

Title: COMPLIANCE LISTING AND VERIFICATION PROTOCOL FOR EXPORT OF FOOD PRODUCTS			
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Annex 6 (a)

SPECIFIC EXPORT REQUIREMENTS FOR EXPORT OF RAW CLEANED EDIBLE BIRD'S NEST TO PEOPLE'S REPUBLIC OF CHINA

BACKGROUND

The safety of edible bird's nest products has, and continues to attract international attention from both consumers and importing countries. This raises the need for food destined for export to be managed under systems that effectively control the hazards that can compromise food safety. This provides a sound basis for Food Safety and Quality Division (FSQD), Ministry of Health (MOH) as the Competent Authority, working jointly with other Competent Authority (CA) i.e. the Department of Veterinary Services to establish food safety control over the edible bird's nest products supply chain to ensure edible bird's nest products are safe for human consumption by complying to the Food Hygiene Regulations 2009 as well as the importing countries' requirements. Hence, the ultimate aim of the CAs is to protect and boost Malaysia's reputation as a supplier of safe and good quality edible bird's nest products to China.

SPECIFIC REQUIREMENTS

1. Export establishments shall implement Hazard Analysis Critical Control Point (HACCP) as a food safety assurance programme.
2. Export establishments shall obtain the edible bird's nest raw materials from bird's houses which have been registered with Department of Veterinary Services.
3. Export establishments shall ensure compliance to Food Act 1983, Food Regulations 1985, Food Hygiene Regulations 2009 and other requirements imposed by People's Republic of China.
4. Export establishments shall implement Standard Operating Procedure on the Control of Nitrite in Edible Bird's Nest and other requirements imposed by other relevant agency, where necessary.
5. The listed export establishment shall participate in the Export Monitoring Programmes.

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6. The listed export establishment shall carry out own check as in Table 1

Table 1 : Own Check for Export of Raw Cleaned Edible Bird's Nest to China

Group	Parameter	Type of Raw Material	Frequency
Chemical	Aluminium	Water	Once a year
	Ammonia		
	Iron		
	Nitrite		
Heavy Metal	Mercury		
	Cadmium		
	Arsenic		
Microbiological	Total Coliform		
	<i>Escherichia coli</i>		
Physical	Colour		
	pH		
Chemical	Nitrite	Raw Cleaned Edible Bird's Nest	Once a year
Heavy Metals	Arsenic		
	Lead		
	Mercury		
	Cadmium		
	Antimony		

7. Imported EBN shall comply with the requirements of the Food Act 1983 and Food Regulations 1985 and shall have import licence from Department of Veterinary Services to ensure EBN is free from animal disease.

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8. It is also the responsibility of the exporters of edible bird's nest to comply with the importing countries requirements.

APPLICATION PROCESS

The application shall be submitted to FSQD (HQ) according to the application form as stated in Annex 6 (b).

VERIFICATION AND LISTING PROCEDURE

Verification and listing procedure shall be carrying out as laid down in this protocol. The verification checklist as in Annex 6 (c)

ADDITIONAL INFORMATION

1. Export facilities shall ensure compliance to China requirements as laid down in the China National Standard such as:

- i. GB14881 - General Hygienic Code for Food Production
- ii. GB5749 – Standards for drinking water quality
- iii. GB2760- Standard for Food Additive Use
- iv. GB9685- Standard for Uses of Additives in Food Contact Materials and Articles

2. The export establishments may be inspected by GACC or other appointed parties before approval is being granted and it shall only export raw cleaned edible bird's nest to China once it is listed by GACC.

3. List of Approved Export Establishments to Export Raw Cleaned Edible Bird's Nest to China

<http://jckspj.customs.gov.cn/spj/zwgk75/2706880/2811812/2811838/2813098/index.html>

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Annex 6 (b)
Form EBN/E/1-2012



Ministry of Health

***APPLICATION FORM FOR LISTING OF EXPORT ESTABLISHMENT FOR EXPORT OF EDIBLE
BIRD'S NEST TO CHINA***

1.0 Type of Application⁽¹⁾: ☐ New ☐ Re-apply

☐ Others, please specify

2.0 Product ⁽¹⁾: ☐ Raw clean ☐ Others, please specify.....

3.0 Particulars of Applicant

3.1 Name of Applicant:

3.2 NRIC Number:

3.3 Name and Address of Company:

.....

.....

3.4 Tel. No.:3.5 Fax No.:3.6 H/P No.

3.7 E-mail address:

3.8 Company Registration Number (ROC):
(Please attach copy of the certificate)

3.9 Correspondence Address (if different from para 2.3):

.....

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.....

(1) Tick (✓) where appropriate

5.o Information on Sources of Raw Material:

(a) Bird House

No	Name of bird house	Address of bird house	Registration no.with Department of Veterinary Services

(b) Middlemen

No	Name of middlemen	Address

(c) Export establishment

No	Name of Export establishment	Addresss

I hereby, based on my knowledge and the information gathered to this date, certify that the above statements are all correct without prejudice.

Signature: _____

Name: _____

Date: _____

Company stamp : _____

Please return complete application form to:

Senior Director for Food Safety and Quality Division
Ministry of Health
Level 4, Menara Prisma,
No.26 Jalan Persiaran Perdana
Presint 3, 62675 Putrajaya
Tel. No:03-88850797
Fax No:03-88850769
Email: fsq-division@moh.gov.my

Annex 6 (c)

Audit -9/2014



**FOOD SAFETY AND QUALITY DIVISION
MINISTRY OF HEALTH MALAYSIA**

**GMP IMPLEMENTATION CHECKLIST**

PREMISE NAME AND ADDRESS:

AUDIT DATE:

INSTRUCTIONS:*Answer the following questions by checking the appropriate box.***C= Compliance NC= Non-Compliance**

1.0 LAYOUT & INFRASTRUCTURE		C	NC	COMMENTS
1.1	Does premise located near to any contamination source? If yes, are the preventive action has been taken to minimize the contamination risk?			
1.2	Are premises free of harborages and/or breeding places for rodents, insects and other pests			
1.3	Is adequate drainage provided to avoid contamination of facilities and products			
1.4	Is sufficient space provided for placement of equipment, storage of materials and for production operations			
1.5	Are floors, walls and ceilings constructed of easily cleanable materials and kept clean and in good repair			
1.6	Are food and food contact surfaces protected from contamination from pipes, etc., over working areas			
1.7	Are food processing areas effectively separated from other operations which may cause contamination of food being processed			
1.8	Are food products and processing areas have adequate lighting and protected against contamination from breakage of light bulbs and other glass fixtures			
1.9	Is air quality and ventilation adequate to prevent contamination by dust and/or other airborne substances			
1.10	Are doors, windows and other openings protected to eliminate entry by insects, rodents and other pests			
1.11	Changing Room/Area	C	NC	COMMENTS
	Does the changing room/area provided			
	Does the room/area adequate and appropriate			
1.12	Water Supply	C	NC	COMMENTS

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	Are the water supply came from the source that comply with regulations and analyzed.			
	Are the water supply facility designed to prevent the contamination/cross contamination			
1.13	Is the sewage disposal system adequate			
1.14	Is the plumbing adequately sized, designed, installed and maintained in a manner to prevent contamination			
1.15	Storage	C	NC	COMMENTS
	Does all the raw material, packaging material and finished product have been stored in separate storage rooms or have a clear separation and arranged properly			
	Does the storage area clean and properly maintained			
1.16	Does the sanitation facility adequate and proper			
1.17	Storage of food chemical (ingredient)			
2.0 EQUIPMENT AND UTENSILS		C	NC	COMMENTS
2.1	Are all utensils and equipment constructed of adequately cleanable materials and suitable for their intended uses			
2.2	Is the equipment designed and used in a manner that precludes contamination with lubricants, contaminated water, metal fragments, etc.			
2.3	Is the equipment installed and maintained so as to facilitate the cleaning of equipment and adjacent areas			
2.4	Food-contact surfaces shall be corrosion-resistant when in contact with food.			
2.5	Each freezer and cold storage compartment used to store and hold food capable of prevent the growth of microorganisms shall be monitored with calibrated thermometer, temperature measuring device, or temperature-recording device.			
2.6	Compressed air or other gases mechanically introduced into food or used to clean food-contact surfaces or equipment shall be treated in such a way that food is not contaminated with unlawful indirect food additives.			
2.7	Containers and carriers of raw materials should be inspected on receipt to ensure that their condition has not contributed to the contamination or deterioration of food.			
3.0 SANITARY FACILITIES AND CONTROLS		C	NC	COMMENTS
3.1	Toilet			
	Provided, equipped and maintained clean and in good repair.			
	Maintaining the facilities in a sanitary condition.			
	Keeping the facilities in good repair at all times.			
	Providing self-closing doors.			
	Providing doors that do not open into processing area areas where food is exposed to airborne contamination			
3.2	Are adequate hand washing and/or sanitizing facilities provided where appropriate			

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3.3	Is all refuse properly stored and protected where necessary from insects, rodents and other pests and disposed of in an adequate manner			
4.0 MAINTENANCE AND SANITATION		C	NC	COMMENTS
4.1	Is responsibility for overall plant sanitation specifically assigned to competent individual			
4.2	Testing procedures shall be used where necessary to identify sanitation failures or possible food contamination			
4.3	Are the building, facility, utensil and equipment kept clean and in good condition			
4.4	Cleaning and sanitation program	C	NC	COMMENTS
	Does the premise have written procedure and training on cleaning and sanitation for all equipments			
	Does the cleaning and sanitation procedure appropriate and conducted according to schedule			
	Does the cleaning chemical used according to the procedure			
	Does the Cleaning and sanitation program have been followed accordingly			
	Is cleaning of facilities and equipment conducted in such a manner as to avoid contamination of food products			
	Does the company conducted any testing to monitored the effectiveness of the cleaning program			
	Are detergents, sanitizers, hazardous materials and other supplies used in a safe and effective manner			
	Are cleaning compounds and hazardous materials kept in original containers, stored separate from raw materials and locked in designated area.			
4.5	Cleaning / Maintenance tools	C	NC	COMMENTS
	Tools are suitable with the intended use and maintained			
	Stored properly at the designated area			
	Made from the materials that is easy to cleaned			
4.6	Equipment- Maintenance and Calibration	C	NC	COMMENTS
	Does the premise have the maintenance program and schedule as well as calibration program and schedule			
	Does the preventive maintenance has been followed			
	Are there any written protocols including the method and calibration frequency for the equipment			
	Calibration and maintenance conducted by the trained workers			
	Are there any sign where the maintenance and calibration program has been postponed without valid justification			
4.7	Pest Control Program	C	NC	COMMENTS
	Pest Control program conducted internally or externally or both?			
	Do the treatment, trap location and monitoring frequency are adequate and suitable at the premise			

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	Does the pest control program has been followed			
	Does the Pest Control layout accurate			
	Does the Pest control program effectively implemented			
	Are the processing areas maintained free of insects, rodents and other pests			
	Are insecticides and rodenticides used and stored so as to prevent contamination of food			
4.8	Waste Management	C	NC	COMMENTS
	Does the waste management is suitable and implemented effectively			
	Does the grease trap and garbage trap adequate and suitable?			
	Refuse bin are adequate and appropriate			
	Does the refuse bin are cleaned and sanitize at regular frequency to minimize the contamination risk			
	There are facility to clean the refuse bin near the waste area (e.g. water pipe)			
4.9	Sewage management	C	NC	COMMENTS
	Does the sewage system designed and built in a way that prevent the connection to the others waste system			
	The sewage system doesn't enter directly into the processing area unless it has been control to prevent the contamination.			
4.10	Utensils and equipment	C	NC	COMMENTS
	Cleaned and sanitized at intervals frequent enough to avoid contamination of food products			
	Food-contact surfaces used for manufacturing shall be in a sanitary condition.			
	Non-food-contact surfaces of equipment used in the operation of food plants should be cleaned as frequently as necessary to protect against contamination of food.			
4.11	Are utensils and portable equipment stored so as to protect them from splash, dust and other contamination			
5.0 PROCESSES AND CONTROLS		C	NC	COMMENTS
5.1	Raw materials and ingredient			
	Raw materials unload from the transport in a way that prevents the contamination to the raw materials and packaging material.			
	Raw Material and packaging materials received at the proper area			
	Adequately inspected, processed as necessary and stored to assure that only clean, wholesome materials are used			
	Raw materials and other ingredients shall comply with company specification			
	Are there any safety and quality procedure control implemented to the received raw material.			
	Supplier's guarantee or certification.			

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	Control of thawing process			
5.2	Storage of raw material and finished good	C	NC	COMMENTS
	Raw materials and finished good stored in appropriate temperature			
	Raw materials and finished good has been handled and stored in a way that can prevent the damage and contamination			
	There are stock control procedure to monitor the incoming and outgoing of raw material and finished goods			
	Raw material and finished goods were stored 20 cm from floor and 15cm from the wall and label			
5.3	Are any important food safety parameter measured and recorded (temperature/time/pressure etc)			
5.4	Is ice, water and steam (where used) manufactured from potable water and stored and handled in a sanitary manner			
5.5	Food processing	C	NC	COMMENTS
	Conducted in a manner to prevent contamination and minimize harmful microbiological growth.			
	Cross-contamination on raw materials or others ingredients from personnel and environment			
5.6	Are the preventive action adequate to prevent the risk of physical, chemical and microbiological contamination			
5.7	Effective measures shall be taken to protect against the inclusion of metal or other extraneous material in food.			
5.8	Control of nonconformance product, finish product food.			
5.9	Are packaging processes and materials adequate to prevent contamination			
5.10	Type of packaging materials doesn't have any reaction to the finished products, suitable and in good condition			
5.11	Are only approved additives used			
5.12	Are products coded to enable positive lot identification, and are records maintained in excess of expected shelf-life			
5.13	Are weighing and measuring practices adequate to ensure the declared quantity of contents			
5.14	Are labels of products covered during inspection in compliance (submit violative labels as exhibits)			
5.15	Water	C	NC	COMMENTS
	If the water and ice used as a raw material, does the water used undergo filtration process			
	Are the suitable filter used			
	If the water and ice used as raw material doesn't undergo filtered system, is there other treatment used to ensure the quality and safety of the water			
	Are the treated water used to clean the packaging materials that have direct contact with food			

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	Is the water supply adequate in quantity and quality for its intended uses			
5.16	Steam	C	NC	COMMENTS
	Water used in the boiler is inspected regularly and chemical treatment is controlled to avoid contamination			
	Steam produced from treated water and adequate for operation requirement			
5.17	Ice	C	NC	COMMENTS
	Comply with MOH ice licensed requirement			
5.18	Verification of finished product	C	NC	COMMENTS
	Sampling and analysis procedure are adequate			
	Are the analysis conducted in by competent personnel (internal) and certified lab (external)			
	If the screening device used, what is the sensitivity and is the sensitivity adequate, calibrated and maintain properly?			
5.19	Product recall system	C	NC	COMMENTS
	Is there any product has been recalled			
	If Yes, is the system effectively implemented? Provide the record to prove the effectiveness of the recall system			
	If not, are there mock recall has been conducted.			
	6.0 PERSONNEL	C	NC	COMMENTS
6.1	Are personnel with sores, infections, etc., restricted from handling food products			
6.2	Do personnel wear clean outer garments, use adequate hair restraints and remove excess jewellery when handling food			
6.3	Do personnel thoroughly wash and sanitize hands as necessary			
6.4	Do personnel refrain from eating, drinking and smoking and observe good food handling techniques in processing areas			
6.5	Do the officer in charge supervise the personnel's cleanliness			
6.6	Does the personnel undergo health screening and vaccinated			
6.7	Worker's Flow: Does the worker's flow follows the procedure and doesn't permit cross contamination to the product.			
6.8	Visitor	C	NC	COMMENTS
	Does the proper protective cloth provided to the visitor when entering the process area			
	Does the visitor required to fill in the visitor log book / form			
	Does the visitor required to fill in the visitor health declaration form before enter the production area			
	7.0 TRANSPORTATION AND DISTRIBUTION	C	NC	COMMENTS
7.1	Does the transport suitable and can prevent the contamination to the			

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	product			
7.2	Does the arrangement in the transport is suitable			
7.3	If the transport is used for many different products, does the transport have a clear separation area or have a control to prevent contamination			
7.4	Does the cleanliness of the transport is monitored and satisfactory			
7.5	If using cold truck/ freezer truck, does the temperature adequate			
7.6	Are there any temperature recorded during transportation of the product (for related product only)			
8.0 TRACEABILITY		C	NC	COMMENTS
8.1	Does the finished product have a identification code at the packaging			
8.2	Does the identification code follow the procedure			
8.3	If the finished product contain active ingredient and its percentage is not identified, does the company have classification letter from MOH to prove that finished product is a food.			
9.0 INTERNAL AUDIT		C	NC	COMMENTS
9.1	Does the internal audit has been conducted			
9.2	Does the checklist and internal audit report are adequate and cover all the element			
9.3	Does the corrective action taken for all CAR issued? If not, does the written justification are provided			
9.4	If necessary, do the audit has been conducted upon the main raw material supplier and additive supplier to ensure the safety and quality of the product. If no, state why.			
9.5	Does the frequency of the internal audit adequate			
10.0 TRAINING		C	NC	COMMENTS
10.1	Does all the food handlers have been to the food handler's training provide by the MOH certified SLPM			
10.2	Training schedule provided			
10.3	Do the food safety training (HACCP & GMP) training has been given to the top management and the workers			
10.4	Are there any other training related to the food safety provided to the workers			
10.5	Does the effectiveness of the training has been conducted and recorded.			
10.6	Does the frequency training given adequate			
10.7	Does the training given by competent individual/agency			
10.8	Does the worker has been given the training that suit with their job			
10.9	Does the training given based on the Training Schedule. If not, explain why.			
EVALUATION OF COMPLIANCE:				

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LEAD AUDITOR SIGNATURE AND OFFICIAL STAMP 	AUDITOR(S) SIGNATURE AND OFFICIAL STAMP :
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AUDIT 8/2014


**FOOD SAFETY AND QUALITY DIVISION
MINISTRY OF HEALTH MALAYSIA**

HACCP IMPLEMENTATION AND VERIFICATION CHECKLIST

PREMISE NAME AND ADDRESS:

AUDIT DATE:

INSTRUCTIONS:

Answer the following questions by checking the appropriate box.

C= Compliance NC= Non-Compliance

1.0 FACILITIES AND PROCESS DESCRIPTION		C	NC	COMMENTS
1.1	Company/section general description providing sufficient information?			
1.2	Compromise: Commitment for HACCP clearly expressed			
1.3	HACCP team: Responsibilities documented and updated			
1.4	HACCP team: Adequate qualification and experience available			
1.5	HACCP team: Documented references and resources utilized			
1.6	Personnel: Informed about the objectives of HACCP			
2.0 PRODUCT DESCRIPTION		C	NC	COMMENTS
2.1	Products description clear and complete?			
2.2	Include origin and specifications of raw material			
2.3	Include composition, packaging, distribution, validity, storage condition			
2.4	Include additives and/or ingredients in the final product.			
3.0 USERS/ CONSUMERS		C	NC	COMMENTS
3.1	Sensitive consumers identified?			
3.2	Instructions given for the distribution, storage and utilisation			
4.0 PROCESSING SPECIFICATION		C	NC	COMMENTS
4.1	Flow diagram includes each stage of processing chain			
4.2	Flow diagram confirmed			
5.0 HAZARD IDENTIFICATION AND ANALYSIS		C	NC	COMMENTS
5.1	Includes Ph, Ch and Bi ¹ hazards associated to raw materials			

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5.2	Includes Ph, Ch and Bi hazards associated to each step of processing			
5.3	Hazards evaluated in terms of likelihood and severity			
5.4	Includes references, bibliography or external advice used on the analysis			
5.5	Identifies potential process and staff variations			
5.6	Preventive measures identified to control each relevant risk.			
5.7	Critical control points designed to control food safety hazards introduced outside the processing plant environment, including food safety hazards that occur before, during, and after harvest;			
6.0 DETERMINATION OF CCP		C	NC	COMMENTS
6.1	The Identification is consistent with the identified hazards			
6.2	It includes references to methodologies and resources used			
6.3	Control measures were identified for each CCP			
7.0 ADOPTION OF CRITICAL LIMITS		C	NC	COMMENTS
7.1	Established for each CCP determined before			
7.2	Are the CLs able to be determined simple and routinely during production			
7.3	Are limits validated taking into account published/experimental evidence			
8.0 MONITORING OF CCP		C	NC	COMMENTS
8.1	Responsibilities and activities documented for each CCP.			
8.2	Includes <i>what, who, when, where</i> and <i>how</i> each CCP is monitored			
8.3	Includes verifiable records and identification of the responsibilities			
9.0 CORRECTIVE ACTIONS		C	NC	COMMENTS
9.1	Responsibilities and activities documented for each CCP.			
9.2	Includes <i>what, who, when, where</i> and <i>how</i> corrective actions are taken on the system and non-conformance products			
9.3	Are CA realistic and cover destination of non suitable products			
9.4	Includes measures or action to avoid re-occurrence?			
10.0 VERIFICATION PROCEDURES		C	NC	COMMENTS
10.1	Responsibilities and activities documented for each CCP.			
10.2	Includes <i>what, who, when, where</i> and <i>how</i> verification activities take place			
10.3	Includes final product testing and calibration of equipment			
10.4	Includes action in case that verification shows non compliances			
10.5	Reassessment of the HACCP plan (follow agenda MS1480:2007)			
11.0 DOCUMENTATION AND RECORDS		C	NC	COMMENTS
11.1	Records are documented for each component of the HACCP plan.			

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11.2	Includes what, who, when, where and how records are taken and stored			
11.3	Procedure for the annual plan review adopted and documented			
12.0 VERIFICATION OF HACCP PLAN		C	NC	COMMENTS
12.1	Changes and Modifications			
	12.1.1 Changes or modification in process -raw materials included in the plan			
	12.1.2 Modifications non communicated or approved if affecting product.			
	12.1.3 The responsible (as documented) are in control of operations			
12.2	Documentation and Records			
	12.2.1 Records are available in their respective areas and updated			
	12.2.2 Records can be traced and reviewed as far as the last regulatory verification			
12.3	Management of the Plan			
	12.3.1 Preventive measures followed and verifiable?			
	12.3.2 Monitoring procedures followed and verifiable?			
	12.3.3 Corrective actions followed and verifiable?			
	12.3.4 Verifications activities followed and verifiable?			
EVALUATION OF COMPLIANCE:				
LEAD AUDITOR SIGNATURE AND OFFICIAL STAMP		AUDITOR(S) SIGNATURE AND OFFICIAL STAMP :		
.....			

AUDIT-8/2020



FOOD SAFETY AND QUALITY DIVISION

MINISTRY OF HEALTH MALAYSIA



HACCP IMPLEMENTATION AND VERIFICATION CHECKLIST

PREMISE NAME AND ADDRESS:

AUDIT DATE:

INSTRUCTIONS:

Answer the following questions by checking the appropriate box.

C= Compliance NC= Non-Compliance

4.0 GENERAL REQUIREMENT

C

NC

COMMENTS

4.1

MANAGEMENT RESPONSIBILITY

4.1.1

Are food safety policy and food safety objective implemented and maintained?

4.1.1.1

Products or services are safe for the consumer, comply with relevant regulatory requirements and supported by measurable objectives.

4.1.1.2

Scope specify products/ product categories/services, production sites and all activities from beginning to the end

4.1.1.3

Policy and objectives are relevant to and in compliance with business goals and food safety requirement of customers, authorities and organization itself

4.1.1.4

Are food safety policy and food safety objectives implemented, maintained and communicated within the organization and relevant external parties?

4.1.2

Responsibility and authority

4.1.2.1

a) Appoint a HACCP team and HACCP team coordinator. Responsibilities and authority of HACCP team and HACCP Coordinator/ team leader are defined, documented and communicated

b) HACCP coordinator and/or a member of a HACCP team are formally trained in HACCP principle and its application

c) Adequate resources and training for the implementation of HACCP system

d) HACCP team organization chart is available

e) System remain effective in fulfilling food safety requirement

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4.1.2.2	Responsibility for HACCP team clearly defined			
	If resources do not permit, documented agreement on assistance of external experts is available			
4.1.2.3	HACCP coordinator/team leader responsible for:			
	a) Established, implemented and maintained HACCP system			
	b) Report on the effectiveness of the HACCP system to the management			
	c) Organize and coordinate the work of the HACCP team			
4.1.2.4	HACCP Team A multi-disciplinary, have knowledge and experience on within the HACCP scope			
4.1.3	Competence, training and food safety awareness			
	a) Determine the necessary competence for personnel performing work affecting food safety			
	b) Established and implement training plan			
	c) Ensure the effectiveness of the training (training programme content, competency of the trainer, assessment of training and requirement of the retraining)			
	d) Personnel responsible for monitoring corrections and corrective actions are well trained			
	e) All personnel are aware on the importance of food safety programme			
	f) Maintain appropriate records of education, training skills and experience			
	g) Training and retraining are reviewed at appropriate interval			
4.2 PRODUCT DESCRIPTION		C	NC	COMMENTS
	Products description are clear and complete			
	Include material used, reworked material, important product characteristic, process type, packaging, labelling, handling, shelf-life, storage conditions, handling and distribution			
	Include sensitive material			
	Include hypersensitivity material (allergen)			
	Intended consumer(s)			
4.3 THE INTENDED USE(S) OF THE PRODUCT AND POTENTIAL CONSUMERS' ABUSE		C	NC	COMMENTS
4.3.1	Description of the intended use (e.g.; storage, preparation, serving)			
4.3.2	Preparation instruction and distinctive product labelling clearly stated			
4.4 PROCESS FLOW DIAGRAM		C	NC	COMMENTS
4.4.1	Comprehensive and actual process flow diagrams are available			

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4.4.2	Flow diagram verified by the HACCP team, other than the person (s) who prepared			
4.4.3	Available for all products or products categories			
4.4.4	Flow diagram includes each stage of processing chain (CCPs, Critical limits at CCPs, raw material, intermediate products, by-products, waste and reworked are identified)			
5.0 PRE-REQUISITE PROGRAMMES		C	NC	COMMENTS
	PRP's is implemented in accordance with MS 1514 or any other relevant guidelines			
6.0 HACCP SYSTEM REQUIREMENT		C	NC	COMMENTS
6.1	GENERAL			
	All potential hazards are identified and controlled			
	Documentation is established and maintained in compliance with the requirements in Malaysian Standard			
	If the organization incorporates the HACCP system into an existing management system, the relationship is described			
6.2	PROCEDURES OF THE HACCP SYSTEM			
	Food safety policy and food safety objective are documented and taking into account current issues and development relating food safety, including regulatory requirement			
6.3	HACCP PLAN			
	HACCP plan develops according to seven principles and specific to a product/product category/process and location			
6.3.1	Validation			
	Validation carried out on the following, but not limited to :			
	a) HACCP plan prior to its implementation			
	b) Control measures			
	c) Critical limits			
	d) Corrective action			
	e) Changes of the operation that could adversely affect food safety			
6.3.2	Identification of hazards and determination of control measures (Principle 1)			
6.3.2.1	Potential hazard is identified, recorded and assessed according to severity and likelihood			
	The assessment is documented			
6.3.2.2	Significant hazards which require control measure are identified with regard to food safety objectives			
6.3.2.3	The control measure prevents the hazard or reduce it to an acceptable level			
6.3.2.4	If no suitable method is available for preventing the hazard, or for reducing it to an acceptable level, the process or product is modified			
6.3.3	Determination of Critical Control Points (CCPs) (Principle 2)			
6.3.3.1	Method on determination of CCP is documented			

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6.3.3.2	All identified significant hazard is controlled by the control measure			
6.3.4	Determination of Critical Limits For Each CCP (Principle 3)			
6.3.4.1	Critical Limit is specified for each CCP			
6.3.4.2	Critical limit is measurable. If the critical limit based on subjective data, it must be supported by instruction, specification or validation and/or training			
6.3.4.3	Critical limit is scientifically validated			
6.3.4.4	To validate control measures, the establishment may conduct study or carried out by a third party			
6.3.5	Determination of Monitoring System Of Each CCP (Principle 4)			
6.3.5.1	A monitoring system is established for each CCP relatives to its critical limit			
	The monitoring system shall consist of sequence of planned for detect loss of control of CCP			
6.3.5.2	Includes <i>what</i> (including devices), <i>who</i> , <i>when</i> , <i>where</i> and <i>how</i> each CCP is monitored			
6.3.5.3	Location of monitoring shall be recorded (where relevant)			
6.3.5.4	Process adjustment shall be made when monitoring result indicate trend towards non conformities at each CCP is recorded			
6.3.6	Determination of corrective actions for each CCPS (Principle 5)			
6.3.6.1	Corrective action is established for each CCP and documented			
6.3.6.2	Product manufactured while the CCP was out of control are handled accordingly			
6.3.6.3	Corrective action taken is documented			
6.3.7	Determination of verification procedures (Principle 6)			
6.3.7.1	Verification procedure is established and maintained including monitoring results of CCP and performing periodical verification			
6.3.7.2	Verification include the following, but not limited to			
	a) Review of the HACCP system and record			
	b) Analysis of (near) recalls and product disposition			
	c) Assessment of control measure			
	d) Compliance of the actual with the documented process flow diagrams			
	e) Analysis of complaints related to food safety			
	f) Review and evaluate analytical outcome of sampling and analysis of products			
	g) Review of results of internal and external audit finding			
	h) Evaluation of conformity with applicable legislation and regulations			
	i) Review of gap between current and desired level of knowledge, awareness and training of staff with respect to food safety			

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	j) Consistency of the current documentation			
6.3.7.3	Verification is carried out by reviewing the monitoring activities, internal audit and management review			
6.3.7.4	Internal Audit			
	Internal audit is conducted at planned interval and conforms to the HACCP system and MS 1480 requirement. It is effectively implemented and updated			
6.3.7.4.1	Internal Audit programmed shall <ul style="list-style-type: none"> - Consider the importance of the processes and areas, - Action resulting from previous audit, - Audit criteria scope, frequency and method is defined, - Auditor not auditing their own work 			
6.3.7.4.2	The procedure is well documented			
6.3.7.4.3	If internal auditors are not available within the same organization, assistance from qualified external sources can be obtained			
6.3.7.4.4	Corrective action is taken without undue delay, follow up activity shall include verification of the action taken and reporting the verification result			
6.3.7.5	Management Review			
6.3.7.5.1	Conducted at planned interval of not more than 12 months			
6.3.7.5.2	Management Review include the following, but not limited to			
	a) Follow up review from previous management review			
	b) Analysis of result of verification activities including internal audit, external audit and inspection			
	c) Changing circumstance that can affect food safety			
	d) Emergency situation, accident and recall			
	e) Reviewing results of system-updating activities			
	f) Review of communication activities, including authorities, customer feedback and complaints			
	g) Review of PRP activities			
6.3.7.5.3	The data is presented to top management that includes decision and actions related to;			
	a) Assurance of food safety			
	b) Effectiveness of the HACCP system			
	c) Resource and training needs			
	d) Revisions of the organization's food safety policy and related food safety objectives			
	All the records of such review shall be maintained			
6.3.8	Documentation and record keeping (Principle 7)			
6.3.8.1	Documentation			
	Documented HACCP systems are well established, maintained and confirmed with the requirement of MS and applicable legislation and regulation			
6.3.8.2	Records			

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	Record is remained legible, readily identifiable and retrievable			
6.3.8.3	Control of documents and records			
6.3.8.3.1	Documented procedure is established to defined the control for identification, storage, protection, retrievable, retention time and disposal of records			
6.3.8.3.2	Document and data that relate to the HACCP system is reviewed and approved by authorized personnel prior to issues and revision			
6.3.8.3.3	Master list of documents and records are established and readily available to preclude the use of obsolete documents and records			
6.3.8.3.4	The control shall ensure that:			
	a) Documents and records are available at all location of the HACCP system are performed			
	b) Obsolete documents and records are removed or assured against unintended use			
	c) Records and obsolete documents retained for legal and/or reference purposes are suitably identified			
	d) Documents and records are retained for a specified time			
	e) Changes are identified and documented			
6.4	HACCP Plan Summary is available			

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7.0 OPERATION, MAINTENANCE AND IMPROVEMENT OF THE HACCP SYSTEM		C	NC	COMMENTS
7.1	Records are maintained for each component of the HACCP system.			
7.2	Control of Non-conforming product available			
7.2.1	Procedure for control of non-conformance product is documented and maintained. Corrective actions taken is recorded.			
7.2.2	Non-conformance product is labelled and the preventive action taken to prevent contamination			
7.3	Traceability			
7.3.1	Traceability system is established and applied			
7.3.2	Able to identify incoming material from immediate supplier and initial distribution route of the end product			
7.3.3	Records is maintained for a defined period			
7.3.4	Ensure an effective and efficient recall system			
7.4	Notification And Recall			
7.4.1	Documented procedure is established and maintained for notification and product recall			
7.4.2	Recall system shall ensure rapid identification and removal of products from the market in a timely manner.			
7.4.3	Recalled products held under supervision until they are destroyed or reprocessed in a manner to ensure their safety.			
7.4.4	If there are similar product produce under similar conditions and present similar hazard to the recalled product, it shall be evaluated for safety and may need to be recalled.			
7.4.5	Documented procedure is evaluated (e.g.; mock recall)			
7.5	Control of measuring equipment and methods			
7.5.1	Establish and maintain a documented procedure			
7.5.2	The measuring equipment shall be:			
	a) Calibrated or verified at specified interval			
	b) Identified			
	c) Protected against damage and deterioration			
	e) Safeguarded against adjustments that would invalidate the measurement results			
7.5.3	Where no such standards exist, the basis used for calibration shall be documented			
7.5.4	Methods used for monitoring, validation and verification of CCPs shall be appropriate to ensure reproducible and repeatable results. Analysis results are well documented.			
7.5.5	When the equipment process environment is found not to conform to requirements, validity of the previous measurement results is assessed and appropriate actions are taken			

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7.5.6	Software system is validated, documented and updated in timely manner			
7.5.7	Any changes are authorized, documented and validated before implementation.			
7.6	Maintenance of HACCP system			
	Organization maintain the HACCP system effectively			
7.7	IMPROVEMENT OF THE HACCP SYSTEM			
	HACCP system remained effective and continually improved. Area of improvement not limited to:			
	a) Results of verification activities including audits			
	b) Monitoring methods and measuring equipment			
	c) Non-conformities and any subsequence corrective action taken			
	d) Output from management review			
	e) Control of supply chain partners (e.g. transports, third party warehouse)			
	f) Feedback and inquiries from customers/stakeholders/suppliers/regulatory agencies			
EVALUATION OF COMPLIANCE:				
LEAD AUDITOR SIGNATURE AND OFFICIAL STAMP		AUDITOR(S) SIGNATURE AND OFFICIAL STAMP :		
.....			



Ministry of Health

**FOOD SAFETY AND QUALITY DIVISION
MINISTRY OF HEALTH MALAYSIA**

**SPECIFIC REQUIREMENTS
FOR EXPORT OF RAW CLEANED EDIBLE BIRD'S NEST TO CHINA**

ESTABLISHMENT NAME AND ADDRESS:

DATE INSPECTED:

PRODUCT(S):

NAME AND TITLE OF RESPONSIBLE PLANT
OFFICIAL:

TEL. NO.:

INSTRUCTIONS:

Answer the following questions by checking the appropriate box.

NC= No Conformity PC= Partial Conformity C= Conformity

PART A : BIRD HOUSE

		NC	PC	C	COMMENTS
1	Bird houses shall be designed to facilitate regular cleaning				
2	Bird houses shall have adequate ventilation to prevent the buildup of ammonia and dust				
3	The surfaces of batten area shall be made with material which is impervious and solid. Joints and corners shall be properly sealed				
4	Birds house, its surroundings and equipment used shall be kept clean to prevent cross contamination to the EBN				
	i. Guano shall be removed regularly and shall not be allowed to accumulate to a level which may cause food safety hazard				
	ii. Cleaning equipment shall be cleaned before and after each use and stored at an appropriate place				
	iii. Tools used to collect EBN shall be kept clean before and after each use and stored at an appropriate place				
	iv. Containers used to hold EBN shall be made from non-toxic materials and easy to clean. Containers used shall be kept clean before and after each use and stored at an appropriate place				
	v.				

	vi. Chemical shall not be stored in the bird house. Chemicals shall be kept separately and under lock and key				
	vii. Cleaning schedule and records shall be made available				
5	Pest control:				
	i. Pesticide may be used to control pests. However, the use of pesticides shall be controlled to prevent contamination to EBN. Prohibited pesticides shall not be used. Records on pest control shall be made available				
6	EBN handlers shall maintain personal hygiene and shall:				
	i. wear clean, suitable and proper clothing including shoes				
	ii. maintain personal				
	iii. wash hands before entering the bird house and after using the toilet. Hand washing facilities with liquid soap shall be provided				
	iv. only use potable water or clean water, whenever necessary				
7	EBN handlers who suffers from, or is a carrier of food-borne diseases or suspected to be suffering from, or to be a carrier of food-borne diseases shall:				
	i. not be allowed to enter bird's house or handle EBN				
	ii. immediately report to the management of bird's house pertaining to his health condition				
	iii. be suspended from working in the bird's house until he is certified cured from the disease and medically fit to work by a registered medical practitioner before he is allowed to enter the bird's house or handle EBN				
8	Employers are responsible for ensuring that EBN handlers are adequately trained and knowledgeable in food safety requirement				
9	All records on the above requirements shall be maintained and made available				

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GENERAL COMMENTS
EVALUATION OF COMPLIANCE
VERIFIERS NAME AND SIGNATURE



Ministry of Health

**FOOD SAFETY AND QUALITY DIVISION
MINISTRY OF HEALTH MALAYSIA**

**SPECIFIC REQUIREMENTS
FOR EXPORT OF RAW CLEANED EDIBLE BIRD'S NEST TO PEOPLE'S REPUBLIC OF
CHINA**

ESTABLISHMENT NAME AND ADDRESS:

DATE INSPECTED:

PRODUCT(S):

NAME AND TITLE OF RESPONSIBLE PLANT
OFFICIAL:

TEL. NO.:

INSTRUCTIONS:

Answer the following questions by checking the appropriate box.

NC= No Conformity PC= Partial Conformity C= Conformity

PART B : MIDDLEMEN / EXPORTER

		NC	PC	C	COMMENTS
1	All middlemen / exporter involved in edible bird's nest supply chain shall:				
	i. Registered with DVS				
	ii. Implement one step up and one step down food traceability system with written procedure and record in place				
	iii. Obtain raw unclean edible bird's nest from bird house that has been registered with DVS				
	iv. Exporter obtain raw clean bird's nest from processing establishment that has been listed with MOH and approved by CNCA				

GENERAL COMMENTS

EVALUATION OF COMPLIANCE



Ministry of Health

**FOOD SAFETY AND QUALITY DIVISION
MINISTRY OF HEALTH MALAYSIA**

**SPECIAL REQUIREMENTS
FOR EXPORT OF RAW CLEANED EDIBLE BIRD'S NEST TO CHINA**

ESTABLISHMENT NAME AND ADDRESS:

DATE INSPECTED:

PRODUCT(S):

NAME AND TITLE OF RESPONSIBLE PLANT
OFFICIAL:

TEL. NO.:

INSTRUCTIONS:

Answer the following questions by checking the appropriate box.

NC= No Conformity PC= Partial Conformity C= Conformity

PART C : PROCESSING ESTABLISHMENT

		NC	PC	C	COMMENTS
NITRITE CONTROL					
1.	*Standard Operating Procedure on the Control of Nitrite Level in Edible Bird's Nest (EBN) shall be available.				
2.	Standard procedure for softening and cleaning of EBN shall be available and implemented. Records shall be available.				
3.	Standard procedure for softening and cleaning of EBN shall take into account criteria as stated in the SOP.*				
4.	Procedure for verification which includes laboratory testing shall be available.				
5.	Records on verification shall be available.				
6.	Laboratory shall use ion chromatography method with limit of detection (LOD) 2 mg/kg or below for testing of nitrite in raw clean EBN.				
7.	Own check: a) Scheduled for own check shall be available (at least twice per year)				

	b) Report of analysis shall be available and comply with the standard.				
	c) Investigation has been carried out for contravening sample. Report shall be available				
TRACEABILITY					
	The traceability system should able to identify the bird's house supplying the raw materials.				
LABELLING OF FINISHED PRODUCTS					
	1. The outer and inner packaging shall indicate :				
	a) name and weight of product				
	b) registration number of bird house premises				
	c) name, address and registration number of processing establishment				
	d) storage requirements				
	e) manufacturing date				
	f) other relevant information				
	2. All information shall be written in both Chinese and English				
OWN CHECK FOR WATER					
	a) Scheduled for own check shall be available (once in 6 months				
	b) Report of analysis shall be available and comply with the standard				
	1. First cycle				Date of COA:
	2. Second cycle				Date of COA:
	c) Minimum parameter testing shall include :				
	1. Aluminium				
	2. Ammonia				
	3. Iron				
	4. Nitrite				
	5. Mercury				
	6. Cadmium				
	7. Arsenic				

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	8. E.coli					
	9. Total Coliform					
	10. Colour					
	11. pH					
	12. Free Residual Chlorine					
	d) Investigation has been carried out for contravening sample. Report shall be available					
OWN CHECK FOR HEAVY METAL AND CONTAMINANT						
	a) Scheduled for own check shall be available (once in 6 months)					
	b) Report of analysis shall be available and comply with the standard					
	1. First cycle				Date of COA:	
	2. Second cycle				Date of COA	
	c) Parameter testing shall include :					
	1. Arsenic					
	2. Lead					
	3. Mercury					
	4. Cadmium					
	5. Antimony					
	6. Nitrite					
	d) Analysis of nitrite shall be carry out by laboratories recognised by MOH					
	e) Investigation has been carried out for contravening sample. Report shall be available.					
	CONTROL OF DETERGENT OR DISINFECTANT					
		a) The expiry date of the cleaning agent and disinfectant used in the food premises shall be stated in the label				
b) The cleaning agent and disinfectant used is not expired						
GENERAL COMMENTS						

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EVALUATION OF COMPLIANCE
VERIFIERS NAME AND SIGNATURE