



**SURAT TUGAS**

Nomor : B-7330/BD.II/P.II.III/KP.01.1/12/2022

- Menimbang : a. bahwa dalam rangka memenuhi undangan sebagai pembicara dalam acara international conference 9<sup>th</sup> Thailand Halal Assembly dengan tema Soft Powering of Halal Science, Technology and Innovation; serta melakukan kegiatan asesmen 1 (satu) Lembaga Halal Luar Negeri (LHLN) Thailand yaitu CICOT di Bangkok, Thailand, maka perlu menugaskan Pejabat/Pegawai Kementerian Agama, Asesor Teknis, dan Asesor Syariah.
- b. bahwa nama-nama yang tercantum dalam surat tugas ini dipandang mampu dan cakap untuk menjalankan tugas sebagaimana dimaksud dalam huruf a.
- c. bahwa untuk keperluan sebagaimana dimaksud pada huruf a dan huruf b, maka perlu menerbitkan surat tugas.
- Dasar Hukum : 1. Undang-Undang Nomor 33 Tahun 2014 tentang Jaminan Produk Halal;  
2. Undang-Undang Nomor 11 Tahun 2020 tentang Cipta Kerja;  
3. Peraturan Pemerintah Nomor 39 Tahun 2021 tentang Penyelenggaraan Bidang Jaminan Produk Halal;  
4. Peraturan Presiden Nomor 83 Tahun 2015 tentang Kementerian Agama;  
5. Peraturan Menteri Agama Republik Indonesia Nomor 2 Tahun 2022 tentang Kerjasama Internasional Jaminan Produk Halal;  
6. Peraturan Menteri Agama Republik Indonesia Nomor 72 Tahun 2022 tentang Organisasi dan Tata Kerja Kementerian Agama;  
7. Peraturan Menteri Keuangan Nomor 164/PMK.05/2015 tentang Tata Cara Pelaksanaan Perjalanan Dinas Luar Negeri, sebagaimana telah diubah melalui Peraturan Menteri Keuangan Nomor 181/PMK.05/2019 tentang Perubahan Kedua Atas Peraturan Menteri Keuangan Nomor 164/PMK.05/2015 tentang Tata Cara Perjalanan Dinas Luar Negeri.

Memberikan Tugas Kepada:

No	Nama	NIP	Jabatan
1.	Fertiana Santy, Ph.D	198003302003122001	Koordinator Kerja Sama JPH / Pembicara / Tim Penilai / Sekretariat
2.	Mohammad Zen, MM	196708222001121001	Kasubbag TU Pusat Kerja Sama & Standardisasi / Sekretariat
3.	Novianty Widiastuti, SE	198511262006042001	Staf / Sekretariat
4.	Dr. Abdul Malik Ghazali	197005202001121003	Asesor Syariah (UIN Lampung)
5.	Dianawati	197304172005022002	Asesor Teknis (Kemendag RI)

Untuk : melakukan asesmen LHLN CICOT di Bangkok, Thailand dalam rangka kerja sama jaminan produk halal antara Indonesia dan Thailand.

Demikian Surat Tugas ini dibuat untuk dilaksanakan dengan penuh tanggung jawab.

Jakarta, 8 Desember 2022

Kepala BPJPH



Muhammad Aqil Irham



### 6.3 VERIFICATION REPORT

1. Name of HCA : CICOT
2. Date of Assessment : December 17 -19, 2022
3. Assessment Team : Fertiana Santy, Dianawatim Abdul Malik Ghozali
4. Type of Assessment : ~~Pra-Asesmen/Asesmen Awal/Asesmen Ulang/Survailen/Asesmen Perluasan Ruang Lingkup/ Witness/ Verifikasi Lapangan~~)
5. Assessment Requirements Criteria: UU No. 33 Tahun 2014; PP 39 Tahun 2021; KMA No. 748 Tahun 2021; KMA No. 1360 Tahun 2021; SNI ISO/IEC 17065:2012; Pedoman Akreditasi LPH/LHLN; dan/atau Regulasi terkait JPH

#### A. Non-Conformities found during assessment & on-site inspection

No.	Description	Corrective action (With Cause Analysis, Correction and Corrective Action)			Proof of Corrective Action	Verification Result & Verification Date
		Cause Analysis	Corrective	Corrective Action		
<b>Nonconformity</b>						
1.	CICOT only has a certification scheme in a general form, and the CICOT certification scheme is based on the scope of food & beverages, chemical, cosmetics, slaughtering and packaging. CICOT must have a certification scheme based on the type of each product as well as the level of risk.	1. The system at CICOT has been certified by the Emirate International Accreditation Center (EIAC) according to the UAE.S 2055-2, covering only the scope of Category Codes: C D E and L, thus not covering some of the scopes that have been assessed by BPJPH such as Category. N (Cosmetics).	established a certification scheme based on the type of each product as well as the level of risk.	1. Study the requirements and standards of BPJPH related to the scope that had been assessed.	-Training record of requirements and standards of BPJPH by PT. Kayama Amanah Sejati Halal Training Institute	Verification Ok Date : March 17, 2023

No.	Description	Corrective action (With Cause Analysis, Correction and Corrective Action)			Proof of Corrective Action	Verification Result & Verification Date
		Cause Analysis	Corrective	Corrective Action		
		2. CICOT has not fully studied the standard requirements of BPJPH relevant to the assessment scope.	-	2. Study the requirements and standards of BPJPH related to the scope that had been assessed.	-Training record of requirements and standards of BPJPH by PT. Kayama Amanah Sejati Halal Training Institute.	Verification Ok Date : March 17, 2023
		3. CICOT established the rules and conditions for certifying Halal food products provided in a general format, without mentioning certification schemes of each product type and risk level of the product.	established the rules and conditions for certifying Halal food products with mentioning certification schemes of each product type and risk level of the product	3. Improving the rules and conditions of Audit and Halal Certification (R-CICOT-01) to specified the Certification Schemes of each type of product and the risk level of the product.	- Revised rules and conditions of Audit and Halal Certification (R-CICOT-01)	Verification Ok Date : March 17, 2023
		4. Procedures for the operation of Inspection and Certification of Halal Products does not specify separate audit and certification processes by product type and risk level.	established the procedures for the operation of Inspection and Certification of Halal Products by specify separate audit and certification processes by product type and risk level.	4. Improving the Operation Procedure Manual Operation Procedure Manual Halal Product Standard Audit (P-CICOT-02) by determining the inspection and certification process separated	- Revised Operation Procedure Manual Operation Procedure Manual Halal Product Standard Audit (P-CICOT-02).	Verification Ok Date : March 17, 2023

No.	Description	Corrective action (With Cause Analysis, Correction and Corrective Action)			Proof of Corrective Action	Verification Result & Verification Date
		Cause Analysis	Corrective	Corrective Action		
				<p>by product type and risk level.</p> <p>5. Review and prepare additional audit checklists separated by product types.</p> <p>6. Propose the revised version of the rules and conditions of Audit and Halal Certification (R-CICOT-01) to the committee for impartiality, to consider the appropriateness of issues which may affect the impartiality.</p> <p>7. Announcement the approved additional/revised quality system documents and put into practice.</p>	<p>-Revised additional checklists for each product types.</p> <p>-Revised rules and conditions of Audit and Halal Certification (R-CICOT-01)</p> <p>-Masterlist of quality system documents.</p>	

No.	Description	Corrective action (With Cause Analysis, Correction and Corrective Action)			Proof of Corrective Action	Verification Result & Verification Date
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2.	CICOT's auditors still needs to get training and receive certificates from Training agencies appointed by the BPJPH related to the Indonesian halal product assurance system (SJPH), in order to better understand the collaboration with BPJPH, BPJPH requires Halal Certifying Agencies to train about the Indonesian halal product assurance system.	CICOT has not fully implemented the requirements of BPJPH. However, currently the UAE.S 2055-2 standard is being implemented, which requires personnel involved in auditing and certification activities, such as auditors, to have knowledge of relevant international standards and auditing skills and being trained by qualified domestic Training providers. All auditors & relevant staffs have not been trained by an agency recognized by BPJPH yet.	provide training to all auditors & relevant staffs from an agency recognized by BPJPH.	<p>1. Review the training requirements of the BPJPH standards relevant to auditors</p> <p>2. Improving the Operation Procedure Manual : Selection, Appointment, Competency Assessment and Upgrade of Halal Product Auditor (P-CICOT-03) and Operation Procedure Manual : Personnel Section and Training (P-CICOT-07). CICOT will address competency criteria of the auditors, to complete the necessary training courses from the</p>	<p>-Training record of requirements and standards of BPJPH by PT. Kayama Amanah Sejati Halal Training Institute.</p> <p>-Revised operation Procedure Manual : Selection, Appointment, Competency Assessment and Upgrade of Halal Product Auditor (P-CICOT-03)</p> <p>-Revised Operation Procedure Manual : Personnel Section and Training (P-CICOT-07).</p>	Verification Ok Date : March 17, 2023

No.	Description	Corrective action (With Cause Analysis, Correction and Corrective Action)			Proof of Corrective Action	Verification Result & Verification Date
		Cause Analysis	Corrective	Corrective Action		
				<p>organizing agency assigned by BPJPH in order to comply with Halal product assurance system of the Indonesian (SJPH).</p> <p>3. Survey the training needs then make a new training plan. (PT. KAYAMA AMANAH SEJATI halal training institute Jan 14, 2023) Training date : 21-23 Feb 2023 at Bangkok Thailand</p> <p>4. Send the auditors to attend the training courses related to the Indonesian Halal Product Assurance System (SJPH) from agencies assigned</p>	<p>-Training Plan (PT. KAYAMA AMANAH SEJATI halal training institute Jan 14, 2023)</p> <p>-Training record of requirements and standards of BPJPH by PT. Kayama Amanah Sejati Halal Training Institute.</p>	

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		Cause Analysis	Corrective	Corrective Action		
				by BPJPH. (PT. KAYAMA AMANAH SEJATI halal training institute Jan 14, 2023) Training date : 21-23 Feb 2023 at Bangkok Thailand  5. Keeping the training evidences	-Training record of requirements and standards of BPJPH by PT. Kayama Amanah Sejati Halal Training Institute.	
3	a) Following this era where waterproof-based cosmetic products have emerged. CICOT has not yet decided on fatwa regarding waterproof cosmetic products. It is necessary to review the topic of cosmetics.	The system at CICOT has been accredited by the Emirate International Accreditation Center (EIAC) according to the UAE.S 2055-2 standard, covering only the scope of Category Codes: C D E and L, thus not covering some of the scopes that have been assessed by	-	1. Study the requirements of the BPJPH standards related to the audit of cosmetic products  2. Review the rules and conditions of Audit and Halal Certification (R-CICOT-01) related to the inspection of	-Training record of requirements and standards of BPJPH by PT. Kayama Amanah Sejati Halal Training Institute.  -Revised rules and conditions of Audit and Halal Certification (R-CICOT-01) - Letter of Sheikhul Islam Office, The	Verification Ok Date : January 31, 2023

No.	Description	Corrective action (With Cause Analysis, Correction and Corrective Action)			Proof of Corrective Action	Verification Result & Verification Date
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		BPJPH such as Category. N (Cosmetics)		<p>cosmetic products and improved details in the rules and conditions to conform to the requirements of the BPJPH standard and fatwa discussion regarding waterproof cosmetic products for halal certification from Sheikul Islam Office The National Islamic Affairs Center in Commemoration of His Majesty (Letter no.0001/584)</p> <p>3. Present the rules and conditions of Audit and Halal Certification (R-CICOT-01) to the meeting of the</p>	<p>National Islamic Affairs Center in Commemoration of His Majesty No.SorLor. 0001/584 Date 26 December 2022.on - Rules and Condition of Halal Certification to Cosmetic Product Using Water-repellant Ingredient.</p> <p>-Revised rules and conditions of Audit and Halal Certification (R-CICOT-01)</p>	



No.	Description	Corrective action (With Cause Analysis, Correction and Corrective Action)			Proof of Corrective Action	Verification Result & Verification Date
		Cause Analysis	Corrective	Corrective Action		
				<p>Islamic experts committee to consider and decide on the risk issues which may affecting to the Sharia law at the improving parts.</p> <p>4. Prepare the announcement of revised rules &amp; conditions related to auditing criteria for cosmetic products and draft rules and conditions for auditing to be presented to the committee for impartiality to consider the appropriateness of issues affecting impartiality before public release.</p>	-Record of Announcement of revised rules & conditions related to auditing criteria for cosmetic products and draft rules and conditions for auditing.	
	b) Regarding traceability, it is required to look for a laboratory 17025 that is able and reliable to do water permeability test.	Currently, there is no entrepreneur requesting certification in the	provide laboratory for the waterproofing test in cosmetic	1. Improving the Operation Procedure Manual: Selection	- Revised Operation Procedure Manual: Selection and Evaluation of Sub-	Verification Ok Date : March 17, 2023

No.	Description	Corrective action (With Cause Analysis, Correction and Corrective Action)			Proof of Corrective Action	Verification Result & Verification Date
		Cause Analysis	Corrective	Corrective Action		
		scope of cosmetic products for export abroad. Therefore, the fatwa has not yet been considered and the evaluation of laboratory to register a laboratory according to ISO/IEC 17025 for testing the waterproof has not been done yet. (At present, there are only registered laboratories for an alcohol test, fatty acid and pig DNA).	products	and Evaluation of Sub-contractors (P-CICOT-05) and prepare a list of laboratories which provide the waterproofing test in cosmetic products. Then, CICOT will perform the assessment of that laboratories according to ISO/IEC 17025 to verify the readiness and capability of laboratories for traceability and compliance with decisions made by Fatwa.  2. Prepare an agreement to comply with CICOT rules and conditions and register the laboratory as well	contractors (P-CICOT-05). - List of laboratories which provide the waterproofing test in cosmetic products.  - Record of agreement with new laboratories which provide the waterproofing test in cosmetic products.	

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				as keeping a register of subcontracting laboratories.		
<b>Observations</b>						
1	Most of documents are written in Thai, and some are translated into English. CICOT will become an international-based Halal certification body, so documents in a universal language, so English is required.	1. Personnel involved in CICOT's halal product inspection and certification activities, such as requesting and inspecting planners, inspectors, certification judging sub-committees, as well as the certification officers including entrepreneurs are Thai nationality and mainly use Thai language in operations. Therefore, the operational documents are prepared in Thai language in order to	established the documents in English	1. Prepare a bilingual version of the working system documents (Thai – English)	-Translated working system document in bilingual version.	Verification Ok Date : January 31, 2023

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		achieve understanding and clarify of their works.				
		<p>2. CICOT has plans for translating operational documents into bilingual versions (Thai-English) for use in its operations. At present, the bilingual form has already been used. CICOT has prepared a quality manual. Operating procedures and supporting documents in English but only for reference to foreign agencies without registering documents to use for work It is in the process of preparing all documents in bilingual.</p>	<p>established the documents in English</p>	<p>2. Register documents for use in operations according to BPJPH standards.</p>	<p>-Translated working system document in bilingual version.</p>	<p>Verification Ok Date : January 31, 2023</p>

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2	CICOT has conducted training related to increasing the competence of auditors-related auditing. But assignments to auditors need to be in accordance with educational backgrounds, trainings and experiences. According to the history of the training. CICOT should provide specific training related to the product/scope. For example, special training on slaughtering, cosmetic training, etc. CICOT must provide specific training for auditors for each proposed scope.	1. CICOT has not fully implemented the requirements of BPJPH.	-	1. Study the training requirements of the BPJPH Standards relevant to auditing in the scope requested to be assessment by BPJPH.	-Training record of requirements and standards of BPJPH by PT. Kayama Amanah Sejati Halal Training Institute.	
		2. The system at CICOT has been accredited by the Emirate International Accreditation Center (EIAC) according to the UAE.S 2055-2, covering only the scope of Category Codes: C D E and L, thus not covering some of the scopes that have been inspected by BPJPH such as Category. N (Cosmetics)	develop personnel to have specific knowledge in the field related to cosmetics.	2. Improving the Operation Procedure Manual : Selection, Appointment, Competency Assessment and Upgrade of Halal Product Auditor (P-CICOT-03). The qualifications of the auditors must be completed the necessary training courses from the	- Revised Operation Procedure Manual : Selection, Appointment, Competency Assessment and Upgrade of Halal Product Auditor (P-CICOT-03).	

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		therefore does not develop personnel to have specific knowledge in the field related to cosmetics.		organization assigned by BPJPH. The organizing agency to comply with Halal product assurance system of Indonesian (SJPH)		
		3. Organization of specialized training courses. Currently, there are training only in the scope that has been certified, such as animal slaughter according to GSO 993 standards related to animal slaughter.	provide specific training related to the product/scope to auditing team	3. Survey the training needs then make a training plan  4. Send the auditors to the training courses related to the training courses mentioned above  5. Updated the personnel profiles and record of training evidences.	-Training Plan  -Training records for cosmetic audit. (Training record of requirements and standards of BPJPH by PT. Kayama Amanah Sejati Halal Training Institute.) -Training records for cosmetic audit. (Training record of requirements and standards of BPJPH by PT. Kayama Amanah Sejati Halal Training Institute.)	

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B. Observation: -

		<p>Conclusions and recommendations (filled in by the assessment team after the final verification process is complete):</p> <ol style="list-style-type: none"> <li>1. Compliance with BPJPH accreditation standards and criteria: met/not met</li> <li>2. Recommendations for accreditation status: granted/not granted/maintained</li> <li>3. Scope recommendations: according to application/with changes*)</li> </ol> <p>*) when there are changes</p> <ul style="list-style-type: none"> <li>• Revised scope: <ul style="list-style-type: none"> <li>– Good: Food, beverages, Drug, Chemical Products, Cosmetics, Biological Products, Genetically Engineered Products, Used Goods that are used, used and utilized</li> <li>– Services: Slaughter, Processing, Storage, Packaging, Distribution, Sale, Display</li> </ul> </li> <li>• Scope not given:-</li> </ul>
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Reported by:

(Nama Ketua Tim Asesmen)