

	Document Title: Guideline for Extraordinary Circumstances Affecting the Assessment Process			
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1. Introduction

In a normal business environment, every organization is continuously exposed to opportunities, challenges, and risks. However, extraordinary events or circumstance beyond the control of the organization happen. In such a circumstance, ABs and CABs should have a process for the proper maintenance of accreditation and certification in accordance with the guidelines outlined in this document.

2. Scope

This guideline is applicable for the assessment of all schemes and scopes of Halalco's certified clientele.

3. Definitions

Extraordinary event or circumstance: A circumstance beyond the control of the organization, commonly referred to as "Force Majeure" or "act of God". Examples are war, strike, riot, political instability, geopolitical tension, terrorism, crime, pandemic, flooding, earthquake, malicious computer hacking, other natural or man-made disasters.

4. References

- ISO/IEC 17011:2017 Conformity assessment — Requirements for accreditation bodies accrediting conformity assessment bodies.
- IAF ID 3: IAF Informative Document for Management of Extraordinary Events or Circumstances Affecting ABs, CABs and Certified Organizations.
- IAF MD 4: IAF Mandatory document for the use of information and communication technology (ICT) for auditing/assessment purposes.
- Guideline for Extraordinary Circumstances Affecting the Assessment Process EIAC-GD-GEN-001
- [IAF CABAC COVID-19 21 Feb 2020](#)

5. Course of Actions

- 5.1. When extraordinary events or situations occur, Halalco will establish a reasonable course of action to evaluate the current, and expected future situation of the clients' certification status, and define alternate short-term assessment techniques to verify the certified system's continuing effectiveness.
- 5.2. In order to ensure the proper implementation of the clients' Halal certification program, one or more of the assessment techniques will be applied for surveillance and re-assessment visits as specified in Table 1.
- 5.3. In situations when Halalco is not able to conduct an assessment using any of the defined assessment techniques in Table 1 for any particular client, the certification may be extended for six months consistent with the requirements of ISO/IEC 17011:2017 clause No. 7.9 and Halalco policy. This shall be decided on a case by case basis.
- 5.4. In situations where the site is operational, but a physical audit may not occur on or before the audit due date, and will result in existing certificates expiring, a certificate extension of up to 6 months validity may be issued based on criteria in Table 1. This shall be decided on a case by case basis.
- 5.5. The Quality Management Team will maintain communications with the client to complete and record a detailed review of the information provided.

Table 1

Certification Activity/Stage	Submission	Assessment Techniques	Halalco Action (s)
Application	Electronic Submission via email or and secure cloud secure.	Documents and records review. Client shall submit completed Halalco application and supporting documentation.	Continue with application process as outlined in P-PCS Section 9 . Establish a line of communication with client until an agreed upon onsite assessment date is confirmed
Initial Certification Stage 1 Document Review	N/A	N/A	STAGE 1 must take place onsite at client's facility Maintain communication with client until an agreed upon onsite assessment date is confirmed.
Initial Certification Stage 2 Production Process Assessment	N/A	N/A	STAGE 2 must take place onsite at client's facility. Maintain communication with client until an agreed upon onsite assessment date is confirmed.
Surveillance 1 Audit Document Review	Electronic Submission via email or and secure cloud secure	Documents and records review. The Lead Auditor shall describe the details of required records and ask the client to submit accordingly. Reference: F-ACPS (Audit Checklist for Poultry Slaughterhouse)	6-month extension shall be granted pending review and acceptance of requested documentation. Maintain communication with client until an agreed upon onsite assessment date is confirmed.
Surveillance 1 Audit Production Process Assessment	N/A	Samples sent to ISO 17025 accredited lab, if applicable. (i.e. Further Processing)	6-month extension shall be granted pending review and acceptance of requested documentation.
Surveillance 2 Audit Document Review	Electronic Submission via email or and secure cloud secure	Documents and records review. The Lead Auditor shall describe the details of required records and ask	6-month extension shall be granted pending review and acceptance of requested documentation from Surveillance 1 document review.



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Certification Activity/Stage	Submission	Assessment Techniques	Halalco Action (s)
		the client to submit accordingly. Reference: F-ACPS (Audit Checklist for Poultry Slaughterhouse)	Maintain communication with client until an agreed upon onsite assessment date is confirmed.
Surveillance 2 Audit Production Process Assessment	N/A	N/A	6-month extension shall be granted pending review and acceptance of requested documentation from Surveillance 2 document review. Maintain communication with client until an agreed upon onsite assessment date is confirmed.
Regional Manager Surveillance Audit	N/A	N/A	Regional Manager Surveillance Audits must take place onsite at client's facility. Shall be conducted in accordance with federal, state and local COVID-19 guidelines.
Recertification	Electronic Submission via email or and secure cloud secure.	Documents and records review.	Continue with application process as outlined in P-PCS Section 9. If application is approved, Grant 6-month extension.