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# OCCUPATIONAL STRUCTURE *Halal Industry*



Menjana Pembangunan K-Pekerja



Menjana Pembangunan K-Pekerja





## **OCCUPATIONAL STRUCTURE HALAL INDUSTRY**



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Ministry of Human Resources, Malaysia**

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## **EXECUTIVE SUMMARY**

Halal Industry is expanding well in the manufacturing sector and agro-based sector and it has gained the government's attention to support its development. The Halal Industry sector is one of the future major contributors to the growth of the Malaysian economy. The sector assumes an important intermediary role of Halal product or services trade in all sectors of the economy and the sector has generated a large number of employment opportunities. Apart from the products and services offered, the Halal industry is really dependent on the people's quality and skills in ensuring the success of the industry.

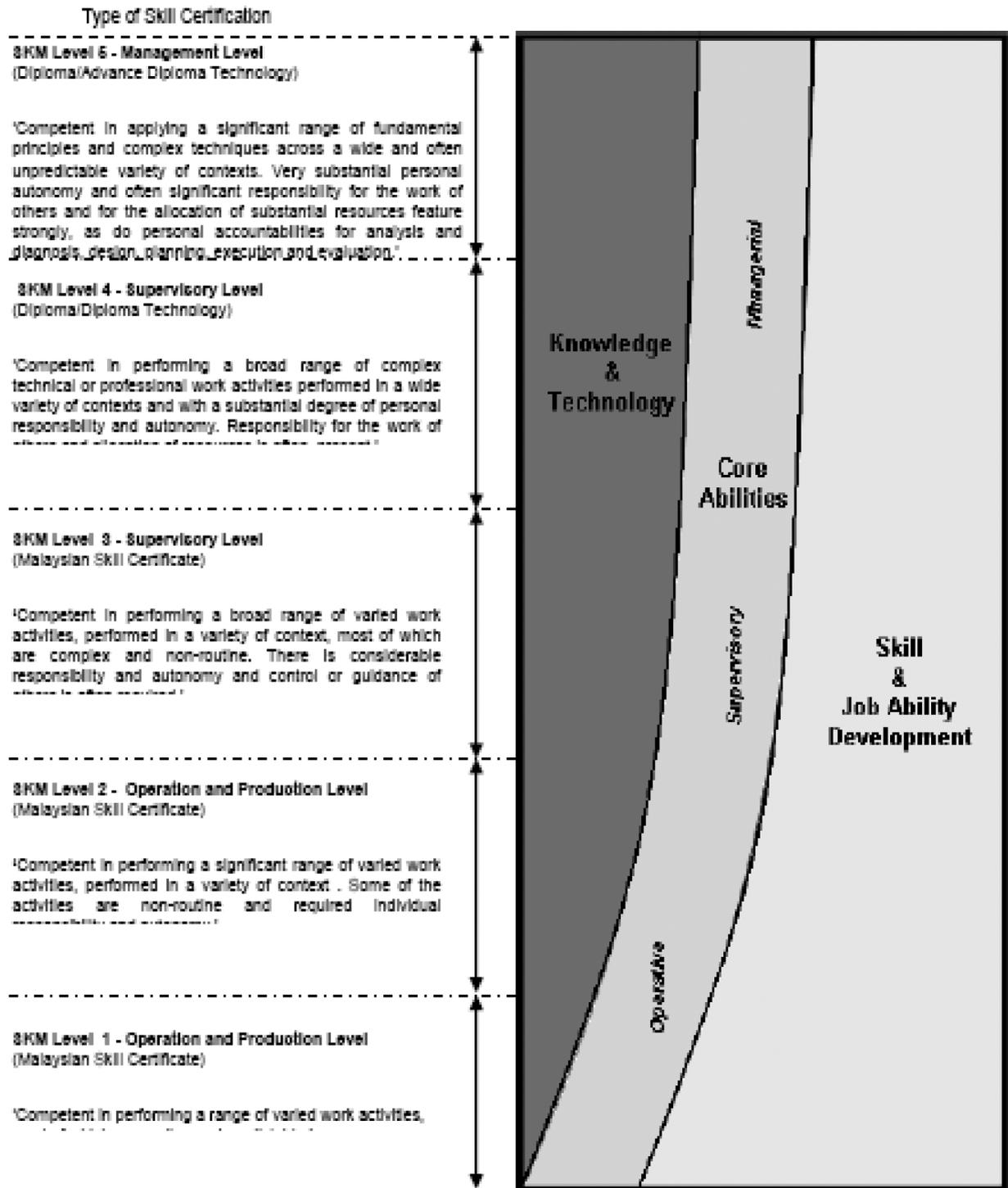
Recognizing the importance of skilled human resource, the Department of Skills Development, Ministry of Human Resource, Malaysia has requested an Occupational Analysis to be carried out on the Halal Industry sector to evaluate the requirement of skilled manpower in this sector. In conducting the Occupational Analysis on the Halal Industry sector, the information was gathered through literature search, interviews with the industry experts and players from the industry. A workshop was held in an attempt to get better understanding on the subsector structure, job titles and hierarchy, and the activities of the said subsector. The occupational analysis conducted on the Halal Industry sector has led the team to identify 19 job areas under 10 main subsectors. These job areas cover 68 job titles identified in this sector. The hierarchy of each job title is identified and their definition is well defined by the panels.

Lack of skilled workers is identified as one of the factors affecting the Halal Industry sector, especially skilled workers at middle level and below. Thus, efforts and necessary actions need to be taken to rectify this situation. Efforts to conduct occupational analysis in this sector followed by the development of National Occupational Skills Standard by the Department of Skills Development are considered timely and critical to overcome this situation.

### **National Occupational Skill Standard (NOSS)**

Definition:- A NOSS is defined as a specification of the competencies expected of a skill worker who is gainfully employed in Malaysia for an occupational area and level.

# CONCEPT AND STRUCTURE OF MALAYSIAN SKILL CERTIFICATION SYSTEM



## UNITED KINGDOM QUALIFICATION FRAMEWORK

Framework Level	Level Indicators
<b>Entry</b>	Entry level qualifications recognise basic knowledge and skills and the ability to apply learning in everyday situations under direct guidance or supervision. Learning at this level involves building basic knowledge and skills and is not geared towards specific occupations.
<b>1</b>	Level 1 qualifications recognise basic knowledge and skills and the ability to apply learning with guidance or supervision. Learning at this level is about activities which mostly relate to everyday situations and may be linked to job competence.
<b>2</b>	Level 2 qualifications recognise the ability to gain a good knowledge and understanding of a subject area of work or study, and to perform varied tasks with some guidance or supervisions. Learning at this level involves building knowledge and/or skills in relation to an area of work or a subject area and is appropriate for many job roles.
<b>3</b>	Level 3 qualifications recognise the ability to gain, and where relevant apply a range of knowledge, skills and understanding. Learning at this level involves obtaining detailed knowledge and skills. It is appropriate for people wishing to go to university, people working independently, or in some areas supervising and training others in their field of work.
<b>4</b>	Level 4 qualifications recognise specialist learning and involve detailed analysis of high level of information and knowledge in an area of work or study. Learning at this level is appropriate for people working in technical and professional jobs, and/or managing and developing others. Level 4 qualifications are at a level equivalent to Certificates of Higher Education.
<b>5</b>	Level 5 qualifications recognise the ability to increase the depth of knowledge and understanding of an area of work or study to enable the formulation of solutions and response to complex problems and situations. Learning at this level involves the demonstration of high levels of knowledge, a high level of work expertise in job roles and competence in managing and training others. Qualifications at this level are appropriate for people working as higher grade technicians, professionals or managers. Level 5 qualifications are at a level equivalent to intermediate higher education qualifications such as Diplomas of Higher Education, Foundation and other degrees that do not typically provide access to post graduate programmes.

6	Level 6 qualifications recognise a specialist high level knowledge of an area of work or study to enable the use of an individual's own ideas and research in response to complex problems and situations. Learning at this level involves the achievement of a high level of professional knowledge and is appropriate for people working as knowledge-based professionals or in professional management positions. Level 6 qualifications are at a level equivalent to Bachelors degrees with honours, graduate certificates and graduates diplomas.
7	Level 7 qualifications recognise highly developed and complex levels of knowledge which enable the development of in-depth and original responses to complicated and unpredictable problems and situations. Learning at this level involves the demonstration of high level specialist professional knowledge and is appropriate for senior professionals and managers. Level 7 qualifications are at a level equivalent to Masters degrees, post graduate certificates and postgraduate diplomas.
8	Level 8 qualifications recognise leading experts or practitioners in a particular field. Learning at this level involves the development of new and creative approaches that extend or redefine existing knowledge or professional practice.

Figure 2.2: Proposed Competencies and Skill Qualification Certification

# HALAL INDUSTRY

## HALAL DEFINITION

Followings are applicable definitions for Halal related matters.

### 1) Halal

Things or actions permitted by Shariah law without punishment imposed on the doer.

### 2) Shariah Law

Shariah law means the law of Islam in the Mazhab of Shafie or the laws of Islam in any of the other Mazhabs of Maliki, Hambali and Hanafi which are approved by the Yang di-Pertuan Agong to be forced in the Federal Territory or the Ruler of any State to be in force in the state or fatwa approved by the Islamic Authority.

### 3) Halal Food

Halal food means food permitted under the Shariah law and fulfills the following conditions:

- a) The food or its ingredients that do not contain any parts or products of animals that are non-Halal to Muslims by Shariah law or products of animals which are not slaughtered according to Shariah law;
- b) The food does not contain any ingredients that are najis according to Shariah law;
- c) The food that is safe and not harmful;
- d) The food that is not prepared, processed or manufactured using equipment that is contaminated with things that are najis according to Shariah law;
- e) The food or its ingredients do not contain any human parts or derivatives that are not permitted by Shariah law; and
- f) During its preparation, processing, packaging, storage or transportation, the food physically separated from any other food that does not meet the requirements stated in items a), b), c), d) or e) or any other things that have been decreed as najis by Shariah law.

#### **4) Najs**

Najs according to Shariah law are:

- a) Things that are themselves not permissible such as pig (kхинzir) and all its derivatives, blood and carrion;
- b) Halal food that is contaminated with things that are non-Halal;
- c) Halal food that comes into direct contact with things that are non-Halal;
- d) Any liquid and objects discharged from the orifices of human beings or animals such as urine, excrement, blood, vomit, pus, sperm and ova of pigs and dogs except sperm and ova of other animals; and
- e) Carrion or halal animals that are not slaughtered according to Shariah law.

There are three (3) types of najs:

- a) Mughallazah which is considered as severe najs which are dogs and pigs (kхинzir) including any liquid and objects discharged from their orifices, descendants and derivatives;
- b) Mukhaffafah which is considered as light najs. The only najs in this category is urine from a baby boy at the age of 2 years and below who has not consumed any other food except his mother's milk; and
- c) Mutawassitah which is considered as medium najs which does not fall under severe or light najs such as vomit, pus, blood, alcoholic drinks (khamar), carrion, liquid and objects discharged from the orifices, etc.

#### **5) Slaughtering**

According to Shariah law the slaughter act shall sever the trachea (halqum) oesophagus (mari') and both the carotid arteries and jugular veins (wadajain) to hasten the bleeding and death of the animal.

#### **6) Competent Authority**

Competent authority shall be the agency which is entrusted by the government to carry out specified work according to prescribed requirements. In Malaysia, there are various competent authorities in

respective areas such as Islamic affairs, animal health, public health, food safety and etc.

**7) Islamic Authority**

Islamic authority shall be the government agency which is responsible for Islamic affairs in Malaysia.

## **HALAL INDUSTRY OVERVIEW**

Malaysia has the edge in the development of the Halal industry, as it is a modern Islamic country with an open economy and a well developed physical and institutional infrastructure, capable of supporting initiatives and programmes to develop and promote the industry. There is great potential for developing and promoting the Halal products and services for the global market:

- 1) The Muslim population is about 1.6 billion and spread across the world. It is estimated that the global Muslim population will be increased approximately 3 billion within next 10 years.
- 2) Halal products and services are also gaining increasing acceptability among non-Muslims.
- 3) The global market value for trade in Halal food and non-food products is estimated at US\$2.1 trillion annually. This market has created interest among food producing countries, both Muslim and non-Muslim.

The growing interest in the potential of the market has hastened the move towards the development of global standards, as well as expanded the coverage of standards to include activities, such as logistics and packaging.

The Halal industry covers:

- 1) Food.
- 2) Non-food products, including pharmaceuticals, health products, medical devices, cosmetics and toiletries.
- 3) Services, including logistics, packaging, branding and marketing, printed and electronic media, and travel and tourism.

### **Size of the Halal Market**

Information and statistics on the status of the Halal industry are not readily available. Until recently, Halal products and services have not been viewed as a market in its own right. For example, Halal meat was considered simply a part of the meat industry, and not as part of the entire Halal supply chain, from cattle farming to meat processing, packaging and logistics. This has placed a limitation on determining the extent of the global and regional markets for Halal products and services.

## **Global Halal Market**

Estimates have been made on the size of the global market for Halal products and services. On foods, it is estimated that the global market value for Halal foods is about US\$547 billion a year. If non-food products, such as health products, cosmetics and toiletries, as well as hotel and catering services, are also taken into consideration, the global market value for both food and non-food Halal products is estimated at US\$2.1 trillion annually. The present trend in consumer demand for Halal products and services is expected to continue, in tandem with the increasing size of the Muslim population in the world. With regard to investments in the Halal industry, it is estimated that the value of the wealth of the Muslim countries, which has been invested and is continuously seeking investments, is approximately between US\$800 billion and US\$1 trillion.

## **Regional Halal Market**

### **(i) Asia**

Asia, in particular, Indonesia, Pakistan, India, the People's Republic of China, Singapore, Brunei, Thailand and West Asia, with a collective Muslim population of approximately 1 billion, is a prime target market for Halal goods and services. Within this region, there is also a fast developing Halal food production industry being positioned to supply this lucrative market. South East Asia is becoming an important and competitive regional market for Halal products, in view of its vast consumer market, fast developing Halal food production and progress on Halal certification. West Asia, with consumers having high disposable incomes, makes it a potential market for not only Halal products but also services, particularly travel and tourism. Tourism packages have been developed which cater to the needs of the West Asian tourists. With limited domestic agriculture, the expanding local food production industry throughout the sub-region is largely built on imported raw materials. While the Halal market in the sub-region has been primarily based on meat products, there is considerable room for expansion in the areas of non-meat, ready-cooked meal solutions, dairy products, baked goods, and cosmetics and toiletries. Limitations in the development of the Halal industry in the sub-region include:

- 1) Lack of focus on developing domestic production in foods, since the economic development of many of the countries has been oil-driven.

- 2) Limited or absence of infrastructure for domestic Halal certification. Most Halal products are imported. While certification is mandatory, in general, any recognised Halal certificate is acceptable.

## **(ii) Europe**

Europe, including Eastern Europe, has a Muslim population of about 51.2 million and has a spending power of about 30 billion Euros annually. Major retail chains view Halal products as part of their business expansion plans, and source a range of Halal-certified products to fill new Halal sections of their outlets. Major retail chains in the United Kingdom (UK) have an increasingly influential role in the Halal industry. In some of these stores, 40 per cent of their customers are Muslim, who require more Halal products, both food and non-food, with a wider product offering. A report on the UK Halal market, published recently by the UK Government, revealed that:

- 1) The Asian population in the UK is growing at 15 times the national average.
- 2) By 2011, about 50 per cent of all London boroughs will have an ethnic majority population.
- 3) Retail sales of Halal meat are valued at £400 million.
- 4) The majority of Muslim consumers utilize large supermarket chains for their main grocery shopping, indicating a vast retail opportunity for the large chains.
- 5) 51 per cent of the Local Education Authorities presently require Halal meat.

## **(iii) The United States of America**

With a population of 6 million Muslims, the Halal food industry in the United States of America (USA) is substantial and is estimated to be growing at a faster pace than the market for kosher products. The Islamic Food and Nutrition Council of America (IFANCA) assume a key role in this market.

## **Major Market Developments**

### **(i) Increasing Global Competition**

Countries in the Asia Pacific, particularly Thailand, the Philippines, Brunei, Singapore, the People's Republic of China and Australia, are capitalising upon the growing Halal market. This is reflected by various initiatives being undertaken in this field by the countries concerned, including trade and investment promotion, strengthening of the institutional mechanisms for the development and promotion of Halal certification, Research and Development (R&D) and capacity building. New market entrants, for example, the Republic of Korea, are beginning to develop their own export industry of Halal foods. Countries which have been involved in the industry earlier, including the European Union (EU) and the USA, are emerging as viable suppliers of Halal products.

### **(ii) Halal Certification**

Countries in various parts of the world, as well as major food producers and exporters, are undertaking initiatives to capitalize upon the growth potential of the global market for Halal products and services. They have not only focused on the production and supply of Halal goods and services, but also Halal certification. Muslim majority countries without Halal certification procedures are undertaking measures to introduce them. Brunei, Pakistan, Turkey and Bangladesh are working on the development of Halal certification procedures and agencies. Halal certification is also being pursued in non-Muslim countries, such as Thailand and Singapore. In addition, Muslim organizations, for example, are also involved in Halal certification. These organizations capitalize upon their business linkages with large manufacturing companies to enhance the acceptance of their certification methods and procedures. Countries in Asia are consolidating and strengthening their institutional mechanisms for the development and promotion of Halal foods. Thailand has created the Institute for Halal Food Standard of Thailand to develop and monitor Halal food production in the country. The Philippines has established the Mindanao Halal Service Center for training workers, prior to their deployment to testing facilities and factories producing Halal foods. In Singapore, Majlis Ugama Islam Singapura is working with its counterparts in West Asia to gain mutual recognition status for its certified products.

### **(iii) Standards**

Development of international Halal standards is likely to become a major focus in the Halal market during the next five years. Just as the development and implementation of standards assumed a major role within the computer industry, a similar effect in the Halal industry can be anticipated. Presently, countries such as Turkey, Pakistan, Bangladesh, India, former Soviet Republics, the People's Republic of China, parts of West Asia and much of Africa, operate without any official Halal standards. The development and promotion of international Halal standards will facilitate potential producers and exporters in gaining control over such markets.

### **(iv) Emerging Subsectors**

#### **Logistics**

The Halal industry involves 'farm-to-table' operations. This has led to the development of new links within the value chain, most notably in the area of logistics. Ports, shipping and freight forwarding, and warehousing and handling facilities are emerging as lucrative areas in the global Halal market. As these facilities and services are already in operation and only need to be made Halal-compliant, the growth of such facilities and services is likely to be rapid. For example, Port of Rotterdam will announce its new Halal DistriPark, intended to be the gateway to the lucrative European Halal market. Other ports, such as Port of Tanjung Pelepas (PTP) and Westports in Malaysia, and Port of Marseilles, have also expressed interest in providing such facilities and services.

#### **Travel and Tourism**

There is potential in travel and tourism, including hotels and restaurants. Muslim tourists, particularly those from West Asia, are increasingly discerning and require access to more sophisticated holiday destinations and Halal dining. In 2005, tourist arrivals from West Asia to Malaysia reached 47,646. While these arrivals accounted for only 0.1 per cent of the total arrivals, they accounted for 0.3 per cent of the total receipts.

### **(v) Increasing Demand for Product Diversity**

Greater mobility and increased migration of the Muslim communities has contributed to the increased demand for a wider range of Halal products. Muslim communities overseas want, and expect to acquire, foods and

services according to their religious tenets, thus the requirement for Halal compliance has become more prevalent. In addition, changing demographic tastes, for example, between one generation and the next, have had a significant impact on the Halal market. While an older generation would have been content with Halal meat, a younger generation expects to have a full range of Halal fare and product offerings. Malaysia has unique advantages in developing and promoting the Halal products and services industry:

- 1) It is viewed as a progressive Islamic and business-friendly country by both Muslim and non-Muslim world communities.
- 2) It has established a firm industrial base and is progressing towards a higher level of industrialization.
- 3) It is strategically located within the Asia Pacific region, with potential benefits from the presence of major areas of production and consumption.
- 4) It has created a conducive operating environment, in particular, necessary policies and an efficient institutional infrastructure, to support the development of the industry.

#### **(a) Investments**

During the period 1996-2005, total approved investments in the food and selected non-food industries (medical devices, cosmetics and toiletries, and pharmaceuticals) amounted to RM10.2 billion. Of the total investments, foreign investments constituted RM5.2 billion and domestic investments, RM5 billion.

#### **(b) Exports**

Data on Malaysia's exports of processed food are used as an estimate of Malaysia's exports of Halal foods. During the period 1996-2005, Malaysia's exports of processed foods grew at an average annual rate of 10.8 per cent, from RM2.3 billion in 1996 to RM6.5 billion in 2005. Main export destinations were Singapore, Indonesia, the USA, Japan and Thailand. In 2005, these five markets absorbed 44 per cent of Malaysia's total exports of processed foods:

- 1) Singapore, RM1.1 billion (16.3 per cent).
- 2) Indonesia, RM613.4 million (9.4 per cent).

- 3) USA, RM580.4 million (8.9 per cent).
- 4) Japan, RM314.1 million (4.8 per cent).
- 5) Thailand, RM309.8 million (4.7 per cent).

In the non-food category, exports of medical devices and pharmaceuticals grew at average annual rates of 8 per cent and 10.6 per cent, respectively. In 2005, exports of medical devices amounted to RM5.3 billion and pharmaceuticals, RM494.3 million.

### **(c) Imports**

Imports of processed foods grew at an average annual rate of 7.1 per cent, from RM3.5 billion in 1996 to RM6.4 billion in 2005. Main sources of imports in 2005 were Australia, valued at RM1.3 billion, or 20.8 per cent, of the total imports of processed foods, Thailand (RM879.1 million, 13.8 per cent) and the USA (RM482.8 million, 7.6 per cent).

### **(d) Institutional Support**

#### **Incentives**

Malaysian companies, including small and medium enterprises (SMEs), are eligible for a wide range of incentives to support their efforts to gain access to the Halal market. The incentives include:

- 1) Grants for business planning and development, product and process improvements, productivity and quality improvements and certification, market development and brand promotion.
- 2) A special grant for the development and promotion of Halal products.
- 3) Investment Tax Allowance of 100 per cent on qualifying capital expenditures for five years for companies which produce Halal foods.
- 4) Double tax deduction on expenditures for obtaining Halal certification and accreditation.

## **Standards**

The MS1500:2004 Standard for the Production, Preparation, Handling and Storage of Halal Food and newly released an MS1900:2005 Standard for Quality Management System (Requirements from Islamic Perspectives) were developed by the Department of Standards Malaysia and SIRIM as appointed agency. These standard comply with international standards, such as Good Manufacturing Practice (GMP) and Good Hygiene Practice (GHP). As an ISO-compliant standard, MS1500:2004 has significant potential. It can serve as the global Halal standard and provide Malaysia with a competitive edge. If it is expanded to cover the whole value chain and marketed effectively, it can assume an important role in the move towards global standards for the Halal market.

## **Certification**

Halal Industry Development Corporation Sdn. Bhd. (HDC) or authority body appointed by the government and Jabatan Agama Islam Negeri collaborate in the issuance of Halal certificates to enterprises and businesses which comply with the Halal standards requirements.

## **Market Development and Promotion**

Presently, various agencies, such as Halal Industry Development Cooperation (HDC), Malaysia External Trade Development Corporation (MATRADE), Small and Medium Industries Development Corporation (SMIDEC) and Federal Agricultural Marketing Authority (FAMA), provide market development programmes to promote Malaysia's Halal products and services, as well as the Malaysian Halal Standard. The programmes:

- 1) Facilitate the participation of Malaysian companies in selected international exhibitions and trade missions.
- 2) Assist SMEs in marketing their products to large hypermarkets.
- 3) Provide business matching services between foreign buyers and Malaysian suppliers of Halal products.

Specialised marketing missions and incoming trade missions are also organized under the programmes. In addition, the Government supports efforts by the private sector in promoting the industry. Examples are:

- 1) Malaysia International Halal Showcase (MIHAS).
- 2) World Halal Forum, an international platform which brings together relevant experts from around the world for deliberations on Halal-related knowledge and practices.

# **METHODOLOGY OF OCCUPATIONAL ANALYSIS IN HALAL INDUSTRY**

In conducting the occupational analysis, several brainstorming sessions were held primarily to strategize the plan of action in accordance with guidelines as provided by Jabatan Pembangunan Kemahiran (JPK) and to include of study scope, time frame and representative of Halal Industry experts. After several discussion and brainstorming sessions, a plan of action was formulated taking into consideration the activities and time frame required.

## **Literature search**

As outlined by the guidelines, a literature search on the Halal Industry was carried out to get some insight on the scope, policy, program, activities in the context of Malaysian scenarios and international challenges. The scope covered under this search includes definitions, current analysis of the sector/subsector, current status of the Halal Industry sector, skilled workers requirement in the local industry and the industrial demand at international level.

## **Identifying industry & public players**

The literature search findings were used as a guide to identify the scope of occupational study and analysis. Based on the Malaysian Halal Industry Directory, players from food, purchasing, production, travel & tourism, live stock, banking & insurances, Q&A, R&D, packaging and logistic as well as marketing were identified and short listed for further communication and contact.

## **Established Contact with the Halal Industrial Players**

A pool of Halal industry and public sector has been contacted. Some kind of working relationship has been established with these experts.

## **Information Gathering and Analysis**

Brainstorming session has been held on 6 June 2008 at Singahsana Hotel Petaling Jaya. There were two session had been conducted to collect and analyse the information related to Halal industries. A total of 16 experts in the field of Halal industry attended the workshop. The objectives of the workshop were:

- Presentation of preliminary findings
- Outline of Job Title

- Career structure
- Hierarchy structure
- Occupational Definition
- Occupational Analysis Session
- Validation of the findings

Based on the activities done as above, substantial data and information were collected. The data and information were discussed and analysed in several in-house workshop attended by selected key person or experts from Halal industry player. As a result, the following framework has been established:

- i. Scope of the Halal sector and its subsector
- ii. Job area
- iii. Major occupational group of the industry
- iv. Job title
- v. Hierarchy structure
- vi. Occupational definition

## **FINDINGS**

Based on the Occupational Analysis carried out as outlined in the methodology, the findings of this study are as follows:

### **Job Title and Hierarchy**

In the Occupational Analysis conducted for Halal Industry sector, the job title and hierarchy are defined from the current practice in the industry. Details of Job Title and Hierarchy in Halal Industry sector are explained in *Annex 3 Job Titles and Hierarchy in Halal Industry*.

### **Occupational Definition**

Each subsector in the Halal Industry is further refined by identifying and defining the job titles involved. Each job title is given an occupational definition as specified in *Annex 4 Occupational Definitions in Halal Industry*.

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*Annex 1*

List of Panel Expert for the  
Development of Occupational Analysis for  
Halal Industry



**LIST OF COMMITTEE MEMBERS FOR OCCUPATIONAL ANALYSIS FOR HALAL INDUSTRY**

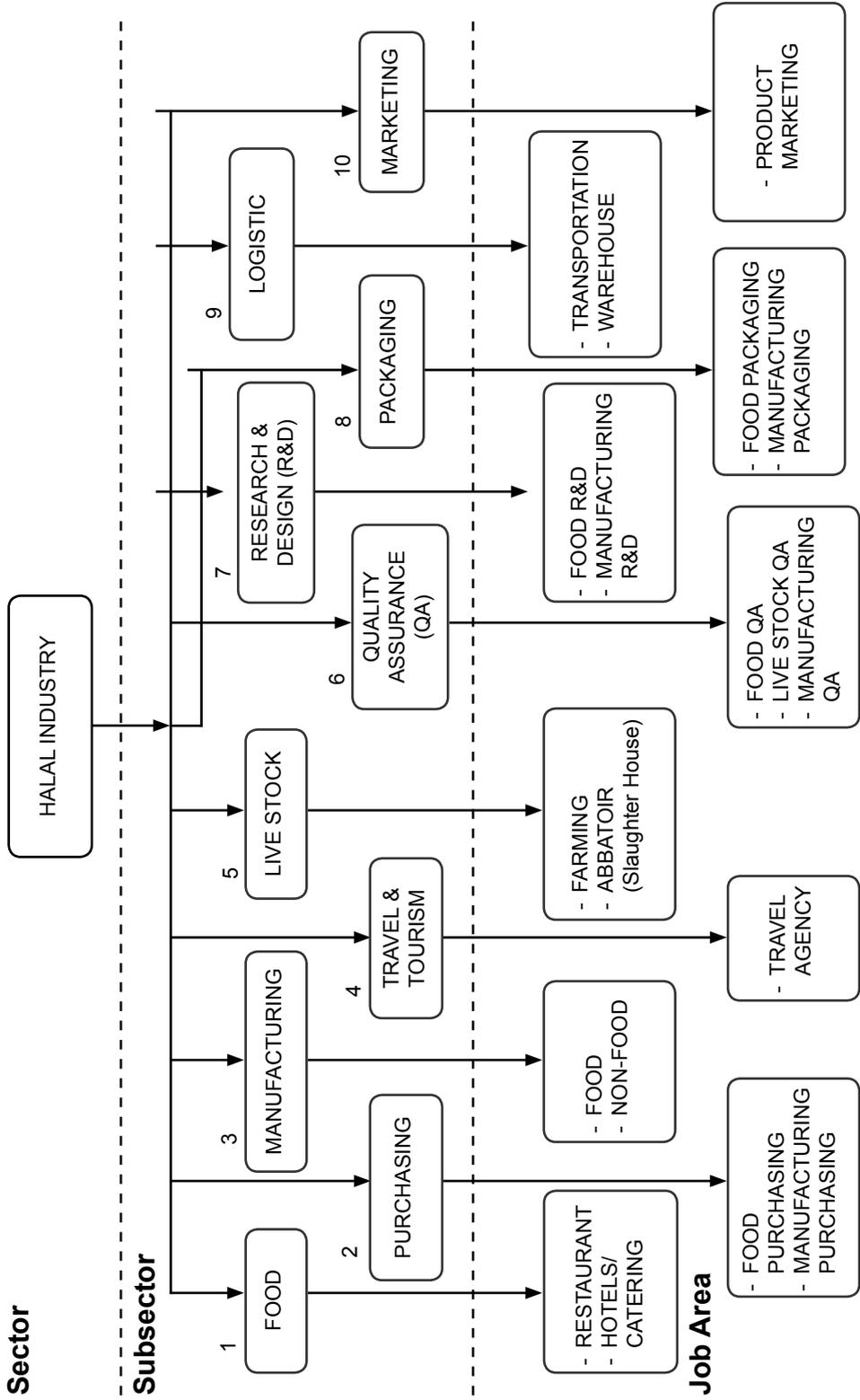
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16.	Sumera Mazlan	Pharmaniaga (M) Sdn. Bhd. Bandar Baru Bangi	Registration Affairs
17.	Mohd Fauzan Bin Ibrahim	Nestle Manufacturing	Line Manager
<b>FACILITATOR</b>			
1.	Abdul Hadi Bin Che Wail	ADIMEGA Sdn. Bhd.	Managing Director
<b>PROOF READER</b>			
1.	Abu Musa Bin Mohd Isa	UNITAR	Lecturer

*Annex 2*  
Industrial Chart for  
Halal Industry



# CHART OF SUBSECTORS & JOB AREA FOR HALAL INDUSTRY





*Annex 3*

## Job Titles and Hierarchy in Halal Industry



1. FOOD

LEVEL	RESTAURANT	HOTELS/CATERING
L8	<i>Not Available</i>	
L7	<i>Not Available</i>	
L6	<i>Not Available</i>	
L5	* Restaurant Manager	(L-041-5) * Executive Chef
L4	* Assistant Restaurant Manager	(L-041-4) * Sous Chef
L3	(L-051-3) * F&B Supervisor	(L-041-3) * Chef De Partie
L2	(L-051-2) * Captain	(L-041-2) * Demi Chef
L1	(L-051-1) * Waiter/Waiters	(L-041-1) * Commis

2. PURCHASING

LEVEL	FOOD PURCHASING	MANUFACTURING PURCHASING
L8	<i>Not Available</i>	
L7	<i>Not Available</i>	
L6	<i>Not Available</i>	
L5	* Purchasing Manager	
L4	* Purchasing Executive	
L3	* Purchasing Supervisor	
L2	* Purchasing Clerk	
L1	<i>Not Available</i>	

### 3.1 MANUFACTURING

LEVEL	FOOD	NON FOOD PRODUCTION			
		PHARMACEUTICALS	HOUSEHOLDS	COSMETICS	TOILETRIES
L8	<i>Not Available</i>	<i>Not Available</i>			
L7	<i>Not Available</i>	<i>Not Available</i>			
L6	<i>Not Available</i>	<i>Not Available</i>			
L5		* Production Manager			
L4		* Production Executive			
L3		Production Supervisor			
L2		Production Technician			
L1		Production Operator			

### 3.2 MANUFACTURING (Halal Compliance)

LEVEL	FOOD	NON FOOD PRODUCTION			
		PHARMACEUTICALS	HOUSEHOLDS	COSMETICS	TOILETRIES
L8		<i>Not Available</i>			
L7		<i>Not Available</i>			
L6		<i>Not Available</i>			
L5		<i>Not Available</i>			
L4		* Halal Executive			
L3		<i>Not Available</i>			
L2		<i>Not Available</i>			
L1		<i>Not Available</i>			

#### 4. TRAVEL & TOURISM

LEVEL	TRAVEL AGENCY
L8	<i>Not Available</i>
L7	<i>Not Available</i>
L6	<i>Not Available</i>
L5	* Travel Agent Manager
L4	* Tour Executive
L3	(L-030-3) * Tourist Guide
L2	* Tourist Driver
L1	<i>Not Available</i>

#### 5. LIVE STOCK

LEVEL	FARMING		ABATTOIR (Production)			
L8	<i>Not Available</i>					
L7	<i>Not Available</i>					
L6	<i>Not Available</i>					
L5	* Veterinar	* Farming Manager	* Abattoir Manager			* Production Manager
L4	* Farming Assistant Veterinar	* Farming Executive	* Halal Abattoir Executive			* Halal Executive
L3	<i>Not Available</i>	* Farming Supervisor	* Slaughtering Supervisor			* Production Supervisor
L2	<i>Not Available</i>	* Farming Assistant Supervisor	* Checker	* Slaughtering Operator	* Stunning Operator	* Production Technician
L1	<i>Not Available</i>	* General Worker	General Worker			

## 6. QUALITY ASSURANCE (QA)

LEVEL	FOOD QA	MANUFACTURING QA	LIVE STOCK QA
L8	<i>Not Available</i>		
L7	<i>Not Available</i>		
L6	<i>Not Available</i>		
L5	* Quality Assurance Manager		
L4	* Quality Assurance Executive		
L3	* Quality Assurance Supervisor		
L2	* Quality Assurance Inspector		
L1	<i>Not Available</i>		

## 7. RESEARCH AND DEVELOPMENT (R&D)

LEVEL	FOOD R&D	MANUFACTURING R&D
L8	<i>Not Available</i>	
L7	<i>Not Available</i>	
L6	R&D Senior Manager	
L5	* R&D Manager	
L4	* R&D Executive	
L3	* R&D Senior Technician	
L2	<i>Not Available</i>	
L1	<i>Not Available</i>	

## 8. PACKAGING

LEVEL	FOOD PACKAGING	NON FOOD PACKAGING			
		PHARMACEUTICALS	HOUSEHOLDS	COSMETICS	TOILETRIES
L8		<i>Not Available</i>			
L7		<i>Not Available</i>			
L6		<i>Not Available</i>			
L5		* Packaging Manager			
L4		* Packaging Executive			
L3		* Packaging Supervisor			
L2		Packaging Line Leader			
L1		Packaging Operator			

## 9. LOGISTIC

LEVEL	TRANSPORTATION	WAREHOUSE
L8		<i>Not Available</i>
L7		<i>Not Available</i>
L6		<i>Not Available</i>
L5	Transport Manager	Warehouse Manager
L4	Transport Executive	* Warehouse Halal Executive
L3	Transport Supervisor	(Y-080-3) Warehouse Supervisor
L2	* Transport Halal Coordinator	(Y-080-2) Warehouse Storekeeper
L1	Transport Driver	<i>Not Available</i>

## 10. MARKETING

<b>LEVEL</b>	<b>MARKETING</b>
<b>L8</b>	<i>Not Available</i>
<b>L7</b>	* Marketing Director
<b>L6</b>	* Marketing Senior Manager
<b>L5</b>	* Marketing Manager
<b>L4</b>	* Marketing Executive
<b>L3</b>	* Marketing Coordinator
<b>L2</b>	<i>Not Available</i>
<b>L1</b>	<i>Not Available</i>

*Annex 4*  
Occupational Definitions in  
Halal Industry



(FOOD)  
JOB TITLES

**LEVEL 1**  
**COMMIS**  
**WAITER/WAITERS**

**LEVEL 2**  
**DEMI CHEF**  
**CAPTAIN**

**LEVEL 3**  
**CHEF DE PARTIE**  
**FOOD & BEVERAGE (F&B) SUPERVISOR**

**LEVEL 4**  
**SOUS CHEF**  
**RESTAURANT ASSISTANT MANAGER**

**LEVEL 5**  
**EXECUTIVE CHEF**  
**RESTAURANT MANAGER**

**LEVEL 6**  
**Not Available**

**LEVEL 7**  
**Not Available**

**LEVEL 8**  
**Not Available**



## **LEVEL 1**

### **COMMIS**

A COMMIS IS DESIGNATED TO ASSIST DEMI CHEF IN FOOD PREPARATION.

A COMMIS MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS RESTAURANT, HOTELS, RESORT AND ETC.

#### **In particular the person will:**

1. Handle food items such as collect ordered food items and keep adhered to Halal requirements every time.
2. Perform cooking methods such as carry out moist heat cooking and carry out dry heat cooking.
3. Produce breakfast such as prepare juices, prepare egg dishes and prepare local dishes.
4. Produce stocks and soups such as prepare white stocks, prepare brown stocks and prepare local soups.
5. Produce appetizers such as prepare salad appetizers and prepare cold sauces and dressings.
6. Produce rice dishes such as prepare porridge/congee and prepare plain rice.
7. Produce farinaceous dishes such as prepare local fried noodle dishes.
8. Produce main courses such as prepare vegetable dishes and prepare poultry dishes.
9. Produce desserts such as prepare cut fruits and prepare local desserts.
10. Handle catering activities such as set-up buffet display and dishes.
11. Perform any other task as per instructed by superior.

## LEVEL 1

### WAITER/WAITRESS

A WAITER/WAITRESS IS DESIGNATED TO TAKE ORDERS AND SERVE FOOD AND BEVERAGES TO PATRONS AT TABLES IN DINING ESTABLISHMENT.

A WAITER/WAITRESS MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS RESTAURANT, HOTELS, RESORT AND ETC.

**In particular the person will:**

1. Check with customers to ensure that they are enjoying their meals and take action to correct any problems.
2. Escort customers to their tables.
3. Explain how various menu items are prepared, describing ingredients and cooking methods.
4. Prepare checklist that itemize and total meal costs and sales taxes.
5. Present menu to patrons and answer questions about menu items, making recommendations upon request.
6. Remove dishes and glasses from tables or counters, and take them to kitchen for cleaning.
7. Serve food and beverages to patrons prepare and serve specialty dishes at tables as required.
8. Stock service areas with supplies such as coffee, food, tableware, and linens.
9. Adhere to Halal requirements whenever resume task.
10. Perform any assignment as may be given from time to time by superior.

## **LEVEL 2**

### **DEMI CHEF**

A DEMI CHEF IS DESIGNATED TO ASSIST CHEF DE PARTIE IN PREPARING FOOD PRODUCTION.

A DEMI CHEF MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS RESTAURANT, HOTELS, RESORT AND ETC.

**In particular the person will:**

1. Handle food items such as sort out food items and store food items.
2. Perform cooking method such as carry out dry and moist heat cooking.
3. Produce breakfast such as prepare international dishes.
4. Produce stock and soup such as prepare international soups.
5. Produce appetizers such as prepare seafood appetizers and prepare meat appetizer and prepare hors d'oeuvres and canapés.
6. Produce sauces and gravy such as prepare international hot sauces and prepare local gravy.
7. Produce rice dishes such as prepare compressed rice and prepare glutinous rice and prepare flavoured rice.
8. Produce farinaceous dishes such as prepare local noodle dishes with gravy and prepare pasta dishes.
9. Produce main courses such as prepare seafood dishes, prepare meat dishes and prepare vegetarian dishes.
10. Produce desserts such as prepare international desserts and prepare yeast based product.
11. Handle catering activities such as set-up meals and set up action stall items.
12. Adhere to Halal requirements whenever resume task.
13. Perform any assignment as may be given from time to time by superior.

## **LEVEL 2**

### **CAPTAIN**

A CAPTAIN IS DESIGNATED TO MAINTAIN OUTSTANDING CUSTOMER SERVICE AS PER COMPANY STANDARDS, PROCESSING SALES QUICKLY, ACCURATELY AND EFFICIENTLY, CASH REGISTER OPERATIONS AND SAFEGUARDING COMPANY ASSETS.

A CAPTAIN MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS RESTAURANT, HOTELS, RESORT AND ETC.

#### **In particular the person will:**

1. Confirm that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, solid product knowledge and all other aspects of customer service.
2. Adhere to Halal requirements whenever resume task.
3. Maintain an awareness of all promotions and advertisements.
4. Handle accurately and efficiently ring on registers and accurately maintain all cash and media at the registers.
5. Manage receiving of customer orders.
6. Maintain orderly appearance of register area and supplies stocked.
7. Answer customers' questions and provide information on procedures or policies.
8. Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
9. Establish or identify prices of goods, services or admission, and tabulate bills using calculators, cash registers, or optical price scanners.
10. Issue customer orders to kitchen.
11. Monitor other outlets to ensure that they have adequate cash available and staffed adequately.
12. Perform any assignment as may be given from time to time by superior.

## **LEVEL 3**

### **CHEF DE PARTIE**

A CHEF DE PARTIE IS DESIGNATED TO ENSURE FOOD PRODUCED BASED ON ORDER RECEIVED.

A CHEF DE PARTIE MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS RESTAURANT, HOTELS, RESORT AND ETC.

**In particular the person will:**

1. Prepare requisition forms and verify food items handling.
2. Verify cooking method performance and breakfast production.
3. Verify stocks and soups production, appetizers, sauces and gravy production.
4. Verify rice dishes production and farinaceous dishes production.
5. Verify main courses production and desserts production.
6. Verify catering activities.
7. Coordinate on the job training.
8. Coordinate section meeting.
9. Maintain related document.
10. Adhere to Halal requirements whenever resume task.
11. Perform other task as per instructed by superior.

## LEVEL 3

### FOOD & BEVERAGE (F&B) SUPERVISOR

A FOOD & BEVERAGE (F&B) SUPERVISOR IS DESIGNATED TO SUPERVISE ALL FOOD PRODUCTION EFFORTS FOR ORDERING, PREPARATION, COOKING, PACKAGING, QUALITY CONTROL, FOOD SAFETY AS WELL AS RESPONSIBLE FOR TRAINING, SUPERVISION AND EVALUATION OF KITCHEN STAFF.

A F&B SUPERVISOR MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS RESTAURANT, HOTELS, RESORT AND ETC.

#### **In particular the person will:**

1. Monitor operational at kitchen according to hygienic practice.
2. Adhere to Halal requirements whenever resume task.
3. Confirm no outside food in the kitchen.
4. Verify the entire utensil or devices are cleaned before and after usage.
5. Confirm the staffs are complying with hygienic practices or Good Manufacturing Practices (GMP).
6. Confirm that the staff are not affected with cough, flu etc.
7. Verify that all devices or utensils are placed in specific place for that tool before, current and after used.
8. Confirm storage for wet and dry raw ingredients should be separated, well arranged and systematic.
9. Check the cold storage at the right temperature.
10. Reconfirm that the ingredient are Halal compliance.
11. Develop menus for all meals including regular menu items, special diets, catering, and nightly services.
12. Track production numbers for reports preparation to stakeholders and for sharing with other departments as needed.

13. Oversee the budget and product purchasing for the meal program and assist with other ordering as needed.
14. Perform other task as per instructed by superior.

## **LEVEL 4**

### **SOUS CHEF**

A SOUS CHEF IS DESIGNATED TO ASSIST EXECUTIVE CHEF IN THE OVERALL KITCHEN OPERATION.

A SOUS CHEF MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS RESTAURANT, HOTELS, RESORT AND ETC.

**In particular the person will:**

1. Supervise kitchen operation on day to day.
2. Monitor proper maintenance and cleanliness of the kitchen area.
3. Check kitchen equipments are in good working condition and clean at all times.
4. Prepare the 'Event Order' of the day and monitor all orders are carried out to specification.
5. Check kitchen equipments maintenance and train staff on the proper usage of the specific equipments.
6. Verify 'store requisition order' and the 'market list order'.
7. Monitor function and events.
8. Adhere to Halal requirements whenever resume task.
9. Perform other task as per instructed by superior.

## **LEVEL 4**

### **ASSISTANT RESTAURANT MANAGER**

AN ASSISTANT RESTAURANT MANAGER IS DESIGNATED TO OPERATE EFFICIENTLY AND PROFITABLY WHILE MAINTAINING THEIR REPUTATION AND ETHOS.

AN ASSISTANT RESTAURANT MANAGER MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS RESTAURANT, HOTELS, RESORT AND ETC.

#### **In particular the person will:**

1. Monitor all the ingredients used are complying with Halal requirements.
2. Ensure all the food prepared according to GHP/GMP practices.
3. Conduct employee Food Handles Training.
4. Monitor all devices and utensils are Halal compliance.
5. Manage all food handlers had taken the necessary vaccine such as TYPHOID.
6. Avoid sale of liquor and the like.
7. Supervise two Muslim cooks to work full time in Hotel/Restaurant Kitchen.
8. Operate efficiently and profitably while maintaining their reputation.
9. Promote improvement activities throughout restaurant especially cost conscious matters.
10. Monitor business performance as well as maintaining high standards of food, service and health and safety.
11. Execute strategic planning, shift pattern organization and day-to-day management activities.
12. Perform other task as per instructed by superior.

## **LEVEL 5**

### **EXECUTIVE CHEF**

AN EXECUTIVE CHEF IS DESIGNATED TO OPERATE THE OVERALL KITCHEN OPERATION.

AN EXECUTIVE CHEF MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS RESTAURANT, HOTELS, RESORT AND ETC.

**In particular the person will:**

1. Manage kitchen operation on day to day.
2. Monitor proper maintenance and cleanliness of the kitchen area.
3. Certify kitchen equipments are in good working condition and clean at all times.
4. Verify the 'Event Order' of the day, delegating specific duties to staff and ensuring all orders are carried out to specification.
5. Monitor kitchen equipments maintenance and train staff on the proper usage of the specific equipments.
6. Approve the 'store requisition order' and the 'market list order'.
7. Check on materials used with the view of eliminating waste and spoilage to help save the food cost.
8. Inspect quality of all food productions received from suppliers, reject products that are not in good condition.
9. Improve the quality of food preparation for guests as long within the budgeted cost.
10. Conduct training for staff members so that they are competent in handling daily functions and duties.
11. Inspect quality of all food produced before serve to the guest/customer.
12. Adhere to Halal requirements whenever resume task.
13. Monitor kitchen staff's health, personal hygiene and grooming.

## LEVEL 5

### RESTAURANT MANAGER

A RESTAURANT MANAGER IS DESIGNATED TO OPERATE RESTAURANT EFFICIENTLY AND PROFITABLY WHILE MAINTAINING THEIR REPUTATION.

A RESTAURANT MANAGER MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS RESTAURANT, HOTELS, RESORT AND ETC.

**In particular the person will:**

1. Manage and confirm all the ingredients used are complies with Halal requirements.
2. Confirm all the food prepared according to Good Hygiene Practice (GHP)/ Good Manufacturing Practice (GMP).
3. Confirm all devices and utensils are Halal compliance.
4. Monitor all food handlers and received necessary vaccine etc TYT, TYPHOID.
5. Ensure sale of liquor and the likes are prohibited.
6. Manage and operate restaurants efficiently and profitably while maintaining their reputation.
7. Coordinate improvement activities, particularly cost conscious issue.
8. Monitor business performance of the restaurant, as well as maintaining high standards of food, service and health and safety.
9. Combines strategic planning, shift pattern organization and day-to-day management activities.
10. Schedule dining reservation and arrange parties or special services.

(PURCHASING)

JOB TITLES

**LEVEL 1**  
***Not Available***

**LEVEL 2**  
**PURCHASING CLERK**

**LEVEL 3**  
**PURCHASING SUPERVISOR**

**LEVEL 4**  
**PURCHASING EXECUTIVE**

**LEVEL 5**  
**PURCHASING MANAGER**

**LEVEL 6**  
***Not Available***

**LEVEL 7**  
***Not Available***

**LEVEL 8**  
***Not Available***

## **LEVEL 2**

### **PURCHASING CLERK**

A PURCHASING CLERK IS DESIGNATED TO PERFORM TYPING AND CLERICAL DUTIES RELATED TO THE PURCHASING ACTIVITIES.

A PURCHASING CLERK MAY BE FOUND IN VARIOUS SECTORS OF INDUSTRY INCLUDING HALAL INDUSTRY SUCH AS FOOD MANUFACTURING, RESTAURANT, HOTELS, RESORT AND ETC.

**In particular the person will:**

1. Handle the daily activities of purchasing department and adhere to Halal item requirements.
2. Coordinate with all departments on purchasing matters.
3. Liaise with suppliers on indirect materials and pricing quotation.
4. Confirm parts are being purchased from the approved supplier end customer.
5. Monitor and control inventory movement, updating systems and document preparation.
6. Maintain up to date stock records.
7. Perform any assignment as may be given from time to time by superior.

## LEVEL 3

### PURCHASING SUPERVISOR

A PURCHASING SUPERVISOR IS DESIGNATED TO PROVIDE ASSISTANCE TO BOTH INTERNAL AND EXTERNAL CUSTOMERS IN RELATED ACTIVITIES OF THE PURCHASING FUNCTION, AS WELL AS EXERCISE INDEPENDENT JUDGMENT IN NEGOTIATING WITH SUPPLIERS CONCERNING PRICE, QUALITY AND DELIVERY.

A PURCHASING SUPERVISOR MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS RESTAURANT, HOTELS, RESORT AND ETC.

**In particular the person will:**

1. Carry out forecast update on monthly basis to all suppliers and get the acknowledgement.
2. Adhere to Halal requirements whenever resume task.
3. Carry out purchase order issued to suppliers based on the lead time.
4. Confirm the suppliers deliver the parts based on the required date and delivery schedule.
5. Liaise with the related department to make sure that reject parts return to suppliers on a specified time.
6. Confirm the suppliers are adhering to company terms and conditions.
7. Manage day to day relationships with e-marketplaces and suppliers, for the creation, update and maintenance of catalogues.
8. Perform any assignment as may be given from time to time by superior.

## LEVEL 4

### PURCHASING EXECUTIVE

A PURCHASING EXECUTIVE IS DESIGNATED TO WORK ALONGSIDE THE PURCHASING MANAGER AND PROVIDE ADDITIONAL SUPPORT TO THE PURCHASING DEPARTMENT.

A PURCHASING EXECUTIVE MAY BE FOUND IN VARIOUS SECTORS OF INDUSTRIES INCLUDING HALAL INDUSTRY SUCH AS FOOD MANUFACTURING, RESTAURANT, HOTELS, RESORT AND ETC.

#### **In particular the person will:**

1. Analyse market and delivery systems to determine present and future material availability.
2. Develop and implement office, operation and purchasing systems instructions, policies and procedures in line with organisation's management system.
3. Advise planner to exercise pull-in or push-out outstanding orders of production materials as a result of product availability in the market, price change, production changes and delivery lead time that might affect stock surpluses, obsolescence or shortage.
4. Direct and coordinate buyers in purchase of products, materials and supplies.
5. Determine merchandise costs and formulates and coordinates merchandising policies and activities.
6. Monitor the maintenance of record regarding pricing and ordering of materials, prepare report analysis and recommendations.
7. Deal and negotiate with suppliers to obtain best value for money.
8. Raise requisitions and purchase order in support of fast moving projects data entry tasks.
9. Adhere to Halal requirements whenever resume task.
10. Perform any assignment as may be given from time to time by superior.

## **LEVEL 5**

### **PURCHASING MANAGER**

A PURCHASING MANAGER IS DESIGNATED TO SEARCH FOR THE HIGHEST QUALITY MERCHANDISE AT THE LOWEST POSSIBLE PURCHASE COST FOR THEIR EMPLOYERS.

A PURCHASING MANAGER MAY BE FOUND IN VARIOUS SECTOR OF INDUSTRIES INCLUDING HALAL INDUSTRY SUCH AS FOOD MANUFACTURING, RESTAURANT, HOTELS, RESORT AND ETC.

#### **In particular the person will:**

1. Control all ingredients (raw material) purchased meets Halal requirements.
2. Verify supplier and Halal certificate validity.
3. Manage all aspects of purchasing including selecting and assessing vendors.
4. Locate vendors of materials, equipment or supplies, and interview them in order to determine product availability and terms of sales.
5. Prepare and process requisitions and purchase orders for supplies and equipment.
6. Analyse market and delivery systems in order to assess present and future material availability.
7. Develop and implement purchasing and contract management instructions, policies and procedures.
8. Represent company in negotiating contracts and formulating policies with suppliers.
9. Create and maintain part number documentation system, review and coordinate introduction into product families.
10. Maintain the integrity of parts pricing including cost of goods and wholesale/retail pricing.

(MANUFACTURING)

JOB TITLES

***LEVEL 1***  
**PRODUCTION OPERATOR**

***LEVEL 2***  
**PRODUCTION TECHNICIAN**

***LEVEL 3***  
**PRODUCTION SUPERVISOR**

***LEVEL 4***  
**PRODUCTION EXECUTIVE**  
**HALAL EXECUTIVE**

***LEVEL 5***  
**PRODUCTION MANAGER**

***LEVEL 6***  
***Not Available***

***LEVEL 7***  
***Not Available***

***LEVEL 8***  
***Not Available***

## LEVEL 1

### PRODUCTION OPERATOR

A PRODUCTION OPERATOR IS DESIGNATED TO PERFORM PRODUCT ASSEMBLY/FABRICATION EQUIPMENT OPERATION AND MEET SAFETY REQUIREMENTS AS DOCUMENTED IN THE COMPANY'S QUALITY SYSTEM.

A PRODUCTION OPERATOR MAY BE FOUND IN VARIOUS SECTOR OF INDUSTRIES INCLUDING HALAL INDUSTRY SUCH AS FOOD MANUFACTURING, PHARMACEUTICALS, HOUSEHOLDS, COSMETICS, TOILETRIES, TEXTILES AND ETC.

#### **In particular the person will:**

1. Produce products, handle products, equipment and material as per the production department and company's requirement including Halal compliances.
2. Adhere to all health and safety requirements as stipulated within SOPs & company procedures.
3. Competence in dexterous hand assembly processes, in-line with standard output rates.
4. Control and operate hand-tools, power-tools and automated machines.
5. Record/communicate accurate information of company and product data.
6. Carry out loading and transport of material/components/finished goods.
7. Participate in team projects and process improvement initiatives.
8. Identify process improvement opportunities.
9. Maintain an acceptable housekeeping standard at all times to ensure a clean & safe working environment for all employees.
10. Perform any assignment as may be given from time to time by superior.

## LEVEL 2

### PRODUCTION TECHNICIAN

A PRODUCTION TECHNICIAN IS DESIGNATED TO MAINTAIN PROCESS TECHNOLOGY EQUIPMENT SUCH AS SAFETY SYSTEMS OF OPERATIONAL EQUIPMENT USED IN PRODUCTION TECHNOLOGY.

A PRODUCTION TECHNICIAN MAY BE FOUND IN VARIOUS SECTOR OF INDUSTRIES INCLUDING HALAL INDUSTRY SUCH AS FOOD MANUFACTURING, PHARMACEUTICALS, HOUSEHOLDS, COSMETICS, TOILETRIES, TEXTILES AND ETC.

**In particular the person will:**

1. Install new equipment, monitor operations, and trouble shoot any equipment problems.
2. Perform task as automation specialists, technicians, and maintenance specialists to ensure maximum production and environmental compliance.
3. Provide repair and replacement of electrical and/or pneumatic instrumentation and control systems.
4. Install new equipment when necessary.
5. Monitor operation process on day-to-day basis.
6. Carry out activities in compliance with environmental and safety regulations as well Halal compliances.
7. Perform any assignment as may be given from time to time by superior.

## **LEVEL 3**

### **PRODUCTION SUPERVISOR**

A PRODUCTION SUPERVISOR IS DESIGNATED TO PERFORM SUPERVISORY ACTIVITIES THAT INCLUDE CHECKING AND RECORDING OF PROCESS CONDITIONS. HE/SHE ALSO ASSIST THE PRODUCTION MANAGERIAL LEVEL TO ENSURE THE SMOOTH OPERATION OF THE PLANT.

A PRODUCTION SUPERVISOR MAY BE FOUND IN VARIOUS SECTOR OF INDUSTRIES INCLUDING HALAL INDUSTRY SUCH AS FOOD MANUFACTURING, PHARMACEUTICALS, HOUSEHOLDS, COSMETICS, TOILETRIES, TEXTILES AND ETC.

#### **In particular the person will:**

1. Supervise and coordinate activities of workers engaged in food/abattoir/ non-food manufacture.
2. Adhere to Halal requirements whenever resume task.
3. Computer labour and machine requirements based on work schedules.
4. Supervise workers who are responsible for particular operation assembly or parts.
5. Supervise production line operation in accordance with plant policies and procedures.
6. Train and coach production line employees.
7. Conduct employee performance reviews.
8. Carry out responsibility for shift scheduling to include work station assignments/rotations, employee training, employee vacations, employee breaks, overtime assignment, back up for absent employees, and shift rotations.
9. Coordinate production start up, shutdown and changeover.
10. Coordinate with Human Resources for appropriate staffing levels.
11. Handle quality control, make adjustments as necessary during shift to produce product within specifications and reject product outside of specifications.

12. Operate within Standard Operating Procedures (SOPs) and Job Safety Analysis (JSAs).
13. Perform any assignment as may be given from time to time by superior.

## LEVEL 4

### PRODUCTION EXECUTIVE

A PRODUCTION EXECUTIVE IS DESIGNATED TO ASSIST PRODUCTION MANAGER TO PLAN, MANAGE AND CONTROL ON PRODUCTION DEPARTMENT TO ACHIEVE THE REQUIRED PERFORMANCE STANDARD.

A PRODUCTION SUPERVISOR MAY BE FOUND IN VARIOUS SECTOR OF INDUSTRIES INCLUDING HALAL INDUSTRY SUCH AS FOOD MANUFACTURING, PHARMACEUTICALS, HOUSEHOLDS, COSMETICS, TOILETRIES, TEXTILES AND ETC.

**In particular the person will:**

1. Ensure proper and efficient operations, plan, implement, communicate and lead a team of staff.
2. Enhance cost controls and productivity, minimising down time, wastage etc.
3. Oversee discipline, housekeeping and safety practices adopted.
4. Troubleshoot on plant and product quality issues.
5. Oversee staff development and discipline.
6. Execute shopfloor process controls, production throughput and quality.
7. Implement of Quality Management System (QMS) and Environment Management System (EMS) systems.
8. Initiate on workplace safety & waste management, Six Sigma, TPM, Lean manufacturing and etc.
9. Coordinate with other section covering QA/QC.
10. Maintain operating plant to be operated in a proper and safe manner.
11. Adhere to Halal and Shariah requirements whenever resume task.
12. Perform any assignment as may be given from time to time by superior.

## **LEVEL 4**

### **HALAL EXECUTIVE**

A HALAL EXECUTIVE IS DESIGNATED TO PERFORM ACTIVITIES THAT INCLUDE MONITORING ON SHARIAH AND HALAL MATTERS ARE OBSERVED AND CONTINUOUSLY PRACTISED IN THE MANAGEMENT OF THE ORGANISATION ACCORDING TO THE SHARIAH ADVISORY COMMITTEE'S ADVICE.

A HALAL EXECUTIVE MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS FOOD MANUFACTURING, PHARMACEUTICALS, HOUSEHOLDS, COSMETICS, TOILETRIES, TEXTILES AND ETC.

#### **In particular the person will:**

1. Act as secretary for Shariah Advisory Committee.
2. Manage Halal certification application for product.
3. Carry out duty as Halal internal auditor.
4. Execute Halal documentation process control.
5. Seek out new information for certification body.
6. Confirm Halal certificate compliances as per rules regulations.
7. Control licenses expiry date and renewal application process.
8. Monitor sampling process to be done on materials which are doubtful.
9. Confirm inspection on related places and products should be done on the basis of complaints.
10. Act as management representative for internal audit.
11. Advice company representative to correct any problems associated with compliance of operational procedures in accordance with applicable requirements.

12. Carry out full inspection on the processing of product such as raw materials type processing area, storage, cold room, packaging and transportation should be conducted as per procedures.
13. Perform any assignment as may be given from time to time by management.

## LEVEL 5

### PRODUCTION MANAGER

A PRODUCTION MANAGER IS DESIGNATED TO PRIMARILY BE RESPONSIBLE FOR THE OVERALL SMOOTH OPERATING OF THE MANUFACTURING & PRODUCTION PLANT.

A PRODUCTION MANAGER MAY BE FOUND IN VARIOUS SECTOR OF INDUSTRIES INCLUDING HALAL INDUSTRY SUCH AS FOOD MANUFACTURING, PHARMACEUTICALS, HOUSEHOLDS, COSMETICS, TOILETRIES, TEXTILES AND ETC.

#### **In particular the person will:**

1. Carry out the overall production processes and ensure Halal requirements are complied as what have been set by the authority or certification bodies.
2. Confirm end product and raw material of Halal and non-Halal place separately.
3. Carry out all production and quality targets are met.
4. Confirm all Standard Operating Procedures and safety standards are fully complied with.
5. Confirm production cost within budgetary targets.
6. Coordinate with other managers especially Maintenance, Quality Assurance and higher management departments.
7. Monitor the improvement of plant design and operations.
8. Conduct troubleshooting exercises.
9. Manage human resource including recruitment, training performance appraisal and staff development to ensure optimal operation.
10. Compile and review progress and reports to the management.
11. Supervise activities of checking and recording of process conditions or parameters in the plant.
12. Generate basic process reports.

13. Respond immediately and rectify process deviations detected.
14. Carry out all Standard Operating Procedures as stated in company policy.
15. Implement and ensure all safety procedures in the plant.

(TRAVEL & TOURISM)

JOB TITLES

**LEVEL 1**  
**Not Available**

**LEVEL 2**  
**TOURIST DRIVER**

**LEVEL 3**  
**TOURIST GUIDE**

**LEVEL 4**  
**TOUR EXECUTIVE**

**LEVEL 5**  
**TRAVEL AGENT MANAGER**

**LEVEL 6**  
**Not Available**

**LEVEL 7**  
**Not Available**

**LEVEL 8**  
**Not Available**

## **LEVEL 2**

### **TOURIST DRIVER**

A TOURIST DRIVER IS DESIGNATED TO PROVIDE RELIABLE AND COURTEOUS TRANSPORTATION SERVICE TO CUSTOMERS WITH SAFETY A TOP PRIORITY.

A TOURIST DRIVER MAY BE FOUND IN SECTOR OF TOURISM AND ETC.

**In particular the person will:**

1. Operate assigned vehicle in a safe and courteous manner.
2. Provide a communication link between customers and staff and advise customers in term of Halal food outlet as well as mosque location for Muslim tourist.
3. Carry out in assisting passengers including handicapped in and out of the vehicle.
4. Read and interpret maps and driving directions to plan the most efficient route service for customers, and reads and interprets road signs.
5. Present safety briefing to passengers prior to each trip departure.
6. Keep the assigned vehicle(s) clean inside and outside.
7. Maintain accurate, up-to-date records on trip sheets, customer transportation forms, vehicle maintenance, fuel purchases, incident reports, accident reports, vehicle condition reports and other records that are requested from management.
8. Perform minor maintenance tasks on assigned vehicle(s) as required.
9. Coordinate the schedule for major or periodic vehicle maintenance with management and staff to minimize service interruptions.
10. Respond immediately to accident or medical emergencies by notifying emergency response providers, and rendering First Aid until emergency personnel arrive.
11. Perform any assignment as may be given from time to time by superior.

## **LEVEL 3**

### **TOURIST GUIDE**

A TOURIST GUIDE IS DESIGNATED TO ARRANGE TRANSPORTATION AND OTHER ACCOMMODATIONS FOR GROUPS OF TOURISTS, FOLLOWING PLANNED ITINERARY, AND ESCORTS GROUPS DURING ENTIRE TRIP, WITHIN SINGLE AREA OR AT SPECIFIED STOPPING POINTS OF TOUR.

A TOURIST GUIDE MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS TOURISM AND ETC.

**In particular the person will:**

1. Guide Muslim groups to a suitable tourist destination.
2. Identify the nearest mosque to the tourist spot.
3. Identify suitable restaurant that serve Halal food.
4. Acquire detail information with regards to the tourist spot.
5. Conduct organized tours (by coach, car or on foot) in a region or large city and introducing visitors to places of interest.
6. Communicate engagingly with large groups of people.
7. Offer specialist knowledge of subjects, such as natural history, art or architecture.
8. Give precise information on each destination visited.
9. Perform any assignment as may be given from time to time by superior.

## **LEVEL 4**

### **TOUR EXECUTIVE**

A TOUR EXECUTIVE IS DESIGNATED TO ARRANGE TRANSPORTATION AND OTHER ACCOMMODATIONS FOR GROUPS OF TOURISTS, FOLLOWING PLANNED ITINERARY AND ESCORTS GROUPS DURING ENTIRE TRIP WITHIN SINGLE AREA OR AT SPECIFIED STOPPING POINTS OF TOUR.

A TOUR EXECUTIVE MAY BE FOUND IN SECTOR OF TOURISM AND ETC.

**In particular the person will:**

1. Manage, coordinate and lead sales of company tourism product including Halal outlet food and mosque location.
2. Plan, develop & execute marketing programmes including Islamic perspectives.
3. Develop new customer & generate sales from new and existing customer & travel agents.
4. Promote and develop the company's products and facilities.
5. Handle reservation & operation department where necessary.
6. Handle online enquiries and bookings and payment matters if any.
7. Update the bookings into the reservation system and review through the agent request.
8. Handle customers in enquiries on all hotel products, including hotel reservations, bookings, cancellations and modifications.
9. Manage daily queues for airlines, hotels and internal enquiries if any.
10. Pro-actively provide service support to enquiries on Cruises, Travel Tools, or any other activities offered.
11. Handle fare calculation, ticketing issuing, update fare sheet information and other services as appropriate.
12. Liaise with suppliers (transports/hotels/restaurants/attractions and other services).

13. Coordinate land/ground services.
14. Assign suitable tours to the respective tour guides.
15. Perform quality control checks on service provide by company.

## **LEVEL 5**

### **TRAVEL AGENT MANAGER**

A TRAVEL AGENT MANAGER IS DESIGNATED TO DEVELOPE STRATEGIES TO HIT OR EXCEED SALES TARGETS IN BUSINESS AND TO ARRANGE TOURIST NEED INCLUDING TRANSPORTATION AND OTHER ACCOMMODATIONS FOR GROUPS OF TOURISTS.

A TRAVEL AGENT MANAGER MAY BE FOUND IN TOURISM SECTOR AND ETC.

**In particular the person will:**

1. Identify suitable places to be visited by Muslim tourist.
2. Offer tourism package product such as Umrah package and visit historical Islamic places.
3. Carry out logistic matter.
4. Appoint certified tourist guide.
5. Handle ticket booking.
6. Confirm that hotel book provided with Halal food.
7. Plan itinerary and schedules travel accommodations for customers, individually or by groups.
8. Conduct promotion and marketing, sometimes to new and “niche” markets.
9. Manage budget and maintaining statistical/financial records.

(LIVE STOCK)

JOB TITLES

***LEVEL 1***  
**GENERAL WORKER**

***LEVEL 2***  
**SENIOR BREEDER**  
**PRODUCTION TECHNICIAN**  
**STUN MAN**  
**SLAUGHTER MAN**  
**CHECKER**

***LEVEL 3***  
**PRODUCTION SUPERVISOR**  
**SLAUGHTERING SUPERVISOR**  
**FARMING SUPERVISOR**

***LEVEL 4***  
**FARMING ASSISTANT VETERINAR**  
**HALAL EXECUTIVE**  
**HALAL ABATTOIR EXECUTIVE**  
**FARMING EXECUTIVE**

***LEVEL 5***  
**PRODUCTION MANAGER**  
**ABATTOIR MANAGER**  
**FARMING MANAGER**  
**VETERINAR**

**LEVEL 6**  
**Not Available**

**LEVEL 7**  
**Not Available**

**LEVEL 8**  
**Not Available**

# LEVEL 1

## GENERAL WORKER

A GENERAL WORKER IS DESIGNATED TO PERFORM GENERAL DUTIES ASSOCIATED WITH THE FARMING ACTIVITIES.

A GENERAL WORKER MAY BE FOUND IN VARIOUS SECTOR OF INDUSTRIES INCLUDING HALAL INDUSTRY SUCH AS SLAUGHTER HOUSE, ABATTOIR PRODUCTION AND ETC.

### **In particular the person will:**

1. Carry out the dead animal is separated prior to slaughtering.
2. Confirm that the animal to be slaughtered is not stressful via giving it a bath or pouring water on it.
3. Clean the slaughtering area.
4. Arrange the slaughtered animal in an orderly manner at the designated area.
5. Remove the slaughtered animal with the “non-Halal” tag from the line.
6. Carry out the skin sections of animals or whole animals.
7. Slit open, eviscerate, and trim carcasses of slaughtered animals.
8. Trim head meat, and sever or remove parts of animals’ heads or skulls.
9. Carry out cleaning activities at area used to house animals such as pens, hutches, tanks, cages, barns and yards.
10. Carry out animal examination to detect symptoms of illness or injury.
11. Treat minor injuries or seeking the advice of a vet where necessary.
12. Record weight, diet and other breeding data.

13. Keep record of line of descent.
14. Strive to maintain standards of existing breeds.
15. Adhere to Halal requirements at all times whenever resume task.
16. Perform any assignment as may be given from time to time by superior.

## LEVEL 2

### FARMING ASSISTANT SUPERVISOR

A FARMING ASSISTANT SUPERVISOR IS DESIGNATED TO PERFORM FEEDING AND WATERING ANIMALS BASED ON SCHEDULE.

A FARMING ASSISTANT SUPERVISOR MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS FARMING AND ETC.

**In particular the person will:**

1. Lead cleaning activities at house animals, such as pens, hutches, tanks, cages, barns and yards.
2. Lead group to carry out animal examination to detect symptoms of illness or injury.
3. Treat minor injuries or seeking the advice of a vet where necessary.
4. Record weight, diet and other breeding data.
5. Compile data based on advancements in the animal-breeding industry.
6. Keep records of line of descent.
7. Strive to maintain standards of existing breeds.
8. Lead a group of breeder in all others farming activities.
9. Adhere to Halal and Shariah requirements at all times whenever resume task.
10. Perform any assignment as may be given from time to time by superior.

## **LEVEL 2**

### **PRODUCTION TECHNICIAN**

A PRODUCTION TECHNICIAN IS DESIGNATED TO MAINTAIN PROCESS TECHNOLOGY EQUIPMENT SUCH AS SAFETY SYSTEMS OF OPERATIONAL EQUIPMENT USED IN PRODUCTION TECHNOLOGY.

A PRODUCTION TECHNICIAN MAY BE FOUND IN VARIOUS SECTOR OF INDUSTRIES INCLUDING HALAL INDUSTRY SUCH AS FOOD MANUFACTURING, ABATTOIR PRODUCTION, PHARMACEUTICALS, HOUSEHOLDS, COSMETICS, TOILETRIES, TEXTILES AND ETC.

#### **In particular the person will:**

1. Install new equipment, monitor operations, and trouble shoot any equipment problems.
2. Perform task as automation specialists, technicians, and maintenance specialists to ensure maximum production and environmental compliance.
3. Provide repair and replacement of electrical and/or pneumatic instrumentation and control systems.
4. Install new equipment when necessary.
5. Monitor daily operations process.
6. Carry out activities in compliance with environmental and safety regulations.
7. Adhere to Halal and Shariah requirements at all times whenever resume task.
8. Perform any assignment as may be given from time to time by superior.

## LEVEL 2

### STUNNING OPERATOR

A STUNNING OPERATOR IS DESIGNATED TO PERFORM SLAUGHTERING ACTIVITIES AND ENSURE THE CONDITIONS ACCEPTABLE FOR SLAUGHTER AND USED ONLY ON HALAL ANIMALS.

A STUNNING OPERATOR MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS SLAUGHTER HOUSE AND ETC.

**In particular the person will:**

1. Apply correct voltage on animals according to the standard given by Jabatan Perkhidmatan Veterinar and/or Halal Certification Body.
2. Stun animals prior to slaughter.
3. Justify if used mechanical stun make sure undergo stunning should not experience permanent shock/injury/died.
4. Adhere to safety since wrong practices will result in death and permanent injury.
5. Control and justify any mistakes during stunning, the animals should be separated and considered as non-Halal.
6. Confirm that the stunning is done in the right position/place.
7. Adhere to Halal and Shariah requirements at all times whenever resume task.
8. Perform any assignment as may be given from time to time by superior.

## **LEVEL 2**

### **SLAUGHTERING OPERATOR**

A SLAUGHTERING OPERATOR IS DESIGNATED TO SLAUGHTER ANIMALS IN ACCORDANCE WITH RELIGIOUS LAW, AND DETERMINE THAT CARCASSES MEET SPECIFIED RELIGIOUS STANDARDS.

A SLAUGHTERING OPERATOR MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS SLAUGHTER HOUSE AND ETC.

#### **In particular the person will:**

1. Slaughter the live stock according to Syariah and Halal requirements.
2. Confirm that the live stock is still alive prior to slaughtering (Hayat Mustaqirrah).
3. Confirm that the knife used is suitable based on the type and size of the live stock.
4. Confirm that the slaughtering knife is sharp.
5. Confirm that slaughtering is done on the neck area which will disconnect the breathing passage (halqum), oesophagus (mari') and both the carotid arteries and jugular veins (wadajain) to hasten the bleeding and death of the animal.
6. Examine other exposed internal organs for growths, discoloration or other indications of disease.
7. Participate in improvement activities such as housekeeping program (5S) and Quality Control Circles (QCC).
8. Resume other task as per instructed by superior.

## **LEVEL 2**

### **CHECKER**

A CHECKER IS DESIGNATED TO PERFORM CHECKING ACTIVITIES OF ON SLAUGHTERING PROCESS AND UNDERTAKES DAILY HYGIENE INSPECTION OF THE SLAUGHTER HOUSE.

A CHECKER MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS SLAUGHTER HOUSE AND ETC.

#### **In particular the person will:**

1. Confirm that the animal being subjected to the stun equipment is still alive (“Hayat Mustaqirrah”).
2. Adhere to Halal and Shariah requirements at all times whenever resume task.
3. Remove the animal that had died due to the stunning.
4. Take the sample of animal that had suffocated after the stunning.
5. Confirm that slaughtering is done on the neck area which will disconnect the breathing passage (halqum), oesophagus (mari’) and both the carotid arteries and jugular veins (wadajan) to hasten the bleeding and death of the animal.
6. Report to the supervisor if the animal subjected to the stun had died.
7. Check if all the veins of the animal being slaughtered had been cut properly based on the requirement.
8. Confirm that the animal that had been slaughtered had died prior to placing it into hot water or cutting.
9. Check and record free chlorine levels in water using appropriate test kit, on a daily basis prior to the commencement of slaughter.
10. Check daily tail tag list of animals to be slaughtered in reference to the Organochlorine Target Testing list and action accordingly.

11. Collect, package and forward samples as required.
12. Verify that animals are slaughtered in a humanist way.
13. Confirm that carcasses are correctly and clearly branded in accordance with the Health (Meat Branding Regulations).

## **LEVEL 3**

### **PRODUCTION SUPERVISOR**

A PRODUCTION SUPERVISOR IS DESIGNATED TO PERFORM SUPERVISORY ACTIVITIES THAT INCLUDE CHECKING AND RECORDING PROCESS CONDITIONS. HE/SHE ALSO ASSIST THE PRODUCTION MANAGERIAL LEVEL TO ENSURE THE SMOOTH OPERATION OF THE PLANT.

A PRODUCTION SUPERVISOR MAY BE FOUND IN VARIOUS SECTOR OF INDUSTRIES INCLUDING HALAL INDUSTRY SUCH AS ABATTOIR PRODUCTION, FOOD MANUFACTURING, ETC.

**In particular the person will:**

1. Supervise and coordinate activities of workers engaged in abattoir manufacture.
2. Adhere to Halal and Shariah requirements at all times whenever resume task.
3. Computer labour and machine requirements based on work schedules.
4. Supervise workers who are responsible for particular operation assembly or parts.
5. Supervise production line operation in accordance with plant policies and procedures.
6. Train and coach production line employees.
7. Conduct employee performance reviews.
8. Carry out responsibility for shift schedule to include work station assignments/rotations, employee training, employee vacations, employee breaks, overtime assignment, back-up for absent employees and shift rotations.
9. Coordinate production start up, shutdowns and changeovers.
10. Resume other task as per superior instruction.

## LEVEL 3

### SLAUGHTERING SUPERVISOR

A SLAUGHTERING SUPERVISOR IS DESIGNATED TO SUPERVISE AND COORDINATES ACTIVITIES OF WORKERS ENGAGED IN SLAUGHTERING, SKINNING, AND DRESSING CATTLE, HOGS, AND SHEEP ON KILLING FLOOR OF ABATTOIR.

A SLAUGHTERING SUPERVISOR MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS SLAUGHTER HOUSE AND ETC.

**In particular the person will:**

1. Monitor the slaughtering operation in accordance to Shariah and Halal compliances.
2. Verify that number of slaughtering should be sufficient according to the number of slaughtering should be sufficient according to the number of slaughters.
3. Acquired slaughtering certificate issued by State Religion Islamic Department.
4. Justify slaughtering area must be clean and comply to the cleanliness criteria set by the competent authority.
5. Confirm that equipments should be sanitary and clean from “Najs” and do not mixed with other non-Halal materials.
6. Confirm the use of stunning should comply to the required certificate body.
7. Confirm that the role of the Halal examiner is not ignored and the task is taken over by another examiner when is absent.
8. Acquired veterinary inspection certificate from the Department of Veterinary Services.
9. Confirm that the checkers is continuously stationed at his place during the slaughtering process.
10. Undertake surveillance for correct carcass separation in chillers.

11. Undertake surveillance on trucks used for the transportation of chilled carcasses and proper loading of trucks.
12. Confirm condemned carcasses or parts thereof are properly removed and cannot be used for human consumption, in accordance with Department of Health standards.
13. Record abattoir statistics accurately as in regard to numbers and types of animals killed, record numbers.
14. Resume other task as per superior instruction.

## **LEVEL 3**

### **FARMING SUPERVISOR**

A FARMING SUPERVISOR IS DESIGNATED TO PLANS, DEVELOPS AND DIRECTS THE OPERATIONS OF A MAJOR FARMING FUNCTION SUCH AS CROP, LIVESTOCK OR DAIRY HERD MANAGEMENT.

A FARMING SUPERVISOR MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS LIVE STOCK AND ETC.

**In particular the person will:**

1. Lead farm workers to complete farm works on time.
2. Plan and schedule farm works.
3. Select and assigns staff, ensuring equal employment opportunity in hiring and promotion.
4. Coordinate activities by scheduling work assignments, setting priorities and directing the work of subordinate employees.
5. Evaluate and verify employee performance through the review of completed work.
6. Order supplies, tools and equipment necessary to the work.
7. Order the maintenance and repair of farm equipment and buildings.
8. Adhere to Halal and Shariah requirements at all times whenever resume task.
9. Perform any assignment as may be given from time to time by superior.

## **LEVEL 4**

### **ASSISTANT VETERINAR**

AN ASSISTANT VETERINARY IS DESIGNATED TO PERFORM VARIETY OF ANIMAL HEALTH CARE DUTIES TO ASSIST VETERINAR IN SETTINGS SUCH AS VETERINARIANS' CLINICS, ZOOS, RESEARCH LABORATORIES, KENNELS AND COMMERCIAL FACILITIES.

AN ASSISTANT VETERINARY MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS LIVE STOCK AND ETC.

**In particular the person will:**

1. Prepare treatment room for examination of animals, and holds or restrains animals during examination, treatment or inoculation.
2. Administer injections, performs venipunctures, applies wound dressings, cleans teeth, and takes vital signs of animal, under supervision of veterinarian.
3. Prepare patient, medication and equipment for surgery and hands instruments and materials to veterinarian during surgical procedures.
4. Perform routine laboratory test, cares for and feeds laboratory animals, and assists professional personnel with research projects in commercial, public health or research laboratories.
5. Inspect product or carcasses when employed in food processing plants to ensure compliance with health standards.
6. Carry out activities to assist veterinarian to artificially inseminate animals.
7. Bathe and groom small animals.
8. Adhere to Halal and Shariah requirements at all times whenever resume task.
9. Perform any assignment as may be given from time to time by superior.

## LEVEL 4

### HALAL EXECUTIVE

A HALAL EXECUTIVE IS DESIGNATED TO PERFORM SUPERVISORY ACTIVITIES THAT INCLUDE CHECKING AND RECORDING PROCESS CONDITIONS AND REPORT DIRECTLY TO PRODUCTION MANAGER.

A HALAL EXECUTIVE MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS SLAUGHTER HOUSE AND ETC.

**In particular the person will:**

1. Act as secretary for Halal committee.
2. Handle Halal certification application for manufacturing product.
3. Carry out duty as Halal internal auditor.
4. Execute Halal documentation process control.
5. Seek out new information for certification body.
6. Confirm use of Halal certificate compliances are as per rules regulations.
7. Control of licenses expiry date and renewal application process.
8. Carry out full inspection on the processing of product such as raw materials type of processing area.
9. Confirm that sampling should be done on materials which one doubtful.
10. Carry out inspection on related places and products should be done on the basis of complaints.
11. Act as management representative for internal audit.
12. Advise authorized company representative to correct any problems associated with compliance of operational procedures in accordance with Department of Health requirements.

13. Carry out full inspection on the processing of product such as raw materials type of processing area, storage, cold room, packaging and transportation should be conducted.
14. Perform any assignment as may be given from time to time by superior.

## LEVEL 4

### HALAL ABATTOIR EXECUTIVE

A HALAL ABATTOIR EXECUTIVE IS DESIGNATED TO SUPERVISE ACTIVITIES OF WORKERS ENGAGED IN SLAUGHTERING, SKINNING AND DRESSING CATTLE, HOGS AND SHEEP ON KILLING FLOOR OF ABATTOIR BASED ON ISLAMIC REGULATIONS.

A HALAL ABATTOIR EXECUTIVE MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY.

#### **In particular the person will:**

1. Handle Halal documentation process.
2. Verify use of Halal certificate compliances are as per rules regulations.
3. Control licenses expiry date and renewal application process.
4. Carry out full inspection on the processing of product such as raw materials type of processing area.
5. Confirm that sampling should be done on materials which one doubtful.
6. Carry out inspection on related places and products should be done on the basis of complaints.
7. Act as management representative for internal audit.
8. Advise the Foreman or authorized company representative to correct any problems associated with compliance of operational procedures in accordance with Department of Health requirements.
9. Verify the carcass has been cleaned from any live stock drops and blood.
10. Confirm that the storage of products and raw materials complies with the requirements dictated by the auditing bodies and authorities.
11. Adhere to Halal and Shariah requirements at all times whenever resume task.
12. Perform any assignment as may be given from time to time by superior.

## LEVEL 4

### FARMING EXECUTIVE

A FARMING EXECUTIVE IS DESIGNATED TO COORDINATE AN EFFICIENT OPERATION PROCESS IN AREA OF FARMING AND REPORT DIRECTLY TO MANAGER RELATING TO MATERIALS AND DELIVERIES.

A FARMING EXECUTIVE MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS LIVE STOCK AND ETC.

**In particular the person will:**

1. Manage plantation planning & execution.
2. Manage manpower planning & utilization.
3. Adhere to Halal and Shariah requirements at all times whenever resume task.
4. Manage pest and disease control.
5. Manage soil fertility management.
6. Perform forecast and prepare a crop production analysis.
7. Carry out daily production activities to achieve targeted output.
8. Manage and cooperate with a team of farm supervisors and workers to achieve optimal productivity and to enforce proper quality control.
9. Report to the Farming Manager with overall farm operation and production.
10. Perform any assignment as may be given from time to time by superior.

## **LEVEL 5**

### **PRODUCTION MANAGER**

A PRODUCTION MANAGER IS DESIGNATED TO PRIMARILY BE RESPONSIBLE FOR THE OVERALL SMOOTH OPERATING OF THE PRODUCTION UNIT.

A PRODUCTION MANAGER MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS LIVE STOCK.

**In particular the person will:**

1. Justify that the production process must complies with Halal requirements as per what have been set by the authority or certification bodies.
2. Confirm that Halal and non-Halal end product and raw material place separately.
3. Justify all production and quality targets are met.
4. Confirm all Standard Operating Procedures and safety standards are fully complied with and adhere to Shariah and Halal requirements at all times.
5. Confirm production cost within budgetary targets.
6. Coordinate with other managers especially Maintenance, Quality Assurance and higher management departments.
7. Monitor the improvement of plant design and operations.
8. Conduct troubleshooting exercises.
9. Manage human resource including recruitment, training performance appraisal and staff development to ensure optimal operation.
10. Compile and review progress and reports to the management.
11. Supervise checking and recording activities of process conditions or parameters in the plant.

## LEVEL 5

### ABATTOIR MANAGER

AN ABATTOIR MANAGER IS DESIGNATED TO THE EFFICIENT PLANNING, SLAUGHTERING AND DRESSING OF CATTLE TO MEET CUSTOMER STANDARDS.

AN ABBATOIR MANAGER MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS SLAUGHTER HOUSE AND ETC.

**In particular the person will:**

1. Verify Halal and Shariah guidelines have been followed at every level, from slaughtering, storing, processing and transportation.
2. Verify all legal requirements are carried out and maintained.
3. Verify that product quality is delivered in all aspects.
4. Plan daily production ensuring the effective and efficient running of the abattoir.
5. Manage a team and use flexible approach to the staff.
6. Confirm productivity targets are met efficiently and with cost effective.
7. Lead, motivate and develop staff, including setting up training policies.
8. Carry out hygiene within the site remains at a constantly high standard.
9. Deal professionally with customers and external bodies such as the Health & Safety Executive.
10. Undertake post mortem inspection of carcasses in accordance with Department of Health standards.

## **LEVEL 5**

### **FARMING MANAGER**

A FARMING MANAGER IS DESIGNATED TO MAINTAINING AND MONITORING THE QUALITY OF PRODUCT, WHETHER LIVESTOCK OR ARABLE.

A FARMING MANAGER MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS LIVE STOCK AND ETC.

**In particular the person will:**

1. Verify food for the live stock are complies with Halal requirements as per what have been set by the authority or certification bodies.
2. Verify every injection given is from reliable and trusted source; not from non-Halal sources.
3. Confirm safe, effective, efficient & economical planting, maintenance & production of the highest quality which are cultivated on the property assigned to his/her responsibility.
4. Plan proper financing and proper production to maintain farm progress against budgeted parameters.
5. Carry out practical activities, e.g. driving tractors, operating machinery, feeding livestock, spraying fields.
6. Plan activities for trainee staff and conduct mentoring activities.
7. Confirm that products are ready for deadlines such as auctions and markets.
8. Confirm that farm activities comply with government and Islamic regulations.
9. Monitor animal health and welfare.
10. Maintain knowledge of pests and diseases and an understanding of how they spread and how to treat them.

11. Apply health and safety standards across the farm estate.
12. Monitor and document all yields and land use to meet funding requirements.
13. Protect the environment and maintain biodiversity.

## **LEVEL 5**

### **VETERINAR**

A VETERINAR IS DESIGNATED TO CARE FOR LIVESTOCK AND PROTECTS HUMANS AGAINST DISEASES CARRIED BY ANIMALS.

A VETERINAR MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS LIVE STOCK AND ETC.

**In particular the person will:**

1. Diagnose medical problems, dress wounds, set broken bones, perform surgery, prescribe and administer medicines, and vaccinate animals against diseases.
2. Advise plant manager on care and breeding of livestock.
3. Advise ranchers and farmers on the care, breeding and management of livestock.
4. Check animals for disease treatment advice plant manager on treatment and may quarantine animals.
5. Check live animals for disease treatment and enforce government food purity as well as sanitation regulations.
6. Prevent the outbreak and spread of animal diseases, some of which like rabies can be transmitted to humans and perform autopsies on diseased animals.
7. Control diseases transmitted through food animals and to deal with problems of residues from herbicides, pesticides and antibiotics in animals used for food.
8. Adhere to Halal and Shariah requirements at all times whenever resume task.

(QUALITY ASSURANCE (QA))

JOB TITLES

**LEVEL 1**  
**Not Available**

**LEVEL 2**  
**QUALITY ASSURANCE INSPECTOR**

**LEVEL 3**  
**QUALITY ASSURANCE SUPERVISOR**

**LEVEL 4**  
**QUALITY ASSURANCE EXECUTIVE**

**LEVEL 5**  
**QUALITY ASSURANCE MANAGER**

**LEVEL 6**  
**Not Available**

**LEVEL 7**  
**Not Available**

**LEVEL 8**  
**Not Available**

## **LEVEL 2**

### **QUALITY ASSURANCE INSPECTOR**

A QUALITY ASSURANCE INSPECTOR IS DESIGNATED TO PERFORM PARTS INSPECTION AND PRODUCT MEASUREMENT.

A QUALITY ASSURANCE INSPECTOR MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS FOOD INDUSTRY, LIVE STOCK AND ETC.

**In particular the person will:**

1. Identify and repair any defects in components.
2. Keep accurate daily logs.
3. Participate and provide technical solution to quality reject issues.
4. Liaise with the production supervisors on priority of items inspection.
5. Liaise with the production and other relevant departments to resolve quality issues.
6. Notify and hold discussion on non-compliances with relevant departments.
7. Perform role to assist in maintenance of measuring equipment including registration and calibration.
8. Maintain proper filing of QC measurement reports for both parts and product.
9. Adhere to all safety and health rules and regulations.
10. Perform any assignment as may be given from time to time by superior.

## LEVEL 3

### QUALITY ASSURANCE SUPERVISOR

A QUALITY ASSURANCE SUPERVISOR IS DESIGNATED TO SUPERVISE AND COORDINATE ACTIVITIES OF A GROUP OF WORKERS IN TERM OF QUALITY MATTERS.

A QUALITY ASSURANCE SUPERVISOR MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS FOOD INDUSTRY, LIVE STOCK AND ETC.

#### **In particular the person will:**

1. Liaise with other department in any issue related to quality aspects.
2. Participate in internal and external complaint or quality issue solving.
3. Confirm the entire quality inspection systems are maintained.
4. Study work orders and determine manpower requirements, estimates materials and supplies needed for completion of work.
5. Do the manpower arrangement and assignment for daily operations.
6. Recommend or initiates personnel actions such as promotions, transfers, discharges and disciplinary actions and monitors personnel and attendance records.
7. Train or arrange for the training of workers and explains company policies.
8. Initiate or suggest plans to motivates workers to achieve goals.
9. Confirm that quality of work meets standards and enforced safety regulations.
10. Analyse, resolves work problems and submit quality progress or other reports.

## **LEVEL 4**

### **QUALITY ASSURANCE EXECUTIVE**

A QUALITY ASSURANCE EXECUTIVE IS DESIGNATED TO ENSURE THAT ALL THE PROCEDURES RELATED TO THE DEPARTMENT ARE ADHERED TO AND CONTINUOUSLY IMPROVED.

A QUALITY ASSURANCE EXECUTIVE MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS FOOD INDUSTRY, LIVE STOCK AND ETC.

#### **In particular the person will:**

1. Establish procedures to implement policies and direction of production management.
2. Recommend changes in policies to achieve assigned objective.
3. Prepare and submits financial estimates for approval.
4. Determine organization structure within his/her responsibility.
5. Coordinate activities within quality department and with other department.
6. Review effectiveness of assigned quality work, enforces regulation and prepares report.
7. Negotiate with quality executives, subordinates and other parties on quality related matters.
8. Perform any assignment as may be given from time to time by superior.

## **LEVEL 5**

### **QUALITY ASSURANCE MANAGER**

A QUALITY ASSURANCE MANAGER IS DESIGNATED TO LEAD, MANAGE, AND COORDINATE ALL QUALITY CONTROL PROCEDURES IN THE LABORATORY FOR PRODUCT, SERVICES AND PROCESSES.

A QUALITY ASSURANCE MANAGER MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS FOOD INDUSTRY, LIVE STOCK AND ETC.

#### **In particular the person will:**

1. Manage and administer all matters pertaining to Quality Control procedures of the processes plant.
2. Coordinate and oversee all Quality Control Standard Operating Procedures.
3. Plan and implement training activities for the Quality Control Technician.
4. Responsible for procurement of consumables required for Quality Control activities.
5. Validate all Quality Control reports emitted for the plant.
6. Perform role in managing human resource including recruitment, training, performance appraisal and staff development to ensure optimal operation.
7. Compile and review progress and reports to the management.
8. Responsible for short and long term goals of Quality Control efforts.
9. Establish and direct Quality Control programs and related training programs.

(RESEARCH AND DEVELOPMENT (R&D))

JOB TITLES

**LEVEL 1**  
**Not Available**

**LEVEL 2**  
**Not Available**

**LEVEL 3**  
**R&D SENIOR TECHNICIAN**

**LEVEL 4**  
**R&D EXECUTIVE**

**LEVEL 5**  
**R&D MANAGER**

**LEVEL 6**  
**R&D SENIOR MANAGER**

**LEVEL 7**  
**Not Available**

**LEVEL 8**  
**Not Available**

## **LEVEL 3**

### **R&D SENIOR TECHNICIAN**

A R&D SENIOR TECHNICIAN IS DESIGNATED TO PERFORM ONE OR SERIES OF REPETITIVE OPERATIONS USING ONE OR MORE PREVIOUSLY SET UP PROCEDURES IN AREA OF RESEARCH AND DESIGN.

A R&D SENIOR TECHNICIAN MAY BE FOUND IN VARIOUS SECTORS SUCH AS FOOD INDUSTRY, LIVE STOCK AND ETC.

#### **In particular the person will:**

1. Confirm safety, health and environment targets are achieved within set resources.
2. Wear proper Personnel Protective Equipment (PPE).
3. Perform technical work and other related work to prepare for Product Development.
4. Check testing facilities in good working condition.
5. Record all job done in a log book.
6. Follow standard operating procedure of all equipment and machine.
7. Carry out cleaning and tidying the work area.
8. Adhere to Halal and Shariah requirements at all times whenever resume task.
9. Perform any assignment as may be given from time to time by superior.

## **LEVEL 4**

### **R&D EXECUTIVE**

A R&D EXECUTIVE IS DESIGNATED TO PLAN AND COORDINATE ACTIVITIES FOR PRODUCT DEVELOPMENT IN SHOP FLOOR AS WELL IN LABOURATORY INCLUDING TRAINING NEEDS FOR SUBORDINATE.

A R&D EXECUTIVE MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS FOOD INDUSTRY, LIVE STOCK AND ETC.

#### **In particular the person will:**

1. Plan and determine the manpower and resources required to run Product Development based on volume planned.
2. Adhere to Halal and Shariah requirements at all times whenever resume task.
3. Prepare and propose for recourses required for budget preparation.
4. Involve in planning and countermeasure meetings to improve Product Development operation.
5. Confirm that quality of work meets standard and enforces safety regulations.
6. Prepare and submit Product Development progress or other reports to the management.
7. Participate in internal Product Development audit to further improve overall company Product Development performance.
8. Perform any assignment as may be given from time to time by superior.

## **LEVEL 5**

### **R&D MANAGER**

A R&D MANAGER IS DESIGNATED TO PLAN, ORGANIZE, DIRECT AND CONTROL THE ACTIVITIES OF R&D AND DEPARTMENT.

A R&D MANAGER MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS FOOD INDUSTRY, LIVE STOCK AND ETC.

**In particular the person will:**

1. Confirm that the Halal and Shariah requirement is being complied with during research and product development.
2. Take into account the Halal criteria in the raw materials and equipment being use.
3. Develop product strategies and new product plan.
4. Coordinate local product development from concept to the finished product.
5. Develop price strategy and monitor price/margin.
6. Implement effective advertising, promotion and merchandising program for new products.
7. Confirm all locally produced product meet legal and regulatory standard.
8. Manage pre-defined product concept through the Product Development process.
9. Confirm the timely launch of high quality, creative and innovative new product to customer.
10. Drive communication of new product launch.
11. Identify and implement initiative to improve product quality, reduce cost and process efficiency.

12. Rationalize product mix and implement product phase in/phase out plan.
13. Keep abreast of market trend and competitor activities.
14. Research, analyze and monitor the everyday writing market and competition.

## LEVEL 6

### R&D SENIOR MANAGER

A R&D SENIOR MANAGER IS DESIGNATED TO RESPONSIBLE FOR THE OVERALL OPERATION AND PROFITABILITY, PLAN, ORGANIZE, DIRECT AND CONTROL THE ACTIVITIES OF R&D DEPARTMENT.

A R&D SENIOR MANAGER MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS FOOD INDUSTRY, LIVE STOCK AND ETC.

#### **In particular the person will:**

1. Manage and confirm that the Halal and Shariah requirements are being complied with during research and product development.
2. Take into account the Halal criteria in the raw materials and equipment being used.
3. Develop product strategies and new product plan.
4. Manage local product development from concept to the finished product.
5. Develop price strategy and monitor price/margin.
6. Manage effective advertising, promotion and merchandising program for new products.
7. Confirm all locally produced product meet legal and regulatory standard.
8. Manage pre-defined product concept through the Product Development process.
9. Confirm the timely launch of high quality, creative and innovative new product to customer.
10. Drive communication of new product launch.
11. Identify and implement initiative to improve product quality, reduce cost and process efficiency.
12. Rationalize product mix and implement product phase in/phase out plan.

13. Keep abreast of market trend and competitor activities.
14. Research, analyze and monitor the everyday writing market and competition.
15. Participate in and contribute to the formulation of product concepts.
16. Evaluate the technical and commercial feasibility of product concepts.
17. Define product specifications.
18. Define project schedule, scope of work and budget.
19. Liaise with and/or manage engineers in electronic hardware design, mechanical parts design, industrial design, software development, tool engineering, design quality assurance and in the factory.
20. Provide technical guidance to his subordinates and other departments.

(PACKAGING)

JOB TITLES

**LEVEL 1**  
**PACKAGING OPERATOR**

**LEVEL 2**  
**PACKAGING LINE LEADER**

**LEVEL 3**  
**PACKAGING SUPERVISOR**

**LEVEL 4**  
**PACKAGING EXECUTIVE**

**LEVEL 5**  
**PACKAGING MANAGER**

**LEVEL 6**  
***Not Available***

**LEVEL 7**  
***Not Available***

**LEVEL 8**  
***Not Available***

## **LEVEL 1**

### **PACKAGING OPERATOR**

A PACKAGING OPERATOR IS DESIGNATED TO OPERATE PACKAGING MACHINERY AND RELATED PACKAGING ACTIVITIES.

A PACKAGING OPERATOR MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS FOOD PACKAGING, PHARMACEUTICALS, HOUSEHOLDS, COSMETICS, TOILETRIES AND ETC.

#### **In particular the person will:**

1. Coordinate all third party labour support and training for manual packaging activities and ensuring continuous high level of quality in product delivery.
2. Adhere to Halal and Shariah requirements at all times whenever resume task.
3. Perform product changeovers on filling equipment.
4. Fill package and palletizes product.
5. Perform cleaning duties.
6. Operate mobile equipment.
7. Participate in Safety meetings and completes training as required.
8. Operate machines and/or perform minor repairs on packaging equipment involved in the packaging process: fillers, labelers, cartoners, bundlers, case packers, etc.
9. Perform efficient line operations, cleans and set-ups.
10. Complete processing steps per electronic batch records or paper batch record instructions and perform batch reconciliations.
11. Perform routine maintenance functions along with equipment and room cleans.
12. Operate electric pallet jack and or walking stacker to move components or products.
13. Perform any assignment as may be given from time to time by superior.

## LEVEL 1

### PACKAGING LINE LEADER

A PACKAGING LINE LEADER IS DESIGNATED TO OPERATE PACKAGING MACHINERY AND RELATED PACKAGING ACTIVITIES.

A PACKAGING LINE LEADER MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS FOOD PACKAGING, PHARMACEUTICALS, HOUSEHOLDS, COSMETICS, TOILETRIES AND ETC.

#### **In particular the person will:**

1. Lead group in coordinating all third party labor support and training for manual packaging activities and ensuring continuous high level of quality in product delivery.
2. Adhere to Halal and Shariah requirements at all times whenever resume task.
3. Perform product changeovers on filling equipment.
4. Fill package and palletizes product.
5. Lead group to perform cleaning duties.
6. Operate mobile equipment.
7. Participate in safety meetings and completes training as required.
8. Operate machines and/or perform minor repairs on packaging equipment involved in the packaging process: fillers, labelers, cartoners, bundlers, case packers, etc.
9. Control efficient line operations, cleans and set-ups.
10. Handle complete processing steps as per electronic batch records or paper batch record instructions and perform batch reconciliations.
11. Perform routine maintenance functions along with equipment and room cleans.
12. Operate electric pallet jack and or walking stacker to move components or product totes.
13. Perform any assignment as may be given from time to time by superior.

## LEVEL 3

### PACKAGING SUPERVISOR

A PACKAGING SUPERVISOR IS DESIGNATED TO SUPERVISE AND COORDINATES ACTIVITIES OF WORKERS ENGAGED IN PACKAGING PRODUCTS AND MATERIALS FOR STORAGE OR SHIPMENT.

A PACKAGING SUPERVISOR MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS FOOD PACKAGING, PHARMACEUTICALS, HOUSEHOLDS, COSMETICS, TOILETRIES AND ETC.

**In particular the person will:**

1. Study production order to ascertain type and quantity of product, containers to be used and other packaging requirements.
2. Adhere to Halal and Shariah requirements at all times whenever resume task.
3. Inspect product prior to packaging and returns rejected products to production departments.
4. Observe packaging operations and inspects containers to verify conformance to specifications.
5. Start, adjust and repairs packaging machinery or notifies maintenance department.
6. Train workers in operation of equipment.
7. Request containers and other supplies for delivery to work stations.
8. Coordinate related technical aspects and PM specification for printed and packaging materials, supplied by external and internal parties, to ensure uninterrupted supply of materials and machine performance & productivity for the organization.
9. Optimize performance of project assigned by providing leadership, support, guidance and feedback to team members to ensure delivery of quality final products in accordance to agreed schedule in a safe, efficient and cost effective manner.

10. Perform role to assist the respective superior by constantly monitoring performance of the bays and giving feedback to ensure continuous improvement of the process to achieve departmental performances.
11. Coordinate all third party labor support and training for manual packaging activities and ensuring continuous high level of quality in product delivery.
12. Perform other task as per superior instruction.

## **LEVEL 4**

### **PACKAGING EXECUTIVE**

A PACKAGING EXECUTIVE IS DESIGNATED TO ENSURE EFFECTIVE CONTROLS OF PACKAGING MATERIALS AND TECHNIQUE ARE USED TO ACHIEVE PRODUCT QUALITY AND REQUIREMENTS.

A PACKAGING EXECUTIVE MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS FOOD PACKAGING, PHARMACEUTICALS, HOUSEHOLDS, COSMETICS, TOILETRIES AND ETC.

**In particular the person will:**

1. Carry out effective controls are used to achieve product quality and launch requirements.
2. Adhere to Halal and Shariah requirements at all times whenever resume task.
3. Handle project management, cost control and analysis.
4. Review supplier performance, develop sourcing channel and strategies.
5. Coordinate with various internal departments to support business operation.
6. Conduct supplier audit and final inspection with QA/QC team when required.
7. Perform any assignment as may be given from time to time by superior.

## LEVEL 5

### PACKAGING MANAGER

A PACKAGING MANAGER IS DESIGNATED TO ACHIEVE CONTINUOUS IMPROVEMENT IN OPERATING RESULTS AS MEASURED BY SAFETY, QUALITY, CUSTOMER SERVICE AND COST CONTROL IN PACKAGING WORKS.

A PACKAGING MANAGER MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS FOOD PACKAGING, PHARMACEUTICALS, HOUSEHOLDS, COSMETICS, TOILETRIES AND ETC.

#### **In particular the person will:**

1. Confirm that the packaging material being use is Halal and appropriate for usage (not made from Haram materials).
2. Verify product availability, resulting in production to planned quantities, at the scheduled time and within budgeted cost.
3. Manage multiple priorities and adapt to changing priorities, as determined by Manufacturing requirements, innovation activity and Customer Demand.
4. Manage detailed scheduling and ensure adequate staffing of work centers with capable people to meet capacity utilization plans and production schedules.
5. Perform detailed capacity utilization analysis to optimize wrapping operations, implement plans that improve flexibility and efficiency within the department.
6. Provide technical guidance to Team Leaders and Maintenance to assure packaging equipment is operated at best possible efficiency levels and maintenance priorities are clearly understood and equipment maintenance plans are executed effectively.
7. Coordinate production plans to assure equipment receives required maintenance and that the wrapping area received required maintenance support.
8. Implement programs that assure products are made that meet Company quality requirements and product specifications.
9. Verify compliance with safety and quality production requirements.

10. Lead the continuous improvement process in the packaging department.
11. Develop and implement plan for innovation and capital project start up, resulting in the achievement of operating targets.
12. Manage department in compliance to Company, Plant and government policies for GMP, Health, Safety, Environmental and Security.

(LOGISTIC)

JOB TITLES

**LEVEL 1**  
**TRANSPORT DRIVER**

**LEVEL 2**  
**TRANSPORT HALAL COORDINATOR**  
**WAREHOUSE STOREKEEPER**

**LEVEL 3**  
**TRANSPORT SUPERVISOR**  
**WAREHOUSE SUPERVISOR**

**LEVEL 4**  
**TRANSPORT EXECUTIVE**  
**WAREHOUSE HALAL EXECUTIVE**

**LEVEL 5**  
**TRANSPORT MANAGER**  
**WAREHOUSE MANAGER**

**LEVEL 6**  
**Not Available**

**LEVEL 7**  
**Not Available**

**LEVEL 8**  
**Not Available**

## **LEVEL 1**

### **TRANSPORT DRIVER**

A TRANSPORT DRIVER IS DESIGNATED TO PROVIDE RELIABLE AND COURTEOUS TRANSPORTATION SERVICE TO CUSTOMERS WITH SAFETY A TOP PRIORITY.

A TRANSPORT DRIVER MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS LOGISTIC AND ETC.

**In particular the person will:**

1. Deliver goods domestically as well as outstation.
2. Keep the assigned vehicle(s) clean inside and outside.
3. Maintain accurate, up-to-date records on trip sheets, customer transportation forms, vehicle maintenance, fuel purchases, incident reports, accident reports, vehicle condition reports and other records that are requested from management.
4. Perform minor maintenance tasks on assigned vehicle(s) as required.
5. Coordinate the schedule for major or periodic vehicle maintenance with management and staff to minimize service interruptions.
6. Respond immediately to accident or medical emergencies by notifying emergency response providers and rendering First Aid until emergency personnel arrive.
7. Perform other general assignments as and when required.

## **LEVEL 2**

### **TRANSPORT HALAL COORDINATOR**

A TRANSPORT HALAL COORDINATOR IS DESIGNATED TO COORDINATE DELIVERY OF HALAL ITEM BASED ON ISLAMIC REGULATIONS.

A TRANSPORT HALAL COORDNATOR MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS LOGISTIC AND ETC.

**In particular the person will:**

1. Conduct detail research on development within the logistic industry.
2. Undertake financial feasibility analysis for shipping projects and to recommend appropriate financial option to the Head of Department.
3. Identify business opportunities in providing total logistics services.
4. Engage actively in the departmental information technology system implementation.
5. Design, interpret and present transport and travel surveys.
6. Write clear reports and presenting options and recommendations to clients.
7. Use statistical analysis to interrogate travel data or accident records.
8. Develop options for testing as potential solutions to transport problems.
9. Participate in public consultation initiatives, including designing leaflets or questionnaires and attending scheme exhibitions.
10. Manage studies and projects, often within tight time and budget limits.
11. Contribute to producing a more cost effective and efficient service with greater client satisfaction by developing database management skills and becoming proficient in the use of new systems as they are introduced.

12. Demonstrate continuous effort to improve operations, decrease turn around times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service.
13. Perform any assignment as may be given from time to time by superior.

## LEVEL 2

### WAREHOUSE STOREKEEPER

A WAREHOUSE STOREKEEPER IS DESIGNATED TO ASSIST THE WAREHOUSE SUPERVISOR TO MONITOR WAREHOUSE/STORE ACTIVITIES AND HANDLE INVENTORY MANAGEMENT.

A WAREHOUSE STOREKEEPER MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS LOGISTIC AND ETC.

**In particular the person will:**

1. Coordinate with related department, suppliers, customers and shipping forwarders for smooth operation flow.
2. Prepare and arrange commercial and shipping documents for import and export.
3. Confirm the appropriate equipment are available for operators to do their jobs such as gloves, goggles, caps and ear plug where applicable.
4. Handle import/export shipment, custom clearance and provide logistic support.
5. Perform roll in custom and shipping documentation, such as invoice Packing List, B/L, Insurance, CO. L/C.
6. Carry out typing of invoices and preparation of documents.
7. Handle Custom declaration and LMW reports.
8. Monitor stocks level in branch to ensure required buffer level is maintained.
9. Perform any assignment as may be given from time to time by superior.

## **LEVEL 3**

### **TRANSPORT SUPERVISOR**

A TRANSPORT SUPERVISOR IS DESIGNATED TO SUPERVISE THE WORK OF VAN DRIVERS, DISPATCHERS AND PART-TIME VAN DRIVERS.

A TRANSPORT SUPERVISOR MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS LOGISTIC AND ETC.

**In particular the person will:**

1. Receive transportation requests from eligible clients, supervises the scheduling of driver assignments and dispatches drivers and vehicles.
2. Update mileage, usage, transportation, vehicle, and other related reports and records.
3. Maintain liaison with other agencies in order to avoid duplication of services.
4. Analyse client needs and makes recommendations for developing, implementing, improving, and expanding transportation services, programs and policies.
5. Prepare monthly statistical and narrative reports.
6. Perform short and long range transportation system planning.
7. Formulate and write procedural changes for the Reserve-A-Ride system.
8. Inspect vehicles to insure compliance with safety standards.
9. Investigate and resolve public complaints.
10. Operate and oversees a computerized route-scheduling system.
11. Update vehicle preventative maintenance schedule.
12. Confer with citizen groups in service evaluation and planning.
13. Prepare and administers a section budget.
14. Enforce city and state policies, rules and regulations pertaining to the transportation program.

## LEVEL 3

### WAREHOUSE SUPERVISOR

A WAREHOUSE SUPERVISOR IS DESIGNATED TO SUPERVISE AND PERFORMS FOR LOGISTIC AND WAREHOUSE AND STOCK CONTROL.

A WAREHOUSE SUPERVISOR MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS LOGISTIC AND ETC.

**In particular the person will:**

1. Manage day to day operations from order received to order dispatched to customers.
2. Perform stock reconciliation on a daily/weekly/monthly basis.
3. Attend customers on deliver or warehouse issues.
4. Carry out daily/weekly/monthly reports are submitted to the management or product owner.
5. Plan of stock count/cycle count on a monthly basis.
6. Supervise and monitor of receiving activities to put away into locations.
7. Establish daily target for operators.
8. Convey any information from the management to operators.
9. Carry out the line areas are in proper order and inspection instruments are available.
10. Confirm the appropriate equipment is available for operators to do their jobs such as gloves, goggles, caps and ear plug where applicable.
11. Perform job assigned by superior from time to time.

## LEVEL 4

### TRANSPORT EXECUTIVE

A TRANSPORT EXECUTIVE IS DESIGNATED TO PROVIDE SUFFICIENT REEFERS TO THE WAREHOUSE DEPARTMENT SO THAT THEY CARRY OUT THE LOADING REQUIREMENTS AS PER THE REQUIRED DISPATCH SCHEDULE.

A TRANSPORT EXECUTIVE MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS LOGISTIC AND ETC.

**In particular the person will:**

1. Confirm that all space and weight capacities are fully utilized for every reefer departing the factory.
2. Plan and implement the yardmen assignment in the yard in such a way that workload and working hours are spread evenly among yardmen.
3. Confirm that all pre departure and post trip vehicle inspections are carried out thoroughly by the vehicle inspection technicians in accordance to standard operating procedure.
4. Schedule operations so that all staffs are released from their duties to attend training as per the agreed training plan.
5. Report to the Transport Manager for the efficient routing of a fleet of articulated vehicles, both outbound deliveries and return loads.
6. Undertake the daily management of a team of drivers carrying out General Haulage work.

## LEVEL 4

### WAREHOUSE HALAL EXECUTIVE

A WAREHOUSE HALAL EXECUTIVE IS DESIGNATED TO THE PERSON WILL HAVE OVERALL RESPONSIBILITY IN THE MANAGEMENT, COORDINATION & LOGISTIC OF MATERIALS FLOW (IMPORT & EXPORT) AND PRODUCTION PLANNING BASED ON ISLAMIC REGULATIONS.

A WAREHOUSE HALAL EXECUTIVE MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS LOGISTIC AND ETC.

**In particular the person will:**

1. Plan and execute material purchases to ensure materials availability to meet delivery, inventory cost objectives and factory demand.
2. Maintain proper inventory management system, coordination and logistics of materials flow (import & export).
3. Handle all Quality and Audit on Waste and Scrap related topics.
4. Handle all Waste and Scrap related processes and handling and process flow documentations.
5. Coordinate with transporter, forwarding and shipping agent for booking container, dispatch or freight.
6. Perform shipping coordination and arrangements of import and export clearance based on Islamic bodies.
7. Plan and determine the manpower and resources required to run logistic based on volume planned.
8. Prepare and propose for recourses required for budget preparation.
9. Involve in planning and countermeasure meetings to improve logistic operation.
10. Confirm that quality of work meets standard and enforces safety regulations.

11. Prepare and submit logistic progress or other reports to the management.
12. Participate in internal logistic audit to further improve overall company logistic performance.

## **LEVEL 5**

### **TRANSPORT MANAGER**

A TRANSPORT MANAGER IS DESIGNATED TO MONITORING THE QUALITY, COST AND EFFICIENCY OF THE MOVEMENT AND STORAGE OF GOODS.

A TRANSPORT MANAGER MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS LOGISTIC AND ETC.

**In particular the person will:**

1. Carry out duty for managing processes involved in a supply chain and liaises with a variety of parties, including suppliers of raw materials, manufacturers, retailers and increasingly consumers.
2. Coordinate processes to ensure customer satisfaction.
3. Monitor and involve transportation, stock control, warehousing, and ensuring structures are in place to monitor the flow of goods and materials.
4. Monitor of stock levels, delivery times, transport costs and performance evaluation.
5. Cooordinating and controlling the order cycle and associated information systems.
6. Analyse data to monitor performance and plan improvements.
7. Allocate and manage staff resources according to changing needs.
8. Liaise and negotiate with customers and suppliers.
9. Develop business by gaining new contracts, analyzing logistical problems and producing new solutions.

## LEVEL 5

### WAREHOUSE MANAGER

A WAREHOUSE MANAGER IS DESIGNATED TO MANAGING ALL LOGISTIC AND WAREHOUSE OR STORE OPERATIONS INCLUDING RECEIVING, LABELING, SEGREGATING, ARRANGING AND LOADING.

A WAREHOUSE MANAGER MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS LOGISTIC AND ETC.

#### **In particular the person will:**

1. Design, implement and enforce an effective warehouse management system, including space optimization, FIFO (First In First Out) and etc.
2. Monitor container loading operations to ensure effectiveness and optimization of space.
3. Verify the conformance of warehouse operations with ISO and other relevant requirements.
4. Monitor the quality, cost and efficiency of warehouse operations.
5. Confirm all stock movements are properly and regularly updated and recorded.
6. Confirm teamwork and good rapport with colleagues, including those from other departments.
7. Confirm good security and physical condition of all stocks.
8. Lead, train, coach and mentoring employees to drive achievement of departmental goals and objectives.
9. Keep abreast with current best practices on warehousing management to facilitate continuous improvement initiatives.
10. Perform any assignment as may be given from time to time by superior.

(MARKETING)

JOB TITLES

**LEVEL 1**  
**Not Available**

**LEVEL 2**  
**Not Available**

**LEVEL 3**  
**MARKETING COORDINATOR**

**LEVEL 4**  
**MARKETING EXECUTIVE**

**LEVEL 5**  
**MARKETING MANAGER**

**LEVEL 6**  
**MARKETING SENIOR MANAGER**

**LEVEL 7**  
**MARKETING DIRECTOR**

**LEVEL 8**  
**Not Available**

## **LEVEL 3**

### **MARKETING COORDINATOR**

A MARKETING COORDINATOR IS DESIGNATED TO PROVIDE SECRETARIAL & ADMINISTRATIVE SUPPORT TO SALES & MARKETING TEAM.

A MARKETING COORDINATOR MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS FOOD PACKAGING, PHARMACEUTICALS, HOUSEHOLDS, COSMETICS, TOILETRIES AND ETC.

#### **In particular the person will:**

1. Assist the administration in providing administrative support to Sales and Marketing Teams.
2. Process daily sales orders.
3. Manage sample of product inventory.
4. Prepare monthly sales-related reports.
5. Coordination of sales activities.
6. Communicate with customers and build good rapport with them.
7. Stay back for conference when required.
8. Meet customers' requirements.
9. Adhere to organisation's established management system such as an MS 1900:2005, MS 1500:2004, MS ISO 14001, OSHA 18001, etc.
10. Perform other duties as per superior instructions.

## LEVEL 4

### MARKETING EXECUTIVE

A MARKETING EXECUTIVE IS DESIGNATED TO INVOLVED IN ASPECTS OF MARKETING, INCLUDING PLANNING, ADVERTISING, PROMOTION, PUBLIC/MEDIA RELATIONS, PRODUCT DEVELOPMENT, DISTRIBUTION, SPONSORSHIP AND RESEARCH.

A MARKETING EXECUTIVE MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS FOOD PACKAGING, PHARMACEUTICALS, HOUSEHOLDS, COSMETICS, TOILETRIES AND ETC.

#### **In particular the person will:**

1. Liaise and build relationships with a range of stakeholders, e.g. customers, suppliers.
2. Develop advertise opportunities, which can involve placing adverts in national, regional and specialist publications or on the radio (depending on the organisation and the campaign).
3. Maintain and build contacts with the media.
4. Writing and distributing press releases.
5. Manage the production of marketing materials, including leaflets, posters and flyers - this can involve writing and proofreading copy and liaising with designers and printers.
6. Arrange for the effective distribution of marketing materials.
7. Maintain and update mailing databases.
8. Organise and attend events and exhibitions.
9. Secure sponsorship to assist with the publicity and funding of marketing projects.
10. Carry out market research and customer surveys to assess demand, brand positioning and awareness.
11. Evaluate marketing campaigns.
12. Monitor competitor activity.

13. Analyse pricing positions.
14. Contribute to and develop long-term marketing plans and strategies.
15. Assist in the delivery of approved strategies.
16. Adhere to organisation's established management system such as an MS 1900:2005, MS 1500:2004, MS ISO 14001, OSHA 18001, etc.
17. Perform other duties as per superior instructions.

## **LEVEL 5**

### **MARKETING MANAGER**

A MARKETING MANAGER IS DESIGNATED TO OVERSEE THE STRATEGY AND DEVELOPMENT OF THE OVERALL MARKETING PROJECT.

A MARKETING MANAGER MAY BE FOUND IN VARIOUS SECTORS OF HALAL INDUSTRY SUCH AS FOOD PACKAGING, PHARMACEUTICALS, HOUSEHOLDS, COSMETICS, TOILETRIES AND ETC.

#### **In particular the person will:**

1. Oversee all marketing, advertising and promotional staff and activities.
2. Establish marketing strategies to meet organisational objectives.
3. Evaluate customer research, market conditions and competitor data.
4. Implement the organisations marketing plan.
5. Manage the marketing department budget and deliver all marketing activity within set budget.
6. Manage correspondence with media and advertising outlets.
7. Develop a pricing strategy in order to help the firm get the most profits while also.
8. Make sure customers are satisfied.
9. Work collaboratively with product development specialists, sales and other managers.
10. Monitor trends in order to determine when new products or services should be introduced.
11. Work with promotion managers and advertising managers in order to help promote the product or services and to attract new customers.
12. Adhere to organisation's established management system such as an MS 1900:2005, MS 1500:2004, MS ISO 14001, OSHA 18001, etc.
13. Perform any other task as assigned by superior.

## LEVEL 6

### MARKETING SENIOR MANAGER

A MARKETING SENIOR MANAGER IS DESIGNATED TO WORK CLOSELY WITH PRODUCT MANAGEMENT TO DEVELOP BUSINESS PLANS AND PRODUCT POSITIONING IN THE MARKETPLACE.

A MARKETING SENIOR MANAGER MAY BE FOUND IN VARIOUS SECTOR OF INDUSTRIES INCLUDING HALAL INDUSTRY SUCH AS IN AREA OF FOOD PACKAGING, PHARMACEUTICALS, HOUSEHOLDS, COSMETICS, TOILETRIES AND ETC.

#### **In particular the person will:**

1. Work closely with product management to develop business plans and product positioning in the marketplace.
2. Contribute to product direction through market requirements definition, market analysis, competitive analysis and interaction with product management and engineering teams.
3. Comprehensive target market analysis and planning.
4. Manage cross-functional teams to ensure successful execution of products.
5. Manage product pricing, including pricing strategy, financial analysis and justification and communicating pricing updates.
6. Write promotional and technical materials, including application papers, product descriptions, data sheets, brochures, whitepapers, slide presentations, case studies, web site content, etc.
7. Work closely with the marketing programs team to plan and execute outbound marketing programs.
8. Generate collateral materials to support sales and channel enablement.
9. Develop competitive analysis and competitive positioning for sales and channel teams.
10. Periodically brief the press and industry analysts on market trends, product strategy and new product announcements.

11. Adhere to organisation's established management system such as an MS 1900:2005, MS 1500:2004, MS ISO 14001, OSHA 18001, etc.
12. Perform any other task as assigned by superior.

## LEVEL 7

### MARKETING DIRECTOR

A MARKETING DIRECTOR IS DESIGNATED TO DESIGN, IMPLEMENT AND FACILITATE ANNUAL MARKETING PLAN FOR THE ORGANISATION.

A MARKETING DIRECTOR MAY BE FOUND IN VARIOUS SECTOR OF INDUSTRIES INCLUDING HALAL INDUSTRY SUCH AS IN AREA OF FOOD, PACKAGING, PHARMACEUTICALS, HOUSEHOLDS, COSMETICS, TOILETRIES AND ETC.

#### **In particular the person will:**

1. Support and facilitate development and implementation of section business/ marketing plans.
2. Plan and administer the organization's marketing operations budget.
3. Support development of regional marketing budgets.
4. Organize and implement client relations including:
  - client satisfaction surveys
  - client development activities
  - client skills training
  - special events
5. Writing proposals for new business; participate in planning and presentation sessions.
6. Oversee business development activities.
7. Manage coaching for prospective client meetings, presentations, etc.
8. Work with regional offices on designing and implementing prospecting and client contact systems.

9. Oversee corporate communications activities including:
  - external communications and systems
  - internal communications and systems
  - public relations efforts
  - external vendors and consultants
10. Develop and administer marketing database which includes client and prospect information, mailing list applications, access to financial reports, etc.
11. Assist with and support organisation's involvement in various legal networks including coordinating business development and marketing activities via these relationships.
12. Design and plan quarterly marketing training seminars for higher level marketing personnel.
13. Oversee organisation's electronic marketing efforts including supervision of web site design and maintenance.
14. Adhere to organisation's established management system such as an MS 1900:2005, MS 1500:2004, MS ISO 14001, OSHA 18001, etc



*Annex 5*  
Critical & Non-Critical Job Title  
For Halal Industry



## Summary Table of Job Title for Malaysian Halal Industry

	JOB AREA		LEVEL								Total
			L1	L2	L3	L4	L5	L6	L7	L8	
1.	Food	Non-Critical	0	0	0	0	0	0	0	0	0
		Critical	2	2	2	2	2	0	0	0	10
2.	Purchasing	Non-Critical	0	0	0	0	0	0	0	0	0
		Critical	0	1	1	1	1	0	0	0	4
3.	Manufacturing	Non-Critical	1	1	1	0	0	0	0	0	3
		Critical	0	0	0	2	1	0	0	0	3
4.	Travel and Tourism	Non-Critical	0	0	0	0	0	0	0	0	0
		Critical	0	1	1	1	1	0	0	0	4
5.	Live Stock	Non-Critical	0	0	0	0	0	0	0	0	0
		Critical	1	5	3	4	4	0	0	0	17
6.	Quality Assurance	Non-Critical	0	0	0	0	0	0	0	0	0
		Critical	0	1	1	1	1	0	0	0	4
7.	Research & Development	Non-Critical	0	0	0	0	0	0	0	0	0
		Critical	0	0	1	1	1	1	0	0	4
8.	Packaging	Non-Critical	1	1	0	0	0	0	0	0	2
		Critical	0	0	1	1	1	0	0	0	3
9.	Logistic	Non-Critical	1	1	2	1	2	0	0	0	7
		Critical	0	1	0	1	0	0	0	0	2
10.	Marketing	Non-Critical	0	0	0	0	0	0	0	0	0
		Critical	0	0	1	1	1	1	1	0	5
11.	Food	Non-Critical	0	0	0	0	0	0	0	0	0
		Critical	2	2	2	2	2	0	0	0	10
		Total Non-Critical									12
		Total Critical									56
		Total Job Title									68

## CRITICAL JOB TITLE IN HALAL INDUSTRY

### 1) SUBSECTOR: FOOD

No.	Job Title	Level
1	Commis	L1
2	Waiter/Waiters	L1
3	Demi Chef	L2
4	Captain	L2
5	Chef De Partie	L3
6	F&B Supervisor	L3
7	Sous Chef	L4
8	Assistant Restaurant Manager	L4
9	Executive Chef	L5
10	Restaurant Manager	L5

### 2) SUBSECTOR: PURCHASING

No.	Job Title	Level
1	Purchasing Clerk	L2
2	Purchasing Supervisor	L3
3	Purchasing Executive	L4
4	Purchasing Manager	L5

### 3) SUBSECTOR: MANUFACTURING

No.	Job Title	Level
1	Production Executive	L4
2	Halal Executive	L4
3	Production Manager	L5

#### 4) SUBSECTOR: TRAVEL & TOURISM

No.	Job Title	Level
1	Tourist Driver	L2
2	Tourist Guide	L3
3	Tour Executive	L4
4	Travel Agent Manager	L5

#### 5) SUBSECTOR: LIVE STOCK

No.	Job Title	Level
1	General Worker	L1
2	Senior Breeder	L2
3	Production Technician	L2
4	Stuning Operator	L2
5	Slaughtering Supervisor	L2
6	Checker	L2
7	Production Supervisor	L3
8	Slaughtering Supervisor	L3
9	Farming Supervisor	L3
10	Assistant Veterinar	L3
11	Halal Executive	L4
12	Halal Abattoir Executive	L4
13	Farming Executive	L4
14	Production Manager	L5
15	Abattoir Manager	L5
16	Farming Manager	L5
17	Veterinar	L5

## 6) SUBSECTOR: QUALITY ASSURANCE

No.	Job Title	Level
1	Quality Assurance Inspector	L2
2	Quality Assurance Supervisor	L3
3	Quality Assurance Executive	L4
4	Quality Assurance Manager	L5

## 7) SUBSECTOR: RESEARCH & DEVELOPMENT

No.	Job Title	Level
1	R&D Senior Technician	L3
2	R&D Executive	L4
3	R&D Manager	L5
4	R&D Senior Manager	L6

## 8) SUBSECTOR: PACKAGING

No.	Job Title	Level
1	Packaging Supervisor	L3
2	Packaging Executive	L4
3	Packaging Manager	L5

## 9) SUBSECTOR: LOGISTIC

No.	Job Title	Level
1	Transport Halal Coordinator	L2
2	Warehouse Halal Executive	L4

## 10) SUBSECTOR: MARKETING

No.	Job Title	Level
1	Marketing Coordinator	L3
2	Marketing Executive	L4
3	Marketing Manager	L5
4	Marketing Senior Manager	L6
5	Marketing Director	L7

## NON-CRITICAL JOB TITLE IN HALAL INDUSTRY

### 1) SUBSECTOR: MANUFACTURING

No.	Job Title	Level
1	Production Operator	L1
2	Production Technician	L2
3	Production Supervisor	L3

### 2) SUBSECTOR: PACKAGING

No.	Job Title	Level
1	Packaging Operator	L1
2	Packaging Line Leader	L2

### 3) SUBSECTOR: LOGISTIC

No.	Job Title	Level
1	Transport Driver	L1
2	Warehouse Storekeeper	L2
3	Transport Supervisor	L3
4	Warehouse Supervisor	L3
5	Transport Executive	L4
6	Transport Manager	L5
7	Warehouse Manager	L5



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