



MS ISO 9001:2015

Tajuk Prosedur:
**PROSEDUR
KAWALAN KESELAMATAN PRODUK**

No. Prosedur:
PK(O).DVS.PV.15

DILULUSKAN OLEH:


[Pengarah]

TARIKH KUAT KUASA:
01 MAC 2018


DOKUMEN TERKAWAL

SENARAI EDARAN

NO SALINAN TERKAWAL		PEMEGANG DOKUMEN
PK(O).DVS.PV.15	(01)	Pengarah Jabatan Perkhidmatan Veterinar Sabah
PK(O).DVS.PV.15	(02)	Pegawai Dokumen
PK(O).DVS.PV.15	(03)	Ketua Bahagian [Timbalan Pengarah]
PK(O).DVS.PV.15	(04)	Ketua Seksyen [Penolong Pengarah Seksyen/ Wilayah]
PK(O).DVS.PV.15	(05)	Ketua Unit [Pegawai Penguasa/ Pengurus Ladang]

REKOD PINDAAN

TARIKH PINDAAN	NO.PINDAAN/ NO. KELUARAN	RUJUKAN PINDAAN MUKASURAT TERLIBAT	BUTIR-BUTIR PINDAAN	DILULUSKAN OLEH

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1.0 OBJEKTIF

Prosedur ini menyediakan garis panduan bagi memastikan pemprosesan pendaftaran premis dan pengeluaran lesen dilaksanakan dengan teratur dan memenuhi keperluan DVS.

2.0 SKOP


Prosedur ini digunakan oleh anggota DVS dalam melaksanakan aktiviti seperti berikut;

- a. Permohonan Lesen
- b. Pembaharuan Lesen
- c. Pemeriksaan Premis

3.0 RUJUKAN


3.1	MK.DVS.01	:	MANUAL KUALITI DVS MS ISO 9001:2008
	Klausa 6.1	:	Penyediaan Pelan Risiko
	Klausa 7.1.5	:	Pemantauan dan Pengukuran Proses
	Klausa 7.5	:	Maklumat yang Didokumenkan
	Klausa 7.5.2	:	Mengwujudkan dan Mengemaskini Maklumat
	Klausa 8.2.1	:	Komunikasi dengan Pelanggan
	Klausa 8.5	:	Penyampaian Perkhidmatan
	Klausa 8.5.1	:	Kawalan Penyampaian Perkhidmatan
	Klausa 8.5.2	:	Identifikasi dan Kemudahkesanan Produk
	Klausa 8.5.4	:	Pemuliharaan Produk
	Klausa 8.7	:	Kawalan Penghasilan Output Perkhidmatan Yang Tidak Memenuhi Spesifikasi
	Klausa 9.1.2	:	Kepuasan Pelanggan
	Klausa 9.3.3	:	Analisis dan Penilaian
	Klausa 10	:	Penambahbaikan

- 3.2 Enakmen Haiwan 2015
- 3.3 Enakmen Kebajikan Haiwan 2015
- 3.4 Manual Pemeriksa Veterinar DVS.
- 3.5 *Slaughterhouses Rules 2003*
- 3.6 *Meat Inspection Rules 2003*
- 3.7 *General Auditing Skills And Techniques For Auditor*
- 3.8 Akta Makanan 1983 & Peraturan Makanan 1985
- 3.9 Peraturan Kebersihan Makanan, 2009
- 3.10 Amalan Pengilangan Baik (GMP) bagi Makanan.(semakan Pertama) MS1514:2012
- 3.11 Fail Meja

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4.0 DEFINISI

4.1	Pemeriksaan Premis Pemeriksaan keakuran amalan premis dan jaminan kepastian kualiti produk.
4.2	Premis Tempat yang digunakan untuk menjalankan aktiviti penyembelihan, pemprosesan dan penyimpanan produk hasil haiwan.
4.3	Lesen Dokumen rasmi yang dikeluarkan oleh pihak berkuasa yang memberi kebenaran untuk menjalankan operasi
4.4	Sijil Suratakuan atau kelulusan yang dikeluarkan kepada pemohon sebagai bukti mereka telah mematuhi syarat-syarat yang ditetapkan oleh DVS Sabah
4.5	Verifikasi Satu penilaian untuk menentukan komplian (kepatuhan) kepada sesuatu pelan bertulis, sebagai contoh GMP.

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5.0 SINGKATAN

DVS	:	Jabatan Perkhidmatan Veterinar Sabah
PDVS	:	Pengarah Jabatan Perkhidmatan Veterinar Sabah
KBSU	:	Ketua Bahagian/Seksyen/Unit
VO	:	Pegawai Veterinar
RO	:	Pegawai Penyelidik
PO	:	Pembantu Operasi
VA	:	Pembantu Veterinar
PPW	:	Penolong Pengarah Wilayah
PPD	:	Pegawai Penguasa Daerah
PAP	:	Pembantu Am Pejabat
MI	:	Pemeriksa Daging(MI)
PV	:	Pemeriksa Veterinar
Urus Setia	:	Unit yang akan menyediakan lesen/sijil dan proses penyimpanan rekod (data asas)

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6.0 PENGURUSAN RISIKO

- 6.1 Keselamatan anggota semasa menjalankan operasi.**
- 6.2 Keselamatan anggota semasa menjalankan pemeriksaan rumah sembelih.**
- 6.3 Keselamatan anggota semasa memeriksa daging**


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7.0 TANGGUNGJAWAB DAN TINDAKAN

TANGGUNGJAWAB	NO	TINDAKAN
	A	PERMOHONAN LESEN
PPW/PPD/PV/PO	1.	Terima permohonan lesen bersama dokumen sokongan yang berkaitan. Rujuk Lampiran 1 & 2.
PV/PO	2.	Periksa dokumen. Pastikan dokumen lengkap dan teratur dan sahkan. Akui penerimaan dalam Lampiran 3.
	3.	Daftar dalam Buku pendaftaran Permohonan Lesen.
PPW/PPD	4.	Maklumkan permohonan kepada agensi-agensi atau unit berkaitan untuk komen dan pemeriksaan.
PV/PO	5.	Hubungi pemohon dan tetapkan tarikh mengadakan pemeriksaan premis.
PPD/PV	6.	Jalankan pemeriksaan premis bersama agensi-agensi berkaitan.
	7.	Kumpul semua maklum balas secara bertulis dari setiap agensi yang berkaitan.
VO/PPW/PPD	8.	Adakan mesyuarat mempertimbang permohonan lesen.
	9.	Menghantar permohonan yang lengkap dengan syor kepada urusetia
URUS SETIA	10.	Keluarkan lesen/sijil kepada P DVS untuk ditandatangani
VO/RO	11.	Keluarkan sijil dan serah kepada pemohon.
	B	PEMBAHARUAN LESEN Nota: a. Surat peringatan akan dikeluarkan kepada pemilik premis yang gagal mematuhi peraturan. b. Caj akan dikenakan bagi setiap urusan pembaharuan sijil (Rujuk caj yang telah ditetapkan oleh jabatan)
PPW/PPD	1.	Terima permohonan lesen bersama dokumen sokongan yang berkaitan. Rujuk Lampiran 1 & 2.
PPW/PPD/PV/MI	2.	Dapatkan maklum balas dari agensi-agensi atau unit berkaitan.
	3.	Menghantar permohonan yang lengkap dengan syor kepada urusetia
URUS SETIA	4.	Keluarkan lesen/sijil kepada P DVS untuk ditandatangani

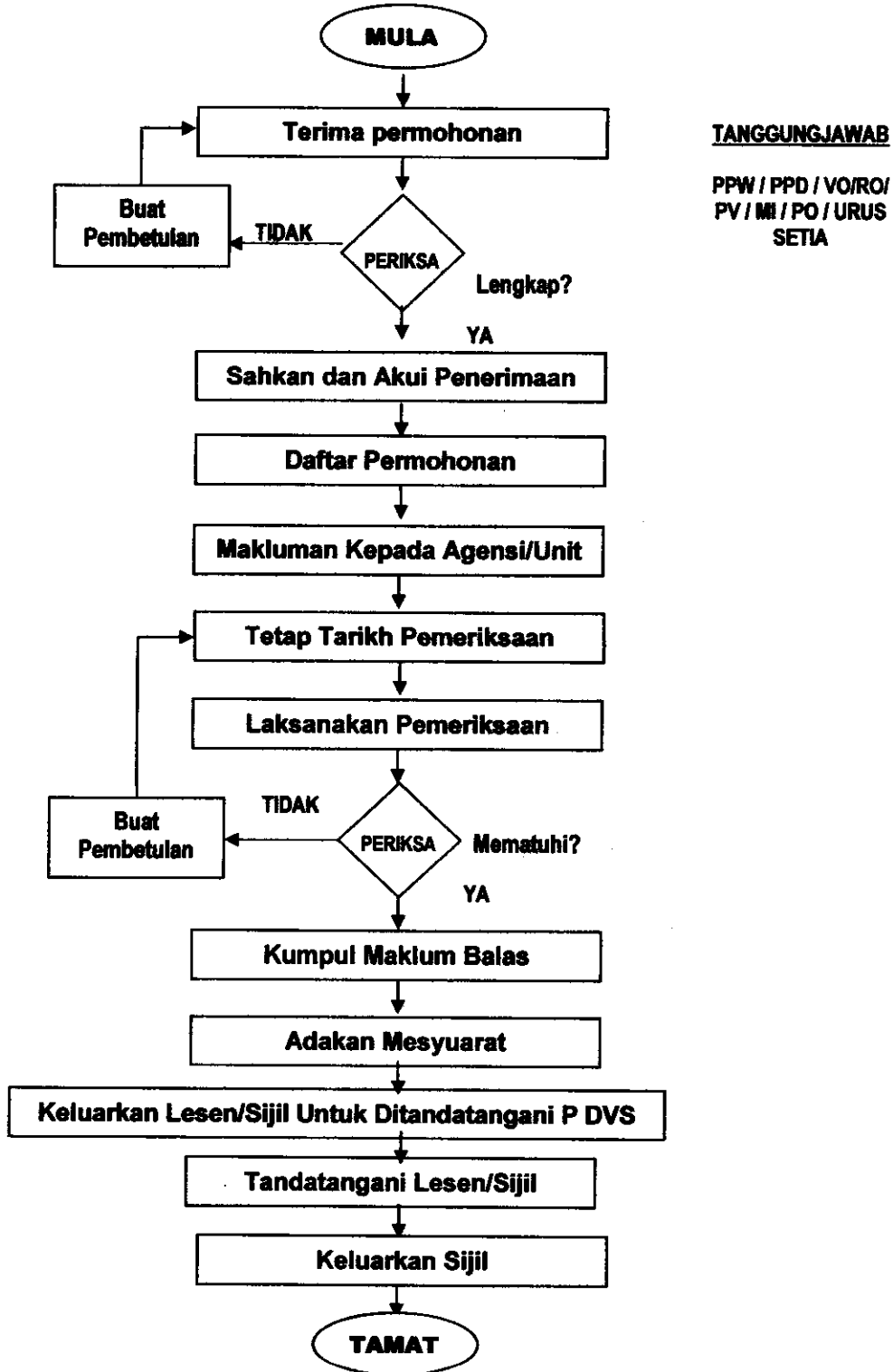
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VO/RO	5.	Keluarkan sijil dan serah kepada pemohon.
	C	PEMERIKSAAN PREMIS Nota: a. Penahanan/ pembatalan lesen akan dilakukan bagi premis yang tidak mematuhi peraturan yang ditetapkan. b. Surat penahanan/ pembatalan akan ditampal di premis yang berkenaan.
PPD/PV/MI	1.	Kenalpasti premis yang hendak diperiksa.
PV/MI	2.	Tetapkan tarikh pemeriksaan premis dan maklumkan kepada pemilik premis.
	3.	Laksanakan pemeriksaan.
	4.	Bincang hasil penemuan pemeriksaan dan lengkapkan Lampiran 5.
	5.	Maklumkan pemilik premis hasil pemeriksaan. Tetapkan tarikh pemeriksaan semula jika perlu.
	6.	Sedia laporan hasil pemeriksaan dan hantar kepada VO/RO.

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8.0 CARTA ALIRAN

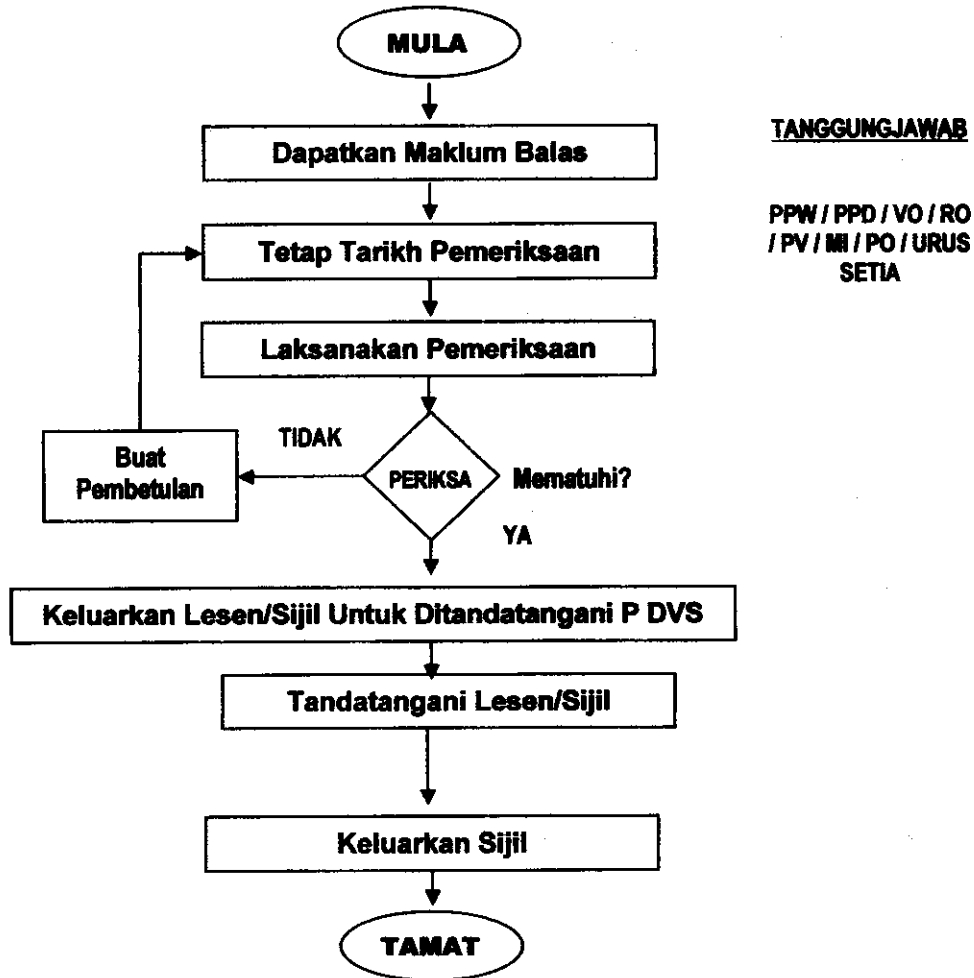
A. PERMOHONAN LESEN




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8.0 CARTA ALIRAN

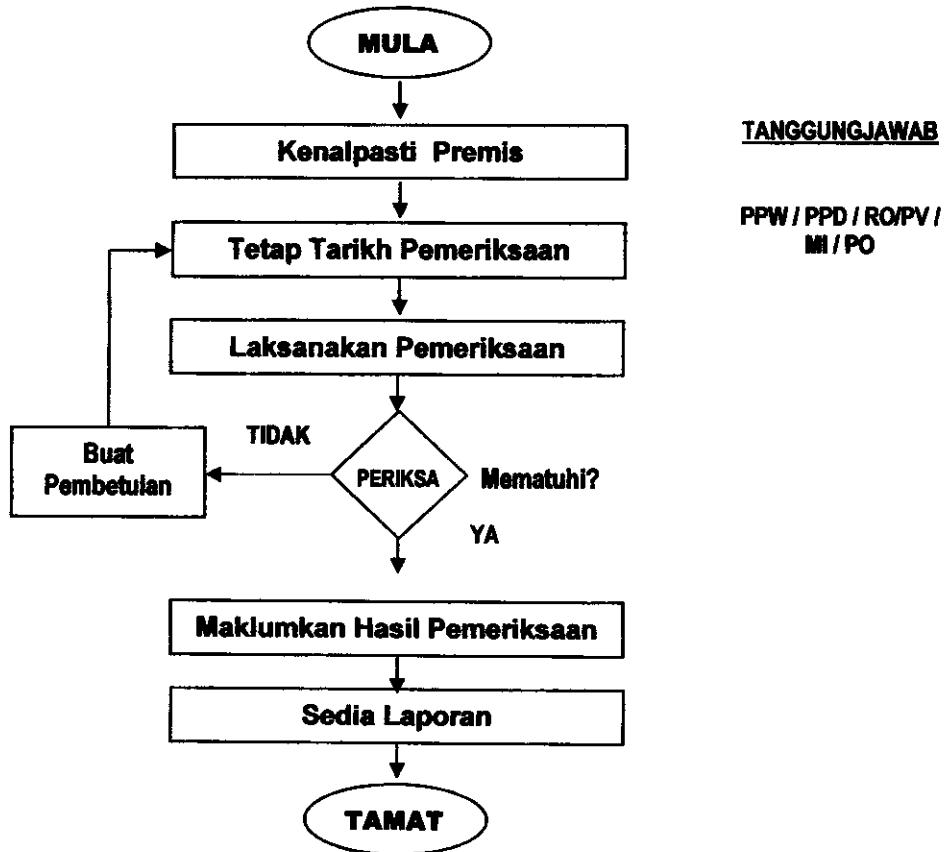
B. PEMBAHARUAN LESEN




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8.0 CARTA ALIRAN

C. PEMERIKSAAN PREMIS



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9.0 REKOD KUALITI

BIL	REKOD	LOKASI	TEMPOH PENYIMPANAN
1.	Buku Daftar Permohonan Lesen	PPD / URUS SETIA	5-7 Tahun
2.	Fail Mesyuarat		
3.	Laporan Tahunan		
4.	Laporan Pemeriksaan Veterinar		
5.	Fail Individu		

10.0 LAMPIRAN

BIL.	PERKARA	LAMPIRAN	RUJUKAN
1.	Borang Permohonan Lesen Bilik Sejuk	Lampiran 1	PK(O).DVS.PV.15(L1)
2.	Borang Permohonan Lesen Rumah Sembelih	Lampiran 2	PK(O). DVS.PV.15(L2)
3.	Borang Akuan Penerimaan Permohonan Lesen	Lampiran 3	PK(O). DVS.PV.15(L3)
4.	Inspection Checklist a. Poultry b. Ruminant c. Pig	Lampiran 4; L.4(a) L.4(b) L.4(c)	PK(O). DVS.PV.15(L4)
5.	Borang Audit Bilik Sejuk	Lampiran 5	PK(O). DVS.PV.15(L5)
6.	Borang Audit Pemantauan/Pematuhan	Lampiran 6	PK(O). DVS.PV.15(L6)



JABATAN PERKHIDMATAN VETERINAR, SABAH
(DEPARTMENT OF VETERINARY SERVICES, SABAH)
PERMOHONAN MENDAFTAR BILIK SEJUK
(APPLICATION TO REGISTER COLDROOM)

Sila coret/kosongkan mana yang tidak berkenaan (Please delete / Leave blank whichever not applicable)

A. PERIHAL SYARIKAT

(Company Particulars)

- 1. Nama Syarikat :**
(Name of Company)
- 2. Alamat Syarikat Perniagaan :**
(Company's Business Address)
- 3. No. Telefon:** **4.No.Faksmili:**
(Telephone No.) (Fax No.)
- 5. No.Lesen Perniagaan:** **6.Sah Laku Hingga:**
(Trading Licence No.) (Valid Until)

B. PERIHAL BILIK SEJUK

(Cold Room Particulars)

- 1. Alamat Letak Bilik Sejuk:**
(Cold Room Location)
- 2. Saiz / Muatan:**
(Size/Capacity)
- 3. Status Halal Bahan Dalam Simpanan:** (A) HALAL* (B) TIDAK HALAL
(Halal Status Materials in Store) (Halal) (Non-Halal)
- 4.* Persijilan Halal Bilik Sejuk**(untuk bilik sejuk halal sahaja): (A) Memiliki Sijil Halal
(Cold Room Halal Certification) (B) Dalam Proses Persijilan Halal (C) Tidak Memiliki Sijil Halal
- 5. Jenama:**
(Brand)
- 6. Set Penjana Kuasa:** (A) ADA: (B) TIADA:.....
(Stand-by Generator Set) (Yes) (None)
- 7. Jenis Perniagaan:** (A)JUALAN BORONG (B)JUALAN RUNCIT
(Type of Business Transaction) (Wholesale) (Retail)
- 8. Tempat Jualan:**
(Outlet Location)

- 9. Perakuan Syarikat :** Dengan ini saya mengesahkan segala maklumat dan dokumen yang diberi
(Company Assurance) adalah benar. Jika sebaliknya pihak jabatan berhak mengambil tindakan
terhadap pihak syarikat.

Wakil Syarikat:
(Company Representative) (Name & KP/ Name & IC) (Tandatangan & Cop Syarikat)

UNTUK KEGUNAAN PEJABAT

(For Official Use)

A. PEMERIKSA VETERINAR

(Veterinary Inspector)

- | | | |
|---|--|--|
| 1. Disahkan maklumat adalah :
<i>(Particulars are certified)</i> | (A) BENAR
<i>(True)</i> | (B) LIHAT ULASAN
<i>(Ref. Comments)</i> |
| 2. Tahap Kebersihan :
<i>(Cleanliness)</i> | (A) MEMUASKAN
<i>(Satisfactory)</i> | (B) TIDAK MEMUASKAN
<i>(Unsatisfactory)</i> |
| 3. Kawalan Suhu :
<i>(Temperature Control)</i> | (A) MEMUASKAN
<i>(Satisfactory)</i> | (B) TIDAK MEMUASKAN
<i>(Unsatisfactory)</i> |

4. Ulasan

5. Pegawai :
(Officer) (Nama & Tandatangan/ Name & Signature)
(Tarikh / Date)

B. ULASAN PENOLONG PENGARAH BAHAGIAN KESIHATAN AWAM VETERINAR

(Comments by Assistant Director of Veterinary Public Health Division)

.....
.....
.....

.....
(Nama & Tandatangan/ Name & Signature)
(Tarikh / Date)

C. PENGARAH PERKHIDMATAN VETERINAR, SABAH

(The Director of Veterinary Services, Sabah)

1. Bilik sejuk tersebut di atas **DILULUSKAN/ TIDAK DILULUSKAN** untuk didaftarkan
(The said cold room is approved / not approved to be registered in this department)
2. Ulasan :
3. No.Pendaftaran : 4.Sah laku sehingga 31 DISEMBER
(Registration No.) (Valid Until)

.....
(Nama & Tandatangan/ Name & Signature)
(Tarikh / Date)

NOTA :(1)Borang ini hendaklah di isi dalam 2 salinan
(This form has to be filled in 2 copies)
(2)Permohonan mendaftar bilik sejuk boleh di kemaskini pada bila-bila masa pejabat.
(Application to register cold room can be submitted say time during office hours)
(3)Untuk maklumat lanjut sila hubungi No.telefon 088-232499 No.Faksimili 088-242494
(For further information, Please contact Tel.No.088-232499 Fax No.088-242494)

DEPARTMENT OF VETERINARY SERVICES, SABAH

SLAUGHTERHOUSE RULES 2003

**APPLICATION FOR RENEWAL OF SLAUGHTERHOUSE LICENCE/
RENEWAL OF SLAUGHTERHOUSES RULES LICENCE**

A. PARTICULARS OF APPLICANT

1. Name of applicant /NRC :
2. Name of company :
3. Address :
4. Telephone :
5. Fax :

B. PARTICULARS OF SLAUGHTERHOUSE

1. Address :
2. Telephone :
3. Fax :
4. Total floor area :
- 5.Total premise area :
5. Establishment No :
7. Current Licence No./ Expiry Date :
8. Waste disposal facilities :
9. Safety facilities :
10. Cleaning Facilities :

(Drawing with specifications of premises to be used as slaughterhouse, showing the location of the building, equipment, rooms, water supply, plumbing, drainage, light and other related items or facilities to be attached)

C. PARTICULARS OF MANAGEMENT

- 1.Types of livestock :
2. Expected number of livestock to be slaughtered per day :
3. Proposed slaughter fee per head :
4. Number of employees :
5. Other related particulars :

Signature of applicant :

Designation :

Date :

(Contoh Surat Akuan Penerimaan Borang Permohonan Lesen Premis

Ruj.(Tuan) :
Ruj.(DVS) :
Tarikh :

Kepada;

Tuan,

AKUAN PENERIMAAN PERMOHONAN LESEN PREMIS

Dengan hormatnya pihak kami merujuk kepada perkara yang tersebut di atas.
Sukacita di maklumkan bahawa permohonan pihak tuan telah kami terima;

Tarikh Terima :
Pegawai Penerima :
Status (Tandakan \checkmark) :

- Diajukan untuk proses selanjutnya
 Dikembalikan untuk tindakan pihak tuan(sila rujuk lampiran)
 Lain-lain(nyatakan)

Sekian,terimakasih

(T/T)

Nama :

Jawatan :

JABATAN PERKHIDMATAN VETERINAR, SABAH.

DAERAH _____

INSPECTION CHECKLIST
POULTRY SLAUGHTER AND PROCESSING PLANT

Name & Address of Establishment:

Type of Establishment: Abattoir/Processing Plant/Both.

NO.	PARTICULAR	YES	NO	REMARKS
A	BUILDING			
1.	Adequate size to accommodate all stages of processing, storage, cleaning and movement of personnel.			
2.	No portion is used as living quarters.			
3.	These areas are distinctly separated: — Stunning, slaughtering and bleeding — Scalding and de-hairing — Evisceration — Spin-chilling — Packaging and further cutting — Cold room facilities — Workers room and facilities — Utility stores			
B	UNLOADING & HOLDING AREA			
1	Unloading area is adjacent to holding area.			
2	Unloading area is on the other side of the building, away from where the products are loaded for dispatch and delivery.			
3	Holding area is under cover.			
4	Holding area is well ventilated and effectively drained.			
5	Wastes are drained into the manure sump.			
C	STUNNING, SLAUGHTERING AND BLEEDING			

1	A separate room.			
2	Separated from live bird holding area by a wall.			
3	Footbath is provided at the entry and exit of the room.			
D	SCALDING AND DE-HAIRING			
1	A separate room.			
2	Liquid waste is drained to one side of the building.			
3	Solid wastes are separated effectively from the liquid waste.			
E	EVISCKERATION			
1	Next to the scalding and de-hairing room.			
2	Well ventilated.			
F	SPIN-CHILLER			
1	A separate room.			
2	Chilled to 4 ⁰ c or below within 2 hours of evisceration.			
3	The flow of water is on the opposite direction to the moving dressed chicken.			
4	Contact time in the chillers is at least 20 minutes.			
5	Height of the ceiling is at least 3 metres.			
G	PACKAGING AND CUTTING			
1	A separate room.			
2	The room temperature is 12 ⁰ c.			
3	Footbath is provided at each entrance.			
4	Knife sterilizers, with hot water maintained at 82 ⁰ c are provided at strategic locations.			
5	Hand wash facilities with knee or leg operated taps, liquid detergent, auto-hand blower or disposable hand towels are provided at strategic locations.			
6	Adjacent to the designated room for cleaning COP equipments/utensils			
H	COLDSTORE			
1	Chilling room is next to the packaging and cutting room.			
2	Chilling room is inside the packaging and cutting room.			
3	Freezer is next to the packaging and cutting room.			
4	Freezer is inside the packaging and cutting room.			

5	Blast Freezer is next to the packaging and cutting room.			
6	A recording thermometer to indicate operating temperature is provided for each chilling room and freezer.			
H	WORKER FACILITIES			
1	Staff welfare room is provided.			
2	Changing room equipped with lockers and showers is provided.			
3	Toilets are sited away from the processing area.			
I	UTILITY STORE			
1	Enclosed store room with adequate shelves for the storage of packaging materials is provided.			
2	Designated store room for cleaning utensils, chemicals, detergents etc. is provided away from the processing area.			
J	INTERNAL WALL			
1	Made of impervious materials.			
2	Angles between walls and kerbs are sealed and coved to the floor at 75mm radius to prevent accumulation of dirt and moisture.			
K	FLOOR			
1	Made from stone, asphalt, concrete or tiles (Please, indicate/state)			
2	Made of other impervious materials (Please, state).			
3	Covered with epoxy resin, polyurethane resin, polyester resin, methacrylate resin or other resin materials (Please, indicate/state).			
4	Well degraded to ensure non-stagnation of water.			
5	Smooth and non-slip, easily cleaned, resistant to wear and corrosion. (Please, indicate).			
6	Angles between floors and walls are sealed and coved.			
L	CEILING			
1	At least 3m high in all processing areas			
2	Smooth.			
3	Made from impervious materials (Please, state).			
M	WINDOW			
1	Without window.			
2	Openings are fitted with removable screens			

*Bagian Kesehatan Awam Veteriner
JPHT*

INSPECTION CHECKLIST

RUMINANT SLAUGHTER AND PROCESSING PLANT

Name & Address of Establishment :

Type of Establishment : Abattoir/Processing Plant/Both.

NO.	PARTICULAR	YES	NO	REMARKS
A	BUILDING			
1	Adequate size to accommodate all stages of processing, storage, cleaning and movement of personnel.			
2	No portion is used as living quarters.			
3	These areas are separated by full-height walls : <ul style="list-style-type: none"> - stunning, slaughtering and bleeding - skinning - evisceration - packaging and further cutting - cold room facilities - workers room and facilities - utility stores 			
B	UNLOADING & HOLDING AREA			
1	Unloading area is adjacent to holding area.			
2	Unloading area is on the other side of the building, away from where the products are loaded for dispatch and delivery.			
3	Holding area is under cover.			
4	Holding area is well ventilated and effectively drained.			
5	Wastes are drained into the manure sump.			
C.	STUNNING, SLAUGHTERING AND BLEEDING			
1	A separate room.			
2	Separated from live ruminant holding area by a wall.			
3	Footbath is provided at the entry and exit of the room.			
4	Well ventilated			
D	SKINNING			
1	A separate room.			
2	A designated room for the hide			

	cleaning is provided.			
3	Liquid waste is drained to one side of the building.			
4	Solid wastes are separated effectively from the liquid waste.			
E	EVISCERATION			
1	A separate room			
2	Next to the skinning area.			
3	A designated room for rumen cleaning is provided.			
4	A designated area for offal cleaning is provided.			
F	PACKAGING AND CUTTING			
1	A separate room			
2	The room temperature is 12°C.			
3	Footbath is provided at each entrance.			
4	Knife sterilizers, with hot water maintained at 82°C are provided at the strategic locations.			
5	Hand wash facilities with knee or leg operated taps, liquid detergent, auto-hand blower or disposable hand towels are provided at strategic locations.			
6	Adjacent to the designated room for cleaning COP equipments/utensils			
G	COLDSTORE			
1	Chilling room is next to the packaging and cutting room.			
2	Chilling room is inside the packaging and cutting room.			
3	Freezer is next to the packaging and cutting room.			
4	Freezer is inside the packaging and cutting room.			
5	Blast Freezer is next to the packaging and cutting room.			
6	A recording thermometer to indicate operating temperature is provided for each chilling room and freezer.			
H.	WORKER FACILITIES			
1	Staff welfare room is provided.			
2	Changing room equipped with lockers and showers is provided.			
3	Toilets are sited away from the processing area.			
I	UTILITY STORE			
1	Enclosed store room with adequate shelves for the storage of packaging materials is provided.			

2	Designated store room for cleaning utensils, chemicals, detergents etc. is provided away from the processing area.			
J	INTERNAL WALL			
1	Made of impervious materials.			
2	Angles between walls and kerbs are sealed and coved to the floor at 75 mm radius to prevent accumulation of dirt and moisture.			
K	FLOOR			
1	Made from stone, asphalt, concrete or tiles <i>(Please, indicate/state)</i> .			
2	Made of other impervious materials <i>(Please, state)</i>			
3	Covered with epoxy resin, polyurethane resin, polyester resin, methacrylate resin or other resin materials <i>(Please, indicate/state)</i> .			
4	Well graded to ensure non-stagnation of water.			
5	Smooth and non-slip, easily cleaned, resistant to wear and corrosion. <i>(Please, indicate)</i>			
6	Angles between floors and walls are sealed and coved.			
L	CEILING			
1	At least 3 m high in all processing areas.			
2	Smooth.			
3	Made from impervious materials <i>(Please, state)</i>			
M	WINDOW			
1	Without window.			
2	Openings are fitted with removable screens to exclude insects, birds, rodents and other pests.			
3	Internal window sills are sloped to prevent being used as shelves and accumulation of dust.			
N	DOOR			
1	Self-closing.			
2	Joints and hinges are rust resistant.			
3	Made of impervious materials <i>(Please, state)</i> .			
4	Tight fitting to exclude insects, birds, rodents and other pests.			
5	Smooth.			
6	Polyvinyl Chloride (PVC).			

O	WASTE DISPOSAL			
1	Wastes are channelled into the treatment system.			
2	Separator is provided to retained solid wastes prior to discharge to the treatment system.			
3	Covered receptacles are provided to collect and dispose of solid wastes.			
P	LIGHTS			
1	Lighting does not alter the colour of product.			
2	Light bulbs and fixtures are of safety type and are protected to prevent contamination of product in case of breakage.			
3	200 lux for stunning, bleeding and de-feathering area.			
4	220 lux for chillers, freezers, carton storage room, loading dock and any associated marshalling areas.			
5	400 lux for evisceration, washing, packaging, breaking up and pieces preparation areas.			
6	600 lux for inspection area.			

Inspection Officer :

(Signature)

.....

(Name)

Date of Inspection :

INSPECTION CHECKLIST
PIG SLAUGHTER AND PROCESSING PLANT

Name & Address of Establishment:

Type of Establishment: Abattoir/Processing Plant/Both.

NO.	PARTICULAR	YES	NO	REMARKS
A	BUILDING			
1.	Adequate size to accommodate all stages of processing, storage, cleaning and movement of personnel.			
2.	No portion is used as living quarters.			
3.	These areas are distinctly separated: — Stunning, slaughtering and bleeding — Scalding and de-hairing — Evisceration — Cutting — Chilling — Cold room facilities — Workers room and facilities — Utility stores			
B	UNLOADING & HOLDING AREA			
1	Unloading area is adjacent to holding area.			
2	Unloading area is on the other side of the building, away from where the products are loaded for dispatch and delivery.			
3	Holding area is under cover.			
4	Holding area is well ventilated and effectively drained.			
5	Wastes are drained into the manure sump.			
C	STUNNING, SLAUGHTERING AND BLEEDING			

1	A separate room.			
2	Separated from live pig holding area by a wall.			
3	Footbath is provided at the entry and exit of the room.			
D	SCALDING AND DE-HAIRING			
1	A separate room.			
2	Liquid waste is drained to one side of the building.			
3	Solid wastes are separated effectively from the liquid waste.			
E	EVISCKERATION			
1	Next to the scalding and de-hairing room.			
2	Well ventilated.			
F	CUTTING			
1	A separate room.			
2	The room temperature is 12 ⁰ c.			
3	Footbath is provided at each entrance.			
4	Knife sterilizers, with hot water maintained at 82 ⁰ c are provided at strategic locations.			
5	Hand wash facilities with knee or leg operated taps, liquid detergent, auto-hand blower or disposable hand towels are provided at strategic locations.			
6	Adjacent to the designated room for cleaning COP equipments/utensils			
G	COLDSTORE			
1	Chilling room is next to the packaging and cutting room.			
2	Chilling room is inside the packaging and cutting room.			
3	Freezer is next to the packaging and cutting room.			
4	Freezer is inside the packaging and cutting room.			
5	Blast Freezer is next to the packaging and cutting room.			
6	A recording thermometer to indicate operationg temperature is provided for each chilling room and freezer.			
H	WORKER FACILITIES			
1	Staff welfare room is provided.			
2	Changing room equipped with lockers and showers is provided.			

3	Toilets are sited away from the processing area.			
I	UTILITY STORE			
1	Enclosed store room with adequate shelves for the storage of packaging materials is provided.			
2	Designated store room for cleaning utensils, chemicals, detergents etc. is provided away from the processing area.			
J	INTERNAL WALL			
1	Made of impervious materials.			
2	Angles between walls and kerbs are sealed and coved to the floor at 75mm radius to prevent accumulation of dirt and moisture.			
K	FLOOR			
1	Made from stone, asphalt, concrete or tiles (Please, indicate/state)			
2	Made of other impervious materials (Please, state).			
3	Covered with epoxy resin, polyurethane resin, polyester resin, methacrylate resin or other resin materials (Please, indicate/state).			
4	Well degraded to ensure non-stagnation of water.			
5	Smooth and non-slip, easily cleaned, resistant to wear and corrosion. (Please, indicate).			
6	Angles between floors and walls are sealed and coved.			
L	CEILING			
1	At least 3m high in all processing areas			
2	Smooth.			
3	Made from impervious materials (Please, state).			
M	WINDOW			
1	Without window.			
2	Openings are fitted with removable screens to exclude insects, birds, rodents and other pests.			
3	Internal window sills are sloped to prevent being used as shelves and accumulation of dust.			
N	DOOR			
1	Self-closing.			

2	Joints and hinges are rust resistant.			
3	Made of impervious materials (Please, state).			
4	Tight fitting to exclude insects, birds, rodents and other pests.			
5	Smooth.			
6	Polyvinyl Chloride (PVC).			
O	WASTE DISPOSAL			
1	Wastes are channeled into the treatment system.			
2	Separator is provided to retained solid wastes prior to discharge to the treatment system.			
3	Covered receptacles are provided to the treatment system.			
P	LIGHTS			
1	Lighting does not alter the color of product.			
2	Light bulbs and fixtures are of safety type and are protected to prevent contamination of product in case of breakage.			
3	200 lux for stunning, bleeding and de-hairing area.			
4	220 lux for chillers, freezers, cartoon storage room, loading dock and any associated marshalling areas.			
5	400 lux for evisceration, washing, packaging, breaking up and pieces preparation areas.			
6	600 lux for inspection area.			

Inspection Officer :



(Signature)

.....

(Name)

Date of Inspection:



	JABATAN PERKHIDMATAN VETERINAR(DVS), SABAH (AUDIT KESELAMATAN MAKANAN) <i>(Food safety Audit)</i>	
LAPORAN AUDIT BILIK SEJUK		
Ruj: _____		Tarikh: _____
1. PEMATUHAN <i>(Compliance)</i> 2. KAJIAN SEMULA <i>(Review)</i>	<input type="checkbox"/> <input type="checkbox"/>	
WILAYAH : _____ DAERAH : _____ <i>(Nota: Satu Borang Untuk Satu Bilik Sejuk)</i>		
NAMA PENGARAH SYKT./ PENGURUS : NAMA / ALAMAT SYARIKAT(GPS Koordinat) No. Tel: No.Fax:	a. No. Bilik Sejuk : _____ b. No.Lesen Perniagaan(jika berkaitan): _____ c. No.Establismen: Daftar Bilik Sejuk: _____	
Nama Auditor: 1. _____(Ketua) 2. _____ 3. _____ 4. _____	Maklumat Berkaitan Premis (Bagi Bilik sejuk sahaja): Bilangan; <input type="checkbox"/> Chiller Room: <input type="checkbox"/> Cold Room: <input type="checkbox"/>	
ALAMAT LOKASI PREMIS / BILIK SEJUK:	HALAL <input type="checkbox"/>	NON-HALAL <input type="checkbox"/>

Panduan Mengisi Borang Penilaian ;

Sila berikan penilaian anda dengan membulatkan nombor di dalam kotak penilaian yang disediakan;

Markah	Penilaian
1	Amat Tidak Memuaskan
2	Sederhana Memuaskan
3	Memuaskan
4	Amat Memuaskan

PERKARA		MARKAH				CATATAN
A. LOKASI DAN STRUKTUR PREMIS						
1	Premis terletak di kawasan yang selamat dari bencana dan pencemaran(banjir,asap,debu dsb)	1	2	3	4	
2	Kemudahan Infrastruktur(jalan-raya, air, elektrik, telepon dll.)	1	2	3	4	
3	Bahan Binaan Bangunan (kayu, konkrit dsb)	1	2	3	4	
4	Lantai(tahan lasak, kalis air, mudah dibersihkan, <i>gradien</i>)	1	2	3	4	
5	Dinding dan Siling (tahan lasak, kalis air, mudah dibersihkan,tidak menyerap kelembapan)	1	2	3	4	
JUMLAH						
B. KEMUDAHAN PENYIMPANAN		MARKAH				CATATAN
1	Bahan Yang diguna untuk meletak produk(palet kayu/plastik, rak, kontena dsb)	1	2	3	4	
2	Sistem Kawalan Suhu(persekitaran): - 4°C (<i>Chiller tank</i>), - 4 ~ 10 $^{\circ}\text{C}$ (<i>Chillerroom</i>), -18 ~ -23 $^{\circ}\text{C}$ (<i>Coldroom</i>)	1	2	3	4	
3	Sistem Pencahayaan(jenis lampu, keterangannya)	1	2	3	4	
4	Sistem Ventilasi(pengudaraan)	1	2	3	4	
JUMLAH						
C. PENGENDALIAN PRODUK		MARKAH				CATATAN
1	Susun-atur produk dalam bilik sejuk dan Jarak antara produk dengan dinding dan siling / Proses Penerimaan Susu	1	2	3	4	
2	Kekemasan Produk-produk/ Churn dan Tangki Susu	1	2	3	4	
3	Kaedah pengendalian produk semasa masuk dan keluar dari RPH / bilik sejuk / Tangki Susu (FIFO)	1	2	3	4	
4	<i>Product Traceability (Tagging, Coding, Recall etc)</i>	1	2	3	4	
JUMLAH						

D. PENGENDALI MAKANAN(Personel)		MARKAH				CATATAN
1	Tahap Kesihatan	1	2	3	4	
2	Pakaian (PPE)	1	2	3	4	
3	Amalan semasa mengendalikan produk	1	2	3	4	
4	Program latihan pengendali makanan dan yang berkaitan	1	2	3	4	
JUMLAH						

E. KEBERSIHAN PREMIS DAN PENYELENGGARAN SANITASI		MARKAH				CATATAN
1	Kebersihan dalam dan luar RPH / bilik sejuk	1	2	3	4	
2	Kawalan Makhluk Perosak	1	2	3	4	
3	Kaedah pelupusan produk luput tarikh(expired)	1	2	3	4	
4	Penyelenggaraan perkakasan RPH/bilik sejuk/PPS (pencucian, kalibrasi dll)	1	2	3	4	
5	Kaedah Rawatan dan Pelupusan Sisa Pepejal dan Cecair	1	2	3	4	
JUMLAH						

F. SISTEM DOKUMENTASI		MARKAH				CATATAN
1	Sistem Perekodan / Dokumentasi yang diamalkan (Rekod GMP / Rekod MeSti, Rekod-rekod berkaitan)	1	2	3	4	
2	Kesedia-adaan dokumen-dokumen semasa audit dijalankan	1	2	3	4	
3	Sistem Rekod Kemas-kini dan teratur	1	2	3	4	
JUMLAH						

JUMLAH MARKAH TERHADAP KESEMUA ASPEK YANG DINILAI		
Bil.	Kriteria Penilaian	Markah
A	LOKASI DAN STRUKTUR PREMIS BILIK SEJUK	
B	KEMUDAHAN PENYIMPANAN	
C	PENGENDALIAN PRODUK	
D	PENGENDALI MAKANAN(Personel)	
E	KEBERSIHAN PREMIS DAN PENYELENGGARAN SANITASI	
F	SISTEM DOKUMENTASI	
<p>JUMLAH KESELURUHAN = _____ x 100 = _____ % 100</p> <p>Tahap Penilaian;</p> <p>85 ~ 100% = Amat Memuaskan 70 ~ 84% = Memuaskan 50 ~ 69% = Tidak memuaskan 49% dan Kebawah = Amat Tidak Memuaskan</p> <ul style="list-style-type: none"> Sokongan ke atas permohonan adalah berdasarkan markah yang mencapai 70 % dan ke atas. 		

1. KOMEN KESELURUHAN/SYOR PEGAWAI PEMERIKSA ;

2. PERAKUAN SYARIKAT (PENGURUS / AUDITEE) ;

Saya mengakui semua maklumat dan komen yang dikemukakan oleh pihak jabatan adalah benar dan jika terdapat sebarang ketidak patuhan (NCR) yang dikeluarkan oleh pihak jabatan, pihak kami akan menyelesaikannya dalam tempoh masa yang telah dipersetujui bersama di antara kedua-dua pihak.

WAKIL SYARIKAT:

_____(Tandatangan)

NAMA :

NO.KAD PENGENALAN:

JAWATAN:

COP SYARIKAT:

KETUA PEGAWAI PEMERIKSA:

_____(Tandatangan)

NAMA:

JAWATAN:



**JABATAN PERKHIDMATAN
VETERINAR(DVS), SABAH**
(AUDIT KESELAMATAN MAKANAN)
(Food Safety Audit)

WILAYAH : _____

DAERAH : _____



**BORANG PENILAIAN AUDIT KESELAMATAN MAKANAN(FSA)
AUDIT PEMANTAUAN / AUDIT PEMATUHAN**

Ruj:

NAMA PENGURUS:

NAMA / ALAMAT SYARIKAT :
(GPS Koordinat):

1. Tarikh Pemeriksaan: _____

2. No.Establismen : _____ (Jika ada)

a. BILIK SEJUK :

i. Bilik Dingin(Chiller Room)

ii. Bilik Sejuk(Cold Room)

b. RUMAH PENYEMBELIHAN HAIWAN

No. Tel:

No.Fax:

ALAMAT LOKASI PREMIS:

HALAL

NON-HALAL

Panduan Mengisi Borang Penilaian ;

Sila berikan penilaian anda dengan membulatkan nombor di dalam kotak penilaian yang disediakan;

Markah	Penilaian
1	Amat Tidak Memuaskan
2	Sederhana Memuaskan
3	Memuaskan
4	Amat Memuaskan

PERKARA		MARKAH				CATATAN
A. LOKASI DAN STRUKTUR PREMIS						
1	Premis terletak di kawasan yang selamat dari bencana dan pencemaran(banjir, asap, debu dsb)	1	2	3	4	
2	Kemudahan Infrastruktur(jalan- raya, air, elektrik, telefon dll.)	1	2	3	4	
3	Bahan Binaan Bangunan (kayu, konkrit dsb)	1	2	3	4	
4	Lantai(tahan lasak, kalis air, mudah dibersihkan, <i>gradien</i>)	1	2	3	4	
5	Dinding dan Siling (tahan lasak, kalis air, mudah dibersihkan,tidak menyerap kelembapan)	1	2	3	4	
JUMLAH						

B. KEMUDAHAN PENYIMPANAN		MARKAH				CATATAN
1	Bahan Yang diguna untuk meletak produk(palet kayu/plastik, rak, kontena dsb)	1	2	3	4	
2	Sistem Kawalan Suhu(persekitaran): - 4°C (<i>Chiller tank</i>), - $4 \sim 10^{\circ}\text{C}$ (<i>Chillerroom</i>), - $18 \sim -23^{\circ}\text{C}$ (<i>Coldroom</i>)	1	2	3	4	
3	Sistem Pencahayaan(jenis lampu, keterangannya)	1	2	3	4	
4	Sistem Ventilasi(pengudaraan)	1	2	3	4	
JUMLAH						

C. PENGENDALIAN PRODUK		MARKAH				CATATAN
1	Susun-atur produk dalam bilik sejuk dan Jarak antara produk dengan dinding dan siling / Proses Penerimaan Susu	1	2	3	4	
2	Kekemasan Produk-produk/ Churn dan Tangki Susu	1	2	3	4	
3	Kaedah pengendalian produk semasa masuk dan keluar dari RPH / bilik sejuk / Tangki Susu (FIFO)	1	2	3	4	
4	<i>Product Traceability (Tagging, Coding, Recall etc)</i>	1	2	3	4	
JUMLAH						

D. PENGENDALI MAKANAN(Personel)		MARKAH				CATATAN
1	Tahap Kesihatan	1	2	3	4	
2	Pakaian (PPE)	1	2	3	4	
3	Amalan semasa mengendalikan produk	1	2	3	4	
4	Program latihan pengendali makanan dan yang berkaitan	1	2	3	4	
JUMLAH						

E. KEBERSIHAN PREMIS DAN PENYELENGGARAN SANITASI		MARKAH				CATATAN
1	Kebersihan dalam dan luar RPH / bilik sejuk	1	2	3	4	
2	Kawalan Makhluk Perosak	1	2	3	4	
3	Kaedah pelupusan produk luput tarikh(expired)	1	2	3	4	
4	Penyelenggaraan perkakasan RPH/bilik sejuk/PPS (pencucian, kalibrasi dll)	1	2	3	4	
5	Kaedah Rawatan dan Pelupusan Sisa Pepejal dan Cecair	1	2	3	4	
JUMLAH						

F. SISTEM DOKUMENTASI		MARKAH				CATATAN
1	Sistem Perakodan / Dokumentasi yang diamalkan (Rekod GMP / Rekod MeSti, Rekod-rekod berkaitan)	1	2	3	4	
2	Kesedia-adaan dokumen-dokumen semasa audit dijalankan	1	2	3	4	
3	Sistem Rekod Kemasan-kini dan teratur	1	2	3	4	
JUMLAH						

JUMLAH MARKAH		
Bil.	Aspek Penilaian	Markah
A	LOKASI DAN STRUKTUR PREMIS RPH / BILIK SEJUK / PEMROSESAN	
B	KEMUDAHAN PENYIMPANAN	
C	PENGENDALIAN PRODUK	
D	PENGENDALI MAKANAN(Personel)	
E	KEBERSIHAN PREMIS DAN PENYELENGGARAN SANITASI	
F	SISTEM DOKUMENTASI	

JUMLAH KESELURUHAN = $\frac{\quad}{100} \times 100\% =$

Tahap Penilaian;

85 ~ 100% = Amat Memuaskan

70 ~ 84% = Memuaskan

50 ~ 69% = Tidak Memuaskan

49% dan Ke bawah = Amat Tidak Memuaskan

(Nota: Markah Untuk dipertimbangkan untuk diluluskan adalah;

a. 85% dan ke atas – Pusat Pengumpulan Susu

b. 70% dan ke atas – Rumah Penjualan Haiwan(RPH) dan Bilik Sejuk

KOMEN KESELURUHAN/SYOR(Sila nyatakan tempoh-masa untuk menyelesaikan sebarang ketidak patuhan);

WAKIL SYARIKAT:

NAMA :

NO.KAD PENGENALAN:

JAWATAN:

COP SYARIKAT:

PEGAWAI PEMERIKSA:

NAMA:

JAWATAN:

COP JABATAN:

