



4. Application and Accreditation Process

This section outlines the application process and costs for schools to acquire HMC accreditation:

Application

An application form is to be completed by the organisation interested in HMC certification providing all the required necessary details of the organisation and its products. Once completed, the application form must be posted/emailed to the HMC Head Office.

Review of Application

Once the completed application is received, HMC will review the information details and then contact the organisation to arrange an audit of the storage, prep area and the kitchen.

Audit

An audit of the school/college will be carried out by a HMC specialist auditor to assess the requirements and the supply chain.

Contract

Upon agreement from both parties, HMC will draft a contract outlining its terms.

Accreditation

Upon compliance, relevant certification will be issued. HMC will also advertise certified schools on the website and relevant literature.

Supervision

HMC Inspectors, who are DBS cleared will inspect the school/college kitchen twice a term. However HMC reserves the right to carry out further random checks at the school in order to verify and ensure HMC standards are maintained. All necessary files and records must be presented on request.

Certification Fees

The initial cost for the audit and application process is £50.00 (plus 20% VAT). This applies to secondary schools as well as primary schools & colleges. Thereafter there is an annual fee of £100.00 (plus 20% VAT) for primary schools, secondary schools or colleges payable within 14 days of the certificate being issued. This fee contributes towards the cost of HMC monitoring and quality assurance and only applies to non-profitable educational establishments.

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