



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 ADDITIONAL PRODUCTS /
CHANGE NEW PRODUCT NAME / CHANGE FORMULA FROM
RECOGNIZED FOREIGN ABATTOIRS & PROCESSING PLANTS**

Note:

This application form is only used for foreign abattoirs and processing plants that have been recognized by DVS.

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) Applicant Information

- (1) Name of Establishment: _____
- (2) Establishment Number: _____
- (3) Expiry date of certificate of approval export to Malaysia: _____

(B) General Information

- (1) Application for: ADDITIONAL PRODUCTS / CHANGE NEW PRODUCT NAME / CHANGE FORMULA (please select the relevant one)
- (2) State the purpose of adding products/ change new product name / change formula

- (3) Please include copies of supporting documents as in the checklist (Appendix 1)

Appendix 1

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 : _____

| NUM. | INFORMATION REQUIRED BY DVS FOR ADDING PRODUCTS / CHANGE NEW PRODUCT / CHANGE FORMULA NAME FROM RECOGNIZED FOREIGN ABATTOIRS & PROCESSING PLANTS | CHECKED BY APPLICANT (✓) | CHECKED BY DVS OFFICER |
|----------|--|----------------------------|------------------------|
| A | PRODUCT PROFILE | | |
| 1 | PRODUCT NAME | | |
| | 1. List the comparison between current and new product that you want to add or change | | |
| | 2. Provide a photograph of each product | | |
| | 3. Provide a copy of HALAL Certificate for additional product | | |
| | 4. Please indicate list of Products and countries products are exported besides Malaysia | | |
| 2 | PROCESS TYPE | | |
| | 1. Provide the process flow chart. | | |
| | 2. Are these added products processed in the same processing line? Yes/No If different, state the difference on the layout plan. | | |
| 3 | RAW MATERIALS / INGREDIENTS | | |
| | 1. List the comparison between current and new raw materials / ingredients | | |
| | 2. Provide a valid Halal Certificates from the Approved Authority for each raw materials / ingredient | | |
| 4 | PRODUCT DESCRIPTION (for additional product only) | | |
| | 1. Material used | | |
| | 2. Sensitive materials identified | | |
| | 3. Potential material known to cause hypersensitivity (allergy) identified | | |
| | 4. Reworked material | | |

| | | | |
|----------|---|--|--|
| | 5. Important product characteristics | | |
| | 6. Process type | | |
| | 7. Packaging and labelling | | |
| | 8. Shelf-life and storage conditions | | |
| | 9. Handling and distribution | | |
| | 10. Intended consumer | | |
| | 11. Intended use | | |
| B | GOOD MANUFACTURING PRACTICES (GMP) | | |
| 1 | LOCATION AND LAYOUT OF ESTABLISHMENT (if different from current product) | | |
| | 1. Floor plan showing process flow from raw materials to finished products with different coloured arrows (indicate clean and dirty area) | | |
| 2 | PRODUCT PROCESS CONTROL | | |
| | 1. PRODUCT PROCESS FLOW DIAGRAM State the difference between current and new product | | |
| | 2. LABELLED PHOTOGRAPHS OF: | | |
| | a) Processing facilities showing the various stages of production, starting from receipt of raw materials to packaging and storage of finished products, in operation | | |
| | b) Product process flow | | |
| | 3. STANDARD OPERATING PROCEDURE FOR PRODUCT PROCESSING | | |
| C | HAZARD ANALYSIS CRITICAL CONTROL POINTS (HACCP) | | |
| 1 | HAZARD ANALYSIS CRITICAL CONTROL POINTS Provide the latest CCP record | | |
| | 1. Ingredients and process step | | |
| | 2. Potential hazard (hazard identification) a. Biological b. Chemical c. Physical | | |
| | 3. Significance of hazard a. Severity b. Likelihood c. Significance | | |
| | 4. Rationale for inclusion or exclusion as a hazard | | |
| | 5. Preventive measure of control measure | | |

| | | | |
|----------|--|--|--|
| | 6. Identification of CCP | | |
| | 7. Food safety matrix | | |
| 2 | HACCP PLAN SUMMARY | | |
| | 1. CRITICAL CONTROL POINTS (CCP) | | |
| | 2. SIGNIFICANT HAZARD (S) | | |
| | 3. CRITICAL LIMIT | | |
| | 4. MONITORING AND MEASUREMENT a. What b. How c. When d. Who | | |
| | 5. CORRECTIVE ACTION | | |
| | 6. VERIFICATIONS | | |
| | i. Schedule monitoring plan | | |
| | ii. Provide a copy of laboratory test for the final product added (latest 3 month) | | |
| | 7. RECORDS / DOCUMENTATION Provide the latest CCP record for each product category applied (latest 3 month) | | |
| | 8. SIGNED BY THE PERSON WHO PREPARE THE DOCUMENT AND BY THE VERIFIER | | |
| D | JAKIM FORM | | |

***Note: Please provide a separator and label for each annex.**

(C) 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

Company Name
And Stamp

Date

Witness to Signatory

Signature

Name and Designation

Company Name
And Stamp

Date

(D) 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

(E) 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
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Precinct 4, Federal Government Administration Centre
62630 PUTRAJAYA,
MALAYSIA
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