

**MALAYSIAN CERTIFICATION SCHEME FOR  
HAZARD ANALYSIS AND CRITICAL CONTROL  
POINT**

**GUIDELINES FOR  
HACCP CERTIFICATION**

**© Copyright**

**Food Safety and Quality Division, Department of Public Health  
Ministry of Health Malaysia**

**MOH/K/MAK/12.01(GU)**

**CONTENTS**

	Page
Committee Representation	ii
Foreword	iv
1 Introduction	1
2 Definitions	1
3 Objective	4
4 Benefits	4
5 Requirements for Application	4
6 Application Process	5
7 Auditing Procedures	6
8 Auditor	7
9 Evaluation Process	7
10 Maintenance of the Certified HACCP System	8
11 Reapplication	8
12 Appeal	9
13 Renewal	9
14 Confidentiality	9
15 Enquiry	9
16 References	10
 Appendices	
1. Minimum Contents of HACCP Manual and Supportive Documents	Appendix 1
2. Application Form	Appendix 2
3. Application Checklist	Appendix 3
4. Application Procedure Flow Chart	Appendix 4
5. Certification Procedure Flow Chart	Appendix 5
6. Compliance Audit Flow Chart	Appendix 6
7. Fee Schedule	Appendix 7

## **Committee representation**

The HACCP Committee under whose supervision this Malaysian Certification Scheme for Hazard Analysis and Critical Control Point System was prepared, comprises representatives from government ministries, manufacturer associations and professional bodies as stated below:

Ministry of Primary Industries

Ministry of International Trade and Industry

Ministry of Agriculture

Ministry of Health

Department of Agriculture

Department of Fisheries

Department of Veterinary Services

Malaysia External Trade Development Corporation (MATRADE)

Small and Medium Industries Development Corporation (SMIDEC)

Malaysian Agricultural Research and Development Institute (MARDI)

SIRIM Berhad

Universiti Kebangsaan Malaysia

Malaysian Institute of Food Technology (MIFT)

Malaysian Frozen Foods Processors Association

Federation of Malaysian Manufacturers (FMM)

The Working Group on the Guideline for HACCP Certification which prepared this Malaysian Certification Scheme consists of the following representatives :

Mohd. Salim B. Dulatti (Chairman)	-	BKMM, Kementerian Kesihatan Malaysia
Nor Kamilah bt. Mohamad Alwi (Secretary)	-	BKMM, Kementerian Kesihatan Malaysia
Foo Mong Keng	-	Malaysian Agricultural Development Authority (MARDI)
Wee Bee Wah	-	Jabatan Kesihatan Negeri Selangor
Thayalan a/l Ramadas	-	Jabatan Kesihatan Negeri Perak
Sharizat b. Ahmad	-	Jabatan Kesihatan Negeri Sembilan
Ahmad Nadzri b. Sulaiman	-	Jabatan Kesihatan Negeri Kelantan
Jeyaletchumi a/p Ponniah	-	Institut Kesihatan Umum
Shamsinar bt. Abdul Talib	-	BKMM, Kementerian Kesihatan Malaysia
Amran b. Hassan	-	BKMM, Kementerian Kesihatan Malaysia
Ch'ng Oon Teong	-	BKMM, Kementerian Kesihatan Malaysia

## **FOREWORD**

The Malaysian Certification Scheme for Hazard Analysis and Critical Control Point system was developed to provide a uniform certification scheme for HACCP system in food industries. The scheme consists of certification and surveillance activities of the HACCP system and provides formal recognition to food premises that have effectively implemented the HACCP system. With the introduction of the scheme, the Ministry of Health (MOH) hopes to encourage the implementation of HACCP system in food industries in line with global trends in food safety.

The primary aim of the scheme is to enhance the production of safe food. This will promote the acceptance of food in the domestic and international market. The scheme will be implemented based on the 'Tripartite Management' approach which involves the government, pool of independent auditors and the food industries. With this approach, the food industries will have more responsibility and accountability in producing safe quality food.

## **1. INTRODUCTION**

The Malaysian Certification Scheme for Hazard Analysis and Critical Control Point system (MCS HACCP) describes procedures which apply to food premises in gaining HACCP certification. The scheme is administered by the Ministry of Health (MOH), which requires the food premises to set up and implement a HACCP system that meets the MCS HACCP criteria, followed by the application and granting of the certification. The certification process includes adequacy, compliance and any follow-up audits by appointed or certified auditors. The MOH will verify the maintenance of the certified HACCP system through surveillance audit.

The certification is granted for specific food product and is not a blanket certification for all types of food product from a food premise. The scheme is implemented through collaboration between the government, pool of independent auditors and the food premises.

## **2 DEFINITIONS**

For the purpose of this scheme, the following definitions shall apply:

### **2.1 Adequacy audit**

A desk-top/document audit to examine the contents of the HACCP Manual and supportive document submitted and to verify that all elements of the MCS HACCP have been addressed.

### **2.2 Audit**

An independent, systematic examination of objective evidence, performed by trained personnel, to determine whether the activities of the HACCP systems and the related results comply with planned arrangements and whether these arrangements are implemented effectively and are suitable to achieve food safety objectives.

### **2.3 Auditor**

A person technically competent in the HACCP system and audit, and in a particular food processing technology or field, formally appointed by MOH.

### **2.4 Checklist**

A list that contains points/elements that may be considered during assessment. It is used as *aide-memoire* to promote uniformity in assessment.

## **2.5 Certification**

Procedure by which MOH as the officially recognized body provide written assurance that the food safety control and management systems conform to MCS HACCP requirements.

## **2.6 Compliance**

Compliance means the HACCP plan and pre-requisites and their implementation meet MCS HACCP requirements.

## **2.7 Compliance audit**

An activity to obtain evidence that the seven HACCP principles have been effectively applied and the HACCP plan and pre-requisites correctly implemented and that the system can be maintained. It includes adequacy, on-site and follow-up audits. Compliance audit is conducted by means of an independent, impartial and objective audit to ascertain full compliance with MCS HACCP criteria and requirements.

## **2.8 Conformance**

Conformance means activities are carried out according to the established procedures as laid out in the HACCP Plan and the PRP documents.

## **2.9 Corrective action request (CAR)**

Non-conformances documented request by the auditor which must be satisfactorily addressed or corrected by the auditee. All CARs must be closed before a recommendation for the HACCP Certification can be made.

## **2.10 Categories of non-conformance**

- a. **Minor** - A deviation of the HACCP-based system relative to HACCP procedures and facility sanitation or others which are not likely to reduce materially the facility's ability to meet acceptable sanitation requirements or ensure food safety.
- b. **Major** - A significant deviation from planned requirements (MS 1480 : 1999 Malaysian Standard on Food Safety According to HACCP), such that maintenance of safety is inhibited. Major non-conformance represents an unacceptable safety risk without constituting an overall system failure in the area concerned.

- c. **Serious** - A severe deviation from planned requirements (MS 1480 : 1999 Malaysian Standard on Food Safety According to HACCP), such that maintenance of safety is impacted. Serious non-conformance represents a very significant omission or failure in the food safety system, one that has a direct and adverse effect on the safety of the product.
- d. **Observation** - A recommendation given to affect an improvement.

## **2.11 Follow-up audit**

The follow-up activity to obtain evidence that the non-conformances given as CAR are being satisfactorily corrected and implemented and that the HACCP system has been maintained. The follow-up audit can be on-site or document audit.

## **2.12 Food premises**

Any building or factory used for or in connection with the preparation, preservation, packaging, storage, conveyance, distribution or sale of any food, or re-labelling, re-processing or re-packing or re-conditioning of any food.

## **2.13 HACCP Plan**

A document describing the activities developed in accordance with the principles of HACCP to ensure control of hazards which are significant for food safety in the product under consideration and its intended use.

## **2.14 Implementation of the HACCP Plan**

The ongoing execution and maintenance of the HACCP plan.

## **2.15 On site-audit**

An audit that is conducted at the auditee's premises.

## **2.16 Non-conformance (NC)**

Non-conformance means activities carried out are not in accordance to the established procedures.

## **2.17 Pre-requisite programmes (PRP)**

PRP shall mean the universal steps or procedures that control the operational conditions within a food establishment allowing for environmental conditions that are favourable to the production of safe food as describe in the Malaysian Standard 1480: 2007 (1<sup>st</sup> Revision) or other related document.

## **2.18 Surveillance audit**

On-site audit of HACCP certified food premises by surveillance auditor(s) to verify the effective and continuous maintenance of HACCP system.

## **2.19 Surveillance auditor**

Appointed auditor under the MOH who conducts the surveillance audit.

## **3 OBJECTIVE**

The objective of the scheme is to grant formal recognition to food premises that have effectively implemented and maintained the HACCP system for their food product(s).

## **4 BENEFITS**

The benefits of a certified HACCP system are as follows:

- 4.1 To facilitate and expedite the issuance of Health Certificate which is not dependent on end product testing.
- 4.2 To reduce the frequency of regulatory inspection on food premises and sampling.
- 4.3 To enhance safety of food produced by food premises.
- 4.4 To fulfill global requirements on food safety including the application for Approval Number for the exporting of fish and fishery products to European Union.
- 4.5 To promote the acceptance, both in Malaysia and overseas, of food produced from food premises with certified HACCP system.
- 4.6 To improve marketability of the certified product.
- 4.7 To gain recognition by use the HACCP logo upon certification.

## **5 REQUIREMENTS FOR APPLICATION**

Food premises applying for HACCP Certification shall fulfill the following requirements:

- a. Food premises shall be licensed.

- b. Company is registered with the Registrar of Companies (ROC).
- c. Pre-requisite programmes shall be in place and documented.
- d. The HACCP Manual shall be available with the minimum content as stated in *Appendix 1*. The Manual shall be duly signed and dated by the company management with executive responsibility.
- e. The HACCP system shall be developed based on the Malaysian Standard MS 1480:2007 (1<sup>st</sup> Revision) and any other requirements imposed by the importing country/countries.
- f. The HACCP system should have been implemented for a minimum of three (3) months prior to application.

## **6 APPLICATION PROCESS**

### **6.1 Submission of Application**

- 6.1.1** The application must be made using the prescribed Application Form MCS HACCP App (1/00) (Appendix 2) and send to:

Director,  
Food Safety and Quality Division,  
Ministry of Health Malaysia,  
Level 3, Block E7, Parcel E,  
Federal Government Administration Centre,  
62590 PUTRAJAYA

- 6.1.2** **Application on-line is also available via e-HACCP at**  
<http://www.ehaccp.moh.gov.my>

### **6.2 Acceptance of Application**

Upon receipt of the application, MOH will verify to completeness the application as described in 3 Appendix. Once satisfied, the applicant will be requested to make payment of fees. The application procedure is described in *Appendix 4*.

### **6.3 Fees**

The applicant shall pay the required fee as listed in Schedule 1 (See *Appendix 7*). All fees shall be made payable to “**Secretary General, Ministry of Health Malaysia**”, by money order/postal order/bank draft. Payment by personal / company cheque will not be accepted.

## **6.4 Other Expenditure**

Airfares, food, accommodation, mileage and other cost incurred by the auditor(s) for compliance and follow-up onsite auditing will be borne by the company.

## **7 AUDITING PROCEDURES**

### **7.1 Preparation for Auditing**

MOH will appoint two (2) compliance auditors for the audit. The names of the auditors will be made known to the applicant. The auditee can request for change of auditor(s) with valid reason. The MOH will send a letter of appointment to the audit team together with the applicant's documents. Audit arrangements will be made between the lead auditor and the applicant (auditee). The flow chart for the certification procedure is as shown in *Appendix 5*.

### **7.2 Compliance Audit Procedure**

The procedure for compliance audit is documented under MCS2. A summary of the procedure in the form of a flow chart is shown in *Appendix 6*.

#### **7.2.1 Adequacy audit**

On receipt of the complete documentations, the auditors conduct an adequacy audit on the HACCP Manual and Pre-requisite Programme (PRP). The lead auditor collates comments on the adequacy audit and prepares the Adequacy Report on the HACCP Manual and PRP for the company with a copy to MOH.

#### **7.2.2 On-site audit**

The lead auditor contacts the company for the on-site compliance audit appointment and sends out a formal on-site audit programme to the company and the auditor(s). The programme will include entry (opening) meeting, plant visit, documentation comments, auditors meeting and exit (closing) meeting. The auditors will present corrective action requests (CAR's) during the exit meeting. The company shall respond to CAR(s) issued within three(3) weeks after the on-site audit. The audit report will be sent to the company within four(4) weeks after receipt of CAR response. The company shall rectify the CAR given and submit the updated document within six(6) months from the on-site audit for follow-up audit.

### **7.2.3 Follow-up audit (FUA)**

FUA shall be carried out within two(2) weeks of a request by the auditee which can be on-site or document audit. The FUA consists of entry meeting, plant visit, document audit comments and exit meeting. New CARs will be issued (if necessary) during the exit meeting besides closing of the completed CAR(s). The company shall respond to unsatisfactory corrective actions on previous CAR(s) and new CAR issued (if any) within three(3) weeks after the FUA. A report will be sent to the company within four(4) weeks after receipt of CAR response. The company shall respond to all of the corrective action requests and submit the updated document within six(6) months for further follow-up audit. When all CARs have been closed out, the lead auditor prepares final recommendation report to the MOH with a copy to the company concerned within two(2) weeks.

The company is given a maximum of one year from the first on-site audit for all corrective action to be closed out. If the one(1) year period is exceeded, the company would have to reapply (unless valid justification can be provided).

## **8 AUDITOR**

Auditors involved in this scheme consist of compliance auditor and surveillance auditors.

### **8.1 Compliance auditor**

Compliance auditors will be selected from a pool of auditor certified with MOH (refer to Guideline for Certification of HACCP Compliance Auditor (MCS3)). The compliance auditor will conduct the compliance audit.

### **8.2 Surveillance auditor**

Surveillance auditors consist of personnel from MOH appointed by the Director of Food Safety and Quality Division (FSQD). These auditors will conduct the surveillance audits. Criteria for the surveillance auditor is as prescribed in the Guidelines for Surveillance Audit (MCS4).

## **9 EVALUATION PROCESS**

The HACCP Certification Committee will conduct a meeting every month or when the need arises to approve recommendations given by the audit team leader. The meeting will be chaired by the Director of the FSQD, Ministry of Health or appointed officer (Deputy Director / Senior Principal Assistant Director / Principal Assistant Director), and members of the committee will consist of officers from the FSQD. Certification awarded shall be valid for two(2) years.

## **10 MAINTENANCE OF THE CERTIFIED HACCP SYSTEM**

The MOH shall conduct surveillance audits of the certified food premises at least once in six(6) months, to determine whether the HACCP system is being maintained. However, the frequency of the audits will vary according to the need and more frequent audit will be conducted based on the recommendation of the compliance audit report and on cases such as rejection of products by importing countries and customer complaints on products. The following action will be taken if the certified HACCP system is not maintained:

### **10.1 Minor Non-conformance (NC)**

For minor NC, CAR will be issued and action shall be taken within the stated period as agreed during the exit meeting. A follow-up audit (FUA) will be conducted according to the stated agreed period. The CAR will be closed out when it is satisfactorily rectified. Failure to rectify the NC shall affect the renewal of the HACCP certificate.

### **10.2 Major non-conformance**

For major NC, CAR will be issued and immediate corrective action shall be taken by the company. A FUA shall be conducted to verify that the corrective action has been taken. If corrective action taken is not satisfactory, the HACCP certificate shall be suspended. Failure to rectify the NC shall result in withdrawal of the HACCP certificate. The CAR will be closed when corrective action taken is satisfactory.

### **10.3 Serious non-conformance**

For serious NC, the HACCP certification will be suspended immediately. Corrective action shall be taken within the suspended period as agreed in the exit meeting. A FUA shall be conducted to verify the corrective action taken. Failure to rectify the NC shall result in withdrawal of the HACCP certification.

## **11 REAPPLICATION**

Reapplication for certification shall be necessary, if :

- a. there is a delay of more than six (6) months on the part of the applicant to agree with the date for compliance audit from the issuance of the adequacy audit report; or
- b. the findings of the compliance audit indicate total failure of the HACCP system (failure to address all the seven HACCP principles) or;
- c. any of the CARs is not closed out within one(1) year, without a valid justification, from the date of the on-site compliance audit.

## **12 APPEAL**

National Food Safety and Nutrition Council will be empowered to make decisions on any appeal lodged against any application or certification. The appeal panel will consist of members who are independent of the certification process, to ensure impartiality and prevent conflict of interest.

## **13 RENEWAL**

Certification is subject to renewal every two(2) years. Application for renewal of certification is to be made on Application Form as specified in *Appendix 2*. A renewal fee of RM 600.00 will be charged upon acceptance of application. The recommendation for renewal will be based on the reports of the surveillance audit team throughout the year. The Certification Committee will then decide on the approval for renewal.

## **14 CONFIDENTIALITY**

It is the policy of the MOH to require its staff members and auditors to maintain confidentiality of information and documentation belonging to any applicant. No auditor will be allowed to carry out audits unless he/she has signed an official letter of agreement on confidentiality. In addition, auditors are also required to abide by the MOH Code of Ethics for Auditors.

## **15 ENQUIRY**

Further information on this scheme and application forms can be obtained from:

Director,  
Food Safety and Quality Division,  
Ministry of Health Malaysia,  
Level 3, Block E7, Parcel E,  
Federal Government Administration Centre,  
62590 PUTRAJAYA

Tel : 03 – 8883 3888  
Fax : 03 - 8889 3815  
Web site : <http://fsq.moh.gov.my>  
Email : [fdc-division@moh.gov.my](mailto:fdc-division@moh.gov.my)

## **16 REFERENCES**

*Codex Basic Food Hygiene Texts/Annex to CAC/RCP 1-1969, Rev.3 .Codex Alimentarius (1997).*

*Food Act 1983 and Food Regulations 1985, Malaysia.*

*Guidance on Regulatory Assessment of HACCP Report of a Joint FAO/WHO Consultation on the Role of Government Agencies in Assessing HACCP, Geneva (1998).*

*Laboratory Accreditation Scheme of Malaysia. Department of Standards Malaysia.*

*Malaysian Standard MS 1480:2007. Food Safety According to Hazard Analysis and Critical Control Point (HACCP) System (1<sup>st</sup> Revision). Department of Standards Malaysia. (2007).*

*Guidelines on Good Hygiene Practice for Small and Medium Scale Food Industries Towards HACCP (2002).*

**Minimum Contents of HACCP Manual And Supportive Documents**

- A
  - 1 Company & Food Safety Policy
    - 1.1 Company profile – including plant location, products(s)/scope to be certified and export market (if applicable)
    - 1.2 Organization chart – indicating line of responsibilities of team members and the link to top management
    - 1.3 Food safety management policy
    - 1.4 Plant layout – indicating material flow, employee traffic flow and sanitary facilities
  - 2 HACCP Team & Responsibilities

List the name of each team member, their position in the company, academic/technical qualification and their HACCP job function. Identify the HACCP coordinator/leader who will coordinate/lead the team.
  - 3 Scope of HACCP Plan & Food Safety Objective(s)
  - 4 Product Description & Intended Consumer
    - 4.1 Product name (indicate process type)
    - 4.2 Important Product characteristics (also indicate sensitive ingredients)
    - 4.3 Storage
    - 4.4 Packaging
    - 4.5 Shelf-life
    - 4.6 Intended use & consumer
    - 4.7 Where the product will be sold
    - 4.8 Labelling instructions for consumer (if applicable)
    - 4.9 Special distribution control (if applicable)
  - 5 Process Flow Chart
  - 6 Hazard Analysis Worksheet
  - 7 HACCP Summary Plan
  - 8 Overall Verification Activities & Schedule – including Management Review
  - 9 Summary of Pre-requisite Programmes
- B
  - 1 Supportive Documents to HACCP Manual
    - 1.1 Sanitation Standard Operating Procedure (SSOP)
    - 1.2 Training Policy and Plan
    - 1.3 Customer Complaints Procedure
    - 1.4 Product Recall Procedure



**MINISTRY OF HEALTH MALAYSIA**

**APPLICATION FORM FOR HAZARD ANALYSIS  
AND CRITICAL CONTROL POINT (HACCP) CERTIFICATION**

---

**I. BACKGROUND INFORMATION**

1. Name of Company : \_\_\_\_\_  
*(in capital letters)*
2. Name of Food Premises, **if different** : \_\_\_\_\_  
*(in capital letters)*
3. Registration of Company (ROC) No. : \_\_\_\_\_  
*(please attach a copy of ROC Certificate/license)*
4. Food Premises Registration No. from Local Authority : \_\_\_\_\_  
*(please attach a copy of premises registration Certificate/ licensee)*
5. Food Premises Address:-  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Phone No. : \_\_\_\_\_  
\_\_\_\_\_ Fax No. : \_\_\_\_\_  
\_\_\_\_\_ E-mail : \_\_\_\_\_
6. Correspondence Address, **if different**:-  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Phone No. : \_\_\_\_\_  
\_\_\_\_\_ Fax No. : \_\_\_\_\_  
\_\_\_\_\_ E-mail : \_\_\_\_\_
7. Contact Person : \_\_\_\_\_ Position : \_\_\_\_\_
8. Number of full time workers : \_\_\_\_\_
9. Annual sale turn-over : \_\_\_\_\_  
*(please enclose a copy of latest Company Audited Account)*

10. <sup>1</sup>Category of Industry :  Large industry  Small and medium industry

11. <sup>2</sup>Type of Application :

- i. New
- ii. Renewal
- iii. Application for Added Product
- iv. Reapplication

12. <sup>3</sup>Reason(s) for Application :

- i. Voluntary
  - ii. Parent company/franchise requirement
  - iii. Export requirement (please state the country you're exporting to) :
- 

13. Award of Quality/Safety System Certification :  Yes  No  
If 'Yes', please specify of certificate awarded and it purposes:

---

---

14. Application for HACCP Certification is for the following **product(s)** :  
*(Please refer Section IV for the number of products allowed)*

---

---

---

## II. SUBMISSION OF DOCUMENTATION *(only for new application or added product)*

Enclose herewith are **two (2)** copies of **each** the **HACCP Manual and supportive documents** for your certification purposes. (Manual and documents submitted will be returned to applicant after the certification process)

---

<sup>1,2</sup> Select **ONLY one(1)** of these options and refer para. II.

<sup>3</sup> Select **one(1)** or **more options**.

**III. DECLARATION BY APPLICANT**

The Company/Food premises hereby undertakes

- i. To declare that the information in the application and accompanying HACCP Manual and supportive document is true;
- ii. To declare that the HACCP programme has been implemented for more than three(3) months and the pre-requisite programmes are in-place;
- iii. To comply with the requirement for the HACCP Certification procedure; and
- iv. To pay all fees related to the certification process irrespective of the granting of certification.

Signature : \_\_\_\_\_

Date : \_\_\_\_\_

Name of authorized representative of applicant and Company/Premises Stamp : \_\_\_\_\_

Please return duly completed form to : Director,  
Food Safety and Quality Division,  
Ministry of Health Malaysia,  
Level 3, Block E7, Parcel E,  
Federal Government Administration Centre,  
62590 PUTRAJAYA

#### IV. NUMBER OF PRODUCTS CONSIDERED FOR PER CERTIFICATION

Each application is for per certification and the products shall be under the same food group as listed below :

1. Live animal & animal feeds.	7. Intensive horticulture operations.	12. Canning, UHT, and aseptic operations.
2. Slaughtering & boning operations.	8. Extensive broadcare agriculture operations.	13. Preserved foods & sauces.
3. Small goods manufacturing.	9. Drink & beverage processing.	14. Fermented products.
4. Seafood & Seafood processing.	10. Fruit & vegetable processing.	15. Food ingredient manufacturing.
5. Dairy food processing.	11. Catering & food service operations.	16. Food retailing.
6. Bakery operations & cereal food processing.		17. Other : (indicate).

The number of product(s) to be included under one application can be categorized as follows:

- **One(1) product** from **one(1) process type**  
or;
- **One(1) product** from a maximum of **three(3) process type** with minor variations. e.g. IQF, block freezing and spiral freezing.  
or;
- A maximum of **six(6) products** from the **same process type**;  
or;
- A maximum of **three(3) products** per process from **two(2) different process types** with minor variations e.g. raw frozen (prawn, squid, cuttlefish) and cooked frozen process lines (cooked peeled prawn, peeled cooked prawn, cooked shell-on prawn).

The criteria for deciding the number of products and process types that can be considered for one certification will depend on the risk category of the products and the complexity of the process type. The above groupings are only guides and the final decision will be made to the Ministry of Health, Malaysia.

For Official use

COMPANY : \_\_\_\_\_

Date of processed : \_\_\_\_\_

A. CHECKLIST FOR APPLICATION FORM

\*Yes/No

1. Completed Form of MCS HACCP App(1/00)	<input type="checkbox"/>
2. A copy of ROC Certificate	<input type="checkbox"/>
3. A copy of Factory/Premise Licence from Local Authority	<input type="checkbox"/>
4. Two (2) copies of HACCP Manual	<input type="checkbox"/>
5. Two (2) copies of PRP Manual	<input type="checkbox"/>
6. Company Audited Account	<input type="checkbox"/>

B. CHECKLIST FOR MINIMUM CONTENTS OF HACCP MANUAL AND SUPPORTIVE DOCUMENTS

1.	Company & Food Safety Policy	Company profile	<input type="checkbox"/>
		Organization chart	<input type="checkbox"/>
		Food safety management policy	<input type="checkbox"/>
		Plant layout	<input type="checkbox"/>
2.	HACCP Team & Responsibilities		<input type="checkbox"/>
3.	Scope of HACCP Plan		<input type="checkbox"/>
4.	Food Safety Objective(s)		<input type="checkbox"/>
5.	Product Description & Intended Consumer		<input type="checkbox"/>
6.	Process Flow Chart		<input type="checkbox"/>
7.	Hazard Analysis Worksheet		<input type="checkbox"/>
8.	HACCP Plan Summary		<input type="checkbox"/>
9.	Overall Verification Activities & Schedule		<input type="checkbox"/>
10.	Summary of Pre-requisite Programmes		<input type="checkbox"/>
11.	Summary of Supportive Documents to HACCP Manual		<input type="checkbox"/>

Status :    Accept                       Reject

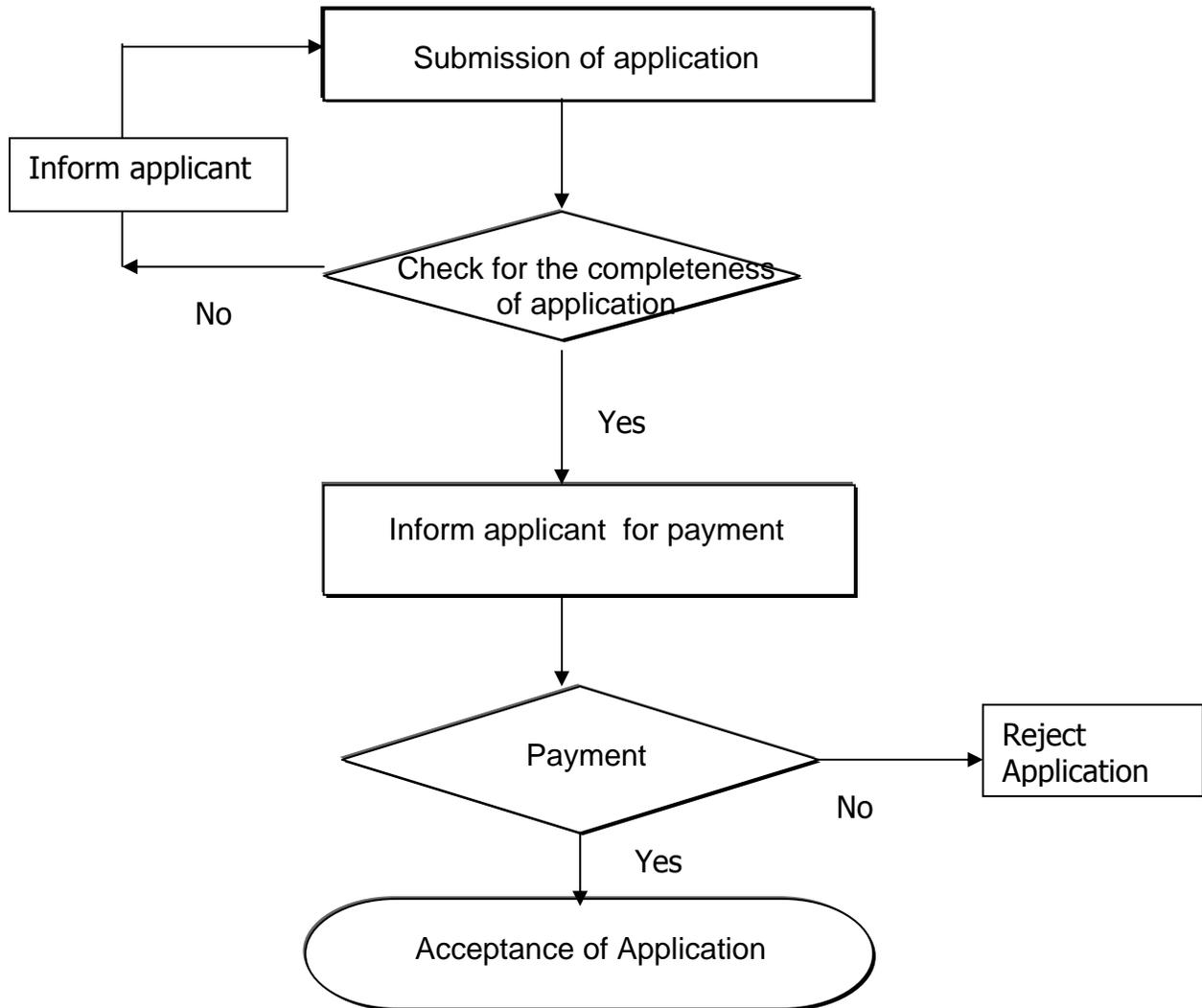
Note : \_\_\_\_\_  
 \_\_\_\_\_

Processed by (Name) : \_\_\_\_\_                      Signature : \_\_\_\_\_

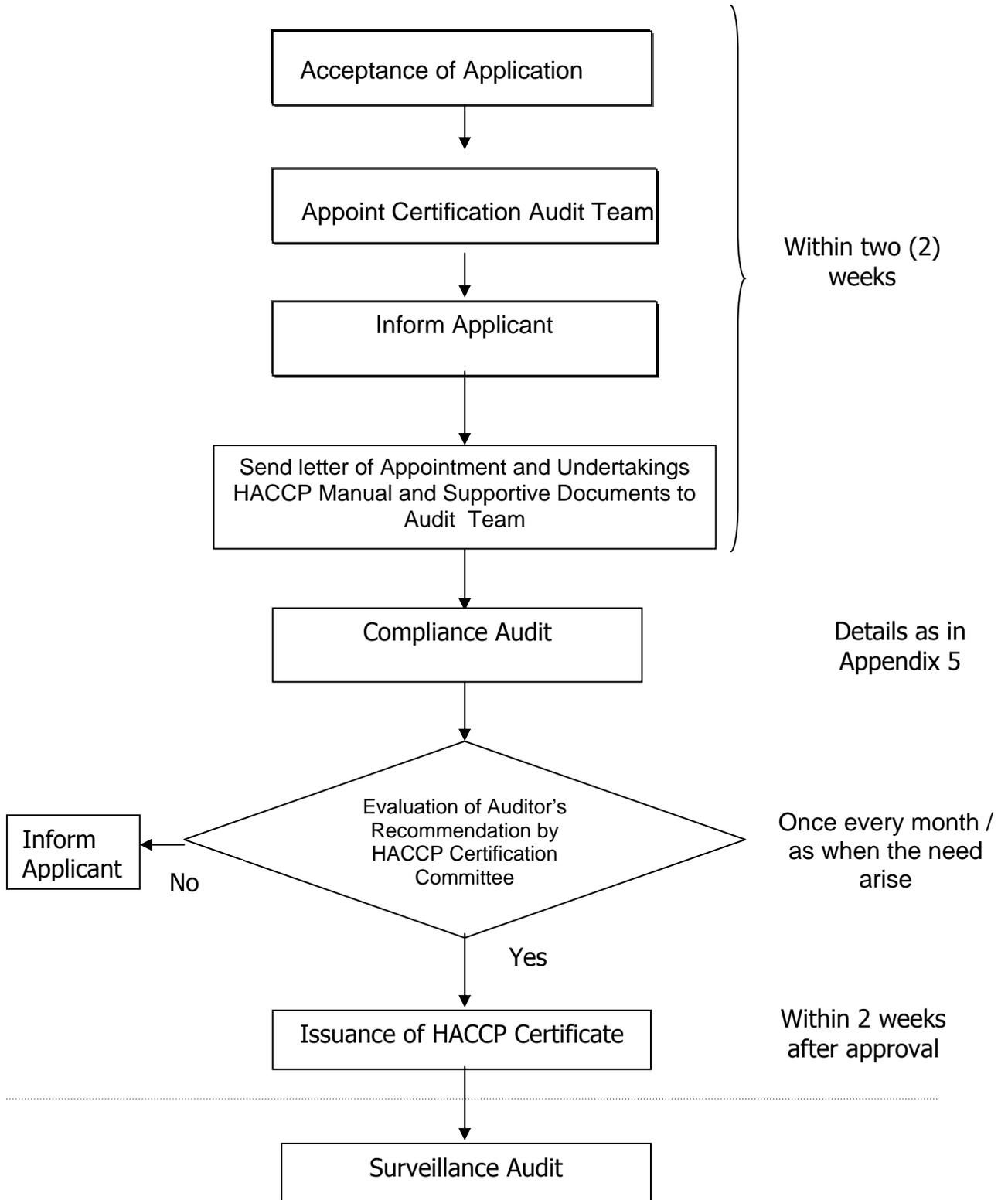
Verified by (Name) : \_\_\_\_\_                      Signature : \_\_\_\_\_

\* Please  √ if "Yes" and  X if "No"

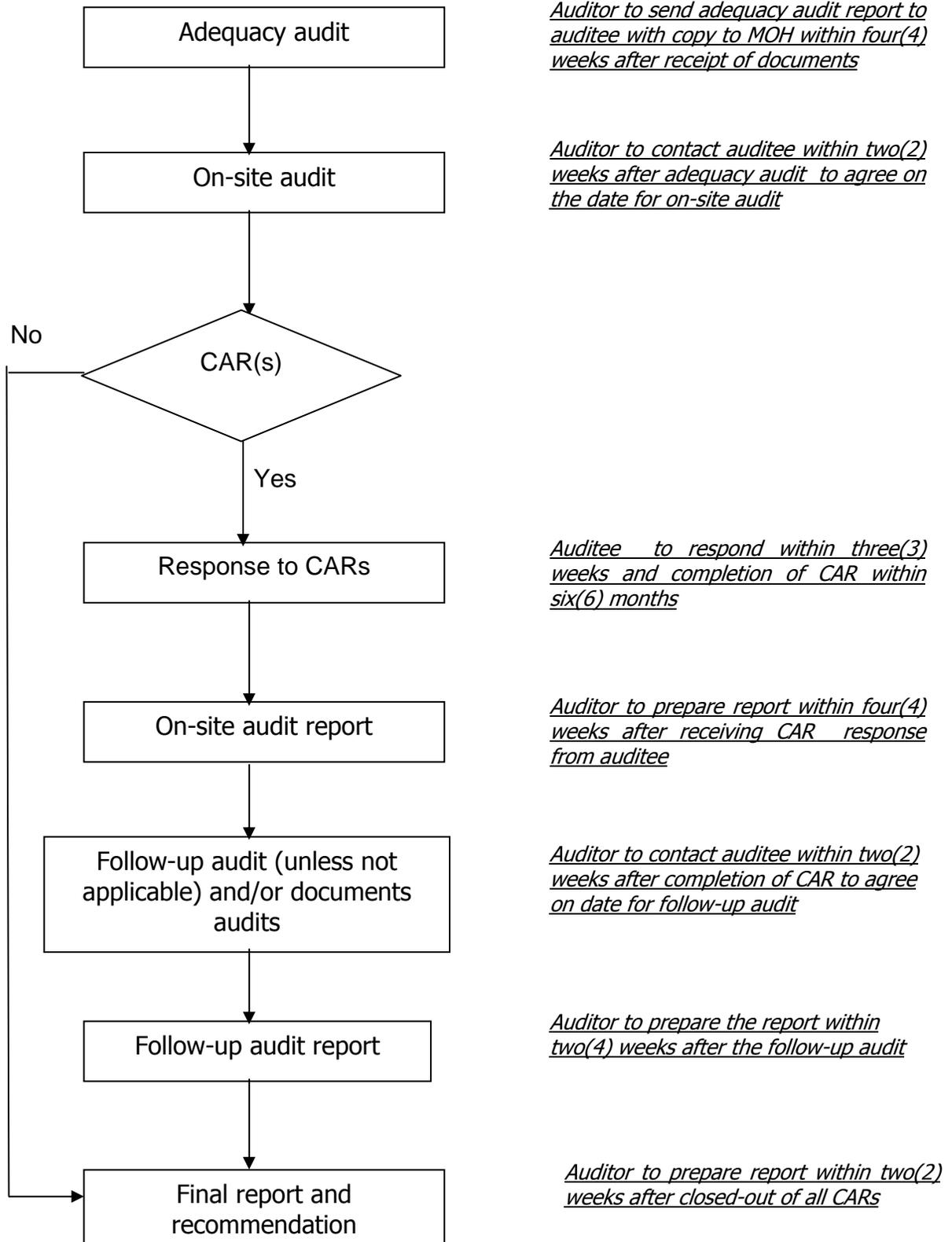
Application Procedure Flow Chart



**Certification Procedure Flow Chart**



Compliance Audit Flow Chart



## Appendix 7

## Schedule 1 : Cost for HACCP Certification

Item	<sup>1</sup> BI (RM)	<sup>2</sup> SMI (RM)
<b>New application *</b>	<b>4,505.00</b>	<b>3,235.00</b>
<b>Renewal</b>	<b>600.00</b>	<b>600.00</b>
<b><i>Certification for additional products from certified company (separated)*</i></b>	<b>2,750.00</b>	<b>2,550.00</b>

**Definition:**

<sup>1</sup> Big Industry (**BI**) : Comprises 150 full time workers with an annual sale turn-over of RM25 million

<sup>2</sup> Small and Medium Industry (**SMI**) : Comprises less than 150 full time workers with an annual sale turn-over of not more than RM25 million

**Note:**

- (\*) (i) Payment for a maximum of 1 day auditing.
- (ii) If auditing need to be extended, an additional fee of RM550/ will be charged for each subsequent day.
- (iii) Airfares, food, accommodation, mileage and other cost incurred by the auditor including follow-up- onsite auditing will be borne by the company.