



FOOD SAFETY AND QUALITY DIVISION

MINISTRY OF HEALTH MALAYSIA

**STANDARD OPERATING
PROCEDURE FOR ISSUANCE OF
HEALTH CERTIFICATE FOR THE
EXPORT OF RAW CLEAN EDIBLE
BIRD'S NEST TO CHINA**

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Approved by:	
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Designation:	Senior Director Food Safety and Quality Ministry of Health Malaysia
Date:	3 April 2013

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NO.	DATE OF AMENDMENT	REVISION NO.	AMENDMENT REFERENCE
1.	3 April 2013	01	The requirement for analysis of <i>E.coli</i> , <i>Salmonella sp.</i> and <i>Staphylococcus aureus</i> have been deleted in the Appendix 4, The List of Parameters for Export of Raw Clean Edible Bird's Nest to China.

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1. Introduction

It is the responsibility of the exporter to apply for Health Certificate for export of edible bird's nest based on the requirements of the importing countries. The exporter shall ensure that the edible bird's nest to be exported comply with the requirements of the importing countries.

The Designated Officer of the Health Office in the district where the product to be exported is stored shall be responsible for the issuance of Health Certificates to facilitate the export of edible bird's nest.

2. Procedure

2.1 Application for Health Certificate

- i. The processing establishment that wish to apply for Health Certificate for the purpose of export of edible bird's nest shall comply with the Standard Operating Procedures on The Control of The Safety of Edible Bird's Nest Along The Food Supply Chain and Standard Operating Procedure on The Control of Nitrite Level in Edible Bird's Nest.
- ii. A separate application shall be submitted by the exporter to the Designated Officer for each consignment of edible bird's nest to be exported.
- iii. The application for Health Certificate shall be made to the Designated Officer of the Health Office in the district where product to be exported is stored.
- iv. Exporter shall ensure that the requirements for issuance of Health Certificate for export of edible bird's nest to China are being fulfilled before applying the Health Certificate. The requirements for export of edible bird's nest to China are as in **Appendix 1**.

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- v. The following documents shall be attached with the application for Health Certificate:
 - a. Application Form For Issuance of Health Certificate For Export of Edible Bird's Nest To China, HC/EBN-2012 as in Appendix 2; and
 - b. Proof of purchase of raw unclean edible bird's nest/ raw clean edible bird's nest e.g invoice, payment receipt, bill etc.
 - c. In case of the raw unclean edible bird's nest is obtained from the bird's house owned by the processing establishment, proof of transaction shall be provided e.g transaction records, bill etc
- vi. The exporter is responsible to ensure that all the information provided in the application form is accurate before it is submitted to the Designated Officer. Any inaccurate information may result in the shipment of the consignment being delayed or the affected consignment may be recalled.
- vii. Random verification on the information provided by export establishment for the application of Health Certificate shall be carry out by State Health Department regularly.
- viii. Fees for the issuance of Health Certificates are as prescribed by the Ministry of Health as in **Appendix 3**.

2.2 Preparation and Issuance of Health Certificates

- i. Sampling shall be carried out by the officer at the District Health Office where the product is stored prior to the issuance of Health Certificate and sent to the laboratories which are recognized by Ministry of Health. The updated list of laboratories can be downloaded via website www.fsg.moh.gov.my/v3.

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- ii. The list of parameters of analysis is as in Appendix 4.
- iii. The inspection of processing establishment shall be conducted by the officer at the District Health Office where the processing establishment is located. However at the discretion of the officer the previous inspection report may be used if the inspection of the processing establishment has been carried out not longer than six (6) months from the date of application of Health Certificate.
- iv. If the processing establishment is located not within the area of the officer at the District Health Office, the officer at the District Health Office shall request for the inspection report of the processing establishment conducted by the relevant District Health Office in which the processing establishment is located.
- v. The issuance of Health Certificate is subjected to the compliance status of the processing establishment including the sampling result and the requirements for export of edible bird's nest to China as stated in **Appendix 1**.
- vi. Completed Health Certificates shall be signed by the Designated Officer.
- vii. The format of the Health Certificate for export of raw clean edible bird's nest to China shall be as in **Appendix 5**.
- viii. The Health Certificate shall only be issued for consignments to which it relates before it leaves the control of the District Health Office.
- ix. The Health Certificate, once issued shall not be modified in any way. The Designated Officer shall keep file copies of all issued Health Certificates for 2 years.
- x. Health Certificates shall be completed according to the Instructions for Completion of Health Certificate for Export of Raw Clean Edible Bird's Nest to China as in **Appendix 6**.

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2.3 Amendment / Replacement of Health Certificate

- i. Any request for an amendment or replacement of a Health Certificate shall be made to the District Health Office. The Designated Officer may approve the request for an amendment or replacement of a Health Certificate on a case-by-case basis.
- ii. In cases of a lost Health Certificate, the exporter shall make a written request for a new certificate to the District Health Office providing explanation for the loss of the Health Certificate. A copy of a police report shall be provided once request for a replacement of the Health Certificate is being made.
- iii. If satisfied with the given explanation, the Designated Officer shall issue a replacement Health Certificate with the following declaration included in the new Certificate at the top of the front page:
 "Replacement of Certificate No. Dated that has been lost."
- iv. Replacement Health Certificates shall be issued with a new identification number.
- v. The Designated Officer shall record on the file copy of the original Health Certificate that it has been cancelled and the reference number and date of the replacement Health Certificate added. A file copy of the original amended Health Certificate shall be kept.
- vi. Fee shall be imposed for replacement / amendment of Health Certificates.

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Appendix 1

Requirements for Issuance of Health Certificate for Export of Raw Clean Edible Bird's Nest to China

1. Sources of raw materials shall be obtained from bird's houses and/or middlemen which have been registered with Department of Veterinary Services.
2. Raw clean edible bird's nest shall be processed by processing establishments which have been listed in the Compliance List for Export of Raw Clean Edible Bird's Nest to China by the Ministry of Health (MOH) and approved by the Certification and Accreditation Administration of China (CNCA).
 - 2.1 Processing establishment shall comply with the Standard Operating Procedure (SOP) on the Control of the Safety of Raw Edible Bird's Nest Along the Food Supply Chain and SOP on the Control of Nitrite Level in Raw Edible Bird's Nest.
 - 2.2 Application for listing of processing establishment shall be made by using the Application Form for Listing of Processing Establishment of Raw Clean Edible Bird's Nest for Export to China-Form EBN/E/1-2012.
3. Exporter which is not the processing establishment shall be registered with Department of Veterinary Services.
4. Exporter shall submit Application Form for Issuance of Health Certificate for Export of Raw Clean Edible Bird's Nest to China - HC/EBN-2013 to the relevant District Health Office. Exporter shall declare the sources of raw materials involved along the supply chain for raw clean edible bird's nest as required in the form.

*The condition stated above is subject to change from time to time. Please refer to the website <http://fsg.moh.gov.my> for the latest information.

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Note:

Further information and related documents as listed below can be downloaded from website <http://fsg.moh.gov.my>

- a) Standard Operating Procedure on the Control of the Safety of Raw Edible Bird's Nest Along the Food Supply Chain
- b) Standard Operating Procedure on the Control of Nitrite Level in Raw Edible Bird's Nest
- c) Standard Operating Procedure for Monitoring of Raw Clean Edible Bird's Nest
- d) Compliance Listing and Verification Protocol for Export of Raw Clean Edible Bird's Nest to China
- e) Standard Operating Procedure for Issuance of Health Certificate for the Export of Raw Clean Edible Bird's Nest to China
- f) Application Form for Listing of Processing Establishment of Edible Bird's Nest for Export to China- Form EBN/E/1-2013
- g) Application Form for Issuance of Health Certificate for Export of Edible Bird's Nest to China- Form HC/EBN-2013

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Appendix 2

Form HC/EBN-2013



MINISTRY OF HEALTH
APPLICATION FORM FOR ISSUANCE OF HEALTH CERTIFICATE FOR EXPORT
OF RAW CLEAN EDIBLE BIRD'S NEST TO CHINA

Instruction:

These form shall be submitted for each application of Health Certificate

1.0 Particulars of Applicant

1.1 Name of Applicant:

1.2 NRIC Number:

1.3 Name and Address of Company:

.....

1.4 Tel. No.: 1.5 Fax No.: 1.6 H/P No.

1.7 E-mail address:

1.8 Registration number of food premises with Ministry of Health: :.....
 (as required under the Regulation 3, Food Hygiene Regulations 2009)

1.9 Company Registration Number (ROC):
(Please attach copy of the certificate)

1.10 Correspondence Address (if different from para 1.3):.....

.....

.....

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2.0 Information on Products To Be Exported To China

2.1 Name of product :.....

2.2 Quantity of product (in Kg) :.....

2.3 Trade mark :.....

2.4 Consignment number :.....

2.5 Code and Serial Number :.....

2.6 Name of processing establishment that produced the above products :

2.7 Address of the above mentioned processing establishment:

2.8 China National Certification and Accreditation Administration (CNCA)
 Registration No. of Processing Establishment:

2.9 Name of Consignor :.....

2.10 Address of Consignor :.....

2.11 Name of Consignee :.....

2.12 Address of Consignee :.....

2.13 Date of Departure :.....

2.14 Port of Shipment :.....

2.15 Destination :.....

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2.16 Means of transport : Flight Vessel Other
please specify

2.16.1 Name of Vessel :

2.16.2 Flight number :

2.17 Location of the products to be exported :

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3.0 Information on Sources of Raw Material:

3.1 Bird House

No	Name of bird house / Owner	Address of Bird house	Registration no.with Department of Veterinary Services

3.2 Middlemen

No	Name of middlemen	Address of Middlemen	Registration no.with Department of Veterinary Services

*Please use separate sheet if required

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3.3 Processing establishment

No	Name of Processing Establishment	Addresss	CNCA No.

*Please use separate sheet if required

4.0 Declaration

I hereby, based on my knowledge and the information gathered to this date, certify that the above statements are all correct without prejudice.

Signature: _____

Name: _____

Date: _____

Company stamp : _____

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Appendix 3

Fees for the Issuance of Health Certificates for Export of Raw Clean Edible Bird's Nest to China

Schedule A – Fees for Health Certificate for Export Purpose for each consignment

No. of Health Certificate applied	Fee / certificate
1 – 3	RM80.00
4 – 6	RM60.00
7 – 9	RM40.00
10	RM30.00

Schedule B – Fees for Health Certificate for Exhibition Purpose

Type of Exhibition	Fee / certificate
Encouraged by Government Agency	RM 30
Individual	RM50

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Appendix 4

List of Parameter of Analysis for Export of Raw Clean Edible Bird's Nest to China

Parameter of Analysis	Tolerance Level
Nitrite	≤ 30 mg/kg (ppm)

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Appendix 5

FSQD 0195558

**KEMENTERIAN KESIHATAN
MALAYSIA**



**MINISTRY OF HEALTH
MALAYSIA**

马来西亚卫生部

Reference No/ 参考号:

HEALTH CERTIFICATE/ 卫生证书
(Edible Bird's Nest/ 食用燕窝)

Name of Products/ 货物名称:

Quantity/ 数量:

Trade Mark/ 商标:

Consignment No./ 货物号:

Code and Serial No./ 密码与编号:

Processing Establishment/ 生产企业:

China National Certification and Accreditation Administration (CNCA) Registration No. of Processing Establishment/ 生产商的 CNCA 注册号:

Name and address of Consignor/ 发货人名称及地址:

Port of Shipment/ 装运港:

Destination/ 目的地:

Name of Vessel/ 船名称:

Sampling Point/ 取样本日期:

Source (s) of Raw Materials / 原料来源 :

Registration number of bird's house/ 燕屋注册号:

This is to certify that:

1. The above mentioned products were from the premises approved by competent authority, and the processing enterprise has been registered by CNCA.
2. The above mentioned products were harvested, processed, packed, stored, and transported under sanitary condition, which were under the supervision of competent authority.
3. The above mentioned products were inspected and quarantined by competent authority, compliant with the laws, regulations, related standards and requirements of China, and fit for human consumption.
4. Essential prevention measures have been taken to avoid contact between the products and all bird flu virus sources.

兹证明:

1. 上述产品来自主管当局注册的燕屋, 并且生产企业经过中国官方注册。
2. 上述产品在卫生条件下采收, 生产, 包装, 储藏和运输, 并置于主管当局监督之下。
3. 上述产品经主管当局检验检疫, 符合中国法律法规及相关标准和要求, 适合人类食用。
4. 已采取必要的预防措施防止产品与所有禽流感病毒源接触。

Date of Issue/ 签发日期:



Signature/ 签名:

Designation/ 职位:

Official Stamp/ 官方印章:

This certificate is valid for THREE (3) MONTHS from the date of issue. This certificate is not meant for display or use as an advertisement.
本证书自签发之日起三个月内有效。此证书不可用在陈列展览或广告用途。

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Appendix 6

INSTRUCTIONS FOR COMPLETION OF HEALTH CERTIFICATE FOR EXPORT OF EDIBLE BIRD'S NEST TO CHINA

1. Health Certificate for Export of Edible Bird's Nest to China as attached in Appendix 5 is to be used.

2. The Certificate is to be completed as follows:

Name of products	:	Description of the products
Quantity	:	Net weights in Kg.
Consignment No.	:	This information is optional. If applicable, please indicate all the identification numbers of the container
Processing Establishment	:	Name of the processing establishment
Trade Mark	:	Brand name of the product(s)
Code and serial number	:	This information is optional. If applicable, shall indicate all the identification numbers of the seals / or if using courier service shall indicate the tracking number etc
China National Certification and Accreditation Administration (CNCA) Registration No. Of Processing Establishment	:	Registration number of processing establishment with CNCA
Name and address of consignor	:	Name and address (street, town and post code) of the consignor / exporter
Port of Shipment	:	Name of the port of shipment
Destination	:	Province/city (point of entry) and country of destination
Name of vessel	:	Flight number (aircraft) or name (ship). Separate information is to be provided in the event of unloading and reloading
Sampling point	:	Place / location of sampling conducted by Ministry of Health
Sources of Raw Materials	:	Country of Origin
Registration no. of bird's house	:	Registration number of bird's house with Department of Veterinary Services used as sources or raw materials for the product to be exported.

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Every health certificate must have:

- Bear a unique reference number
- The signature of the certifying officer
- The certifying officer's official stamp (Name and designation)
- The date of issue
- Official stamp of Food Safety and Quality Division, Ministry of Health
- Each page of a certificate must be numbered at bottom right so as to indicate that it is a particular page in a finite sequence

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CHECKLIST FOR APPLICATION OF ISSUANCE OF HEALTH CERTIFICATE FOR EXPORT OF EDIBLE BIRD'S NEST TO CHINA

Name of Exporter :

Date of Application :

No	Type of Documents	Yes (v) or No (x)	For official use	Remarks
1	Application form for issuance of Health Certificate for export of Edible Bird's Nest to China : HC/EBN-2013		Complete <input type="checkbox"/> Not Complete <input type="checkbox"/>	
2	Processing establishment have been registered with CNCA		Registered <input type="checkbox"/> Not registered <input type="checkbox"/>	
3	Processing establishments have been listed by Ministry of Health (MOH)		Listed <input type="checkbox"/> Not listed <input type="checkbox"/>	
4	Exporter which is not the processing establishment have been registered with Department of Veterinary Services		Registered <input type="checkbox"/> Not registered <input type="checkbox"/>	
5	Sources of raw materials registered with Department of Veterinary Services.		Registered <input type="checkbox"/> Not registered <input type="checkbox"/>	
6	Proof of purchase / transactions of raw unclean EBN/ raw clean EBN		Provided <input type="checkbox"/> Not provided <input type="checkbox"/>	
7	Certificate of analysis (COA) from laboratory recognized by MOH		Date of COA : COA ref. No: Result : Comply <input type="checkbox"/> Not comply <input type="checkbox"/>	
8	Inspection of processing establishment		Date of inspection: Compliance status : Comply <input type="checkbox"/> Not comply <input type="checkbox"/>	
7	Payment of certificate (mode of payment) e.g cheque/money order/postal order		Cheque /money order no :	

Prepared by

Name :

Designation :

Date :

Verify by

Name :

Designation :

Date :