



NZIDT

**APPROVAL OF
HALAL PROGRAMME**

BODCO Limited
6-10 Kaimiro Street
Pukete
HAMILTON

25 November 2022

Dear Meeta,

Approval of Halal Programme

We are pleased to inform you that we have checked through your Halal Programme issued on 20th October 2022.

- Title of Document: Halal Assurance Programme
- Version No: 04
- No. of Pages: 13

We hereby accept and approve the above mentioned programme.

Thank you.

Yours sincerely,

.....
Khairul Noramin
Technical Manager
NZIDT

NZIDT Ltd

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11.3 HALAL ASSURANCE PROGRAMME

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11.3 HALAL ASSURANCE PROGRAMME

1.0 PURPOSE

This Procedure was set up to ensure that BODCO will be consistently manufacturing Halal products to meet the needs of Muslim consumers.

2.0 SCOPE

BODCO Halal Product Procedure covers all business activities performed by BODCO Limited (BODCO) in order to manufacture a Halal Certified Product from receipt of a Halal certified raw material, formulation, dry-blending and packing to the finished product, storage / warehousing and distribution of the Halal products.

- Dairy materials processed at BODCO are either bovine, ovine or caprine origin. Refer to **QMS 1.1 Risk Management Programme for Business and RMP identification**
- Products manufactured at BODCO Halal premises:
 - Infant Formula (IF)
 - Follow-On Formula
 - Milk Powders
 - Nutritional Powders excluding IF and FO

3.0 BUSINESS AND RMP IDENTIFICATION

| | |
|-------------------------------|---|
| RMP ID | 3333/01 |
| Site Unique Identifier | 3333 |
| Name of Operator | BODCO Limited |
| Physical Address | 6-10 Kaimiro Street, Pukete, Hamilton, Waikato, New Zealand |
| Postal Address | PO Box 21276, Rototuna, Hamilton 3256 |
| Email and website | qa@bodcodairy.com, www.bodcodairy.com |
| Dairy Exporter ID: | BODCO 1 |
| Organic Exporter ID: | BODCO 2 |

4.0 REFERENCES

- ❑ QMS 1.1 Risk Management Programme for Business and RMP identification
- ❑ QMS 7.2 Traceability and Coding
- ❑ QA-03 Traceback and Trace-forward Procedure
- ❑ Animal Products Notice - General Export Requirements for Halal Dairy Material and Halal Dairy Products 20 December 2021
- ❑ GSO 2055-1: 2015 Halal Food- Part one: General requirements for Halal Food
- ❑ [NZIDT Halal Guidance Document, V4, 11 June 2022](#)

11.3 HALAL ASSURANCE PROGRAMME

5.0 DEFINITIONS AND ABBREVIATIONS

| | |
|-------------------|---|
| NZIDT | New Zealand Islamic Development Trust |
| GCC | Gulf Country Council |
| GSO | Gulf Standards Organization |
| HALAL FOOD | Food that is permissible according to the Islamic Law |
| HAP / HPP | Halal Assurance Programme / Halal Product Procedure |
| RMP | Risk Management Programme |
| LCP | Limited Credit Package – Training |
| NZQA | New Zealand Qualification Authority |
| AHO | <i>Approved Halal Organisation</i> |

11.3 HALAL ASSURANCE PROGRAMME

5.0 RESPONSIBILITY

| Role | Responsibility |
|---|--|
| Halal Committee | <ul style="list-style-type: none"> • Monitor, identify and record any problems with regard to the processes and Halal management system. • Report any problems encountered related to the implementation of Halal assurance pipeline to Halal leader/Officer for further action. |
| Chief Executive Officer | <ul style="list-style-type: none"> • Overall site financial and operations responsibility. • Management of significant changes to facility. |
| Sales & Marketing Manager | <ul style="list-style-type: none"> • Liaising with key stake holders including Halal product Customer, BODCO senior management, Planning & Procurement, Production, QA and Finance team • Negotiating and setting up the Halal product supply contract • Strategically planning of BODCO Halal product manufacture with Planning & Procurement • Effectively communicating with customer in regard to customer complaint and any |
| Technical and Regulatory Manager | <ul style="list-style-type: none"> • Overall responsibility of Halal Product Development and Technical support |
| Planning & Procurement Manager | <ul style="list-style-type: none"> • Effectively communicate with Sales Manager, Production, Warehouse & QA team in regarding to get all the department ready for the planned Halal production. • Ensure all Halal raw materials, packaging materials are ready to be used for Halal production at BODCO. • Helping other BODCO business department/teams in regard to obtain valid Halal certificates for all raw materials, documentation preparation for releasing finished Halal products. |
| Quality Assurance Manager | <ul style="list-style-type: none"> • Day-to-day Manager of this Halal Assurance Programme/Halal Product Procedure. • Administration, documentation, and monitoring effectiveness of Halal Assurance Programme. • Implementing corrective action if the HAP is not effective. • Overall authorization of all RMP related policies and procedures. • Management of significant changes to the RMP and related documentation. • Monitoring of environmental monitoring results; |
| Operations Manager | <ul style="list-style-type: none"> • Overall site operational responsibility. • Management of significant changes to the facility |
| Quality Assurance Specialist / Halal Quality Assurance Officer | <ul style="list-style-type: none"> • Back-up day-to-day manager of this Halal Assurance Programme • Raising an exception report or uploading a Non-conformance (NC) into BODCO quality control system Q-Pulse • Investigation, management, and reporting of corrective actions following non-conformances, and report to relevant operator or departments • Provide annual halal training to all BODCO staff, • maintain all raw material ingredients and approved halal organisations provide halal certification, to ensure these are kept up to date • initiating external Halal audit & customer observation |
| Engineering Manager | <ul style="list-style-type: none"> • Ensure a smooth manufacturing of a Halal product • Preventive Maintenance planning and implementation |
| Warehouse Manager | <ul style="list-style-type: none"> • Overall responsibility of storage, transferring and dispatching of Halal raw materials and Halal finished products. |

11.3 HALAL ASSURANCE PROGRAMME

5.1 Halal Management Committee

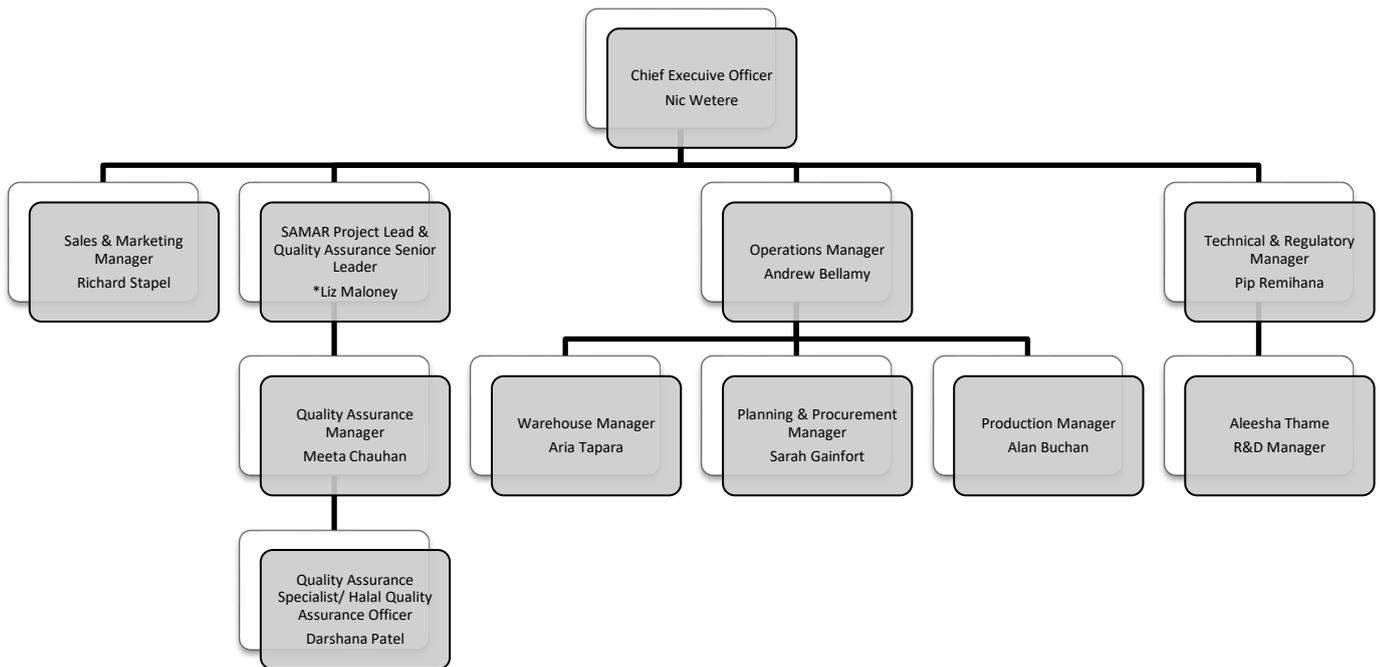
Halal Management Committee must include halal quality assurance officer who is accredited to following unit standards:

- NZQA 29088, and 25924 or an alternative auditing competency standard that is equivalent to 25924. Such as NZQA 8086.

Halal committee must ensure that the development of the Halal Assurance Procedure is effectively implemented. This is to ensure the knowledge and experience with regard to organization processes and Halal principles and its application is in compliance.

To review the effectiveness of the halal programme at least once a year.

Records of evaluation to be kept for a period of 4 years.



* Contractors - not included in FTE total or Halal committee member

11.3 HALAL ASSURANCE PROGRAMME

6.0 APPROVED HALAL ORGANISATIONS (AHOs)

| Organisation Name | Business Address | Logo |
|---|--|--|
| New Zealand Islamic Development Trust (NZIDT) | Level 2, Building A 600 Great South Road AUCKLAND 1051 New Zealand |  |

6.1 Role of Approved Halal Organisations

The role of Approved Halal Organisation is to provide the requirements for certification bodies seeking to be recognised as Approved Halal Organisations [AHO] under the 'Animal Products Notice: General Export Requirements for Halal Dairy Material and Halal Dairy Notice.

7.0 HALAL ASSURANCE PROGRAMME

Halal Assurance Programme is a documented system designed for the control and management of halal processing of dairy material and dairy products at halal premises to ensure compliance with Animal Products Notice: General Export Requirements for Halal Dairy Material and Halal Dairy Notice. The dairy Risk Management Programme premises must operate under an approved Halal Assurance Programme

7.1 Application for approval of Halal Assurance Programme

Quality Assurance Manager or its delegate must submit an application for approval of a halal programme to the Approved Halal Organisation responsible for providing halal certification services to operator's premises. The application must be in writing and include a copy of the halal assurance programme.

7.2 Amendment of approved Halal Assurance Programme/ Notification of significant changes

Bodco Dairy Limited must amend an approved halal assurance programme applying to that premises, and apply for approval of the amended programme, where any change, event, or other matter means that the programme eg:

- is/will no longer appropriate, to the dairy material or dairy product, processes, or premises covered by the programme.
- has adversely impacted or will adversely impact the halal premises' capability to produce halal dairy products consistently and reliably.
- the relocation of the business or operation to another location
- The inclusion of a new type of dairy material or dairy products, to be processed in the premises to which the halal assurance programme relates.
- The introduction of any new processes or process modifications, for the production and processing of halal dairy material and halal dairy products.
- The merging or splitting of existing approved halal assurance programme.

An application for approval of an amended programme must be made in accordance with 7.1 before implementing any change. It is recommended that Halal Quality Assurance Officer check with current AHO(s) when making any change to their approved halal programme.

11.3 HALAL ASSURANCE PROGRAMME

7.3 Renewal of approval of the Halal Assurance Programme

The approval of a halal programme must be renewed before it expires. Unless the approved halal programme has been significantly amended, an application for renewal may include only a written confirmation that the programme is the same as sighted by the Approved Halal Organisation during the most recent periodic assessment visit.

- 1) When the approved halal programme has to be significantly amended, then follow section 7.2 Amendment of approved Halal Assurance Programme
- 2) When an Approved Halal Organisation has approved an application for renewal of the approval of a halal programme, the Approved Halal Organisation must issue a renewal approval letter to Bodco Dairy Limited who submitted the application.

7.4 Suspension of a Halal Assurance Programme

An Approved Halal Organisation providing halal certification services to a halal premises may suspend the approved halal programme for that premises if no longer satisfied that the programme complies.

- 1) *Before imposing a suspension, the Approved Halal Organisation must notify the operator in writing of the intention to suspend the approved halal programme and such particulars as will clearly inform the applicant of the grounds on which the Approved Halal Organisation proposes to suspend the programme. And giving the applicant a reasonable opportunity to respond to the proposal to suspend the approved halal programme.*
- 2) *Where an approved halal programme is suspended the Approved Halal Organisation must also suspend the affected premises registration certificate; and the operator of the programme must not label any dairy material or dairy products processed at any suspended premises as halal, for the duration of the suspension.*
- 3) *Where an operator of the programmes wants to revoke the halal premises from listing, the Director-General needs to be informed by AHO in writing.*
- 4) *Where an approved halal programme is suspended, operator of the programme must also notify MPI to surrender the Halal registration by filling DPF4 application form (This will remove the operator from NZ Approved Halal Dairy Premises list on MPI website).*
- 5) *Any dairy material or dairy products processed at the premises from the date of removal are not eligible for export as halal.*

11.3 HALAL ASSURANCE PROGRAMME

8.0 PROCEDURE

8.1 Product Descriptions

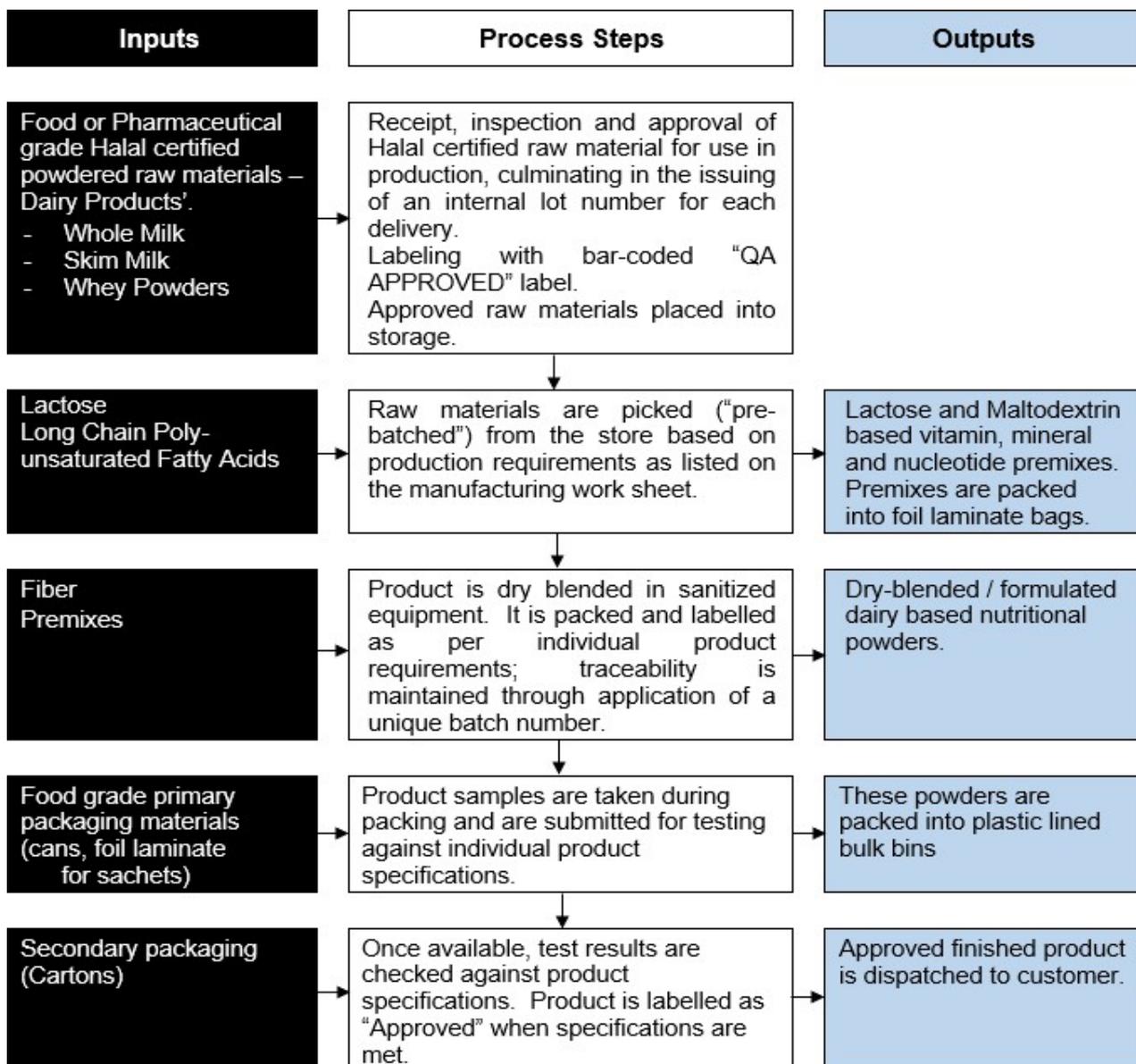
As per BODCO’s mandatory Risk Management Programme, Products manufactured at this site are all dry- blended from individual dairy powders (formulated base powders, whole milk powder, skim milk powder, whey protein powders etc.) and non-dairy ingredients (vitamins, minerals, pre-biotics, pro-biotics).

After blending these products are packed into sachets or cans.

They are handled, packed, and stored in a way to maintain their integrity and to protect them from accidental damage, contamination.

The following outcomes have been considered to assess fitness for intended purpose for the following risk factors:

8.2 Outline of Process



11.3 HALAL ASSURANCE PROGRAMME

8.3 Boundary of this Halal Assurance Programme

The site Layout Plan is outlined in Appendix 1

8.4 Fitness for Purpose:

All Halal products manufactured at BODCO are produced in such a way to ensure they meet the requirements of Muslim consumers.

They are handled, packed, and stored in a way to maintain their integrity and to protect them from accidental damage, contamination.

The following outcomes have been considered to assess fitness for intended purpose for the following risk factors:

8.5 Control of Operations

As part of BODCO's NZ Dairy registration the following aspects of BODCO's operations are managed through our mandatory Risk Management Programme and Quality Management System:

Please refer to these documents for further details:

- Quality assurance, documentation and record keeping
- Specific product related procedures.
- Quality System procedures.
- Approval of Incoming Goods, including Packaging
- Approval of Finished Products
- Identification, Analysis and Control of Hazards:
- Product Development
- Assessment of new ingredients and suppliers.
- Sample Evaluations
- New Product Development
- Raw Material Receipt, Storage and Dispatch
- Identification and Traceability
- Dispatch of Finished Product
- Manufacturing
- Hygiene, Cleaning and Housekeeping
- Pathogen Management
- Services Control
- Foreign Matter Control
- Personnel Control
- Health and Hygiene
- Production Scheduling and Control
- Labelling
- Plant Maintenance
- Training

8.6 Halal Training

All staff operating under this HAP are suitably Halal trained with yearly refresher training. All Halal training material must be conducted by the Halal quality assurance officer.

Training records to be kept for a period of 4 years.

All operating staff must obtain competency and understanding of Halal Assurance Programme. Re-assessment to be booked for incompetency of operating staff.

11.3 HALAL ASSURANCE PROGRAMME

8.7 Halal Auditing:

Internal Audit

All Halal internal audits must be conducted *annually* by the Halal Quality Assurance Officer.

The audit shall be performed in a formal manner and the relevant audit checklist shall be completed correctly, to ensure that the halal premises day-to-day operations are in accordance with its approved Halal Assurance Programme

Refer to BODCO **QMS 5.3 Audit Programme**

External Audit

All Halal external audits are conducted *annually* by NZIDT Compliance Officer and accompanied by the Halal Quality Assurance Officer.

The audit shall be performed in a formal manner based on the audit scope determined by the auditor, to ensure that the halal premises day-to-day operations are in accordance with GSO standards against BODCO approved Halal Assurance Programme.

9.0 CORRECTIVE ACTION

9.1 Failure to follow HAP requirements

If any member of staff fails to follow the requirements of the HAP, disciplinary action will be taken
Visitors and contractors failing to comply with the HAP will be asked to leave the dairy factory and will not be allowed back until they have fully understood the requirements of the HAP.

9.2 *Non-Halal* and Non-Conforming Material

Any product which has been identified as having failed to meet the stated product outcomes or where a critical deviation from a manufacturing process has been identified which puts any product outcomes into doubt, including its Halal status the product is identified and isolated. *Any non-halal* raw material, packaging material, finished product or process *will be stored and segregated as per QMS 8.1 Inwards Goods and Storage section 6.6 Storage and* captured under BODCO's non-conformance programme (*follow QMS 5.5 Control of Non-Conformity, Exception Reporting and Deviations*).

9.3 Reclassified Halal Product:

All affected Halal finished goods product must be identified, place on physical and electronic food safety hold, re-labelled as "Reclassified Product", then segregated in separate storage area in *WH10* to ensure no *non-halal/ non-conforming* product can be re-introduced back into the process and/or exported from site. All loss stream product to be traced and labelled as "Reclassified Product", then recorded as per procedure

11.3 HALAL ASSURANCE PROGRAMME

Trigger Table:

| Process | Non-Conformance | Action |
|------------------------------|--|--|
| Raw Material Issues | Incorrectly labelled Raw Material/s incorrect lot number, batch, description, or material number. | Place product on hold, elevate to QA and Production Manager. |
| | Expired Raw Material/s. FIFO not followed Expired Halal Certification | Raw materials to be retested prior to re-release |
| | Raw Material/s Certification invalid | Obtain renewal certification for expired raw material/s |
| | Incorrect Storage of Non-Halal and Halal certifiedraw material/s . e.g. pallet stacking of Non-Halal and Halal products | Demarcated storage areas for all Halal certified raw material/s. Ensure adequate labelling or signage; all Halal and Non-Halal ingredients must be sealed |
| | Transportation of Non-Halal and Halal certified Raw materials/Finished Goods Product Cross contamination, spillages, open pallets, etc... | Ensure all raw materials ordered are Halal certified – if not. Another shipment or transporter must be notified to ensure such materials are delivered separately (if necessary). Each truck must verify that quality inspection, and sanitisation has been completed prior to load in of raw materials and finished goods product. |
| Manufacturing Process Issues | Procedural failure Inadequate dry cleaning and/or sanitisation of production line Incorrect use of alcohol-based cleaning products: - Ethasan sanitizer. | Awareness training given to person/s Ensure all areas are checked prior to completion and sign-off of documentation. QA Team to inspect and determine the areas that require cleaning. No production until QA Sign off prior to production commencing All halal material and halal product to be placed on-hold and re-labelled as "Reclassified". Avoid contact with halal material and halal product. |
| Finished Goods Issues | Incorrect labelling and/or coding of halal certified products Storage Issues. e.g. Non-halal product storedwith halal certified product | Place product on hold, elevate to QA and Production Manager. Isolation, identification and 'quality control' check of all products to becompleted prior to the investigation. |

A Non-Conformance Report shall be raised, and a Corrective/Preventative Action process will be initiated. Any non-conforming raw materials or finished products are clearly identified and retained in the Reject Area pending a full assessment by the Quality Assurance Manager. Relevant procedures are detailed in the "NC" section of BODCO's Quality Management System.

11.3 HALAL ASSURANCE PROGRAMME

The Quality Assurance Manager must make a decision regarding the suitability for processing or the fitness for intended purpose of the raw material or finished product and based on the assessment, ensure that appropriate corrective / preventative action is carried out.

10.0 VERIFICATION AND MONITORING

- 8.1 Inwards Goods and Storage – Section 6.3 Site delivery – Primary Inspection and section 6.6 Storage and Segregation
- WH-01 F1 Inwards Goods Receipt form
- Annual Internal Halal Audits – checklist and summary findings

11.0 DOCUMENTATION AND RECORD KEEPING

- Outputs from meetings must include meeting notes, recommendations for performance improvement and decisions / actions documented.
- BODCO Food Safety Team Meeting Agenda/ Halal Committee Meeting Minutes.
- NCRs recorded into Q-Pulse
- Any other emails and Halal internal and external audit reports saved into BODCO-Quality Assurance/QMS 5.3 Audit Programme.

12.0 DOCUMENT APPROVAL

Content Owner:
Quality Assurance Specialist/Halal Quality Assurance Officer

Approved By:
Quality Assurance Manager

13.0 DOCUMENT HISTORY

| Version No: | Date: | Commentary / Notes: |
|-------------|----------|---|
| 01 | 30-10-20 | New procedure |
| 02 | 18-12-20 | Update procedure with new QA manager as a review of Halal Assurance Programme IA (Internal Audit) |
| 03 | 28-03-22 | Added sections 6, 7, and 8. Updated responsibility section; Added appendix 1 |
| 04 | 20-10-22 | Updated sections 3, 7,8 and 9. Added appendix 2 and 3 |

11.3 HALAL ASSURANCE PROGRAMME

APPENDIX 1: SITE LAYOUT PLAN



| | |
|------------------|----|
| Boundary | |
| Warehouse | |
| Office | |
| Grass | |
| Gates | |
| Smokers Hut | SH |
| Staff Traffic | |
| Export + inwards | |
| Import + Inwards | |
| All traffic exit | |

APPENDIX 2: HALAL INGREDIENTS LIST

Full Halal ingredients list is listed and managed in below logsheet.

[Ingredient and Gas Information Matrix.xlsx](#)

APPENDIX 3: HALAL PRODUCT LIST

Product List*

- Infant Formula (IF)
- Follow-On-Formula (FO)
- Milk Powders
- Nutritional Powders excluding IF and FO

*Full product code and Name list can be provided on request from SAP system.