



مجلس العلماء الهندونيسي

The Assessment Institute for Foods, Drugs and Cosmetics  
**INDONESIAN COUNCIL OF ULAMA**



Majelis Ulama Indonesia Building 3<sup>rd</sup> floor, Jl. Proklamasi No. 51, Menteng - Jakarta Pusat 10320 Phone: 62-21 391.8915 (Hunting), 62-21 319.02666, Fax: 62-21 392.4667  
Global Halal Centre Building, Jl. Pemuda No. 5 Kota Bogor 16161 Phone: 62-251 - 8358748 (Hunting); Fax: 62-251 - 8358747  
Website : www.halalmui.org

**DECREE OF**  
**ASSESSMENT INSTITUTE FOR FOODS, DRUGS, AND COSMETICS**  
**THE INDONESIAN COUNCIL OF ULAMA**  
**Regarding**  
**GUIDELINES ON AUDIT RESULT ASSESSMENT**  
**HALAL ASSURANCE SYSTEM IMPLEMENTATION**  
**IN PROCESSING INDUSTRY**

-----  
**Number: SK 24/Dir/LPPOM MUI/VII/14**

The Executive Board of LPPOM MUI, after:

- Considering :
1. That to increase halal certification administration orderliness, the Assessment Institution on Foods, Drugs and Cosmetics of the Indonesian Council of Ulama (LPPOM MUI) deems necessary to sanction Guidelines on Audit Result Assessment for Halal Assurance System Implementation.
  2. That any provisions of this decision are deemed necessary to facilitate halal certification administration work and system that have been determined.
- In view of :
1. Decree of LPPOM MUI Director Number SK11/Dir/LP POM MUI/III/08 regarding Halal Assurance System as a Requirement to Get Halal Certificate dated 11 March 2008.
  2. Decree of LPPOM MUI Director Number SK42/Dir/LP POM MUI/III/09 regarding Minimum Requirement of Status Grade on Halal Assurance System to Process the Extension of Halal Certificate dated 21 April 2009.
  3. Decree of LPPOM MUI Director Number SK14/Dir/LP POM MUI/V/11 regarding the Changes of HAS Regulation dated 2 May 2011.



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4. Decree of LPPOM MUI Director Number SK14/Dir/LP POM MUI/IV/12 regarding the Requirements of MUI Halal Certification (HAS SERI 23000).
5. Minutes of Plenary Session of the Assessment Institute for Foods, Drugs, and Cosmetics Indonesian Council of Ulama (LPPOM-MUI) dated 18 February 2013 and 19 March 2013.

In Due Observance Of : Work Program of the Assessment Institution on Foods, Drugs and Cosmetics of the Indonesia Council of Ulama (LP POM MUI) year 2013.


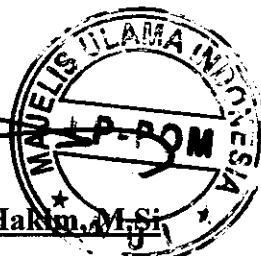
**DECIDE**

- To Stipulate : 1. Guidelines on Audit Result Assessment to Halal Assurance System Implementation in Processing Industry, as attached.
2. Should there be any mistake found, an amendment and correction will be made appropriately

Stipulated : in Jakarta  
Date : 24 July 2014

**EXECUTIVE BOARD OF LPPOM MUI**

Director,

  
  
**Ir. Lukmanul Hakim, M.Si**



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**Appendix of Decree of LPPOM MUI Director  
No. SK 14/Dir/LPPOM MUI/VII/14  
Regarding**

**Guidelines on Audit Result Assessment to Halal Assurance System  
Implementation  
In Processing Industry**

1. Grade/status of Halal Assurance System (SJH) reflects the quality of HAS implementation in a company assessed by LPPOM MUI through audit process. Grade / status of HAS shall be determined according to the level of fulfillment of requirements for halal certification in HAS 23000.
2. To obtain halal Certificate a company must have minimum of grade/status 'B' of HAS. Grade 'B' means that implementation of HAS in the company is sufficient (fulfills the requirement). If HAS implementation in the company is very good, then the company may obtain grade 'A'. If HAS implementation in the company fails to fulfill the requirement, then the company shall be asked to correct its weakness to achieve grade 'B'.
3. Assessment system on the results of HAS implementation is qualitative in nature; in this case, as determined on the basis of weaknesses found in HAS implementation.
4. There are three categories of weaknesses, namely:
  - a) **Critical Weaknesses**
    - Weakness which seriously causes non-fulfillment of Requirement for Halal Certification HAS 23000.
    - If the weakness is found at audit, then the company must immediately correct it. Report on correction must be sent to LPPOM MUI and HAS section will determine its sufficiency. Report on audit results will be submitted to fatwa commission only if all of the weakness has been completely corrected. In other words, correction on critical weakness is a minimum requirement of HAS implementation quality in the company so that MUI (the Indonesian Council of Ulama) can issue halal certificate.
    - Types of Critical Weakness can be seen in 7 hereof.
  - b) **Improvement Needed Weaknesses**
    - Weakness having potential to result in non-fulfillment of Requirements for Halal Certification HAS 23000 if no correction.
    - If the weakness is found at audit, then the company must immediately correct it and report on correction must be sent to LPOM MUI. Immediate correction to such type of weakness enables the company to obtain status 'A'.
    - Types of Improvement Needed Weakness can be seen in 7 hereof.



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- c) **Minor Weaknesses**
- Weakness having no potential to result in non-fulfillment of Requirements for Halal Certification HAS 23000 as there is any other action that covers up the weakness.
  - Such weakness doesn't influence assessment but must be corrected.
  - Example of Minor Weakness can be seen in 8 hereof.
5. Scheme of audit result assessment to SJH implementation:
- a) **Grade A**  
To obtain implementation status A, the quality of HAS implementation of a company must be very good as indicated that there is no critical weakness found at audit. Improvement needed for the weakness may be found at audit but the weakness must have been corrected entirely within a maximum term of two weeks (14 calendar days) after the audit has been conducted. If the requirement of such timeframe for such correction fails to be fulfilled then the company will obtain status 'B'.
- b) **Grade B**  
Implementation status 'B' will be granted to a company that has fulfilled the minimum requirements of HAS implementation quality as indicated by correction to critical weakness, if found at audit. In addition, status 'B' will be granted to a company that is only able to correct a part of weakness within two weeks (14 calendar days).
- c) **Grade C**  
Implementation status C will be granted to a company that fails to fulfill the minimum requirements of HAS implementation quality as indicated by no correction to a part / all of critical weakness found at audit.
6. Tabular scheme on audit result assessment to HAS implementation:

No	Weakness at audit		Weakness after correction		Grade/ Status	Remarks
	CR	IN	CR	IN		
1	Inexistent	Inexistent	Inexistent	Inexistent	A	
2	Inexistent	Existent	Inexistent	Inexistent	A*	Obtain Grade A after in correction within 2 weeks
3	Inexistent	Existent	Inexistent	In part	B	



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No	Weakness at audit		Weakness after correction		Grade / Status	Remarks
	CR	IN	CR	IN		
4	Existent	Existent	Inexistent	In part	B	
5	Existent	Inexistent	Inexistent	Inexistent	B	
6	Existent	Existent	Existent	Existent	C	
7	Existent	Existent	Existent	In part	C	
8	Existent	Existent	In part	In part	C	
9	Existent	Inexistent	Existent	Inexistent	C	
10	Existent	Inexistent	In part	Inexistent	C	

Notes:

- Weakness at audit: any weakness found at audit and after approval at Auditors Meeting
- Weakness after correction: any weakness which has been corrected by company before Grade / Status is issued.
- CR (Critical), IN (Improvement Needed)

7. Types of Critical (CR) Weakness and Improvement Needed (IN) Weakness:

No	Weakness	Types of Weakness	
		CR	IN
<b>0.</b>	<b>HAS MANUAL</b>		
	a. Contents of HAS Manual do not conform to HAS 23000 (doesn't fulfill the HAS 11 Criteria)		V
	b. Contents of SJH Manual do not conform to company business process		V
<b>1.</b>	<b>HALAL POLICY</b>		
	a. No halal policy	V	
	b. Halal policy has not yet been socialized to the management and workers	V	
	c. Halal policy has not yet socialized to supplier		V
<b>2.</b>	<b>HALAL MANAGEMENT TEAM</b>		
	a. Halal management team has not yet set up	V	
	b. There is no evidence of appointment of halal management team	V	



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	c. Halal management team doesn't include all parts of critical activity	V	
	d. Duties, responsibilities and authorities of halal management team have not yet been determined	V	
	e. Halal management team has no competency and authority required	V	
	f. Halal management team is not supported by sufficient resources to perform its duties.	V	
<b>3.</b>	<b>TRAINING AND EDUCATION</b>		
	a. There is no procedures of training	V	
	b. Training procedures do not conform to HAS 23000		V
	c. Chairman / members of halal management team never attend external simple training at a minimum of every two years (short training before audit, short training in LPPOM MUI, training by any other institution)	V	
	d. Chairman / member of halal management team never attend external training by LPPOM MUI at a minimum of every two years		V
	e. Internal training is never carried out at a minimum of once a year		V
	f. Internal training has not yet been carried out for any employees related to critical activities		V
	g. Internal training has not yet been carried out for new employees		V
	h. Internal training material doesn't include HAS 23000		V
	i. There is no evaluation to internal training results		V
	j. There is no evidence of training		V
	k. There is no evidence of education on SJH implementation		V
<b>4.</b>	<b>MATERIAL</b>		
	a. Found a material not provided with adequate (sufficient) supporting documents *	V	
	b. There is any supporting document that has expired (except inactive material) *		V
	c. There is no procedure guaranteeing that any supporting documents of materials used will be always valid		V
	d. There is any material not listed on Cerol application (particularly new registration)		V



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	e. There is no list of materials approved by LPPOM MUI (particularly registration for development/extension)		V
	f. Particularly for any products requiring the proof of halal material sufficiency according to production capacity (such as gelatin, gelatin capsule, chondroitin, whey, animal rennet, lactose, collagen, calcium of bone), halal raw material availability doesn't conform to production capacity	V	
<b>5.</b>	<b>PRODUCT</b>		
	a. Found a certified product using a name that refers to something forbidden or worship not conforming to Islamic sharia	V	
	b. Found a product with sensory profile having a tendency to cause odor or sense referring to haram product	V	
	c. Not all retail products under same trademark are registered for certification (particularly new registration)		V
	d. There is any new variant of retail product under same trademark as certified product that has not yet obtained halal Certificate but has been circulated (particularly registration for development / extension)		V
	e. Particularly for repacked / relabeled products: original products without MUI's halal certificate or not categorized as non-risk products	V	
	f. Particularly for dilution, purification and standardization products: i) Original products without MUI's halal certificate, or ii) Not categorized as non-risk / low risk products, or iii) Original products whose sources of material are unidentified and which have no halal certificate from any other institution recognized by MUI	V	
<b>6.</b>	<b>PRODUCTION FACILITIES</b>		
	a. There is any production facility not yet registered (including place of manufacture for partial or entire process)	V	
	b. If there are any contents of pork / its derivatives within uncertified products, the contents will be	V	



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	handled at same facility as within certified products (non-pork free facility)		
	c. Production facility is not free from <i>najis</i> (impurity) and not equipped with sanitary facilities	V	
	d. There is any production equipment made of <i>haram</i> / <i>najis</i> material (such as brush made of fur)	V	
	e. Particularly for production line and auxiliary equipment ever used to make products containing pork / its derivative subsequently serving as facility for halal production, not yet cleaned through washing that complies with any requirements	V	
	f. Equipment washing facility not separate from washing facility for any equipment's in contact with material of pork/its derivative (if any)	V	
	g. Sampling of material and product fails to prevent contamination by <i>haram</i> / <i>najis</i> (impure) material / product (if there is any uncertified product)	V	
7.	<b>WRITTEN PROCEDURES FOR CRITICAL ACTIVITY</b>		
	<b>New Material Selection</b>		
	a. There is no written procedure for new material selection	V	
	b. New material selection procedure doesn't guarantee that any new material to be used for certified product has been approved by LPPOM MUI	V	
	c. Found a new material not yet approved by LPPOM MUI and its documents are not valid but it has been used (particularly registration for development / extension) *	V	
	d. Found a new material not yet approved by LPPOM MUI and any of its documents are valid but it has been used (particularly registration for development / extension) *		V
	e. If there is any sharing facility with uncertified product, there will be no procedure that can guarantee that all materials are free of pork / its derivative		V
	f. There is no evidence of new material selection		V
	<b>Purchase</b>		
	a. There is no written procedure for material purchase	V	





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	b. Material purchase procedure doesn't guarantee that all materials purchased for certified product have been approved by LPPOM MUI	V	
	c. Found a material not yet approved by LPPOM MUI and its documents are not valid but it has been purchased *	V	
	d. Found a material not yet approved by LPPOM MUI and any of its documents are valid but it has been purchased *		V
	e. There is no evidence of material purchase.		V
	<b>Product formulation (if product has formula) / New Product Development</b>		
	a. There is no written procedure for product formulation / new product development	V	
	b. Procedure for product formulation / new product development doesn't guarantee that all materials used have been approved by LPPOM MUI	V	
	c. No standard formula is written	V	
	d. Standard formula is not available but it can be proved that there shall be no use of material without approval by LPPOM MUI		V
	e. Standard formula doesn't conform to material matrix versus product		V
	f. Found a product formula with material not yet approved by LPPOM MUI (particularly registration for extension)		V
	g. Particularly for retail product, new product development procedures do not guarantee that a new product under same trademark as product that has been certified have obtained halal Certificate before circulation		V
	h. There is no evidence of product formulation / new product development.		V
	<b>Incoming Material Inspection</b>		
	a. There is no written procedure for incoming material inspection	V	
	b. Material inspection procedure doesn't guarantee the conformity of information contained in material's supporting documents with that contained in material label	V	
	c. No material label inspection is conducted*	V	



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	d. Found a material with information contained in material documents not conforming to that contained in label * (particularly new registration)		V
	e. Found a material with information contained in material documents not conforming to that contained in label * (particularly registration for development / extension)	V	
	f. There is no evidence of incoming material inspection		V
	<b>Production</b>		
	a. There is no written procedures for production	V	
	b. Production procedure doesn't guarantee that all materials used in production process have been approved by LPPOM MUI	V	
	c. Production uses material not contained in the list of materials (particularly new registration)		V
	d. Production uses material not approved by LPPOM MUI (particularly registration for development / extension) *	V	
	e. Found a formula in production not same as standard formula		V
	f. There is no evidence of production		V
	<b>Production Facility and Auxiliary Equipment Washing</b>		
	a. There is no written procedure for production facility and auxiliary equipment washing	V	
	b. Procedure for production facility and auxiliary equipment washing doesn't guarantee that washing process can remove <i>najis</i> (impurity)	V	
	c. Production facility and auxiliary equipment washing cannot remove <i>najis</i> (impurity)	V	
	d. Material for washing constitutes <i>najis</i> (impure) material	V	
	e. If there is any sharing facility, production facility washing will not always be conducted before use to make certified products	V	
	f. Particularly for microbial products, there is no adequate washing to remove <i>najis</i> (impurity)	V	
	g. Washing process is not verified to prove the removal of <i>najis</i> (impurity)		V



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	h. There is no evidence of production facility and auxiliary equipment washing		V
	i. There is no evidence of production facility and auxiliary equipment washing (particularly for factory provided with sharing facility)	V	
	<b>Material / Product Storage and Handling</b>		
	a. There is no written procedure for material / product storage and handling	V	
	b. Procedure for material / product storage and handling cannot prevent material / product contamination by haram / <i>najis</i> (impure) material	V	
	c. There is any material / product contamination by haram / <i>najis</i> (impure) material during material / product storage and handling in warehouse or in temporary warehouse	V	
	d. There no evidence of material / product storage		V
	<b>Transportation</b>		
	a. There is no written procedure for transportation	V	
	b. Transportation procedure cannot prevent material and product contamination by haram / <i>najis</i> (impure) material during transportation	V	
	c. During transportation, material or product contamination by haram / <i>najis</i> (impure) material occurs	V	
	d. There is no evidence of transportation		V
<b>8.</b>	<b>TRACEABILITY</b>		
	a. There is no written procedure on traceability	V	
	b. Procedure cannot guarantee the traceability of product derived from material approved and produced in a facility that fulfills criteria for production facility	V	
	c. Found a product that is untraceable and is derived from material approved and produced in a facility that fulfills criteria for production facility	V	
	d. If there is any material coding: (i) materials under same code will be found but their halal status will be different, (ii) material information will be untraceable in critical activity.	V	
	e. Found a repackaged / relabeled material whose original identity is untraceable and supplier audit cannot be immediately performed	V	
	f. There is no evidence of product traceability	V	



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<b>9.</b>	<b>HANDLING OF PRODUCT NOT FULFILLING CRITERIA</b>		
	a. There is no written procedures to handle any products that have been already made of material and in facility not fulfilling criteria	V	
	b. Procedures for handling of any products not fulfilling criteria are not sufficient (not conforming to criteria)	V	
	c. Procedures have not yet defined correctly any product term not fulfilling criteria		V
	d. Procedures do not include any correct action to handle any products not fulfilling criteria		V
	e. Found a product not fulfilling criteria and it has been already sold (if any) but not yet recalled	V	
	f. There is no evidence of handling of product not fulfilling criteria (if ever occur)		V
<b>10.</b>	<b>INTERNAL AUDIT</b>		
	a. There is no written procedure for internal audit	V	
	b. There is any written procedure for internal audit but not yet including HAS 23000		V
	c. Internal audit is not conducted on schedule basis at a minimum of every 6 months	V	
	d. Scope of internal audit doesn't conform to SJH criteria and company business process		V
	e. Internal auditor never attends external/internal training under HAS 23000 subject matter		V
	f. Internal auditor is not independent to audited party		V
	g. Results of internal audit are not submitted to person responsible for any audited activity	V	
	h. Correction (if any weakness) is not decided and its timeframe is not determined		V
	i. Correction (if any weakness) made is unable to settle the weakness and prevent recurring weakness	V	
	j. Periodic report is not submitted to LPPOM MUI every 6 months	V	
	k. Periodic report has been made but is not successfully submitted (for example, delivered via secretariat)		V
	l. There is no evidence of internal audit implementation		V
<b>11.</b>	<b>MANAGEMENT REVIEW</b>		



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	a. No management review is conducted on schedule basis at least once a year	V	
	b. No management review is attended by top management / their representatives	V	
	c. Results of management review are not submitted to person responsible for each activity	V	
	d. Follow-up of evaluation results has not yet determined timeframe (if any)		V
	e. Correction made is unable to settle weakness and prevent recurring weakness finding	V	
	f. There is no evidence of management review		V

8. Examples of minor weakness are as follows:

- Halal policy has not yet been socialized to supplier, but: (i) supplier always sends material conforming to the list of materials, (ii) supplier always provides a valid documents for the materials.
- There is no list of materials but proved that all materials used conform to materials stated in the minutes of fatwa meeting and any new materials used are completed with the approval of LPPOM MUI (particularly registration for development / extension).
- No inspection of halal logo is conducted at receipt of incoming material but there is no material required to affix halal logo.