



GUIDELINES

**FOOD SAFETY IS RESPONSIBILITY
OF THE INDUSTRY (MESTI)
CERTIFICATION SCHEME**



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GUIDELINES ON FOOD SAFETY IS THE RESPONSIBILITY OF THE INDUSTRY (MeSTI) CERTIFICATION SCHEME

1. INTRODUCTION

Pursuant to the Food Hygiene Regulations 2009, it is mandatory for each owner and occupier of food manufacturing premises to prepare and establish a Food Safety Assurance Programme. This is a system of organised practices that is documented and gives the assurance that consumption of any specific type of food will not be harmful to the consumer. Among the Food Safety Assurance Programmes that have been introduced to premises involved in the manufacturing of food are Good Manufacturing Practice (GMP), Hazard Analysis and Critical Control Point (HACCP), and ISO 22000.

However, food manufacturing premises, particularly small and medium enterprises (SMEs) find it rather difficult to fulfil the Food Safety Assurance Programmes. In relation thereto, the Ministry of Health has introduced a scheme that is easily achievable and that fulfils the minimum requirements of the Food Hygiene Regulations 2009, namely the Food Safety is the Responsibility of the Industry (MeSTI) Certification Scheme. This is a scheme that is rebranded to replace the Malaysia Food Safety Scheme (SK1M).

Implemented in 1998

- Based on demand
- Fee imposed



Implemented in 2007

- Based on demand
- Fee imposed



Implemented in 2012

- Targets SMEs
- Based on regulations
- FREE



Through MeSTI certification, the food manufacturing premises will be coached in the development and implementation of the Food Safety Assurance Programme prior to obtaining recognition.

The MeSTI Certification also offers fast-track certification for companies that have already acquired the food safety assurance system recognition from the Ministry of Health (Hazard Analysis and Critical Control Points-HACCP-certification, Good Manufacturing Practices-GMP-certification or Packaged Drinking Water, Natural Mineral Water or Ice licences).



2. OBJECTIVE

These guidelines are prepared to assist food manufacturing premises in Malaysia, in particular the SMEs, in obtaining MeSTI certification and thereafter in complying with the requirements prescribed under the Food Hygiene Regulations 2009.

3. SCOPE

These guidelines may be used by food manufacturing premises in Malaysia, coaching officers from government agencies and officers of the Food Safety and Quality Division headquarters, Ministry of Health, State Health Departments and District Health Offices as a guide and reference to the procedure for MeSTI certification.

4. DEFINITION

4.1 Food Safety is the Responsibility of the Industry (MeSTI)

A minimum Food Safety Assurance Programme to control processing operations in food manufacturing premises.

4.2 Audit

Assessment based on evidence, that is conducted independently and systematically by trained auditors to identify whether the MeSTI elements and the relevant results obtained meet the planning, and whether these are implemented effectively and appropriately in order to achieve the objective of food safety.

4.3 Field Audit

Inspection carried out to assess the level of preparedness to comply with MeSTI elements on the applicant's premises.

4.4 Follow-up Audit

Inspection carried out within three (3) months of the assessment audit. For certification purposes, all non-conformances must be closed out within the period stipulated before approval for MeSTI certification is granted.

4.5 Monitoring Audit

Inspection carried out on premises that have already obtained MeSTI certification to verify that the MeSTI elements are effectively and continuously implemented on the said premises.

4.6 Auditor

An auditor is an officer serving in the Food Safety and Quality Division headquarters of Ministry of Health and an officer in the Food Safety and Quality Division of the State Health Department as well as the District Health Office.

4.7 Food Safety Assurance Programme

The Food Safety Assurance Programme is a system of organised practices that is documented and gives the assurance that the consumption of any specific types of foods will not be harmful to the consumers.



4.8 Food Manufacturing Premises

Food manufacturing premises carry out processing activities that cover control of raw material receipt, processing, packaging, storage and/or distribution of food in Malaysia.

5. BENEFITS

- 5.1 Facilitates product marketability at the *Kedai Rakyat 1Malaysia* (KR1M), *Koperasi 1Malaysia* (COOP1M) as well as opens up marketing opportunities at supermarkets and other like establishments
- 5.2 Facilitates the issuance of Free Sales Certificate
- 5.3 Fulfills the legal requirements under the Food Hygiene Regulations 2009 by establishing a Food Safety Assurance Programme
- 5.4 FREE technical coaching by the Ministry of Health
- 5.4 Benefits from promotional activities
- 5.5 MeSTI logo on food product label assures consumers of safety of the food

6. CRITERIA FOR APPLICATION

- 6.1 Food premises applying for MeSTI certification are required to fulfil the following criteria:
 - 6.1.1 must be registered with the Ministry of Health through food premises registration. Applications may be submitted online at <http://fosimdomestic.moh.gov.my>;
 - 6.1.2 must be registered with the Companies Commission of Malaysia; and
 - 6.1.3 the premises must be licensed by the local authority.

7. APPLICATION PROCEDURE

- 7.1 MeSTI application shall be made through:
 - 7.1.1 Domestic FoSIM website (<http://fosimdomestic.moh.gov.my>); or
 - 7.1.2 Downloading the application form, MeSTI-1/12-02, from the Food Safety and Quality Division website (<http://fsq.moh.gov.my>)
- 7.2 All applications and supporting documents for MeSTI certification must be submitted to the State Health Department or District Health Office where the premises are located.



7.2.1 The set of documents to be submitted are:

- a. Application form, MeSTI-1/12-02 – **Appendix 2**
- b. Application checklist, MeSTI-2/12-02 - **Appendix 3**
- c. Element checklist, MeSTI-3/12-02 (*if any*) – **Appendix 4**
- d. Copy of valid premises registration slip issued by the Ministry of Health
- e. Copies of the Certificate of Registration issued by the Companies Commission of Malaysia and/or Local Government Ordinance 1961 (for Sabah and Sarawak)
- f. Copy of the licence issued by the local authority and/or letter of verification from any government agency (*if any*)
- g. Copy of the Food Safety Assurance Programme certificate (*if any*) (*example: GMP certificate, HACCP certificate*) and MeSTI certificate (*for renewal only*)
- h. Copy of the Packaged Drinking Water / Natural Mineral Water Source Licence or Ice Preparation Licence issued by the Ministry of Health (*if any*)
- i. Product processing flow chart
- j. Product list
- k. List of names and addresses of companies involved in original equipment manufacturer (OEM) dealings with the food manufacturing premises

8. FAST-TRACK CERTIFICATION

8.1 MeSTI certificates may be awarded directly (fast-track) to the following applicants WITHOUT going through the audit process:

8.1.1 Holders of GMP or HACCP certificates issued by the Ministry of Health

8.1.2 Holders of Packaged Drinking Water, Natural Mineral Water and Ice Preparation Licences issued by the Ministry of Health with effect from March 2014

9. PAYMENT

This scheme is **FREE** for certification purposes.



10. APPROVAL PROCESS

(Please refer to the MeSTI Certification Approval (New/Renewal) Flow Chart - **Appendix 1**)

10.1 Review of Application

- 10.1.1 Applications received will be reviewed, verified and recorded.
- 10.1.2 Applicants with Food Safety Awareness Programme certificates from the Ministry of Health [*Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practices (GMP)*] or Packaged Drinking Water, Natural Mineral Water or Ice Preparation Licences will receive MeSTI certification WITHOUT any field audits being conducted.
- 10.1.3 Application from premise that producing Food-Drug Interface products, the applicant must ensure the following are met:
 - a) have been classified as 'non-drug' by the National Pharmaceutical Control Bureau (NPCB)
 - b) the label of products has revised by the Food Safety and Quality Division (BKMM) and complied to Food Regulations 1985
 - c) there is no health claim on the label or advertising
- 10.1.4 The date of conducting the field audit will be mutually agreed upon by the auditor and applicant.

10.2 Field Audit

- 10.2.1 The field audit that is conducted will be based on conformance to the elements set out in the element checklist, MeSTI-3/12-02–**Appendix 4**.
- 10.2.2 The auditor will assess the applicant's level of preparedness against each MeSTI element. Applicants found to be less prepared will be given coaching.
- 10.2.3 If the applicant is found to be in non-conformance to the MeSTI elements, the auditor is required to ask the applicant to take corrective action for each non-conformance documented based on the audit form (MeSTI-4/12-02).
- 10.2.4 The auditor will hand over the request for corrective action form (MeSTI-1/14) to the applicant after the audit.
- 10.2.5 If the applicant is found to have conformed to the MeSTI elements, a final report will be prepared for submission to the Deputy Director of the State Health Department (Food Safety and Quality) for support.

10.3 Coaching

- 10.3.1 Coaching will be given to applicants in order to ensure that the premises requirements and control of operations carried out conform to and are in line with the requirements of MeSTI elements.
- 10.3.2 Coaching will be provided by the Ministry of Health or other coaching agencies in the form of technical guidance.
- 10.3.3 Applicants are required to give their full commitment to the coaches in order to develop a Food Safety Assurance Programme within the period of six (6) months. Applications will be deemed void in the event the applicants fail to comply with MeSTI requirements within the said period of six (6) months.
- 10.3.4 Should the applicant require an extension of the coaching period, a letter of postponement shall be submitted to the State Health Department at least one (1) month before the end of the said period of six (6) months.
- 10.3.5 The coaching period is not included in the certification process period.

10.4 Follow-up Audit

- 10.4.1 A follow-up audit is required if the corrective action feedback received from the applicant requires verification by the auditor. Corrective action feedback received through e-mail or written evidence is accepted if the auditor is satisfied and a follow-up audit is not required.
- 10.4.2 Corrective action feedback shall be submitted within a period of three (3) months of the date of the field audit. During the said period, the auditor is required to contact the applicant to ensure that corrective action is taken by the applicant and a date for follow-up audit shall be determined if so required.
- 10.4.3 The applicant is required to notify the auditor in the event an extension period is required for corrective action to be taken, by submitting in writing the justification for the delay to the State Health Department within two (2) weeks of the end of the period of three (3) months.
- 10.4.4 During the follow-up audit, the auditor is required to obtain evidence in the form of photographs or supporting documents as justification for the corrective action taken.
- 10.4.5 If no feedback is received from the applicant, the application is deemed to be automatically void.

10.5 Final Report

10.5.1 The final report will be prepared by the auditor and shall include the audit form (MeSTI-4/12-02), the verified processing flow chart, the corrective action request form (MeSTI-1/14), photographic evidence of the non-conformance that has been corrected as well as the relevant supporting documents.

10.5.2 The final report shall be submitted to the Deputy Director of the State Health Department (Food Safety and Quality Division) for support.

10.5.3 The final report that is supported by the State Health Department will be sent to the Food Safety and Quality Division headquarters, Ministry of Health.

10.6 Approval

10.6.1 The final report will be tabled during the MeSTI Certification Committee meeting at the Food Safety and Quality Division Headquarters, Ministry of Health, for approval.

10.6.2 MeSTI Certification Committee reserves the right to not approve an application that is found to be dubious or misleading although it has complied with all certification requirements.

10.6.3 Applications approved for the first time, or new applications as well as applications for renewal will be given a certificate of recognition together with a covering letter.

11. VALIDITY PERIOD

11.1 The validity period of MeSTI certification is three (3) years.

11.2 For applications that are approved based on the HACCP or GMP certificates issued by the Ministry of Health, the validity period of the MeSTI certification will be based on the validity period of the relevant HACCP or GMP certificates.

12. MONITORING

- 12.1 Monitoring audit is a field audit activity conducted to verify the effective implementation of MeSTI elements.
- 12.2 Scheduled monitoring will be carried out at least once (1) a year by the State Health Department / District Health Office.
- 12.3 Should there be any findings of non-conformance during the audit, a corrective action request form, MeSTI-1/14, will be given to the applicant. The applicant is required to take corrective action in respect of all the non-conformances documented by the auditor within three (3) months of the date of the monitoring audit.
- 12.4 The MeSTI certificate shall be revoked if the corrective action taken is unsatisfactory or exceeds the period stipulated.

13. RENEWAL

- 13.1 For purposes of renewal, the applicant is required to submit a completed application form, MeSTI-1/12-02.
- 13.2 The renewal process of the MeSTI certificate is the same as the process for a new application. (Please refer to the MeSTI Certification (New / Renewal) Approval Flow Chart) - **Appendix 1.**)
- 13.3 Renewal of certification shall be done every three (3) years and each application shall be submitted within the period of three (3) months before the expiry date of the certificate.
- 13.4 The application process for renewal of the MeSTI certificate for Packaged Drinking Water and Natural Mineral Water Licence holders shall be carried out as per normal.

14. SUSPENSION AND REVOCATION OF CERTIFICATE

- 14.1 Suspension of MeSTI certificate will be implemented prior to revocation.
- 14.2 The maximum period of suspension of certificate is up to three (3) months before it is fully revoked.
- 14.3 The MeSTI certificate may be suspended on the following grounds:
 - 14.3.1 If it is found that the products produced by the certificate holders are not in compliance with the Food Act 1983 and the regulations thereunder.
 - 14.3.2 If it is found that the premises of the certificate holders are not in compliance with the Food Act 1983 and the regulations thereunder.
 - 14.3.3 If the GMP / HACCP certificates, or the Packaged Drinking Water / Natural Mineral Water / Ice licences issued by the Ministry of Health are suspended.



- 14.3.4 Misuse of the MeSTI logo on non-food products.
- 14.3.5 Violation or non-compliance of any of the conditions as may from time to time be stipulated by the Ministry of Health.
- 14.4 The MeSTI certificate may be revoked on the following grounds:
 - 14.2.1 The food premises are moved to a different location / address.
 - 14.2.2 If it is found that the premises have ceased operations.
 - 14.2.3 If the GMP / HACCP certificates, or the Packaged Drinking Water / Natural Mineral Water / Ice licences issued by the Ministry of Health are revoked.
 - 14.2.4 Violation or non-compliance of any of the conditions as may from time to time be stipulated by the Ministry of Health.
 - 14.2.5 Non-conformance that is not closed out beyond the period of three (3) months given during the field audit.
- 14.5 No certificate holders shall be exempted howsoever from enforcement action.
- 14.6 Certificate holders shall control the OEM products produced and shall be responsible for any violation of the Food Act and the regulations thereunder.
- 14.7 All decisions made during the MeSTI Certification Committee meeting at the Food Safety and Quality Division headquarters, Ministry of Health, to revoke the MeSTI certificates shall be final and may not be subject to any legal action by the applicant.
- 14.8 Applicants whose certificates have been revoked may appeal to the Food Safety and Quality Division headquarters, Ministry of Health within 14 working days of the date of revocation.
- 14.9 Applicants are required to notify the Food Safety and Quality Division headquarters, Ministry of Health if:
 - 14.9.1 there are any changes to the company name;
 - 14.9.2 any major renovation is carried out on the structure or design of the building;
 - 14.9.3 new food products are manufactured (involving a process flow that is different from that of the food products in existence).

15. QUERIES

For any queries and further information, the applicant may contact:

No.	Division/ Department/ Office Address	Telephone No./ Website
15.1	Food Safety and Quality Division Ministry of Health Level 4, Prisma Tower No. 26, Jalan Persiaran Perdana, Precinct 3 Federal Government Administrative Centre 62675 Federal Territory of Putrajaya Malaysia	Tel.: 03-8885 0797 Fax: 03-8885 0790 Website: http://fsq.moh.gov.my
15.2	Food Safety and Quality Division State Health Department	Appendix 5

16. REFERENCES

- 16.1 Food Act 1983 and Food Regulations
- 16.2 *Good Manufacturing Practice (GMP) for Food*, Malaysian Standard MS1514
- 16.3 Guidelines to Good Manufacturing Practice (GMP), Ministry of Health of Malaysia
- 16.4 Food Safety is the Responsibility of the Industry (MeSTI) Certification Procedure
- 16.5 MeSTI Certification Scheme Food Safety Assurance Programme Manual
- 16.6 Guidelines and Checklist for Food Industry Entrepreneurs – Food Hygiene, 1Malaysia Food Safety Scheme (SK1M), Ministry of Health of Malaysia
- 16.7 Guidelines on the Food Safety Assurance Programme – Part 1, 1Malaysia Food Safety Scheme (SK1M), Ministry of Health of Malaysia
- 16.8 Food Safety Assurance Programme Manual sample – Part II, 1Malaysia Food Safety Scheme (SK1M), Ministry of Health of Malaysia
- 16.9 Guidelines on the Food Traceability System for Entrepreneurs, 1Malaysia Food Safety Scheme (SK1M), Ministry of Health of Malaysia
- 16.10 Definition of small and medium enterprises (SME Corp) – www.smecorp.gov.my.



17. ACKNOWLEDGMENT

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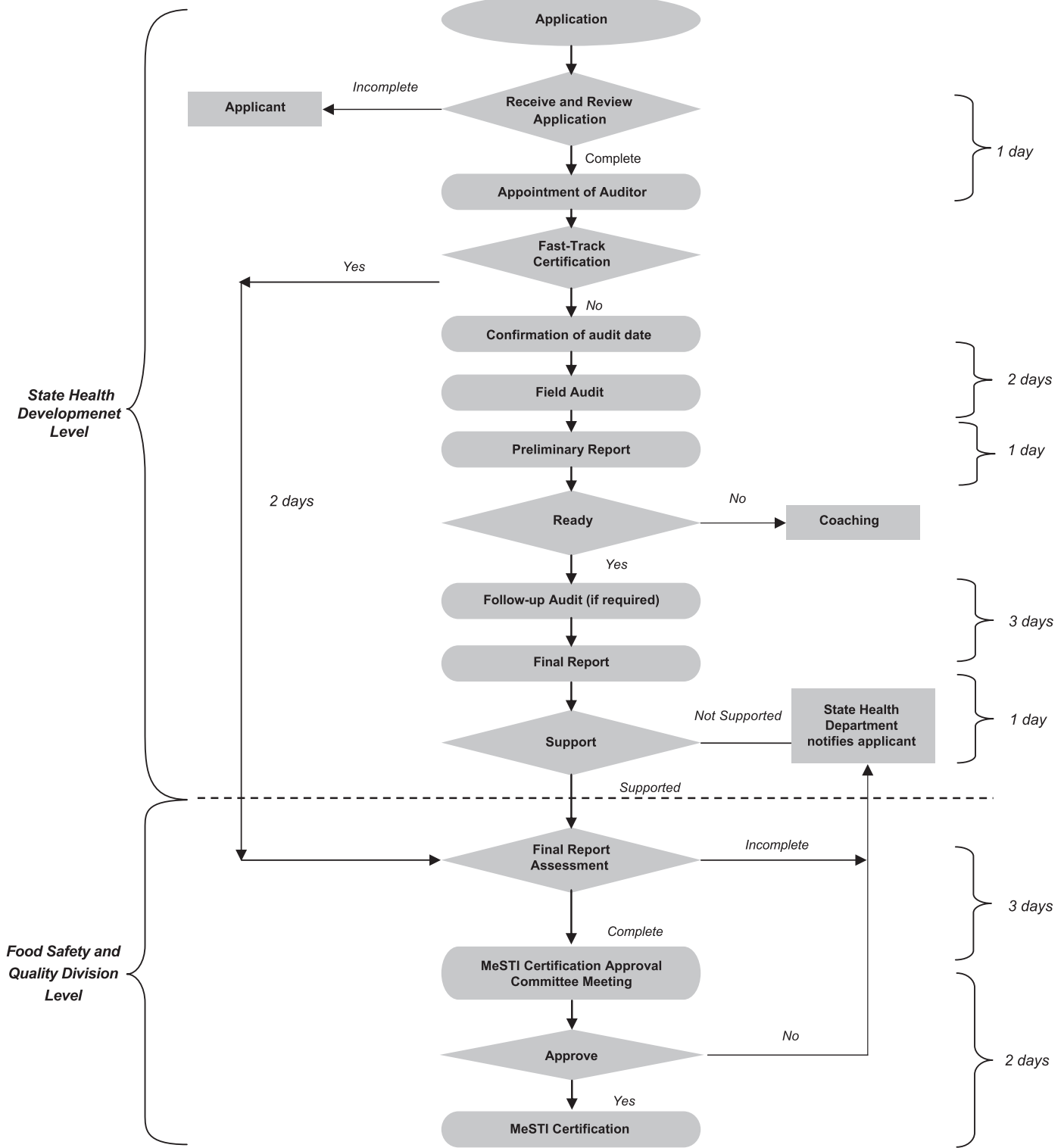
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MeSTI CERTIFICATION APPROVAL (NEW/RENEWAL) FLOW CHART



Note : Normal certification = 13 days (excluding coaching process)
 : Fast -Track certification = 7 days
 : The coaching process is not included in the certification process period.

MeSTI Certification Application Form

PART A : APPLICATION INFORMATION			
NEW			
1. COMPANY NAME	:	8. MOBILE TELEPHONE NO.	:
		9. TELEPHONE NO. / FAX NO.	:
2. COMPANY ADDRESS	:	10. OWNERSHIP STATUS	<input type="checkbox"/> Bumiputera <input type="checkbox"/> Non-bumiputera
		11. EXISTING FOOD SAFETY ASSURANCE CERTIFICATION <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(if yes, please attach a copy of the certificate)</i>	
3. ADDRESS OF PROCESSING PREMISES	:	12. SUPPLIERS TO: a. HYPERMARKETS <input type="checkbox"/> Please state (Example: TESCO, MYDIN): _____ b. SUNDRY SHOPS <input type="checkbox"/> c. OTHERS <input type="checkbox"/> Please state : _____	
4. NAME OF PROCESSING PREMISES	:	13. COACHING AGENCY (Please state if any) : _____ _____	
5. NAME & NRIC NO. OF APPLICANT	:		
6. NAME & NRIC NO. OF OWNER	:	14. SUPPORTING DOCUMENTS REQUIRED: Please refer to the MeSTI certification application checklist (MeSTI-2/12-02)	
7. APPLICANT'S E-MAIL	:		
PART B : PREMISES INFORMATION <i>(please mark ✓ as appropriate)</i>			
1. MARKET	<input type="checkbox"/> Domestic	<input type="checkbox"/> Export	
2. CATEGORY OF INDUSTRY	<i>Micro enterprise = No. of workers < 5, annual sales return < RM300,000</i>	<input type="checkbox"/>	3. NO. OF WORKERS <i>Please state :</i>
	<i>Small enterprise = No. of workers between 5 and 75, annual sales return between RM300,000 and < RM15 million</i>	<input type="checkbox"/>	
	<i>Medium enterprise = No. of workers between 75 and 200, annual sales return between RM15 million and RM50 million</i>	<input type="checkbox"/>	4. ESTIMATED ANNUAL RETURN (RM) <i>Please state:</i>
	<i>Large-scale industry = No. of workers > 200, annual sales return > RM50 million</i>	<input type="checkbox"/>	
PART C : PRODUCT INFORMATION			
1. PRODUCT CATEGORY	:	2. TYPE OF PRODUCT	: <i>(Please attach list of products)</i>
3. PRODUCT PROCESSING FLOW CHART	: <i>(please attach)</i>		
PART D : APPLICATION VERIFICATION			
SIGNATURE OF OWNER/ APPLICANT:		DESIGNATION :	DATE:
..... OFFICIAL COMPANY STAMP			





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

MeSTI APPLICATION CHECKLIST (NEW/RENEWAL)

Name of Manufacturing Premises :

Address of Manufacturing Premises :

		APPLICANT	FOR OFFICE USE (DISTRICT HEALTH OFFICE/STATE HEALTH DEPARTMENT)
No.	Item	(√ / X)	(√ / X)
1	MeSTI certification application form, MeSTI-1/12-02		
2	MeSTI new/renewal application checklist MeSTI-2/12-02		
3	Valid Ministry of Health of Malaysia premises registration slip		
4	Copy of Companies Commission of Malaysia Certificate of Registration		
5	Copy of licence issued by local authority and/or verification letter from any government agency (<i>if any</i>)		
6	Copy of Food Safety Assurance Programme Certificate (<i>if any</i>) (<i>example: GMP, HACCP certificates</i>) and copy of MeSTI certificate for renewal (<i>if applicable</i>)		
7	Copy of Packaged Drinking Water/Natural Mineral Water Source Licence or Ice Preparation Licence issued by the Ministry of Health of Malaysia (<i>if any</i>)		
8	Product processing flow chart		
9	Product list		
10	List of OEM (<i>original equipment manufacturer</i>) companies		
	Verification of information/document (<i>signature and stamp</i>)		

For State Health Department/District Health Office Use

Date of receipt :		
Processing Date :		
Application Status	Complete <input type="checkbox"/>	Incomplete <input type="checkbox"/>
Action :		
Processed by :		





ELEMENT CHECKLIST

PART A : CONTROL OF PREMISES				
ELEMENT 1 - DESIGN AND FACILITY				
SUB-ELEMENT	Basis for Consideration (Sub sub-element)	CONFORMANCE (/) (completed by applicant)		Self-Audit Findings
		Yes	No	CORRECTIVE ACTION TAKEN
1.1 Location	1.1.1 <i>Is the location of the premises suitable for processing activities and protected from sources of contamination? If no, are there appropriate controls in place?</i>			
1.2 Layout	1.2.1 <i>Is a layout plan of the premises available?</i>			
	1.2.2 <i>Layout plan that hinders cross contamination</i>			
	1.2.3 <i>Does the layout plan facilitate sanitation activities?</i>			
1.3 Equipment & Hardware	1.3.1 <i>Equipment and hardware in good condition and accordance with its intended use</i>			
	1.3.2 <i>Unused equipment and hardware removed from premises</i>			
	1.3.3 <i>Equipment and hardware need to be cleaned</i>			
	1.3.4 <i>Separate chopping boards for raw materials and cooked ingredients (if relevant)</i>			
	1.3.5 <i>All measuring tools including timer, thermometer and weighing scale must be calibrated as required</i>			
	1.3.6 <i>Procedure for sanitation and maintenance of equipment available</i>			
1.4 Water/Ice/Steam Supply	1.4.1 <i>Safe water supply</i>			
	1.4.2 <i>Sufficient water supply that is protected from contamination: covered containers</i>			
	1.4.3 <i>Ice used from safe water source and kept in containers, as well as protected from contamination</i>			
	1.4.4 <i>Steam from safe water sources and does not contaminate food</i>			
	1.4.5 <i>Is there an analysis report to ascertain the quality of water used? (if water source is not from the Water Supply Department)</i>			
1.5 Washbasin	1.5.1 <i>Washbasin is hands-free operated</i>			
	1.5.2 <i>Washbasin provided with suitable soap or liquid cleanser in dispensers with sufficient running water, as well as paper towel / hand dryer and covered waste bin (hands-free)</i>			
	1.5.3 <i>7-step handwashing procedure in the form of posters and others</i>			



SUB-ELEMENT	Basis for Consideration (Sub sub-element)	CONFORMANCE (/) (completed by applicant)		Self-Audit Findings
		Yes	No	CORRECTIVE ACTION TAKEN
1.6 Toilet	1.6.1 Clean, does not smell and not damaged			
	1.6.2 Clean water source			
	1.6.3 Handwashing facilities provided with suitable soap or liquid cleanser in dispensers and sufficient running water, including paper towel / hand dryer and covered waste bin (hands-free)			
	1.6.4 Does not directly open up to food preparation/processing/storage room or area			
	1.6.5 Sanitation procedures and records for toilet available			
	1.6.6 Control measures by operator of the premises (if using toilets outside the premises) in place			
1.7 Changing Room/Area	1.7.1 Changing room/area provided			
1.8 Storage area	1.8.1 Always in good and clean condition			
	1.8.2 Good ventilation system in place			
	1.8.3 Appropriate temperature for the products in storage			
	1.8.4 Goods arranged in manner that facilitates sanitation activities			
	1.8.5 Non-food chemical material kept separately from food material / food packaging material and labelled			
	1.8.6 Complete procedure and records for each dry material / raw material / packaging material / non-food chemical material kept in store			
	1.8.7 Complete record of dry material / raw material / chemical material including source			
ELEMENT 2 - FOOD HANDLER				
SUB-ELEMENT	Basis for Consideration (Sub sub-element)	CONFORMANCE (/) (completed by applicant)		Self-Audit Findings
		Yes	No	CORRECTIVE ACTION TAKEN
2.1 Health Examination	2.1.1 Health examination carried out and valid record kept			
2.2 Anti-Typhoid Vaccination	2.2.1 Vaccinated against typhoid disease with valid record			
	2.2.2 Procedure and appropriate record for reporting workers with communicable diseases in place			
2.3 Handler Practices	2.3.1 No smoking/spitting/coughing/sneezing and other acts that may lead to contamination of food			
	2.3.2 Apron/protective clothing not taken into toilet			
	2.3.3 Food not placed in direct contact with materials that may contaminate it			
	2.3.4 Procedure for food handling practices in place			

SUB-ELEMENT	Basis for Consideration (Sub sub-element)	CONFORMANCE (/) (completed by applicant)		Self-Audit Findings
		Yes	No	CORRECTIVE ACTION TAKEN
2.4 Personal Hygiene of Handler & Visitor	2.4.1 <i>Appropriate clean clothes and wearing of appropriate bright coloured protective outer clothing/apron</i>			
	2.4.2 <i>Wearing of head/hair cover</i>			
	2.4.3 <i>Wearing of mouth cover (if necessary)</i>			
	2.4.4 <i>Wearing of gloves (if necessary)</i>			
	2.4.5 <i>No wearing of any jewellery and accessory</i>			
	2.4.6 <i>Wearing of shoes and fully-covered shoes (if necessary)</i>			
	2.4.7 <i>Trimmed and clean nails</i>			
	2.4.8 <i>No open wound/sore and if any, such wound/sore is well treated</i>			
	2.4.9 <i>Inspection record of food handler's personal hygiene and habits</i>			
	2.4.10 <i>Record of declaration of personal health by visitor</i>			
	2.4.11 <i>Procedure for clothes that are uniform and meet the requirements</i>			
ELEMENT 3 - TRAINING				
SUB-ELEMENT	Basis for Consideration (Sub sub-element)	CONFORMANCE (/) (completed by applicant)		Self-Audit Findings
		Yes	No	CORRECTIVE ACTION TAKEN
3.1 Food Handler Training Course	3.1.1 <i>All food handlers have undergone the Food Handler Training Course conducted by a Food Handler Training School recognised by the Ministry of Health</i>			
	3.1.2 <i>Food handler training programme procedure for workers in place</i>			
3.2 Training Record	3.2.1 <i>Training record and training certificate kept in an appropriate place that facilitates inspection</i>			
ELEMENT 4 – MAINTENANCE AND SANITATION				
SUB-ELEMENT	Basis for Consideration (Sub sub-element)	CONFORMANCE (/) (completed by applicant)		Self-Audit Findings
		Yes	No	CORRECTIVE ACTION TAKEN
4.1 Floor Condition	4.1.1 <i>Floor surface is clean and in good condition with no puddles</i>			
	4.1.2 <i>Procedure for floor cleaning in place</i>			
4.2 Condition of Walls, Ceiling, Fan, Windows and Doors	4.2.1 <i>Walls, ceiling, fans, windows and doors must be clean and should not contribute to contamination</i>			
	4.2.2 <i>Cleaning schedule and record in place</i>			
4.3 Condition of Lights	4.3.1 <i>Lights are clean and in good condition* (covered in processing areas)</i>			
	4.3.2 <i>Cleaning schedule and record in place</i>			
4.4 Drainage	4.4.1 <i>Clean drainage including drains and trenches</i>			
	4.4.2 <i>Cleaning schedule and record in place</i>			
4.5 Rubbish Dump	4.5.1 <i>No rubbish dump outside or on the premises</i>			

	4.5.2 Procedure for waste disposal as well as cleaning schedule and record in place			
4.6 Surroundings of Premises	4.6.1 Surroundings of premises in clean condition			
	4.6.2 Cleaning schedule and record in place			
SUB ELEMENT	Basis for Consideration (Sub sub-element)	CONFORMANCE (/) (completed by applicant)		Self-Audit Findings
		Yes	No	CORRECTIVE ACTION TAKEN
4.7 Sanitation Activities	4.7.1 Cleaning is carried out at least once every day based on the schedule prepared			
	4.7.2 Cleaning is not carried out during food preparation/processing			
	4.7.3 Use of appropriate cleaning and disinfecting agents which are kept in an area separate from the food processing area			
	4.7.4 Equipment and hardware washed clean before and after use			
	4.7.5 Procedure for correct and sufficient cleaning of equipment, as well as cleaning schedule and record (e.g.: cleaning/normal/ CIP: viscosity/time/inspection/test) in place			
4.8 Pest Control	4.8.1 No usage of poison in processing area for pest control purposes			
	4.8.2 Pest control method available			
	4.8.3 Effective pest control implementation			
	4.8.4 No signs of pest presence			
	4.8.5 Procedure for pest control and inspection records in place			
4.9 Waste Management (Solid & Liquid)	4.9.1 Waste material is not left too long on food premises			
	4.9.2 Waste bins washed and in good condition			
	4.9.3 Sufficient number of covered and hands-free waste bins			
	4.9.4 Waste collection / disposal area in clean and well-maintained condition			
	4.9.5 Procedure and records for material dumping and waste disposal in place			
PART B : CONTROL OF OPERATIONS				
ELEMENT 5 – RAW MATERIAL CONTROL				
SUB-ELEMENT	Basis for Consideration (Sub sub-element)	CONFORMANCE (/) (completed by applicant)		Self-Audit Findings
		Yes	No	CORRECTIVE ACTION TAKEN
5.1 Raw Material Acceptance Control	5.1.1 Controls for receiving raw materials and related records in place			
	5.1.2 Complete procedure for each receipt of raw material			
5.2 Reception Area	5.2.1 Raw materials are received in an appropriate area			
5.3 Raw Material Cleaning Facility	5.3.1 Suitable raw material cleaning facilities available			
	5.3.2 Procedure for cleaning raw materials in place			

ELEMENT 6 - PROCESS CONTROL

SUB-ELEMENT	Basis for Consideration (Sub sub-element)	CONFORMANCE (/) (completed by applicant)		Self-Audit Findings
		Yes	No	CORRECTIVE ACTION TAKEN
6.1 Control of Microbiological Hazards	6.1.1 Microbiological controls in place for each processing step in respect of temperature, time, aw, humidity, viscosity or acidity			
	6.1.2 Sanitation measures in place for each processing activity			
	6.1.3 Microbiological controls in place throughout the processing chain			
	6.1.4 Effective cross contamination prevention practices			
	6.1.5 Relevant records are complete			
6.2 Control of Chemical Hazards	6.2.1 Chemical controls in place for each processing step involving the use of permitted food additive in accordance with viscosity, temperature, minimum/maximum levels or time			
	6.2.2 No additive materials that are not permitted or non-food chemical used throughout the processing chain			
	6.2.3 Procedures for control of chemical materials in place throughout the processing chain			
	6.2.4 Relevant records are complete			
6.3 Control of Physical Hazards	6.3.1 Appropriate physical controls in place for each processing step in respect of foreign matter contamination such as filtration, sieving or the use of metal detectors			
	6.3.2 Procedures for control of physical contamination in place throughout the processing chain			
	6.3.3 Relevant records are complete			
6.4 Processing Activities	6.4.1 No processing activities are carried out on the floor			
6.5 Standards Conformance	6.5.1 Conforms to the food standards prescribed by the Food Regulations 1985			

ELEMENT 7 – PACKAGING CONTROL

SUB-ELEMENT	Basis for Consideration (Sub sub-element)	CONFORMANCE (/) (completed by applicant)		Self-Audit Findings
		Yes	No	CORRECTIVE ACTION TAKEN
7.1 Packaging Material	7.1.1 Use of packaging material that does not contaminate food product			
7.2 Packaging Area	7.2.1 Packaging process carried out in an appropriate area			
7.3 Packaging Activity	7.3.1 Packaging activity not carried out on floor			
	7.3.2 Procedures for packaging controls are documented			
7.4 Labelling	7.4.1 Complies with the basic labelling requirements namely, actual product name, name and address of manufacturer, ingredient list, net weight and expiry date (based on product)			

ELEMENT 8 – STORAGE CONTROL				
SUB-ELEMENT	Basis for Consideration (Sub sub-element)	CONFORMANCE (/) (completed by applicant)		Self-Audit Findings
		Yes	No	CORRECTIVE ACTION TAKEN
8.1 Segregation of Storage	8.1.1 Food and non-food are kept separately			
	8.1.2 Procedures for storage of raw material / finished product are documented and recorded according to the product requirements			
8.2 Storage System	8.2.1 Use of the FIFO/FEFO (First In First Out / First Expiry First Out) system			
8.3 Storage Method	8.3.1 Raw materials kept in appropriate containers			
	8.3.2 No packaging material / material in contact with food / food placed on floor (20 cm from floor and 15 cm from wall)			
	8.3.3 Raw material and processed food are not kept in the same container			
	8.3.4 High risk food and perishable raw material kept at the appropriate temperature in covered/wrapped containers			
	8.3.5 Freezer/refrigerator not overloaded with frozen/refrigerated food			
	8.3.6 Cold chain of refrigerated/frozen food not disrupted			
	8.3.7 Food kept at a temperature suitable for the natural characteristic of the food			
	8.3.8 Non-food chemical material not placed and kept in food processing area			
	8.3.9 Relevant records and other controls			
8.4 Labelling of Raw Materials	8.4.1 Raw materials / food ingredients are labelled.			
ELEMENT 9 – TRANSPORT & DISTRIBUTION CONTROLS				
SUB-ELEMENT	Basis for Consideration (Sub sub-element)	CONFORMANCE (/) (completed by applicant)		Self-Audit Findings
		Yes	No	CORRECTIVE ACTION TAKEN
9.1 Transport Vehicle	9.1.1 Appropriate vehicles used for transport			
	9.1.2 Procedures for distribution and transport of food are documented and recorded as required			
9.2 Cleanliness of Transport Vehicle Used for Distribution	9.2.1 Vehicle in clean, controlled and verified condition			
	9.2.2 Records show the schedule and method of cleaning/frequency and responsibility over the transport vehicle			
9.3 Temperature of Transport Vehicle	9.3.1 If using refrigeration or freezer vehicles, is the temperature suitable?			
	9.3.2 Records of temperature control			

ELEMENT 10 – TRACEABILITY CONTROLS

SUB-ELEMENT	Basis for Consideration (Sub sub-element)	CONFORMANCE (/) (completed by applicant)		Self-Audit Findings
		Yes	No	CORRECTIVE ACTION TAKEN
10.1 Traceability	10.1.1 <i>Methods are in place to identify or retrace the products that have been distributed in the event of any violation</i>			
	10.1.2 <i>Procedures for traceability are documented</i>			
	10.1.3 <i>All sources of raw material / packaging material are identifiable</i>			
	10.1.4 <i>All finished products ready for delivery out of factory are identifiable</i>			
	10.1.5 <i>Records are complete</i>			

Note – Each element that requires procedures must be complete with the scope, objective, method, schedule/frequency, record, responsibility clearly stated.



**LIST OF FOOD SAFETY AND QUALITY DIVISIONS
STATE HEALTH DEPARTMENTS**

- | | |
|---|--|
| <p>1. Food Safety and Quality Division
Perlis State Health Department
8th Floor, Federal Building
Persiaran Jubli Emas, 01000 Kangar
Perlis
Tel.: 04-9766989/5271
Fax: 04-9767419
http://jknperlis.moh.gov.my</p> | <p>2. Food Safety and Quality Division
Kedah State Health Department
Jalan Kuala Kedah
Simpang Kuala
05400 Alor Setar
Kedah Darul Aman
Tel.: 04-7741000/7741130
Fax: 04-7741022/7741129
http://jknkedah.moh.gov.my</p> |
| <p>3. Food Safety and Quality Division
Penang State Health Department
35th & 37th Floors, KOMTAR
10590 Penang
Tel.: 04- 2625533/2017245
Fax: 04- 2263371
http://jknpenang.moh.gov.my</p> | <p>4. Food Safety and Quality Division
Perak State Health Department
Jalan Panglima Bukit Gantang Wahab
30590 Ipoh
Perak Darul Ridzuan
Tel.: 05-2456200
Fax: 05-2550740
http://jknperak.moh.gov.my</p> |
| <p>5. Food Safety and Quality Division
Selangor State Health Department
27th Floor, Wisma MBSA
Persiaran Perbandaran
40000 Shah Alam
Selangor Darul Ehsan
Tel.: 03-55182121/55106012
Fax: 03-55185195/55185196
http://jknselangor.moh.gov.my</p> | <p>6. Food Safety and Quality Division
Federal Territories of Kuala Lumpur dan
Putrajaya Health Department
Jalan Cenderasari
50590 Kuala Lumpur
Federal Territory
Tel.: 03-22687333/ 22687361
Fax: 03-26910263
http://jknkl.moh.gov.my</p> |
| <p>7. Food Safety and Quality Division
Negeri Sembilan State Health
Department
Jalan Rasah
70300 Seremban
Negeri Sembilan Darul Khusus
Tel.: 06-7664800
Fax: 06-7685667
http://jknns.moh.gov.my</p> | <p>8. Food Safety and Quality Division
Melaka State Health Department
5th Floor, Wisma Persekutuan
Jalan Business City, Bandar MITC
75450 Ayer Keroh, Melaka
Tel.: 06-2345959
Fax: 06-2345969
http://jknmelaka.moh.gov.my</p> |
| <p>9. Food Safety and Quality Division
Johor State Health Department
Jalan Persiaran Permai
81200 Johor Bahru
Johor Darul Takzim
Tel.: 07-2372110/2231102
Fax: 07-2367278
http://jknjohor.moh.gov.my</p> | <p>10. Food Safety and Quality Division
Pahang State Health Department
Jalan IM4, Bandar Indera Mahkota
25582 Kuantan
Pahang Darul Makmur
Tel.: 09- 5707756/54
Fax: 09- 5707798 /5178497
http://jknpahang.moh.gov.my</p> |

11. Food Safety and Quality Division
Terengganu State Health Department
Kuala Terengganu Business Centre
Jalan Sultan Mohamad
21100 Hiliran Kuala Terengganu
Terengganu Darul Iman
Tel.: 09-6226028
Fax: 09-6221385/
<http://jknterengganu.moh.gov.my>
12. Food Safety and Quality Division
Kelantan State Health Department
7th Floor, EPF Building
Jalan Padang Garong
15598 Kota Baharu
Kelantan Darul Naim
Tel.: 09-7413353/7416736
Fax: 09- 7471890
<http://jknelantan.moh.gov.my>
13. Food Safety and Quality Division
Sarawak State Health Department
Jalan Diplomatik, Off Jalan Bako
93050, Kuching, Sarawak
Tel.: 082-250294/273853
Fax: 082-237837
<http://jknsarawak.moh.gov.my>
14. Food Safety and Quality Division
Sabah State Health Department
5th Floor, Wisma BSN Sabah
88000 Kota Kinabalu
Sabah
Tel.: 088-248201/248205
Fax: 088-248215
<http://jknsabah.moh.gov.my>
15. Food Safety and Quality Division
Federal Territory of Labuan Health
Department
Post Box 80832
87018 Federal Territory of Labuan
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087-419011(Public Health)
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