

# MANUAL PERMOHONAN BARU HACCP

1. Masuk ke laman web <http://fosimdomestic.moh.gov.my/>

The screenshot shows the FoSIM Domestic website interface. At the top left is the Malaysian coat of arms and the text 'FoSIM Domestik SISTEM MAKLUMAT KESELAMATAN MAKANAN MALAYSIA UNTUK DOMESTIK Kementerian Kesihatan Malaysia'. Below this is a banner image of various food items. A white callout box with a pointer to the login fields contains the text: '1. Masukkan ID pengguna dan kata laluan.' The login form includes a 'Log Masuk' button with a power icon, input fields for 'ID Pengguna:' and 'Kata Laluan:', and 'Submit' and 'Reset' buttons. Below the form are links for 'Lupa ID atau kata laluan anda?' and 'Tiada ID Pengguna? Sila daftar. Daftar Sekarang'. At the bottom left, there are three steps: 'Langkah 1: Sila baca dan fahamkan Seksyen Pengguna Kali Pertama', 'Langkah 2: Isi Borang Pendaftaran Premis Makanan berdasarkan Kategori Premis', and 'Langkah 3: Cetak Slip Pendaftaran. Perakuan Pendaftaran Premis akan diposkan'. A second white callout box with a pointer to the 'Daftar Sekarang' link contains the text: '2. Jika syarikat belum berdaftar, pemohon perlu membuat pendaftaran dulu.' There is also a small 'English' link at the bottom of the page.

\*Jika terlupa ID pengguna atau kata laluan, emelkan kepada [fosimhelpdesk@moh.gov.my](mailto:fosimhelpdesk@moh.gov.my)

Manual Permohonan Baru HACCP  
Bahagian Keselamatan dan Kualiti Makanan, Kementerian Kesihatan Malaysia

**FOSIM Domestik**  
kementerian kesihatan malaysia

Selamat Datang ke Sistem Pendaftaran Premis Makanan Bahagian Keselamatan & Kualiti Makanan  
Akses terakhir anda ialah pada 11th November 2012 20:34:35 dari 60.52.6.48  
Jika menggunakan Internet Explorer versi 9.0, sila klik pada menu "Tools>Compatibility View" pada "Browser".

**3. Pilih menu 'Pensijilan HACCP/GMP'**

Menu Utama  
Laman Utama  
Premis  
Baru  
Dalam Proses  
Berdaftar  
Pembatalan  
Pembaharuan

Kemaskini Maklumat  
Lesen AMB/AMS  
Pensijilan HACCP/GMP  
Pensijilan MeSTI  
Log Keluar

Maklumat Akaun  
Nama : test-test  
IC No. 111111-11-1111  
IP: 60.52.6.48

Status Pendaftaran

Berdaftar (Menunggu Perakuan Pendaftaran)	1	4%
Berdaftar (dengan Perakuan Pendaftaran)	0	0%
Tamat Tempoh	0	0%
Digantung	0	0%
Dibatalan	23	96%

Maklumat Am

Jumlah Premis Berdaftar 1  
Jumlah Premis Berdaftar yang akan luput dalam masa 3 bulan dari hari ini. 0  
Jumlah Premis Berdaftar yang akan luput dalam masa 30 hari dari hari ini. 0

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kementerian kesihatan malaysia

Selamat Datang ke Sistem Pendaftaran Premis Makanan Bahagian Keselamatan & Kualiti Makanan  
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Jika menggunakan Internet Explorer versi 9.0, sila klik pada menu "Tools>Compatibility View" pada "Browser".

**4. Pilih menu 'Permohonan Baru HACCP'**

Menu Utama  
Laman Utama  
Premis  
Kemaskini Maklumat  
Lesen AMB/AMS  
Pensijilan HACCP/GMP  
Permohonan Baru HACCP  
Permohonan Baru GMP  
Simpan HACCP/GMP  
Tambah Produk HACCP  
Kos Pensijilan HACCP/GMP  
Pembaharuan HACCP/GMP  
Status Permohonan

Pensijilan MeSTI  
Log Keluar

Maklumat Akaun  
Nama : test-test  
IC No. 111111-11-1111  
IP: 60.52.6.48

Status Pendaftaran

Berdaftar (Menunggu Perakuan Pendaftaran)	1	4%
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Digantung	0	0%
Dibatalan	23	96%

Maklumat Am

Jumlah Premis Berdaftar 1  
Jumlah Premis Berdaftar yang akan luput dalam masa 3 bulan dari hari ini. 0  
Jumlah Premis Berdaftar yang akan luput dalam masa 30 hari dari hari ini. 0

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**FOSIM Domestik**  
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**Permohonan Baru HACCP**

Arahan:  
1. Untuk paparan rekod senarai premis, pengguna boleh klik pada butang "CARIAN".  
2. Klik pada butang "MOHON" untuk permohonan HACCP.  
3. Untuk pertanyaan, sila emel kepada fosachelpdesk@moh.gov.my

Carian Terperinci

Sila Pilih : Sila Pilih  
Tarikh Daftar : [ ] hingga [ ]  
No Rekod : 20 [Carian]

**5. Tekan butang 'Carian'**

No.	No Pendaftaran	Alamat Premis	Pendaftaran Premis	
			Tarikh Daftar	Tarikh Luput
1	Mohon C05P1131111-008492	Kuantan, PAHANG	11/11/2013	10/11/2018

Rekod 1 hingga 1 dari 1

**6. Tekan butang 'Mohon'**

Maklumat Akaun  
Nama : test-test  
IC No. 111111-11-1111  
IP: 60.52.6.48

7. Isi semua maklumat di **Section A** dengan tepat.

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kementerian kesihatan malaysia

APPLICATION FORM FOR HAZARD ANALYSIS & CRITICAL CONTROL POINT (HACCP).

**Section A : Company and Premise Information - Appendix 2 For**

Note : Please key-in the Compulsory Field (\*), PBT Liscence Number

Premise Registration No. C05P1131111-05

A1. Company Name & Address TEST FoSIM DOMESTIC

A2. Premise Name TEST FoSIM DOMESTIC

A3. Premise Address Same as company address

A4. PBT Liscence Number AB1234567 \*

A5. Correspondence Address

A6. HACCP Coordinator

A7. Position

A8. Fax No

A9. Handphone No

A10. Application through SIRIM?  Yes  No \*

8. Pastikan 'Premise Address' merupakan alamat premis memproses makanan.

9. 'Application through SIRIM' adalah samada pemohon telah memohon sijil HACCP KKM melalui SIRIM QAS International Sdn Bhd atau tidak.

10. Isi semua maklumat di **Section B** dengan tepat.

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kementerian kesihatan malaysia

**Section B : Industry Information**

Notes : Section B is not mandatory for Government Hospital Kitchen

B1. Number of Full Time Worker(s) \*

B2. Annual sale turn-over Please Select \*

B3. Category of Industry  Large Industry  Small and medium industry \*

No	Type of Industry	Description
1.	Large Industry (BI)	Comprises 150 full time workers with an annual sale turn-over of RM25 million
2.	Small and Medium Industry (SMI)	Comprises less than 150 full time workers with an annual sale turn-over of not more than RM25 million

B4. Reason for Application Please Select \*

B5. Award of Quality/ Safety System Certification

No	Programme Name	Issues By	Issued Date	Certificate No
1.	HALAL	JAKIM (Jabatan Kemajuan Islam Malaysia)	11/11/2013	

B6. Application for HACCP Certification: \*

Note : To add HACCP product information , please select PROCESSING and key-in PRODUCT NAME information and then click the button 'Add Product'. To add next particulars, repeat the same process until all the information are listed. To remove the listing, select item from the listing and click 'Remove Product' button. Each application is for per certification and the products shall be under the same food group as listed below:

**11. Pastikan senarai produk yang ingin mendapat pensijilan HACCP diisi dengan betul berdasarkan kepada kategori.**

No	Programme Name	Issues By	Issued Date	Certificate No
1.	HALAL	JAKIM (Jabatan Kemajuan Malaysia)	11/11/2013	

**12. Tekan 'Save' untuk simpan permohonan atau tekan 'Next' untuk paparan seterusnya.**

**Notes:**  
 1. Please click 'SAVE' button to save the information. The application will be inside menu 'SIMPAN HACCP/GMP'.  
 2. Please click 'NEXT' button to proceed confirmation submission to Food Safety and Quality Division

\*Jangan masukkan apa-apa simbol semasa mengisi senarai produk HACCP

\* Jika tekan 'Save', permohonan akan disimpan dalam menu 'Simpan HACCP/GMP'. Sila ke menu 'Simpan HACCP/GMP' untuk meneruskan permohonan baru HACCP.

13. Semak dan sahkan semua maklumat yang telah diisi. Pastikan butiran maklumat adalah tepat.

**Information Verification.**  
Notes : Please check and verify the information entered below.

**Section A : Company and Premise Information - Appendix 2 Form MCS HACCP App(1/00)**

**Premise Registration No.** C05P1131111-008492

A1. **Company Name & Address** TEST FoSIM DOMESTIC (1111)  
25100 , - , PAHANG

A2. **Premise Name** TEST FoSIM DOMESTIC

A3. **Premise Address** Same as company address

A4. **PBT Lisence Number** AB1234567

A5. **Correspondence Address** Lot 123456, Jalan ABC, Kuantan, Pahang

A6. **HACCP Coordinator** ABC

A7. **Position** QC EXECUTIVE **Phone No** 001-1111111

A8. **Fax No** 00-11111111 **Email** test@moh.gov.my

A9. **Handphone No** 00-11111111

A10. **Application through SIRIM?** No

**Section B : Industry Information**

B1. **Number of Full Time Worker(s)** 15

B2. **Annual sale turn-over** < RM 25 Million

B3. **Category of Industry** Small and medium industry

No	Type of Industry	Description
1.	Large Industry (LI)	Comprises 150 full time workers with an annual sale turn-over of RM25 million
2.	Small and Medium Industry (SMI)	Comprises less than 150 full time workers with an annual sale turn-over of not more than RM25 million

**FOSIM Domestik**  
kementerian kesihatan malaysia

**Menu Utama**

- Laman Utama
- Premis
- Kemaskini Maklumat
- Lesen AMB/AMS
- Pensijilan HACCP/GMP
  - Permohonan Baru HACCP
  - Permohonan Baru GMP
  - Simpan HACCP/GMP
  - Tambah Produk HACCP
  - Kos Pensijilan HACCP/GMP
  - Pembaharuan HACCP/GMP
  - Status Permohonan
- Pensijilan MeSTI
- Log Keluar

**Maklumat Akaun**

Nama : test-test  
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**Section C : Submission of Documentation (Only for new application or added product)**

Kindly submit two (2) copies of each the HACCP Manual and supportive documents for your certification purposes. ( Manual and documents submitted will be returned to applicant after the certification process). Please click on the button **Checklist** to print and checking item purposes before submitting all the document(s) below.

**A. Checklist for application form**

- A copy of ROC Certificate
- A copy of Factory/Premise Licence from Local Authority
- Two (2) copies of HACCP Manual
- Two (2) copies of PRP Manual
- Company Audited Account

**B. Checklist for minimum contents of HACCP manual and supportive documents**

- Company and food safety policy
  - Company profile
  - Organization Chart
  - Food safety management policy
  - Plan Layout
- HACCP Team & Responsibilities
- Scope of HACCP Plan
- Food Safety Objective(s)
- Product Description & Intended Consumer
- Process Flow Chart
- Hazard Analysis Worksheet
- HACCP Plan Summary
- Overall Verification Activities & Schedule
- Summary of Pre-requisite Programmes
- Summary of Supportive Documents to HACCP Manual

**14. Tekan dan Cetak 'Checklist'. Lengkapkan permohonan mengikut senarai semak ini.**

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  - Simpan HACCP/GMP
  - Tambah Produk HACCP
  - Kos Pensijilan HACCP/GMP
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**Maklumat Akaun**

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- Sanitation Standard Operating Procedure
- Training Policy and Plan
- Customer Complaints Procedure
- Product Recall Procedure

Kindly submit all the documents according to the checklist within two (2) weeks upon submission of the application form. Application will be processed once all the document is complete and received by the Secretariat :

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)

**Section D : Declaration By Applicant**

The Company / Food premises hereby undertakes

- To declare that the information in the application and accompanying documents are true and accurate.
- To declare that the HACCP programme has been implemented for the product.
- To comply with the requirement for the HACCP Certification.
- To pay fees related to the certification process.

I verify that the above information is true and accurate.

**15. Tekan butang 'Submit' jika telah berpuas hati dengan maklumat yang diisi.**

**Submit** **Change Information**

16. Permohonan telah dihantar ke Bahagian Keselamatan dan Kualiti Makanan. Permohonan akan diproses setelah dokumen lengkap diterima oleh Bahagian.

Sila simpan Nombor Fail sebagai rujukan.

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Permohonan telah disimpan dlm pangkalan data dan akan diproses oleh pihak BKKM setelah menerima dokumen yang lengkap dari syarikat. Untuk sebarang rujukan dan pertanyaan, sila gunakan nombor fail 951. Untuk cetak maklumat, sila klik pada butang "CETAK".

Cetak Maklumat

**TAMAT**

**SEKIAN TERIMA KASIH**