



## Suspension, Withdrawal or Change of the Scope of Certification and Retention of Record

Initial Issue Date: 01 <sup>st</sup> February, 2023	Document No. HP-05
Revision Date: 01 <sup>st</sup> February, 2023	Revision No. 00

### Suspension, Withdrawal or Change of the Scope of Certification and Retention of Record

GSC suspends certification in following cases:

- a. the client's certified system has persistently or seriously failed to meet certification requirements, including requirements for the effectiveness of the system,
- b. the certified client does not allow surveillance or recertification audits to be conducted at the required frequencies, or
- c. the certified client has voluntarily requested a suspension.

If the Client/certificate holder fails to maintain compliance with the requirements of management system(s), then:

- The client/certificate holder is formally informed in writing about the failure of compliance to the certification conditions and asked to detail corrective action via any suitable means. The copy of the letter is to be uploaded in the client data base.
- If the client refuses to respond to correct the failure of non-compliance to the conditions then manager certification informs the client by the letter that the certificate may be suspended (Letter of suspension FMP09/02) initially for 6 months and after 6 months the client is informed that the certificate is cancelled (Letter of cancellation FMP09/03) and would the client return the certificates and cease to use and distribute any literature, stationary, etc., referencing the certificate of Certification Body mark/symbol. The copies of the letters are to be uploaded to client data base.

Under suspension, the client's Halal certification is temporarily invalid. GSC has enforceable arrangements with its clients to ensure that in case of suspension the client refrains from further promotion of its certification. GSC makes the suspended status of the certification publicly accessible through website (see 8.1.3) and shall take any other measures it deems appropriate.

Failure to resolve the issues that have resulted in the suspension in a time established by the GSC results in withdrawal or reduction of the scope of certification.

NOTE: In most cases the suspension would not exceed 6 months.

GSC have enforceable arrangements with the certified client concerning conditions of withdrawal ensuring upon notice of withdrawal of certification that the client discontinues its use of all advertising matter that contains any reference to a certified status.

Upon request by any party, the Halal CB shall correctly state the status of certification of a client as being suspended, withdrawn or reduced.

### Short-notice Audits

It will be necessary for the GSC to conduct audits of certified clients at short notice to investigate complaints, or in response to change (extension or reduction) in the scope, location, management change, or as follow up on suspended clients. In such case the GSC will describe and make known in advance to the Halaal certified clients through email or any other way.



## Suspension, Withdrawal or Change of the Scope of Certification and Retention of Record

Initial Issue Date: 01 <sup>st</sup> February, 2023	Document No. HP-05
Revision Date: 01 <sup>st</sup> February, 2023	Revision No. 00

In case of change in scope (extension or reduction) the client inform the HCB via suitable means, and HCB will arrange short notice audit and will follow the same procedure of decision as described in clause 8.

### Notice of Changes by a Client

The GSC will have legally enforceable arrangements to ensure that the certified client informs the CB, without delay, of matters that may affect the capability of the management system to continue to fulfill the requirements of the standard used for Halaal certification. The client will inform the GSC with suitable means (email, call, letter etc).

These include, for example, changes relating to

- a) The legal, commercial, organizational status or ownership
- b) Organization and management (e.g. key managerial, decision-making or technical staff)
- c) Contact address and sites
- d) Scope of operations under the certified management system
- e) Major changes to the management system and processes.

### Notice of Changes by GSC

The GSC will give its certified clients due notice of any changes to its requirements for Halaal certification. The GSC will verify that each certified client complies with the new requirements.

Approved By, CEO  
01-02-2023