




**Standard Operating Procedure
For
Registration &
Traceability System
For
Raw-Unclean Edible-Birdnest Export
To China**

	TITLE: STANDARD OPERATING PROCEDURE FOR REGISTRATION & TRACEABILITY SYSTEM FOR RAW- UNCLEAN EDIBLE-BIRDNEST EXPORT TO CHINA	EFFECTIVE DATE: 1 APRIL 2018
	Document No: SOPRUCEBN-1	Revision No. 0

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**STANDARD OPERATING PROCEDURE FOR
REGISTRATION AND TRACEABILITY SYSTEM FOR RAW-UNCLEAN EDIBLE-BIRDNEST
EXPORT TO CHINA**

SECTION 1: GENERAL

1.1 Scope


1.1.1 This Standard Operating Procedure (SOP) prescribes basic requirements for registration which regulate by Department of Veterinary Services Malaysia via a unique identification number.

1.1.2 This SOP also prescribe minimum requirement of traceability for edible-nest swiftlet premises and primary processing establishment to provides the information to ensure products traceability throughout the supply chain and their genuineness as well as allowing products to be recalled timely in case of non-conformity.

1.1.3 It is applicable to raw-unclean edible-birdnest (EBN) for export purpose.

1.2 Normative references

The following normative references are indispensable for application of this standard. For dated references, only the edition cited applies. For undated references, the latest edition of the normative reference (including any amendments) applies.

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SIRIM/DVS 3:2015 Code of Veterinary Practice: Specification for Raw-unclean Edible-Birdnest (EBN)

Standard Operating Procedure for Raw-unclean Edible-Birdnest Primary Processing Establishment

Animal Act, Revised 2006

1.3 Terms and definitions

1.3.1 Collecting center

A registered building where the Raw-unclean EBN from edible-nest swiftlet premises are received, and may include but not limited to sorting, pre-cleaning, drying, weighing, packing and labelling activities is carried out for the production of quality and safe raw-unclean EBN.

1.3.2 Edible-birdnest (EBN)


Nest produced by the edible-nest swiftlet from their salivary glands which is consumed or used by humans.

1.3.3 Edible-nest swiftlet bird house

Edible-nest swiftlet bird house which is a registered building with ID number assigned by DVS Malaysia where the raw-unclean EBN are harvested.

1.3.4 Exporter

‘Exporter’ means a person or company that export raw-unclean EBN to other country for sale.

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1.3.5 Harvesting goods

Raw-unclean EBN are harvested from edible-nest swiftlet premises and used by primary processing establishment as raw material.

1.3.5 ID premise number

A unique identification (ID) number assigned by the competent authority, Department of Veterinary Services (DVS) Malaysia to a registered premise.

1.3.6 One step up and one step down


Principle applied in traceability system by any proprietor, owner or occupier of edible-nest swiftlet premises, collecting center, primary processing establishment and exporter in their premises which able to identify one step back from where the raw-material came and one step forward to where the harvesting goods at any specified stage of a food chain from production to distribution.

1.3.7 Owner

‘Owner’ means any person for the time being receiving a rent of any edible-nest swiftlet premises or/and primary processing establishment, whether on his own account or as agent or trustee or a receiver, or who would receive the rent if the land or building comprised in the premises is let to a tenant.

1.3.8 Primary processing establishment

A registered building where the Raw-unclean EBN from edible-nest swiftlet premises are received, and may include but not limited to sorting, pre-cleaning, drying, heat treatment, weighing, packing and labelling activities is carried out for the production of quality and safe raw-unclean EBN.

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1.3.9 Swiftlet premises

Registered venue which is related to edible-nest swiftlet and EBN.

EXAMPLE bird house, cave collection center, service provider/collection center/primary processing establishment, processing plant, trader/wholesaler and exporter.

1.3.10 Traceability


A system applies by any proprietor, owner or occupier including the authority that enables the identification of product lots and their relation to batches of raw materials, processing and delivery records.

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1.4 Abbreviation

DVS – Department of Veterinary Services

EBN – Edible-Birdnest

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SECTION 2: REGISTRATION OF EDIBLE-NEST SWIFTLET BIRDHOUSE, COLLECTING CENTER, PRIMARY PROCESSING ESTABLISHMENTS AND EXPORTER

Swiftlet premises shall be registered with a unique identification number. The data collected shall be centralized at the Data Center under the supervisions of Department Veterinary Services, Malaysia.

2.1 Requirement of Registration


Registration with Department of Veterinary Services, Malaysia is compulsory. This is to monitor activities at edible-nest swiftlet birdhouse, collecting center, primary processing establishments and exporter.

2.2 Terms of Registration Applications

Applicants are required to have at least one building that has been in operation as an edible-nest swiftlet birdhouse, collecting center, primary processing establishment or exporter.

2.3 Registration Application Process

- 2.3.1** The application for registration shall be sent to the nearest veterinary office of the related district.
- 2.3.2** The registration shall be verified by an authorized officer in Department of Veterinary Services based on established procedures.
- 2.3.3** Premises registration forms will be issued to the applicants for future reference.
- 2.3.4** The procedure steps of registration listed in Annex A can be referred to and the registration procedure flow chart is given in Annex B.

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2.4 The Validity Period of Registration

Swiftlet premises registration period is valid as long as the premise is in operation and any changes in ownership structure shall be reported to DVS.

2.5 Changes of Ownership

2.5.1 The application belonging to multiple owners shall be done by a signed owner as representative owner.


2.5.2 Any changes of ownership edible-nest swiftlet birdhouse, collecting center, primary processing establishment or exporter shall be officially informed to the authorized officer.

2.5.3 The new owner of the swiftlet premises is responsible for the ownership.

2.5.4 The procedure steps for changes of ownership are listed in Annex C and the flow chart of changes of ownership is shown in Annex D.

2.6 Owner Responsibilities

The owner of the swiftlet premises is responsible to keep all the registration information related to the relevant premises.

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SECTION 3: RESPONSIBILITY OF MALAYSIA ON TRACEABILITY OF EDIBLE-NEST SWIFTLET BIRDHOUSE, COLLECTING CENTER, PRIMARY PROCESSING ESTABLISHMENTS AND EXPORTER

3.1 Implementation of Traceability


- 3.1.1** Scope of traceability on animal disease ~~(according to the related protocol)~~ for raw-unclean EBN within the control of DVS is from the source of edible-nest swiftlet birdhouse, collecting center, primary processing establishments, transportation, and up to the port of exit in Malaysia. (see Annex E)
- 3.1.2** The Traceability Program responsibility will only be implemented up to the port of entry in China (before custom clearance).

3.2 Exported Products

The exported raw-unclean EBN will be further processed in China and may expose to cross contamination along the processing chain. These activities should be under the purview of the China Authority.

3.3 Non-conformance Products in China


In case of any occurrence of epidemic disease or relevant contamination related issue which negatively affect the raw-unclean EBN products detected at the port of entry in China, the China Authority has the right to return, detain, destroy or take other necessary acts toward imported raw-unclean EBN products, and notify to DVS.

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3.4 Malaysia Responsibilities

Upon notification, DVS shall take an action to the relevant affected raw-unclean EBN and timely notify the Chinese Authority. The DVS action committee will decide to carry out the following actions:


- a) Trace the VHC number, package identification number (see Annex F), establishment number and batch number.
- b) Investigation at the affected swiftlet premises.
- c) Identification of potential product non-conformance.
- d) Risk assessment on the product non-conformance.
- e) Decision for product recall: Hold-test-release or rework or dispose accordingly depending on the degree of non-conformance.
- f) Notification to AQSIQ and product consumers on removal of product from the distribution chain.

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ANNEX A

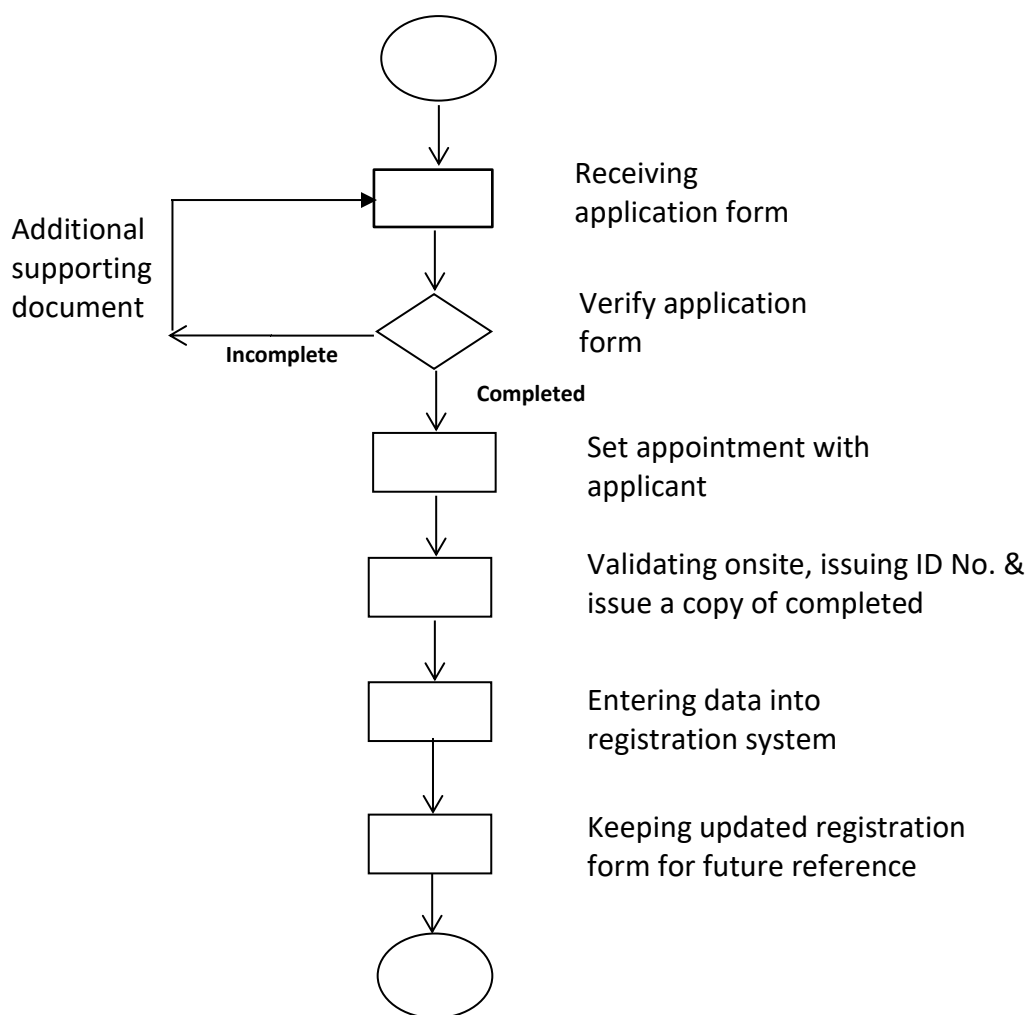
REGISTRATION PROCEDURES FOR EDIBLE-NEST SWIFTLET PREMISES, COLLECTING CENTER, PRIMARY PROCESSING ESTABLISHMENT AND EXPORTER FLOW CHART


No	Activity	Responsibility
1.	Receiving application forms.	State Headquarters & district/procedure offices
2	Verify application forms.	District/province Veterinary Officers
3	Additional supporting document (for incomplete application form)	Officer-in-charge at the district/province
4	Submitting the complete application forms to state officer-in-charge	Applicant
5	Set appointment with applicant for onsite visit.	State officer-in-charge
6	Onsite validation and issuance of ID registration number.	State officer-in-charge
7	Issued a copy of completed registration form to the applicant for his/her record.	State officer-in-charge
8	Entering data into registration system.	State officer-in-charge
9	Keeping updated registration form for future reference.	State officer-in-charge

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ANNEX B

REGISTRATION PROCEDURE FOR EDIBLE-BIRDNEST SWIFTLET PREMISES, COLLECTING CENTER, PRIMARY PROCESSING ESTABLISHMENT AND EXPORTER FLOW CHART




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ANNEX C

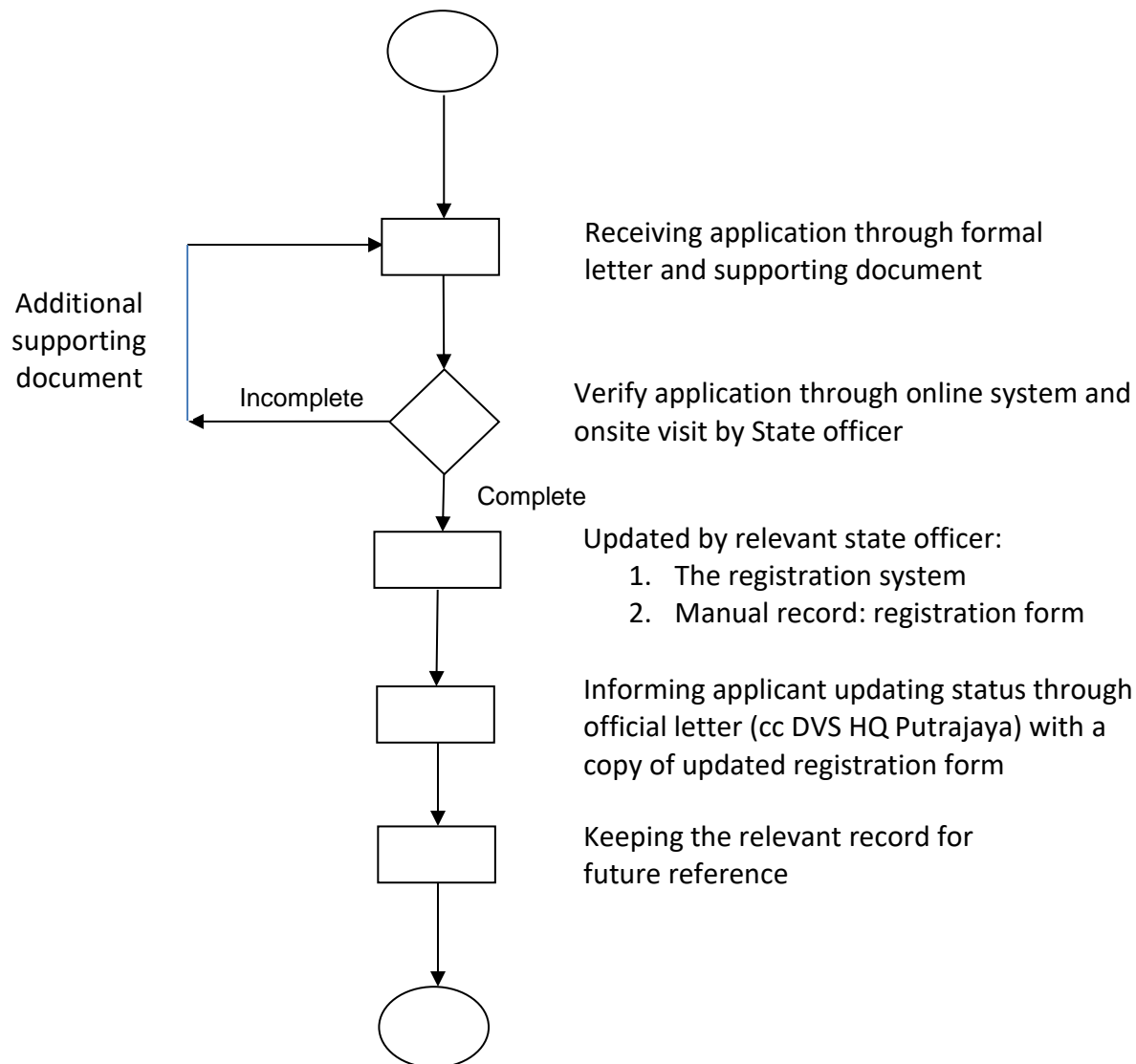
PROCEDURE OF CHANGING OWNERSHIP


No	Activity	Responsibility
1.	Receiving request for changing ownership (Terms: send formal letter to state office with supporting documents and CC to DVS HQ Putrajaya)	Old and New Owners State Veterinary HQ Office
2	Checking request for changing ownership with supporting documents	State officer-in-charge
3	Informing applicant of incomplete details (additional supporting documents or details)	State officer-in-charge and Applicant
4	Resubmitting related documents or details to state officer-in-charge	Applicant
5	Verifying through online system and onsite visit	State officer-in-charge
6	Updating related information into: 1. The registration system 2. The original registration form	State officer-in-charge
7	Informing applicant, the status of enquiry through official letter (cc DVS HQ Putrajaya) with updated registration form	State officer-in-charge
8	Recording all relevant ID for future reference	State officer-in-charge

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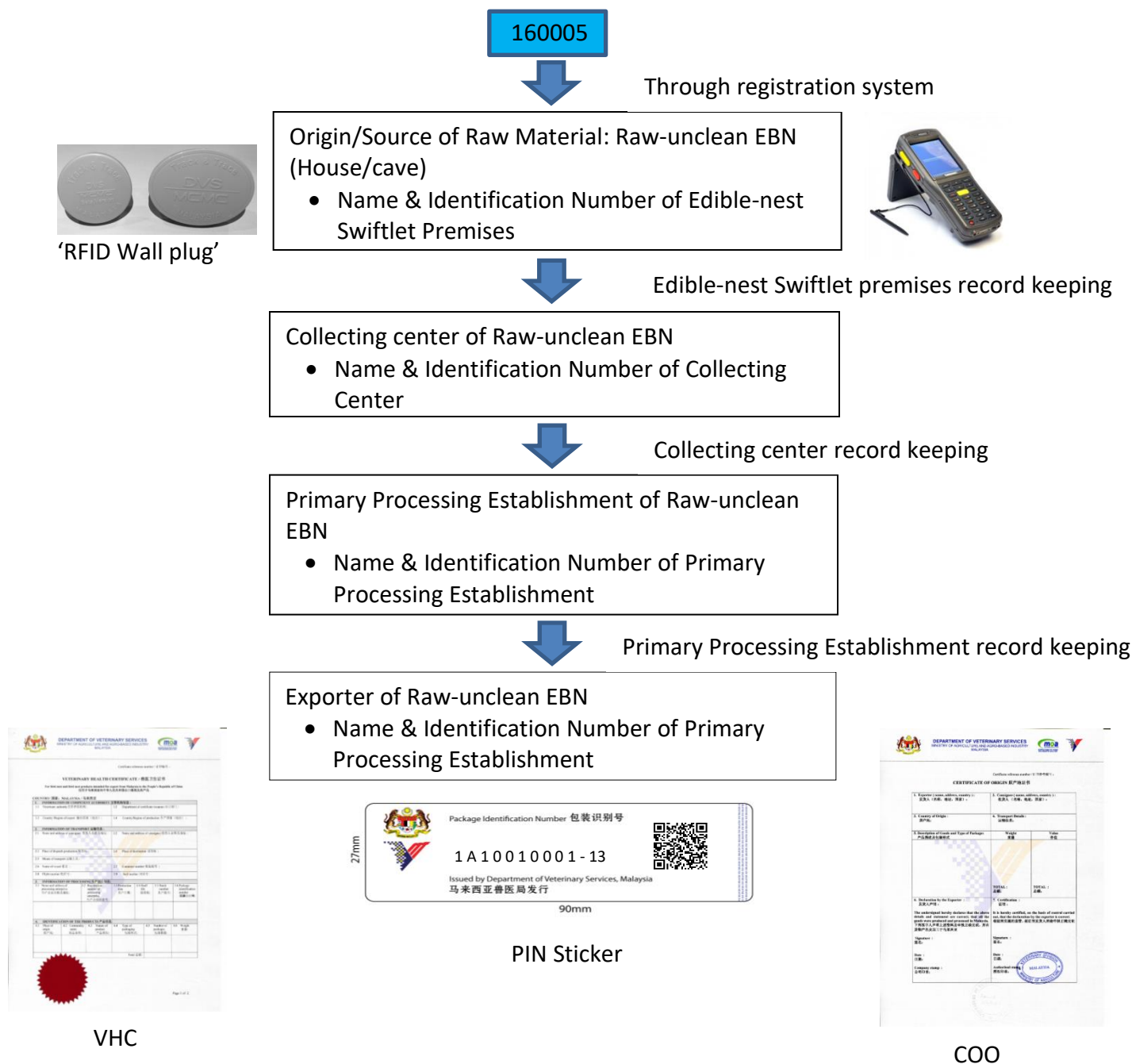
CHANGING OF OWNERSHIP FLOW CHART




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ANNEX E

TRACEABILITY SYSTEM OF RAW-UNCLEAN EDIBLE-BIRDNEST FROM EDIBLE-NEST SWIFTLET PREMISES TO EXPORT

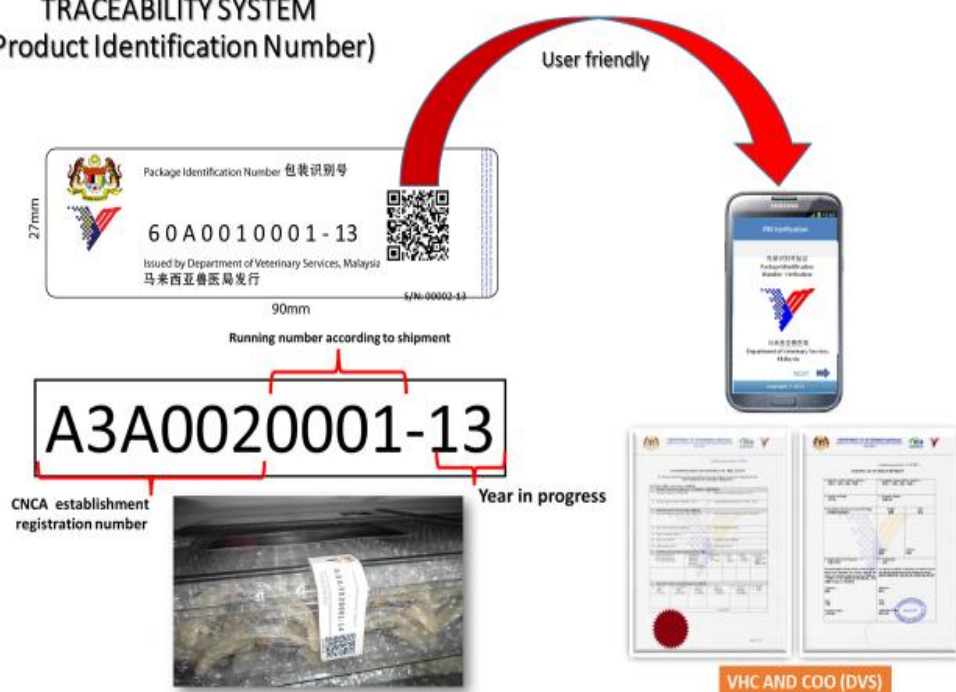



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ANNEX F

PRODUCT IDENTIFICATION NUMBER

TRACEABILITY SYSTEM (Product Identification Number)




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ANNEX G

RULES ON ASSIGNING DVS PREMISE CODE


6 digits code					
1	2	3	4	5	6
STATE	DISTRICT	ACTIVITY			
↓	↓	↓	RUNNING NUMBER		

STATE	STATE CODE	DISTRICT	DISTRICT CODE	ACTIVITY	CODE NO
JOHOR	1	KLUANG	0	BIRDHOUSE	0-9
		MUAR	1	PROCESSING PLANT	A
		BATU PAHAT	2	TRADER	B
		SEGAMAT	3	CAVE COLLECTION CENTER	C
		LEDANG	4	MIDDLEMAN	D
		MERSING	5	EXPORTER	E
		JOHOR BAHRU	6	PRIMARY PROCESSING ESTABLISHMENT	F
		KOTA TINGGI	7	COLLECTING CENTER	G
		PONTIAN	8		
		KULAI JAYA	9		

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STATE	STATE CODE	DISTRICT	DISTRICT CODE
KEDAH	2	KUBANG PASU	0
		KOTA SETAR	1
		PADANG TERAP	2
		POKOK SENA	3
		PENDANG	4
		YAN	5
		SIK	6
		KUALA MUDA	7
		KULIM	8
		BANDAR BAHARU	9
		BALING	A
		PULAU LANGKAWI	B


STATE	STATE CODE	DISTRICT	DISTRICT CODE
KELANTAN	3	KUALA KRAI	0
		BACHOK	1
		KOTA BHARU	2
		MACHANG	3
		PASIR MAS	4
		PASIR PUTEH	5
		TANAH MERAH	6
		TUMPAT	7
		GUA MUSANG	8
		JELI	9

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STATE	STATE CODE	DISTRICT	DISTRICT CODE
MELAKA	4	ALOR GAJAH	0
		CENTRAL MELAKA	1
		JASIN	2

STATE	STATE CODE	DISTRICT	DISTRICT CODE
NEGERI SEMBILAN	5	JELEBU	0
		JEMPOL	1
		KUALA PILAH	2
		PORT DICKSON	3
		REMBAU	4
		SEREMBAN	5
		TAMPIN	6


STATE	STATE CODE	DISTRICT	DISTRICT CODE
PAHANG	6	KUANTAN	0
		PEKAN	1
		ROMPIN	2
		TEMERLOH	3
		MARANG	4
		BERA	5
		BENTONG	6
		RAUB	7
		JERANTUT	8
		LIPIS	9
		CAMERON HIGHLANDS	A

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STATE	STATE CODE	DISTRICT	DISTRICT CODE
PULAU PINANG	7	PERAI UTARA	1
		PERAI TENGAH	2
		PERAI SELATAN	3
		BARAT DAYA	4
		TIMUR LAUT	5

STATE	STATE CODE	DISTRICT	DISTRICT CODE
PERAK	8	KAMPAR/GOPENG	0
		KERIAN	1
		HULU PERAK	2
		LARUT MATANG SELAMA	3
		KUALA KANGSAR	4
		KINTA	5
		BATANG PADANG	6
		PERAK TENGAH	7
		HILIR PERAK	8
		MANJUNG	9


STATE	STATE CODE	DISTRICT	DISTRICT CODE
PERLIS	9	KANGAR	0
		ARAU	1
		PADANG BESAR	2

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STATE	STATE CODE	DISTRICT	DISTRICT CODE
SELANGOR	A	PETALING	0
		HULU LANGAT	1
		KLANG	2
		GOMBAK	3
		KUALA LANGAT	4
		SEPANG	5
		KUALA SELANGOR	6
		HULU SELANGOR	7
		SABAK BERNAM	8


STATE	STATE CODE	DISTRICT	DISTRICT CODE
TERENGGANU	B	BESUT	0
		SETIU	1
		KUALA TERENGGANU	2
		HULU TERENGGANU	3
		MARANG	4
		KEMAMAN	5

STATE	STATE CODE	DISTRICT	DISTRICT CODE
SABAH	C	BEAUFORT	1
		KOTA KINABALU	2
		KUDAT	3
		KENINGAU	4
		SANDAKAN	5
		TAWAU	6

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STATE	STATE CODE	DISTRICT	DISTRICT CODE
SARAWAK	D	KUCHING	1
		SAMARAHAN	2
		SRI AMAN	3
		BETONG	4
		SARIKEI	5
		SIBU	6
		KAPIT	7
		MUKAH	8
		BINTULU	9
		MIRI	A
		LIMBANG	B

STATE	STATE CODE	DISTRICT	DISTRICT CODE
WILAYAH PERSEKUTUAN	E	KUALA LUMPUR	0
		PUTRAJAYA	1
		LABUAN	2

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- [4] *PROTOCOL OF INSEPCION, QUARANTINE AND VETERINARY HYGIENE REQUIREMENTS FOR THE EXPORTATION OF RAW-UNCLEAN EDIBLE-BIRDNEST FROM MALAYSIA TO CHINA*

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