



**MALAYSIAN CERTIFICATION SCHEME FOR HACCP  
NEW APPLICATION / ADDED PRODUCT CHECKLIST**

MCS HACCP appcklist(1/00)

**FOR APPLICANT USE**

<b>Company</b>	:	
<b>Address</b>	:	
<b>Submission Date</b>	:	

A.	CHECKLIST FOR APPLICATION FORM	Please tick *Yes (√) / No (X)	
		Applicant	Officer
1.	A copy of SSM Certificate		
2.	A copy of Factory/Premise Licence from Local Authority		
3.	Company Audited Account		
4.	Two (2) copies of HACCP Manual (Refer to <b>Annex B</b> below for minimum content of HACCP Manual)		
5.	Two (2) copies of PRP Manual (Refer to <b>Annex C</b> below for minimum content of PRP Manual)		

Annex B.	CHECKLIST FOR MINIMUM CONTENTS OF HACCP MANUAL AND SUPPORTIVE DOCUMENTS	Please tick *Yes (√) / No (X)	
		Applicant	Officer
1.	Company & Food Safety Policy		
	Company profile		
	Organization chart		
	Food safety management policy		
	Plant layout		
2.	HACCP Team & Responsibilities		
3.	Scope of HACCP Plan		
4.	Food Safety Objective(s)		
5.	Product Description & Intended Consumer		
6.	Process Flow Chart		
7.	Hazard Analysis Worksheet		
8.	HACCP Plan Summary		
9.	Overall Verification Activities & Schedule		
10.	Summary of Pre-requisite Programmes		



Annex C.	CHECKLIST FOR MINIMUM CONTENTS OF PRP MANUAL	Please tick *Yes (✓) / No (X)	
		Applicant	Officer
1.	Establishment : Design and Facilities a. Location b. Premises and rooms c. Equipment d. Facilities		
2.	Control of Operation a. Control of Food Hazards b. Key aspects of hygiene control systems c. Incoming Materials requirements d. Supplier assurance programme e. Packaging and storage f. Water, steam and ice g. Management and supervision h. Documentation and records i. Customer feedback and complaints j. Recall procedures and traceability		
3.	Establishment : Maintenance and sanitation a. Maintenance and cleaning b. Cleaning programmes c. Chemical control d. Pest Control e. Waste Management f. Sanitation systems		
4.	Establishment : Personal Hygiene a. Health Status b. Illness and injuries c. Personal cleanliness d. Personal behaviour e. Visitors and workmen		
5.	Transportation and Distribution a. General b. Requirements c. Use and maintenance		
6.	Product information and consumer awareness a. Batch Identification b. Product information c. Labelling d. Consumer education		
7.	Training a. Awareness and responsibilities b. Training programmes c. Instruction and supervision d. Refresher training		

Kindly submit **all the documents above** within **two (2) weeks** after submission of online application to the address below :

**Senior Director  
Food Safety and Quality Division  
Ministry of Health  
Level 3, Block E7, Complex E  
Federal Government Administration Centre  
62590 Putrajaya  
(att : HACCP Certification Unit)**

The application will be processed once completed documents are received. **Failure to submit the documents within two (2) weeks will affect your application.**



**FOR OFFICER USE**

Status :       COMPLETE       REJECT       KIV

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

**Processed By :**

.....  
**(Signature and Official Stamp)**

**Date :**