



**DEPARTMENT OF VETERINARY SERVICES MALAYSIA**  
**Ministry of Agriculture and Agro-Based Industry Malaysia**  
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Lot 4G1, Precinct 4  
Federal Government Administration Centre  
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**APPLICATION FOR EXPORT  
OF NON-HALAL AND PORK PRODUCTS TO MALAYSIA**

Note:

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

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

Inadequate/incomplete submissions may result in delays or disqualification of application.

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 \_\_\_\_\_

e-mail address \_\_\_\_\_

(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/Animals: \_\_\_\_\_

\_\_\_\_\_  
(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 .*

*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.)*

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

\_\_\_\_\_  
\_\_\_\_\_

ii) Whether company's farms, contracts farms or imported.

(Please attach name and addressess of farms)

\_\_\_\_\_  
\_\_\_\_\_

iii) Whether Farm practice Good Agriculture Practices (GAP) and HACCP

(If Yes, To Attached the GAP and HACCP Plan for the Farm)

\_\_\_\_\_  
\_\_\_\_\_

iv) Brief description of the livestock and products marketing system in country.

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- (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).*
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- (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 & Sanitising 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) \_\_\_\_\_  
(records available): Yes/No \_\_\_\_\_
- (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 (types, brand and manufacturer) used.*

\_\_\_\_\_

**(2) Slaughtering Procedures**

*(Attach process flowcharts)*

\_\_\_\_\_

Livestock slaughtered: \_\_\_\_\_

Brief description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Line speed \_\_\_\_\_

**(3) Food Safety Programmes**

Whether based on HACCP concepts or equivalent: (Yes/No) \_\_\_\_\_  
*(If yes, to attach the HACCP plan)*

State whether testings done in-house or provided by a service laboratory:  
\_\_\_\_\_

If in-house, list facilities and tests: \_\_\_\_\_  
*(Attach a copy of manual)*  
Sampling and testing procedures: \_\_\_\_\_

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 of cleaning and sanitizing treatment  
\_\_\_\_\_

(5) Daily Throughput

Number of shifts: \_\_\_\_\_  
Slaughter capacity (tonnes) per shift: \_\_\_\_\_  
Number of working days per week: \_\_\_\_\_

(6) Capacity

Total annual slaughter capacity (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 past condemnation record)*

- (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).*

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

- (2) Equipment
- Attach list of equipment (types, brand and manufacturer) used.  
\_\_\_\_\_

- (3) Processing Procedures  
*(Please attach process flowcharts of each product)*

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

- (4) Food Safety Programmes

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

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If in-house, list facilities and tests: \_\_\_\_\_  
*(Attach a copy of manual)*  
Sampling and testing procedures: \_\_\_\_\_

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Criteria for rejection/acceptance of products/raw materials:

- (5) Sanitation Standards Operating

Procedures Brief description.

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Name and designation of individuals implementing and maintaining SSOP activities

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

- (6) Daily Throughput

Number of shifts: **Production** \_\_\_\_\_  
(tonnes) per shift: \_\_\_\_\_  
Number of working days per week: \_\_\_\_\_

- (7) Capacity

Total annual production (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)*

(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) Photographs, brochures, annual reports, and other relevant information on the establishment: *(To submit together with this report)***

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**(J) 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

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

Comments :

\_\_\_\_\_  
\_\_\_\_\_

Name : \_\_\_\_\_

Designation of Veterinary / Regulatory Authority :

\_\_\_\_\_

\_\_\_\_\_  
Signature and Official Stamp

\_\_\_\_\_  
Date

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**(L) For Official Use Only (DVS Malaysia)**

Comments :

\_\_\_\_\_  
\_\_\_\_\_

Name :

\_\_\_\_\_

Designation of DVS Officer :

\_\_\_\_\_

\_\_\_\_\_  
Signature and Official Stamp

\_\_\_\_\_  
Date