



HALAL TEAM

Establishing a Halal Team is one of the requirements for the Singapore Muis Halal Certification. It forms Principle 1 of the Singapore Muis Halal Quality Management System (HalMQ), which has to be implemented by all Halal-certified companies in Singapore.

HOW MANY MEMBERS SHOULD THERE BE IN THE HALAL TEAM?

The Halal Team should consist of at least 2 members, a Halal Team Leader & a Muslim Representative.

They shall also undergo the mandatory Halal training programme by Warees Halal Limited.

For big companies, it will be good if you can have more than 2 members!

This is to ensure that the Halal team comprises members from multi-disciplinary backgrounds to effectively manage the company's Halal quality management system.

WHAT ARE THE RESPONSIBILITIES OF THE HALAL TEAM MEMBERS?

It really depends on the operations of your company.

We have listed some examples of the Halal team members' responsibilities. Do note that these are just examples, and you may need to change them to suit the operations of your company.

HALAL TEAM LEADER

- 1) Overall in-charge for compliance with the Muis Halal Certification Conditions
- 2) Lead internal Halal audit and submit the report to Senior Management
- 3) Provide directives for corrective actions to rectify Halal-related non-compliances



MUSLIM REPRESENTATIVE (MR)

- 1) Advise the company on Halal food matters as well as cultural and religious sensitivities relating to them
- 2) Monitor the assigned Halal Assurance Points as per the implemented HalMQ system
- 3) Verify and endorse all incoming ingredients to ensure that they are Halal and have been prior approved by Muis. MR shall endorse with their signature, name, and date on the invoices and delivery orders of the ingredients

HALAL TEAM MEMBER

- 1) Provide assistance in ensuring compliance of the Muis Halal certification conditions
- 2) Provide assistance for the certification processing & maintenance
- 3) Provide inputs for continuous improvement for the implemented maintenance and traceability systems

WHAT ARE APPOINTMENT LETTERS, AND IS IT MANDATORY?



Appointment Letters are letters explaining the roles and responsibilities of all members of the Halal Team.

It is **mandatory** to provide records of the appointment letters for halal certification. Do ensure that the letters are signed by the management and acknowledged by the team member.

5 COMMON MISTAKES TO AVOID

No mention of roles at all or roles are too brief

Roles of team leader and members listed are the same but in reality, it's not

Not endorsed with signature, name and position

No indication of acceptance by appointee

Letter is addressed to Muis instead of the appointee

HAVE A QUESTION? LET US KNOW AT INFO@WAREESHALAL.SG



www.wareeshalal.sg



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