

Jenis Bukti dan Penyampaian Bukti MOSA

No	Implementasi SJH	Jenis Bukti	Penyampaian Bukti
1	Kebijakan halal	Bukti diseminasi kebijakan halal	Kirim via email berupa foto sosialisasi kebijakan halal baik berupa poster yang ditempel di area pabrik/kantor, refreshment, email ke supplier, dsb.
2	Tim manajemen halal	Struktur , uraian tugas dan tanggungjawab serta wewenang, bukti penunjukan tim manajemen halal baik berupa struktur organisasi atau surat keputusan/pengangkatan	Kirim via email baik foto maupun scan dokumennya.
3	Training dan edukasi	Prosedur training dan bukti implementasinya untuk 2 tahun terakhir berupa daftar hadir training internal, evaluasi training interna, materi serta bukti training eksternal yang diselenggarakan oleh IHATEC	Kirim via Email baik foto maupun scan dokumennya.
4	Bahan	<ol style="list-style-type: none"> 1. Prosedur monitoring kevalidan dokumen pendukung bahan, cleaning agent dan media validasi untuk mikroba setelah pencucian fasilitas (jika ada). 2. Untuk bahan-bahan yang sudah masuk ke cerol akan direview terlebih dahulu dan nanti akan ditanyakan kekurangan dokumennya baik sebelum maupun pada saat audit. 	Kirim melalui email dokumennya untuk poin 1.
5	Produk	Formula, production record, sensory, bentuk, kemasan, nama & alamat pabrik, SOP launching produk baru (khususnya retail)	<ol style="list-style-type: none"> 1. Formula : live (screen, video)/ email (foto tanpa kuantitas) 2. Production record : live (screen, video) 3. Sensory, bentuk, kemasan, nama & alamat pabrik: email (dokumen/foto) 4. SOP : email (dokumen/foto)
6	Fasilitas produksi	<ol style="list-style-type: none"> 1. Cara produksi 2. SOP Pencucian Fasilitas dan buktinya 3. Cara validasi pencucian dan buktinya 4. List of all Raw Materials untuk memastikan tidak adanya pork derivative material (PDM) 5. Ruang Pencucian 6. Ruang sampling & peralatan sampling 	<ol style="list-style-type: none"> 1. Cara produksi : dapat berupa video rekaman lini produksi atau live streaming. 2. SOP & bukti pencucian : email (dokumen/foto) 3. Cara validasi & bukti : email (dokumen/foto) 4. List of all RMs : live (untuk memastikan tidak adanya PDM) 5. Ruang pencucian di area produksi : live/video rekaman 6. Ruang sampling & peralatan sampling : live/video rekaman

		7. Ruang pencucian di lab 8. Tata letak pabrik	7. Ruang pencucian di lab, jika diperlukan : live/video rekaman 8. Tata letak pabrik : email (dokumen/foto)
7	Prosedur tertulis aktifitas kritis	SOP dan bukti	1. SOP & bukti approval new RM : email (dokumen/foto) 2. SOP & bukti penerimaan RM : email (dokumen/foto), live (bukti pemeriksaan) 3. SOP & bukti pembelian : email (dokumen/foto), live (bukti pembelian) 4. SOP & bukti penyimpanan : email (dokumen/foto), live (observasi ke lapangan) 5. SOP & bukti transportasi : email (dokumen/foto), live (observasi ke lapangan)
8	Kemampuan telusur	SOP dan bukti	1. SOP : email (dokumen/foto) 2. Bukti : live (screen, video) atau email salah satu contoh bukti traceability
9	Prosedur produk yang tidak sesuai kriteria	SOP dan bukti	1. SOP : email (dokumen/foto) 2. Bukti : live (screen, video) (jika pernah terjadi kasus)
10	Audit internal	SOP dan bukti	1. SOP : email (dokumen/foto) 2. Bukti 2 tahun terakhir berupa hasil audit, tindakan koreksi (jika ada) dan bukti pelaporan ke LPPOM MUI (regular report) : kirim via email.
11	Kaji ulang manajemen	SOP dan bukti	1. SOP : email (dokumen/foto) 2. Bukti kaji ulang manajemen 2 tahun terakhir : kirim via email
12	Keamanan pangan, obat dan kosmetik serta regulasi terkait	SOP dan bukti	1. Sertifikat ISO 22 000, FSSC 22 000, BRC, AIB, PAS 220, HACCP, GMP atau system lain :email (dokumen/foto) 2. Bukti audit terakhir terkait Keamanan pangan, obat dan kosmetik (internal/eksternal): email (dokumen/foto) 3. Bagi yang tidak memiliki sertifikat yang disebutkan di point 1, diperlukan prosedur tertulis yang menjamin produk tidak terkontaminasi benda asing dan mikroba serta bukti pelaksanaannya: email (dokumen/foto) 4. Khusus untuk produk dengan kategori produk pangan, obat-obatan dan kosmetika yang diedarkan di Indonesia (yang tidak dievaluasi oleh BPOM), diperlukan prosedur yang memastikan bahan-bahan yang digunakan memenuhi regulasi yang ditetapkan di Indonesia dan buktinya: email (dokumen/foto)

Type and Submission of HAS Evidence

No	HAS Criteria	HAS Implementation Evidences	The way to submit document and evidence
1	Halal Policy	Halal policy dissemination evidences	Picture via Email
2	Halal Management Team	Organizational structure, explanation on duty and responsibility, appointment letter	Documents via Email
3	Training and Education	Training procedure dan it's evidences for last 2 years such as : 1. Attendance list 2.	Documents and picture via email.
4	Material	Procedure of the validity check for supporting document, cleaning agent and validation media after cleaning (if any).	Documents and picture via email.
5	Product	Formula, production record, sensory, product shape, product packaging, manufacturer name and address, Written procedure for new product development (especially for retail product)	<ol style="list-style-type: none"> 1. Formula: live streaming (screen, video)/ email (formula picture without the number of content) 2. Production record : live (screen, video) 3. Sensory, product shape, product packaging, manufacturer name and address: documents and picture via email. 4. Written Procedure: documents and picture via email.
6	Production Facilities	Production process: video/live streaming during production process or without any production process if the auditor understands well about the production process.	<ol style="list-style-type: none"> 1. Production process: video/live streaming during production process or without any production process if the auditor understands well about the production process. 2. Cleaning written procedure and its evidences: documents and picture via email. 3. Validation method and its evidences: documents and picture via email. 4. List of all Raw Material (including for uncertified product): live streaming (to identify whether any Porcine Derived Material) 5. Cleaning room in production area: live streaming. 6. Sampling room and utensils: live streaming

			<p>7. Cleaning area in laboratory: live streaming</p> <p>8. Factory layout: documents and picture via email.</p>
7	Written Procedure on Critical Activity	Written procedures and its evidences	<p>1. Written procedures and its evidences of new material selection documents and picture via email.</p> <p>2. Written procedures and its evidences of material receiving: documents and picture via email, live streaming (receiving evidences)</p> <p>3. Written procedures and its evidences of purchasing: documents and picture via email, live streaming (purchasing evidences)</p> <p>4. Written procedures and its evidences of product and material handling: documents and picture via email, live streaming (handling evidences)</p> <p>5. Written procedures and its evidences of transportation: documents and picture via email, live streaming (transportation evidences)</p>
8	Traceability	Written procedures and its evidences	<p>1. Written procedure: documents and picture via email.</p> <p>2. Evidences: live streaming (screen, video)</p>
9	Handling of Non-conforming Product	Written procedures and its evidences	<p>1. Written procedure: documents and picture via email.</p> <p>2. Evidences: live streaming (screen, video)</p>
10	Internal audit	Written procedures and its evidences	<p>1. Written procedure: documents and picture via email.</p> <p>2. Evidences: live streaming (screen, video)</p>
11	Management review	Written procedures and its evidences	<p>1. Written procedure: documents and picture via email.</p> <p>2. Evidences: live streaming (screen, video)</p>
12	Food safety and related regulations	Written procedures and its evidences	<p>1. ISO 22 000, FSSC 22 000, BRC, AIB, PAS 220, HACCP, GMP or other system certificates: email (document / photo)</p>

			<ol style="list-style-type: none">2. Last audit evidence (internal / external): e-mail (document / photo)3. Written procedures that guarantee the product is not contaminated by foreign matter and microbes and its evidence: live (screen, video)4. Written procedures that ensure the ingredients used meet the regulations that apply in Indonesia and its evidence (Specifically for products in the category of food products, medicines and cosmetics which are circulated in Indonesia) : email (document / photo)
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