



**STANDARD KEMAHIRAN PEKERJAAN KEBANGSAAN
(NATIONAL OCCUPATIONAL SKILLS STANDARD)**

**STANDARD PRACTICE & STANDARD CONTENT
FOR**

**HALAL AUDITING
LEVEL 3**



**Jabatan Pembangunan Kemahiran
Kementerian Sumber Manusia, Malaysia**

STANDARD PRACTICE

NATIONAL OCCUPATIONAL SKILLS STANDARD (NOSS)

FOR;

HALAL AUDITING LEVEL 3

1. INTRODUCTION

This document outlines the standards and curriculum for Halal Auditing for Sector Halal Industry in Malaysia (Level 3). Since Malaysia is aiming towards becoming the world's leading halal hub, as targeted in the Third Industrial Master Plan, 2006-2020, it is critical to have conducive infrastructures and a strong support base. Well-trained human resource that is capable of facilitating knowledge and expertise is principally important to make a fast entry into the global halal market. Deriving from this factor, Malaysia has started to invest heavily on programs to enhance its human resource in the field. Investments are focused particularly on providing programs for Small Medium Enterprises (SMEs) on the halal compliance and offering degree courses in halal related science.

Halal auditor assist in reviewing the systems performance which have been establish to ensure compliance with policies, procedures, laws and regulations which could have a significant impact on operations.

In order to generate skilful and experience labour or personnel in Halal Auditing, the NOSS is being developed. This NOSS document is structured to be used for constructing the competencies needed in the Halal Auditing fieldwork as per discussion made by the experts from the Halal industry. Personnel who used this Level 3 of NOSS will have competency in technical skill in Food, Abattoir, Pharmaceutical, Cosmetics, Logistics and Consumer Goods Auditing. This NOSS provides a career path and employment development for those involved in this industry.

a. HALAL AGENCIES IN MALAYSIA

i. Department Of Islamic Development Malaysia (JAKIM)

Since 1974, JAKIM has been involved in assessing and granting halal certification through Islamic Research Centre, Islamic Affairs Division. JAKIM has introduced Halal Verification Procedure as to facilitate and standardise halal certification activities nationwide. The procedure users all aspect related to halal certification such as assessment, halal logo, halal certification application form and standard charges.

JAKIM has established network and cooperation with Standards and Industrial Research Institute of Malaysia (SIRIM) via Department of Standards Malaysia. This venture has enhanced quality of halal certificate at national level. Through this network JAKIM and SIRIM have established framework and draft of quality standard of MS 1500:2004 as to be guidelines and reference for industries in Malaysia.

JAKIM's endeavour in promoting awareness procedure and standard related to halal certification is ongoing. The promotional activities such as seminar, courses, briefing and printed media are aimed to create understanding by providing latest information and development in halal certification.

ii. Halal Industry Development Corporation (HDC)

Established on 18 September 2006, Halal Industry Development Corporation coordinates the overall development of the Halal industry in Malaysia. Focusing on development of Halal industry, consultancy and professional development, plus capacity building for Halal products and services, HDC promotes participation and facilitates growth of Malaysian companies in the global Halal market.

iii. Department of Standards Malaysia (DSM)

DSM was established on 28 August, 1996 and is governed by the Standards of Malaysia Act 1996 (Act 549), an agency under the Minister of Science, Technology and Innovation (MOSTI).

Standards Malaysia play active role in assisting Malaysia to accelerate Halal Industry by developing Malaysian Standard for Halal.

iv. Ministry Of Domestic Trade, Co-operatives and Consumerism (MDTCC)

MDTCC provides enforcement and monitoring programme to protect Halal integrity Halal logo and consumer's interest.

v. Ministry Of Trade and Industry (MITI)

MITI formulates strategies and provides incentives to encourage trade and investment in Halal products and services. MITI's focus is not only in the promotion of Halal products and services. The Ministry takes a holistic view and has worked with the Ministry of Finance to design and provide incentives and support along the whole chain of the manufacturing process. At the international level, MITI assumes an active role in promoting the Malaysian Halal Standard to be used as a benchmark for the International Halal Standard.

Pre Requisite

Based on the workshop findings, it is decided that the minimum requirements for those interested to enrol in this course are as follows:

- i. Minimum diploma preferably with Diploma In Science Discipline such as Food Science & Technology, Chemistry or Diploma In Shariah or,
- ii. *Sijil Pelajaran Malaysia* (SPM) with minimum 2 years working experience in the relevant industries.

2. OCCUPATIONAL STRUCTURE

Halal Audit Operation (Level 3) comes under the sub-sector Halal Auditing Fig 1.0 and Fig 1.1 show the structured career path and area of Halal Audit Operation (Level 3) personnel.

The panel of experts had concluded that this job area starts from tier 3 due to requirement of significant range of varied work activities and performed in a variety of context, most of which are complex and non-routine. There is considerable responsibility and autonomy and control or guidance of others is often required. Where by some of the activities are non-routine and required individual responsibility and autonomy. To produce skilled workers in this industry, the needs for structured training are essential.

OCCUPATIONAL STRUCTURE (OS)

SECTOR	HALAL INDUSTRY										
SUB SECTOR	AUDITING										
LEVEL\ JOB AREA	FOOD			CONSUMER GOODS				SERVICES			
	MANUFACTURING	FOOD SERVICES	ABBATOIR	PHARMACEUTICAL	COSMETIC& PERSONAL CARE	HOME APPLIANCE / HOME CARE	LEATHER GOODS	LOGISTIC (TRANSPORTATION, RETAILING & WAREHOUSE)	PROFESSIONAL SERVICES	TOURISM & HOSPITALITY	HEALTH & WELLNESS
LEVEL 5	LEAD HALAL AUDITOR										
LEVEL 4	SENIOR HALAL AUDITOR										
LEVEL 3	HALAL FOOD AUDITOR			HALAL CONSUMER GOODS AUDITOR				HALAL SERVICES AUDITOR			
LEVEL 2	NO LEVEL										
LEVEL 1	NO LEVEL										

Figure 1.0: Occupational Structure for Auditing - Sub sector of Halal Industry in Malaysia

OCCUPATIONAL AREA STRUCTURE (OAS)

SECTOR	HALAL INDUSTRY										
SUB SECTOR	AUDITING										
LEVEL \ JOB AREA	FOOD			CONSUMER GOODS				SERVICES			
	MANUFACTURING	FOOD SERVICES	ABBATOIR	PHARMACEUTICAL	COSMETIC & PERSONAL CARE	HOME APPLIANCE / HOME CARE	LEATHER GOODS	LOGISTIC (TRANSPORTATION, RETAILING & WAREHOUSE)	PROFESSIONAL SERVICES	TOURISM & HOSPITALITY	HEALTH & WELLNESS
LEVEL 5	HALAL AUDIT MANAGEMENT										
LEVEL 4	HALAL AUDIT ADMINISTRATION										
LEVEL 3	HALAL AUDITING										
LEVEL 2	NOT APPLICABLE										
LEVEL 1	NOT APPLICABLE										

Figure 1.1: Occupational Area Structure for Auditing - Sub sector of Halal Industry in Malaysia

3. DEFINITION OF COMPETENCY LEVEL

The NOSS is developed for various occupational areas. Candidates for certification must be assessed and trained at certain levels to substantiate competencies. Below is a guideline of each NOSS Level as defined by the Department of Skills Development, Ministry of Human Resources, Malaysia.

Malaysia Skills Certificate Level 1:	Competent in performing a range of varied work activities, most of which are routine and predictable.
Malaysia Skills Certificate Level 2:	Competent in performing a significant range of varied work activities, performed in a variety of contexts. Some of the activities are non-routine and required individual responsibility and autonomy.
Malaysia Skills Certificate Level 3:	Competent in performing a broad range of varied work activities, performed in a variety of contexts, most of which are complex and non-routine. There is considerable responsibility and autonomy and control or guidance of others is often required.
Malaysia Skills Diploma Level 4:	Competent in performing a broad range of complex technical or professional work activities performed in a wide variety of contexts and with a substantial degree of personal responsibility and autonomy. Responsibility for the work of others and allocation of resources is often present.
Malaysia Skills Advanced Diploma Level 5:	Competent in applying a significant range of fundamental principles and complex techniques across a wide and often unpredictable variety of contexts. Very substantial personal autonomy and often significant responsibility for the work of others and for the allocation of substantial resources features strongly, as do personal accountabilities for analysis, diagnosis, planning, execution and evaluation.

4. MALAYSIAN SKILL CERTIFICATION

Candidates after being assessed, verified and fulfilled Malaysian Skill Certification requirements shall be awarded with Sijil Kemahiran Malaysia (SKM) for Level 3.

5. JOB COMPETENCIES

The Halal Auditing (Level 3) personnel are competent in performing the following core competencies:

- Halal Food Auditing
- Halal Abattoir Auditing
- Halal Pharmaceutical Auditing
- Halal Cosmetics Auditing
- Halal Logistics Auditing
- Halal Consumer Goods Auditing
- Halal Certificate Administration

6. WORKING CONDITIONS

Generally they work from under normal working hour from morning to evening depending on organisation nature of business. They may be required to work extra hours to fulfil internal and external requirement. They may work individually or in a modular group.

7. EMPLOYMENT PROSPECTS

There are excellent prospect in private sectors due to shortage of hands-on expert in halal auditing. In public sector there are lacking of professional and well experience of halal auditing. This area has a very good job market potential abroad for skilled personnel due to shortage of such highly skilled personnel in this region.

Other related occupation with respect to employment opportunities are:

- Food & Beverage (F&B) Executive
- Food Retail Executive
- Halal Abattoirs Executive
- Halal Quality Controller
- Halal Logistics Executive
- Instructor
- Trainer
- Consultant

Other related industries with respect to employment opportunities are:

- Training Institution

8. TRAINING, INDUSTRIAL/PROFESSIONAL RECOGNITION, OTHER QUALIFICATIONS AND ADVANCEMENT

Candidates are trained in training institution both public and private sector. As for career advancement, normally they learn their additional skills on the job training. Trainees begin by observing and assisting experienced workers, sometimes in formal training programs.

9. SOURCES OF ADDITIONAL INFORMATION

9.1 Local

- a.** Jabatan Kemajuan Islam Malaysia (JAKIM)
Level 4-9 Block D7, Federal Government Administration Centre
62519 Wilayah Persekutuan, Putrajaya
Tel : 603-8886 4000
Fax : 603-8889 2039
URL : www.jakim.gov.my

- b.** Halal Industry Development Corporation (HDC)
5.02, Level 5
KPMG Tower, First Avenue
Persiaran Bandar Utama
47800 Petaling Jaya
Selangor
Tel : 603-7965 5555
Fax : 603-7965 5500
URL : www.hdcglobal.com

- c.** Department of Standardization Malaysia (DSM)
Ministry of Science, Technology and Innovation
Century Square, Level 1 & 2
Blok 2300
Jalan Usahawan
63000 Cyberjaya
Selangor
Tel : 603-8318 0002
Fax : 603-8319 3131
URL : www.standardsmalaysia.gov.my

- d.** Ministry Of Domestic Trade, Co-Operatives & Consumerism (MDTCC)
No 13, Persiaran Perdana
Presint 2, 62623 Putrajaya
Tel : 603-8882 5500
Fax : 603-8882 5763
URL : www.kpdnkk.gov.my

- e. Ministry Of Trade And Industry (MITI)
 Block 10, Government Offices Complex,
 Jalan Duta,
 50622 Kuala Lumpur
 Tel : 603-6200 0000
 Fax : 603-6201 2337
 URL : www.miti.gov.my

10. ACKNOWLEDGEMENT

The Director General of DSD would like to extend his gratitude to the organisations and individuals who have been involved in developing this standard. This standard has been checked by the Standard Technical Evaluation Committee (STEC). Panel members of STEC are listed below:-

NO	NAME	COMPANY
1.	En. Muhamad Elyas Bin Harun	Senior Trainer Halal Industry Development Corporation Sdn. Bhd.
2.	Pn. Norhaizam Binti Md Sani	Training Manager Halal Industry Development Corporation Sdn. Bhd.
3.	Pn. Hamidah Binti Minhaj	Associate Director Global Regulatory Affairs-Asia Colgate-Palmolive Company
4.	En. Mohd Safzan Bin Mohd Mukhtar	Assistant Director Department Of Islamic Development Malaysia, Halal Hub Division
5.	Pn. Hardiana Binti Halipah	Assistant Director Department Of Islamic Development Malaysia, Halal Hub Division
6.	En. Mohamad Samir Bin Sulaiman	Assistant Director Department Of Islamic Development Malaysia, Halal Hub Division

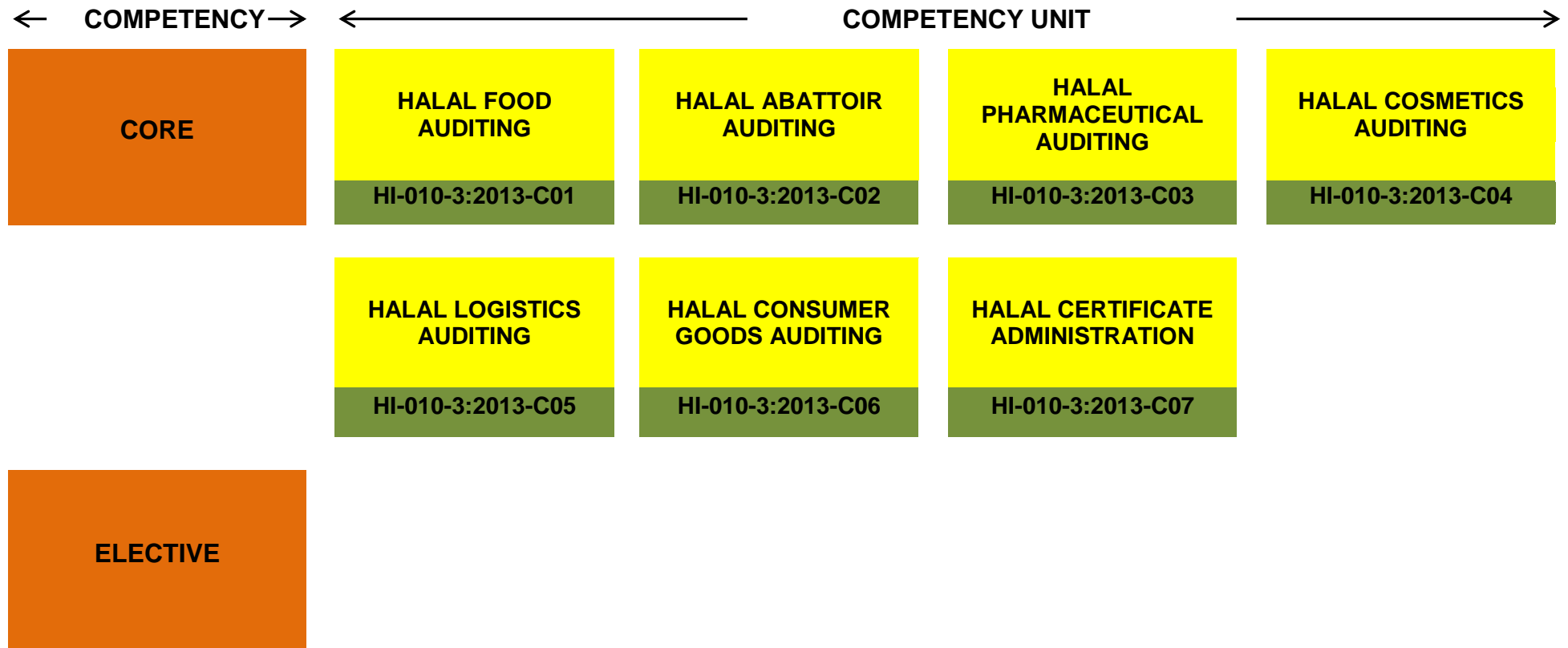
**11. COMMITTEE MEMBERS FOR DEVELOPMENT OF STANDARD PRACTICE (SP),
COMPETENCY PROFILE CHART (CPC), COMPETENCY PROFILE (CP) AND
CURRICULUM OF COMPETENCY UNIT (CoCU)**

INTERNAL HALAL AUDITING LEVEL 3

PANEL EXPERTS		
1.	En. Mohammad Khalis Bin Mohammad Aroff	Assistant Director Department Of Islamic Development Malaysia, Halal Hub Division
2.	En. Mohd Amri Bin Abdullah	Senior Assistant Director Department Of Islamic Development Malaysia, Halal Hub Division
3.	En. Muhammad Naim Bin Mohd Aziz	Assistant Director Department Of Islamic Development Malaysia, Halal Hub Division
4.	En. Khairul Nidzam Abd Rahman	Assistant Manager Department Syariah & Halal Compliance QSR Brands (M) Holdings Sdn Bhd
5.	En. Mohd Fakarudin Bin Masod	Chief Assistant Auditor Department Of Islamic Development Malaysia, Halal Hub Division
6.	Pn. Shamsiah Binti Aziz	Halal Technical Auditor Department Of Islamic Development Malaysia, Halal Hub Division
7.	Pn. Salina Binti Kamaruddin	Quality Control Supervisor Cospac Sdn Bhd
8.	Cik Nur Syafiqah Binti Esa	Islamic Affair Executive Kerry Ingredients (M) Sdn Bhd
FACILITATORS		
1.	En. Khairul Anuar Bin Yahya	Total Oracle Sdn Bhd
2.	En. Azam Bin Abd Wahab @ Jaamat	Total Oracle Sdn Bhd

COMPETENCY PROFILE CHART (CPC)

SECTOR	HALAL INDUSTRY		
SUB SECTOR	AUDITING		
JOB AREA	FOOD, CONSUMER GOODS AND SERVICES		
NOSS TITLE	HALAL AUDITING		
JOB LEVEL	THREE (3)	JOB AREA CODE	HI-010-3:2013



COMPETENCY PROFILE (CP)

Sub Sector	Auditing			
Job Area	Food, Consumer Goods and Services			
NOSS Title	Halal Auditing			
Level	Three (3)			
CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
1. Halal Food Auditing	HI-010-3:2013-C01	<p>The Halal food auditing is an evaluation of a person, organization, system, process and product. Food auditing is defined as a systematic and independent examination of data, statements, records, operations and performances of an enterprise for a stated purpose. In any auditing the auditor perceives and recognizes the propositions before him for examination, collects evidence, evaluates the same and on this basis formulates his judgment which is communicated through his audit report</p> <p>The person who is competent in this CU shall be able to coordinate pre-audit meeting, prepare audit tools, coordinate audit opening meeting, carry out documentation audit & on-site audit, prepare audit findings report, carry out audit closing meeting and conduct follow up halal audit according to Malaysian Halal</p>	<p>1. Coordinate pre-audit meeting</p> <p>2. Prepare audit tools</p>	<p>1.1 Members of meeting notified according to meeting requirements</p> <p>1.2 Meeting title, venue, date and time determined</p> <p>1.3 Memo and agenda of opening/closing meeting prepared</p> <p>1.4 Minutes of meeting taken and confirmed according to meeting procedures</p> <p>2.1 Food audit category determined</p> <p>2.2 Halal audit checklist determined according to audit scope</p> <p>2.3 Test kit prepared according to audit scope</p> <p>2.4 Audit, non-conformance and sampling forms determined</p> <p>2.5 Audit schedule format determined according to company's requirements</p> <p>2.6 Time frame for workflow set according to company</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>Certification Manual Procedure, MS1500:2009 (Halal Food : Production, Preparation, Handling & Storage - General Guidelines, Malaysian Food Act 1983 and Food Regulation 1985 and other related regulatory bodies</p> <p>The outcome of this competency is to conduct halal audit programme and understand the technical components of foods, conduct halal monitoring, traceability and verification.</p>	<p>3. Coordinate audit opening meeting</p> <p>4. Carry out documentation audit</p> <p>5. Carry out on-site audit</p>	<p>requirements</p> <p>2.7 Audit schedule prepared</p> <p>3.1 Meeting agenda determined</p> <p>3.2 Audit plan reviewed</p> <p>3.3 Audit scope determined</p> <p>4.1 Halal assurance management system file checked/ according to Guidelines for Halal Assurance Management System of Malaysia Halal Certification</p> <p>4.2 Halal application file checked according to Malaysian Halal Certification Manual Procedure and halal standard reference</p> <p>4.3 Critical ingredient invoice (any animal base and dairy based) checked</p> <p>4.4 Pest control record checked</p> <p>4.5 Typhoid injection records checked</p> <p>5.1 Documents and records examined according to Malaysian Halal Certification Manual Procedure and halal standard reference</p> <p>5.2 Objective evidence/sampling gathered according to Malaysian Halal Certification Manual Procedure</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>6. Prepare audit findings report</p> <p>7. Carry out audit closing meeting</p>	<p>5.3 Designated personnel interviewed</p> <p>5.4 Work practice and condition of factory observed</p> <p>5.5 Audit elements checked according to audit checklist</p> <p>5.6 Non Conformance Record (NCR) issued for non compliance of audit elements according to Malaysian Halal Certification Manual Procedure and halal standard reference</p> <p>6.1 Audit report format followed</p> <p>6.2 Audit findings information assessed</p> <p>6.3 Audit findings information report compiled</p> <p>6.4 Audit findings discussed and aligned among auditors</p> <p>6.5 Non Conformance Record (NCR) compiled</p> <p>6.6 Audit findings report produced</p> <p>7.1 Related department notified according to company guidelines for participation closing meeting</p> <p>7.2 Audit findings report presented to auditee</p> <p>7.3 NCR evidence provided to auditee as reference</p> <p>7.4 Corrective actions</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			8. Conduct follow up halal audit	<p>recommended to auditee</p> <p>7.5 Audit findings report agreement obtained from auditee</p> <p>7.6 Timeline agreed for the auditee to revert with proposed corrective action plan</p> <p>7.7 Copy of audit findings report provided to auditee</p> <p>8.1 Follow up audit conducted based on the NCR raised</p> <p>8.2 Corrective action implemented verified according to plan</p> <p>8.3 Effectiveness of improvement implementation verified</p> <p>8.4 Final report prepared</p>
2. Halal Abattoir Auditing	HI-010-3:2013-C02	The Halal abattoir auditing is an evaluation of a person, organization, system, process and product. Abattoir auditing is defined as a systematic and independent examination of data, statements, records, operations and performances of an enterprise for a stated purpose. In any auditing the auditor perceives and recognizes the propositions before him for examination, collects evidence, evaluates the same and on this basis formulates his judgment which is communicated through his	<p>1. Coordinate pre- audit meeting</p> <p>2. Prepare audit tools</p>	<p>1.1 Members of meeting determined according to meeting requirements</p> <p>1.2 Meeting title, venue, date and time determined</p> <p>1.3 Memo and agenda of meeting prepared</p> <p>1.4 Minutes of meeting taken and confirmed according to meeting procedures</p> <p>2.1 Halal audit checklist determined according to audit scope</p> <p>2.2 Test kit prepared according to</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>audit report.</p> <p>The person who is competent in this CU shall be able to coordinate pre-audit meeting, prepare audit tools, coordinate audit opening meeting, carry out documentation audit & on-site audit, prepare audit findings report, carry out audit closing meeting and conduct follow up halal audit according to Malaysian Halal Certification Manual Procedure, MS1500:2009 (Halal Food : Production, Preparation, Handling & Storage - General Guidelines , Malaysian Food Act 1983 and Food Regulation 1985, Malaysian Protocol For Halal Meat and Poultry Productions, Animal Rules 1962 and other related regulatory bodies</p> <p>The outcome of this competency is to conduct halal audit programme and understand the technical components of abattoir, conduct halal monitoring, traceability and verification.</p>	<p>3. Coordinate opening meeting</p> <p>4. Carry out documentation audit</p>	<p>audit scope</p> <p>2.3 Audit, non-conformance and sampling forms determined</p> <p>2.4 Audit schedule format determined according to company's requirements</p> <p>2.5 Workflow detailed out according to work instruction</p> <p>2.6 Time frame for workflow set according to company requirements</p> <p>2.7 Audit schedule prepared</p> <p>3.1 Meeting agenda determined</p> <p>3.2 Audit plan reviewed</p> <p>3.3 Audit scope determined</p> <p>4.1 Halal assurance management system file checked according to Guidelines for Halal Assurance Management System of Malaysia Halal Certification</p> <p>4.2 Halal application file checked based on application according to Malaysian Halal Certification Manual Procedure and halal standard reference</p> <p>4.3 Critical ingredient invoice (any meat and dairy based) checked</p> <p>4.4 Pest control record checked</p> <p>4.5 Typhoid injection records</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			5. Carry out on-site audit	<p>checked</p> <p>4.6 Slaughter Certificate (<i>Sijil Pentauliah</i> <i>Penyembelihan</i>) issued by JAIN checked</p> <p>4.7 Slaughter house licence or inspection record from JPV checked</p> <p>5.1 Slaughter house documents and records examined according to Malaysian Halal Certification Manual Procedure</p> <p>5.2 Objective evidence/sampling gathered according to Malaysian Halal Certification Manual Procedure and halal standard reference</p> <p>5.3 Designated personnel interviewed</p> <p>5.4 Work practice and condition of factory observed</p> <p>5.5 Slaughter house work activities inspected according to MS1500:2009 (Halal Food : Production, Preparation, Handling & Storage - General Guidelines and Malaysian Protocol For Halal Meat and Poultry Productions and halal standard practice</p> <p>5.6 Audit elements checked according to audit checklist</p> <p>5.7 Non Conformance Record</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>6. Prepare audit findings report</p> <p>7. Carry out audit closing meeting</p>	<p>(NCR) issued for non compliance of audit elements with Malaysian Halal Certification Manual Procedure and halal standard reference</p> <p>6.1 Audit report format followed 6.2 Audit findings information assessed 6.3 Audit findings information report compiled 6.4 Audit findings discussed and aligned among auditors 6.5 Non Conformance Record (NCR) compiled 6.6 Audit findings report produced</p> <p>7.1 Related department notified according to company guidelines for participation closing meeting 7.2 Audit findings report presented to auditee 7.3 NCR evidence provided to auditee as reference 7.4 Corrective actions recommend to auditee 7.5 Audit findings report agreement obtained from auditee 7.6 Timeline agreed for the auditee to revert with proposed corrective action</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			8. Conduct follow up halal audit	plan 7.7 Copy of audit findings report provided to auditee 8.1 Follow up audit conducted based on the NCR raised 8.2 Corrective action implemented verified according to plan 8.3 Effectiveness of improvement implementation verified 8.4 Final report prepared
3. Halal Pharmaceutical Auditing	HI-010-3:2013-C03	<p>The Halal pharmaceutical auditing is an evaluation of a person, organization, system, process and product. Pharmaceutical auditing is defined as a systematic and independent examination of data, statements, records, operations and performances of an enterprise for a stated purpose. In any auditing the auditor perceives and recognizes the propositions before him for examination, collects evidence, evaluates the same and on this basis formulates his judgment which is communicated through his audit report.</p> <p>The person who is competent in this CU shall be able to coordinate pre-audit meeting, prepare audit tools, coordinate audit opening meeting, carry out documentation audit & on-</p>	1. Coordinate pre- audit meeting 2. Prepare audit tools	1.1 Members of meeting determined according to meeting requirements 1.2 Meeting title, venue, date and time determined 1.3 Memo and agenda of meeting prepared 1.4 Minutes of meeting taken and confirmed according to meeting procedures 2.1 Halal audit checklist determined according to audit scope 2.2 Test kit prepared according to audit scope 2.3 Audit, non-conformance and sampling forms determined 2.4 Audit schedule format determined according to company's requirements 2.5 Workflow detailed out

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>site audit, prepare audit findings report, carry out audit closing meeting and conduct follow up halal audit according to Malaysian Halal Certification Manual Procedure, MS2424:2011: Halal Pharmaceuticals – General Guidelines, PICs. (Pharmaceutical Inspection Co-operation Scheme); and <i>Keputusan Jawatankuasa Fatwa Majlis Kebangsaan Bagi Hal Ehwal Ugama Islam atau Fatwa yang diwartakan oleh negeri.</i></p> <p>The outcome of this competency is to conduct halal audit programme and understand the technical components of pharmaceutical, conduct halal monitoring, traceability and verification.</p>	<p>3. Coordinate opening meeting</p> <p>4. Carry out documentation audit</p>	<p>according to work instruction</p> <p>2.6 Time frame for workflow set according to company requirements</p> <p>2.7 Audit schedule prepared</p> <p>3.1 Meeting agenda determined</p> <p>3.2 Audit plan reviewed</p> <p>3.3 Audit scope determined</p> <p>4.1 Halal assurance management system file checked according to Guidelines for Halal Assurance Management System of Malaysia Halal Certification</p> <p>4.2 Halal application file checked according to Malaysian Halal Certification Manual Procedure</p> <p>4.3 Product certification number registration checked according to Malaysian Halal Certification Manual Procedure and halal standard reference</p> <p>4.4 Critical ingredient invoice (any animal and dairy based) checked</p> <p>4.5 Pest control record checked</p> <p>4.6 Employee health check-up records checked</p> <p>4.7 Good Manufacturing Practice (GMP) certification validation</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			7. Carry out audit closing meeting	<p>report compiled</p> <p>6.4 Audit findings discussed and aligned among auditors</p> <p>6.5 Non Conformance Record (NCR) compiled</p> <p>6.6 Audit findings report produced</p> <p>7.1 Related department notified according to company guidelines for participation closing meeting</p> <p>7.2 Audit findings report presented to auditee</p> <p>7.3 NCR evidence provided to auditee as reference</p> <p>7.4 Corrective actions recommend to auditee</p> <p>7.5 Audit findings report agreement obtained from auditee</p> <p>7.6 Timeline agreed for the auditee to revert with proposed corrective action plan</p> <p>7.7 Copy of audit findings report provided to auditee</p>
			8. Conduct follow up halal audit	<p>8.1 Follow up audit conducted based on the NCR raised</p> <p>8.2 Corrective action implemented verified according to plan</p> <p>8.3 Effectiveness of improvement implementation verified</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
				8.4 Final report prepared
4. Halal Cosmetics Auditing	HI-010-3:2013-C04	<p>The Halal cosmetics auditing is an evaluation of a person, organization, system, process and product. Cosmetics auditing is defined as a systematic and independent examination of data, statements, records, operations and performances of an enterprise for a stated purpose. In any auditing the auditor perceives and recognizes the propositions before him for examination, collects evidence, evaluates the same and on this basis formulates his judgment which is communicated through his audit report.</p> <p>The person who is competent in this CU shall be able to coordinate pre-audit meeting, prepare audit tools, coordinate audit opening meeting, carry out documentation audit & on-site audit, prepare audit findings report, carry out audit closing meeting and conduct follow up halal audit according to Malaysian Halal Certification Manual Procedure, MS 2200:2008 Barang Gunaan Islam – Bahagian 1: Kosmetik dan Dandanan Diri – Garis Panduan Umum and halal standard reference</p> <p>The outcome of this competency is</p>	<ol style="list-style-type: none"> 1. Coordinate pre- audit meeting 2. Prepare audit tools 3. Coordinate opening meeting 	<ol style="list-style-type: none"> 1.1 Members of meeting determined according to meeting requirements 1.2 Meeting title, venue, date and time determined 1.3 Memo and agenda of meeting prepared 1.4 Minutes of meeting taken and confirmed according to meeting procedures 2.1 Halal audit checklist determined according to audit scope 2.2 Test kit prepared according to audit scope 2.3 Audit, non-conformance and sampling forms determined 2.4 Audit schedule format determined according to company's requirements 2.5 Workflow detailed out according to work instruction 2.6 Time frame for workflow set according to company requirements 2.7 Audit schedule prepared 3.1 Meeting agenda determined 3.2 Audit plan reviewed 3.3 Audit scope determined

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>6. Prepare audit findings report</p> <p>7. Carry out audit closing meeting</p>	<p>5.4 Work practice and condition of factory observed</p> <p>5.5 Audit elements checked according to audit checklist</p> <p>5.6 Non Conformance Record (NCR) issued for non compliance of audit elements according to Malaysian Halal Certification Manual Procedure and halal standard reference</p> <p>6.1 Audit report format followed</p> <p>6.2 Audit findings information assessed</p> <p>6.3 Audit findings information report compiled</p> <p>6.4 Audit findings discussed and aligned among auditors</p> <p>6.5 Non Conformance Record (NCR) compiled</p> <p>6.6 Audit findings report produced</p> <p>7.1 Related department notified according to company guidelines for participation closing meeting</p> <p>7.2 Audit findings report presented to auditee</p> <p>7.3 NC evidence provided to auditee as reference</p> <p>7.4 Corrective actions recommend to auditee</p> <p>7.5 Audit findings report</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			8. Conduct follow up halal audit	<p>agreement obtained from auditee</p> <p>7.6 Timeline agreed for the auditee to revert with proposed corrective action plan</p> <p>7.7 Copy of audit findings report provided to auditee</p> <p>8.1 Follow up audit conducted based on the NCR raised</p> <p>8.2 Corrective action implemented verified according to plan</p> <p>8.3 Effectiveness of improvement implementation verified</p> <p>8.4 Final report prepared</p>
5. Halal Logistics Auditing	HI-010-3:2013-C05	The Halal logistics auditing is an evaluation of a person, organization, system, process and product. Logistics auditing is defined as a systematic and independent examination of data, statements, records, operations and performances of an enterprise for a stated purpose. In any auditing the auditor perceives and recognizes the propositions before him for examination, collects evidence, evaluates the same and on this basis formulates his judgment which is communicated through his audit report.	<p>1. Coordinate pre- audit meeting</p> <p>2. Prepare audit tools</p>	<p>1.1 Members of meeting determined according to meeting requirements</p> <p>1.2 Meeting title, venue, date and time determined</p> <p>1.3 Memo and agenda of meeting prepared</p> <p>1.4 Minutes of meeting taken and confirmed according to meeting procedures</p> <p>2.1 Logistics audit category determined</p> <p>2.2 Halal audit checklist determined according to audit scope</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		<p>The person who is competent in this CU shall be able to coordinate pre-audit meeting, prepare audit tools, coordinate audit opening meeting, carry out documentation audit & on-site audit, prepare audit findings report, carry out audit closing meeting and conduct follow up halal audit according to Malaysian Halal Certification Manual Procedure, MS2400 -1: 2010 Halalan – Toyyiban Assurance Pipeline – Part 1: Management System Requirements For Transportation Of Goods And/Or Cargo Chain Services, MS 2400 -2:2010 Halalan – Toyyiban Assurance Pipeline – Part 2: Management System Requirements For Warehousing and Related Activities, MS 2400 - 3: 2010 Halalan – Toyyiban Assurance Pipeline – Part 3: Management System Requirements For Retailing, <i>Keputusan Jawatankuasa Fatwa Majlis Kebangsaan Bagi Hal Ehwal Ugama Islam atau Fatwa</i> yang diwartakan oleh negeri and halal standard reference.</p> <p>The outcome of this competency is to conduct halal audit programme and understand the technical components of cosmetics, conduct</p>	<p>3. Coordinate opening meeting</p> <p>4. Carry out documentation audit</p>	<p>2.3 Test kit prepared according to audit scope</p> <p>2.4 Audit, non-conformance and sampling forms determined</p> <p>2.5 Audit schedule format determined according to company's requirements</p> <p>2.6 Workflow detailed out according to work instruction</p> <p>2.7 Time frame for workflow set according to company requirements</p> <p>2.8 Audit schedule prepared</p> <p>3.1 Meeting agenda determined</p> <p>3.2 Audit plan reviewed</p> <p>3.3 Audit scope determined</p> <p>4.1 Halal assurance management system file checked/ according to Guidelines for Halal Assurance Management System of Malaysia Halal Certification</p> <p>4.2 Halal application file checked based on application to regulatory bodies according to Malaysian Halal Certification Manual Procedure and halal standard reference</p> <p>4.3 Pest control record checked</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>7. Carry out audit closing meeting</p> <p>8. Conduct follow up halal audit</p>	<p>7.1 Related department notified according to company guidelines for participation closing meeting</p> <p>7.2 Audit findings report presented to auditee</p> <p>7.3 NCR evidence provided to auditee as reference</p> <p>7.4 Corrective actions recommend to auditee</p> <p>7.5 Audit findings report agreement obtained from auditee</p> <p>7.6 Timeline agreed for the auditee to revert with proposed corrective action plan</p> <p>7.7 Copy of audit findings report provided to auditee</p> <p>8.1 Follow up audit conducted based on the NCR raised</p> <p>8.2 Corrective action implemented verified according to plan</p> <p>8.3 Effectiveness of improvement implementation verified</p> <p>8.4 Final report prepared</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
6. Halal Consumer Goods Auditing	HI-010-3:2013-C06	<p>The Halal consumer goods auditing is an evaluation of a person, organization, system, process and product. Consumer goods auditing is defined as a systematic and independent examination of data, statements, records, operations and performances of an enterprise for a stated purpose. In any auditing the auditor perceives and recognizes the propositions before him for examination, collects evidence, evaluates the same and on this basis formulates his judgment which is communicated through his audit report.</p> <p>The person who is competent in this CU shall be able to coordinate pre-audit meeting, prepare audit tools, coordinate audit opening meeting, carry out documentation audit & on-site audit, prepare audit findings report, carry out audit closing meeting and conduct follow up halal audit according to Malaysian Halal Certification Manual Procedure, Islamic Consumer Goods Part 2 : Usage of Bone, Skin and Hair and <i>Keputusan Jawatankuasa Fatwa Majlis Kebangsaan Bagi Hal Ehwal Ugama Islam atau Fatwa yang diwartakan oleh negeri.</i></p> <p>The outcome of this competency is</p>	<ol style="list-style-type: none"> 1. Coordinate pre- audit meeting 2. Prepare audit tools 3. Coordinate opening meeting 4. Carry out documentation audit 	<ol style="list-style-type: none"> 1.1 Members of meeting determined according to meeting requirements 1.2 Meeting title, venue, date and time determined 1.3 Memo and agenda of meeting prepared 1.4 Minutes of meeting taken and confirmed according to meeting procedures 2.1 Halal audit checklist determined according to audit scope 2.2 Test kit prepared according to audit scope 2.3 Audit, non-conformance and sampling forms determined 2.4 Audit schedule format determined according to company's requirements 2.5 Workflow detailed out according to work instruction 2.6 Time frame for workflow set according to company requirements 2.7 Audit schedule prepared 3.1 Meeting agenda determined 3.2 Audit plan reviewed 3.3 Audit scope determined 4.1 Halal assurance management system file checked according to

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
		to conduct halal audit programme and understand the technical components of consumer goods, conduct halal monitoring, traceability and verification.	5. Carry out on-site audit	<p>Guidelines for Halal Assurance Management System of Malaysia Halal Certification</p> <p>4.2 Halal application file checked according to Malaysian Halal Certification Manual Procedure</p> <p>4.3 Critical ingredient invoice (any animal based) checked</p> <p>4.4 Pest control record checked</p> <p>5.1 Documents and records examined according to Malaysian Halal Certification Manual Procedure and halal standard reference</p> <p>5.2 Objective evidence/sampling gathered according to Malaysian Halal Certification Manual Procedure and halal standard reference</p> <p>5.3 Designated personnel interviewed</p> <p>5.4 Work practice and condition of factory observed</p> <p>5.5 Audit elements checked according to audit checklist</p> <p>5.6 Non Conformance Record (NCR) issued for non compliance of audit elements with Malaysian Halal Certification Manual Procedure and halal standard reference</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>6. Prepare audit findings report</p> <p>7. Carry out audit closing meeting</p>	<p>6.1 Audit report format followed</p> <p>6.2 Audit findings information assessed</p> <p>6.3 Audit findings information report compiled</p> <p>6.4 Audit findings discussed and aligned among auditors</p> <p>6.5 Non Conformance Record (NCR) compiled</p> <p>6.6 Audit findings report produced</p> <p>7.1 Related department notified according to company guidelines for participation closing meeting</p> <p>7.2 Audit findings report presented to auditee</p> <p>7.3 NCR evidence provided to auditee as reference</p> <p>7.4 Corrective actions recommend to auditee</p> <p>7.5 Audit findings report agreement obtained from auditee</p> <p>7.6 Timeline agreed for the auditee to revert with proposed corrective action plan</p> <p>7.7 Copy of audit findings report provided to auditee</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			8. Conduct follow up halal audit	8.1 Follow up audit conducted based on the NCR raised 8.2 Corrective action implemented verified according to plan 8.3 Effectiveness of improvement implementation verified 8.4 Final report prepared
7. Halal Certification Administration	HI-010-3:2013-C07	<p>The Halal certification administration the person who is carries out halal application procedures through e-halal system and maintains halal certification validation. The person who is competent in this CU shall be able to identify halal registration requirements, compile related documents, carry out on line Halal application, submit application documents, assist external auditor, maintain and update halal documentation according to Malaysian Halal Certification Manual Procedure and Halal standard reference.</p> <p>The outcome of this competency is to provide who is well trained in e-halal system which involves document compilation and status updating with regulatory bodies in accordance with halal application procedures.</p>	<p>1. Identify halal registration requirements</p> <p>2. Compile halal application documents</p>	<p>1.1 Regulatory bodies requirement determined</p> <p>1.2 Types of sub categorisation determined according to regulatory bodies procedure</p> <p>1.3 E-halal system determined according to regulatory bodies procedure</p> <p>1.4 E-halal account created according to e-halal system procedure</p> <p>2.1 Types of documents determined according to Malaysian Halal Certification Procedure Manual and related circular issued by authorities</p> <p>2.2 Local authority licences checked according to Malaysian Halal Certification Manual Procedure</p> <p>2.3 Financial report obtained</p> <p>2.4 IC and offer letter copy of two Malaysian Muslim personnel working at production area</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>3. Carry out on line Halal application</p>	<p>checked according to Malaysian Halal Certification Manual Procedure</p> <p>2.5 Factory location map checked according to Malaysian Halal Certification Manual Procedure</p> <p>2.6 Ingredient halal certificate/product specifications/process flow determined according to Malaysian Halal Certification Manual Procedure</p> <p>2.7 Product manufacturing process flow checked according to Malaysian Halal Certification Manual Procedure</p> <p>2.8 Artwork labelling checked according to Malaysian Halal Certification Manual Procedure</p> <p>2.9 Plant layout checked according to Malaysian Halal Certification Manual Procedure</p> <p>3.1 Sub categorisation determined according to regulatory bodies procedure</p> <p>3.2 On-line registration form filled up according to halal registration procedure</p> <p>3.3 Company information keyed in e-halal system procedure</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			<p>4. Submit application documents</p> <p>5. Assist external auditor</p>	<p>3.4 Product information keyed in e-halal system procedure</p> <p>3.5 Halal application information completed keyed in according to e-halal system procedure</p> <p>4.1 Halal application supporting document prepared according to halal certification procedure</p> <p>4.2 Halal application documents submitted to superior for verification</p> <p>4.3 Halal application supporting document submitted to respective regulatory bodies</p> <p>4.4 Halal application status followed up with respective regulatory bodies</p> <p>4.5 Bank draft prepared according to surcharge letter issued by regulatory body</p> <p>4.6 Halal certification fee paid</p> <p>4.7 Payment invoice from regulatory body compiled/ filed</p> <p>5.1 Documentation and plant ensured in place before external audit</p> <p>5.2 Lead auditor assisted during external audit process</p>

CU Title	CU Code	CU Descriptor	CU Work Activities	Performance Criteria
			6. Maintain and update halal documentation	6.1 Halal certificate updated according to Malaysian Halal Certification Manual Procedure 6.2 Halal documentation updated 6.3 Halal documentation compiled and filed