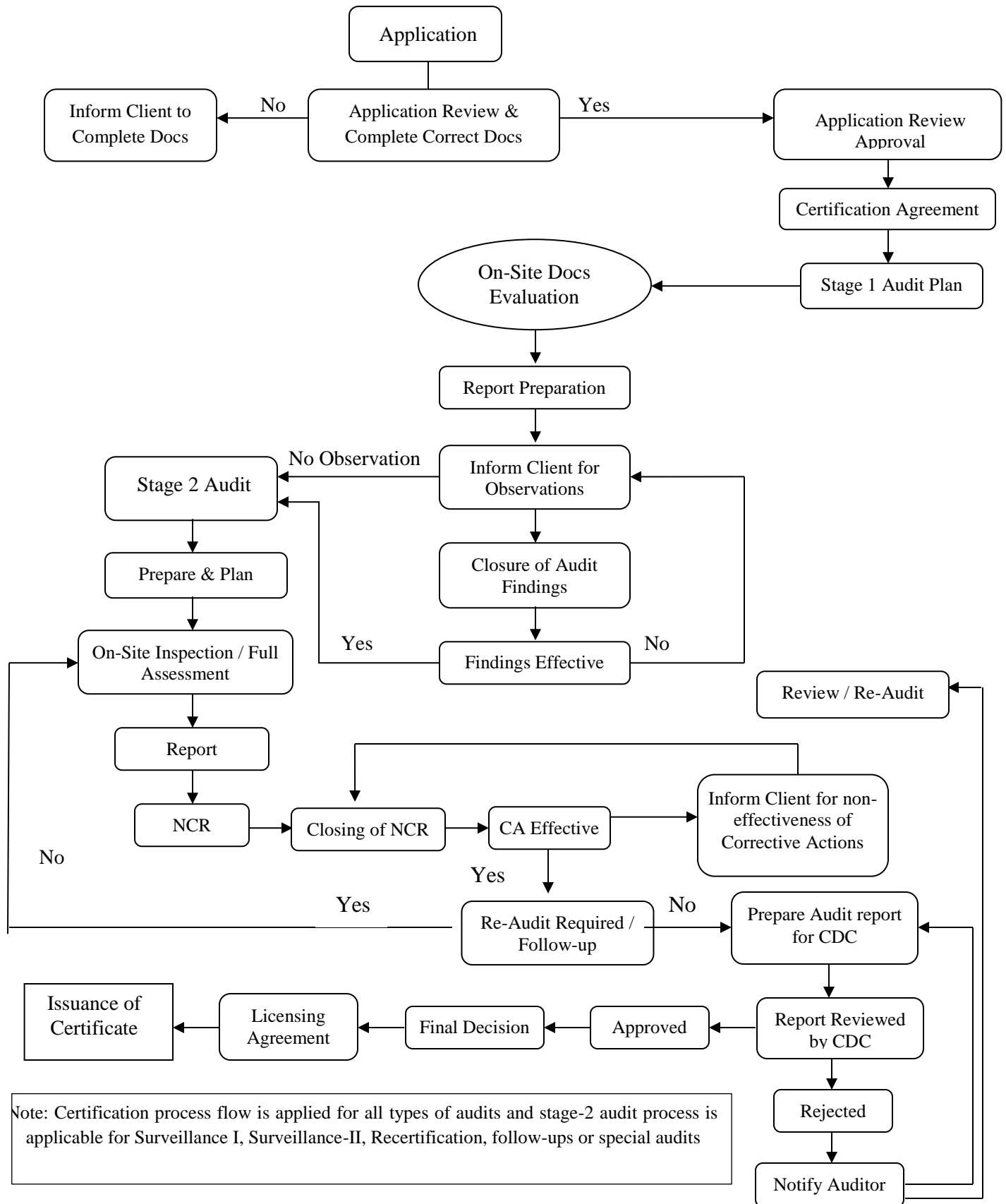




# Halal Center Quality Certification LLC

Title: Certification Process Flow - HC/02/14





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**Title: Certification Process Flow - HC/02/14**

### Process Step-1 (Pre-Certification Activities)

Process Name	Responsibilities	Process Descriptions
Inquiry from Client	Branch office	<ol style="list-style-type: none"> <li>1. Communication &amp; collection of inquiries from clients related to Certifications.</li> <li>2. Provision of Application Form &amp; related Forms to Client for filling like Application Form (HC/03/06), List of Required Documents for Certification (HC/03/51) &amp; List of Raw Materials, Packaging Materials &amp; Processing Aids (HC/03/49).</li> <li>3. Provision of Applicable Certification Schemes to Client.</li> <li>4. Coordination with client for filling the application form.</li> </ol>
Application Review	Branch office	<ol style="list-style-type: none"> <li>1. After receiving of Application, Branch office team will review the application for final approval of application.</li> <li>2. Coordination with head office and client in case required further information's from head office or client as per nature of Certifications.</li> </ol>
Proposal/Quotation Preparation & Submission	Branch office	<ol style="list-style-type: none"> <li>1. After successful approval of Application, Branch office team will prepare proposal/quotation for Certification.</li> <li>2. Submission of Proposal/Quotation to Branch office for final approval by Client (HC/03/58)</li> <li>3. Coordination with head office in case for any changes required in proposal/quotation.</li> </ol>
Proposal/Quotation Submission & Final Approval	Branch office	<ol style="list-style-type: none"> <li>1. Branch office team will get final approval from client.</li> <li>2. Coordination with Head office and Client incase for any changes required in proposal/quotation.</li> <li>3. Submission of approved Proposal/Quotation to Head office after signing &amp; stamping by Client.</li> </ol>
Certification Agreement Preparation & Submission	Head office	<ol style="list-style-type: none"> <li>1. After successful approval of proposal/quotation, Head office team will prepare Certification Agreement for Certification.</li> <li>2. Submission of Certification Agreement to Branch office for final approval by Client.</li> <li>3. Coordination with Branch office in case for any changes required in Certification Agreement.</li> </ol>
Certification Agreement Submission & Final Approval	Branch office	<ol style="list-style-type: none"> <li>1. After receiving Certification Agreement, Branch office team will get final approval from client.</li> <li>2. Coordination with Head office and Client incase for any changes required in Certification Agreement.</li> <li>3. Submission of approved Certification Agreement to Head office after signing &amp; stamping by Client.</li> </ol>



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### Process Step-1 (Pre-Certification Activities)

Process Name	Responsibilities	Process Descriptions
		4. Provision of tentative date for Stage-1 and Stage-2 audits after agreeing with the client.
Invoice Generation (Initial Payment)	Head office	<ol style="list-style-type: none"> <li>1. After successful approval of certification agreement, Head office team will generate invoice for initial payment.</li> <li>2. Submission of invoice to Branch office for initial payment by Client.</li> <li>3. Coordination with Branch office for any query related to invoice.</li> </ol>
Initial Payment Submission	Branch office	<ol style="list-style-type: none"> <li>1. After receiving invoice, Branch office team will communicate with client related to submission of initial payment.</li> <li>2. Submission of receipt for initial payment by Client.</li> <li>3. Coordination with Head office &amp; Client for any query related to invoice.</li> </ol>

### Process Step-2 (Certification Activities)

Process Name	Responsibilities	Process Descriptions
Audit Planning	Branch office	<p><b>Branch office:</b></p> <ol style="list-style-type: none"> <li>1. Audit team selection and audit planning</li> <li>2. Audit plan preparation in coordination with Audit Team Leader.</li> <li>3. Coordination with Client &amp; Head office to conform Audit dates.</li> <li>4. Coordination with Client &amp; Head office for audit plan.</li> <li>5. Travel &amp; accommodation arrangement for auditors.</li> </ol>
Audit Execution	Branch office	<ol style="list-style-type: none"> <li>1. Conducting Audit, Preparation of Audit Reports and coordination with audit team members.</li> <li>2. Preparation of Audit Findings and sharing to client.</li> <li>3. Preparation of Audit report &amp; submission for technical review.</li> <li>4. Coordination with committee for Audit report approval and final decision.</li> <li>5. Coordination with audit team members for successful audit execution.</li> <li>6. Coordination with client for closure of audit findings and provision of related evidence.</li> <li>7. Collection of CAPA for all audit findings</li> </ol>
Technical Review and Final Decision	Head office & Branch office	<p><b>Head office:</b></p> <ol style="list-style-type: none"> <li>1. Final review for the process of Technical &amp; sharia review of final audit reports and related documents &amp; Final Decision of Certification.</li> </ol>



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### Process Step-2 (Certification Activities)

Process Name	Responsibilities	Process Descriptions
		2. Give Confirmation to branch office for certification decision and payment status.  <b>Branch office:</b> <ol style="list-style-type: none"> <li>1. Technical review of final audit reports and related documents.</li> <li>2. Final Decision of Certification after receiving recommendation from Lead Auditor or Technical Reviewer.</li> <li>3. Coordinate with head office for results of Technical review of final audit reports and related documents &amp; Final Decision of Certification.</li> <li>4. Issuance of certificate on successful approval by Decision Team.</li> <li>5. Provision of proper written justification in case of rejection of Certification.</li> <li>6. Coordination with client regarding technical review comments and final decision of Certification.</li> <li>7. Coordination with client for submission of any documents required after technical review.</li> <li>8. Provision of Final certificate to client after submission of complete payments.</li> </ol>
Invoice Generation (Final Payment)	Head office	<ol style="list-style-type: none"> <li>1. After completion of certification audits, Head office team will generate invoice for final payment.</li> <li>2. Submission of invoice to branch office for final payment by Client.</li> <li>3. Coordination with branch office for any query related to invoice.</li> </ol>
Final Payment Submission	Branch office	<ol style="list-style-type: none"> <li>1. After receiving invoice, branch office team will communicate with client related to submission of final payment.</li> <li>2. Submission of receipt for final payment by Client.</li> <li>3. Coordination with Head office &amp; Client for any query related to invoice.</li> </ol>