覆盖范围 (Core Coverage)
农业生产 (Farming)	动物养殖 (Farming of Animals)	AI	非鱼类 / 海产品的肉、蛋、奶、蜂产品养殖及相关农场端包装、贮藏 Breeding of meat, eggs, milk, and bee products from non-fish/seafood sources, as well as associated farm-side packaging and storage
		AII	鱼类、海产品养殖、捕捞及相关农场端包装、贮藏 Breeding, fishing of fish and seafood, as well as associated farm-side packaging and storage
	植物种植 (Farming of Plants)	BI	非谷物 / 豆类农作物、园艺产品、可食用水生植物种植及相关农场端包装、贮藏 Cultivation of

			non-grain/pulse crops, horticultural products, and edible hydrophytes, as well as associated farm-side packaging and storage
		BII	谷物、豆类种植及相关农场端包装、贮藏 Cultivation of grains and pulses, as well as associated farm-side packaging and storage
食品和饲料加工 (Food and Feed Processing)	食品加工 (Food Manufacturing)	CI	清真屠宰及肉、蛋、奶、鱼类等易腐动物产品加工、切割、包装 Halal slaughtering, as well as processing, cutting, and packaging of perishable animal products such as meat, eggs, milk, and fish
		CII	水果、蔬菜、谷物等易腐植物产品加工 Processing of perishable plant products such as fruits, vegetables, and grains
		CIII	比萨、饺子等易腐动植物混合产品加工 Processing of perishable mixed animal and plant products such as pizza and dumplings

		CIV	罐头、饼干、饮料等常温保存产品加工 Processing of ambient-stable products such as canned foods, biscuits, and beverages
	动物饲料生产 (Animal Feed Production)	DI	食用动物饲料生产 Production of feed for food-producing animals
		DII	宠物饲料生产 Production of pet food
餐饮业 (Catering)	餐饮业 (Catering)	Catering	餐食制备、贮藏、配送及现场餐饮服务 Food preparation, storage, distribution, and on-site catering services
零售、运输和贮藏 (Retail, Transport and Storage)	分销(Distribution)	FI	食品零售、批发业务 Food retail and wholesale business
		FII	食品代理、贸易业务及相关包装服务 Food broking, trading business, and associated packaging services
	运输和贮藏服务 (Provision of Transport and Storage Services)	GI	易腐食品、饲料的运输和贮藏服务 Transportation and storage services for perishable food and feed
		GII	常温食品、饲料的运输和贮藏服务 Transportation and storage services for ambient-stable food

			and feed
辅助服务 (Auxiliary Services)	服务 (Services)	HI	供水、害虫防治、清洁、 废物处理等食品安全 生产配套服务 Supporting services for safe food production such as water supply, pest control, cleaning and waste disposal
		HII	伊斯兰金融服务 Islamic financial services
		HIII	穆斯林友好旅游及相 关服务 Muslim-friendly tourism and associated services
	食品包装及材料生产 (Production of Food Packaging and Materials)	/	食品包装材料研发、生 产 R&D and production of food packaging materials
	设备制造 (Equipment Manufacturing)	/	食品加工设备、自动售 货机生产、研发 R&D and production of food processing equipment and vending machines
生物化学类 (Biochemical)	(生物) 化学品生产 (Production of (Bio) Chemicals)	/	食品 / 饲料添加剂、 维生素、酶、农药、兽 药等生产 Production of food/feed additives, vitamins, enzymes, pesticides, veterinary drugs and the like
其他 (Others)	其他材料加工 (Other Materials Manufacturing)	LI	清真化妆品生产、加 工、分装 Halal cosmetics production, processing, and

			packaging
		LII	穆斯林友好型纺织及 纺织制品生产 Muslim-friendly textile and textile products manufacturing
		LIII	清真皮革及皮革产品 生产 Halal leather and leather products manufacturing
		LIV	未分类材料加工业务 Unclassified materials processing

## 7 核心认证流程（Core Certification Process）

### 7.1 认证申请与评审（Certification Application and Review）

7.1.1 申请方提交《认证申请表》（ABC-QR-CS-001）及相关材料（资质文件、体系手册、原辅料明细、工艺流程图等），材料要求符合《认证申请材料清单》（ABC-QR-CS-002）；

The applicant submits the "Certification Application Form" (ABC-QR-CS-001) and relevant materials (qualification documents, system manual, detailed list of raw and auxiliary materials, process flow chart, etc.), and the materials shall meet the requirements of the "Certification Application Material List" (ABC-QR-CS-002);

7.1.2 综合部在 3 个工作日内完成材料接收登记，核对材料完整性；材料不全的，出具《材料补正通知书》（ABC-QR-CS-003），通知申请方在 5 个工作日内补全；

The General Department completes the material reception and registration within 3 working days and verifies the completeness of the materials; if the materials are incomplete, issue the "Notice of Supplementary Materials" (ABC-QR-CS-003) and notify the applicant to supplement within 5 working days;

7.1.3 综合部联合技术委员会开展申请评审，评审内容包括认证范围合规性、申请方资质有效性、体系文件完整性等，在 5 个工作日内形成《认证申请评审报告》

(ABC-QR-CS-004) ;

The General Department, together with the Technical Committee, conducts the application review, covering the compliance of the certification scope, the validity of the applicant's qualifications, and the completeness of the system documents, and forms the "Certification Application Review Report" (ABC-QR-CS-004) within 5 working days;

7.1.4 评审通过后，依据审核时间核算规则核定审核人天数，向申请方出具《认证费用报价单》(ABC-QR-FS-001)，签订认证合同；评审未通过的，书面通知申请方并说明理由。

After the review is passed, the audit man-days are verified in accordance with the audit time calculation rules, the "Certification Fee Quotation" (ABC-QR-FS-001) is issued to the applicant, and the certification contract is signed; if the review is not passed, the applicant is notified in writing with reasons.

## 7.2 两阶段审核 (Two-stage Audit)

### 7.2.1 第一阶段审核 (文件审核) (Stage 1 Audit - Document Review)

7.2.1.1 审核组在审核前 5 个工作日将《审核计划》(ABC-QR-CS-005) 送达申请方；

The audit team delivers the "Audit Plan" (ABC-QR-CS-005) to the applicant 5 working days before the audit;

7.2.1.2 审核组对申请方的哈拉管理体系文件、工艺文件、原辅料管控文件等进行审核，确认申请方是否具备现场审核条件，核定认证风险等级；

The audit team audits the applicant's Halal management system documents, process documents, raw and auxiliary materials control documents, etc., confirms whether the applicant has the conditions for on-site audit, and determines the certification risk level;

7.2.1.3 审核完成后 3 个工作日内，提交《第一阶段审核报告》(ABC-QR-CS-006)；

存在不符合项的，要求申请方限期整改。

Submit the "Stage 1 Audit Report" (ABC-QR-CS-006) within 3 working days after the completion of the audit; if there are non-conformities, require the applicant to rectify within a time limit.

### 7.2.2 第二阶段审核 (现场审核) (Stage 2 Audit - On-site Audit)

7.2.2.1 申请方完成第一阶段整改并经确认后，审核组开展现场审核，验证哈拉管理体系运行有效性、产品符合性、原辅料管控执行情况等；

After the applicant completes the Stage 1 rectification and is confirmed, the audit team conducts an on-site audit to verify the operational effectiveness of the Halal management system, product compliance, and the implementation of raw and auxiliary materials control;

7.2.2.2 审核采用抽样检测、现场观察、人员访谈、记录核查等方式，形成《现场审核发现记录表》（ABC-QR-CS-007）；

The audit adopts methods such as sampling testing, on-site observation, personnel interviews, and record verification to form the "On-site Audit Findings Record Form" (ABC-QR-CS-007);

7.2.2.3 审核完成后 5 个工作日内，提交《第二阶段审核报告》(ABC-QR-CS-008)，明确审核结论及整改要求（如有）。

Submit the "Stage 2 Audit Report" (ABC-QR-CS-008) within 5 working days after the completion of the audit, clarifying the audit conclusion and rectification requirements (if any).

### 7.3 复核与认证决定（Review and Certification Decision）

7.3.1 综合部将审核报告、整改验证材料等提交认证决定小组，认证决定小组在 5 个工作日内完成全流程资料复核；

The General Department submits the audit report, rectification verification materials, etc. to the certification decision team, which completes the full-process data review within 5 working days;

7.3.2 认证决定小组依据复核结果，作出以下任一认证决定：

Based on the review results, the certification decision team makes one of the following certification decisions:

- 授予认证：核发认证证书；

Grant certification: issue the certification certificate;

- 拒绝认证：书面通知申请方并说明理由；

Refuse certification: notify the applicant in writing with reasons;

- 条件授予认证：要求申请方在规定期限内完成整改，验证合格后核发证书。

Conditionally grant certification: require the applicant to complete rectification within the specified time limit and issue the certificate after verification.

7.3.3 认证决定形成《认证决定通知书》（ABC-QR-CS-009），由综合部在 3 个

工作日内送达申请方。

The certification decision forms the "Certification Decision Notice" (ABC-QR-CS-009), which is delivered to the applicant by the General Department within 3 working days.

#### 7.4 证书发放 (Certificate Issuance)

7.4.1 综合部在认证决定批准后 10 个工作日内完成证书制作，证书有效期为 3 年；

The General Department completes the certificate production within 10 working days after the approval of the certification decision, and the certificate is valid for 3 years;

7.4.2 采用邮寄或现场领取方式发放证书；

The certificate is issued by mail or on-site collection;

7.4.3 证书信息录入认证管理系统，建立证书台账，确保可追溯。

The certificate information is entered into the certification management system, and a certificate account is established to ensure traceability.

#### 7.5 获证后管理 (Post-certification Management)

7.5.1 常规监督：证书有效期内每年开展 1 次现场监督审核，验证体系持续有效性、产品符合性及证书/标志规范使用情况，形成《监督审核报告》；

Regular supervision: Conduct 1 on-site supervision audit every year during the validity period of the certificate to verify the continuous effectiveness of the system, product compliance and the standardized use of certificates/marks, and form the "Supervision Audit Report";

7.5.2 专项监督：出现产品质量事故、重大投诉、企业重大变更等情况时，开展专项监督审核，具体按《获证后监督程序》执行；

Special supervision: Conduct special supervision audits in case of product quality accidents, major complaints, major enterprise changes, etc., specifically in accordance with the "Post-certification Supervision Procedure";

7.5.3 再认证：申请方应在证书有效期届满前 3 个月提交《认证申请表》，再认证流程与初次认证一致，审核合格后换发新证。

Recertification: The applicant shall submit the "Application Form" 3 months before the expiration of the certificate. The recertification process is the same as the initial certification, and a new certificate is reissued after passing the audit.

## 8 审核时间核算规则 (Audit Time Calculation Rules)

### 8.1 单场所最短审核时间 (Minimum Audit Time for Single Site) 计算公式

(Calculation Formula) :

$$T_s = T_D + T_H + (T_{PV} + T_{FTE}) \times CC$$

符号定义 (Symbol Definition)

- **TD:** 基本现场审核时间 (天), 按行业类别核定, 取值范围 1.00-1.75 天 (具体参照表 2) ;

TD: Basic on-site audit time (days), determined by industry category, ranging from 1.00 to 1.75 days (see Table 2 for details);

- **TH:** 附加 HACCP/Halal CCP 产品组研究审核时间 (天), 仅适用于食品链相关产品; 1 项研究为 0 天, 每增加 1 项增加 0.25 或 0.50 天 (具体参照表 2) ;

非食品链产品 TH=0;

TH: Audit time for additional HACCP/Halal CCP product group research (days), only applicable to food chain-related products; 0 days for 1 research, 0.25 or 0.50 days for each additional research (see Table 2 for details); TH=0 for non-food chain products;

- **TPV:** 产品品种审核时间 (天), 按品种数量核定 (1-3 种=0.50 天; 4-6 种=1.00 天; 7-10 种=1.50 天; 11-20 种=2.00 天; >20 种=3.00 天) ;

TPV: Audit time based on product variety (days), determined by the number of varieties (1-3 types=0.50 days; 4-6 types=1.00 days; 7-10 types=1.50 days; 11-20 types=2.00 days; >20 types=3.00 days);

- **TFTE:** 从业人员审核时间 (天), 按人员规模核定 (具体参照表 2) ;

TFTE: Audit time based on the number of employees (days), determined by the scale of employees (see Table 2 for details);

- **CC:** 工艺复杂等级乘数系数 (低=1.25; 中=1.50; 高=1.75; 很高=2.00), 具体参照表 3。

CC: Multiplier coefficient for process complexity (Low=1.25; Medium=1.50; High=1.75; Very High=2.00), see Table 3 for details.

小数调整规则（Decimal Adjustment Rule） 核算结果为小数时，调整为最接近的半天；或向上取整至下一个整日/半日（例：5.3 天→5.5 天，5.2 天→5 天，5.7 天→6 天）。

If the calculation result is a decimal, adjust it to the nearest half day; or round up to the next whole/half day (e. g. : 5.3 days→5.5 days, 5.2 days→5 days, 5.7 days→6 days).

8.2 附加场所最短审核时间（Minimum Audit Time for Additional Site） 计算公式（Calculation Formula）：

$$T_{asv} = T_s \times 50\%$$

即每个附加生产/经营场所的审核时间为单场所最短审核时间的 50%。

That is, the audit time for each additional production/operation site is 50% of the minimum audit time for a single site.

表 2 审核时间核心参数表/Table 2 Core Parameter Table for Audit Time

Category (See Annex A)		TD Basic on-site audit time (in audit days)	TH* for each additional HACCP/HALAL studies (in audit days)	TFTE Number of employees related with the scope of certification (in audit days)	CC Complexity Class (factor, multiplier)	TPV** Product Variety (in audit days)	Tasv For each additional site visited (in audit days)
A	AI	1.00	0.25	1 to 19 = 0.5 20 to 49 = 1.0 50 to 79 = 1.5 80 to 199 = 2.0 200 to 499 = 2.5 500 to 899 = 3.0 900 to 1299 = 3.5 1300 to 1699 = 4.0 1700 to 2999 = 4.5 3000 to 5000 = 5.0 > 5000 = 5.5	Low CC= 1.25  Medium CC=1.50  High CC= 1.75  Very High CC= 2	1 to 3 = 0.50 4 to 6 = 1.00 7 to 10 = 1.50 11 to 20 = 2.00 > 20 = 3.00	50 % of minimum on-site evaluation /audit time
	AII	1.00	0.25				
B	BI	1.00	0.25				
	BII	1.00	0.25				
C	CI	1.50	0.50				
	CII	1.25	0.50				
	CIII	1.75	0.50				
	CIV	1.75	0.50				
D		1.50	0.25				
E		1.00	0.50				
F	FI	1.50	0.50				
	FII	1.25	0.50				
G	GI	1.50	0.50				
	GII	1.00	0.50				
H	H1	1.25	0.50				
	HII	1.75	0.50				
I		1.00	0.25				
J		1.00	0.25				
K		1.75	0.50				
L	LI	1.75	0.50				
	LII	1.25	0.25				
	LIII	1.50	0.50				
	LIV	1.00	0.25				

\* TH is applied only for products/services in food-chain.

\*\* TPV is used for only products not services/processes.

表 2 基于组织过程或生产性质的四个主要复杂性等级，这些等级从根本上影响清真认证审核时间，分别是：

- 非常高 - 非常大量的详细子过程，具有显著性质（通常是制造或加工型组织，具有非常显著的非清真风险。涵盖那些在清真方面可能具有非常高风险的产品或服务行业，具有多种过程或子过程，或具有非常大量的原材料或投入）；
- 高 - 大量具有显著性质的过程（通常是制造或加工型组织，具有显著的非清真风险。涵盖那些在清真方面具有高风险的产品和服务行业，具有许多过程）；
- 中 - 平均数量具有显著性质的过程（通常是制造或服务组织。涵盖具有中等潜在非清真风险的产品和服务）；

- 低 - 少量具有显著性质的过程（通常是具有少量显著性质的组织。涵盖具有低潜在非清真风险的产品和服务）；

表 2 涵盖了上述四个复杂性等级。

表 3 提供了上述四个复杂性等级与通常属于该等级的行业部门之间的联系。

清真认证机构应认识到，并非特定行业中的所有组织始终都属于同一复杂性等级。清真认证机构应在其合同评审程序中允许灵活性，以确保在确定复杂性等级时考虑组织的具体活动。例如：尽管化学生产行业的许多企业应归类为"高复杂性"，但仅进行无化学反应的混合和/或具有高数量或高风险原材料和/或先进加工的组织可归类为"中"甚至"低复杂性"。

应考虑组织体系、过程和产品/服务的所有属性，并对那些可能证明需要更多或更少审核时间以进行有效审核的因素进行公平调整。累加因素可被递减因素抵消。在对审核时间表 2 和 B3 中提供的时间进行调整的所有情况下，应保持充分的证据和记录以证明该变化的合理性。

表 B3 - 业务部门与复杂性等级之间联系的示例

复杂性等级	业务部门
非常高	未另分类 (n. e. c.) 化学品和药品、加工肉类产品、转基因产品、食品添加剂、生物培养物、化妆品、加工助剂和微生物。
高	屠宰肉禽；奶酪产品；饼干；零食；油；饮料；酒店；餐馆；膳食补充剂；清洁剂；包装材料；纺织品；伊斯兰金融。
中	乳制品；鱼制品；蛋制品；养蜂业；香料；园艺产品；蜜饯水果；蜜饯蔬菜；罐头产品；面食；糖；动物饲料；鱼饲料；供水；产品、过程和设备的开发；兽医服务；加工设备；自动售货机；皮革制品。
低	鱼类；蛋类生产；奶类生产；捕捞；狩猎；诱捕；水果；蔬菜；谷物；新鲜水果和新鲜果汁；饮用水；面粉；盐；零售店；商店；批发商；运输和储存。

## 9 认证范围调整 (Certification Scope Adjustment)

### 9.1 范围扩大 (Scope Expansion)

9.1.1 申请方提交《认证申请表》及补充材料 (新增产品资质、工艺文件等)；

The applicant submits the "Application Form" and supplementary materials (qualifications for new products, process documents, etc.);

9.1.2 综合部开展资料评审，评审通过后组织专项扩项审核 (含文件审核+现场审核)；

The General Department conducts document review, and organizes a special expansion audit (including document review + on-site audit) after passing the review;

9.1.3 审核合格后，认证决定小组作出扩大范围决定，综合部换发新证书，注明新的认证范围。

After passing the audit, the certification decision team makes a decision to expand the scope, and the General Department reissues a new certificate indicating the new certification scope.

### 9.2 范围缩小 (Scope Reduction)

9.2.1 申请方提交《认证范围缩小申请表》，说明缩小原因；

The applicant submits the "Application Form for Certification Scope Reduction" and explains the reasons for the reduction;

9.2.2 综合部核实相关情况，必要时开展核实审核；

The General Department verifies the relevant situation and conducts a verification audit if necessary;

9.2.3 经认证决定小组批准后，换发标注调整后范围的新证书，原证书作废。

After approval by the certification decision team, a new certificate indicating the adjusted scope is reissued, and the original certificate is invalid.

## 10 认证的暂停、撤销与恢复 (Suspension, Revocation and Restoration of Certification)

### 10.1 认证暂停 (Certification Suspension)

10.1.1 出现下列情形之一的，综合部提出暂停建议，经认证决定小组批准后，出具《认证暂停通知书》：

The General Department puts forward a suspension proposal if one of the following circumstances occurs, and issues the "Certification Suspension Notice" after approval by the certification decision team:

- 拒绝接受监督审核或再认证审核；

Refuse to accept supervision audit or recertification audit;

- 管理体系或产品变更后偏离认证标准且未报备；

Deviation from certification standards after changes to the management system or products without reporting;

- 监督审核发现轻微不符合项，未按要求整改；

Minor non-conformities found in the supervision audit, not rectified as required;

- 违规使用认证证书及标志，情节较轻；

Irregular use of certification certificates and marks, with minor circumstances;

- 未按合同约定缴纳认证费用；

Failure to pay certification fees in accordance with the contract;

- 发生轻微质量事故或违反伊斯兰教义行为，未造成严重后果；

Minor quality accidents or acts in violation of Islamic Shariah without serious consequences;

- 其他需暂停认证的情形。

Other circumstances requiring suspension of certification.

10.1.2 暂停期限一般不超过 6 个月，暂停期间申请方需停止使用认证证书及标志。

The suspension period is generally not more than 6 months, and the applicant shall stop using the certification certificate and mark during the suspension period.

## 10.2 认证撤销 (Certification Revocation)

10.2.1 出现下列情形之一的，综合部提出撤销建议，经认证决定小组批准后，出

具《认证撤销通知书》(ABC-QR-CS-016)，收回证书及标志：

The General Department puts forward a revocation proposal if one of the following circumstances occurs, and issues the "Certification Revocation Notice" (ABC-QR-CS-016) after approval by the certification decision team, and reclaims the certificate and mark:

- 暂停期限届满未满足恢复条件;

Failure to meet the restoration conditions after the expiration of the suspension period;

- 发生重大质量事故、严重违反伊斯兰教义行为，造成严重后果;

Major quality accidents or serious acts in violation of Islamic Shariah with serious consequences;

- 管理体系或产品持续不符合认证要求;

The management system or products continuously fail to meet the certification requirements;

- 提供虚假材料骗取认证;

Obtaining certification by providing false materials;

- 其他需撤销认证的严重情形。

Other serious circumstances requiring revocation of certification.

### 10.3 认证恢复 (Certification Restoration)

10.3.1 申请方在暂停期间采取有效纠正措施，消除暂停原因后，提交《认证恢复申请表》及整改证明材料;

After taking effective corrective measures to eliminate the reasons for the suspension during the suspension period, the applicant submits the "Application Form for Certification Restoration" and rectification certification materials;

10.3.2 综合部组织恢复审核，审核合格后经认证决定小组批准，出具《认证恢复通知书》，恢复认证资格。

The General Department organizes a restoration audit, and after passing the audit and approval by the certification decision team, issues the "Certification Restoration Notice" to restore the certification qualification.

## 11 认证证书与标志使用 (Use of Certification Certificate and Mark)

11.1 获证组织可在认证产品的本体、包装、说明书及宣传资料 (仅限认证产品) 上使用认证标志;

Certified organizations may use the certification mark on the certified product itself, packaging, specifications and promotional materials (only for certified products);

11.2 标志使用形式（印刷、不干胶防伪贴、模压等）需经综合部审核批准，按认证标志使用管理规定执行；

The use form of the mark (printing, anti-counterfeiting sticker, molding, etc.) shall be reviewed and approved by the General Department in accordance with the Regulations on the Use and Management of Certification Marks;

11.3 获证组织应建立标志使用管理制度，保留完整使用记录，接受本机构的监督检查；

Certified organizations shall establish a mark use management system, keep complete use records, and accept the supervision and inspection of the institution;

11.4 严禁超范围、伪造、篡改、转借认证证书及标志，违规使用的，按本方案第 10 条规定处理，并向社会公告。

It is strictly prohibited to use the certification certificate and mark beyond the scope, forge, alter or lend them. Any irregular use shall be handled in accordance with Article 10 of this scheme and announced to the public.

## 12 引用文件（Referenced Documents）

12.1 《文件控制程序》（ABC-PF-001）；

12.2 《申投诉控制程序》（ABC-PF-004）；

12.3 《认证收费标准》（ABC-PD-001）；

12.4 《认证证书、标识、标徽管理程序》（ABC-PF-003）。

## 13 质量记录表格（Quality Record Forms）

序号 (No.)	记录编号 (Record No.)	记录名称 (Record Name)	英文名称 (English Name)
1		认证申请表	Certification Application Form
2		认证申请材料清单	Certification Application Material List
3		材料补正通知书	Notice of Supplementary Materials
4		认证申请评审表	Certification Application Review

			Form
5		审核计划	Audit Plan
6		第一阶段审核报告	Stage 1 Audit Report
7		现场审核发现记录表	On-site Audit Findings Record Form
8		第二阶段审核报告	Stage 2 Audit Report
9		认证决定通知书	Certification Decision Notice
10		证书发放记录表	Certificate Issuance Record Form
11		监督审核报告	Post-certification Supervision Audit Report
12		认证范围缩小申请表	Application Form for Certification Scope Reduction
13		认证暂停通知书	Certification Suspension Notice
14		认证恢复申请表	Application Form for Certification Restoration
15		认证恢复通知书	Certification Restoration Notice
16		认证撤销通知书	Certification Revocation Notice