



DEPARTMENT OF VETERINARY SERVICES MALAYSIA

Ministry of Agriculture and Food Security Malaysia

Wisma Tani, Podium Block 1B,
Lot 4G1, Precint 4
Federal Government Administration Centre
62630 PUTRAJAYA, MALAYSIA
Tel:603-88702000 ; Fax: 603-88885755

**APPLICATION FORM FOR EXPORT
MEAT, POULTRY, MILK, EGG AND PRODUCTS TO MALAYSIA**

Note:

This guideline sets out the information on slaughterhouse and/or meat, milk, egg and its products; processing establishment required by Department of Veterinary Services (DVS) of Malaysia for evaluation to export meat/poultry meat/milk/egg/further processed animal products to Malaysia.

Please feel free to include any additional information and photographs to support your application.

Inadequate/incomplete submissions may result in delays in processing.

Submission of this form together with supporting documents through embassy/authority of the exporting country.

*All information submitted must be in **English**.*

(A) Particulars of Establishment *(Please attach Factory Profile)*

(1) Name of Establishment: _____

(2) Address: _____

Contact Person _____

Contact Number _____

Email Address _____

Fax Number _____

(3) If Premise is on lease, please provide a copy of the leasing agreement

(4) Company/Plant Registration No: _____
(Please attach Company Profile)

(5) Year Constructed: _____

(6) Total Land Area: _____

(7) Total Built-in Area: _____

(8) Types of Products Manufactured: _____
(Please attach Product Profile)

(9) a) List of Products intended for export to Malaysia: _____

b) Please indicate list of Products and countries products are exported besides Malaysia

(10) Source of Raw Material (Livestock/Poultry/Meat/Milk/Eggs etc): _____

(Please attach List of Raw Materials and Suppliers of these Raw Materials.

If **imported** please submit Sanitary/Health/Origin Certificates issued by the exporting country's competent authority and if the imported product is of Halal status, please attach Halal Certificates from the Approved Authority.

If raw material from **local source** attached accreditation certificate from competent authority for the farm freedom of diseases, practising Good Husbandary Practice, Antibiotic and chemical residue monitoring program dan result, SPS protocol practiced.)

Provides/districts from which the livestock/poultry are obtained for slaughter (if locally obtained).

Whether company's farms, contracts farms or imported.

Brief description of the livestock/poultry and products (meat, poultry, eggs and milk) marketing system in country.

(11) Establishment Approved for Export to: _____

(List the names of countries, dates of approval, types of products approved, year of first export, dates of most recent export. Attach copy of veterinary health certificate that accompanied the last shipment to each country).

- (12) State whether Establishment is a Service Abattoir or Used Exclusively by Company.
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- (13) State whether you have a Quality Assurance Programme: Yes/No.

If **Yes** please submit brief description;

- a) **Premise;** Building Exterior, Building Interior (Design, Construction and Maintenance; Lighting, Ventilation, Waste Disposal, Inedible Areas);
- b) **Sanitary Facilities;** Employee Facilities, Equipment Cleaning & Sanitizing Facilities;
- c) **Water Supply,** Steam, Ice Quality & Supply;
- d) **Transportation;** Food Carriers, Temperature Control;
- e) **Storage;** Incoming Material Storage, Non-Food Chemical Receiving & Storage, Finished Product Storage;
- f) **Equipment;** Design & Installation, Maintenance & Calibration;
- g) **Personnel;** Training (Food Handling & HACCP), Hygiene & Health Requirements
- h) **Sanitation Program**
- i) **Pest Control Program**
- j) **Recall Program**

(B) Location and Layout of Establishment

- (1) Description of the area where establishment is located:
(*e.g. industrial, agricultural, residential and neighbouring factories etc.*)
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- (2) Layout plan of establishment including:
- i Location plan to be attached with application showing the nearest town.
 - ii Floor plan showing Machinery Layout,
 - iii Floor plan showing flow process by arrows from raw materials to finished products,
 - iv Floor plan showing workers entrance, movement into plant and processed areas and exiting.
 - v Separate rooms for different operations

(3) Materials Used & Design Floor: _____

Walls: _____

Ceilings & Superstructures: _____

Lighting: _____

Ventilation System: _____

Footbaths for entrance into slaughter/processing rooms/areas:

(C) Water Supply / Ice

(1) Source of water: _____

(2) Chlorination: (Yes/No) _____
(If yes, state level in ppm):

(3) Bacteriological examination: (method) _____
(frequency) _____
(record available): _____

(4) Ice making machine available in premises: Yes/No _____

If yes, capacity of machine: _____

Ice storage and capacity: _____

(D) Manpower

(Please attach Organisation Chart showing Designation and Names of Holders)

(1) Staff Information

(List the number, qualifications and names of professional, technical, general workers, etc. employed by establishment) (Attach List)

(2) Medical Examination and History

Are employees medically examined and certified fit to work in a food preparation establishment, prior to employment?: Yes/No _____

Annual Health Check and Records for Workers: Yes/No _____

Medical records of employee available?: Yes/No _____

(3) Uniforms/Attire

Uniforms: Yes/No _____

Boots: Yes/No _____

Gloves and face masks: Yes/No _____

Laundry (*in-plant or by contract*): _____

(E) Slaughtering Premises

(1) Equipment

(*Attach list of equipment used (types, brand and manufacturer)*).

(2) Slaughtering Procedures

(*Attach process flowcharts*) _____

Livestock/poultry slaughtered: _____

Brief description _____

Line speed _____

(3) Food Safety Programmes

i. Whether based on HACCP concepts or equivalent: (Yes/No) _____
(*If yes, to attach the HACCP plan, name of the authority that certified it.*)

ii. State whether testing done in-house or provided by a service laboratory:

iii. If in-house, list facilities and tests: _____
(*Attach a copy of manual*)

iv. Sampling and testing procedures: _____

v. Criteria for rejection/ acceptance of carcasses/organs: _____

(4) Sanitation Standards Operating Procedures: Brief description

Name and designation of individuals implementing and maintaining SSOP activities

(Attach copies of the latest daily records (current month of the year) of cleaning and sanitizing treatment)

(5) Daily Throughout

Number of shifts: _____

Slaughter capacity (metric tonnes) per shift: _____

Number of working days per week: _____

(6) Capacity

Total annual slaughter capacity (metric tonnes): _____

(7) Meat Inspection

By Government Inspectors or Company's QC Staff: _____

Total number of inspectors, grade, qualification and training: _____

Number of inspectors per shift: _____

Inspection procedures: _____

(Attach a copy of the Inspection Manual)

Criteria of judgement: _____

(Attach a copy of the latest condemnation record (current month of the year))

(8) Boning/Cutting Room

Temperature control features: (Yes/No) _____

If yes, state temperature: _____

Capacity: _____

(9) Storage Facilities

For packing/canning materials _____

For dry ingredients _____

For chemicals, disinfectants and other cleaning agents _____

(Attach copies of the latest records (current month of the year)).

(10) Chillers/Freezers

Numbers, type (static, air blast, etc. ammonia or freon), capacity:

(11) Offal Handling & Cooling Procedures

(12) Waste Treatment/Disposal

System of delivery of inedible/condemned products for treatment

System of waste treatment/disposal

System of effluent treatment/disposal

Designated disposal centre

Daily frequency of disposal for waste and effluent

(F) Processing/Canning Premises

(1) Source of Raw Materials (meat/poultry)

List countries and Establishment Nos. of plants where Raw Materials are obtained for processing/canning. *(Attach list)*

(Please attach List of Raw Materials and Suppliers of these Raw Materials.

*If **imported** please attached Sanitary/Health/Origin Certificates issued by the exporting country's competent authority and if the imported product is of Halal status, please attach Halal Certificates from the Approved Authority*

*If raw material from **local source** attached accreditation certificate from competent authority for the farm freedom of diseases, practicing Good Husbandry Practice, Antibiotic and chemical residue monitoring program dan result, SPS protocol practiced.)*

(2) Equipment

(Attach list of equipment (types, brand and manufacturer) used)

(3) Processing Procedures

(Please attach process flowcharts of each product)

Brief description of type of products and processing/canning methods:
(including time and temperature of processing/canning) *(Attach List)*

(4) Food Safety Programmes

- i. Whether based on HACCP concepts or equivalent: (Yes/No) _____
(If yes, attach the HACCP plan)
- ii. State whether testing done in-house or provided by a service laboratory:

- iii. If in-house, list facilities and tests: _____
(Attach a copy of manual)
- iv. Sampling and testing procedures: _____

- v. Criteria for rejection/acceptance of products/raw materials:

(5) Sanitation Standards Operating Procedures Brief description.

Name and designation of individuals implementing and maintaining SSOP activities

Attach copies of the latest daily records of cleaning and sanitizing treatment.

(6) Daily Throughout

Number of shifts: _____

Production (metric tonnes) per shift: _____

Number of working days per week: _____

(7) Capacity

Total annual production (metric tonnes) of each product: _____

(8) Storage Facilities

For packing/canning materials _____

For dry ingredients _____

For chemicals, disinfectants and other cleaning agents: _____

(Attach copies of the latest records (current month of the year))

(9) Chillers/Freezers

Numbers, type (static, air blast, etc./ammonia or freon), capacity:

(10) Waste Treatment /Disposal

System of delivery of inedible/condemned products for

treatment: System of waste treatment/disposal:

System of effluent treatment/disposal:

Designated disposal centre:

Daily frequency of disposal for waste and effluent:

(G) Welfare/Washing Facilities

Staff canteen (s) _____

Toilets _____

Lockers _____

Changing rooms _____

Shower facilities _____

Hands-free operated features for taps and toilet flush _____

Disposal towels and hand disinfectant _____

(H) Relevant information on the establishment

(To submit together with this application)

(1) Corporate brochures / annual reports of establishment

(2) Photographs of processing flow of products/facilities

(I) Declaration by Establishment

I declare that the information given above are true and correct. The company undertakes to comply with all requirements of the approval authority of the importing country.

Signature

Name and Designation

Date

Company Name and
Stamp

Witness to Signatory

Signature

Name and Designation

Date

Company Name and
Stamp

(J) To be filled by the Veterinary / Regulatory Authority of Exporting Country

I hereby confirm that this establishment has comply with Malaysian requirements.

Comments :

Name : _____

Designation of Veterinary / Regulatory Authority :

Signature and Official Stamp

Date

(K) For Official Use Only (DVS Malaysia)

Comments :

Name : _____

Designation of DVS Officer :

Signature and Official Stamp

Date

Secretariat address :

*Veterinary Inspection and Certification Section
Veterinary Regulatory Division
Department of Veterinary Services
Ministry of Agriculture and Food Security Malaysia
Wisma Tani, Podium Block 1B, Lot 4G1,
Precinct 4, Federal Government Administration Centre
62630 PUTRAJAYA,
MALAYSIA
Tel: 603-88702000 ; Fax: 603-88885755*

CHECK LIST FOR APPLICATION:

You are kindly requested to check (√) your application against this list before submission to DVS.

If your information is inadequate / incomplete, it may result in delays in processing your application.

Name of Establishment : _____

Establishment Number : _____

INFORMATION REQUIRED BY DVS FOR EXPORT OF MEAT, POULTRY, MILK, EGG AND PRODUCTS TO MALAYSIA	ANNEX	CHECKED BY APPLICANT (√)	CHECKED BY DVS OFFICER
I - DVS FORM			
(A) Particulars of Establishment	Annex A		
(1)_(2)_(3)_(4)_(5)_(6)_(7)_(8)_(9)_(10)_(11)_(12)_(13)_			
Company Profile	Annex A4		
Product Profile	Annex A8		
List of products intended for export to Malaysia	Annex 9(a)		
List of products and countries products exported	Annex 9(b)		
i. List of raw material and suppliers of the raw materials. ii. Copy of Sanitary/Health/Origin Certificates issued by the exporting country's competent authority. iii. Copy of Halal Certificates from the approved authority. iv. Copy of accreditation certificates from competent authority.	Annex A10		
Copy of Veterinary Health Certificates, which accompanied latest shipment to each importing country.	Annex A11		
(B) Location and Layout of Establishment			
(1)_(2)_(3).			
Copy of location plan showing clearly the surroundings where the establishment is located	Annex B2(i)		
Layout plans of machinery	Annex B2(ii)		
Layout plans showing personnel/process flow in slaughtering/processing plant	Annex B2 (iii, iv)		
Layout plans which indicate separate rooms for different operations	Annex B2(v)		
(C) Water Supply/Ice			
(1)_(2)_(3)_(4).			
(D) Manpower			
(1)_(2)_(3).			
Copy of Organization Chart	Annex D		
List the number, qualifications and names of professional, technical, general worker.	Annex D1		

INFORMATION REQUIRED BY DVS FOR EXPORT OF MEAT, POULTRY, MILK, EGG AND PRODUCTS TO MALAYSIA	ANNEX	CHECKED BY APPLICANT (√)	CHECKED BY DVS OFFICER
(E) Slaughtering Premises (If applicable)			
(1)_(2)_(3)_(4)_(5)_(6)_(7)_(8)_(9)_(10)_(11)_(12)_.			
List of equipment used, the types, brand and manufacturer.	Annex E1		
Process flowcharts for slaughtering.	Annex E2		
Copy of HACCP plan, name of the authority that certified it.	Annex E3 (i)		
Copy of manual, list of facilities and tests of samples, if done in-house.	Annex E3 (ii)		
i. Copy of SSOP programme ii. Copy of the latest daily records (current month of the year) for cleaning and sanitizing treatment of facilities and equipment.	Annex E4		
Copy of meat inspection manual.	Annex E7 (i)		
Copy of the latest condemnation record (current month of the year).	Annex E7 (ii)		
Copies of the latest records for storage of chemicals, disinfectant and other cleaning agents (current month of the year).	Annex E9		
(F) Processing/Canning Premises (If applicable)			
(1)_(2)_(3)_(4)_(5)_(6)_(7)_(8)_(9)_(10).			
i. List countries and establishment nos. of plants where meat is obtained for processing/canning. ii. List of raw material and suppliers of the raw materials. iii. Copy of Sanitary/Health/Origin Certificates issued by the exporting country's competent authority. iv. Copy of Halal Certificates from the approved authority. v. Copy of accreditation certificates from competent authority.	Annex F1		
List of equipment (types, brand and manufacturer) used.	Annex F2		
Process flowcharts for processing / canning	Annex F3		
Copy of HACCP Plan	Annex F4 (i)		
Copy of sampling manual, list of facilities and tests of samples, if done in-house.	Annex F4 (iii)		
Copy of SSOP programme and the latest daily records of cleaning and sanitising treatment of facilities and equipment (current month of the year).	Annex F5		
Copies of the latest records for storage of chemicals, disinfectant and other cleaning agents (current month of the year).	Annex F8		
(G) Welfare/Washing Facilities			
(H) Relevant information on the establishment			
Corporate Brochure/Annual Report of Establishment	Annex H1		
Photographs of processing flow of products/facilities	Annex H2		

INFORMATION REQUIRED BY DVS FOR EXPORT OF MEAT, POULTRY, MILK, EGG AND PRODUCTS TO MALAYSIA	ANNEX	CHECKED BY APPLICANT (√)	CHECKED BY DVS OFFICER
(I) Declaration by Establishment			
(J) Verification by Veterinary Authority			
II - JAKIM FORM	Available		

***Note:**

- i. Please provide a separator and label for each annex.
- ii. Please follow GUIDELINES FOR SUBMISSION APPLICATION.