

# Halal Team Structure

## for Eating Establishment & Food Preparation Area Schemes

**A**

### HALAL TEAM



### MEMBERS

**B**

A group of appointed personnel **responsible for implementing, monitoring and maintaining the Halal system**, as well as ensuring that all requirements have been met in accordance with Muis Halal Certification Conditions (HCC).

The Halal Team shall comprise management-appointed **Halal Team Leader, Muslim Representative and members from multi-disciplinary background**, who possess relevant knowledge and expertise.

### C Declaration of your Halal team

Establishing a Halal Team is one of the requirements for the Singapore Muis Halal Certification. It forms **Principle 1 of the Singapore Muis Halal Quality Management System (HaIMQ)**, which has to be implemented by all Halal-certified companies in Singapore. The team structures shown below are examples for your declaration.

#### Eating Establishment (Category 1)



Owner  
Representative



Muslim  
Personnel 1



Muslim  
Personnel 2\*

#### Eating Establishment (Category 2) Standalone Establishment



Halal Team Leader



Halal Assurance  
Officer (Muslim)



Procurement /  
Sourcing Personnel



Muslim Personnel\*



Any other personnel  
(optional)

\*Only required if Halal Team Leader and Procurement / Sourcing Personnel are non-Muslims.

Pursuant to Clause 3.10, those in the grey boxes are required to be deemed as competent and have completed the Halal training.

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### C Declaration of your Halal team (continued)

#### Eating Establishment (Category 2) Chain Outlets

##### MAIN HALAL TEAM



Halal Team Leader



Halal Assurance Officer (Muslim)



Procurement / Sourcing Personnel



Any other personnel (optional)

##### OUTLET A



Muslim Personnel A1



Muslim Personnel A2

##### OUTLET B



Muslim Personnel B1



Muslim Personnel B2

#### Eating Establishment (Category 2) Franchise Outlets

##### MAIN HALAL TEAM



Halal Team Leader



Halal Assurance Officer



Procurement / Sourcing Personnel



Any other personnel (optional)

##### OUTLET A



Franchise Owner



Muslim Personnel A1



Muslim Personnel A2

##### OUTLET B



Franchise Owner



Muslim Personnel B1



Muslim Personnel B2

#### Food Preparation Area



Halal Team Leader



Halal Assurance Officer



Procurement / Sourcing Personnel



Muslim Personnel 1\*



Muslim Personnel 2\*



Any other personnel (optional)

\*Only required if Halal Team Leader and Procurement / Sourcing Personnel are non-Muslims.

Pursuant to Clause 3.10, those in the grey boxes are required to be deemed as competent and have completed the Halal training.

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### HALAL TEAM MEMBER

- Provide assistance in ensuring compliance of the Muis Halal Certification Conditions
- Provide assistance for the certification processing and maintenance
- Provide inputs for continuous improvement for the implemented maintenance and traceability systems



### HALAL TEAM LEADER

- Overall in-charge for compliance with the Muis Halal Certification Conditions
- Lead internal Halal audit and submit the report to Senior Management
- Provide directives for corrective actions to rectify Halal-related non-compliances

## Team members & the roles they may play

D



### MUSLIM PERSONNEL

- Advise the company on Halal food matters as well as cultural and religious sensitivities relating to them.
- Monitor the assigned Halal Assurance Points as per the implemented HalMQ system.
- Verify and endorse all incoming ingredients to ensure that they are Halal and have been prior approved by Muis. Staff shall endorse with their signature, name, and date on the invoices and delivery orders of the ingredients.

## E Which Halal Foundation Programme is suitable for you?

It is **mandatory for 2 staff from the Halal Team** within the Halal-certified premises to attend **ONE** of the courses under the Halal Foundation Programme. Muis-appointed training provider, Warees Halal Limited offers the following Halal training programmes.

### SUPERVISORY LEVEL

- Suitable for those holding a supervisory or managerial role, or is a Halal Team Leader
- Courses will be conducted in English. Learner must be able to read, write and speak in the language.

### OPERATIONAL LEVEL

- Suitable for those holding an operational role or a Halal team member
- Courses will be conducted in English or Malay. Learner must be able to read, write and speak in the language.

To register and for more details, go to  
<https://courses.wareeshalal.sg/>

