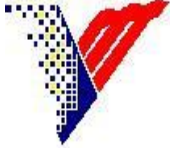




**Standard Operating Procedure
For
DVS Certification Scheme:
myGAP Certification Of Edible-Nest
Swiftlet**

	STANDARD OPERATING PROCEDURE RUCEBN	
	DVS CERTIFICATION SCHEME: myGAP CERTIFICATION OF EDIBLE-NEST SWIFTLET	Effective Date: 6 June 2018
	Document No: SOPRUCEBN-3A	Revision No: 0
DEPARTMENT OF VETERINARY SERVICES		

1.0 PURPOSE

DVS Certification Scheme for farm premises including Edible-nest Swiftlet premises is myGAP (Malaysia Good Agriculture Practices). Good Animal Husbandry Practices of Edible-nest Swiftlet premises will be certified myGAP certification which comply with the minimum requirements in MS2273:2012 Good Animal Husbandry Practice-Edible-nest Swiftlet Ranching and its premises.

This certification scheme is a voluntary basis.

Edible-nest Swiftlet premises which plan to export their products shall be comply with Malaysia certification scheme by Department of Veterinary Services (DVS) as stipulated in Protocol Of Inspection, Quarantine and Veterinary hygiene requirements for the exportation of raw-unclean edible-birdnest from Malaysia to China between the General Administration of Quality Supervision, Inspection and Quarantine of the people's Republic of China and the Ministry of Agriculture and Agro-based Industry of Malaysia.

2.0 OBJECTIVE

To certified Edible-nest Swiftlet premises with myGAP certification.

3.0 SCOPE

This Standard Operating Procedure to include application, adequacy audit, certification and verification audit process.

4.0 STANDARD OPERATING PROCEDURE

4.1 Application Process

NO	DESIGNATION	PROCEEDING PROCEDURE	REFERENCES
1.	Registered Edible-nest Swiftlet premises owner	1.1 Complete the myGAP application form 1.2 Submit application form with supporting documents to DVS State	1. Application Form (AP/DVS/myGAP No.1) 2. Manual of GAHP in Edible-nest swiftlet Ranching Premises (AP/DVS/myGAP No.1D)
2.	Department of Veterinary Services (DVS) State or Registered Collector	2.1 Received myGAP application documents 2.2 Verify the application documents 2.3 Submit complete myGAP application documents (myGAP application form and supporting documents) to Director of Diagnostic and Quality Assurance Division, DVS HQ 3.3 Incomplete myGAP application documents will be follow up from applicant	1. Application Form (AP/DVS/myGAP No.1) 2. Manual of GAHP in Edible-nest swiftlet Ranching Premises (AP/DVS/myGAP No.1D)
3.	Director of Diagnostic and Quality Assurance Division, Head Quarters, Department of Veterinary Services	Received myGAP application documents	

4.2 Adequacy Audit Process

NO	DESIGNATION	PROCEEDING PROCEDURE	REFERENCES
3.	Director of Diagnostic and Quality Assurance Division, Head Quarters, Department of Veterinary Services	Received myGAP application documents	
4.	Secretariats	Register the application	
5.	Head of Audit and Certification, Diagnostic and Quality Assurance Division	Nominate auditor for Adequacy Audit (AA)	Application documents
6.	Secretariats	Submit document application to nominated auditor for AA	1. Application Documents 2. Adequacy Audit Checklist form (DVS/myGAP-W No. 1A)
7.	Veterinary Auditor	7.1 Received documents 7.2 Perform adequacy audit (AA) using AA form 7.3 Submit report (complete AA form, document and myGAP application) to secretariat	1. Application Documents 2. Adequacy Audit Checklist form (DVS/myGAP-W No. 1A)
8.	Secretariats	8.1 Received report from auditors 8.2 Update database 8.3 Prepare report base on AA proposal	

4.3 Certification process

NO	DESIGNATION	PROCEEDING PROCEDURE	REFERENCES
9.	Head of Audit and Certification / Senior Veterinary Office, Diagnostic and Quality Assurance Division	Propose a list of Edible-nest swiftlet premises base on report from AA in the DVS Certification Scheme Technical Committee Meeting for assessment and approved myGAP certification scheme	<ol style="list-style-type: none"> 1. Application Documents 2. Adequacy Audit Checklist form (DVS/myGAP-W No. 1A)
10.	Secretariats	Prepare document (proposal paper, minutes meeting of DVS Certification Scheme Technical Committee Meeting and certificate) Submit to DVS Certification Scheme Committee	<ol style="list-style-type: none"> 1. Application Documents 2. Adequacy Audit Checklist form (DVS/myGAP-W No. 1A)
11.	DVS Certification Scheme Committee	Document assessment and approval	<ol style="list-style-type: none"> 1. Application Documents 2. Adequacy Audit Checklist form (DVS/myGAP-W No. 1A)
12.	Secretariats	<ol style="list-style-type: none"> 12.1 Prepare the certificate 12.2 Update database 12.3 Send certificate of myGAP cert to DVS State and Registered Collector for distribution 	

4.4 Verification Audit

NO	DESIGNATION	PROCEEDING PROCEDURE	REFERENCES
13.	Secretariats	13.1 Prepare a list of certified Edible-nest swiftlet premises 13.2 Plan a programme base on SOP Selection and Verification Audit of Edible-nest swiftlet premises 13.3 Prepare and send order letter to DVS state and auditor	SOP Selection and Verification Audit of Edible-nest swiftlet premises
14.	DVS State and Auditors	14.1 Received order letter 14.2 Perform verification audit 14.3 Submit report to secretariats	DVS/myGAP-W No.2
15.	Secretariats	15.1 Received a report from auditors 15.2 Check verification report base on state 15.3 Incomplete report: will be follow up from DVS state 15.4 Complete report: Prepare proposal for the DVS Certification Scheme Technical Committee Meeting for assessment and approval 15.5 Approval list of Edible – nest Swiftlet premise will be propose to DVS Certification Scheme Committee by Head of Audit and Certification / Senior Officer 15.6 Prepare certificate 15.7 Submit to DVS State or Registered Collector for distribution to of Edible –nest Swiftlet premises 15.8 Update in database	DVS/myGAP-W No.3

5.0 PROCESS FLOW

