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**The Scheme for the Accreditation of Certification Bodies (The ACB Scheme)**  
**ACB CIRCULAR 2/2021**  
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**STANDARDS MALAYSIA REQUIREMENTS FOR THE MANAGEMENT OF FOOD SAFETY ASSURANCE PROGRAMMES BY CERTIFICATION BODIES**

**A. Introduction and scope**

- i. This circular is to inform Standards Malaysia's applicant/accredited CBs on the requirements for the management of food safety assurance programmes. This circular supersedes ACB Circular 5/2017. This circular is applicable to certification bodies applying/accredited to the following programmes:
  - a. Good Manufacturing Practices for Food (GMP)
  - b. HACCP Systems
  - c. Food Safety Management Systems
- ii. These requirements are the pre-conditions for the export facilitation on the issuance of relevant export certificates e.g. Health Certificates by the Ministry of Health (MOH).

**B. Requirements**

**1. Certification Bodies (CB) Auditors**

- i. Initial
  - a) CB auditors are required to successfully pass MOH food safety training as follows:

<b>Programme</b>	<b>Training on ACB-GMP</b>	<b>Training on ACB-HACCP</b>
Good Manufacturing Practices for Food	√	N/A
HACCP Systems	N/A	√
Food Safety Management Systems (FSMS)	N/A	√

b) The schedules of the training can be obtained from the following link: <http://fsq.moh.gov.my/v6/xs/page.php?id=243>.

ii. Maintenance

a) Upon passing the MOH food safety training, qualified auditors will be issued a certificate by MOH that is valid for three (3) years.

1. The certificate is renewable without re-examination subject to the auditor's active participation in three (3) audits per programme within the certificate validity. The auditor is required to submit their audit log and other relevant documentation as requested by MOH.

2. Qualified auditors that are dormant (i.e have not performed audits) within the three (3) year validity period shall need to re-take and pass the MOH food safety training.

## 2. Accredited Certification Bodies

i. Issuance of certificates to clients

CB's that have fulfilled the requirements as B.1. shall issue the client's certificate with the following statement:

**“This certified client has been audited by a team consisting of (an) MOH qualified auditor(s)”**

CB's in notifying its clients that they have been suspended or withdrawn, to carbon copy (cc) MOH, at [acb@moh.gov.my](mailto:acb@moh.gov.my) and Standards Malaysia, [acb@jsm.gov.my](mailto:acb@jsm.gov.my).

ii. Validity of existing FSMS accreditation

The status of existing accredited FSMS certificates audited by non-qualified auditors shall remain valid until **31<sup>th</sup> December 2021** after which accreditation shall be withdrawn.

## 3. Applicant Certification Bodies:

i. All new applications received **after the date of this circular** shall meet the new requirements as stated in this circular.

## 4. Schedule of Accreditation

Standards Malaysia will issue the schedule of accreditation with the list of auditors that have successfully passed the MOH training. The CB shall notify Standards Malaysia immediately when there are any changes to the list of auditors.

### C. Conduct of Remote Audits

- i. Remote audit is **NOT** applicable for compliance audit.
- ii. Full remote audit can only be conducted for Category E (for HACCP and GMP), and Category C IV (For FSMS) (i.e. Products with long shelf life at specified temperatures) annual audits (i.e. surveillance or recertification) subject to the following:
  - a. The client has a proven track record of performance with no major findings or significant complaints in the current and past certification cycle;
  - b. No major changes in the client's processes;
  - c. The site needs to be operational with production taking place;
  - d. Documents and records can be provided electronically;
  - e. The client and the CB have agreed on a suitable medium of audit (e.g. teleconferencing, web conferencing etc) prior to the audit;
  - f. Requirements of IAF MD 4 are complied with; and
  - g. CB is allowed opportunity to follow-up on-site where the use of remote audit is not effective.
- iii. Besides C.i. and C.ii. mentioned above, partial remote audit can be allowed to **ONLY** cover the management system requirements and audits.

### D. Effective Date

This circular comes into effect from the date of this circular.

**THANK YOU**

Approved by,

**Director of Accreditation  
For the Director General  
Department of Standards Malaysia**