

New Client Audit

10 Jan 2023 / Abdullah Fredericks

Complete

Score	100%	Flagged items	0	Actions	0
-------	------	---------------	---	---------	---

Enter ClientID from Auditor Printout

71

Auditor's Names

Abdullah Fredericks

Introduce yourself

First, I would like to go over the format for today's audit:

There are 3 phases that I will be completing with you.

1. Opening Meeting

----a. Overview: Primary concerns for halal certification

----b. Discovery: Gather basic information about your facility, personnel, and daily business activities

----c. Fitness: Assess your facilities' standards for quality assurance

----d. Halal Deposition: Determine if the facilities are compliant with halal dietary restrictions

2. Walkthrough

----I am commissioned to record, or photolog at my discretion critical contact points throughout the facility. The walkthrough is performed by viewing the product from the point of entry into your facility, completely through to the point of exit.

Halal Area Risk Management (H.A.R.M.) locations will be identified within the facility. These areas are classed as nonconformities and are considered to have a potential for cross-contamination or have the potential to denigrate the integrity of the Halal product. In the event that a H.A.R.M location requires mitigation, I will make note of it as a non-conformity. Any non-conformances will require corrective action in order to pass.

I will also be observing the utilization of your machinery, apparatuses', tools, and other such items.

Storage and warehouse locations will also be observed for proper segregation methods. I will determine whether or not halal products are easily identifiable, and reporting if mislabeling, or mix-ups are possible. Computer monitoring systems will also be taken into account.

Raw materials, packaging, and finished products will be observed throughout the tour.

Sanitation processes or methods may also be requested for observation if deemed necessary.

I will also assess the level of integrity of your personnel and your halal system if present. Honesty and transparency will be key factors in my report.

3. Closing Meeting

----During the closing meeting, I will summarize and record my observations during the walkthrough.

I will record the risk assessment, which is based upon the following metrics:

HIGH RISK = Facility processes both halal and haram products using indifferent tools, machinery, or utensils.

MEDIUM RISK = Facility processes both halal and haram products using segregated tools, machinery, or utensils.

LOW RISK = Facility does not process any haram products on or inside of the premises.

Finally, I will provide a final assessment, communicate all non-conformities, and provide a suggested certification status. I will request signatories, and will submit my report to the certification committee.

Are there any questions before we begin?

Conducted on

10.01.2023 06:05 EST

Company Name

Shatila Food Products

Company Type

Manufacturing Facility

Location

8505 West Warren Avenue,
Dearborn, MI. 48126

General

Area of Site (sq. ft.) 22000

Including upstairs and downstairs

Number of Employees 86

Number of Working Shifts 1

Operating Hours 08H00-16H00

Days of Operation Week

M-F

Fitness	
Facility Produces Food Grade Products?	Yes
Client is HACCP Certified?	Yes
Do FDA Inspectors visit this facility?	Yes
Facility Produces Meat & Poultry Products?	No
During production, is it possible for particulates to become airborne? (such as flours, powders, or other)	No
List any other relevant certifications or accreditations (ISO, GCC, BRC, etc.)	SQF Certified

Halal Deposition

Any animal bi-products or derivatives processed at this facility?

No

Please select all product types

DY - Dairy

Check all of the fillers/additives added or injected into any halal products:

None

Does facility institute an SSOP? (Sanitation Standard Operating Procedure)

Yes

What is the cleaning frequency of the machinery that comes into contact with the Halal product?

After every Shift

Does the facility utilize ATP swab testing?

Yes

What is the acceptable passing range?

30

30 is caution and 60 is fail

Detail the rectifying procedure if a swab test fails:

Sanitization of area and peroxide is included. Note in ATP Device that a retest is being performed and reswabbing occurs.

Does the facility have a pest control program?

Yes

Is water used in any of the products that are in consideration for certification?

No

Pre-Walkthrough Notes

Please describe what we should expect to see during our walkthrough today. Be sure to explain the process step by step from the products perspective. (meaning, from point a to point z)

Nut room is where the nuts is received and sifted, Baklab\va room for production, ovens and frying area, packaging and shipping, Cookie section where Mamoul cookie is produced with separate oven.

Walkthrough

Location

Location 1

Location Title

Nut room

Location Image

Is this area considered a H.A.R.M Location? (Area where cross contamination has potential)

No

Location 2

Location Title

Grinder Machine

Location Image

Is this area considered a H.A.R.M Location? (Area where cross contamination has potential)

No

Location 3

Location Title

Baklava production

Separated by different nuts being used

Location Image

Is this area considered a H.A.R.M Location? (Area where cross contamination has potential)

No

Location 4

Location Title

Oven section

Location Image

Is this area considered a H.A.R.M Location? (Area where cross contamination has potential)

No

Location 5

Location Title

Syrup Machine

Cooling racks after the syrup is added.

Location Image

Is this area considered a H.A.R.M Location? (Area where cross contamination has potential)

No

Location 6

Location Title

Cookie section

Location Image

Is this area considered a H.A.R.M Location? (Area where cross contamination has potential)

No

Location 7

Location Title

Cleaning machines

Location Image

Is this area considered a H.A.R.M Location? (Area where cross contamination has potential)

No

Location 8

Location Title

Dough mixers

Location Image

Is this area considered a H.A.R.M Location? (Area where cross contamination has potential)

No

Location 9

Location Title

Packaging

Location Image

Is this area considered a H.A.R.M Location? (Area where cross contamination has potential)

No

Location 10

Location Title

Order packing area

also clean and sanitized after every shift

Location Image

Is this area considered a H.A.R.M Location? (Area where cross contamination has potential)

No

Location 11

Location Title

Shipping

Location Image

Is this area considered a H.A.R.M Location? (Area where cross contamination has potential)

No

Final Check-Out	100%
Does facility store any product in a third party, off-site location, before the product is sold?	No
Has this facility ever produced halal certified products prior to this inspection?	No
Does this facility claim to produce halal products that are not certified?	No
Expected sales quantity of halal products per month:	15000 packages for March 2022
Increased sales around Ramadaan, Easter and Christmas	
Regionally, Halal products are being sold:	Domestically Internationally
List all countries that the product is sold to:	
Canada, United Kingdom, China, Japan, Costa Rica	
Management was cooperative and understanding of Islamic dietary requirements	Good
How to assess risk: HIGH RISK = Facility processes both halal and haram products using the same tools, machinery, or utensils. MEDIUM RISK = Facility processes both halal and haram products using segregated tools, machinery, or utensils. LOW RISK = Facility does not process any haram products on or inside of the premises.	
Assess the risk level of this facility:	Low Risk

Signature

Inspectors Signature

Abdullah Fredericks
10.01.2023 13:47 EST

Client Signature

Nada Shatila
10.01.2023 13:47 EST

Departure Date & Time

10.01.2023 06:36 EST

Inform the client that the audit has concluded. After closing the meeting, proceed to the final auditors evaluation.

Final Auditors Evaluation		100%
Were packages and boxes clearly labeled with production and expiration dates?	Yes	
Were safety/cooking instructions printed on finished labels?	Yes	
Were any raw materials/ingredients marked with a halal certification seal?	N/A	
Were any finished products marked with a halal certification seal?	No	
Must still be certified		
Were halal products clearly segregated in freezer, storage, and warehouse locations?	N/A	
Any H.A.R.M. locations identified that require mitigation?	No	
<p>Detail your final evaluation. Be sure to include failures and concerns uncovered during the question, and walk-through phases:</p> <p>Client had proper segregation of all products and proper protective wear among all employees. Machinery is regularly cleaned and ATP swab testing done. The facility is considered Low risk due to them not having any Haram products on site. Client was able to provide all info needed to complete the audit.</p>		
Suggested Certification Status	Certified	

CERTIFIED: Select certified if the client appears to have everything in order.
 PENDING: Select pending if the client has some non-conformities.
 SUSPENDED: Select suspended if the certified client appears to have unintentionally breached the contract in some way shape or form.
 REVOKED: Select revoked if the certified client appears to have intentionally breached the contract in some way shape or form.