

JOB DESCRIPTION OF HALAL SUPERVISOR

Title	HALAL SUPERVISOR
Reports To	SHARIAH DEPARTMENT/MANAGEMENT

Key Responsibilities

- To supervisor the entire process of the Halal slaughtering house activities from the receiving of animal to packing and dispatching of meat products supervising Islamic rules and certification body standards.
- Main point of contact for certification body for the shipment and slaughtering house activities.

Main Task and Duties

- Communicates with the slaughterer for the requirements of shariah rules
- Monitoring the slaughtering activities according to the requirements of Islamic rules.
- Hygienic Requirements for the slaughter man before enter into the slaughtering area.
- Monitoring the slaughtering activities specially cutting the throat of the animal consist the oesophagus, two jugular veins and the pharynx of the animal.
- Animal Health conditions should be examined before slaughter and after by a specialized veterinarian or qualified officer to verify their Health condition and to ensure that the animal is free from diseases or injured. It is the additional responsibility for the supervisor to monitoring the health conditions and animals which has died without being slaughtered. Apart from the verification of the veterinary approval before slaughtering the animals.
- Before slaughtering, animals shall be alive. Slaughtering may not put animals in torture and slaughtering shall for the sole purpose of slaughtering.
- Monitoring the slaughterer for the animals when slaughtering which the name of Allah is mentioned.
- Receiving of permitted animals in the slaughtering premises according to the Islamic Rules.
- The animals should be fed fodder produced from Halal sources.
- Ensure all the slaughterer shall hold an efficiency certificate that qualifies him for the job issued by authorized Islamic institute or halal certification body accepted by the official agencies. Such certificate shall be present at request or before slaughtering.
- Monitor the tools used for slaughtering shall be sharp and cut by its blade not weight or pressure.
- Cleaning chemicals or maintenance devices that come in contact with food should be Halal compliance.
- Skinning, immersing or feather removal shall only carried out after making sure that the animal has perished.
- The animal head may not be cut or broken or any part of the animal cut or similar act until bleeding the stop and animal is proven dead.
- Stunning or unconsciousness of animals are disliked. However if necessary to use these means it is strictly follow based on the Halal standard and reporting to the CB of the stunning activities.
- Sufficient spaces shall be allocated for slaughtering and storing of the animals.
- Each meat consignment or products shall be accompanied with the halal certificate from accredited halal certification body upon the verification of the supervisor and the regulations specified meets Halal requirements in the Islamic sharia such shipment certification.
- Evaluation of the documents submitted by the company to CB for request Halal shipment Certification verified with supervisor for the confirmation of the products according to the shariah requirements and slaughtering date of the animals.
- Current principles and understanding of relevant management system for shariah aspect.

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- Identification and risk for assessment of Halal Risk related to shariah requirements.
- Correction and corrective actions to be taken with regards to Halal matters
- Laws and regulation relevant shariah aspect for Halal certification
- Assess the product, services and processes against applicable Shariah compliance standards
- Good understanding of the fundamental rules and conditions related to Halal particularly animal slaughtering according to Islamic rule and requirements of relevant Halal standard
- Demonstrate and ability to provide expertise in the Islamic rules related to Halal certification area
- Reporting of findings about shariah concern to CB
- Conduct and coordinate with certificate body for the slaughtering activities
- Timely and correct report to the CB for the production activities
- Coordinates with department head/slaughterer to conduct necessary evaluation/inspection activities related to Shariah requirements
- Creates and maintains good working relationships with management and associates & Shariah department for updates and progress
- Keep updated on Operations Procedures and Policy Matters
- Provide suggestion and assistance in the maintaining the Shariah compliance and issues in slaughtering premises
- Provides timely and effective responses to CB/Department head concerning Halal certification queries or issues
- Make suggestions on improving effectiveness and efficiency of the company
- Undertake any additional duties as delegated by the Immediate Superior to assist in the achievement of department objectives

Requirements

Professional Qualifications

- Basic education in Halal Islamic rules or Similar Islamic affairs experts

Experience and Knowledge

- Graduate of shariah/ diploma or Similar shariah Qualifications
- Experience for certification activities or Shariah Opinion
- Related training for the supervisor
- Familiarity with the standards on conformity
- General knowledge of slaughtering activities
- Excellent writing, speaking, communications and computer skills

Languages

- English and/or local language

Additional Information

- Result oriented, Team player, works on own initiative, adaptable, multi-tasking are required skills

Staff Member Name: _____



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Recommended by: HR Department	Approved by: Chief Executive Officer/MD	Accepted by:
Date:	Date:	Date: