厦门广信隆技术服务有限公司

Al-Baqara Certification

认证决定控制程序

Certification Decision Control Procedure

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1	2026.3.16（A1）	1、统一文件编号为ABC-PF-006; Unify the document number as ABC-PF-006. 2、文件名称由"认证决定程序"修改为"认证决定控制程序"; Change the document title from Certification Decision Procedure to Certification Decision Control Procedure. 3、结合《文件控制程序》《记录控制程序》补充控制要求及记录管理规范; Supplement control requirements and record management specifications in accordance with Document Control Procedure and Record Control Procedure. 4、规范术语为Halal，完善全流程控制节点。 Standardize the terminology to Halal and improve control points throughout the process.	韩锐	沙忠虎
2	2026.4.20（A2）	文件由副总经理审核，修改为评审组审核。 The document shall be reviewed by the review team. 3.1总经理修改为高层领导；Change General Manager to Senior Leadership; 3.2增加。Add annotations. 4.1增加5.Add item 5.	韩锐	沙忠虎
3	2026.5.14（A3）	增加《非清真产品名称清单》中哈拉禁忌词汇的认证判定管控条款。 Add certification judgment and control clauses for Halal prohibited terms specified in the List of Non-Halal Product Names.	安娜	沙忠虎

认证决定控制程序

Certification Decision Control Procedure

1 目的（Purpose）

为建立标准化、全流程的 Halal 认证决定控制机制，规范认证评价结果评定、认证证书签发、证书内容变更及获证后证书状态调整的全过程控制要求，依据 ISO/IEC 17065 等标准及公司《文件控制程序》《记录控制程序》，对认证决定实施科学、公正、可追溯的控制，确保认证决定的准确性、合规性和严肃性，防范认证风险，维护公司认证公信力，特制定本程序。

This procedure is formulated to establish a standardized and full-process control mechanism for Halal certification decisions, standardize the full-process control requirements for the evaluation of certification results, issuance of certification certificates, modification of certificate content and adjustment of certificate status after certification. In accordance with ISO/IEC 17065:2012 and other standards as well as the company's Document Control Procedure and Record Control Procedure, it implements scientific, fair and traceable control over certification decisions to ensure the accuracy, compliance and solemnity of certification decisions, prevent certification risks, and maintain the company's certification credibility.

2 适用范围（Scope）

本程序适用于厦门广信隆技术服务有限公司（ABC）开展的 Halal 认证活动中，认证证书的授予、拒绝、保持、更新、扩大、缩小、暂停、撤销、恢复等所有认证决定的制定、审核、审批、实施及监督控制，涵盖初次认证、监督审核、再认证、证书变更及违规制裁全场景的控制要求。

This procedure applies to the formulation, review, approval, implementation and supervision control of all certification decisions such as grant, refusal, maintenance, renewal, expansion, reduction, suspension, revocation and restoration of certification certificates in the Halal certification activities carried out by Xiamen Guangxinlong Technology Service Co., Ltd. (ABC), covering the control requirements of all scenarios including initial certification, surveillance audit, recertification, certificate modification and violation sanctions.

3 职责（Responsibilities）

3.1 高层领导（Top Management）

高层领导含公司主席、总经理、副总经理。

Top Management covers the Chairman, General Manager and Deputy General Manager of the company.

3.2 证书签发人（The Certificate Issuer）

作为认证决定最终审批人，负责对认证决定进行最终审批，与认证活动有直接利害关系的人员需主动回避，不得参与调查工作，确保认证决定符合法律法规、认证标准及公司规定；对认证决定的合规性和权威性负责。

As the final approver of certification decisions, shall be responsible for the final approval of certification decisions. Personnel with a direct interest in the certification activities shall take the initiative to withdraw and may not participate in relevant investigations, so as to ensure that certification decisions comply with applicable laws and regulations, certification standards and company requirements. The certificate issuer shall be accountable for the compliance and authority of certification decisions.

3.3 监督与审核部（Certification Decision Department）

1. 作为认证决定控制的主责部门，负责建立认证决定控制流程，制定控制标准和评价准则；

As the responsible department for certification decision control, be responsible for establishing the certification decision control process and formulating control standards and evaluation criteria;

2. 负责对认证检查组提交的审核资料、检测报告、整改验证材料等进行全面合规性审核和完整性评定，填写《认证复核决定记录》，提出初步认证决定意见；
Be responsible for conducting comprehensive compliance review and completeness evaluation of audit data, test reports, rectification verification materials submitted by the certification audit team, filling in the the Certification Review and Decision Record, and putting forward preliminary certification decision opinions;

3. 负责对证书状态变更（暂停、恢复、撤销、注销）的申请材料进行核实，制定控制方案，提出初步处理意见；
Be responsible for verifying the application materials for certificate status changes (suspension, restoration, revocation, cancellation), formulating control plans, and putting forward preliminary handling opinions;

4. 负责对认证决定实施过程进行监督，跟踪决定执行情况，核实整改措施落实效果；
Be responsible for supervising the implementation process of certification decisions, tracking the implementation of decisions, verifying the effectiveness of rectification measures;

5. 负责认证决定相关控制记录的收集、整理、复核，确保记录的完整性和可追溯性，提交综合部归档；
Be responsible for the collection, collation and review of relevant control records of certification decisions to ensure the completeness and traceability of records, and submit them to the General Department for filing;

6. 负责处理认证决定相关的异议和申诉，组织复核并提出处理意见。

Be responsible for handling objections and appeals related to certification decisions, organizing reviews and putting forward handling opinions.

3.4 认证部（Audit Department）

1. 负责在认证审核过程中执行控制要求，确保审核资料的真实性、完整性和规范性，为认证决定提供可靠依据；

Be responsible for implementing control requirements during the certification audit process to ensure the authenticity, completeness and standardization of audit data, and provide a reliable basis for certification decisions;

2. 负责跟踪获证方整改措施的落实，按控制要求完成整改验证，提交完整的验证材料；

Be responsible for tracking the implementation of corrective measures by certified parties, completing rectification verification in accordance with control requirements, and submitting complete verification materials;

3. 配合监督与审核部开展认证决定控制工作，提供审核过程中的技术支持和相关说明；

Cooperate with the Certification Decision Department to carry out certification decision control work and provide technical support and relevant explanations during the audit process;

4. 负责将认证决定结果传达至获证方/申请人，跟踪反馈意见并及时上报监督与审核部。

Be responsible for communicating the certification decision results to the certified party/applicant, tracking feedback and reporting to the Certification Decision Department in a timely manner.

3.5 综合部（General Department）

1. 负责依据最终认证决定，按控制标准制作、复核、发放认证证书，确保证书内容准确、格式规范；

Be responsible for making, reviewing and issuing certification certificates in accordance with control standards based on the final certification decision, ensuring the accuracy of certificate content and standardization of format;

2. 负责按控制要求管理证书状态信息，及时更新公开获证名录，确保信息的准确性和时效性；

Be responsible for managing certificate status information in accordance with control requirements, updating the public certified list in a timely manner to ensure the accuracy and timeliness of information;

3. 负责认证决定相关文件、记录的归档保管，严格执行《记录控制程序》的存储、查阅、销毁控制要求；

Be responsible for the filing and preservation of documents and records related to certification decisions, and strictly implement the storage, access and destruction control requirements of the Record Control Procedure;

5. 负责监督获证方对认证证书、标识的使用情况，发现违规使用及时反馈至监督与审核部。

Be responsible for supervising the use of certification certificates and marks by certified parties, and promptly feeding back any illegal use to the Certification Decision Department.

3.6 伊斯兰教法咨询委员会（Islamic Law Consultative Council）

负责对认证决定过程中涉及伊斯兰教法合规性的问题进行专业控制，提供教法合规审核意见，确保认证决定符合 Halal 核心教义要求。

Be responsible for the professional control of issues related to Islamic

Shariah compliance in the certification decision process, providing Shariah compliance review opinions to ensure that certification decisions comply with the core requirements of Halal doctrine.

4 认证决定控制要求（Control Requirements for Certification Decisions）

4.1 批准认证的控制条件（Control Conditions for Approving Certification） 同时满足下列全部控制条件的，方可进入认证批准流程：

Only when all the following control conditions are met simultaneously can the certification approval process be initiated:

1. 资质合规控制：申请人具有合法有效的经营资质（营业执照、生产许可证等），经认证部核实无误；

Qualification compliance control: The applicant has legal and valid business qualifications (business license, production license, etc.), verified by the Audit Department;

2. 场所与体系控制：生产/经营场所环境卫生、布局符合 Halal 标准，Halal 保障体系运行有效，审核证据充分；

Premises and system control: The environmental sanitation and layout of the production/business premises comply with Halal standards, the Halal assurance system operates effectively, and the audit evidence is sufficient;

3. 整改验证控制：存在轻微不符合项的，已按要求完成整改并通过监督与审核部验证，整改材料完整可追溯；

Rectification verification control: If there are minor non-conformities, the rectification has been completed as required and verified by the Certification Decision Department, and the rectification materials are complete and traceable;

4. 资料完整性控制：认证审核资料（审核计划、现场记录、资质证明、检测报

告等）齐全，符合要求；

Data completeness control: The certification audit data (audit plan, on-site records, qualification certificates, test reports, etc.) is complete, complying with the requirements;

5.产品标签、外包装、原辅材料英文资料、出口备案外文文件不得出现《非清真产品名称清单》中哈拉禁忌英文词汇。

No Halal-prohibited English terms listed in the Checklist of Non-Halal Product Names shall appear on product labels, outer packages, English documents of raw and auxiliary materials, or foreign-language filing documents for export.

6.复核与认证决定：复核与认证决定人员应由至少三人组成，且三人须独立于审核活动，并需有两名伊斯兰事务专家参与。

Review and Certification Decision:The review and certification decision-making panel shall consist of at least three members, all of whom shall be independent from the audit activities, and at least two member shall be an Islamic Affairs Expert.

7.费用缴纳控制：申请人已按合同约定足额缴纳认证费用，财务部门出具缴费确认凭证。

Fee payment control: The applicant has paid the certification fees in full in accordance with the contract, and the financial department has issued a payment confirmation certificate.

4.2 不予批准（拒绝）认证的控制条件（Control Conditions for Refusing Certification） 申请人存在下列情形之一的，启动拒绝认证控制流程：

If the applicant is in any of the following circumstances, the certification refusal control process shall be initiated:

1. 禁忌物控制违规：产品含猪源性成分、血液制品等 Halal 禁忌物，或存在交叉污染，经监督与审核部确认不符合核心要求；

Violation of forbidden substance control: The product contains Halal forbidden substances such as porcine-derived ingredients and blood products, or there is cross-contamination, Confirmed by the Certification Decision Department as non-compliant with the core requirements.

2. 生产隔离控制失效：Halal 与非 Halal 产品共线生产，未采取有效物理隔离措施，无法保障产品 Halal 属性；

Failure of production isolation control: Halal and non-Halal products are produced on the same line without effective physical isolation measures, making it impossible to guarantee the Halal attribute of the products;

3. 整改控制未达标：未按规定时限完成整改、未提交整改措施，或整改措施不符合要求，经监督与审核部复核确认；

Failure to meet rectification control standards: Failure to complete rectification within the specified time limit, failure to submit rectification measures, or the rectification measures do not meet the requirements, confirmed by the Certification Decision Department after review;

4. 体系控制存在重大缺陷：生产经营活动、Halal 保障体系存在不可纠正的重大缺陷，无法满足 Halal 认证标准；

Major defects in system control: The production and business activities and Halal assurance system have irreparable major defects, unable to meet the Halal certification standards;

5. 诚信控制违规：申请资料存在虚假信息、伪造资质等弄虚作假行为，经核查属实。

Violation of integrity control: The application materials contain false information, forged qualifications and other fraudulent acts, verified to be true.

4.3 认证保持的控制要求（Control Requirements for Certification Maintenance）

1. 年度监督控制：每年至少开展 1 次监督审核，按 Halal 技术规范要求对获证方持续合规性进行验证；

Annual supervision control: Conduct at least one surveillance audit every year, verify the continuous compliance of certified parties in accordance with Halal technical specifications;

2. 动态跟踪控制：对获证方生产工艺、场所、人员等关键要素的变更进行动态跟踪，要求及时报备并验证合规性；

Dynamic tracking control: Dynamically track changes in key elements such as production processes, premises and personnel of certified parties, requiring timely reporting and verification of compliance;

3. 标识使用控制：监督获证方按《标识/标徽使用规范》使用认证标识，发现不规范使用及时纠正。

Mark Usage Control: Supervise certified clients to use the certification marks in accordance with the Specification for Mark and Emblem Usage, and promptly correct any non-compliant use identified.

4.4 违规制裁的控制措施（Control Measures for Violation Sanctions）

对获证方违规行为的制裁实施分级控制，按"暂停→撤销"阶梯式推进，每级制裁均需满足相应控制条件并执行规范流程：

Hierarchical control is implemented for sanctions against violations of certified parties, advancing in a phased manner of "Suspension → Revocation". Each level of sanction must meet corresponding control conditions and implement standardized processes:

4.4.1 暂停控制（Suspension Control）

1. 控制条件：违规情节较严重，具体包括持续不符合认证标准、超范围使用标

识、告诫整改未达标、未按规定报备变更等;

Control conditions: Relatively serious violations, including continuous non-compliance with certification standards, use of marks beyond the scope, failure to meet admonition rectification requirements, and failure to report changes in accordance with regulations;

2. 控制流程：监督与审核部收集违规证据→提出暂停初步意见→填写《认证复核决定记录》→报高层领导审批→发出《证书暂停通知书》;

Control process: Certification Decision Department collects violation evidence → puts forward preliminary suspension opinions → fills in the Certification Review and Decision Record → submits to Top Management for approval → issues the Certificate Suspension Notice;

3. 控制类型：分为延期暂停（28 个工作日整改期）和立即暂停（部分暂停/完全暂停），按违规严重程度确定;

Control types: Divided into deferred suspension (28 working days rectification period) and immediate suspension (partial suspension/full suspension), determined according to the severity of the violation;

4. 控制时限：暂停期限不超过 6 个月，逾期未整改合格的，触发撤销控制流程。

Control time limit: The suspension period shall not exceed 6 months. If the rectification is not qualified within the time limit, the revocation control process will be triggered.

4.4.2 撤销控制（Revocation Control）

1. 控制条件：违规情节严重，具体包括暂停期满未整改、核心不符合项重复出现、虚假认证、转让/伪造证书等;

Control conditions: Serious violations, including failure to rectify after the suspension period, recurrence of core non-conformities, false certification, transfer/forgery of certificates, etc.;

2. 控制流程：监督与审核部核实违规事实→提出撤销初步意见→填写《认证复核决定记录》→报高层领导审批→发出《证书撤销通知书》→更新证书状态；

Control process: Certification Decision Department verifies the violation facts → Preliminary opinion on revocation proposed → Complete the Certification Review and Decision Record → submits to Top Management for approval→ Issue the Certificate Revocation Notice → Update certificate status;

3. 后续控制：被撤销证书的获证方，需在消除违规起因后，按初次认证控制流程重新申请，原注册号作废。

Subsequent control: Certified parties whose certificates have been revoked must reapply in accordance with the initial certification control process after eliminating the cause of the violation, and the original registration number shall be invalidated.

4.5 证书变更与重新申请的控制（Control of Certificate Modification and Re-application）

1. 证书变更控制：获证方申请名称、地址、认证范围（扩大或缩小）等变更的，需提交变更申请及相关证明材料→认证部审核→监督与审核部评定→报高层领导审批→综合部换发证书；

Certificate modification control: If a certified party applies for changes such as name, address, or certification scope（enlargement or reduction）, it shall submit a modification application and relevant supporting materials → reviewed by the Audit Department → evaluated by the Certification Decision Department → submits to Top Management for approval → reissued by the General Department;

2. 重新申请控制：获证方发生生产场所重大变更、工艺调整等情形的，需按初

次认证控制流程重新申请→审核部开展全流程审核→监督与审核部评定→报高层领导审批→颁发新证书（原证书作废）。

Re-application control: If a certified party undergoes major changes in production premises, process adjustments, etc., it shall reapply in accordance with the initial certification control process → full-process audit conducted by the Certification Department → evaluated by the Certification Decision Department → submits to Top Management for approval → new certificate issued (original certificate invalidated).

5 认证决定控制流程（Certification Decision Control Workflow）

5.1 前期控制：审核资料收集与核实（Pre-control: Collection and Verification of Audit Data）

1. 认证部完成现场审核后，5 个工作日内提交完整审核资料至监督与审核部；

After the Audit Department completes the on-site audit, it shall submit complete audit data to the Certification Decision Department within 5 working days;

2. 监督与审核部按控制标准核实资料完整性、真实性→填写《认证复核决定记录》→核实合格的进入评定环节，不合格的退回补充。

The Certification Decision Department verifies the completeness and authenticity of the data in accordance with control standards →Complete the Certification Review and Decision Record → those qualified for verification enter the evaluation link, and those unqualified are returned for supplementation.

注：复核人员必须专项核查全部产品外文标签、原辅材料英文清单是否存在 PORK 等哈拉禁忌词汇，对照《非清真产品名称清单》逐项核对；复核记录中单独标注外文违禁词汇核查结论，未开展专项核查的复核结果无效。

Note:Reviewers shall conduct special inspection of all foreign product labels and English raw material lists for Halal forbidden words against the List of Non-Halal Product Names. The inspection conclusion of foreign forbidden words shall be recorded separately in review records; review results without this special inspection shall be invalid.

5.2 中期控制：认证评定与审批（Mid-term Control: Certification Evaluation and Approval）

认证评定与审批，应由未参与评价过程的人员进行。

The certification assessment and approval shall be performed by persons independent of the evaluation process.

1. 监督与审核部组织复核和认证决定人员，人员组成需满足 4.1（5）要求。按控制要求开展评定→复核→填写《认证复核决定记录》→形成初步决定；

The Certification Decision Department shall appoint the personnel for review and certification decision-making, whose composition shall meet the requirements of Clause 4.1 (5). Evaluation shall be carried out in accordance with control procedures: Evaluation → Review → Complete the Certification Review and Decision Record → Form a preliminary decision.

2. 提交评定材料及初步决定至高层领导→高层领导按控制标准审批→作出最终认证决定。

Submits the evaluation materials and preliminary decision to Top Management → Top Management approves in accordance with control standards → makes the final certification decision.

5.3 后期控制：决定实施与跟踪（Post-control: Decision Implementation and Tracking）

1. 综合部按最终决定制作、发放证书；

The General Department produces and issues the certificate in accordance with the final decision;

2. 监督与审核部跟踪决定执行情况→对需整改的，跟踪整改效果→填写《认证复核决定记录》；

The Certification Decision Department tracks the implementation of the decision → for those requiring rectification, tracks the rectification effect → Complete the Certification Review and Decision Record;

3. 综合部更新证书状态信息→归档相关控制记录。

The General Department updates the certificate status information → files relevant control records.

5.4 异常控制：异议与申诉处理（Abnormal Control: Handling of Objections and Appeals）

1. 获证方/申请人对认证决定有异议的，可在收到决定通知书后 15 个工作日内提出申诉；

If the certified party/applicant has objections to the certification decision, it may submit an appeal within 15 working days after receiving the decision notice;

2. 监督与审核部接收申诉材料→组织复核→填写《申诉处理控制记录表》→提出处理意见→报高层领导审批→发出《申诉处理结果通知书》；

The Certification Decision Department receives the appeal materials → organizes a review → fills in the Appeal Handling Control Record Form → puts forward handling opinions → submits to Top Management for approval → issues the Appeal Handling Result Notice;

3. 复核过程需保持独立性，确保处理结果公正合规。

The review process must maintain independence to ensure the fairness and compliance of the handling result.

6 控制记录管理（Control Record Management）

所有认证决定控制相关记录均需按《记录控制程序》要求执行，确保全流程可追溯：

All records related to certification decision control shall be implemented in accordance with the requirements of the Record Control Procedure to ensure full-process traceability:

1. 记录范围：包括认证复核决定记录、告诫/暂停/撤销控制审批表等；

Record scope: Including the Certification Review and Decision Record, Admonition/Suspension/Revocation Control Approval Form, etc.;

2. 记录要求：记录需真实、完整、清晰，签字齐全，笔误更正需按规定签署；

Record requirements: Records shall be true, complete, clear, with complete signatures, and corrections for clerical errors shall be signed in accordance with regulations;

3. 保管要求：纸质记录由综合部归档保管，电子记录双重备份，保存期限为证书作废后 6 年；

Storage requirements: Paper records shall be filed and preserved by the General Department, electronic records shall be backed up twice, and the retention period shall be 6 years after the certificate is invalidated;

4. 查阅控制：内部查阅需经部门经理批准，外部查阅需经总经理批准，履行登记手续。

Access control: Internal access requires the approval of the department manager, and external access requires the approval of the General Manager, with registration procedures completed.

7 相关文件和记录（Relevant Documents and Records）

7.1 相关文件（Relevant Documents）

1. 《文件控制程序》（Document Control Procedure）

2. 《记录控制程序》（Record Control Procedure）

3.《认证证书、标识、标徽管理程序》(Certification Certificate, Mark and Emblem Management Procedure)

4. 《标识/标徽使用规范》(Specifications for the Use of Certification Marks and Corporate Emblems)

5.《非清真产品名称清单》Detailed List of Non-Halal Product Names

6. ISO/IEC 17065:2012 《产品、过程和服务认证机构要求》(Requirements for Bodies Certifying Products, Processes and Services)

7. 各国 Halal 认证相关技术规范(Relevant technical specifications for Halal certification in various countries)

7.2 相关记录(Relevant Records)

序号（No.）	记录编号（Record No.）	记录名称（Record Name）	英文名称（English Name）
1	ABC-QR-071	认证复核决定记录	the Certification Review and Decision Record
2	ABC-QR-072	证书撤销通知书	Certificate Revocation Notice
2	ABC-QR-073	证书暂停通知书	Certificate Suspension Notice