

	PROCEDURE FOR THE USE OF MASTERCERT HALAL LOGO	MCP-017
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1. OBJECTIVE & SCOPE

To lay down the procedure for the use of Mastercert Halal logo in certified products and this is intended for Mastercert and its clients. This will be the reference for the proper usage of the Halal logo and the corrective action to be taken in case of misuse.

2. RESPONSIBILITY AND AUTHORITY

Certification Department is responsible for the implementation of this procedure. This procedure is authorized by the Managing Director and any changes thereof can be only made upon his approval.

3. REFERENCE

3.1. MCIQM-001 Quality Manual

4. PROCEDURE

4.1. Definition

For the purpose of this Policy, the following definitions shall apply:

- Mastercert Halal Logo**
 It is an approved logo by Mastercert Certification indicating the conformity of the product to the MASTERCERT Product Certification Scheme.
- Certified Product**
 It refers to the product(s) being evaluated and approved under the Mastercert Product Certification Scheme.
- Logo**
 It is a unique graphic identification of an organization. In the context of product certification, it is a product certification mark given to product/s which complies with an approved standard.
- Approved Standard**
 It refers to a Product Standard approved by regulatory bodies to be used in verifying conformity of a product.
- Product Certification Scheme**
 Certification rules, procedures & management related to specified products, to which the same specific rules and procedures apply for carrying out certification

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4.2. Design of Halal Logo

4.2.1. Design



4.2.2. Colour

The logo shall be reproduced as per below:

Green - Pantone 446 U

Blue – Pantone 1797 U

4.2.3. Size

The size of the logo shall as a main rule in ratio of 1:1 and as shown in the 2.1. In any case of size variations (decreasing or increasing), the size must always follow and respect the proportions of the logo.

4.2.4. Paper Quality

The Halal logo shall be printed on paper which assures quality that the colour is reproduced correctly and with a sharp text.

4.2.5. Access to Halal Logo

The Halal Logo will be transferred electronically to companies after the signing of the MCI-CD-035 Agreement on the Use of License, Certificate and Halal Mark of Conformity.

4.3. Issuance of Logo

4.3.1. After obtaining the Halal Certificate, the licensee has the right to use the Mastercert Halal Mark on the certified products.

4.3.2. The licensee may use the mark for sales promotion for the product. It may be used in advertisements and on stationery together with the logo or the name of the manufacturer or the licensee provided that it is not used in such a manner that Mastercert may consider as misleading. The Halal Logo may be used on the following:

- on the principal display panel of the certified products,
- on the secondary or tertiary packaging whichever is directly visible to the buyer during display

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- on company publicity materials such as brochures, company profiles, reports, exhibition materials, flyers, banners, roll-ups etc
- on corporate electronic media such as in website, internet etc
- on the internal walls and doors of the factory/offices
- on company communication documents such as letterheads, stationeries etc.

4.3.3. The Halal Mark shall be reproduced exactly the same color and proportion whenever it is possible.

4.3.4. The company/supplier shall not use its product certification in such a manner as to bring Mastercert into disrepute and not make any statement regarding its product certification that Mastercert may consider misleading or unauthorized.

4.3.5. In making reference to its product certification in communication media, a supplier of Halal Certified products must comply with Mastercert requirements. A supplier may publish that it has been authorized to apply certification mark to products to which the certification applies. In all cases, the supplier shall take sufficient care of in its publications and advertisements that no confusion arises between certified and non-certified products.

4.3.6. In case of any doubts regarding the use of the logo, prior written approval shall be obtained from Mastercert to prevent misuse and subsequent corrective action.

4.3.7. The Mark can only be used by the certified client and not allow a third party or their subcontractor to use the Mark.

4.3.8. The certified client shall, as soon as it becomes aware, inform Mastercert of any of their third party using the Mark without approval.

4.3.9. The Halal mark shall remain the property of Mastercert and cannot be sold, lent by the certified client.

4.3.10. Where the certified clients business becomes bankrupt, goes into liquidation of receivership or there is a change of management, Mastercert may cancel the certification immediately, but Mastercert shall consider individual circumstances. The certified client shall notify Mastercert of any changes to the business as mentioned above.

4.3.11. The Halal mark shall not be used on any internal test reports of the certified client.

4.3.12. The certified client shall on request give to Mastercert any information as to the use of the Mark, which Mastercert may require, and will render any assistance reasonably required by Mastercert with respect to the protection of the Mark or in prosecuting any misuse.

4.4. Misuse of Halal Logo

4.4.1. When there is conclusive proof that a product misuse of Halal logo, corrective action will be initiated by Mastercert. In such instances, the misuser shall be notified immediately by

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telephone, fax, or e-mail of the problem, and license to apply the Halal Logo certification mark to the involved product shall be terminated.

4.4.2. The initial notification to the misuser will require confirmation in writing by registered (or equivalent) letter, with copies to the appropriate regulatory authorities and/or other bodies when appropriate. Such letter will normally contain: the reason(s) for corrective action, any hazardous conditions that may exist, actions to be taken by the misuser to resolve the problem, and a statement covering the action to be taken to ensure that

4.4.3. Halal logo is not applied to ineligible products.

4.5. Completion of Successful Corrective Action with the Misuser

4.5.1. When a corrective action has been resolved to Mastercert satisfaction, Mastercert will undertake the following:

4.5.1.1. All recipients of the letter which called for corrective action will be sent a second letter which:

- States the suspension imposed upon the misuser
- has been lifted and that authorization to use the certification mark has been reinstated;
- summarizes the corrective action taken by the misuser;
- When applicable, describes the new marking required to distinguish the product in its corrected state from its previous unacceptable condition.

4.5.1.2. Certification records will be revised to include any modifications necessitated by the corrective action.

4.5.2. Mastercert shall also carry out an audit of:

- Its own approval and surveillance duties to determine whether part of the misuse was due to a weakness in its own organization;
- its procedures to determine the means whereby Mastercert's approval and surveillance responsibilities can be altered to ensure, so far as realistic to do so, that such misuse of the mark cannot be repeated.

4.5.3. Mastercert desires that the corrective action be taken on one hundred percent of the product involved.

4.5.4. However, this may not be possible, especially if the product has been out on the market for a considerable time. Normally, Mastercert considers that corrective action as appropriate has been carried out satisfactorily if:

- The misuser has made a proper public announcement when asked to do so;

- The products in the marketplace and distribution sites have been recalled, rebuilt, replaced or destroyed under supervision, or other corrections thereto made as required to the maximum degree feasible;
- The misuser has agreed to continue the required corrective action on units which are in the possession of the user until Mastercert is satisfied that the maximum practicable result has been achieved;
- Such necessary steps have been instituted in the manufacturing process to obviate the production of products which will again require similar corrective action.

4.5.5. When a misuser refuses to take corrective action, Mastercert will take the following steps:

- Cancellation of appropriate certification contracts with the misuser may be processed;
- Regulatory authorities involved and/or other bodies, when relevant, shall be informed that the misuser has refused to take corrective action and that certification license and contracts in the name of the misuser have been canceled, where the severity of the case warrant such action;
- Where necessary legal actions may be taken.

5. REFERENCE DOCUMENTS

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6. AMENDMENT SHEET

Version No	Revision No	Issue Date	Page No	Nature of Amendment	Reason for Change	Approved By
1	2	22.01.2024	All Pages	Format updated Mastercert Halal Logo updated with correct logo	To align with requirements of i-CAS Halal	Managing Director