

行政院農業委員會動植物防疫檢疫局 函

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受文者：行政院農業委員會動植物防疫檢疫局臺中分局

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附件：如文 (1001479010-A1.pdf) (1479010A00_ATTCH1.pdf)

主旨：為協助國內廠商犬貓食品輸銷至馬來西亞，相關輸入規定及申請程序詳如說明，請 查照。

說明：

- 一、依據駐馬來西亞代表處經濟組本(100)年5月26日馬來經字第10000005330號函、駐馬來西亞代表處經濟組黃秘書翠娟本年6月1日及駐馬來西亞代表處經濟組本年6月2日未列文號電子郵件辦理。
- 二、依馬國農基部獸醫服務局(Department of Veterinary Services, DVS)說明，我國廠商生產之犬貓食品如係首次輸銷該國，輸出廠商須依馬國規定填復申請書(附件1)，申請書之部分項目如無資料可提供，可填復「not applicable」或「not available」即可。該申請書及生產設施須經我國行政院農業委員會畜牧處派員查核並確認，再由本局派員簽署後提送馬國DVS審查。本局為本案聯絡窗口，申請文件請逕送本局。
- 三、馬國DVS審核申請文件同意後將核發核可信函(approval letter)，廠商可依核可信函於線上向DVS或各州分局申請輸入許可(import license)。廠商申請書已經DVS建檔管理後，同一廠商於第2次申請產品輸出時，可直接向DVS或各州分局申請輸入許可。
- 四、產品輸出時須檢附本局核發之「輸出動物產品檢疫證明書」，該證明書須於產品輸出前14天內簽發者方屬有效。相



關輸入規定及證明書上應加註之證明事項，詳如附件2。
證明事項 (Veterinary Certification) 第1、2、5、6及
7點，由廠商先向行政院農業委員會畜牧處申請證明文件
，俾利本局加註於證明書上。

正本：本局基隆分局、本局新竹分局、本局臺中分局、本局高雄分局

副本：行政院農業委員會畜牧處、台灣區飼料工業同業公會、台灣省飼料商業同業公會聯合會、台北市寵物用品商業同業公會、臺北市飼料及動物用藥商業同業公會、臺中市飼料及動物用藥商業同業公會、臺南市飼料及動物用藥商業同業公會、高雄市飼料及動物用藥商業同業公會、桃園縣飼料及動物用藥商業同業公會、彰化縣飼料及動物用藥商業同業公會、雲林縣飼料及動物用藥商業同業公會、高雄縣飼料及動物用藥商業同業公會（以上均含附件）、經濟部國際貿易局、行政院農業委員會國際處、駐馬來西亞代表處經濟組

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DVS/VPH/App/1



DEPARTMENT OF VETERINARY SERVICES MALAYSIA
Ministry of Agriculture and Agro-Based Industry Malaysia

Wisma Tani, Podium Block,
 Lot 4G1, Precinct 4

Federal Government Administration Centre
 62630 PUTRAJAYA, MALAYSIA

Tel: 603-88702000 ; Fax: 603-88885755

<http://agrolink.moa.my/iph/dvs/kay/applvcert.html>

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

Note:

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

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

Inadequate/incomplete submissions may result in delays in processing.

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: _____

Faximali Number: _____

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

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

(5) Year Constructed: _____

(6) Total Land Area: _____

(7) Total Built-in Area: _____

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

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

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

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

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

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

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

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

Whether company's farms, contracts farms or imported.

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

(11) Establishment Approved for Export to: _____

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

- (12) State Whether Establishment is a Service Abattoir or Used Exclusively by Company.
-

- (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.)
-

- (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/poultry 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, name of the authority that certified it.)

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 Throughout

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 (meat/poultry)

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

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

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

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

(2) Equipment

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

(3) Processing Procedures

(Please attach process flowcharts of each product)

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

(4) Food Safety Programmes

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:

If in-house, list facilities and tests: _____

(Attach a copy of manual)

Sampling and testing procedures: _____

Criteria for rejection/acceptance of products/raw materials:

(5) Sanitation Standards Operating Procedures

Brief description.

Name and designation of individuals implementing and maintaining SSOP activities

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

(6) Daily Throughout

Number of shifts: _____

Production (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)*

(J) Declaration by Establishment

I declare that the information given above are true and correct. The company under-takes 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

(L) For Official Use Only (DVS Malaysia)

Comments :

Name : _____

Designation of DVS Officer :

Signature and Official Stamp

Date

*Veterinary Public Health Division
Department of Veterinary Services
Ministry of Agriculture and Agro-Based Industry Malaysia
Wisma Tan, Podium Block,
Lot 4G1, Precinct 4
Federal Government Administration Centre
62630 PUTRAJAYA, MALAYSIA
Tel: 603-88702000 ; Fax: 603-88885755*

CHECK LIST FOR APPLICATION:

You are kindly requested to check(✓) your application against this list before submission to DVS. If your information is inadequate / incomplete, it may result in delays in processing your application.

Name of Establishment : _____

Establishment No : _____

INFORMATION REQUIRED BY DVS FOR EXPORT OF MEAT , POULTRY , MILK , EGG AND PRODUCTS TO MALAYSIA	ANNEX	TICK
(A) Particulars of Establishment		
(1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13) .		
Copy of veterinary health certificate, which accompanied latest shipment to each importing country.	Annex A10	
(B) Location and Layout of Establishment		
(1) (2) (3) .		
Copy of location plan showing clearly the surroundings where the establishment is located	Annex B1	
Layout plans which indicate separate rooms for different operations	Annex B 2(v)	
Layout plans showing personnel/process flow in slaughter/processing plant	Annex B2 (iii,iv)	
(C) Water Supply/Ice		
(1) (2) (3) (4) .		
(D) Manpower		
(1) (2) (3) .		
List of number, qualifications and names of professional, technical, worker.	Annex D1	
(E) Slaughtering Premises (If applicable)		
(1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) .		
List of equipment used, the types, brand and manufacturer.	Annex E1	
Process flowcharts for slaughtering.	Annex E2	
Copy of QA/HACCP Programme./ HACCP Certificate	Annex E3 (i)	
List of facilities and tests of samples, if done in-house.	Annex E3 (ii)	
Copy of SSOP programme and the latest daily records of cleaning and sanitising treatment of facilities and equipment.	Annex E4	
Copy of meat inspection manual and criteria of judgement.	Annex E7 (i)	
Copy of the past condemnation record.	Annex E7 (ii)	
Copies of the latest records for storage of chemicals, disinfectant and other cleaning agents.	Annex E9	
(F) Processing/Canning Premises (If applicable)		
(1) (2) (3) (4) (5) (6) (7) (8) (9) (10) .		
List countries and establishment nos. of plants where meat is obtained for processing/canning.	Annex F1	
List of equipment (types, brand and manufacturer) used.	Annex F2	
Process flowcharts for processing /canning	Annex F3	
Copy of QA/HACCP Programme.	Annex F4 (i)	
List of facilities and tests of samples, if done in-house.	Annex F4 (ii)	
Copy of SSOP programme and the latest daily records of cleaning and sanitising treatment of facilities and equipment.	Annex F5	
Copies of the latest records for storage of chemicals, disinfectant and other cleaning agents.	Annex F8	
(G) Welfare/Washing Facilities		
(H) Corporate Brochure/Annual Report of Establishment	Annex H (i)	
(I) Photographs of processing flow of products/facilities	Annex H (ii)	
(J) Declaration by Establishment		
(K) Verification by Veterinary Authority		

(Empowered Under Section 8 of Animal Rules, 1962)

REGULATIONS FOR THE IMPORTATION OF PET FOOD

- A. Product : Pet food
- B. Country of Export : Any country
- C. Purpose : Animal feed
- D. Regulations for importation :

1. Import Licence

Each consignment of pet food shall be accompanied by a valid import license issued by the Director General or the state director of the department of Veterinary Services Malaysia permitting the importation of such products into Malaysia.

2. Veterinary Certification

Each consignment of pet food shall be accompanied by a veterinary certificate dated within 14 days of export and signed and endorsed by the competent veterinary authority of the country of origin giving details of the consignment (such as name and address of consignor, consignee and manufacturing facility and quantity, type and origin of raw material and products) and certifying that:

- 2.1 The pet food has been manufactured entirely in the exporting country, in a manufacturing facility approved and monitored by the competent veterinary authority of exporting country.
- 2.2 The pet food contains animal protein derived from fish, poultry, cattle, goats, sheep, horse, deer, swine and buffalo.
- 2.3 The country of export is free from transmissible spongiform encephalopathy (TSE) and scrapie or in case the country is not free from , TSE and scrapie, no cattle, buffalo deer, sheep and goat products have been used to manufacture the pet food.
- 2.4 There has been no outbreak of foot and mouth disease (FMD) and highly pathogenic avian influenza (HPAI) within 10 km radius of the manufacturing facility.
- 2.5 The pet food referred to in the certificate has been subjected to the following method of sterilization, or any other equivalents methods that would ensure destructions of HPAI virus.

Pet food have been manufactured according to standard processing technique and have been subjected to heat treatment to reach an internal core temperature of at least 70 degrees centigrade for a period of not less than 30 minutes or to any equivalent treatment which has been demonstrated to inactivate virus and bacteria.

- 2.6 Every precaution is taken to prevent contamination after the products are treated and processed.
- 2.7 The products were packed and sealed directly into sterilized airtight packing/bags at the manufacturing plant.

3. Labelling requirement.

The list of raw materials or ingredients and the nutritional data should be clearly recorded on the packing or bag and labelled as pet food.

4. Import fee

Import licence = RM 3.00 per consignment

5. Application and enquiries

Import-Export Control and Quarantine Unit
Department of Veterinary Services Malaysia,
Hospital Veterinar,
Km. 4, Jalan Selar 4 off Jalan Cheras,
56100 Cheras, Kuala Lumpur, MALAYSIA

Tel: +603 92849716 / 92849178

Fax: +603 92849717

email: webmaster@jph.gov.my

Website : <http://agrolink.moa.my/jph/dvs/import>

*Department of Veterinary Services
Ministry of Agriculture, Malaysia
June 2004*