Australian Government
Department of Agriculture,
Fisheries and Forestry

APPROVED ARRANGEMENT GUIDELINES

for the Australian Government Authorised Halal Program

Approved Islamic Organisations

These guidelines are subject to amendment from time to time.
Please ensure that you refer to the most recent version of these guidelines.

Current Version Number	Document Owner	Published
1	Export Meat Program	December 2022

Disclaimer

The information provided in this document is intended as guidance only and should not be taken as definitive or exhaustive. The *Export Control Act 2020* and the Export Control (Meat and Meat Products) Rules 2021 provide the legal reference to these guidelines. This document includes agreed department and industry interpretations were necessary. While all reasonable efforts are made to ensure this information provided is accurate, the Commonwealth will not accept liability for any loss resulting from reliance on information contained in this document.

Contents

Definitions

This table includes definitions which supplement those in the *Export Control Act 2020* and the Export Control (Meat and Meat Products) Rules 2021.

Term	Definition
Approved Arrangement	An arrangement approved under export legislation required by all registered export meat establishments.
Approved Islamic Organisation (AIO)	An organisation approved by the Secretary or delegate in accordance with legislative requirements for the purpose of supervising the production and certification of halal red meat and meat products for export.
Area Technical Manager (ATM)	Departmental officers with veterinary and audit qualifications who conduct audits at registered export meat establishments.
Australian Export Meat Inspection System (AEMIS)	The Australian Export Meat Inspection System (AEMIS) is an integrated set of controls specified and verified by the Australian Government that ensure the safety, suitability and integrity of Australian meat and meat products. Underpinning AEMIS are objective hygiene and performance standards which are continually monitored.
Export Documentation System (EXDOC) Next Export Documentation System (NEXDOC)	The computer system (EXDOC) and future computer system (NEXDOC) controlled by the department for receiving electronic notices of intention to export and for issuing export permits and government certificates, including electronic halal certificates.
Fit and Proper Person	A person in management or control that has been determined to be fit and proper under section 372 of the *Export Control Act 2020.*
Halal Certificate	A government certificate that is jointly issued in relation to the prescribed meat or meat products by an AIO and the Secretary.
Halal	An Arabic word that identifies a product as being 'permissible' and produced under Islamic law.
Haram	An Arabic word that identifies a product as being 'forbidden' under Islamic law.
Manual of Importing Country Requirements (Micor)	An online platform that sets out importing country requirements that differ from relevant Australian Standards, which must be met to gain market access.

Term	Definition
Muslim Slaughterman	A nominated slaughterman trained by the relevant AIO as suitable to slaughter permissible animals in accordance with Islamic rites.
Muslim Personnel	Members of the onsite halal team. Positions include Muslim Slaughterman, Halal Supervisors, Halal Head Checker (Beef pneumatic stun establishments only) and other positions as required by the Importing country
Non-Halal	A product produced from species that would be 'permissible' under Islamic law but has not been produced in accordance with Islamic halal practices.
Non-Halal conforming carcass	A halal animal that has not been slaughtered in accordance with Islamic law and the relevant importing country standard.
On-Plant Veterinarian (OPV)	A veterinarian employed by the Australian Government to conduct, or provide supervision of, daily ante- and post-mortem inspection and verification of the establishment's compliance with its approved arrangement.

Relevant Legislation

The legislation that applies to halal meat and meat product for export halal certification operations and auditing is the:
- *Export Control Act 2020*
- Export Control (Meat and Meat Products) Rules 2021

Purpose

The Export Control (Meat and Meat Products) Rules 2021 requires that AIOs hold an approved arrangement that must:
- Identify each importing country requirement relating to the halal meat certifications operations to be carried out.
- Record details of the system of controls to be implemented to ensure that each of those importing country requirements will be met.
- Record details of the system of controls to be implemented to carry out the halal meat certification operations to ensure that;
    - o The applicable requirements of the legislation will be complied with; and
    - o There are reasonable grounds for halal certificates to be issued.

The purpose of this guideline is to outline the requirements for Islamic Organisations to produce an approved arrangement that satisfies all current legislative requirements for halal certification of red meat and red meat products for export.

Scope

These guidelines are applicable to all Islamic Organisations, recognised by a relevant importing country authority as a certifier of halal red meat and red meat products, seeking to become and remain approved to certify Australian halal red meat and red meat products for export under the *Export Control Act 2020.*

This guideline **does not** apply to halal certification operations of non-red meat commodities for export or domestic halal certification.

Background

The Department of Agriculture, Fisheries and Forestry provides approval to Islamic Organisations through an AA for the halal certification operations of export red meat and red meat products. The export of halal red meat and red meat products where a halal certificate is required will include joint certification by the department and an Approved Islamic Organisation (AIO).

To become an AIO an application form and an approved arrangement document must be submitted to the department for approval.

The AA must outline the AIO's procedures in such a way that the department is satisfied that halal certification operations will be performed in accordance with the legislative requirements of the *Export Control Act 2020* and the Export Control (Meat and Meat Products) Rules 2021 and relevant importing country requirements.

The AIO's approved arrangement will be audited by the department on a regular basis. It is the responsibility of the AIO to ensure they maintain their overseas country approvals and meet current market access requirements for those approved countries.

Application and Supporting Documentation

All applications and proposed arrangements for approval submitted to the department must include evidence of the approval from an importing country competent authority for halal red meat, as a person or body that may carry out halal red meat certification for that market.

Examples of such countries that require approval for the importation of halal red meat and red meat products include (but are not limited to) Malaysia, Indonesia, Singapore, United Arab of Emirates, Saudi Arabia, Egypt, Qatar and the Kingdom of Bahrain. Approvals from the importing country's relevant authority must be sought and gained before seeking approval from the department.

The proposed arrangement must be approved by the department before it can be implemented. The proposed arrangement and application must be sent to halal.exportmeat@aff.gov.au for consideration by the department.

SECTIONS OF AN APPROVED ARRANGEMENT

These guidelines have been developed by the department in consultation with the red meat industry and AIOs to describe an approach that will support the development, implementation, and maintenance of an approved arrangement for AIOs. These guidelines provide a basic format however they are advisory, and an approved arrangement may take any form provided the objectives and requirements of the export legislation and relevant importing countries are met.

Review process for these Guidelines

It is intended that these guidelines will be reviewed regularly by the department in conjunction with relevant industry members. Any variation to these guidelines will be undertaken in consultation with AIOs and industry.

Interpreting these Guidelines

Each section of this document will require documented procedures to be developed that address the relevant requirements. For all sections of these guidelines, performance indicators provide the basis for the development and/or review of relevant documented procedures.

Using the guideline to verify the approved arrangement

Verification activities through audit by the department further underpins the provision of export certification of halal red meat and red meat products. Unless agreed with an AIO, the scope of verification undertaken by the department will be limited to matters that relate to halal certification of red meat and red meat products for export and the compliance with the *Export Control Act 2020,* Export Control (Meat and Meat Products) Rules 2021, and relevant importing country requirements.

Using the section headings and checklists described within this guideline may assist in the development of verification systems, such as internal audits. It may also provide a framework for verification that will encourage more consistent application of verification activities and their reporting.

Variations to an approved arrangement

The approved arrangement will be used during audits conducted by departmental auditors and must be updated and approved if any significant variations are made. Significant variations must be sent to halal.exportmeat@aff.gov.au for consideration by the department prior to implementation.

Significant variations that require approval before they can be implemented include (but are not limited to):
- A variation to a person listed in management or control of the halal certification operations.
- A variation to a person who may sign halal certificates on behalf of the AIO.
- A variation that may adversely affect the accuracy and completeness of any halal certificates for red meat and red meat products for export issued in accordance with the approved arrangement.

- A variation that may adversely affect the department's ability to assess whether a certificate has been issued completely and correctly.
- A variation that changes the AIO's training program for Muslim slaughtermen.

The department may also require the holder of an approved arrangement to vary the approved arrangement if there is reason to believe that the system of controls is no longer satisfactory to ensure there will be reasonable grounds for halal certificates to be issued.

1.0 Importing country requirements

Outcome
The AIO provides confirmation of all relevant importing country approvals and includes the relevant importing country requirements within the approved arrangement

Performance Indicators

a)   Importing country approval must be gained prior to becoming an AIO.

b)   All importing country approvals must be listed within the approved arrangement, and any relevant importing country requirements for that market must be included.

c)   The AIO is present at audits conducted by a relevant importing country if requested by the department to attend.

Table 1: Performance Checklist

Can the AIO demonstrate that:

Item	Performance checklist
1.1	The arrangement lists all importing country approvals including the relevant competent authority that provided approval.
1.2	The AIO has included all relevant importing country requirements applicable for the markets where recognition is held.
1.3	The AIO includes a commitment to notify the department as soon as practically possible if their importing country approvals change, including new approvals gained or approvals removed.
1.4	The AIO commits to attend any importing country audits where the AIO's presence is requested by the department.

Table 2: Target for AIOs

Item	Target	Reference
1.1	A list of all importing country approvals currently held, including any expiry dates if relevant.	EC(MMP)R Section 1-5
1.2	A list of importing country requirements that is specific to relevant approved markets. Requirements by importing countries may include but are not limited to: • Specific auditing arrangements at export registered meat establishments • Specific requirements for halal certificates	EC(MMP)R Section 5-56(2)

Item	Target	Reference
	• Reporting requirements	
1.3	Information on how updated information on importing country requirements is obtained. This may include access to Micor references to specific standards or websites by the importing country etc.	EC(MMP)R Section 5-57
1.4	A statement committing the AIO to attend any importing country audits as required and requested by the department.	EC(MMP)R Section 5-53(2)

2.0 Halal Certification Operations

Outcome
The AIO includes information on how the halal certification operations of the organisation will operate

Performance Indicators

a)   Assess the halal program for all establishments an AIO supervises and for which it provides certification activities, including their adherence to any relevant importing country requirements.

b)   All halal certification operations carried out must be objective, fair, accurate and complete.

c)   Halal certificates are signed by someone listed in management or control of halal certification operations AIO.

d)   Only one halal certificate is issued (either electronic or manual) for each consignment of halal red meat and red meat products.

Table 3: Performance Checklist

Can the AIO demonstrate that:

Item	Performance checklist
2.1	Assessments are made for each export registered meat establishment the AIO supervises and for which it provides certification.
2.2	All halal certification operations carried out are objective, fair, accurate and complete.
2.3	Halal certificates are only signed by those listed authorised by the AIO within the approved arrangement.
2.4	Only one halal certificate is issued for each eligible consignment.
2.5	Replacement certificates are only issued when adequate information has been supplied to warrant the replacement.
2.6	There is a system of controls in the Halal meat certification operations to ensure that there are reasonable grounds for halal certificates to be issued.
2.7	Halal stamps and certificates will be maintained and controlled in a secure area.

Table 4: Target for AIOs

Item	Target	Reference
2.1	Provide a commitment to assess and approve the halal program of any export registered red meat establishment the AIO is supervising and for which it is certifying. **Note**: Appendix 2 provides information and examples of the details that may be considered when assessing the halal program of an establishment's approved arrangement.	EC(MMP)R Section 5-53(4)(c)
2.2	Include a statement from management that specifies all certification made by the AIO will be objective, fair, accurate and complete.	EC(MMP)R Section 5-56 (1)
2.3	Include procedures to ensure that all persons who sign halal certificates, conduct halal audits, or manage and control the halal certification operations within the AIO are listed and have been assessed as being fit and proper.	ECA Section 372 EC(MMP)R Section 5-66
2.4	Include procedures to be followed for notifying the department if a person who is listed as being able to sign halal certificates, conduct halal audits, or manage and control the halal certification operations ceases to be with the AIO.	EC(MMP)R Section 5-63 (a)
2.5	Provide a commitment that only one halal certificate will be issued for each eligible consignment certified by the AIO.	EC(MMP)R Section 2-12
2.6	Include procedures for raising and completing halal certificates. **Note:** Appendix 4 provides information on how to raise and complete electronic and manual certificates.	EC(MMP)R Section 5-53
2.7	Describe the how security of Halal stamps and certificates will be maintained.	EC(MMP)R Section 5-35

3.0 Training Requirements

Outcome
All personnel who carry out halal meat certification operations on registered establishments are appropriately trained and competent to ensure compliance with the requirements of Australian export legislation

Performance Indicators

a)   Each person carrying out halal certification operations who are authorised by the AIO, including auditing of export registered meat establishments, must have the competency to carry out those operations.

b)   The AIO must ensure the consistent training and on-going assessment of nominated on - site Muslim personnel who carry out halal meat certification operations on registered establishments (directly related to the religious slaughter such as slaughterman and supervisors) is maintained.

c)   Trained on-site Muslim personnel (e.g. halal slaughterman, halal supervisors, halal trainees) must have ID cards to verify their competency to perform ritual slaughter.

Note: Training of non-religious components and related development programs for personnel who carry out halal meat certification operations on registered establishments is the responsibility of the establishments. This must include training in the hygienic production of meat and meat products under the Australian meat standard (AS4696:2007).

Table 5: Performance Checklist

Can the AIO demonstrate that:

Item	Performance checklist
3.1	All persons carrying out halal certification operations, including auditors, are competent to carry out those operations and provide certification services for export registered meat establishments.
3.2	Detailed training is specified to ensure all on-site Muslim personnel are adequately trained.

Table 6: Target for AIOs

Item	Target	Reference
3.1	Evidence that persons carrying out halal certification operations are competent to provide certification services and/or auditing at export registered establishments is available.	EC(MMP)R Section 5-57

Item	Target	Reference
3.2	Provide information on the training for on-site Muslim personnel. This may include, but is not limited to: • Religious requirements of halal slaughter • stunning requirements • halal slaughter techniques • product segregation • control of official marks/stamps • document/records control • inventory controls • requirements of the meat industry • understanding of the halal procedures in the establishment where they will work	EC(MMP)R Section 5-57
3.3	Provide information on the assessment criteria for Muslim personnel. The personnel: • must have adequate training and understanding to comply with animal welfare standards. • must have adequate regulatory conformance (including hygiene and other areas) to avoid any compromise to meat safety standards and regulatory standards (i.e., The Australian Standard for the Hygienic Production and Transportation of Meat and Meat Products for Human Consumption AS4696:2007).	EC(MMP)R Section 5-57
3.4	Confirm on-site Muslim personnel identity cards are issued once assessed as fully competent.	EC(MMP)R Section 5-57

4.0 Management Practices

Outcome
The management practices, organisational structure, resources, and personnel are adequate to ensure compliance with legislative requirements

Performance Indicators

a) AIO management practices and organisation structure are appropriate to ensure compliant halal certification operations.

b) The AIO is adequately resourced to consistently ensure halal certification operations are carried out for all export registered meat establishments the AIO supervises, and in compliance with the relevant importing country requirements.

Table 7: Performance Checklist

Can the AIO demonstrate that:

Item	Performance checklist
4.1	There are adequate resources within the organisations structure to ensure compliance with the legislation, applicable importing country requirements, and to complete halal certification operations at all export registered meat establishments supervised.

Table 8: Target for AIOs

Item	Target	Reference
4.1	An organisational structure of the AIO, including lines of communication, of management and personnel with certification or auditing responsibilities	EC(MMP)R Section 5-57
4.2	A statement formally committing the AIO to meeting the requirements of the *Export Control Act 2020*, Export Control (Meat and Meat Products) Rules 2021 and importing country requirements that are applicable to halal certification operations, and to ensure ongoing compliance with these requirements.	EC(MMP)R Section 5-53(2)
4.3	Records are maintained of all variations to the approved arrangement and department approvals where required.	EC(MMP)R Section 5-63 ECA Section 159

5.0 Audits of establishments

> ***Outcome***
>
> *Export registered meat establishments are audited by the AIO to ensure compliance with the establishment's halal program*

Performance Indicators

a)   Audits are undertaken of establishments quarterly for slaughter establishments, six-monthly for non-slaughter establishments or more frequently if required by the importing country.

b)   Audit reports are provided to the department on request.

c)   Critical non-compliances identified during audits are immediately notified to the department.

Table 9: Performance Checklist

Can the AIO demonstrate that:

Item	Performance checklist
5.1	The AIO assesses the halal program for each establishment they supervise and for which they provide certification.
5.2	Audits are undertaken of every establishment either quarterly for slaughter establishments, six-monthly for non-slaughter establishments or more frequently if required by the importing country.
5.3	Audit reports are comprehensive with non-compliances identified clearly if they are found
5.4	Critical non-compliances are immediately notified to the department

Table 10: Target for AIOs

Item	Target	Reference
5.1	A statement committing the AIO to assess the halal program of all export registered establishments under their supervision to ensure it complies with all requirements of halal production and relevant importing country requirements.	EC(MMP)R Section 5-53
5.2	State how often each type of establishment (slaughtering and non-slaughtering) will be audited.	EC(MMP)R Section 5-53
5.3	Provide copies of the audit reports to establishments. Audit reports are to be comprehensive and explain non-compliances found.	EC(MMP)R Section 5-58 (2)

Item	Target	Reference
5.4	Non-compliances requiring action are comprehensively documented and provided to the establishment. Details of non-compliances must be included in the audit report and a time given for the non-compliance to be addressed and resolved.	EC(MMP)R Section 5-59
5.5	Critical non-compliances identified at audit must be immediately notified to the department at the conclusion of the audit. A critical non-compliance is a failure or combination of failures to comply with a requirement for halal meat, the halal program of the approved arrangement of the establishment, or an importing country requirement. Examples of critical non-compliances may include: • intentional failure to downgrade non-halal meat. • no dedicated on-site halal roles where required • use of non-accredited slaughtermen. • failure to comply with the establishment's halal program within their approved arrangement.	EC(MMP)R Section 5-61

6.0 Internal audits

> ***Outcome***
>
> *Internal audits and management reviews are conducted to assess the effectiveness of the management practices and ensure ongoing compliance.*

Performance Indicators

a) Internal audits and management reviews are conducted regularly to assess suitability, adequacy, effectiveness and compliance with the AIO's approved arrangement and legislative requirements.

b) The internal audits and management reviews follow a defined process and are documented.

Note: Internal audits are not required if fewer than three people are employed by the holder of the approved arrangement to carry out halal meat certification operations.

Table 11: Performance Checklist

Can the AIO demonstrate that:

Item	Performance checklist
6.1	Internal audits and management reviews are conducted at planned intervals to provide the following: • An assessment of whether the operations have met expected outcomes of the AIO's approved arrangement. • Confirmation the approved arrangement is current.
6.2	Inputs to the internal audit and management review include information on: • Results of departmental audits. • Follow up action from previous internal audits. • Confirmation that importing country requirements continue to be met. • Verification that the requirements of the management practices continue to be met.
6.3	Records are maintained of: • Internal audits and management reviews conducted. • Any improvements to the effectiveness of the AIO's approved arrangement and its process as a result of the internal audit.

Table 12: Target for AIOs

Item	Target	Reference
6.1	Internal audits and management reviews are conducted in line with written procedures.	EC(MMP)R Section 5-60
6.2	Inputs into the internal audit and management review are described.	EC(MMP)R Section 5-60
6.3	A report and corrective actions (if required) are recorded. A record must be made of: • Each internal audit and management review conducted. • The results of the internal audit and management review. • Each decision (if any) to take action as a result of the internal audit and management review and the action taken.	EC(MMP)R Section 5-60

7.0 Departmental audits

Outcome
AIO will be audited by the department regularly to ensure compliance with the approved arrangement

Performance Indicators

a)   AIO will undergo audits by the department when requested.

b)   Desk audits of the AIO are conducted to ensure compliance.

c)   Witness audits of the AIO's supervisory audits of establishments may be conducted by the department if required.

Table 13: Performance Checklist

Can the AIO demonstrate that:

Item	Performance checklist
7.1	The AIO will undergo audits as requested by the department, including the facilitation of desk audits and witness audits at establishments the AIO supervises.

Table 14: Target for AIOs

Item	Target	Reference
7.1	A statement committing the AIO to assist and facilitate audits requested by the department as required.	ECA Section 271
7.2	A statement committing the AIO to facilitate witness audits of establishments the AIO supervises to permit a departmental auditor to attend and observe.	ECA Section 271

8.0 Record keeping

Outcome
Relevant records of halal certification operations must be kept for a minimum of two years.

Performance Indicators

a)   Records are kept of halal certificates, staff training, establishment audits, internal audits and importing country approvals.

b)   Records are kept for a minimum of two years.

Table 15: Performance Checklist

1. Objectives and Commitment

Can the AIO demonstrate that:

Item	Performance checklist
8.1	Relevant records are kept and available if required for halal certificates, staff training, slaughterman identification, audits of establishments, internal audits conducted, security systems for documentation, and importing country approvals or de-listings.
8.2	A version history for the approved arrangement is maintained of changes and amendments.

Table 16: Target for AIOs

Item	Target	Reference
8.1	Records are available of: • halal certificates • staff training • slaughterman identification • audits of establishments • internal audits conducted • security systems for documentation • importing country approvals • importing country de-listings.	EC(MMP)R Section 5-57 (2)
8.2	Records are kept for two years.	EC(MMP)R Section 5-57 (2)
8.3	A version history table is included within the arrangement showing changes and dates they were made.	EC(MMP)R Section 5-57 (2)

Appendix 1: Approved Arrangement Checklist for AIOs

The below checklist can be used by AIOs to ensure the relevant aspects of the approved arrangement have been included for assessment.

Requirement	Included?
Importing Country Approval	
Importing Country Requirements	
Halal Certification Operations	
Training Requirements	
Management Practices	
List of persons in management and control and person signing export red meat halal certificates	
Auditing procedures of establishments	
Internal audit procedures	
Record Keeping	
Version history	

Appendix 2: Components of an Establishment's Halal Program

The below information is to be used as a guide only and is not definitive or exhaustive. When assessing and considering an establishment's approved arrangement, the AIO must also consider specific importing country requirements that may require additional information to be included within an establishment's approved arrangement. Please note, the halal program of the approved arrangement must be jointly approved by the AIO and the department.

Approved arrangements

All export registered establishments (including slaughter establishments, independent boning rooms and cold stores) requiring government halal certification must have an approved arrangement that incorporates halal requirements. The approved arrangement will identify the AIO/s operating on the establishment and the scope of the halal production process e.g. species, boning, offal processing, further processing, by products preparation, storage, and where applicable transportation.

The approved arrangement must incorporate the process for identification, processing, storing, and transporting of non-halal products in all sections of the establishment. It must also incorporate post-operative cleaning procedures where non-halal products have been processed if applicable.

It is important to note that some importing countries prohibit the processing of pork or pork products in the same facility as halal products. In other circumstances, where pigs or pork products are processed in multi species plants, clear segregation programs must be part of the approved arrangement. In these instances, importing countries may require that pigs are not slaughtered or processed on the same line, equipment, or processing room as halal products.

Further information of the establishments approved arrangement, can be found on the department's website

Human resource requirements

Where required each AIO must appoint an onsite halal supervisor at each red meat establishment who will provide supervisory, training, document/record control and religious expertise in matters relating to Halal slaughter on a daily basis.

The halal supervisor will supervise the establishment and its compliance with the AGAHP daily, regularly communicate with the management of the AIO and when required will participate in overseas delegation inspections or visits. The AIO will monitor the onsite halal supervisor and the Establishment during the four quarterly surveillance audits conducted by the AIO.

All onsite Muslim personnel must have a current identification card.

The establishment should ensure satisfactory facilities are provided for the Muslim personnel to conduct their daily religious activities.

Processing non-halal meat

There will be occasions when non-halal products are produced at an abattoir or boning room that require special arrangements to ensure the integrity of the approved arrangement has been maintained. Examples of such instances are:

- Emergency kill (animal that is distressed, suffering, or injured)
- Animal that has been excessively stunned or stunned with a captive bolt device
- Animal that has been slaughtered by a slaughterman who is not a Muslim
- Carcase or product where some doubt exists about its Halal status.

The establishment's approved arrangement must detail the segregation of Halal from non-Halal or haram products to ensure integrity of the Halal product is maintained.

Sanitary requirements when processing non-halal products

Most processing operations have implemented schedules that process non-Halal products after Halal production has been completed. Where schedules are altered or non-Halal production is completed before Halal production, the approved arrangement will incorporate effective room and equipment wash down and sanitation processes. Where required an inspection of the room and equipment will be completed by an authorised representative of the AIO.

Equipment cleaning

Cleaning operations will be documented in the establishment's sanitation and hygiene program (as part of the approved arrangement). Cleaning operations will be completed at specified intervals or at frequencies determined by the establishment management in agreement with the AIO.

Where necessary special cleaning programs may be required to comply with Islamic Law. Such programs will be completed under supervision of an authorised representative of the AIO.

Specific requirements for slaughter establishments

The stunning process will be monitored by the onsite Halal Supervisor (or other role as required by the importing country to ensure Islamic compliance of the stunning conducted.

Stunning in accordance with Islamic law

Stunning is acceptable under Islamic Law and must be used in all slaughtering operations to ensure the animal is slaughtered in a humane manner. Whilst all types of stunning must be reversible, it is stressed the responsibility of all management and their employees for animal welfare overrides any aspect of the slaughtering process – be it religious or conventional slaughter.

Electrical stunning

All animals must be stunned in a way that ensures the animal's heart continues to beat after stunning. The manufacturer's recommendations should be followed when determining the

electrode positions and when determining the voltage and electrical current to ensure the animal is effectively stunned and also remains alive (heart still beating) before slaughter. The AIO must satisfy themselves that these recommendations are in compliance with Islamic Law.

Spinal discharge & Electro - immobilisation

Where spinal discharge units or low voltage immobilisation units are used the manufacturer's recommendations should be followed when determining the voltage and electrical current. The AIO must satisfy themselves these recommendations are in compliance with Islamic Law of the importing country.

Non penetrative percussive stunning

Percussive stunning uses the impact of a heavy mushroom head non-penetrative stunner against the frontal bone of the head and is considered reversible but must be used under strict program requirements. It is important to use the correct strength cartridge or pressure setting (as per manufacturer's recommendations). A penetrative bolt stunner should always be available as a back-up when stunning.

Percussion stunning equipment should not be used:
- in positions other than the frontal position
- on any animal where the stun will be ineffective (e.g. some mature age bulls)
- after the stun is ineffective with two applications (in this event a penetrative captive bolt stunner must be used immediately, and the product must be downgraded to non-halal). Some importing countries require downgrading after one failed stun.

Compression of the skull may result in indentation and bone fractures. In such cases the carcase could be declared non-halal in accordance with AIO requirements or relevant importing country requirements and be identified as such.

Slaughtering in accordance with Islamic Law

Only registered Muslim slaughtermen can perform the halal slaughtering procedure for halal products. The slaughterman will only use a 'Halal Cut' as defined by the AIO. Any specific importing country requirements will need to be addressed.

Whilst the stunning and slaughter processes will be covered under the company's approved arrangement, the slaughter of animals in accordance with Islamic rites does not in any way absolve abattoir management or employees from animal welfare responsibilities. Nothing can override this responsibility. Animals that are non-fatally stunned must not regain consciousness and must not be hoisted off the ground or hung on a dressing rail while conscious. The slaughter process will also be monitored by the onsite halal Supervisor to ensure Islamic compliance and requirements of animal welfare are adhered to.

Where emergency kill animals are processed during normal halal production, the onsite halal supervisor will be notified of the change to the kill schedule. Most emergency kill animals will be stunned with a captive bolt and then processed through the normal processing line as non-halal. The approved arrangement must incorporate the identification, segregation and cleaning

procedures that are followed for each section of the establishment when processing non-halal product. The identification, segregation and cleaning procedures will also be monitored by the onsite halal supervisor to minimise the threat of cross contamination between halal and nonhalal.

The slaughter of animals in accordance with Islamic rites does not in any way absolve abattoir management or employees from hygiene responsibilities. Halal slaughter invariably increases the risk of contamination of the tissues of the head and neck. All such contamination must be dealt with to ensure that only clean meat is recovered for edible purposes. On beef processing operations oesophageal cups may be used prior to severing the throat. Oesophageal occlusion by tying or clipping, a food safety requirement, must be completed by a minimal incision that is not considered part of the dressing process.

Appendix 3: Example AIO Audit Report

The below information is to be used as a guide only. AIOs are encouraged to create their own audit checklist for use when auditing export registered meat establishments.

ISLAMIC ORGANISATION AUDIT REPORT

Establishment Number:	Date of audit:
Establishment Name:	Date of most recent audit:
Establishment address:	Name of Auditor:

AUDIT SCOPE

AUDIT SUMMARY OF FINDINGS

AUDIT OUTCOME

Signed:		Signed:	
Islamic Organisation	Date	Establishment Representative	Date

Date of non-conformance	Comment on verification of corrective action

COMPLETION OF PREVIOUSLY IDENTIFIED NON – CONFORMANCES

Signed:	
Verified by the Islamic Organisation Auditor	Date

NON-CONFORMANCE DETECTED DURING THE CURRENT AUDIT	
NUMBER	COMMENTS – SPECIFY DETAILS OF OBSERVED NON-CONFORMANCE (DEPARTMENT MUST BE NOTIFIED OF CRITICAL NON-CONFORMANCES IMMEDIATELY)

CORRECTIVE ACTION ISSUED	
NUMBER	Comments

Signed:	
Accepted by the Establishment Representative	Date

AUDIT CHECKLIST DETAILS			
Item	Requirement	Activity Conformance (C or NC)	Comments/Remarks (explanation or quantification of activity conformance)
1	**Establishment Approved Arrangement**		
a	Is the establishment's approved arrangement comprehensive covering all aspects relating to the receival, slaughter, dressing, product transfer and storage of Halal product? Is a copy available for inspection?		
b	Does the establishment's approved arrangement adequately meet the requirements / standards of relevant overseas authorities? i.e. JAKIM, MUI etc		
c	Has the establishment developed procedures for clean down between Non-Halal and Halal production?		
d	Is there a procedure for removing carcasses downgraded from Halal from the chain?		

Item	Requirement	Activity Conformance (C or NC)	Comments/Remarks (explanation or quantification of activity conformance)
e	Are Halal stamps and certificates maintained and controlled in a secure area as detailed in the approved arrangement?		
2	**Slaughter Floor**		
a	Are the onsite Muslim personnel in possession of a current registration card?		
b	Is stunning and slaughtering being correctly undertaken in accordance with the establishment's approved arrangement and with relevant religious requirements?		
c	Are sufficient checks being carried out to assess if the stunning procedures are acceptable to facilitate Halal slaughter? If not, does the company have an adequate process to take appropriate corrective action and to remove non-complying carcasses from the chain?		

Item	Requirement	Activity Conformance (C or NC)	Comments/Remarks (explanation or quantification of activity conformance)
d	Are non-Halal carcases identified, segregated, and handled in line with the approved arrangement?		
e	Are adequate records being maintained by the onsite Muslim personnel and by the establishment to determine the numbers of Halal eligible animals slaughtered each day? Can this be confirmed by access to product transfer / cold storage documentation?		
f	Who is applying the Halal stamps? Are all Halal carcasses stamped before leaving the floor?		
3	**Offal Room**		
a	Is offal processing being correctly undertaken in accordance with the establishment's approved arrangement and with relevant religious requirements?		

Item	Requirement	Activity Conformance (C or NC)	Comments/Remarks (explanation or quantification of activity conformance)
b	Is there proper separation between Halal and Non-Halal production, with proper clean down, no cross contamination in use of equipment (e.g. knives), people etc?		
c	Are there documented procedures to ensure offal is only packed from Halal carcasses – e.g. what happens to retrieve offal from carcasses which are downgraded?		
4	**Boning Room**		
a	Is processing being correctly undertaken in accordance with the establishment's approved arrangement and with relevant religious requirements?		

Item	Requirement	Activity Conformance (C or NC)	Comments/Remarks (explanation or quantification of activity conformance)
b	Is there proper separation between Halal and Non-Halal production, with proper clean down, no cross contamination in use of equipment (e.g. knives, cutting boards, tables), people etc?		
c	Are there procedures to ensure the Halal eligibility of product prior to boning?		
5	**Cold Store**		
a	Is storage being correctly undertaken in accordance with the establishment's approved arrangement and with relevant religious requirements?		
b	Is there proper separation between Halal and Non-Halal storage? Is this supported in inventory controls?		

Item	Requirement	Activity Conformance (C or NC)	Comments/Remarks (explanation or quantification of activity conformance)
c	Are the systems for the provision of Halal certification adequate?		
6	**Further processing**		
a	Is further processing being correctly undertaken in accordance with the establishment's approved arrangement and with relevant religious requirements?		
b	Is there proper separation between Halal and Non-Halal storage, with proper clean down, no cross contamination in use of equipment (e.g. knives, cutting boards, processing equipment), people etc?		

Item	Requirement	Activity Conformance (C or NC)	Comments/Remarks (explanation or quantification of activity conformance)
c	Are there procedures to ensure the Halal eligibility of all raw materials and ingredients? How does the company verify that the ingredients are Halal? Are they all documented and accounted for?		
7	**Other**		
a	Does the establishment have a training and development program available for all employees engaged in Halal slaughter and processing? Are work instructions for Muslim slaughtermen and Muslim Supervisors satisfactory?		
b	Is there an induction and familiarisation program offered to all new employees, ensuring all establishment staff are informed of the sensitivities relating to Halal issues? Are there systems in place to review effectiveness of training programs?		
c	Are facilities provided for Muslim slaughtermen to conduct daily religious activities (prayers)?		

Appendix 4: How to raise and complete electronic and manual halal certificates.

For electronically generated halal certificates

Exporter raises the Request for Permit (RFP) for a consignment containing halal product.
Exporter requests a halal certificate when processing the RFP.
RFP is validated by an authorised person under an AA.
Four copies of the Health certificate and of the Halal certificate and printed out of EXDOC.
- the quadruplicate copy automatically prints out at the regional office for filing.

Exporter arranges for the original, duplicate and triplicate halal certificate copies and relevant supporting information to be sent to the AIO.
If satisfied that the requirements have all been met, the AIO signs and stamps all three halal certificate copies.
- AIO retains triplicate halal certificate copy for own records and audit purposes.

The AIO sends completed original and duplicate halal certificate copies back to exporter.
- Exporter retains duplicate halal certificate copy for own records and audit purposes.

The completed original halal certificate accompanies the export consignment.
(note that some importing counties may require an authorised departmental officer to sign the original, duplicate and triplicate copies prior to being sent to the AIO)

For manual halal certificates

Exporter raises the Request for Permit (RFP) for a consignment containing halal product but generates the option for a manual halal certificate.
RFP is validated by an authorised person under an AA including an endorsement regarding the halal status of the product.
The exporter or their representative fill in the details of the consignment onto the manual certificate and attach to a copy of the RFP, including the endorsement.
The certificate is then taken to an authorised departmental officer for signing and application of the departmental seal.
The exporter arranges for the original, duplicate and triplicate copies of the halal certificate, as well as any relevant documentation, to be endorsed and signed by an AIO. If satisfied that the requirements have all been met, the AIO signs and stamps all three halal certificate copies.
- AIO retains triplicate halal certificate copy for own records and audit purposes.

AIO send completed original and duplicate halal certificate copies back to exporter.
- Exporter retains duplicate halal certificate copy for own records and audit purposes.

Completed original halal certificate accompanies export consignment.