

# GUIDELINES FOR HALAL CERTIFICATION

## RECITALS

- The Islamic Council of Queensland (ICQ) is implementing the Halal Certification Program with a view to ensuring that all food outlets in Queensland certified as “halal” abide by the requirements of the sharia law.
- ICQ will be responsible for administering and implementing the Halal Certification Program in Queensland.

### 1. Trading Name of Business

The restaurant, takeaway business, canteen, etc seeking halal certification must apply in writing on a prescribed application form to ICQ.

ICQ must ensure that the applicant has provided correct trading name, ABN, address of business premises, contact address, names of owners, partners, directors and other relevant details.

### 2. Nature of Business

ICQ will ensure that there is transparency and that the applicant has disclosed full information regarding all goods to be prepared and sold from the premises.

ICQ will NOT certify any food business that is selling a mixture of halal and non-halal foods (e.g. pork, bacon, ham, etc.).

### 3. Verification of Purchases

ICQ will verify all purchases by sighting invoices, delivery dockets, etc to ensure that all meat, chicken, etc. have been purchased from outlets that in turn have been certified as

halal and that all other products bought and sold by the applicant meet the halal guidelines.

#### **4. List of trading Partners**

ICQ will obtain from the applicant names of all its trading partners with whom it deals and/or obtains its products from.

#### **5. Cross Contamination**

Under no circumstances will a restaurant or a food outlet that sells a mixture of halal and non-halal food such as pork, ham, bacon, etc. will be certified halal due to high risk of cross-contamination.

#### **6. Preparation of Food**

All ingredients such as sauces, dressing, marinades, flavouring used in the preparation of food must be halal and free of alcohol.

#### **7. Personnel and Staff**

All personnel, staff and employees in the outlet engaged in the preparation and serving halal food and consumable items must be made aware of the requirements of the Halal Certification Program and they must go through a training/induction program conducted by ICQ.

#### **8. Inspection and Monitoring**

The Inspection Committee appointed by the ICQ will be responsible for the initial inspection and certification of the premises/food outlet. Thereafter the Inspectors appointed by ICQ will carry out periodic and random inspections to ensure that the outlet complies with the halal guidelines at all times.

## 9. Duties of the Inspectors

The nominated inspectors will ensure that:

- a) The trading name and the address are correct as stated in the application form
- b) The staff and employees have been made aware and are fully conversant with the requirements of the Halal Certification Program
- c) The cooking and food preparation area comply with the halal certification guidelines.
- d) They inspect the fridges, freezers, cold storage and dry storage areas to ensure that they comply with the guidelines.
- e) All utensils and equipment used are free from any risk of cross contamination.
- f) They sight all invoices, delivery docketts, etc to verify that the products (especially meat products) have been purchased from halal sources.
- g) The approved halal certificate has been displayed in a prominent place visible to the customers. Wherever appropriate the halal sign, logo is being correctly used.
- h) They note any irregularity or breach of the guidelines and immediately bring that to the attention of the person in charge of the outlet.
- i) They present a written report to the Halal Inspection Committee of ICQ.

## 10. Halal Certificate

The Halal Certificate from ICQ confirms that the food or any consumable item from that outlet is halal and permitted to be consumed by the Muslim community. The Halal Certificate will be issued subject to the following rules:

- j) The applicant has entered into a written agreement with ICQ and agrees to abide by the rules/guidelines at all times.
- k) The owner and his staff/employees are fully conversant with the concept of the halal program.
- l) The halal certificate is valid only for the premises it has been issued and the original certificate must be displayed at a prominent place visible to the customers.
- m) The Halal Certificate is not transferable and must not be duplicated in any form whatsoever under any circumstance.
- n) The owner of the outlet agrees to allow the ICQ inspectors to enter the premises at any time, without prior notice, to carry out random inspections.
- o) The owner of the outlet has paid the nominated fee for the issue of the Halal Certificate.
- p) The Halal Certificate remains the property of ICQ and must be returned to ICQ upon its expiry.

## 11. Logos and Labels

Subject to the approval of ICQ only the labels/logos of ICQ are to be used for the products certified by it as halal. The labels/logos are not to be used if the certificate has expired or if it has been withdrawn.

## **12. Withdrawal of the Halal Certificate**

The ICQ reserves the right to withdraw the Halal Certificate at any time if there is any breach of the conditions or guidelines, there is a change of ownership, the fee or any part thereof remains unpaid or at the expiry of the halal certificate.

## **13. Support**

To ensure the success of the Halal Certification Program and for the mutual benefit of both parties ICQ shall provide ongoing support and training to the owner and his staff/employees.

## **14. Annual Fee**

The annual fee charged for halal certification is decided by the Executive Committee of ICQ. For most small businesses the fee is \$250 + GST per annum. This fee is used to offset the cost of running the program and the balance, if any, is used towards other services ICQ provides to the community. Being a not for profit organisation no part of its income is distributed to any individual.

