The Execution First Checklist for Halal Manufacturers

A practical diagnostic to expose execution gaps that quietly drain cash and increase audit risk.

Score each item from 0 to 2. A total score below 18 indicates weak execution foundations.

Gap 1 - Execution before automation

If daily work is inconsistent, automation only scales inconsistency.

Check item	Score (0 1 2)	Owner
Work standards for production, quality, and Halal checks are clearly defined & used at the line	0 1 2	Shift leader
Output & defect patterns are consistent across shifts	0 1 2	Production manager
Abnormal situations follow a defined response process	0 1 2	Supervisor

Evidence examples: Work instructions at line, training records, shift handover logs, abnormality tags.

One week action: Lock one standard routine for start up, changeover, and end of run on one line and validate it across all shifts.

Gap 2 - Evidence generated too late

Audit readiness improves when evidence is created during work, not rebuilt after.

Check item	Score (0 1 2)	Owner
Halal and CCP checks are recorded during execution	0 1 2	Halal or QA executive
Approvals & verifications happen close to the activity	0 1 2	QA lead
A sample trace can be produced within 30 minutes without disrupting production	0 1 2	Halal team lead

Evidence examples: Batch records, cleaning verification logs, receiving inspection records, traceability drill results.

One week action: Redesign one audit critical record so it is captured at the moment of work with immediate verification.

Gap 3 - Data without ownership

Metrics drive results only when each metric has a clear owner and response.

Check item	Score (0 1 2)	Owner
Each key metric has a named owner and response time	0 1 2	Operations head
Daily review includes actions and follow up	0 1 2	Supervisor
Recurring losses have countermeasures and closure dates	0 1 2	Improvement lea

Evidence examples: Daily tier boards, loss trees, action logs with closure tracking.

One week action: Assign ownership & response rules to 3 key metrics & enforce them daily.

Gap 4 - Compliance treated as a separate system

Parallel systems create blind spots and broken traceability.

Check item	Score (0 1 2)	Owner
Production, quality, and Halal records share the same batch reference	0 1 2	QA manager
Material lots are traceable from receiving to issue to line	0 1 2	Warehouse lead
Nonconformance handling shows impact assessment and disposition	0 1 2	QA lead

Evidence examples: Lot genealogy records, material status labels, deviation records with affected batches.

One week action: Map one batch end to end and remove duplicate forms. Make batch ID consistent everywhere.

Gap 5 - Digital tools implemented before trust is built

If data is not trusted, digital systems will be ignored.

Check item	Score (0 1 2)	Owner
System data is routinely checked against physical reality	0 1 2	Process engineer
Teams rely on one primary report for decisions	0 1 2	Plant manager
Digital tools are used in daily routines, not only for audits	0 1 2	Operations head

Evidence examples: Data audit sheets, report version control, daily meeting records using system data.

One week action: Run a one week data trust test on one metric and fix all mismatches before scaling.