



## Suspension or Withdrawal of Certificates procedure

Doc. No. JIT-SWP  
Issue date: 01/12/2017  
Issue/Revision No. (1/0)  
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## Suspension or Withdrawal of Certificates procedure

Signatories	
Preparation	Process Owners
Review	Quality Manager
Approval	Director of JIT HALAL Certification Office



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## 1- Purpose

This document sets out the procedure defines the process for reducing the scope of certificate, suspending and/or withdrawing & cancelled certificates.

## 2- Normative references

- ISO/IEC 17065-2012: Conformity assessment – Requirements for bodies certifying products, processes, and services
- UAE s 2055:2016 Halal Products – Part tow – General Requirements for Halal Certification Body
- ISO/IEC 17021: 2015 assessment – Requirements for certification body

## 3- Definitions and acronyms.

## 4- Responsibility

JIT HCB Director and Quality Manager with are responsible for ensuring this procedure is implemented effectively. Certification Unit Head and administration coordinator are responsible for sending warning, suspension and withdrawal letters and notifying the client and interested parties .

## 5- Procedure

### 5.1 Conditions for Suspension and restoration of Certification:

5.1.1 The Certificate of Halal is suspended for a specified period based on the following conditions:

- Organization does not allow surveillance or recertification audits within the specified time frame;
- The Organization did not complete, correction/corrective actions within agreed time scale;
- The Organization requests for suspension

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- The certificate or logo of HCB is misused in any way. (The logo of HCB and the accreditation body cannot be used on test reports / certificates);
- The organization makes incorrect references to the certification status;
- The Organization fails to conform with the agreed standard consistently;
- The Organization fails to comply with the financial requirements of the agreement of certification;
- The Organization undertakes actions which bring JIT HCB into disrepute.
- Willful non-compliance to the terms and conditions specified in agreement.
- Excessive and or serious complaints against organization from interested parties.
- Shari'ah offences are offences involving Shariah laws such as using Haram material, mixing/storage of Halal and Haram material together after receiving certificate from JIT.HCB
- Technical offences such as relocation of premise/factory, change of management and name of company without informing JIT certification body.
- Changing slaughter men or stunning requirements, without informing JIT certification body. .

### Actions to offences

- The halal certificate shall be suspended, withdrawal or cancelled depend on the seriousness of offences
- Notice on monitoring and revocation of certificate will be issued to the company and the matter shall discussed in the JIT.HCB committee.
- JIT.HCB may list out the companies that have their certificates revoked in
- Any other condition deemed appropriate by the HCB

5.1.2 In such cases, a formal communication will be made to the Organization in which HCB specify the citing intention to suspend the certificate and ask for remedial measures within a period of 15 days.

- Under suspension the client's HALAL certification is temporarily invalid.

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5.1.3 The certified organization shall be given an opportunity to explain its position in writing to the HCB. The final decision shall be taken in respect of suspension of the certificate on the basis facts and the results of such presentation by Head-HCB and /or Decision Committee.

5.1.4 If the above action does not result in any improvement In the event that it may be necessary to suspend certification, the case is referred to the General Manager or delegated representative by completing Form “Suspension, withdrawal, and or cancelled Form **JITF F007** .

The certification unit manager will consider all available evidence, including audit reports, certification reviews, examples of misuse of marks/logos etc.,

5.1.5 If the decision has been made to suspend certification, the General Manager or nominated representative shall write to inform the client that the certificate has been suspended, detailing any actions that are to be completed as necessary.

5.1.6 During suspension, the customer will not make any claims that the system is certified.

5.1.7 The HALAL logo / certification mark will not be used on any marketing literature of documentation during the period of suspension. The HALAL Certificate Log and Validator shall be updated and loaded onto the HCB website for public access - If required, any other mode of publication may also be considered.

5.1.8 The suspension status shall not exceed 9 months and the certificate shall be withdrawn after that period.

5.1.9 In the event that the customer does not complete the activities set out in the letter, the Certificate will be withdrawn. With immediate effect, the customer will be required to return the certificate to JIT HCB.

5-1.10 HCB will endeavor to obtain all withdrawn certificates and records of attempts made in the client file. All records relating to the withdrawal and/or withdrawal of



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certification will be kept in the customer's file and record at [List of Suspend /withdrawal/ Cancelled Certificate JITF-SW-01](#)

### 5.2 Conditions for Withdrawal of Certification:

5.2.1 The Organization's certification will be withdrawn and agreements cancelled in the following cases:

- When the conditions referred to in “**Condition for Suspension of Certification**” para above exist and the Organization fails to take corrective actions under intimation to JIT HCB.
- If the certification criteria is changed and the Organization either will not or cannot ensure conformance to the new requirements within the stipulated time.

5.2.2 In such cases, a formal communication will be made to the Organization in which JIT HCB specify the citing intention to withdraw the certification and ask for respond within a period of 15 days.

5.2.6 The certified organization shall be given an opportunity to explain its position in writing to the HCB. The final decision shall be taken in respect of withdrawn of the certificate of registration on the basis facts and the results of such presentation by certification manager.

5.2.7 This will be exercised by informing the Organization by a registered (or equivalent) letter followed by any other publication notifying the cancellation if required. This information will be made publicly accessible through JIT HCB website “[List of Suspend /withdrawal/ Cancelled Certificate JITF-SW-01](#)”.

5.2.8 An Organization may dispute or appeal or complain against the decision of HCB which will be dealt with as specified in procedure

5.2.9 Once the Halal Certificate is withdrawn and if the Organization wishes to get the certification redone, HCB would carry out a complete re-audit.

5.2.10 When withdrawal is finalized the following actions are taken:

- The Organization will be advised by communication in writing (Letter, e-mail fax etc.) to return the Certificates along with logo issued to them or give a

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confirmation that the certificates or logo issued are either made obsolete / withdrawn or prevented from any misuse.

- It will be suitably denoted or amendment made in the “ List of certified Companies “ published by HCB on website as decided by Decision board .
- If an Organization makes a false claim as to certification by HCB appropriate action is taken against such Organization which may include corrective action, publication of transgression and if necessary, other legal action.
- Upon request by any party, HCB will correctly state the status of certification of a client's as being suspended, withdrawn or reduced.

### 5.3 Conditions for Extending and reducing the scope of Certification:

5.3.1 The scope of certification can be extended or reduced on receipt of written request from the client under any or more of the following:

- When products/services are added or deleted from the existing scope.
- When the client increases or decreases the production capacity or range covered in the scope.
- Change in number of sites. (Addition / Deletion etc.,)

5.3.2 HCB can reduce the scope if during an audit, the client organization is not able to demonstrate its capability to render the scope of activities as specified in the Certificate of Registration.

5.3.3 HCB has the option to verify during surveillance audits or for conducting a special audit on receipt of any information from the client. However, this situation will be informed to concerned persons who will resolve with the client and changes are made as per procedure.



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## 6 Form and Record

#	Title of Form or Record	Storage place	Responsible	Retention time
1	Suspension or Withdrawal of Certificates	Client Files	Certification Unit coordinator	the current cycle plus one full certification cycle
2	Letter Pad	Clint files	Certification Unit coordinator	the current cycle plus one full certification cycle
3	List of Cancelled Certificate	Company list file	Certification Unit coordinator	the current cycle plus one full certification cycle

## 7- Modifications:

Date	No.	Page No.	Description of Modification