



مركز التعامل بالحلال في أوماها  
**HALAL TRANSACTIONS OF OMAHA**

PO Box 4546, Omaha, NE 68104, USA  
Tel.: (402) 572-6120 Fax: (402) 572-4020  
Email: [info@HalalTransactions.org](mailto:info@HalalTransactions.org)

Ref: HTO-FRM-01

Rev.3

**APPLICATION FOR  
HALAL SERVICES  
REGISTER**

**THIS FORM MUST BE COMPLETED IN ITS ENTIRETY. A SEPARATE APPLICATION IS REQUIRED FOR EACH FACILITY. SOME QUESTIONS MAY NOT APPLY TO YOU. THAT IS FINE. FOR THOSE THAT DON'T APPLY TO YOUR COMPANY, SIMPLY ANSWER WITH "N/A". PLEASE ONLY FILL FORM OUT ELECTRONICALLY AND RETURN VIA EMAIL. DO NOT FILL OUT BY HAND OR APPLICATION WILL BE REJECTED.**

**Section I:  
READ & SIGN**

**Date Submitted:** MONTH/DAY/FULL YEAR:

**Full Name:**

**IMPORTANT NOTICE:** By filling out and submitting this application on behalf of your company, you are asserting that all questions and requests for information in this application have been answered truthfully, to the best of your ability, and no information has been omitted or changed in order to improve the appearance of your products, processes, services, facilities, and your company with regards to this application for Halal certification. By filling out and submitting this document, you understand and agree that if it is later found out that you provided inaccurate information in this application, your certification will be denied immediately with no grounds for appeal. Furthermore, if your certification is already in effect, it will be immediately terminated with no grounds for appeal. All fees paid to Halal Transactions, Inc./Halal Transactions of Omaha (HTO) are 100% non-refundable. In utilizing HTO's services, you agree to the most up-to-date version of HTO's terms and conditions (found in document code **HTO-REF-54**) and the most up-to-date version of HTO's rules regarding use of the Halal logos (found in document code **HTO-REF-33**), even if you do not sign an official contract, as indicated by your signature below. The aforementioned documents will be made available to you upon written request or upon signing of the official certification contract. Signing this page does not obligate you to proceed in working with HTO. However, signing the official certification contract is mandatory and it does include such an obligation which is legally binding.

Halal Transactions of Omaha (HTO) is an independently owned, and operated organization with no outside influence on its certification decisions. HTO assesses all applications for Halal services equally and does not discriminate against any applicant, individual, or company. HTO does follow defined rules that determine the eligibility of a company and its products, processes, services, and facilities for Halal certification. HTO and its officers follow these rules and requirements, and utilize their own judgment when necessary, to determine if a company and its products, processes, services, and facilities qualify for Halal certification. If these rules are not met AND continuously maintained, then the client or potential client is in violation of the rules and requirements regarding Halal certification and their certification will be terminated, or their application rejected. This does not constitute discrimination. As per the rules and regulations of Halal certification followed by HTO, clients and potential clients may appeal such decisions as per HTO's published complaints and appeals process, visible on HTO's website: <https://halaltransactions.org/about-us/>

**I ACKNOWLEDGE AND UNDERSTAND THE ABOVE INFORMATION AND I ASSERT THAT I AM AN AUTHORIZED REPRESENTATIVE OF MY COMPANY. I ASSERT AND UNDERSTAND THAT MY BELOW SIGNATURE INDICATES THAT I HAVE ANSWERED ALL QUESTIONS AND REQUESTS FOR INFORMATION ON THIS APPLICATION TRUTHFULLY AND TO THE BEST OF MY ABILITY. I ASSERT AND AGREE WITH THE STATEMENTS ABOVE AND I AFFIRM THAT I AM AUTHORIZED BY MY COMPANY TO SIGN THIS ON THE COMPANY'S BEHALF.**

*(The signature can be either electronic or physically signed by hand) \**

*\* Note: Failure to comply with this step will result in the immediate rejection of your application.*

**Signature of Authorized Representative:**

**Date Signed:**

**MM DD YYYY**



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**Section II:**

**BASIC INFORMATION REQUESTED**

**\*If your company is not the same as the company that owns the production facility, then put information regarding personnel names and contact info pertaining to both parties and make it clear which personnel are related to which company.**

<b>Full Names of: Plant Manager, QA/QC Manager, AND Individual(s) in charge of obtaining Halal certification:</b>	<b>Plant Manager:</b>  <b>QA/QC Manager(s):</b>  <b>Individual(s) placed <u>in charge</u> of obtaining Halal certification and maintaining communication with HTO (Halal Transactions of Omaha):</b>
<b>Other Contact Person(s)</b>	
<b>Company Name:</b>	

**If your company is a partially or wholly owned subsidiary of a larger corporation, please name the other corporation in this box and briefly indicate the exact nature of that relationship.**

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**In what year did your company begin operations?**

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<b>Address of Main Corporate Office:</b>	<b>City</b>	<b>State / Province</b>	<b>Country</b>	<b>Zip code</b>
	<b>Street Address (indicate here if this is <i>also</i> the mailing address for documents, invoices, etc.)</b>			



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<b>Other Contact Information</b>	Telephone: Country Code: _____ Phone Number: _____ Ext.: _____	
	Fax: Country Code: _____ Number: _____	
	Cell #'s or other direct contact number(s) of individual(s) in charge of obtaining Halal certification (with country code and area code):	
	Email Addresses:	Main contact(s):  Billing/Accounts Payable:
	Website URL:	
Full Mailing Address incl. country (if different from Main Office Address)		

**Location (full addresses) of manufacturing/slaughtering/packing/processing plants, laboratories, warehouses, hotels, restaurants, or other establishments requiring Halal certification. If the only facility you wish to have certified shares the mailing address of the corporate office above, indicate that here. If you require more room to list all full addresses, please indicate in box below and attach all full addresses in a separate document. List all USDA, FDA, CFIA, or other government Establishment Numbers for all facilities in right-hand column below:**

<b>ADDRESSES (incl. country):</b>	<b>ESTABLISHMENT NUMBERS:</b>

<b>How did you hear about HTO? Please let us know! (Referral? Website? Blog? Google search? Web banner? Industry magazine ad? News article? Trade show? etc.)</b>	
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**Section III:**

**NATURE OF REQUEST – type of services needed:** The following four pages elaborate upon **4 master categories** (# A thru D) containing **20 different subcategories** (# 1 thru # 20) encompassing all of the possible products and services that make up the global Halal industry, with included examples. Muslim consumers and markets look for products and services in these categories to be Halal certified by a reputable Halal certification body, such as ours, before utilizing their growing spending power on them. Choose from the below left-hand column your category of product(s) or service(s) that you wish to have inspected and Halal certified in order for them to be eligible for sales to Muslim consumers in the United States, and Muslim consumers in Muslim and non-Muslim countries abroad. In the right-hand column, indicate the category or categories you are operating in and *provide your own brief description of your products and/or services.* You do not need to provide a comprehensive list of every product or service you create or provide at this point. In this specific section, you DO NOT need to place “N/A” in every category box that doesn’t apply to your company. Just leave them blank if they do not apply to your products, services, processes, and/or facilities.

**A) Categories Dealing with Food Products of Animal Origin**

<p><b>1) Halal Certification of Slaughterhouses/Packing Plants (abattoirs) and Finished Raw Meat/Offal Products</b> (<i>bovine animals incl. steers, veal, and wagyu; poultry incl. chickens, turkey, ducks, and geese; deer; bison; camels; sheep; goats</i>). Includes all subsequent derived products of slaughtering process. This includes <b>non-edible products</b> sold by the packer (<i>bones, bone chips, bone meal, hides, etc.</i>)</p>	
<p><b>2) Halal Certification of Further Processed Meat/Poultry Products</b> (<i>ground products, value-added, portion-controlled, cooked, breaded, smoked, injected, spiced, marinated, and all other processes</i>) and the <b>facilities</b> in which they are produced. This also includes <b>prepared frozen meals/dinners that are derived from or contain meat AND any shelf-stable meat items</b> (<i>frozen pizzas; canned and packaged meat and poultry; jerky &amp; other meat snacks; stocks, bases, bouillon, animal-derived broths, glaze, &amp; gravies; sauces containing meat; etc.</i>)</p>	
<p><b>3) Halal Certification of Animal Feed or Feed Ingredients</b> (<i>animal feed, fish feed, tallow, pet food, etc.</i>) and the <b>facilities</b> in which they are processed</p>	
<p><b>4) Halal Certification of Seafood incl. fresh and saltwater fish, shellfish, crustaceans, seaweed, etc.</b> (<i>raw, further processed, seasoned, or fully cooked, canned, fresh or frozen; canned or packaged tuna or other fish; dried seaweed; shrimp, oysters; etc.</i>) and the <b>facilities</b> in which they are processed</p>	
<p><b>5) Halal Certification of other animal derived food products: Eggs, cooking fats and animal shortenings, whey proteins, and any and all dairy products</b> (<i>incl. all cheeses, ice creams, butter, coffee creamer, chocolate milk, whipped cream, sour cream, cream cheese, yogurt incl. yogurt beverages and flavored yogurt, other dairy-based drinks, etc.</i>) and the <b>facilities</b> in which they are processed</p>	



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**B) Categories Dealing with Food Products of Non-Animal Origin**

<p>6) Halal Certification of perishable <b>plant products and plant-derived food products</b> (<i>fresh fruits and vegetables; frozen fruits and vegetables; 100% fruit and vegetable juices; further processed non-meat food products incl. vegetarian frozen meals; non-plant items such as raw, frozen, or processed mushrooms and truffles; vegetarian meat-substitute products such as tofu, bean burgers, and tofu hot dogs, etc.</i>) and the <b>facilities</b> that process them. Includes <b>raw or processed peanuts, tree nuts, sunflower seeds, &amp; watermelon seeds</b> (<i>walnuts, almonds, cashews, etc.</i>)</p>	
<p>7) Halal Certification of <b>raw or processed chocolate, vanilla, all sugars, honey, syrup, molasses, cinnamon, coffee, tea, etc.</b> and the <b>facilities</b> that process such products. Also includes <b>spices and spice mixes</b> (<i>any type of salt, saffron, black pepper, cardamom, bay leaves, chilies and chili powders, curry, basil, nutmeg, hazelnut, mustard seed, 7 spice, allspice, Baharat, etc.</i>)</p>	
<p>8) Halal Certification of <b>Candies and Snacks</b> (<i>biscuits, cookies, chips, &amp; crackers; gummy candies; sprinkles; frostings; fillings; meringue; nougat; cakes, cupcakes, pies, &amp; other confectionaries; puddings; gelatin desserts; mints; flavored ices and other non-dairy frozen treats; candy bars; other candies incl. various chocolates, caramels, brittles, taffies, hard candies, &amp; fruit flavored candies; etc.</i>) and the <b>facilities</b> in which they are processed *</p> <p><u>*Note: Select this category even if your product contains some sort of ingredient of animal origin (for example, animal fat in the cooking process of pie dough).</u></p>	
<p>9) Halal Certification of <b>preserved or dried fruits and vegetables, and plant-derived food ingredients</b> (<i>olives; various pickles; jams, jellies, peanut butter, other preserves; canned fruits and vegetables; canned mushrooms; margarine; vegetable shortening; vegetable oil incl. canola oil, sunflower oil, coconut oil, corn oil, cottonseed oil, truffle oil, and palm oil; etc.</i>) and the <b>facilities</b> in which they are processed</p>	
<p>10) Halal Certification of <b>canned, bottled, packaged, and other shelf-stable non-meat products</b> as well as <b>milled and non-milled grains, pulses, &amp; grain-derived or pulse-derived products</b> (<i>rice, wheat, corn, rye, oats, sorghum, barley, millet, lentils, chickpeas, lupins, soybeans, flax seed, poppy seed, &amp; other grains and pulses; pasta; flour; breads; canned doughs and frozen dough products; meatless sauces; marinades; salsas; glazes; vegetable broths and glaze; ketchup; mustard; soy sauce; teriyaki</i>)</p>	



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<p>sauce; pickle relish; etc.) and the <b>facilities</b> in which they are processed</p>	
<p><b>11) Halal Certification of Beverages including drink mixes and powders</b> (sodas and other carbonated beverages; energy drinks; sports beverages; flavored drinks and juices incl. fruit or vegetable juices mixed with other ingredients; bottled water; bottled teas or coffees; other non-dairy flavored drinks and drink mixes; etc.) and <b>Beverage Production facilities</b></p>	
<p><b>C) Categories Dealing with <u>Non-Food Products</u>, <u>Processing Aids</u>, &amp; <u>Ingredients</u> with OR without components or other influences of Animal Origin</b></p>	
<p><b>12) Halal Certification of Food Additives, Flavorings, Colorings, and Other Cooking and Food Ingredients</b> (vinegar; cooking sprays; baking soda; baking powder; food colorings; edible ink; carmine aka cochineal; brines; flavorings; bulking agents, glazing agents, binding agents, anti-caking agents, emulsifiers, acidity regulators, humectants, flavor enhancers, anti-foaming agents, etc.; consumer-oriented thickening agents; artificial sweeteners; any other type of food ingredient or additive that doesn't fit in another category, etc.) and the <b>facilities</b> in which they are produced</p>	
<p><b>13) Halal Certification of Processing Aids and Other Advanced Processing Products</b> for pharmaceuticals, nutraceuticals, herbal medicines, and food products (oxidizers; antioxidants; catalysts; plant-based packaging materials; various preservatives; organic and inorganic processing compounds; proteases and other enzymes such as papain, bromelain, and lactase; proteins; microbial growth media, microbial products, &amp; microbes used in bioreactors; emulsifiers, thickening agents, anti-foaming agents, anti-caking agents, desiccants, and any other processing aids that do not remain in the final product; filters; compounds derived from animal sources such as bone phosphate; reactants; activated carbon; etc.), the <b>processes</b> in which they are used, and the <b>facilities</b> in which they are produced</p>	
<p><b>14) Halal Certification of Pharmaceuticals, Herbal Products, Nutraceuticals, and Personal Care Products AND/OR their constituent ingredients</b> (medicines; protein supplements; vitamins; various nutritional and dietary supplements; fitness supplements incl. creatine; vaccines; perfumes &amp; fragrances; all cosmetics and beauty products; bath soaps; bath oils; bath salts; essential oils; body powders; toothpaste, mouthwash, dental floss, &amp; toothbrushes; moisturizers and body oils, acne creams, face creams, &amp; other skin care products and cleansers; hair care</p>	



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<p><i>products, dyes, hair extensions, shampoos, and conditioners; deodorants and antiperspirants; pharmaceutical ingredients incl. collagen, chondroitin, gelatin, plant-derived capsules, disintegrants, anti-adherents, lubricants, sorbents, anti-caking agents, reactants, catalysts, and any other excipients that remain in the final product of pharmaceutical, herbal, or nutraceutical products; all possible active ingredients within pharmaceutical, herbal, &amp; nutraceutical products; nutritional ingredients incl. CoQ10; ingredients for cosmetics or other personal care products; etc.) and the <b>facilities</b> in which they are produced</i></p>	
<p><b>15) Halal Certification of Other Chemical Products</b> (<i>fertilizers, pesticides, insecticides, and other farming chemicals; greasing and lubricating products for machinery; scented oils, air fresheners, &amp; scented candles; sanitization products incl. industrial soaps, disinfectants, cleaning products, &amp; machinery cleaners; etc.</i>) and the <b>facilities</b> in which they are processed and produced</p>	
<p><b>D) Categories Dealing with All Other Products, Services, Facilities, &amp; Processes</b></p>	
<p><b>16) Halal Certification of Islamic Banking and Financial Instruments, Investments, Institutions, and Products</b></p>	
<p><b>17) Halal Certification of Restaurants, Food Trucks, Food Carts, Kitchens, and Catering Facilities</b></p>	
<p><b>18) Halal Certification of Logistical Processes and Facilities</b> (<i>trucks; shipping methods; cargo containers; cargo vessels; warehouses; ports; cold storage facilities; distributors and distribution centers; etc.</i>)</p>	
<p><b>19) Halal Certification of Tourism, Health, and Hospitality Services and Facilities, and Transit</b> (<i>hotels; resorts; health spas; clinics, hospitals, charter vessels; airlines; cruise lines; tour buses, various modes of tourism transit; etc.</i>)</p>	
<p><b>20) Halal Certification of All Other Possible Items, Processes, Services, and Facilities</b> (<i>laboratories; packaging materials; plastics; glue; medical equipment; medical implants; pet foods; textiles, silks, leather and leather goods, cotton, &amp; fur products; gold, silver, diamonds, gemstones, jewelry; farming processes and equipment; feed lots; hunting operations and hunting equipment; fishing processes and equipment; pharmaceutical processing equipment; food processing equipment incl. grinders, injectors, conveyor belts, bioreactors, ovens, &amp; smokers; etc.</i>) that Muslim consumers or your other customers/clients would be interested in having Halal certified</p>	



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**Section IV:  
 FURTHER PRODUCT DETAILS & GOALS**

**Products / Brand Names / Species of Animals or Plants / Types of Services or Processes – What Exactly Needs Halal Certification? If *unprocessed* meat, simply list all species below \*. Value-added products, portion-controlled, grind, smoked, cooked, etc. is considered processed:**

No.	
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**\*NOTE:** If there are more than 17 processes, product/service types, and/or brand names that need Halal certification, include a page with this application with a complete listing of all of your company’s processes, products/services, and/or brand names. Remember, we need a complete list.  
If dealing with animal products resulting directly from slaughtering and packing processes, such as raw meat cuts or whole birds and poultry parts, trim, and/or offal, simply list each species of animal harvested in your facility rather than all of the possible product derivations from that animal. For example, if you are only applying for Halal certification of a packing plant where steers are harvested or you are merely purchasing and exporting such products, simply indicate this rather than spelling out in detail every single type of possible product that the plant packs.





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	<b>Ingredients Names</b>
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List of ingredients that are added to the products to be Halal certified \*. If any ingredients are proprietary, indicate that here. You will eventually be required to disclose ALL ingredients AND processing aids at a later point. Legally binding confidentiality and non-disclosure agreements protecting both sides are part of our standard client contract.

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**\*NOTE:** If you are producing complex, highly processed products (pharmaceuticals, for example) and/or utilize more than 21 different ingredients in your products, indicate that in the line above. We will follow up with you further in the certification process in order to obtain a comprehensive list of every ingredient used in every product.



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	<b>Markets</b>
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**Markets (i.e., states, countries, etc.) where Halal products and/or services will be marketed and sold\***

No.	
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11.	
12.	

**\*NOTE: If there are more than 12 countries in which you hope to sell your products and/or services, just list the top 12.**

**List all of the countries that your company is hoping to have your products and/or services become eligible for that they are not currently eligible to be sold in due to lacking HTO Halal certification. Even if your company is not planning to directly export to those markets at the moment, your customers may be hoping to export your products to these overseas markets. If your customers have indicated a desire to sell your products in such markets, please also indicate those countries here.**

**Expected/anticipated sales volume of Halal products per month or per year in pounds/gallons/etc.**



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**Section V:**

**FURTHER REQUIRED INFORMATION REGARDING YOUR HISTORY, FACILITIES, AND PROCESSES**

**IMPORTANT DEFINITION: FOR THE PURPOSES OF HALAL RELIGIOUS CERTIFICATION:** The word “pork” and the term “porcine” refers to “pigs, swine, boars, and/or hogs” and ANY OTHER animals that fall within the scientific classification of the Family “Suidae” and any of its constituent Subfamilies, Tribes, Genuses, Species, and Subspecies. It also refers to their DNA, their blood, their flesh, their hides, their bones, and ALL OTHER raw materials and products derived from their slaughter and processing. Ingredients and processing aids derived from them, proteins and enzymes derived from them, feed that has ingredients derived from them, genetically-modified microbes modified with their DNA, AND even microbes grown in growth media that contains ingredients derived from them are all considered to be “porcine” or of “porcine origin”. Any and all possible conceivable products, additives, medicines, or anything else (even something like hair brushes made with boar hair) are considered to be “porcine” and of “porcine origin” with regards to Halal certification. It is extremely critical that you provide honest information, especially with regards to this. The importance and sensitivity of this with regards to Halal production and Muslim consumers cannot be stressed enough.

**01) If you are requesting certification of processing facilities and processed meat/poultry products, please provide the sources of raw meat/poultry that are used in the processing. You can simply list the companies from which you purchase your meat/poultry for purposes of processing (whether slaughterhouses or distributors). If you do not wish to provide this information at this time, that is fine. You WILL BE REQUIRED to do so at a later point, prior to certification being granted.**

**02) Specifically regarding processing operations: do you utilize animals that were hunted? If so, what species of animal and what form of hunting (arrows, guns, traps, etc.)?**

**03) In the case of slaughterhouses (abattoirs): What method of stunning, if any, is utilized? Do the animals/birds only experience a loss of consciousness or are they stunned to kill? (Please specify details)**

**04) In the case of poultry slaughtering, specifically: Is mechanical slaughter utilized in your facilities or does your company run a hand-slaughter operation? Your destination market will impact the significance of your answer.**



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05) If your facility is a slaughtering facility (abattoir) of bovine animals or lamb, goat, bison, camel, etc., do you utilize a box or a rotating box in the slaughter process?

06) In the case of slaughterhouses (abattoirs) of ANY species, do you accept *downers* (animals/birds that are sick, injured, or dead-on-arrival)? Do you have the ability to prove that your facilities do not accept *downers*?

*Be advised that questions #07, #08, & #09 DO NOT refer to overall company-wide production, but specifically to production occurring in the same facilities in which you wish to produce Halal products.*

07) Do the facilities which you wish to have Halal certified also slaughter AND/OR process any pork or porcine (pig/swine/boar/hog) products? Do these facilities process or utilize, or does any of your machinery or equipment ever come into contact with, any porcine-derived ingredients, porcine-derived processing aids, OR porcine-derived enzymes, proteins, or genetically-modified microbes that have been modified with porcine DNA or microbes that were grown in a broth or other growth medium that has ingredients of a porcine origin?

08) If you answered yes to the above question, does your facility have the capacity to permanently segregate the pork or porcine products or ingredients to different rooms from non-pork or non-porcine products or ingredients? Furthermore, does your facility have the capacity to dedicate processing machines, equipment, and knives as permanently off-limits to pork or porcine products or ingredients?

09) If your facilities do process pork or products that somehow involve pork, ingredients of porcine origin, or processing aids of porcine origin, please provide an estimate of what percentage of your annual production is made up of these products.

10) In the case of slaughterhouses, do you have the ability to provide documented evidence regarding the nature of the feed that your animals/birds were raised on? Can you provide this documented evidence to HTO assessors on request? The importance of this issue will depend on the destination country for your products.



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**11) Do your facilities use Alcohol/Ethanol in the production process and/or is it present as a component of the final product? If so, what is the highest concentration of alcohol/ethanol in the products during processing and what is the concentration of alcohol/ethanol in the final product? Are these numbers just estimates or have they been scientifically confirmed by laboratory analysis via an independent, third-party, ISO-accredited lab?**

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<b>Highest Concentration During Processing:</b>	<b>Concentration in Final Product:</b>	<b>Independent, ISO Accredited Laboratory Analysis Has Proven These Numbers?</b>  YES _____ NO _____
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**12) Do your facilities utilize ANY products, ingredients, or processing aids that are products OR byproducts of any segment of the alcoholic beverages (beer, wine, spirits, etc.) industry? Explain.**

--

**13) Do your facilities have either HACCP or HARPC plans in place and certified individuals in charge of maintaining these plans? Will you be able to produce certificates for those individuals upon request of the assessment team?**

--

**14) Are your facilities currently ISO certified or certified to some similar recognized standard (i.e., SQF, BRC, etc.) and do you have individuals in charge of maintaining these certifications? If YES, to what specific ISO or other standard(s) are your facilities certified? List them here and name the organizations that have provided you these certifications as well as the dates the certifications were most recently granted or renewed.**

--

**15) Are your facilities and processes monitored/inspected by the FDA, the USDA, or the CFIA? Indicate which governmental organization is in charge of monitoring/inspecting your facilities and processes. Is this monitoring constant, with monitors based on-site? Or is the monitoring daily, weekly, monthly, or more sporadic? If it is sporadic, how sporadic is it? Please specify.**

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**16) Do your facilities have USDA grants of inspection or FDA or CFIA certificates of registration? If yes, indicate which governmental organization has granted your certificate. When was the last time it was renewed, and is it current?**

**Grant of Inspection or Certificate of Registration Issued by:**

**Last renewed in:**

**Is It Current or Expired?**

**17) Are your facilities, processes, and/or products currently Kosher certified? Which Kosher organization currently certifies you?**

**18) Are your facilities, products, services, and/or processes carrying some other kind of certification or claims at the moment? For example: organic, natural, non-GMO, veggie feed, antibiotic-free, hormone-free, vegan, free range, fair trade, all natural, grass fed, etc. List them here.**

**19) Is your company and any products, processes, services, and/or facilities currently certified under a Halal scheme from another Halal Certification Body (or bodies)? What is (are) the name(s) of that Halal certification body (or bodies)?**

**20) Sharing certification duties and responsibilities with another Halal certification body is risky for both certifiers and can result in a mixing or confusion of duties, as well as the blame and consequences from authorities for a hypothetical dereliction of duties being placed on the wrong party. If you answered YES to the above question (#19), and your facilities are STILL Halal certified by another Halal certification body, are you willing to pass all of the responsibility of Halal certification for your facilities to HTO? If not, please explain why.**

**Note: This MAY be a requirement, depending on your target markets. Otherwise, it is very strongly encouraged.**



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**21) Has your company and any products, processes, services, and/or facilities ever been previously Halal certified by any other Halal certification body in the past (besides HTO)? What was the name(s) of that Halal certification body (or bodies)? When did your certification cease AND why is your certification no longer active? Was it revoked by your previous Halal certifier or did your company voluntarily end your Halal program? Please provide an explanation of either scenario.**

**22) Has your company ever previously applied for Halal certification with HTO in any form at any time in the past and been rejected? If so, when did you last apply for Halal certification with HTO? Were you given a reason for rejection at that time? What was the reason(s) given for your rejection at that time?**

**23) Has your company and any products, processes, services, and/or facilities previously been certified by our Halal certification organization? How long ago was it since this Halal certification expired or was terminated?**

**24) Has your company and any products, processes, services, and/or facilities ever been delisted (had your Halal certification terminated/revoked) at any point in the past by HTO OR by *any other* Halal certification body for a violation of Halal requirements? What were the reasons you were given for the de-certification?**

**25) Does your company currently utilize any form of unaffiliated third-party certified laboratory testing in order to detect contaminants in your products? Name the lab(s). Has your company ever utilized this or another third-party laboratory to conduct species testing for DNA contamination from pork or porcine materials of pig or porcine (swine) origin? Do you know the actual name of the testing method utilized? Likewise, has your company ever utilized any third-party laboratory to conduct alcohol content in your ingredients and finished products?**

**Third-Party ISO (or equivalent) Certified Lab Name(s):**

**Species tested for and testing method (if known) (i.e., PCR):**



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**26) Have any of your products ever been found to be contaminated with the proteins or DNA of another species, specifically pork (swine)? If so, have you had to issue a recall for your products based on these grounds? How many times has this happened?**

Contaminated? AND with  
What?:

Issued recall?:

Number of recalls of this nature:

**27) Does your company regularly conduct mock recalls (at least once annually)?**

**28) Have any of your products, brand names, processes, services, or facilities been banned, delisted, or otherwise obtained a negative reputation in any country (including within the United States) or with any governmental organization? Name the countries and very briefly explain the circumstances here.**

**29) What are the standards and schemes that you are looking to certify the products, processes, services, and/or facilities against? In other words, is there a specific set of published international Halal standards your company is specifically looking to be certified against (for example GSO 2055-1, GSO 2055-4, GSO 993, HAS, OIC/SMIIC 1:2011, etc.)? Or are you simply looking to become Halal certified in the general sense of the word? If you don't know the answer, or are unsure, that is not a problem. Simply indicate that below:**

**30) How knowledgeable would you say you and your company currently are regarding Halal guidelines? *To the best of your knowledge*, do your products, processes, and/or facilities violate Halal or Islamic rules? If you do not know the answer to this question that is fine, simply indicate that below:**

**31) Have you been given any breakdown of the Halal audit and certification fee structure at this point?**





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**32) Has the total cost of Halal certification been previously discussed with you directly by someone at HTO (Halal Transactions of Omaha)? Were you given an estimate by HTO regarding this?**

Estimate Amount in USD\$:

**33) Who at HTO provided you with this estimate? Was this estimate verbal or did they provide you with our official documented fee structure?**

**34) How many employees work at your facility?**

**35) Not counting sanitation/cleaning shifts, how many shifts are there per day at your facility and how many production days are there per week?**

**36) Has your company used or retained consultancy in Halal production/processes/training either now, or at any point in the last 3 years? If so, who provided that consultancy?**

**37) Please identify any outsourced processes utilized by your facility in the production of your products, and where that outsourcing occurs. This is mandatory for the successful completion of the audit planning stage. Please provide as much detail as possible.**

**If you do not outsource any steps, mention that here. If you DO outsource any steps, even if it is another facility owned by the same company, please identify all outsourced facilities and list the outsourced steps here:**



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38) Please indicate below (by checking the appropriate box) which hazard analysis control program your facility has in place. If your facility does not have either kind of plan in place, go to *question #40*.

<i>HACCP</i>	<input type="checkbox"/>	<i>HARPC</i>	<input type="checkbox"/>
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39) How many different *HACCP* or *HARPC* plans does your facility have in place?

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40) If your facility does not have either *HACCP* or *HARPC* plans in place, please indicate here what your facility does have in place in order to identify and control for product safety risks and hazards.

--

41) You will need to coordinate with HTO’s office during the certification process on a food safety management system (FSMS) review, including a HACCP analysis, as per the requirements of the various Halal accreditation bodies and the various international Halal standards. This is a required part of the certification process and cannot be bypassed. All necessary confidentiality protections will be in place and if you have any questions or concerns on this topic, please do not hesitate to ask your HTO contact during the application stage.

Do you agree to this requirement?

--

42) During the certification process, you will be required to have a number of documentation and records examined, both during the audit and prior to the audit. This includes documents and records pertaining to your HACCP plan and your food safety management system (FSMS). The list of documentation HTO will review is found in the confidential document titled “*HTO-REF-28 Client Pre-Audit - Audit Prep List*”. You will be provided with a copy of this form as part of your application and certification intake process. All of your documentation and records shall be protected and treated with the utmost confidentiality. This analysis of documentation and records is a mandatory part of the Halal certification process and is unavoidable.

Do you agree to this requirement?

--

43) Is this the only facility you are applying for? (Please note that we require a separate application form for each facility)

--

44) Do you ever produce or process pork products, in any way, in your facility or do they ever enter your facility for even a short time (even just for storage or transit)? Even if you only run pork once every other year, you must indicate that here. Explain thoroughly.

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45) Regarding private label production, please be clear: Are you the owner of a private label brand (i.e., you own the brand but not the production facility)? Alternatively, does your company own the production facility but you are only applying for Halal certification in order to produce a private label product as Halal for one of your clients? Please explain thoroughly.

*Note: This will not disqualify you from being eligible for Halal certification.*

46) Are you an exporter applying for Halal certification of products you do not directly produce? If so, do you own or operate your own warehouse?

47) As part of your Halal audits, you will need to perform a mock recall while the audit team is onsite. You will also likely be required to provide at least one sample of your product for testing at an ISO/IEC 17025 accredited laboratory (Note: *The number of samples required for testing will be determined by HTO during the certification process*).

Do you agree to the above requirements, and do you have the capability to uphold them?

48) Regarding the products you wish to have Halal certified: Is it possible for an audit team to witness the production / manufacturing process from start to finish within a single day or are multiple days needed? If multiple days are required, how many days would it take to watch all products you wish to have Halal certified go from start to finish? Please explain thoroughly.

49) Do you consent to the use of remote technology such as Zoom, Microsoft Teams, and cameras in order to help in completing the application and certification process? Agreement to this may be a requirement to continue. (Note: *Halal audits are always required to be onsite, but HTO might make use of remote technology as part of the process – not as a replacement for the onsite audit but rather as an additional supplement to it and/or as a supplement to the application process.*)

50) Please include any other information or comments that you wish us to consider or that you feel would be pertinent, important, or relevant to your request for Halal services. (Special circumstances, situations, considerations, time constraints, other critical details, etc.)



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**Section VI:**

**BELOW GRAY SECTION FOR HTO INTERNAL USE ONLY**

*(print out and fill in this section by hand)*

Application Reviewed by:

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_

**APPLICATION REVIEW & DECISION**

WAS APPLICATION COMPLETED IN ITS ENTIRETY? \_\_\_\_\_

WAS THE FIRST PAGE SIGNED, DATED, AND RETURNED? \_\_\_\_\_

DID THE CLIENT AGREE TO QUESTIONS #41, #42, #47, & #49? \_\_\_\_\_

DID THE CLIENT PROVIDE A LIST OF ALL OUTSOURCED STEPS (IF ANY)? \_\_\_\_\_

IF NOT, WAS AN ATTEMPT MADE TO FOLLOW UP WITH APPLICANT IN ORDER TO OBTAIN THE MISSING INFORMATION AND/OR SIGNATURE? DID THE APPLICANT THAN SUPPLY SAID INFORMATION AND/OR SIGNATURE? \_\_\_\_\_

APPLICATION APPROVED: \_\_\_\_\_  APPLICATION REJECTED: \_\_\_\_\_

REASONS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPROVED APPLICANT ASSIGNED CLIENT CODE\*: \_\_\_\_\_

*\* Remember to update "client list" and "client code list" after approving application.*

*If approved, provide applicant with official document detailing fee structure and submit approved application to Certification Manager so that a company file can be started for applicant, Halal auditors may be assigned, and the audit process can begin.*

*If rejected, file this application in "Rejected Applications" file.*



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<b>Revision History:</b>			
<b>Date (MM/DD/YYYY)</b>	<b>Rev.</b>	<b>Revision Details and Purpose</b>	<b>Applicable Sections</b>
11/06/2016	0	Initial release – QM Department	All
11/19/2016	1	Revised – QM Department	All
06/01/2017	2	Revised – QM Department	All
06/19/2023	3	Revised – QM Department	Page 1, Section V, & Section VI
<b>Approved by:</b>		<b>Dr. Ahmad Al-Absy</b>	