



**TÜRK STANDARDLARI ENSTİTÜSÜ**

# EXAMPLE PERSONNEL CERTIFICATION PROGRAM FOR HALAL INDUSTRY



Türkiye Cumhuriyeti  
**SANAYİ VE TEKNOLOJİ BAKANLIĞI**



## Turkish Standards Institute

TSE carries out personnel certification activities with the aim of carrying out halal certification activities by Muslim people who are technically competent and ethically committed to Islamic business ethics based on national and international documents accepted in the field of halal certification.





## TS OIC/SMIIC 2 :2019

### 7.2 Personnel requirements involved in halal certification activities

7.2.1.2- All personnel involved in inspection and certification activities must be;

- ✓ Muslim
- ✓ Technically competent and ethically committed to Islamic business ethics





## TS OIC/SMIIC 2 : 2019

7.2.1.3- The halal certification body should determine the minimum relevant criteria for the competence of the staff, taking into account Annex C, in order to ensure that the audit and certification are carried out effectively and uniformly.

- ✓ OIC/SMIIC documents,
- ✓ OIC/SMIIC halal standards and relevant documentation,
- ✓ Quality management system
- ✓ Product certification
- ✓ Trainings on Food safety management system and other relevant management systems



Persons involved in halal inspections within the scope of **TS OIC / SMIIC 2: 2019** standard are classified as;

- technical auditor
- technical expert
- Islamic issues expert





## TS OIC/SMIIC 2 :2019

### 7.2.2.3- Auditor training

The halal certification body should ensure that the personnel performing the contract review are trained about the auditor processes based on the guidelines presented in ISO 19011 and other accepted halal auditor program.





## **TS OIC/SMIIC 34 :2020**

Conformity assessment–General Requirements for Organizations  
Certifying Persons Involved in Halal-Related Activities

## **TS OIC/SMIIC 2 :2019**

Guideline for Halal Certification Organizations

## **TS EN ISO/IEC 17024 :2012**

General requirements for personnel certifying bodies

## **AKR-Rh-006 : 2021**

Guideline for Halal Accreditation of Personnel Certification Bodies

## **AKR-Fo-006 : 2021**

Personnel Pre-Qualification and Certification Criteria Form





## TSE'S PERSONNEL CERTIFICATION PROGRAMMES IN THE FIELD OF HALAL

Within the framework of SMIC standards and the Guidance documents published by the Halal Accreditation Agency, personnel certification programs have been established for the following fields:

- ✓ Halal Food Technical Auditor
- ✓ Halal Food Technical Expert





# TSE'S PERSONNEL CERTIFICATION PROGRAMS IN THE FIELD OF HALAL

## TSE Personnel Certification Program Stages

- Creation of the Working Group
- Establishment of the Program Committee



## HALAL PERSONNEL CERTIFICATION PROGRAM COMMITTEE MEMBERS

- Feyzullah ERDOĞAN (TSE – Head of Department for Trainings) Chairman
- Prof. Dr. ELİF LOĞOĞLU (Gazi University) Vice chairman
- Muzaffer ÖZEN (TSE – Personnel Certification Manager) Member
- Selva ERDOĞAN (TSE – Chief engineer) Member
- Hasan DURSUN (Ministry of Agriculture and Forestry– DG Plant Production–Head of section) Member
- Fatma AKYOL (Ministry of Agriculture and Forestry– DG Plant Production– Agricultural Engineer) Member
- Emre ARPAGUŞ (Meat and Milk Institution– Agricultural Engineer) Member





# **HALAL FOOD TECHNICAL AUDITOR- HALAL FOOD TECHNICAL EXPERT PERSONNEL CERTIFICATION PROGRAM CONTENT**

- 1. GOAL AND SCOPE**
- 2. RESPONSIBLE ONES**
- 3. ABBREVIATIONS AND DEFINITIONS**
- 4. IMPLEMENTATION**
  - 4.1. RESOURCES FOR IMPLEMENTATION
  - 4.2. WORKING PLACES
  - 4.3. APPLICATION REQUIREMENTS AND APPLICATION DOCUMENTS
  - 4.4. EXAM AND CERTIFICATION PROCESS
  - 4.5. DECISION MAKING PROCESS AND ISSUING DOCUMENTS
- 5. RELEVANT DOCUMENTATION**





# HALAL FOOD CANDIDATE TECHNICAL AUDITOR/ TECHNICAL AUDITOR - HALAL FOOD TECHNICAL EXPERT PERSONNEL CERTIFICATION REQUIREMENTS

## 1- EDUCATION REQUIREMENT

The candidate must have been graduated from at least associate degree programs of equivalent departments with Agricultural Engineer, Food Engineer, Veterinarian, Chemical Engineer, Chemist, Biologist, Genetic Engineer, Molecular Biologist, Biochemist, Fisheries Engineer, Dietitian, etc., who can work in the food chain published by the Ministry of Agriculture and Forestry.





**HALAL FOOD CANDIDATE TECHNICAL AUDITOR/ TECHNICAL AUDITOR -  
HALAL FOOD TECHNICAL EXPERT PERSONNEL CERTIFICATION  
REQUIREMENTS**

1.2- Candidate auditors with professions other than the above professions; must have at least 7 (seven) years of experience in establishing and/or operating a laboratory/inspection/product certification/management system for the food field/sector/industry.

1.3-Auditors and experts other than the above professions; must have at least 10 (ten) years of experience in establishing and/or operating a laboratory/inspection/product certification/management system for the food field/sector/industry.





## 2. TRAINING REQUIREMENT

TS OIC SMIIIC 1 General Rules for Halal Food

TS OIC SMIIIC 6 Application of TS OIC SMIIIC 1 for Special Requirements, Where Halal Food and Beverages are Held, Prepared, Stored and Served.

TS OIC SMIIIC 24 General Requirements for Food Additives and Other Chemicals Added to Halal Food

TS EN ISO 22000 Food Safety Management Systems/ FSSC

**For the above mentioned training- 12 Saat**

TS ISO EN 19011 Management Systems Examination Guideline -**6 Saat**

Legislation-**6 hours**

**Total : 24 hours**





## TRAINING REQUIREMENT FOR TECHNICAL EXPERT

For those who demand expertise in the food/slaughter field

TS OIC/SMIIC 1:2019,

TS OIC/SMIIC 6:2019,

TS OIC/SMIIC 24:2020

**4 hours**

TS EN ISO 22000, FSSC or GMP standards- **12 saat**

Legislation- **12 saat**

**Total- 28 hours**





### 3. WORK EXPERIENCE REQUIREMENT

**Work experience is not required for the Candidate Technical Auditor.**



### 3. WORK EXPERIENCE REQUIREMENT

#### Work experience requirement for technical auditor

##### Audit Experience:

In the last 3 years,

- ✓ Food safety management system, in one of the product / service / process certification areas,
- ✓ As a third/second/first party auditor (or under the supervision of a third or second party lead auditor),
- ✓ On at least 3 different companies/enterprises/units/processes,
- ✓ Minimum 10 man/day





### 3. WORK EXPERIENCE REQUIREMENT

#### Technical Auditor Work Experience Requirement

##### Field Experience:

- ✓ 4 years of work experience, at least 2 years of which is in the technical field/sector/industry groups where auditing is requested.
- ✓ It refers to the actions of design, manufacturing, assembly, maintenance, distribution, operation of the process or service, training and/or consultancy in the subject area/industry/product and service groups.





### 3. . WORK EXPERIENCE REQUIREMENT

#### Technical Expert Work Experience Requirement

##### Field Experience:

- ✓ At least 4 years of work experience in the sector/industry in which he/she will offer expertise
- ✓ This work experience refers to the actions of design, manufacturing, assembly, maintenance, distribution, operation of the process or service, training and/or consultancy in the field/sector/industry in question.



**HALAL FOOD CANDIDATE TECHNICAL AUDITOR/ TECHNICAL AUDITOR - HALAL FOOD TECHNICAL EXPERT PERSONNEL CERTIFICATION EXAM**

**1- Halal Food Candidate/Technical Auditor Exam**

**Halal food technical auditor exam consists of 2 parts, written and oral. The sum of the written and oral exam scores must be at least 70 points.**

**Written Exam :**

The halal food technical auditor written exam consists of 25 multiple-choice (4-choice) questions.

The duration of the written exam is 40 minutes.

60% of the Written Exam Score is taken.





## HALAL FOOD CANDIDATE TECHNICAL AUDITOR/ TECHNICAL AUDITOR - HALAL FOOD TECHNICAL EXPERT PERSONNEL CERTIFICATION EXAM

### 1- Halal Food Candidate/Technical Auditor Exam

Halal food technical auditor exam consists of 2 parts.

#### Oral Exam:

20 minutes is given for the written answer of the 2 case/practice questions prepared for the oral exam.

After a 10-minute break, at least 15 minutes are given to candidates for the evaluation of their answers to the case/practice questions, audit skills, the ability to use body language, terminology knowledge, standard knowledge, legislative knowledge, etc. are evaluated.

40% of the Oral Exam Score is taken.





<b>HALAL FOOD TECHNICAL AUDITOR EXAM - MULTIPLE CHOICE QUESTIONS</b>	
<b>SUBJECT</b>	<b>NUMBER OF QUESTIONS</b>
Halal Food Basic Concepts, Definitions	5
<b>TS OIC SMiIC 1</b> General Rules for Halal Food	5
<b>TS OIC SMiIC 6</b> Application of TS OIC SMiIC 1 for Special Requirements, Where Halal Food and Beverages are Held, Prepared, Stored and Served.	2
<b>TS OIC SMiIC 24</b> General Requirements for Food Additives and Other Chemicals Added to Halal Food	2
<b>TS EN ISO 22000</b> Food Safety Management Systems/ FSSC	4
Audit Technics, <b>TS EN ISO 19011</b>	4
Legislation Requirements	3
<b>Total</b>	<b>25</b>
<b>Halal Food Technical Auditor Exam- Case/Practise Questions</b>	
<b>TS OIC SMiIC 1</b> General Rules for Halal Food	2



# HALAL FOOD CANDIDATE TECHNICAL AUDITOR/ TECHNICAL AUDITOR - HALAL FOOD TECHNICAL EXPERT PERSONNEL CERTIFICATION EXAM

## 1- Halal Food Technical Expert Exam

The halal food technical specialist exam consists of 20 four-choice multiple choice questions and 2 written case/practice questions.

Exam duration is 50 minutes.

Each multiple-choice question is worth 4 points, and case/practice questions are worth 10 points.

Exam Score 70%



## HALAL FOOD CANDIDATE TECHNICAL AUDITOR/ TECHNICAL AUDITOR - HALAL FOOD TECHNICAL EXPERT PERSONNEL CERTIFICATION DECISION

Certification decision for candidates/technical auditors/technical experts who have successfully completed the examination process and met personnel certification requirements is made by the proposal of the TSE Personnel Certification Manager and the decision of the TSE Halal Personnel Certification Committee.

The validity period of Halal Gıda Technical Candidate Auditor/Technical Auditor/Technical Expert certificates is 3 years.



## CONDITIONS FOR TRANSITION FROM HALAL FOOD CANDIDATE TECHNICAL AUDITOR STATUS TO TECHNICAL AUDITOR STATUS

Candidates who will apply for Halal Food Technical Inspector certificate transition must have the required work and inspection experience for Halal Food Technical Inspector within 3 years, which is the validity period of their certificates.

However, the candidates in question must have received a minimum of 8 hours of training including new elements in the standards, legal requirements and/or relevant sectoral practices.

If the candidate meets the conditions related to the transition within 12 months after the expiry of the certificate validity date, the document transition process is carried out.





## HALAL FOOD CANDIDATE TECHNICAL AUDITOR / TECHNICAL AUDITOR - HALAL FOOD TECHNICAL EXPERT CERTIFICATE RENEWAL CONDITIONS

To have completed at least 10 man/day as a third/second/first party auditor in one of the food safety management system or product/service/process certification areas (or under the supervision of a third or second party lead auditor), on at least 3 different companies/businesses/units/processes

This is not required for the technical expert.

However they must have received a minimum of 8 hours of training including new elements in standards, legal requirements and/or relevant sectoral practices.





TÜRK STANDARDLARI ENSTİTÜSÜ

*Thank you for listening*  
*Feyzullah ERDOĞAN*

