

厦门广信隆技术服务有限公司

Al-Baqara Certification

认证申请受理控制程序

Certification Application Acceptance Control Procedure

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1	2026.3.16 (A1)	1、统一文件编号为ABC-PF-007； Unify the document number as ABC-PF-007. 2、规范术语为Halal，完善控制流程及记录管理要求； Standardize the terminology to Halal, and improve the control process and record management requirements. 3、结合《文件控制程序》《记录控制程序》补充合规性控制节点； Supplement compliance control points in accordance with the Document Control Procedure and Record Control Procedure. 4、增加中英文对照内容,细化申请评审标准。 Add Chinese-English bilingual content and refine the application review criteria.	韩锐	沙忠虎
2	2026.7.3 (A2)	5.2.2 (3) 增加注Add notes。 注，认证范围特定要求： Note, Specific Requirements for Certification Scope: ①OIC/ SMIIC2要求：K范围仅限食品生产用添加剂 OIC/SMIIC 2 Requirement: Scope K is limited to additives used in food production. 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.	韩锐	沙忠虎
3	2026.4.28 (A3)	1、在申请受理资料审查环节新增产品英文名称、标签、说明书、资料外文翻译专项核查要求，重点管控《非清真产品名称清单》； Add special review requirements for English translations of product names, labels, specifications and other documents during application acceptance, focusing on "Detailed List of Non-Halal Product	安娜	沙忠虎

		Names” 2、明确受理时未核查外文表述导致出现哈拉禁忌词汇的整改、不予受理判定规则； Clarify rectification and rejection judgment rules if Halal forbidden words appear due to missing review of foreign language expressions during acceptance; 3、在评审记录中增加外文翻译禁忌词核查记录项，完善风险评审管控要求； Add a foreign language forbidden word inspection item in the application review record to improve risk control requirements; 4. 评审内容有补充。 Supplementary review contents are available.		

认证申请受理控制程序

Certification Application Acceptance Control Procedure

1 目的 (Purpose)

为规范公司清真 (Halal) 认证申请的受理、评审、合同签订及申请更改的全流程管理, 确保申请受理活动符合 ISO/IEC 17065:2012 等标准及公司《文件控制程序》《记录控制程序》要求, 保障申请处理的及时性、准确性和合规性, 明确申请受理各环节的控制要求, 维护公司与申请人的合法权益, 特制定本程序。

This procedure is formulated to standardize the full-process management of the acceptance, review, contract signing and application modification of the company's Halal certification applications, ensure that application acceptance activities comply with ISO/IEC 17065:2011, GSO 2055-2 and other standards as well as the company's Document Control Procedure and Record Control Procedure, guarantee the timeliness, accuracy and compliance of application processing, clarify the control requirements of each link of application acceptance, and safeguard the legitimate rights and interests of the company and applicants.

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) 开展的所有清真 (Halal) 认证申请的咨询、提交、评审、受理、合同签订、申请更改及相关记录管理等活动, 涵盖境内外申请人的初次认证、再认证、认证范围扩展等各类申请场景。

This procedure applies to all activities such as application inquiry handling, submission, review, acceptance, contract signing, application modification and relevant record management of Halal certification applications carried out by Xiamen Guangxinlong Technology Service Co., Ltd. (ABC), covering various application scenarios such as initial certification, recertification and certification scope expansion of domestic and foreign applicants.

3 职责 (Responsibilities)

3.1 综合部 (General Department)

1. 作为申请受理主责部门，负责提供认证申请咨询服务，向申请人提供所需公开文件、表单及流程说明；

As the department responsible for application acceptance, be responsible for providing information related to the certification application process and supplying applicants with the required public documents, forms, and process explanations.

2. 负责接收申请人提交的认证申请材料（线上/线下），核实材料完整性和规范性；

Be responsible for receiving certification application materials submitted by applicants (online/offline) and verifying the completeness and standardization of materials;

3. 负责按规定时限完成申请评审，作出受理或不予受理决定，填写《认证申请评审表》；

Be responsible for completing application review within the specified time limit, making acceptance or non-acceptance decisions, and filling in the Certification Application Review Form;

4. 负责与申请人签订认证合同，办理合同归档及申请人注册登记，分配唯一注册号；

Be responsible for signing certification contracts with applicants, handling contract filing and applicant registration, and assigning unique registration numbers;

5. 负责认证费用的核算、收取与核实，填写《认证费用收缴记录表》；

Be responsible for the calculation, collection and verification of certification fees, and filling in the Certification Fee Collection Record Form;

6. 负责处理认证申请的更改、中止事宜，跟踪相关流程并做好记录；

Be responsible for handling the modification and suspension of certification applications, tracking relevant processes and keeping records;

7. 负责所有申请受理相关文件、记录的收集、整理、归档，严格遵循《记录控制程序》要求。

Be responsible for the collection, collation and filing of all documents and records

related to application acceptance, strictly following the requirements of the Record Control Procedure.

3.2 认证部（Audit Department）

1. 配合综合部提供技术支持，解答申请人关于认证标准、技术要求的咨询；

Cooperate with the General Department in providing general information and clarification on certification standards and technical requirements, without providing consultancy services or specific technical solutions to applicants.

2. 参与申请评审中的技术可行性评估，确认公司是否具备相应认证服务能力；

Participate in the technical feasibility assessment during application review to confirm whether the company has the corresponding certification service capabilities;

3. 协助综合部制定现场审核时间计划，确保审核时间满足相关标准及公司要求。

Assist the General Department in formulating on-site audit time plans to ensure that the audit time meets relevant standards and company requirements.

3.3 监督与审核部（Certification Decision Department）

1. 负责监督申请受理流程的合规性，核查申请评审、合同签订等环节的规范性；

Be responsible for supervising the compliance of the application acceptance process and verifying the standardization of links such as application review and contract signing;

2. 对申请受理过程中的违规行为提出整改意见，跟踪整改落实情况。

Put forward rectification opinions on irregularities in the application acceptance process and track the implementation of rectification.

3.4 申请人（Applicant）

1. 按要求提交真实、完整、有效的认证申请材料，配合综合部完成申请评审；

Submit true, complete and valid certification application materials as required, and cooperate with the General Department to complete the application review;

2. 及时回应综合部的咨询，补充完善申请材料，明确认证需求；

Respond to inquiries or requests from the General Department in a timely manner, supplement and improve application materials, and clarify certification needs;

3. 按合同约定支付认证费用，履行合同相关义务；

Pay certification fees in accordance with the contract and perform relevant obligations under the contract;

4. 申请更改或中止认证时，按程序提交书面申请及相关证明材料。

Submit written applications and relevant supporting materials in accordance with procedures when applying for modification or suspension of certification.

4 术语与定义 (Terms and Definitions)

4.1 清真产品保证体系标准 (Halal Product Assurance System Standard, HPAS) :

构成评估或确定清真产品合规性的基础措施，包括承诺与责任、原料成分、生产工艺、产品管控、监测与评价五个核心方面。

Halal Product Assurance System Standard (HPAS): The basic measures for assessing or determining the compliance of Halal products, including five core aspects: commitment and responsibility, raw material composition, production process, product control, and monitoring and evaluation.

4.2 清真 (Halal) : 符合伊斯兰教法 (Shariah) 规定的允许性行为或产品。

Halal: Permissible acts or products in accordance with the provisions of Islamic Shariah.

4.3 组织 (Organization) : 具备明确责任、权限及相互关系，从事产品生产或服务提供的业务主体及相关设施。

Organization: A business entity and related facilities engaged in product production or service provision with clear responsibilities, authorities and mutual relationships.

4.4 申请评审 (Application Review) : 对申请人提交的认证申请材料及需求进行全面评估，确认其是否符合认证要求、公司是否具备服务能力过程。

Application Review: The process of comprehensively evaluating the certification application materials and needs submitted by applicants to confirm whether they meet certification requirements and whether the company has service capabilities.

5 工作程序 (Work Procedures)

5.1 认证申请的发起 (Initiation of Certification Application)

5.1.1 申请信息公开与提供 (Publication and Provision of Application Information)

1. 公司通过官方网站公开经国家认证认可监督管理委员会批准的认证范围、认可的认证范围及 Halal 认证相关公开信息;

The company publishes the certification scope approved by the State Certification and Accreditation Administration, the accredited certification scope and relevant public information on Halal certification through its official website;

2. 申请人可通过公司官网登录界面获取以下公开文件及信息, 无需额外申请:

Applicants can obtain the following public documents and information through the company's official website login interface without additional application:

a) 认证程序、认证要求、认证申请表等标准表单;

Standard forms such as certification procedures, certification requirements and certification application forms;

b) 认证所需文件资料清单 (详见 5.5 条款);

List of documents and materials required for certification (see Clause 5.5 for details);

c) 认证依据标准 (如 GSO 2055-2、UAE.S 2055-2、UAE.S GSO 2055-2、OIC/SMIIC1、MS1500、ISO/IEC 17065 等), 明确要求申请人需具备现行有效版本;

Certification basis standards (such as GSO 2055-2、UAE.S 2055-2、UAE.S GSO 2055-2、OIC/SMIIC1、MS1500、ISO/IEC 17065, etc.), clearly requiring applicants to have the current valid version;

d) 认证收费标准 (含收费明细表);

Certification fee standards (including detailed fee schedules);

e) 申诉、投诉及争议处理程序;

Appeal, complaint and dispute handling procedures;

f) 认证批准、暂停、撤销的相关规定和程序;

Relevant provisions and procedures for certification approval, suspension and revocation;

g) 认证合同范本; Certification contract template;

h) 其他申请人要求的合理补充信息。

Other reasonable supplementary information required by applicants.

5.1.2 申请提交方式 (Application Submission Methods)

1. 线上申请：申请人可登录公司官网，通过网络提交认证申请及相关电子材料；

Online application: Applicants can log in to the company's official website and submit certification applications and relevant electronic materials online;

2. 线下申请：申请人可将纸质申请文件及材料邮寄至综合部；

Offline application: Applicants can mail paper application documents and materials to the General Department;

3. 特殊情况：若申请人无法通过线上渠道申请，综合部在接到书面申请需求后，应在 2 个工作日内提供所需书面申请文件、认证流程说明及资料清单。

Special cases: If the applicant is unable to apply through online channels, the General Department shall provide the required written application documents, certification process explanations and material lists within 2 working days after receiving the written application request.

5.1.3 询价与报价 (Inquiry and Quotation)

1. 综合部收到申请人询价后，应在 3 个工作日内完成报价核算，向申请人提供《Halal 认证报价单》；

After receiving the applicant's inquiry, the General Department shall complete the quotation calculation within 3 working days and provide the Halal Certification Quotation Sheet to the applicant;

2. 报价单应明确现场审核时间、总审核时间等核心信息，且审核时间不得低于公司规定的最低标准；

The quotation sheet shall clearly specify core information such as on-site audit time and total audit time, and the audit time shall not be lower than the minimum standard specified by the company;

3. 若因以下特殊情况需减少审核时间，必须在《审核任务书》中作出书面说明，经认证部审核、综合部经理批准：

If it is necessary to reduce the audit time due to the following special circumstances, a written explanation must be made in the Audit Assignment Letter, which shall be reviewed by Audit Department and approved by the General Department Manager:

a) 申请认证的产品品种数量及复杂程度;

The quantity and complexity of product types applying for certification;

b) 申请人的生产规模及生产流程复杂度;

The applicant's production scale and production process complexity;

c) Halal 产品质量保证体系的运行年限及有效性;

The operation years and effectiveness of the Halal product quality assurance system;

d) 证书到期后连续申请认证, 且生产场地、生产环境未发生重大变化的。

Continuous application for certification after the certificate expires, and no major changes have occurred in the production site and production environment.

5.2 申请评审 (Application Review)

5.2.1 评审时限 (Review Time Limit)

综合部自收到申请人完整申请材料(线上/线下)之日起, 应在 10 个工作日内完成申请评审, 不得逾期。

The General Department shall complete the application review within 10 working days from the date of receiving the applicant's complete application materials (online/offline), and shall not exceed the time limit.

5.2.2 评审内容 (Review Content)

5.2.2.1. 材料完整性: 核查申请材料是否齐全(详见 5.5 条款), 表单填写是否规范、签字盖章是否齐全;

Material completeness: Verify whether the application materials are complete (see Clause 5.5 for details), whether the forms are filled in standardizedly, and whether the signatures and seals are complete;

5.2.2.2 资质合规性: 核实申请人营业执照、生产许可证等资质证明文件的有效性;

Qualification compliance: Verify the validity of the applicant's business license, production license and other qualification certificates;

5.2.2.3 申请组织经营情况的合规性评价：通过查阅以下网站，了解申请组织生产经营是否存在异常、是否存在严重违法失信。

Compliance Evaluation on the Applicant's Business Operation: Access the websites listed below to verify whether there are any abnormalities in the applicant's production and operation activities, as well as records of serious illegal acts and dishonesty.

① 国家企业信用信息公示系统

National Enterprise Credit Information Public Notice <http://sd.gsxt.gov.cn/index.html>。

② 企查查 QCC <https://www.qcc.com/>

5.2.2.4 申请方体系运行至少三个月，同时至少进行了或承诺在现场审核前进行一次完整的内审和管理评审。

The applicant's management system shall have been operational for a minimum of three months, and the applicant shall have completed one full internal audit and management review, or shall undertake to complete such activities prior to the on-site audit.

5.2.2.5 申请方是否获得过其它认证机构的清真、HACCP、ISO22000 认证，且在近六个月内未曾被暂停或撤消。

Verify whether the applicant holds Halal, HACCP or ISO 22000 certifications issued by other certification bodies, and confirm that none of these certifications have been suspended or revoked within the preceding six months.

5.2.2.6 需求明确性：确认申请人的认证范围、产品类型、生产场所等需求是否清晰，与公司认证范围是否匹配。

Requirement clarity: Confirm whether the applicant's needs such as certification scope, product type and production site are clear and match the company's certification scope.

注，认证范围特定要求：

Note, Specific Requirements for Certification Scope:

①OIC/ SMIIIC2 要求: K 范围仅限食品生产用添加剂

OIC/SMIIIC 2 Requirement: Scope K is limited to additives used in food production.

5.2.2.7 技术可行性: 根据申请方的基本信息, 评估预计的审核时间、审核地点、审核人员、审核语言, 确定公司是否具备审核所需资源, 是否有能力并能够实施认证活动。若不能满足, 则需得到解决后方可受理。

Based on the applicant's basic information, the expected audit time, audit location, auditors and audit language are assessed to determine whether the company has the resources required for the audit and whether it is capable and able to implement the certification activities. If this cannot be met, it will need to be resolved before it can be accepted.

1) 申请项目的风险评审 The risk review of the application project

是否存在对公正性的威胁, 如存在自身利益的威胁、自我评审的威胁、熟识或信任的威胁、胁迫的威胁等, 应确定消除或降低这种威胁的措施后方可受理。

Whether there is a threat to impartiality, such as a threat of self-interest, a threat of self-evaluation, a threat of familiarity or trust, a threat of coercion, etc., and measures to eliminate or reduce such threats should be identified before they are admissible.

对认证风险进行评估, 如有高风险项目, 应通过网络或其它适当渠道查询客户的守法状况, 若客户在近一年内曾受过相关的行政处罚, 或发生过重大环境、安全事故, 或重大诚信事件, 或违反清真要求, 则不予受理。

Assessment of certification risks, such as high-risk items, should be checked through the Internet or other appropriate channels to check the customer's compliance status, if the customer has been subject to relevant administrative penalties in the past year, or a major environmental or safety incident, or a major integrity incident, or a violation of halal requirements, will not be accepted.

注: 本公司通过查询确认申请组织未被执法监管部门责令停业整顿或在全国企业信用信息公示系统中未被列入“严重违法企业名单”。否则, 公司不应受理其认证申请。

Note: The Company has checked to ensure that the applicant organization has not been ordered to cease and desist by law enforcement authorities or has not been included in the "Seriously Illegal Enterprise List" in the National Enterprise Credit Information Publicity System. Otherwise, the Company shall not accept the application for certification.

2) 评审是否需要分阶段审核 Whether the review requires a staged review

初次认证项目必须分阶段

Initial certification audits shall be conducted in stages.

再认证项目，若获证组织清真的运作环境有重大变更应考虑分阶段。

For recertification audits, a staged audit shall be considered where there are significant changes in the certified organization's halal operating conditions.

证书变更项目，以下情形通常分阶段：

For certificate change audits, a staged audit is generally required under the following circumstances:

生产型组织整体搬迁；

Complete relocation of a manufacturing organization

认证范围扩大，风险增加；

expansion of the certification scope resulting in increased risk.再认证、证书变更审核，通过文件评审可确认客户清真运行成熟，并能依据收集的信息足以完成第二阶段审核策划的，可不现场实施一阶段审核。但以下情形之一的，应规定申请批准：

For recertification or certificate change audits, where the document review confirms that the client's halal management system is mature and the information collected is sufficient for planning the Stage 2 audit, an on-site Stage 1 audit may be waived. However, approval shall be required in any of the following circumstances:

生产型组织整体搬迁；

complete relocation of a manufacturing organization;

认证范围扩大，风险增加；

expansion of the certification scope resulting in increased risk.

3) 初次认证项目，满足下列条件可以不实施现场一阶段审核：

For initial certification projects, an on-site Phase I audit may be waived if the following conditions are met.

a) 申请组织已获公司颁发的其他认证证书，或曾获得公司相应认证范围的清真认证，虽已失效但失效不足一年的；已对申请组织清真运行有充分了解。

The applicant organization has been issued another certification certificate by the certification body, or has previously been issued a halal certificate by the certification body for the relevant certification scope, which has expired for less than one year, and the certification body has sufficient knowledge of the applicant's halal operations.

b) 申请组织获得过其他经认可的认证机构颁发的有效的相应清真认证证书，通过对其文件和资料的审查可以达到第一阶段审核的目的和要求。

The applicant organization holds a valid halal certificate for the relevant certification scope issued by another accredited certification body, and the objectives and requirements of the Stage 1 audit can be fulfilled through a review of its documents and information.

c) 有充足的理由证明申请组织的生产经营或服务的技术特征明显、过程简单，通过对其提交文件和资料的审查可以达到第一阶段审核的目的和要求。

There are sufficient grounds to demonstrate that the applicant's production, operation, or service has clearly defined technical characteristics and simple processes, and that the objectives and requirements of the Stage 1 audit can be fulfilled through a review of the submitted documents and information.

d) 属于 GSO 2055-2、UAE.S 2055-2、UAE.S GSO 2055-2 附录 A 的 A、B、F、J、H、G 类(附件 A)，第一阶段审核可以不必在现场进行。但审核小组可自行决定是否进行现场审核。对于 C、D、E、I 和 K 类（附件 A），第一阶段审计必须进行现场进行。

For products falling under Categories A, B, F, J, H, and G of Appendix A of GSO 2055-2, UAE.S 2055-2, and UAE.S GSO 2055-2, the Stage 1 audit may be conducted

off-site. However, the audit team may decide to conduct an on-site Stage 1 audit based on its professional judgment and risk assessment.

For Categories C, D, E, I, and K of Annex A, the Stage 1 audit shall be conducted on-site.

4) 确定审核人天数 Determination of audit man-days

确定各认证领域本次及到下一次再认证前历次监督审核所需的人天数, 以及客户清真管理的成熟度系数。

Determine the required audit man-days for each certification scope, including the current audit and subsequent surveillance audits prior to the next recertification audit, taking into account the maturity factor of the client's halal management system.

5.2.2.8 外文资料清真禁忌词汇专项审查

Special Review of Halal-prohibited terms in Foreign Language Documents

1) 综合部接收申请资料开展资料齐套性、准确性审查时, 必须同步对全部含英文的文件开展外文翻译 / 英文表述专项核查, 覆盖所有产品名称、产品标签、外包装稿、产品说明书、原辅材料清单、工艺流程说明、出口备案资料、宣传介绍文件等全部英文内容。

When the General Department reviews the completeness and accuracy of the application documents, it shall also conduct a specific review of all English texts and translations contained in the submitted materials. The review shall cover, where applicable, English product names, product labels, packaging drafts, product specifications, lists of raw and auxiliary materials, process descriptions, export filing documents, promotional materials, and other relevant documents.

2) 核查重点: 全面排查文档中出现《非清真产品名称清单》中所有哈拉禁忌英文词汇, 同时核对中文与英文释义保持一致, 不允许英文标注存在猪等哈拉禁忌表述、中文规避的情况。

Key inspection focus: Fully inspect all Halal taboo English words specified in the Checklist of Non-Halal Product Names within documents, and verify consistency between Chinese text and English interpretations. English descriptions shall not

contain terms indicating haram or prohibited substances, such as pork-related terms, where such terms are inconsistent with halal requirements or with the corresponding Chinese description.

3) 产品本身含哈拉禁忌原料、共用产线加工禁忌产品，同时资料英文中含有《非清真产品名称清单》禁忌词汇：直接判定申请不符合清真标准要求，出具《不予受理通知书》，拒审原因为：申请资料英文表述使用哈拉禁忌词汇，且产品 / 生产过程存在哈拉禁忌风险，不符合 GSO 2055-2、UAE.S 2055-2:2021、UAE.S GSO 2055-2:2021、OIC/SMIIC1: 2019 和 MS1500:2019 相关要求。

Where it is confirmed that the product contains halal-prohibited raw materials, or that the production line is shared with prohibited products without adequate halal control measures, and the submitted documents contain haram-prohibited terms listed in the List of Non-Halal Product Names, the application shall be determined as not meeting the applicable halal requirements. A Notice of Non-Acceptance of Application shall be issued.

The reason for non-acceptance shall state that the English descriptions in the application documents contain haram-prohibited terms and that halal non-compliance risks exist in the product and/or production process, resulting in non-compliance with the relevant requirements of GSO 2055-2, UAE.S 2055-2:2021, UAE.S GSO 2055-2:2021, OIC/SMIIC 1:2019, and MS 1500:2019.

4) 受理审查留存要求

Retention requirements for acceptance review.

《认证申请评审表》增设独立栏目：外文哈拉禁忌词汇核查。综合部受理人员需单独记录外文禁忌词汇核查情况，写明是否检出违禁英文词、缺陷描述、整改要求及复核结果，作为申请评审归档资料。

An independent column titled “Verification of Foreign-Language Haram-Prohibited Terms” shall be added to the Certification Application Review Form. The General Department personnel responsible for application acceptance shall separately record the verification results, including whether any prohibited foreign-language terms were

identified, the description of the issue, correction or clarification requirements, and the recheck results. Such records shall be retained as part of the application review file.

5.2.2.9.理解一致性：确认申请人已充分理解认证标准、流程、收费及相关义务，解决双方认知差异。

Understanding consistency: Confirm that the applicant has adequately understood the certification standards, certification process, fees, and relevant obligations, and clarify any differences in understanding between both parties.

5.2.3 评审结果处理（Handling of Review Results）

1. 评审合格（同意受理）：综合部填写《认证申请评审表》，明确评审结论，由授权签约人与申请人签订认证合同；

Qualified review (acceptance approved): Where the application review is passed, the General Department shall complete the Certification Application Review Form, clearly state the review conclusion, and arrange for the authorized signatory to sign the certification contract with the applicant.

2. 评审不合格（不予受理）：综合部应在评审结束后3个工作日内，向申请人发出《认证申请不予受理通知书》，书面说明不予受理的理由（如材料不全、资质无效、超出认证范围等），并告知申请人享有申诉权利。

Unqualified review (acceptance rejected): Within 3 working days after the review, the General Department shall issue the Certification Application Rejection Notice to the applicant, stating the reasons for rejection in writing (such as incomplete materials, invalid qualifications, exceeding the certification scope, etc.), and inform the applicant of the right to appeal.

5.3 认证合同签订（Signing of Certification Contract）

5.3.1 合同文本要求（Contract Text Requirements）

1. 综合部向申请人提供一式两份认证合同文本，合同内容应符合国家法律法规及公司规定，体现公正、非歧视性原则；

The General Department shall provide the applicant with two copies of the

certification contract. The contract content shall comply with applicable national laws, regulations, and the certification body's requirements, and shall reflect the principles of impartiality and non-discrimination.

2. 合同应明确双方权利义务、认证范围、认证标准、审核安排、收费标准、合同期限、暂停/撤销条款、争议解决方式等核心内容。

The contract shall clearly specify the key terms, including the rights and obligations of both parties, certification scope, certification standards, audit arrangements, fee schedule, contract validity period, suspension and withdrawal clauses, and dispute resolution mechanism.

5.3.2 合同签订与归档 (Contract Signing and Filing)

1. 授权签约人与申请人签订合同后，双方各执一份，公司留存一份归档；

After the certification contract is signed by the authorized signatory and the applicant, each party shall retain one copy, and the certification body shall keep one copy for filing.

2. 综合部负责为申请人分配唯一注册号，建立合同档案及申请人信息档案，档案内容包括合同文本、申请材料、评审表等；

The General Department shall be responsible for assigning a unique registration number to the applicant, establishing a contract file and an applicant information file, which include the contract text, application materials, review form, etc.;

3. 合同号与申请号保持一致，按公司编号规则执行。

The contract number shall be consistent with the application number and shall be assigned in accordance with the certification body's numbering rules.

5.4 申请人注册与编号规则 (Applicant Registration and Numbering Rules) 5.4.1 注册号分配 (Registration Number Assignment)

综合部为每个申请人分配全国唯一的注册号，确保注册信息的唯一性和可追溯性。

The General Department shall assign a unique registration number to each applicant within the certification body's registration system to ensure the uniqueness and traceability of registration information.

5.4.2 编号规则（Numbering Rules）

1. 基础注册号格式：HALAL-ABC-XXX（XXX 为申请人流水号，按申请受理顺序依次编排）；

Basic registration number format: HALAL-ABC-XXX, where XXX refers to the applicant's serial number assigned sequentially according to the order of application acceptance.

2. 农场类申请编号：在基础注册号后加“-N+序号”，如 HALAL-ABC-001-N1、HALAL-ABC-001-N2；

For farm-related applications, “-N + serial number” shall be added after the basic registration number, for example: HALAL-ABC-001-N1 and HALAL-ABC-001-N2.

3. 多场所申请编号：在基础注册号后加“-S+序号”，如 HALAL-ABC-002-S1、HALAL-ABC-002-S2；

For multi-site applications, “-S + serial number” shall be added after the basic registration number, for example: HALAL-ABC-002-S1 and HALAL-ABC-002-S2.

4. 流水号从 001 开始连续编排，不得重复或跳号，作废注册号不得重新使用。

Serial numbers shall be assigned consecutively starting from 001. Duplicate numbers shall not be used, and invalidated registration numbers shall not be reused.

5.5 认证申请所需文件资料清单（List of Documents Required for Certification Application）

5.5.1 申请人应按以下清单提交完整的文件资料，所有材料需真实有效，复印件需加盖公章：

Applicants shall submit complete documents in accordance with the following list. All materials shall be true and valid, and copies shall be affixed with the applicant's official seal.

1) 由其授权代表签署的正式并填写完整的《认证申请书》。

A duly completed Certification Application Form signed by the applicant's authorized representative.

2) 法律地位的证明文件的复印件（如：企业营业执照（或三证合一）复印件、

事业单位法人证书、社会团体登记证书、非企业法人登记证书等，若上述文件中未包含其社会信用代码信息，还应提供组织机构代码等必要文件）；若组织覆盖多场所活动，应附每个场所的法律地位证明文件的复印件（适用时）。

Copies of documents proving the applicant's legal status, such as the business license, integrated business license, legal person certificate of a public institution, social organization registration certificate, non-enterprise legal person registration certificate, or other equivalent legal status documents. Where the above documents do not contain the unified social credit code, necessary supporting documents such as the organization code certificate shall also be provided. Where the organization covers multi-site activities, copies of legal status documents for each site shall be attached, where applicable.

3) 拟申请的认证范围涉及的法律法规要求的其他证明文件，如：行政许可证明、资质证书、强制性认证证书等。

Other supporting documents required by applicable laws and regulations for the proposed certification scope, such as administrative permits, qualification certificates, compulsory certification certificates, or other relevant approval documents.

4) 多场所活动、活动分包情况。

Information on multi-site activities and subcontracted activities, where applicable.

5) 能证实按《GSO2055-1 清真食品通用要求》得到建立保持的成文信息,清真产品生产管理制度或体系文件（已经有效运行 3 个月以上）。

Documented information demonstrating that the halal product production management system or relevant system documents have been established, implemented, and maintained in accordance with GSO 2055-1 General Requirements for Halal Food, and have been effectively operated for more than three months.

6) 申请方简介/产品说明书/业务或工艺流程简介。

Applicant profile, product specification, and description of the business process or production process flow.

7) 已获得的清真认证证书复印件（如具有）。

Copy of Halal certification obtained (if available).

8) 适用的法律法规清单及合规性评价报告(适用时)。例如：清真产品或服务的质量标准清单。

List of applicable laws and regulations and compliance evaluation report (where applicable). For example, a list of quality standards for Halal products or services.

9) 企业出口备案证书复印件（出口订单或相关证明文件）,出口清真标示使用申请表（如需要时提供）

A copy of the enterprise export filing certificate, export order, or other relevant supporting documents, and the application form for the use of the halal mark for export products, where required.

10) 原辅料明细(产品名称、供应商名称)

Detailed list of raw and auxiliary materials, including product names and supplier names.

11) 工厂所有产品名称列表

List of all product names manufactured in the factory.

注 1：上述要求适用于初次认证申请，涉及认证变更或再认证的申请，参考上述要求做适当调整。

Note 1: The above requirements apply to initial certification applications. For applications involving certification changes or recertification, appropriate adjustments shall be made with reference to the above requirements.

注 2：当拟变更认证范围时，适用时，应更新所涉及的适用法律法规清单及合规性评价报告。

Note 2: Where a change to the certification scope is proposed, the list of applicable laws and regulations and the compliance evaluation report related to the proposed change shall be updated, where applicable.

12) 适用时，还应提供认证需要的其他相关信息，如：厂区平面布置图、屠宰/食品加工工艺流程图，加工食品符合卫生安全要求的相关证据和自我声明，食品生产、加工设备清单和检验设备清单；守法证明/未受处罚证明（必要时）、重

大食品安全事故或事件说明等(适用时)。

Where applicable, other relevant information required for certification shall also be provided, such as the plant layout plan, slaughtering or food processing flow chart, relevant evidence and self-declaration demonstrating that processed food meets hygiene and safety requirements, list of food production and processing equipment, list of inspection equipment, evidence of legal compliance or statement/certificate of no administrative penalty where necessary, and explanations of any major food safety accidents or incidents, where applicable.

13) 其他与认证审核有关的必要文件。

Other necessary documents related to the certification audit.

5.5.2 对初次认证/再认证/认证转换/证书变更申请资料要求

Requirements for initial certification/re-certification/certification conversion/certification change application information

1) 初次认证 Initial certification

综合部人员应请客户提交《清真认证申请书》(包括申请所需的文件和资料)。

The General Department personnel shall request the client to submit the Halal Certification Application Form, including the documents and information required for the application.

2) 再认证 Re-certification

综合部人员应在证书到期前通知客户有关再认证审核事宜并请其提交《清真认证申请书》(包括所需的文件和资料)和《获证方情况调查表》。提前的时间应充分考虑到完成再认证审核及再认证决定所需的时间,以确保在证书到期前完成本次审核的认证决定。

The General Department personnel shall notify the certified client of the recertification audit before the certificate expires and request the submission of the Halal Certification Application Form, including the required documents and information, and the Certified Client Status Questionnaire. The notification shall be given sufficiently in advance, taking into account the time required to complete the

recertification audit and the recertification decision, to ensure that the certification decision is completed before the expiry date of the certificate.

注：在认证到期后，能够在 6 个月内完成未尽的再认证活动，则可以恢复认证，否则应至少进行一次第二阶段才能恢复认证。但证书的生效日期应不早于再认证决定日期，终止日期应基于上一个认证周期。

Note: If the outstanding recertification activities can be completed within six months after the expiry of the certification, the certification may be restored. Otherwise, at least one Stage 2 audit shall be conducted before the certification can be restored. However, the effective date of the certificate shall not be earlier than the date of the recertification decision, and the expiry date shall be based on the previous certification cycle.

3) 认证转换 Certification conversion

综合部人员在接受申请时应获取并保留充足的证据，例如原有效证书、报告、对不符合采取的纠正措施的文件。所获取的文件应为满足本文件要求提供支持。以确定是否同时具备以下基本条件：

When accepting an application for certification transfer or conversion, the General Department shall collect and retain sufficient evidence, such as the valid certificate issued by the previous certification body, audit reports, and records of corrective actions taken for nonconformities. The documents obtained shall support the assessment of whether the requirements of this procedure are met and whether all of the following basic conditions are fulfilled:

由 IAF 承认的认可中心所认可并经本公司评审满足要求的认证才可转换；

The previous certification was issued by a certification body accredited by an IAF-recognized accreditation body, and has been reviewed by the certification body and found to meet the applicable requirements;

原认证机构正常运行；

The previous certification body is operating normally and its accreditation status remains valid;

客户被认证的活动在厦门广信隆技术服务有限公司的认可范围之内；

The certified activities of the client fall within the approved certification scope of Xiamen Guangxinlong Technology Service Co., Ltd. (ABC).

审核报告和对不符合采取的纠正措施的文件。

Audit reports and records of corrective actions taken for nonconformities are available and have been reviewed.

若满足上述条件，综合部人员应请客户提交《清真认证申请书》（包括要求的文件和资料）。若不满足，则应告知客户不能实施认证转换，而应按初次认证申请对待。

If all conditions are fulfilled, the applicant shall submit the Halal Certification Application and relevant documents. Otherwise, the application shall be treated as an initial certification application.

4) 证书变更 Change of certificate

证书变更类型有 The types of certificate changes are:

- a) 客户名称变更 Change of client name;
- b) 地址变更 Change of address ;
- c) 认证范围变更 Change of scope of certification ;
- d) 认证标准变更 Changes to certification standards;
- e) 其他变更 Other changes.

收到证书变更的申请信息后，综合部人员应请客户提交证书变更申请及相关的文件和资料。

Upon receipt of an application for certificate change, the General Department personnel shall request the client to submit the Certificate Change Application Form together with the relevant supporting documents and information.

5.5.3 综合部应接收、沟通并审查申请方的申请资料，以保证拟供后续申请评审信息的齐备性、准确性、一致性和可理解性。（详见《清真认证申请书》）以便于申请评审组确定下述事项：

The General Department shall receive, communicate and review the applicant's

application information to ensure that the information to be provided for subsequent application assessment is complete, accurate, consistent and understandable. (See Halal Certification Application Form for details) to enable the application assessment team to determine the following.

1) 申请认证的范围。

The scope of certification applied for.

2) 特定认证方案所要求的申请组织的相关详细情况，包括其名称、场所的地址、过程和运作的重要方面、人力资源和技术资源、职能、关系以及任何相关的法律义务。

Relevant details of the applicant organization as required by the specific certification scheme, including its name, site address, significant aspects of its processes and operations, human and technical resources, functions, relationships, and any relevant legal obligations.

3) 识别申请组织采用的所有影响符合性的外包过程。

Identify all outsourced processes used by the applicant organization that affect compliance.

4) 申请组织寻求认证的标准或其他要求。

The standards or other requirements against which the applicant organization seeks certification.

5) 是否接受过与拟认证的清真有关的咨询的情况，如果接受过，由谁提供咨询。
Whether the applicant organization has received any consultancy services related to the halal certification being applied for, and if so, by whom such consultancy services were provided.

5.6 认证申请的更改与中止 (Modification and Suspension of Certification Application)

5.6.1 申请更改 (Application Modification)

1. 更改申请条件：申请人在签订合同后、检查组派遣前，可申请更改认证范围、产品类型、生产场所等核心信息；

Modification application conditions: After signing the certification contract and before the audit team is assigned, the applicant may apply to modify key information, such as the certification scope, product type, production site, or other relevant application information;

2. 更改申请流程：申请人提交《认证申请更改申请表》及相关证明材料→综合部评审（必要时征求认证部意见）→评审通过的，签订补充合同或修改原合同，调整相关费用及审核安排→评审未通过的，书面告知申请人理由；

The applicant shall submit the Certification Application Modification Form together with the relevant supporting documents. The General Department shall review the modification application and, where necessary, seek input from the Audit Department. Where the modification is approved, a supplementary contract shall be signed or the original contract shall be amended, and the relevant fees and audit arrangements shall be adjusted accordingly. Where the modification is not approved, the applicant shall be informed of the reasons in writing.;

3. 更改时限：综合部应在收到更改申请后 5 个工作日内完成评审，更改申请处理时间不计入原申请受理时限；

Modification time limit: The General Department shall complete the review within 5 working days after receiving the modification application, and the processing time of the modification application shall not be included in the original application acceptance time limit;

4. 费用调整：因更改导致认证工作量增加的，按标准追加费用；工作量减少的，可按规定退还相应费用，填写《认证费用调整记录表》。

Fee adjustment: If the modification leads to an increase in certification workload, additional fees shall be charged in accordance with standards; if the workload is reduced, the corresponding fees may be refunded in accordance with regulations, and the Certification Fee Adjustment Record Form shall be completed.

5.6.2 申请中止（Application Suspension）

1. 中止申请条件：申请人因自身原因需中止认证的，应提交书面中止申请；

Suspension application conditions: If the applicant needs to suspend the certification due to its own reasons, it shall submit a written suspension application;

2. 中止处理：综合部收到中止申请后，核实相关情况，办理中止手续，填写《认证申请中止记录表》；

Suspension handling: After receiving the suspension application, the General Department shall verify the relevant situation, goes through suspension procedures, and fills in the Certification Application Suspension Record Form;

3. 费用处理：认证工作已部分完成的，已发生的费用不予退还；尚未开展实质性认证工作的，经申请人书面申请，可退还部分费用或结转至后续认证项目（需签订相关协议）；

Fee handling: If part of the certification work has been completed, the incurred fees shall not be refunded; if no substantive certification work has been carried out, upon the applicant's written application, part of the fees may be refunded or carried over to subsequent certification projects (relevant agreements need to be signed);

4. 不可抗力因素：因不可抗力导致合同无法继续执行的，按双方协商结果处理，相关约定需书面记录。

Force majeure factors: If the contract cannot be continued due to force majeure, it shall be handled according to the negotiation results of both parties, and relevant agreements shall be recorded in writing.

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

6.1 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. 《认证决定控制程序》（Certification Decision Control Procedure）

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

6.2 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)
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1	ABC-QR-101	申请书	Application Form
2	ABC-QR-106	认证申请评审表	Certification Application Review Form
3	ABC-QR-107	受理补正通知书	Notice of Acceptance
4	ABC-AG-005	认证合同	Certification Contract
5	-----		