FOOD SAFETY AND QUALITY DIVISION

MINISTRY OF HEALTH MALAYSIA

STANDARD OPERATING PROCEDURE FOR MONITORING OF WATER AND ICE USED IN THE EUROPEAN UNION SUPPLY CHAIN

Approved by:	
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Date:	

NO.	DATE OF AMENDMENT	REVISION NO.	AMENDMENT REFERENCE
1.	11 March 2010	02	Document No. Document No. ***"06"*** is changed to ***"07"***. Para 2 The phrase "***of fish and fishery products***" is included. Para 4 The original statement is deleted and new statement ***"Designated officers of the Ministry of Health (MOH) are involved in the sampling of water and ice at processing establishments and ice producing facilities. Designated officers from the Department of Fisheries (DOF) are involved in sampling of water and ice at aquaculture farms and fishing vessels. Designated officers from the Fisheries Development Authority of Malaysia (LKIM) are involved in sampling of water and ice at landing sites. Designated officers of the KMAM Unit, District Health Office are involved in the sampling of water (for audit monitoring parameters) at the water sampling point nearest to the establishment and sources of raw materials"*** is included. Para 6 The statement "***Designated officers of the KMAM Unit, District Health Office are involved in the sampling of water (for audit monitoring parameters) at the water sampling point nearest to the establishment and sources of raw materials"*** is included. Para 5.1 The word "***points***" is changed to "***water outlets***". Para 5.3 The word "***ice***" is included.

NO.	DATE OF AMENDMENT	REVISION NO.	AMENDMENT REFERENCE
			Para 5.6 The phrase "***of fishery raw materials***" is included. Para 5.7 The original statement is deleted. Para 6.1.1 The words " ***and ice***" is included. Para 6.1.2 c) The amount of "***70%***" alcohol is included. Para 6.1.2 d) New para "***Appendix XII - Analysis Request Form for radioactivity***" is inserted. Para 6.1.2 e) The words "***for bottles***" are included. Para 6.1.2 i) New para "**Ice scoop (for ice sampling)**" is included. Para 6.2 i),ii), v), 6.2.1 i), 6.2.2 i), 6.3 i), ii), 6.3.1 i), ii), v), 6.3.2 iii), 6.4 iii), 6.5 i) and 6.6 ii) The words "***and ice***" are included. Para 6.2.2.1 (vii) The words "Sodium tiosulphate" is replaced with "***Sodium thiosulphate"*** New statement "***For sampling of water, hold the bag under the flow of the tap water. For sampling of ice, scoop ice into the bag carefully so that the scoop does not touching the opening of the bag"*** is included. Para 6.2.2.1 viii) & ix) The word "***ice***" is included.

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			Para 6.2.2.1 viii New statement "***Use more than one thiobag for ice sampling to ensure sufficient volume of sample available for the analysis"*** is included. Para 6.2.2.1 ix The words "that" before statement ***"there is air space..",*** and "the" before statement ***"mixing or shaking.."*** are deleted. Para 6.2.3 The phrase "***For sampling of water and ice***" is deleted. The words "***and ice***" and "***analyzed***" are included. Para 6.2.3.2 The phrase for Appendix "***VI***" and "***VII***" are included Para 6.2.3.2 xiv) New para "***Leave ice sample to melt and become liquid (water) before filled into the sample bottles. Ice sample shall be kept in a clean container and the container shall be kept at room temperature while ice is melting***" is included. Para 6.3 The word "analysis" is replaced with ***"analyses"*** Para 6.3.1 i) No. "***VII***" is changed to "***VIII***". Para 6.3.1 iv) & v) The words "that" before statement "***the sample bags.."*** , and "that" before statement "***the water and ice samples.."*** are deleted.

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			Para 6.3.1 v) The phrase ***"This is because"*** is deleted, and the word "as" is included. <u>Para 6.5 ii)</u> Phrase "***VI, VII and VIII respectively***" is included. <u>Para 6.5 vi)</u> No. of Appendix "***VII***" is changed to "***X***". <u>Para 6.6 i)</u> New statement "***Sampling of water for the radioactivity analysis is carried out by KMAM Unit, District Health Office at the water sampling point nearest to establishment and sources of raw material whereas sampling of ice for the radioactivity analysis is carried out by the State Health Department at the establishment***" is included. <u>Para 6.6 ii)</u> No. of Appendix "***IV***" is changed to "***XI***". <u>Para 6.6 v)</u> No. of Appendix "***VIII***" is changed to "***XII***". <u>Para 8.1</u> New statement – ***"The water and ice monitoring plan has a defined performance criterion for timeliness of analysis and reporting of results."*** is included <u>Para 8.2</u> New statement – ***"Turnaround time is defined as time taken between the arrival of samples at the laboratory and the date of reporting which shall be within 14 working days for chemical and microbiological analysis. In the event of non-compliance of the TAT, reasons are to be submitted to the CA by the***

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			laboratories." is included Para 8.3 New statement – **"Analytical results shall be reported in compliance to the requirements under clause 5.10 of ISO/IEC 17025."** is included. Para 8.4 New statement – ***"It is the responsibility of the CA to follow-up with the relevant laboratory if they found that analysis results are not received from the laboratory and TAT has been exceeded."*** is included Para 8.5 New statement ***–"The laboratory shall issue results of analysis to laboratory to the State Health Department, District Health Office, DOF State Biosecurity Unit or LKIM, where appropriate, with a copy MOH (HQ) within 3 working days from the date of reporting."*** is included. Para 8.6 New statement – ***"The State Health Department, District Health Office, DOF State Biosecurity Unit or LKIM shall submit the compilation of analytical results to MOH (HQ) or DOF (HQ) according to the format as in Appendix XIV on a weekly basis."*** is included. Para 8.7 New statement – ***"In the case of suspected contravening results, the laboratory shall report the preliminary results immediately via e-mail or facsimile to the the State Health Department, District Health Office, DOF State Biosecurity Unit or LKIM where relevant, with a copy to MOH (HQ)."*** is included.

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			Para 8.8 New statement – ***"Appropriate follow-up action at the establishment, sources of raw material and water sampling point nearest to the establishment and sources of raw material, shall be taken within three (3) working days*****."** is included Para 8.9 The word "2 years" is replaced with ***" 3years"***. Para 9.1 The words "***District Health Office"*** and ***"in writing"*** are included. Para 9.4 New statement ***"Preliminary Contravention Report for Water & Ice Monitoring Programme in Appendix XV is to be submitted to the MOH (HQ) or DOF (HQ) within 14 working days after the date of investigation by completing No. 1-15***" is included. Para 9.5 New statement "***Final Contravention Report is to be submitted to the MOH (HQ) or DOF (HQ) after all corrective actions have been taken within 7 working days"*** is included. Appendix I i. Parameter "***Enterococci***" is deleted. ii. New parameter ***"Clostridium perfringens***" is included Appendix II Part C: New parameter ***"Clostridium perfringens***" is included

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			<u>Appendix III</u> i. Parameter "***Enterococci***" is deleted. ii. Microbiological testing: Parameter ***"Clostridium perfringens (analysis only available in Chemistry Department, Petaling Jaya)"*** is included iii. New parameter, "***Nitrite***" is included. <u>Appendix IV</u> i. Part A: Parameter "***Enterococci***" is included. ii. Part A & C: Parameter ***"Clostridium perfringens (analysis only available in Chemistry Department, Petaling Jaya)"*** is included iii. Part A & C: Parameter ***"Colony Count at 22°C and 36°C"*** is included iv. Part B: Parameter ***"Bromate"*** is included v. Part B: Parameter ***"Polyaromatic Hydrocarbons"*** is included vi. Part B: Parameter ***"Vinyl Chloride"*** is included <u>Appendix V</u> For "***B***" type; Parameter "nitrite" is included. New sentences "***Botol plastik, 100ml***" and "***Penyejukan $4^{o}C – 10^{O}C$***" are included. <u>Apendix IX</u> States ***"Melaka,Terengganu, Kelantan and Bintulu, Sarawak"*** are deleted. Chemistry Departments ***"Bukit Katil, Melaka, Kuala Terengganu and Bintulu Sarawak"*** are deleted

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			Appendix X A. State "***Sarawak***" and "***W.P. Labuan***" are included. B. State "***Sarawak***" and "***Kedah***" are included. C. ***Station Code of Lembaga Kemajuan Ikan Malaysia (LKIM)*** is included D. "***Landing Site***" is included. Establishment "***Guinea Foods Sdn. Bhd.***" is delisted. The establishments, aquaculture farms and landing sites ***"Seiko Marine Products Sdn. Bhd., Haisan Ice Industries Sdn. Bhd., Figo Foods Sdn. Bhd., Asia Mewah Resources Sdn. Bhd., One-East Marketing Sdn. Bhd., Mafipro Sdn. Bhd., AMI Marketing (M) Sdn. Bhd., Ocean Pioneer Food Sdn. Bhd. and BlueOcean Seafood Specialist Sdn. Bhd., Leng Wah Fishery Sdn. Bhd., Butterworth Iceworks Sdn. Bhd., Sea Master Trading Sdn. Bhd., Hong San Frozen Food Sdn. Bhd., Rex Canning Co. Sdn. Bhd., Ocean Fresh Seafood Sdn. Bhd., Agrobest (M) Sdn. Bhd., Kuok Sui Sea Products Sdn. Bhd., uching Frozen Food Sdn. Bhd., Sea Horse Products Sdn. Bhd., Haiky Borneo Sdn. Bhd., QL marine Products Sdn. Bhd., Gropoint Fisheries Sdn. Bhd., Asia Aquaculture (M) Sdn. Bhd. (Kuala Selangor), Trapia Malaysia Sdn. Bhd., Asia Aquaculture (M) Sdn. Bhd. (Bagan Datoh), Arca Biru Sdn. Bhd., Asia Aquaculture (M) Sdn. Bhd. (Sempadi), Sea Horse Marine Life Sdn. Bhd. (Santubong), Kompleks Perikanan KLIM Endau, Kompleks***

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			LKIM Lumut, Malaysian International Tuna Port (MITP), Goh Siong Tee Marine Industry (Bukit Tambun), Kompleks LKIM Kuantan, QL Deep Sea Fishing, Jeti Kauluan," are newly listed. <u>Appendix XI</u> New appendix is included. <u>Appendix XIII</u> Original appendix ***"Laporan Analisis Kimia Bagi Sampel Air"*** is deleted. <u>Appendix XIV</u> Original appendix "***Compilation of Analytical Results of Water and Ice Samples for Check and Audit Monitoring***" is deleted and new form "***Compilation Of Analytical Results Of Samples Taken Under Water And Ice Monitoring Plan 2010***" is included. <u>Appendix XV</u> New appendix ***"<u>Contravention Report Water & Ice Monitoring Programme</u>*** is included.
2.	31 March 2010	03	<u>Appendix IV, Part C</u> The statement ***"1 drop of 25% $Na_2S_2O_3$ if residual chlorine present"*** under column "Preservation by Chemical for Total Organic Carbon (TOC)" is included. <u>Appendix IV</u> The statement ***"1 titis 25% $Na_2S_2O_3$ jika terdapat baki klorin"***, under column *"Kaedah Pengawetan bagi Botol D"* is included. <u>Appendix X</u> Stations Codes for Sarawak and W.P. Labuan State Health Department are changed to ***"KKS31"*** and ***"KKW31"***

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			respectively.
3.	20 August 2010	04	Para 6.2.2 Statement ***"Ice should be sampled in its original form"*** is included. Appendix IV The statement ***"50 µl of 100 mg/ml of EDA per 100 ml sample"*** is included under column "Preservation by chemical" for parameter Bromate. Specifications for **"*type of containers, sample volume, preservation of samples and sample storage"*** for parameter Epichlorohydrin are included. Appendix VI Specifications for ***"Jenis dan Saiz Bekas and Kaedah Pengawetan"*** for bottle Q are included. Appendix VIII Original Appendix VIII is replaced with a **new Appendix VIII**.

1. Introduction

In the seafood industry, water is used along the EU supply chain i.e. aquaculture farms, fishing vessels, landing sites, export establishments and ice producing facilities. Therefore, the use of potable water is essential to prevent the contamination of fishery products.

To comply with the EU requirements, an extensive water and ice monitoring programme was developed and implemented. This monitoring programme plays an important role in ensuring the quality and safety of water and ice used along the EU supply chain for fishery products.

2. Scope

This standard operating procedure is for monitoring of water and ice used along the EU supply chain of fish and fishery products i.e. aquaculture farms, fishing vessels, the landing sites, the export establishments and ice producing facilities.

3. Objectives

To verify that the safety and quality of water and ice used in a food production undertaking in the EU supply chain for fishery products comply with the requirements of Council Directive 98/83/EC.

4. Responsibility

Designated officers of the Ministry of Health (MOH) are involved in the sampling of water and ice at processing establishments and ice producing facilities. Designated officers from the Department of Fisheries (DOF) are involved in sampling of water and ice at aquaculture farms. Designated officers from the Fisheries Development Authority of Malaysia (LKIM) are involved in sampling of water and ice at landing sites. Designated officers of the KMAM Unit, District Health Office are involved in the sampling of water (for audit monitoring parameters) at the water sampling point nearest to the establishment and sources of raw materials.

5. Sampling Point

5.1 Sampling of water at the processing establishment is to be carried out at the water outlets in the processing area.

5.2 Sampling of ice at the processing establishment is to be carried out at the point of ice production.

5.3 Sampling of ice at the landing site is carried out at the point of ice production or from ice storage containers, wherever appropriate.

5.4 A plumbing system layout within the establishment is to be used as a guide for the identification of the sampling points. Sampling is to be carried out from water outlets on the rotation basis. The sample reference number shall bear an identification code which can be correlated to the water outlet which serves as the sampling point.

5.5 Sampling of water at the aquaculture farm is carried out at the points where water is used for washing fishery products, containers in contact with fishery products, tools, etc.

5.6. Sampling of ice at the aquaculture farm is to be carried out at the point of storage of ice used to maintain the cold chain of fishery raw materials.

5.7 Sampling of water at the landing site is carried out at the points where water is used for washing fishery products, containers in contact with fishery products, tools, etc.

6. Sampling of Water

Monitoring of water and ice are carried out in accordance to Council Directive 98/83/EC as follows:

i. Check monitoring

The purpose of check monitoring is to provide information on the organoleptic and microbiological quality of water supplied for human consumption as well as information on the effectiveness of drinking-water treatment. The parameters to be monitored are as in Appendix I. The number of samples to be taken is calculated based on Table B1 of Annex II, Council Directive 98/83/EC using the amount of water used in the establishment, farm and landing site.

ii. Audit monitoring

The purpose of audit monitoring is to provide information necessary to determine whether or not all the parametric values as laid down in Annex II of Council Directive 98/83/EC are being complied with. The parameters to be monitored are as in Appendix II. The number of samples to be taken is calculated based on Table B1 of Annex II, Council Directive 98/83/EC using the amount of water used in the establishment, farm and landing site.

6.1 Preparation for Sampling

6.1.1. Plan your sampling schedule such that sampling of water and ice is carried out in the morning so that the water and ice samples can reach Chemistry Department laboratory by 3.30 p.m. of a particular day.

6.1.2. Prepare the following sampling tools:

a) Water sample containers and sterile “write-on” bag/ thiobag (Refer Appendix III and IV);

b) Preservatives;

c) 70% Alcohol;

d) Analysis Request forms:

Lampiran 1A - Request Form for Chemical Analysis: Check Monitoring (Appendix V)
Lampiran 2A - Request Form for Chemical Analysis: Audit Monitoring (Appendix VI)
Lampiran 2B - Request Form Pesticide Analysis: Audit Monitoring (Appendix VII)
S1 Form - Request Form for Microbiological Analysis (VIII);
Appendix XII - Analysis Request Form for radioactivity.

e) Coloured labels for bottles;

f) Clean cool box with frozen ice packs;

g) One (1) temperature control bottle;

h) In-situ field test kit

i) Ice scoop (for ice sampling)

6.2 Sampling Procedure

i. Take the water and ice samples from the identified sampling points using clean sampling tools and containers.

ii. The water and ice sampled shall represent the actual water and ice quality at the sampling points.

iii. Avoid any contamination by the sampling officer, the use of contaminated sampling container and any cross contamination.

iv. Make sure that the flow of the water being sampled does not touch the mouth of the sampling container.

v. Make sure that water and ice is sampled in a manner to avoid changes in the water and ice composition.

vi. Fill the sampling container with a gentle stream of water to avoid turbulence and air bubbles.

vii. Samples shall be stored and transported to Chemistry Department laboratory at appropriate temperature in order to obtain accurate analytical results.

viii. Use “15” as the coding for ice and “13” as the coding for treated water.

6.2.1 In-Situ Testing of Water and Ice for Physical Parameters

i. Conduct in-situ testing of water and ice for physical parameters using in-situ field test kits and organoleptic examination. The physical parameters are pH, conductivity, turbidity, colour and odour.

ii. Record the results of the in-situ tests carried out in Lampiran 1A, 2A, 2B and S1 forms as in Appendix V, VI, VII and VIII respectively.

6.2.2 Sampling of Water and Ice for Microbiological Analysis

i. Use aseptic technique for the sampling and handling of water and ice samples for microbiological analysis. Ice should be sampled in its original state.

ii. Avoid any contamination of samples caused by air, soil, hand, etc. during sampling.

6.2.2.1 Use of Sterile Write-On Bag / Thiobag

i. Use clean and sterile “Write-On” / thiobag which has not expired;

ii. Do not leave the bag opened or exposed to air for a long time;

iii. Avoid touching the opening and interior part of the sterile bag with hand;

iv. Avoid placing the bag on dirty surface;

v. Avoid washing the external surface of the bag;

vi. Use thiobag with white tag (Sodium thiosulphate) for treated/ chlorinated water to deactivate / neutralize the chlorine;

vii. Open the cover of the sterile bag carefully. Avoid touching or contaminating the opening of the bag. For sampling of water, hold the bag under the flow of the tap water. For sampling of ice, scoop ice into the bag carefully so that the scoop does not touching the opening of the bag;

viii. Fill water / ice sample into the sterile bag till “FILL LINE” 100 ml without rinsing. Twist the opening of the bag for at least 3 times and tie a knot. Use more than one thiobag for ice sample to ensure sufficient volume of sample available for the analysis;

ix. Make sure there is air space at the top portion of the bag to ease mixing or shaking of the water / ice sample during microbiological analysis at the Chemistry Department laboratory;

x. Label the bag with necessary information such as sample reference number, sample point identification number, sampling date and time.

6.2.2.2 Sampling of Tap Water

i. Clean the tap to remove any dirt present on the tap;

ii. Leave the water flowing vigorously for at least 2-5 minutes before sampling;

iii. Disinfect the tap. For metal taps, swab using cotton with 70% alcohol and burn the tap using blow-torch. For plastic taps, swab using cotton with 70% alcohol;

iv. Leave the water to flow in a medium stream for 2-3 minutes before taking sample;

v. Make sure that bottle containing alcohol is properly closed to avoid evaporation.

6.2.3 Sampling of Water and Ice for Chemical Analysis

For the chemical analysis parameters, different types of bottles are used i.e. plastic and amber glass bottles. Different preservatives are used for different parameters to be analysed.

6.2.3.1 Water and Ice Sample Bottles for Chemical Analysis

i. The use of different types of water sample bottles is important in chemical analysis (refer to Appendix III and Appendix IV)

ii. Use plastic bottle to sample water for inorganic analysis parameters.

For example, silica and sodium can leach out from glass surfaces but this problem will not occur in plastic containers.

Metal residues which may be present in water and ice samples may be trapped onto the wall of glass containers.

iii. Use glass bottle to sample water for organic and volatile organic analysis parameters.

Plastic containers and covers should not be used for organic samples except those plastic containers and covers made of polytetraflouroethylene (TFE).

6.2.3.2 Sampling for Chemical Analysis (Refer Appendix V, VI and VII)

i. Prepare sufficient sample bottles according to the number of sampling points and chemical analysis parameters to be analyzed;

ii. Use specified sample bottles, preservative and coloured label;

iii. Use new and clean sample bottles. To avoid cross contamination, do not use recycled bottles;

iv. Sample bottles should be labelled using bottle ID specified for various types of chemical parameters to be analyzed. For example, the sample bottle ID for metal analysis is “A”;

v. For samples to be tested for inorganic substances, rinse the new bottle and its cover 2-3 times with water which is going to be sampled before sampling. This is to reduce any contamination, dust and residues from sample bottles;

vi. For samples to be tested for organic substances, make sure that the bottle is clean. Rinse the bottle once to avoid accumulation of the entrapped concentrated compounds at the interior of the sample bottles;

vii. In sampling of water for the volatile organic compounds and trihalomethane (THM), the sample bottle should be tilted and filled with the water sample carefully to avoid bubbling;

viii. Fill the bottle with sample until full to prevent the presence of air space at the top portion of sample bottle;

ix. Fill up the bottle with the sample. Then, add the appropriate preservative;

x. Close the sample bottle. Invert the bottle to uniformly mix the sample and the preservatives;

xi. Make sure the cover of the bottle is closed tightly to avoid spillage during delivery;

xii. Paste the correct coloured label onto the sample bottles. Fill up the necessary information in the coloured label;

xiii. Place all the water sample bottles in the cool box.

xiv. Leave ice sample to melt and become liquid (water) before filled into the sample bottles. Ice sample shall be

kept in a clean container and the container shall be kept at room temperature while ice is melting.

6.3 Delivery of Samples to Chemistry Department Laboratories

i. Officers who deliver water and ice samples for microbiological and chemical parameter analyses should ensure that the temperature of the samples are maintained at 4 - 10^{O}C when the samples reach the Chemistry Department laboratory.

ii. Use adequate ice packs in the cool box when delivering the water and ice samples.

iii. Place control bottle in the cool box before sampling is carried out.

6.3.1 Delivery of Samples for Microbiological Analysis

i. Water and ice samples for microbiological analysis should be taken and sent to Chemistry Department laboratories as in Appendix VIII on the same day i.e. within 24 hours.

ii. Keep the water and ice samples away from light during transportation to the laboratory.

iii. Place sample bags in an upward position in the cool box. Do not tilt or lay them flat at the bottom of the cool box.

iv. Make sure the sample bags do not leak or damage during transportation to the laboratory. Leaked or damaged bags will not be accepted by the laboratory.

v. Make sure the water and ice samples reach the laboratory reception counter before 3.30 pm. as the laboratory personnel are required to conduct the microbiological analysis on the same day.

6.3.2 Delivery of Samples for Chemical Analysis

i. Deliver all samples for chemical parameter analysis to the laboratory of Department of Chemistry Malaysia, Petaling Jaya.

ii. Sample bottles are to be closed tightly to avoid spillage during transportation to the laboratory.

iii. Water and ice samples that are being delivered should be accompanied by enough frozen ice packs in the cool box. Frozen ice packs should be placed at the bottom part, on the sides and on the top part of the cool box. This is to ensure the temperature is maintained within 4 - 10^0C.

iv. Deliver the samples to the laboratory as soon as possible. Ideally, it should be delivered within the same day of sampling.

v. For samples that could not be sent on the same day, keep all of the samples in the refrigerator and not in the freezer compartment.

vi. Sample bottles are to be handled properly to avoid breakages.

6.4 Handing of Water and Ice Samples to the Chemistry Department Reception Counters

i. Sample should be delivered to the reception counter before it is closed.

ii. Make sure the number of samples tallies with the information in the request form.

iii. Arrange the water and ice sample bottles properly according to the list in the Sample Analysis Request Form (Lampiran 1A, 2A, 2B, & S1 Request Form).

iv. Chemistry Department laboratory personnel will check the temperature of the reference bottle and record it in the analysis request from.

v. Take back a copy of the form after it has been checked and signed by the receptionist at the registration counter.

6.5 Completion of Request Forms for Analysis

i. Use the latest and correct analysis request form together with the water and ice samples that is sent to the Chemical Department laboratory.

Lampiran 1A - Request Form for Chemical Analysis:
Check Monitoring
Lampiran 2A - Request Form for Chemical Analysis:
Audit Monitoring
Lampiran 2B - Request Form Pesticide Analysis:

Audit Monitoring
S1 Form - Request Form for Microbiological Analysis

ii. Record the results of the in-situ tests for physical parameters carried out in Lampiran 1A, 2A, 2B and S1 forms as in Appendix V, VI, VII and VIII respectively.

iii. Every form has to be filled in duplicate copies.

iv. Forms must to be filled in correctly, completely and clearly with legible writing.

v. Use waterproof ink for completion of the form.

vi. Fill in the Station Code and Source Code (eg.: KKB31) given by the Chemistry Department to all State Health Department, DOF State Biosecurity Unit and LKIM State Office as in Appendix X.

vii. Request form of analysis should be completed with signature of the sampler's name and signature, phone number and fax number to facilitate communication between the analyst and the sampler where necessary.

viii. Ensure that the request forms are not damaged through spillage of samples or by other means.

ix. Ensure that the number of sample bottles sent to the laboratory tally with the number stated in the Analysis Request Form.

6.6 Sampling of Water and Ice for Radioactivity Analysis

i. Sampling of water for the radioactivity analysis is carried out by KMAM Unit, District Health Office at the water sampling point nearest to establishment and sources of raw material whereas sampling of ice for the radioactivity analysis is carried out by the State Health Department at the establishment.

ii. Sampling of water and ice for the radioactivity analysis is carried out by using water sample container and preservative as in Appendix XI.

iii. The sample container must be labelled accordingly.

iv. The sample container must be placed inside a plastic bag and labelled accordingly.

v. The samples sent to the Radiochemistry and the Environment Laboratory, Malaysian Nuclear Agency are to be accompanied with the Analysis Request Form as in Appendix XII.

7. Frequency of Sampling and Number of Samples To Be Taken

The number of samples to be taken is calculated based on Table B1 of Annex II, Council Directive 98/83/EC using the amount of water used in the establishment, farm and landing site. Sampling is spread out over a one year period by facility.

8. Reporting of Results

8.1. The water and ice monitoring plan has a defined performance criterion for timeliness of analysis and reporting of results.

8.2. Turnaround time is defined as time taken between the arrival of samples at the laboratory and the date of reporting which shall be within 14 working days for chemical and microbiological analysis. In the event of non-compliance of the TAT, reasons are to be submitted to the CA by the laboratories.

8.3. Analytical results shall be reported in compliance to the requirements under clause 5.10 of ISO/IEC 17025.

8.4. It is the responsibility of the CA to follow-up with the relevant laboratory if they found that analysis results are not received from the laboratory and TAT has been exceeded.

8.5. The laboratory shall issue results of analysis to the State Health Department, District Health Office, DOF State Biosecurity Unit or LKIM, where appropriate, with a copy MOH (HQ) within 3 working days from the date of reporting.

8.6. The State Health Department, District Health Office, DOF State Biosecurity Unit or LKIM shall submit the compilation of analytical results to MOH (HQ) or DOF (HQ) according to the format as in Appendix XIII on a weekly basis.

8.7. In the case of suspected contravening results, the laboratory shall report the preliminary results immediately via e-mail or facsimile to the the State Health Department, District Health Office, DOF State Biosecurity Unit or LKIM where relevant, with a copy to MOH (HQ).

8.8. Appropriate follow-up action at the establishment, aquaculture farm, or landing site and water sampling point nearest to the establishment

aquaculture farm or landing site, shall be taken within three (3) working days.

8.9. All analytical results are to be kept for at least 3 years.

9. Measures Taken When Water Analysis Exceeding Standard

Follow-up action shall be taken by the designated state officer for all analytical result that does not comply with the EU standard. The follow-up actions are as follows:

9.1. State Health Department, District Health Office or DOF State Biosecurity Unit shall notify in writing the operator of the establishment, aquaculture farm or landing site, where appropriate with a copy to MOH (HQ) or DOF (HQ), on the contravention and request for information on the corrective actions taken to ensure that the non-conformance does not recur.

9.2. It is the responsibility of the operators to take immediate corrective actions to address the non-conformance and ensure that the non-conformance does not recur.

9.3. To conduct investigation, such as verification of records including traceability records and additional sampling where necessary, to identify the source/cause of the contamination.

9.4. Preliminary Contravention Report for Water & Ice Monitoring Programme in Appendix XIV is to be submitted to the MOH (HQ) or DOF (HQ) within 14 working days after the date of investigation by completing No. 1-14.

9.5. Final Contravention Report is to be submitted to the MOH (HQ) or DOF (HQ) after all corrective actions have been taken within 7 working days.

Appendix I

Parameters and Parametric Value for Check Monitoring

Parameter	Parametric Value
Aluminium	200 µg/l
Ammonium	0.50 mg/l
Colour	Acceptable to consumers and no abnormal change
Conductivity	2,500 µS cm^{-1} at 20ºC
Escherichia coli	0 number/100 ml
Clostridium perfringens	0 number/100 ml
Hydrogen Ion Concentration	$\geq$ 6.5 and $\leq$ 9.5
Iron	200 µg/l
Nitrite	0.50 mg/l
Odour	Acceptable to consumers and no abnormal change
Taste	Acceptable to consumers and no abnormal change
Coliform Bacteria	0 number/100 ml
Turbidity	Acceptable to consumers and no abnormal change

Appendix II

Parameters and Parametric Value for Audit Monitoring

PART A
Microbiological parameters

Parameter	Parametric value (number/100 ml)
Escherichia coli (E. coli)	0
Enterococci	0

PART B
Chemical parameters

Parameter	Parametric value	Unit
Acrylamide	0,10	µg/l
Antimony	5,0	µg/l
Arsenic	10	µg/l
Benzene	1,0	µg/l
Benzo(a)pyrene	0,010	µg/l
Boron	1,0	mg/l
Bromate	10	µg/l
Cadmium	5,0	µg/l
Chromium	50	µg/l
Copper	2,0	mg/l
Cyanide	50	µg/l
1,2-dichloroethane	3,0	µg/l
Epichlorohydrin	0,10	µg/l
Fluoride	1,5	mg/l
Lead	10	µg/l
Mercury	1,0	µg/l
Nickel	20	µg/l

Parameter	Parametric value	Unit
Nitrate	50	mg/l
Nitrite	0,50	mg/l
Pesticides	0,10	µg/l
Pesticides - Total	0,50	µg/l
Polycyclic aromatic hydrocarbons	0,10	µg/l
Selenium	10	µg/l
Tetrachloroethene and Trichloroethene	10	µg/l
Trihalomethanes -Total	100	µg/l
Vinyl chloride	0,50	µg/l

PART C
Indicator parameters

Parameter	Parametric value	Unit
Aluminium	200	µg/l
Ammonium	0,50	mg/l
Chloride	250	mg/l
Clostridium perfringens (including spores)	0	number/ 100 ml
Colour	Acceptable to consumers and no abnormal change	
Conductivity	2 500	µS cm−1 at 20 ºC
Hydrogen ion concentration	≥ 6,5 and ≤ 9,5	pH units
Iron	200	µg/l
Manganese	50	µg/l
Odour	Acceptable to consumers and no	

Parameter	Parametric value	Unit
	abnormal change	
Oxidisability	5,0	mg/l O_2
Sulphate	250	mg/l
Sodium	200	mg/l
Taste	Acceptable to consumers and no abnormal change	
Colony count 22º	No abnormal change	
Coliform bacteria	0	number/ 100 ml
Total organic carbon (TOC)	No abnormal change	
Turbidity	Acceptable to consumers and no abnormal change	
Tritium	100	Bq/l

Appendix III

Specifications for Water and Ice Sample Containers, Sample Volume, Preservation of Samples and Sample Storage for Check Monitoring

i) Check / In-situ Testing

Parameter	Type of Container	Sample Volume	Preservation by Chemical	Maximum Storage (Days or Months)	Bottle ID
Colour					
Conductivity					
Hydrogen Ion Concentration					
Turbidity					
Odour					
Taste					

ii) Microbiological Testing

Parameter	Type of Container	Sample Volume	Preservation by Chemical / Storage	Maximum Storage (Days or Months)	Bottle ID
E. coli	White tag sterile thio bags	100 ml	store at 4^{o}C to 10^{o}C	24 hours	_
Coliform Bacteria	White tag sterile thio bags	100 ml	store at 4^{o}C to 10^{o}C	24 hours	_
Clostridium perfringens (analysis only available in Chemistry Department, Petaling Jaya)	White tag sterile thio bags	100 ml	store at 4^{o}C - 10^{o}C	24 hours	_

iii) Chemical Testing

Parameter	Type of Container	Sample Volume	Preservation by Chemical / Storage	Maximum Storage (Days or Months)	Bottle ID
Aluminium	Plastic bottle	100 ml	5 drops (1+1) Nitric Acid to pH <2 store at 4°C to 10°C	6 months	A
Iron					
Ammonium	Plastic bottle	100 ml	5 drops (1+1) Sulphuric acid to pH<2 store at 4°C to 10°C	28 days	E1
Nitrite	Plastic bottle	100 ml	store at 4°C - 10°C	28 days	B

Appendix IV

Specifications for Water and Ice Sample Containers, Sample Volume, Preservation of Samples and Sample Storage for Audit Monitoring

Part A - Microbiological Testing

Parameter	Type of Container	Sample Volume	Preservation by Chemical/ storage	Maximum Storage (Days or Months)	Bottle ID
E. coli	White tag sterile thio bags	100 ml	store at 4°C - 10°C	24 hours	_
Coliform Bacteria	White tag sterile thio bags	100 ml	store at 4°C - 10°C	24 hours	_
Enterococci	White tag sterile thio bags	100 ml	store at 4°C - 10°C	24 hours	_
Clostridium perfringens (analysis only available in Chemistry Department, Petaling Jaya)	White tag sterile thio bags	100 ml	store at 4°C - 10°C	24 hours	-
Colony count at 22 °C and 36 °C	White tag sterile thio bags	100 ml	store at 4°C - 10°C	24 hours	-

Part B - Chemical Testing

Parameter	Type of Container	Sample Volume	Preservation by Chemical	Maximum Storage (Days or Months)	Bottle ID
Acrylamide	Amber glass bottle	1 L/bottle	store at 4°C - 10°C	7 days	L
Benzo (a)pyrene	Amber glass bottle	2 bottle of 1L	store at 4°C - 10°C 10 ml (1+1) Hydrochloric acid Add 40 mg Sodium Thiosulphate (a few crystals)	14 days	M
Antimony	Plastic bottle	100 ml	5 drops (1+1) Nitric Acid to pH<2	6 months	A
Arsenic					
Boron					

Parameter	Type of Container	Sample Volume	Preservation by Chemical	Maximum Storage (Days or Months)	Bottle ID
Cadmium Chromium Copper Lead Mercury Nickel Selenium			4°C - 10°C		
Nitrate	Plastic bottle	100 ml	5 drops (1+1) Sulphuric acid to pH<2 store at 4°C - 10°C	28 days	E1
Fluoride Nitrite	Plastic bottle	100 ml	store at 4°C - 10°C	28 days	B
Cyanide	Plastic bottle	100 ml	1 drop 25% $Na_2S_2O_3$ if residual chlorine present, 6 drops of 6 M Sodium Hydroxide to pH >12 store at 4°C - 10°C	14 days	H
Bromate	Plastic bottle	100 ml	50 µl of 100 mg/ml of EDA per 100 ml sample Store at <6°C	28 days	N
Epichlorohydrin	Amber glass with Teflon-lined cap	2 L	2g Ascorbic acid if residual chlorine present, store at 4°C - 10°C	7 days (40 days after extraction)	Q
Pesticides	Amber glass with Teflon-lined cap	2 L	2g Ascorbic acid if residual chlorine present, store at 4°C - 10°C	7 days (40 days after extraction)	K
Pesticides total					

Parameter	Type of Container	Sample Volume	Preservation by Chemical	Maximum Storage (Days or Months)	Bottle ID
Polyaromatic Hydocarbons	Amber glass bottle	2 bottle of 1L	store at 4°C - 10°C 10 ml (1+1) Hydrochloric acid Add 40 mg Sodium Thiosulphate (a few crystals)	14 days	M
Trihalomethanes THM	Amber glass with Teflon-lined cap	250 ml	5 drops (25% sodium thiosulphate, Na2S2O3) if residual chlorine present, store at 4°C - 10°C	14 days	G
Tetrachloroethene and trichloroethene	Use THM sample				
Benzene	Use THM sample				
Vinyl chloride	Amber glass with Teflon-lined cap	250 ml	5 drops (25% sodium thiosulphate Na2S2O3) if residual chlorine present, Store at 4°C	14 days	P

Part C - Indicator Parameters

Parameter	Type of Container	Sample Volume	Preservation by Chemical	Maximum Storage (Days or Months)	Bottle ID
Aluminium	Plastic bottle	100 ml	5 drops (1+1) Nitric Acid to pH<2 store at 4°C - 10°C	6 months	A
Iron					
Manganese					
Sodium					
Ammonium	Plastic bottle	100 ml	5 drops (1+1) Sulphuric acid to pH<2 store at 4°C -	28 days	E1

Parameter	Type of Container	Sample Volume	Preservation by Chemical	Maximum Storage (Days or Months)	Bottle ID
			10°C		
Chloride Sulphate	Plastic bottle	100 ml	store at 4°C - 10°C	28 days	B
Colour	In-situ				
Conductivity	In-situ				
Hydrogen ion Concentration (pH)	In-situ				
Odour	In-situ				
Oxidisability	In-situ				
Taste	In-situ				
Turbidity	In-situ				
Clostridium perfringens (analysis only available in Chemistry Department, Petaling Jaya)	White tag sterile thio bags	250 ml	store at 4°C - 10°C	24 hours	–
Colony Count 22°C	White tag sterile thio bags	100 ml	store at 4°C - 10°C	24 hours	–
Coliform bacteria	White tag sterile thio bags	100 ml	store at 4°C - 10°C	24 hours	–
Total organic Carbon (TOC)	Amber glass bottle	100ml	1 drop of 25% $Na_2S_2O_3$ if residual chlorine present , 5 drops (1+1) Hydrochloric Acid to pH <2 Store at 4°C - 10°C	1 month	D
Tritium	Polyethylene container	5 L	1 ml Nitric acid per 1 L sample		

Appendix V
LAMPIRAN 1A

JABATAN KIMIA MALAYSIA
PERMINTAAN ANALISIS KIMIA
CHECK MONITORING
(SAMPEL: AIR / AIS#)

No. makmal : ……. Kod balai (*) : ……
(Kosongkan untuk diisi oleh jabatan ini)

Bekalan (*) : ……..

Tarikh terima : ……..
(Kosongkan untuk diisi oleh jabatan ini)

(kosongkan ruang-ruang di sebelah kanan untuk diisi oleh jabatan ini)							
TEMPAT PERSAMPELAN *							
STESEN PERSAMPELAN (SAMPLING POINT)**							
TARIKH PERSAMPELAN *							
MASA PERSAMPELAN *							
JENIS SAMPEL *							
COLOUR*							
CONDUCTIVITY*							
HYDROGEN ION (pH)*							
ODOUR*							
TASTE*							
TURBIDITY (NTU)*							

BOTOL ***
(tandakan (/) di ruang sebelah kanan bagi botol-botol yang dikemukakan)

A (aluminium, Iron)							
E1 (NH_3– N)							
B (Nitrite)							

BOTOL	JENIS DAN SAIZ BEKAS	KAEDAH PENGAWETAN
A	Botol plastic, 100ml (rinsed with 1+1 HNO_3)	5 titis (1+1) HNO3 hingga pH<2, penyejukan 4°C – 10°C.
E1	Botol plastik, 100ml	5 titis (1+1), H_2SO_4 hingga pH<2, penyejukan 4°C – 10°C.
B	Botol plastik, 100ml	Penyejukan 4°C – 10°C.

Nota:
* Isikan ruang di sebelah kanan dengan sewajarnya.
** Isikan nombor stesen persampelan mengikut **TURUTAN MENAIK**.
*** Tandakan (/) di ruang sebelah kanan botol-botol yang dikemukakan.
# Potongkan yang tidak berkenaan

Nama penuh pengambil sampel : ……..
Jabatan/Pejabat : ……..
Alamat lengkap : ……..
Nombor telefon : ……..
Nombor faks : ……..

Appendix VI
LAMPIRAN 2A

JABATAN KIMIA MALAYSIA
PERMINTAAN ANALISIS KIMIA
AUDIT MONITORING
(SAMPEL AIR / AIS #)

No. makmal : ……. Kod balai (*) : ……
(Kosongkan untuk diisi oleh jabatan ini)

Bekalan (*) : ……..

Tarikh terima : ……..
(Kosongkan untuk diisi oleh jabatan ini)

(kosongkan ruang-ruang di sebelah kanan untuk diisi oleh jabatan ini)							
TEMPAT PERSAMPELAN *							
STESEN PERSAMPELAN (SAMPLING POINT)**							
TARIKH PERSAMPELAN *							
MASA PERSAMPELAN *							
JENIS SAMPEL *							
COLOUR*							
CONDUCTIVITY*							
HYDROGEN ION (pH)*							
ODOUR*							
TASTE*							
TURBIDITY (NTU)*							

BOTOL ***
(tandakan (/) di ruang sebelah kanan bagi botol-botol yang dikemukakan)

A (metals)							
B (fluoride, chloride, sulphate, nitrite)							
D (TOC)							
E1 (NH_3– N, NO_3 + NO_2)							
G (THM/VOC)							
H (Cyanide)							
L (Acylamide)							
M (Benzo(a)pyrene/PAH)							
N (Bromate)							
P (Vinyl Chloride)							
Q (Epichlorohydrin)							

BOTOL	JENIS DAN SAIZ BEKAS	KAEDAH PENGAWETAN
A	Botol plastic, 100ml (rinsed with 1+1 HNO_3)	5 titis (1+1) HNO3 hingga pH<2, penyejukan 4°C – 10°C.
B	Botol plastik, 100ml	Penyejukan 4°C – 10°C.
D	Botol amber kaca, 100ml	1 titis 25% $Na_2S_2O_3$jika terdapat baki klorin, 5 titis (1+1) HCl hingga pH<2, penyejukan 4°C – 10°C.
E1	Botol plastik, 100ml	5 titis (1+1), H_2SO_4 hingga pH<2, penyejukan 4°C – 10°C.
G	Botol amber kaca dengan Teflon-lined cap, 250ml	5 titis (25% $Na_2S_2O_3$) jika terdapat baki klorin, penyejukan 4°C – 10°C.
H	Botol plastic, 100ml	1 titis (25% $Na_2S_2O_3$jika terdapat baki klorin, 6 titis 6M NaOH to pH >12 penyejukan 4°C – 10°C.
L	Botol amber kaca, 1Litres	Penyejukan 4°C – 10°C.
M	Botol amber kaca, 2x 1 Litres	10ml (1+1) HCl +40mg $Na_2S_2O_3$ (for 1 litre samples), penyejukan 4°C – 10°C.
N	Botol plastic, 100 ml	50 uL of 100 mg/mL of EDA per 100 ml sample Store at < 6°C
P	Botol amber kaca dengan Teflon-lined cap, 250ml	5 titis (25% sodium thiosulphate, $Na_2S_2O_3$) jika terdapat baki klorin, penyejukan 4°C - 10°C
Q	Botol amber kaca dengan Teflon-lined cap, 250ml	Penyejukan 4°C – 10°C.

Nota:

* Isikan ruang di sebelah kanan dengan sewajarnya.

** Isikan nombor stesen persampelan mengikut **TURUTAN MENAIK**.

*** Tandakan (/) di ruang sebelah kanan botol-botol yang dikemukakan.

\# Potongkan yang tidak berkenaan

Nama penuh pengambil sampel : ……..
Jabatan/Pejabat : ……..
Alamat lengkap : ……..
Nombor telefon : ……..
Nombor faks : ……

Appendix VII
LAMPIRAN 2B

JABATAN KIMIA MALAYSIA
PERMINTAAN ANALISIS KIMIA
AUDIT MONITORING (PESTICIDE)
(SAMPEL AIR / AIS #)

No. makmal : ……. Kod balai (*) :……
(Kosongkan untuk diisi oleh jabatan ini)

Bekalan (*) : ……..

Tarikh terima : ……..
(Kosongkan untuk diisi oleh jabatan ini)

(kosongkan ruang-ruang di sebelah kanan untuk diisi oleh jabatan ini)							
TEMPAT PERSAMPELAN *							
STESEN PERSAMPELAN (SAMPLING POINT)**							
TARIKH PERSAMPELAN *							
MASA PERSAMPELAN *							
JENIS SAMPEL *							
COLOUR*							
CONDUCTIVITY*							
HYDROGEN ION (pH)*							
ODOUR*							
TASTE*							
TURBIDITY (NTU)*							

BOTOL ***
(tandakan (/) di ruang sebelah kanan bagi botol-botol yang dikemukakan)

K1 (pesticides)							

BOTOL	JENIS DAN SAIZ BEKAS	KAEDAH PENGAWETAN
K1	Botol amber kaca dengan Teflon-lined cap, 2Litres	2g Ascobic jika terdapat baki klorin, penyejukan 4°C – 10°C.

Nota :

* Isikan ruang di sebelah kanan dengan sewajarnya.
** Isikan nombor stesen persampelan mengikut **TURUTAN MENAIK**.
*** Tandakan (/) di ruang sebelah kanan botol-botol yang dikemukakan.
\# Potongkan yang tidak berkaitan.

Nama penuh pengambil sampel : ……..
Jabatan/pejabat : ……..
Alamat lengkap : ……..
Nombor telefon : ……..
Nombor faks : ……..

Appendix VIII
BORANG S1 (EU)
(AIR TERAWAT)

JABATAN KIMIA MALAYSIA CHECK/AUDIT MONITORING
PERMINTAAN ANALISIS BAKTERIA EU

No. Makmal (PJ) : .....
(Kosongkan untuk diisi oleh jabatan ini)

Kod Balai (*) : .....

Bekalan* : .....

Minggu (*) : .....

Tarikh terima : .....
(Kosongkan untuk diisi oleh jabatan ini)

Sila patuhi jadual pensampelan tahunan mengikut Program Kawalan Mutu Air Minum (KMAM) Kebangsaan / Jadual Pensampelan Air dan Ais bagi Check Monitoring

Bil	Stesen Persampelan	Tempat Persampelan	# Kod Jenis Sampel	Tarikh & Masa Persampelan		Baki Klorin (mg/l)	Warna (Hazen)	pH	Kekeruhan (NTU)							Untuk diisi oleh makmal Jabatan Kimia
										Total *Coliform*	Colony Count 22°C	*Coliform* Bacteria	*E.coli*	*Entero cocci*	*C.perfringens* (including spores)	

(*) Isikan ruang sebelah kanan dengan sewajarnya.
(**) Diisi oleh Jabatan Kimia Malaysia, Petaling Jaya.
Kod Jenis Sampel: 15 - Ais
13 - Air Terawat

Laporan faks telah dibuat kepada Jabatan Kesihatan Negeri ..... pada .....

Nama Penuh Pengambil Sampel : .....
Pejabat Kesihatan Daerah/ Jabatan Kesihatan Negeri : .....
Alamat Lengkap : .....
.....
No. Telefon : .....
No. Faks : .....

.....
Ahli Mikrobiologi
b.p. Ketua Pengarah
Jabatan Kimia Malaysia

Appendix IX

List of Chemistry Department Laboratory for Microbiological Analysis

State	Chemistry Department
Selangor, Negeri Sembilan, Kuala Lumpur, Pahang	Chemistry Department , Petaling Jaya, Selangor
Perlis, Kedah, Penang	Chemistry Department, Penang
Perak	Chemistry Department, Ipoh, Perak
Johor	Chemistry Department, Johor
Sabah	Chemistry Department, Kota Kinabalu, Sabah
Sarawak	Chemistry Department, Kuching, Sarawak

Appendix X

Station Code of State Health Department/DOF State Biosecurity Unit and Source Code of Export Establishment and Aquaculture Farm

A. Station Code of State Health Department

State	Address	Telephone No.	Fax No.	Station Code
Selangor	Selangor State Health Department Tingkat 11, Wisma Sunwaymas Lot 1, Jalan Persiaran Kayangan, 40100 Shah Alam, Selangor.	03-51237354 /51237352	03-51237309	KKB31
Johor	Johor State Health Department Tingkat 3, Blok B, Wisma Persekutuan, Jalan Air Molek, 80590 Johor Bahru, Johor .	07-2245189	07-2277577	KKJ31
Perak	Perak State Health Department Jalan Panglima Bukit Gantang Wahab, 30590 Ipoh, Perak.	05-2084200	05-2550740 05-2427564	KKA31
Penang	Penang State Health Department Tingkat 37, KOMTAR, 10590 Pulau Pinang.	04-2625533	04-2623371	KKP31
Sabah	Sabah State Health Department Tingkat 3, Rumah Persekutuan, Jalan Mat Salleh, 88814 Kota Kinabalu, Sabah.	088-264144	088-217740	KKH31
Pahang	Pahang State Health Department Ting 12, Wisma Persekutuan, Jalan Gambut, 25000 Kuantan, Pahang.	09-5161366	09-51422951	KKC31
Sarawak	Sarawak State Health Department Jalan Tun Abang Haji Openg, 93590 Kuching, Sarawak.	082-417995	082-258849	KKS31
W.P. Labuan	Federal Territory of Labuan Health Department Peti surat 80832, 87018 Wilayah Persekutuan Labuan.	087-411702	087-419011	KKW31

B. Station Code of DOF State Biosecurity Unit

State	Address	Telephone No.	Fax. No	Station Code
Perak	Perak State Department of Fisheries Kompleks Islam Bukit Gantang Jalan Panglima, Bukit Gantang Wahab, 30628, Ipoh, Perak.	05-2554061	05-254 2148	JPA31
Pahang	Pahang State Department of Fisheries Tingkat 2, Wisma Persekutuan Jalan Gambut, 25000 Kuantan, Pahang.	09- 5161508	09-5164482	JPC31
Selangor	Pusat Pengurusan Kesihatan Ikan KLIA Sepang, Kompleks Kuarantin Sepang.	03-87874542	03-87874107	JPB32
Johor	Pusat Kuarantin Ikan Kompleks Sultan Abu Bakar Tg Kupang 81560 Gelang Patah, Johor	07-5133108	07-5133121	JPJ32
Sabah	Pusat Penyelidikan Perikanan Sabah, 89400 Likas 89400 Kota Kinabalu,Sabah.	088-428415	088-425890	JPH32
Sarawak	Sarawak State Department of Fisheries Tingkat 15, Bangunan Sultan Iskandar, Jalan Simpang Tiga Peti Surat 1375 93728 Kuching Sarawak.	082-252743	082-250357	JPS 31
Kedah	Kedah State Department of Fisheries Aras 5, Zon C, Wisma Persekutuan Pusat Pentadbiran Kerajaan Persekutuan 06550 Bandar Muadzam Shah Kedah.	04-7342135	04-7304623	JPK 31

C. Station Code of Lembaga Kemajuan Ikan Malaysia (LKIM)

State	Address	Telephone No.	Fax. No	Station Code
Perlis	LKIM Negeri Perlis, Kompleks Perikanan LKIM, Kg. Perak, 02000 Kuala Perlis	04-985 5700 04-985 1727	04-985 4960	LKR 31
Kedah	LKIM Negeri Kedah, Lot 552, Jalan Kuala Kedah, 06600 Kuala Kedah	04-762 2433 04-762 3566	04-762 3637	LKK 31
Pulau Pinang	LKIM Negeri Pulau Pinang, Pelabuhan LKIM Batu Maung, 11960 Batu Maung, Pulau Pinang	04-626 5061 04-626 1858	04-626 1184	LKP 31
Perak	LKIM Negeri Perak, Kampung Acheh, 32000 Sitiawan, Perak	05-691 5420 05-691 5421	05-691 8370	LKA 31
Selangor	LKIM Negeri Selangor, No. 15, Pusat Dagangan UMNO Shah Alam, Persiaran Damai Seksyen 1, 40100 Shah Alam, Selangor	03-5519 1304 03-5519 3959	03-5519 4898	LKB 31
W.P Kuala Lumpur	LKIM Ibu Pejabat, Tingkat 4, Menara Olympia, No 8, Jalan Raja Chulan, 50200 Kuala Lumpur	03-2617 7000	03-20909323	LKW 30
Melaka	LKIM Melaka/N. Sembilan, No.74°, Jalan TMR 25, Taman Melaka Raya, 75000 Melaka	06-284 9979 06-281 3871	06-284 9877	LKM 31
Johor	LKIM Negeri Johor, No. 6 & 8, Jalan Geroda 1, Larkin, 80350 Johor Bahru, Johor.	07-227 9279 07-223 1070 07-223 7944	07-223 2332	LKJ 31
Pahang	LKIM Negeri Pahang, Kompleks LKIM Kuantan, Jalan Seri Kemunting2, Tanah Putih, 25100 Kuantan, Pahang	09-512 1160 09-512 1008	09-512 1131	LKC 31
Terengganu	LKIM Negeri Terengganu, Pelabuhan Perikanan LKIM Chendering, 21080 Kuala Terengganu, Terengganu.	09-6171788 / 09-6172492	09-6171784	LKT 31

State	Address	Telephone No.	Fax. No	Station Code
Kelantan	LKIM Negeri Kelantan, Lot 337, Seksyen 15, Jalan Sultanah Zainab, 15050 Kota Bharu, Kelantan	09-748 2402 09-747 0146	09-744 3502	LKD 31
Sarawak	LKIM Negeri Sarawak, Lot 329, Seksyen 9, KTLD Jalan Satok, Peti Surat 2201, 93744 Kuching, Sarawak	082-245 481 082-429 581	082-25 6871	LKS 31
Sabah	LKIM Negeri Sabah, Lot 38, Tingkat 1, Ruang Grace Square 2, Jalan Sembulan Pantai, 88100 Kota Kinabalu Sabah.	088-249 800	088-250 400	LKH 31
Labuan	LKIM Labuan, Lot 3, Tingkat 1, Phase 111A, Lazenda Commercial Center, 87007 W.P. Labuan	087-417 417	087-419 102	LKW 01

D. Source Code of Establishment , Aquaculture Farm and Landing Site

No.	Establishment/ Aquaculture Farm/ Landing Site	Address	Telephone No.	Fax. No	Source Code
1.	Karun Klasik Sdn. Bhd.	Lot 3797,Mukim Api-Api 45700 Kuala Selangor, Selangor	03-32813282	03-32811792	EUB0001
2.	Asia Aquaculture (M) Sdn. Bhd.	Lot 506, Block D, Jln Pelabuhan Bandar Sultan Sulaiman 42000 Pelabuhan Klang, Selangor	03-31676022	03-31677122	EUB0002
3.	Asia Aquaculture (M) Sdn. Bhd. (Tg. Karang)	No 35A, Bagan Sungai Tengkorak, 45500 Tanjung Karang, Selangor	03-31676022	03-31677122	EUB0003
4.	JW Properties Sdn. Bhd.	Lot 3797, Kampung Assam Jawa, 45700 Bukit Rotan, Kuala Selangor, Selangor	03-32813282	03-32811792	EUB0005
5.	Kami Food Sdn. Bhd.	Lot 8 (PT2750), Jalan Sungai Tua, 44300 Hulu Yam Bharu, Selangor	03-62749436	03-62776498	EUB0006
6.	Seiko Marine Products Sdn. Bhd.	No.30, Jln Meru Indah 20, Tmn Perindustrian Meru Indah, 42200 Kapar, Klang, Selangor			EUB0008
7.	Haisan Ice Industries Sdn. Bhd.	Lot 506, Jalan Pelabuhan Utara, Bandar Sultan Sulaiman, 42000 Pelabuhan Kelang, Selangor			EUB0009
8.	Asia Aquaculture (M) Sdn. Bhd (Kuala Selangor)	Lot 3708, Kg. Assam Jawa Mukim Api-Api 45700 Bukit Rotan, Kuala Selangor, Selangor			EUB0010
9.	BTA Frozen Sdn. Bhd.	PLO 545 & 678, Jln Keluli 7 Kawasan Perindustrian Pasir Gudang, 81700 Pasir Gudang, Johor	07-2519880	07-2523886	EUJ0001
10.	Figo Foods Sdn. Bhd.	23&25, Jln Perdagangan 16, Taman Universiti Industrial Park, 81300 Skudai, Johor			EUJ0006
11.	Asia Mewah Resources Sdn. Bhd.	39, Jalan Mutiara Emas 5/19, Taman Mount Austin, 81100 Johor Bharu, Johor	07-3576839	07-3576839	EUJ0007

No.	Establishment/ Aquaculture Farm/ Landing Site	Address	Telephone No.	Fax. No	Source Code
12.	Kompleks Perikanan LKIM Endau	Jalan Merlimau 86900 Endau, Johor			EUJ0009
13.	Ocean Pac Sdn. Bhd.	Plot 7280, Jalan Perusahaan 1, Kawasan Perindustrian Parit Buntar, 34200 Parit Buntar, Perak	04-3998282 04-3998989	05-7171460 05-7171430	EUA0001
14.	Panda Food Co. Sdn. Bhd.	Lot 1922, Jalan Tali Air, Simpang 5, 34200 Parit Buntar, Perak	05-7161316 05-7161317	05-7162316 05-7165317	EUA0002
15.	SBH Marine Industries Sdn. Bhd.	Lot 1744, Batu 13, Jalan Pantai 34350 Kuala Kurau, Perak	05-7161316	05-7277188	EUA0004
16.	Eastern Global (M) Sdn. Bhd.	Lot 5646, Parit Buntar Industrial Estate, 34200 Parit Buntar, Perak	05-7167555 016-4115228	05-7168066	EUA0005
17.	Confa Marine products Sdn. Bhd.	Kolam Udang, Bagan Seberang, Kuala Kurau, Perak	04-5982017	-	EUA0007
18.	Mafipro Sdn. Bhd.	Lot 103, Jalan Perusahaan Tiga, Kamunting Industrial Estate, 34600 Taiping, Perak	05-8912704	05-8913919	EUA0012
19.	One-East Marketing Sdn. Bhd.	Lot 3, Plot 7280, Jalan Perusahaan, Kawasan Perindustrian Parit Buntar, 34200 Parit Buntar, Perak	05-7171430	05-7171460	EUA0013
20.	AMI Marketing (M) Sdn. Bhd.	Lot 7296, Parit Buntar Industrial Estate, P.O Box 19 Parit Buntar 34200 Perak	05-7167555	05-7168066	EUA0014
21.	Ocean Pioneer Food Sdn. Bhd.	12P, Jalan Pelantar, 34900 Pantai Remis, Perak	05-6773293	05-6774759	EUA0015
22.	Blue Ocean Seafood Specialist Sdn. Bhd.	Plot 7297, Jalan Perusahaan 2 Kawasan Perindustrian Parit Buntar 34200 Parit Buntar, Perak			EUA0016
23.	Asia Aquaculture (M) Sdn. Bhd. (Bagan Datoh)	Lot 4608, Bagan Sungai Belukang, Selekoh, 36200 Hilir Perak, Perak			EUA00012
24.	Trapia Malaysia Sdn. Bhd	Pusat Perikanan Darat Banding Km 38.5, Jalan Raya Timur Barat 33300 Tasik Temenggor, Grik Perak			EUA00015

No.	Establishment/ Aquaculture Farm/ Landing Site	Address	Telephone No.	Fax. No	Source Code
25.	Kompleks LKIM Lumut	Kg. Acheh 32000 Sitiawan Perak			EUA00019
26.	Leng Wah Fishery Sdn. Bhd.	Lot 9131, Jalan Tepi Sungai 36400 Hutan Melintang, Perak			EUA00021
27.	Golden Fresh Sdn. Bhd.	4572, Jln Chain Ferry 12100 Butterworth, Penang	04-3333388	04-3237799	EUP0002
28.	Hoom Xiang Industries Sdn. Bhd.	2-24, Taman Perindustrian IKS Perda, Lorong E, Simpang Ampat, 14100 Seberang Perai Selatan, Pulau Pinang	04-6262062	04-6262013	EUP0003
29.	Goh Siong Tee Marine Industry	No. 9, Lorong IKS Simpang Ampat D, MK 15 Kws. Industri Simpang Ampat, Seberang Prai Selatan, Pulau Pinang	04-5682277 017-4438877	04-5682278	EUP0004
30.	Malaysian International Tuna Port (MITP)	11960 Batu Maung, Pulau Pinang			EUP0006
31.	Butterworth Ice Works Sdn. Bhd.	No.4402. Jalan Chain Ferry, 12100 Butterworth, Penang			EUP0009
32.	Sea Master Trading Co. Sdn. Bhd.	2446, MK 1, Solok Perusahaan Satu, Kaws.Perusahaan Perai, 13600 Butterworth, Penang			EUP0010
33.	Hong San Frozen Food Sdn. Bhd.	4572, Jln Chain Ferry, 12100 Butterworth, Penang			EUP0011
34.	Rex Canning Co. Sdn. Bhd.	Plot 125, Jln Perindustrian Bukit Minyak 5, 14100 Simpang Ampat, Seberang Perai Tengah, Penang			EUP0012
35.	Goh Siong Tee Marine Industry (Bukit Tambun)	TS 148, Bagan Bukit Tambun 14100 Simpang Ampat, S.P.S. Penang			EUP0013
36.	Black Tiger Aquaculture Sdn. Bhd.	Kg. Pianggu Endau, 26820 Rompin, Pahang	09-4132586	-	EUC0001
37.	Kompleks Perikanan LKIM Kuantan	Jalan Seri Kemunting 2, Tanah Putih 25100 Kuantan, Pahang			EUC0002

No.	Establishment/ Aquaculture Farm/ Landing Site	Address	Telephone No.	Fax. No	Source Code
38.	Ocean Fresh Seafood Sdn. Bhd.	Lot 19869, Kampung Baru, Peramu, 26060 Kuantan, Pahang			EUC0004
39.	Agrobest (M) Sdn. Bhd.	Batu 20, Jalan Pekan-Nenasi 26680 Pekan, Pahang			EUC0007
40.	Arca Biru Sdn. Bhd	Kedah Akuakultur Kompleks 06150 Ayer Hitam Kedah Darul Aman			EUK0001
41.	Kuok Sui Sea Products Sdn. Bhd.	Lot 22, Blok 9, Jalan Lanang, 96000 Sibu, Sarawak			EUS0001
42.	Sea Horse Marine Life Sdn. Bhd (Santubong)	Lot 821, Block 2 Salak Land District Sungei Buah, Santubong, Sarawak			EUS0005
43.	Kuching Frozen Food Sdn. Bhd.	Lot No. 1046-1049, No.6-9, Pending BDC Industrial Estate, P.O.Box 1748, 93734 Kuching, Sarawak			EUS0006
44.	Sea Horse Products Sdn. Bhd.	Lot 1294, Section 66, Jalan Perbadanan, Off Jalan Tambatan, Pending Industrial Estate, 93450 Kuching, Sarawak			EUS0008
45.	Asia Aquaculture (M) Sdn. Bhd (Sempadi)	Lot 19 & 20, Block 3 Sempadi Land District 94500 Lundu, Sarawak			EUS0007
46.	Global Ocean Seafood Sdn. Bhd.	Lot 19, EOIZ, Phase 2, KKIP, Jalan Sepanggar, Menggatal, 88450 Kota Kinabalu, Sabah	088-493822	088-493811	EUH0001
47.	Kiang Huat Sea Gull Trading Frozen Food Sdn. Bhd.	Jalan Putatan-Lokkawi off Km 14 Jalan Tombovo, Kampung Meruntum Penampang, Sabah P.O Box 646 88858 Tanjung Aru, Kota Kinabalu, Sabah	088-761200	088-764780	EUH0002
48.	Warisan Hikmat Sdn. Bhd.	Kolam Ikan Kampung Dudar, 89157 Kota Belud, Sabah	019-8527533 (Jimmy Wah)	-	EUH0003

No.	Establishment/ Aquaculture Farm/ Landing Site	Address	Telephone No.	Fax. No	Source Code
49.	QL Deep Sea Fishing	Mile 6.5, Off Jalan Tuaran 88857 Kota Kinabalu, Sabah			EUH0007
50.	Jeti Kauluan	Teluk Sepanggar Kota Kinabalu, Sabah			EUH0008
51.	Haiky Borneo Sdn. Bhd.	6872, SEDCO Kawasan Perindustrian Ringan, Batu 3, Jln Apas, 91000 Tawau, Sabah			EUH0011
52.	QL Marine Products Sdn. Bhd.	Kg.Bolong P.O.Box 502, 89208 Tuaran, Sabah			EUH0012
53.	Gropoint Fisheries Sdn. Bhd.	Unit No.B2, Lot No.2053151211 Gudang Manmohan's Patau-Patau P.O.Box 80103, Labuan Wilayah Persekutan Labuan			EUxxxxx

Appendix XI

NUKLEAR MALAYSIA	RAS	**PERUBAHAN: 8**	**RAS_SAPA**
		TARIKH: 01/12/2008	**M/SURAT 50 DARI 57**
		TAJUK: **SYARAT-SYARAT AM PERKHIDMATAN ANALISA**	

1. Kuantiti sampel yang diperlukan untuk dianalisis adalah bergantung kepada jenis sampel seperti berikut:

   - tanah, sedimen, enap cemar **500g (minimum)**
   - fauna dan flora **2 – 5 g** (abu)
   - makanan **500g**
   - air*, **5 liter**
   - ais (dicairkan) **5 liter**

   * sampel air dan ais (dicairkan) yang diambil mestilah diisikan ke dalam bekas polietilina dan berlabel.
   * sampel air dan ais (dicairkan) hendaklah distabilkan dengan **1 ml asid nitrik pekat** bagi setiap **1 (satu) liter air**.
   ** bagi jenis sampel yang lain, sila berhubung dengan pihak makmal untuk keterangan lanjut
   *** sekiranya sampel yang dihantar tidak mencukupi seperti yang diperlukan, pihak kami terpaksa menolak permohonan tuan.

2. Sampel hendaklah dimasukkan ke dalam beg/bekas plastik dan dilabelkan dengan jelas.

3. Pihak pelanggan bertanggungjawab menghantar sampel ke Nuklear Malaysia, Bangi berserta dengan:-

   i. Surat permohonan analisis bagi tujuan untuk mendapatkan khidmat analisis.

   ii. Borang permohonan sijil keradioaktifan yang telah diisi bagi tujuan ekspot (untuk sampel makanan sahaja).

4. Pelanggan mestilah menyatakan dengan jelas jenis perkhidmatan analisis yang diperlukan dan sila sertakan maklumat tambahan (jika ada).

5. Masa yang diambil untuk analisis sampel adalah di antara **14** hingga **28 hari bekerja** (bergantung pada jenis dan bilangan sampel, maksimum 5 sampel serta satu jenis analisis yang dipohon) dari tarikh penerimaan produk/sampel dengan dokumen yang lengkap. Tempoh siap kerja bagi pelanggan yang menghantar melebihi 5 sampel, akan ditentukan selepas berbincang dengan pelanggan.

6. **Keputusan analisis** rasmi yang disahkan dan ditandatangani akan dikeluarkan dan dihantar kepada pelanggan.

7. Sebarang pertanyaan mengenai keputusan analisis hendaklah dibuat dalam tempoh **dua (2) minggu** dari tarikh keputusan analisis dikeluarkan.

8. Pelanggan akan dikenakan bayaran pada kadar yang ditetapkan mengikut jenis dan jumlah perkhidmatan yang diterima.

9. Bayaran perlu dibuat secara **COD** (cek berpalang/kiriman wang/wang tunai) atas nama **KETUA**

PENGARAH, AGENSI NUKLEAR MALAYSIA.

10. Sampel berlebihan akan disimpan selama **satu (1) bulan** sebelum dibuang. Manakala, sampel yang telah dianalisis akan disimpan maksimum selama **tiga (3) bulan** sahaja (bergantung kepada jenis sampel).

11. Salinan keputusan analisis akan disimpan selama **6 (enam) tahun**.

12. Pelanggan akan dikenakan bayaran tambahan sekiranya memohon analisis semula atau pemindahan maklumat pada sijil.

13. Pengeluaran semula laporan analisis atau sijil tidak dibenarkan sama sekali.

14. Laporan analisis atau sijil hanya **SAH** untuk sampel yang dianalisis sahaja.

15. Sebarang pertanyaan yang berkaitan dengan:-

    i. Kemudahan perkhidmatan dan pembayaran, sila ajukan kepada:

    Bahagian Pengkomersilan Teknologi (BKT)
    Tingkat 3, Blok 11,
    Agensi Nuklear Malaysia (Nuklear Malaysia),
    Bangi, 43000 Kajang, Selangor.
    Tel.: 03-8925 2434
    H/P.: 019-387 7609
    Fax.: 03-8925 2588
    (U.p.: En. Iberahim Ali)

    ii. Perkhidmatan analisis, sila ajukan kepada:

    Makmal Radiokimia dan Alam Sekitar (RAS)
    Bahagian Teknologi Sisa dan Alam Sekitar,
    Blok 23, Agensi Nuklear Malaysia (Nuklear Malaysia),
    Bangi, 43000 Kajang, Selangor.
    Tel: 03-8925 0510 Samb. 1141
    Fax: 03-8928 2977
    (U.p.: Dr. Zaharudin Ahmad, Pengurus RAS)

    iii. Penghantaran sampel, sila hantar ke alamat berikut:

    Makmal Radiokimia dan Alam Sekitar (RAS)
    Bahagian Teknologi Sisa dan Alam Sekitar,
    Blok 23, Agensi Nuklear Malaysia (Nuklear Malaysia),
    Bangi, 43000 Kajang, Selangor.
    Tel: 03-8925 0510 Samb. 1785
    Fax: 03-8928 2977
    (U.p.: Dr. Zaharudin Ahmad)

iv. Pengeluaran sijil (untuk tujuan ekspot-sampel makanan sahaja), sila ajukan kepada:

Makmal Radiokimia dan Alam Sekitar (RAS)
Bahagian Teknologi Sisa dan Alam Sekitar,
Blok 23, Agensi Nuklear Malaysia (Nuklear Malaysia),
Bangi, 43000 Kajang, Selangor.
Tel.: 03-8925 0510 Samb. 1784
Fax: 03-8928 2977
(U.p.: Pn. Narizan Sanusi)

Disahkan oleh:

……. Tarikh:
( )

Appendix XII

NUKLEAR MALAYSIA	RAS FORM	REV: 1	RAS_F_AR
		DATE: 01/12/2008	PAGE 53OF 57
		TITLE: ANALYSIS REQUEST	

Client

Agency/Company name:	Tel/Fax no.:
Agency/Company mailing:	Officer in-charge:

Sample Description

Date of submitted:		Quantity of samples:		Quantity of requested certificate(s) (for food sample only):
No.	Type of sample	Client's sample code/reference	Test requested	Remarks
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Certified by:

(Name and agency/company chop) **Date:**

Special Request: (if any)

FOR LAB USE ONLY:

Received by: Date of received:	Analysis request no:	Remarks:

Appendix XIII

COMPILATION OF ANALYTICAL RESULTS OF SAMPLES TAKEN UNDER WATER AND ICE MONITORING PLAN YEAR____

STATE	PLACE OF SAMPLING & SUPPLY CODE	SAMPLE NAME	SAMPLE REF. NO.	TYPE OF SAMPLE (W/I)	MONTH OF SAMPLING	SAMPLING DATE	DATE SAMPLE RECEIVED AT LAB	LABORATORY	DATE OF CERTIFICATE OF ANALYSIS (CoA)	DATE RECEIPT OF ANALYSIS RESULT BY SHD	LAB NO.	PARAMETER OF ANALYSIS	RESULT OF ANALYSIS	LOD/ LOQ	EU DECISION LIMIT	CONTRAVENE	REMARK	TAT (14 DAYS)	TAT *	TAT (C/ NC)

Note:
TAT (DAYS) : 14 working days for chemical and microbiological analyses
TYPE OF SAMPLE : W – Water, I – Ice

Appendix XIV

CONTRAVENTION REPORT
WATER & ICE MONITORING PROGRAMME

NO.	DESCRIPTION	
1.	State Health Department (SHD)	
2.	Name of the processing establishment	
3.	Type of sample	☐ Water ☐ Ice
4.	Sample reference number	
5.	Sampling point (attach the layout plan showing the sampling point)	
6.	Date of sampling	
7.	Date of receipt of sample by official laboratory	
8.	Name of official laboratory	
9.	Date of analysis report	
10.	Date of receipt of analysis report by SHD	
11.	**Contravention**	
11.1	Parameter of analysis	
11.2	Result of analysis	
11.3	EU Standard	
12.	**Investigation**	
12.1	Date and place of investigation	
12.2	Joint investigation (state the name of other agencies)	
12.3	Investigation findings: Source of water/ ice • Water treatment plant closest to establishment	

NO.	DESCRIPTION	
	• KMAM analysis result • Name and address of independent ice plant (if applicable) • Date and time of receiving ice from independent ice plant (if applicable) Other information:	
13.	**Follow-up Actions By SHD**	
13.1	Instructions given to establishment to conduct investigation and corrective action: • Date of instructions • Summary of instructions • Time period for corrective actions committed by establishment (attach a copy of the instruction e.g. letter, email)	
13.2	Instructions to other agency (if applicable) (state the name of the agency): • Date of instructions • Summary of instructions • Time period for corrective actions committed by other agencies (attach a copy of the instruction e.g. letter, email)	
14.	**Corrective Actions**	
14.1	Corrective actions committed by establishment: • Date of report on corrective actions committed by establishment • Summary of corrective actions committed by establishment (attach a copy of the report)	
14.2	Follow-up actions committed by other agencies: • Date of report on follow-up actions committed by other agencies • Summary of follow-up actions committed by other agencies (attach a copy of the report)	

NO.	DESCRIPTION	
15.	**Follow-up On Corrective Actions**	To be completed after corrective actions have been taken by establishment/other related agencies and follow-up inspection has been carried out by SHD)
15.1	Re-sampling (after corrective actions have been undertaken): • Date of re-sampling • Result of re-sampling	
15.2	Corrective actions taken by establishment: • Date of report on corrective actions taken by establishment • Summary of corrective actions taken by establishment (attach a copy of the report)	
15.3	Corrective actions taken by other agencies: • Date of report on corrective actions taken by other agencies • Summary of corrective actions taken by other agencies (attach a copy of the report)	
16.	Other additional information	
17.	General comment	

Prepared by : ..... (Signature)

Name : .....

Designation : .....

State Health Department : .....

Date : .....

Note:

1. Investigation is to be carried out within three (3) working days after date of receipt of analysis report by SHD.
2. Preliminary Contravention Report is to be submitted to the Food Safety and Quality Division within 14 working days after the date of investigation by completing No. 1-14.
3. Final Contravention Report is to be submitted to the Food Safety and Quality Division after all corrective actions have been taken.