	Halal Center Quality Certification			
	Title: Halal Logo Usage Policy			
	Doc ref: HCQC/03/47	Issue: 01	Rev: 00	Date: 15th October 2021
	Prepared by: Quality Manager		Approved by: Certification Manager	


Halal Center Quality Certification, hereafter referred to as HCQC, grants the right to use the Halal Certification Mark on the certified products manufactured/traded by the certified clients, hereafter referred to as the licensee, after successfully obtaining the Certificate of Conformity.

The licensee may use the mark for sales promotion of the product. It may be used in advertisements and on stationery together with the mark or the name of the manufacturer or the licensee provided that it is not used in such a manner that HCQC may consider as misleading. The mark shall be used for every piece of the product. It may be also used on the following subject to HCQC approval:

- Principal display panel of the certified products
 - Secondary or tertiary packaging whichever is directly visible to the buyer during display
 - Company publicity materials such as brochures, company profiles, reports, exhibition materials, flyers, banners, roll-ups etc.
 - Corporate electronic media such as in website, internet etc.
 - company vehicles
 - Company communication documents such as letterheads, stationeries etc.
1. The mark shall be reproduced exactly the same color and proportion whenever it is possible.
 2. The mark is the exclusive property of HCQC and its correct use is a contractual obligation. Intentional misuse of the mark maybe grounds for actions that may include but not limited to withdrawing the Certificate of Conformity.
 3. HCQC shall implement market monitoring for ensuring correct use of the Halal Certification Mark
 4. The licensee shall not use its Halal certification in such a manner as to bring HCQC into disrepute and not make any statement regarding its Halal certification that HCQC may consider misleading or unauthorized.
 5. In making reference to its Halal certification in communication media, a supplier of certified products must comply with HCQC requirements. A supplier may publish that it has been authorized to apply HCQC Halal certification mark to products to which the certification applies. In all cases, the supplier shall take sufficient care of in its publications and advertisements that no confusion arises between certified and non-certified products. If a supplier wishes to publish a test report or evaluation report, the report shall be reproduced in full, unless specific authorization is granted by HCQC to publish part(s) of the report. A supplier shall not specify function or claim or the like in its use information that could mislead purchasers to believe that performances of the products or its use are covered by the certification when in fact they are not.
 6. Instructions or other user information accompanying the product and related to the certification scheme shall be approved by HCQC. Advertisements containing HCQC Halal Certification mark or reference to certification shall be approved by HCQC.
 7. In case of any doubts regarding the use of the mark, prior written approval shall be obtained from HCQC to prevent misuse and subsequent corrective action.

Corrective Action for Defective Products or Misuse of Halal Certification Mark

1. HCQC shall require the licensee to implement corrective action after identification of defective products or conclusive misuse of license, certificates and marks. The corrective action could be one or more of the following:
 - Notification of parties authorized and responsible for instituting a recall of defective products
 - Removal of the mark from the defective products, provided such action is done in collaboration with regulatory authorities who shall ultimately decide whether to accept or reject the products
 - Replacement and scrapping of defective products
 - Reconstruction of the product to comply with the governing certification requirements
 - Issuance of notice to the general public about the hazard from using the product and

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corresponding action to be taken

2. The corrective measures and period of implementation shall be decided by HCQC depending on the extent of misuse of license, certificate and mark.
3. When there is conclusive proof, the regulatory authorities shall be notified immediately by HCQC of the misuse of license, certificate and HCQC Halal Certification mark, and the certification shall be put under warning, suspension or withdrawal, where appropriate.
4. Withdrawal of right to certification may lead to legal actions by HCQC, when deemed necessary after consultation with legal counsel, and notification of appropriate governmental, regulatory and public bodies.
5. The licensee shall be properly and officially notified of any action taken by HCQC against the defective products, the reason for such actions and any conditions or corrective measures to be implemented by the licensee.
6. When the corrective action has been resolved by the licensee to the satisfaction of HCQC verified through re-evaluation of the product to the extent necessary, the licensee, regulatory authorities and all parties previously notified of the offence shall be given a second notification on the reinstatement of the Halal certification. This notification shall summarize the corrective action taken by the licensee, the affectivity date of the reinstatement of certification, scope of certification, and when applicable the new marking required for corrected products.
7. Shall the licensee refuse to take corrective action identified by HCQC, the certification shall be withdrawn and the appropriate governmental, regulatory and public bodies shall be duly notified.

Approved By: **Certification Manager** **Signature/Stamp:** _____
HCQC Certification

Accepted By: **Authorized Person** **Signature/Stamp:** _____
(Certified Customer)