

A

What should you do when a critical non-compliance is found during audit / inspection?

CHECKLIST FOR THE EXPLANATION LETTER

Detail #1

What was found within the premises (item name, quantity)?

Detail #3

Who purchased it (include invoice)?

Detail #5

What is it used for?

Detail #7

Why is this an NC (high risk item without valid Halal cert/Halal logo; contains alcohol/spirit vinegar etc)?

Detail #2

Where was it found?

Detail #4

If this is not from a usual supplier/usual item purchased, why is this so?

Detail #6

Since when has this item been used?



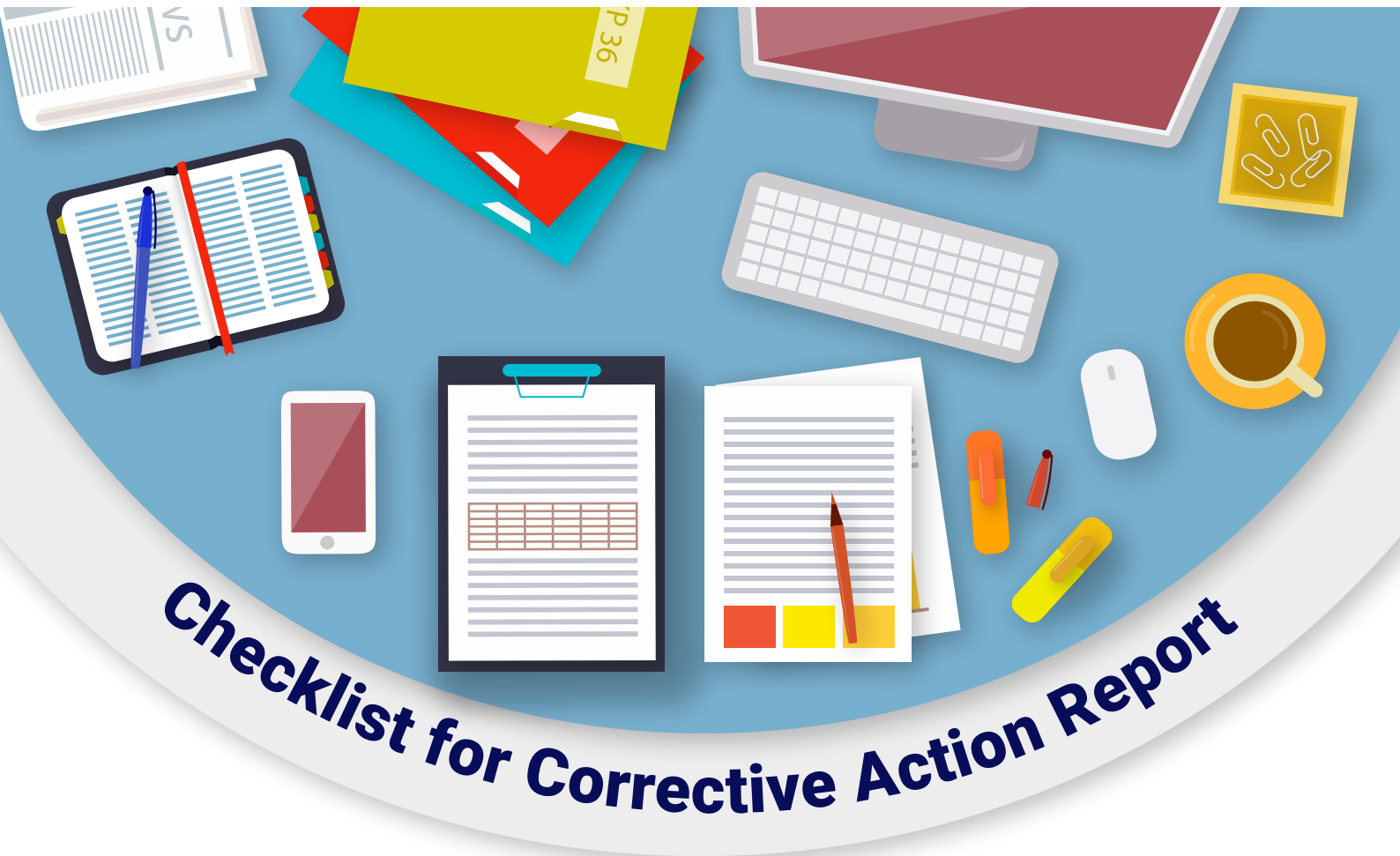
You are required to submit an **Explanation Letter and/or a Corrective Action Report** when non-compliances are detected.



For more information, visit us at halal.sg



What should you do when a critical non-compliance is found during audit / inspection?



1

All information in explanation letter (what, where, when, why, who)

4

How will the company prevent this from happening again?

2

What is the action taken by the company (to include any evidence e.g. photo, wastage form, credit note)?

5

What would be the control measures taken to prevent recurring incident?

3

What is the alternative source for the product affected?